



PARENT HANDBOOK

6909 Scyene Rd.
Dallas, TX 75227

Phone 972-880-4557

HOURS OF OPERATION

Tony's Little Clubhouse is open 12 months a year. Monday through Friday from 6am to 9pm. Weekend care is available by appointment only from 6:00am to 9pm on Saturday only.

TUITION

Tuition is due on or before Monday by 6pm for week. We will enforce a late fee of \$10.00 for any payment that is received late which is any payment received after 6pm on Monday. You will also be charged \$10.00 per day for each day that your account remains unpaid. After 3 business days we will terminate your account and you must pay a new registration fee in order to re-enroll your child/children. Your child/children will not be able to be left at our center and/or will not be picked up from school if tuition hasn't been received by Wednesday. You may make your payment with cash, money order, debit or credit card. WE WILL NOT ACCEPT PERSONAL CHECKS UNDER ANY CIRCUMSTANCES. Payments must be made with either the Director or the Administrative Assistant. ***For parents who receive daycare assistance, tuition is due every month on or before the 1st. Late fees will be applied as outlined above. Additionally, if your tuition has not been paid by the 4th, your child/children will not be able to be left at our center and/or will not be picked up from school. We will also notify your caseworker and you may be subject to lose your benefits. In the event your child does not attend for a full week or more, tuition will still be required. Enrollment is based on the expectation of your child/children attending.

TUITION RATES

Infant and Toddler	6 weeks to 12-17 months	\$150 per week
Toddler	18 months to 23 months	\$140 per week
2 year olds		\$135 per week
3 year olds to 4 year olds		\$125 per week
Pre-K	4 to 5 year olds	\$110 per week
Extended care	After 6pm	\$30 per week
Transportation		\$30 per week
Before and after school care		\$65 per week
Drop In (Full Day)		\$40 per child per day
Drop In (Half Day)		\$25 per child per day
Weekend Rates		\$35 per Saturday
Holiday break	school age children	\$100 per week
Holiday break		***TUITION REQUIRED TO HOLD SPOT
Summer fees	school age children	\$100 per week
Registration fees		\$50 per child / \$75 per family
Late fees		\$10 (if not paid on Monday) then \$10 per day
Supply fees		\$25 due twice a year

NOTE Prices will vary for care after 6pm at a rate of an additional \$30 on the tuition per week. Also, an additional \$30 tuition amount per week is due for any child left in our care over 12 hours. ***Tuition rates pay for weekdays only, weekend rates are an additional amount due for each weekend day that a child is present. Weekends are by appointment only, notice must be given by Wednesday and weekend days are available ONLY if there will be a minimum of 2 children in attendance.***

ALL RATES ARE SUBJECT TO BE INCREASED ANNUALLY WITH PRIOR WRITTEN NOTICE TO PARENTS/GUARDIANS

REGISTRATION AND SUPPLY FEES

Tony's Little Clubhouse will charge a non-refundable registration fee of \$50 per child or \$75 per family which is due at the time of enrollment. There will be an annual supply charge of \$25 for each child in our care that will be due twice a year. Any family with 3 or more children will be charged a family supply fee of \$125.00. As outlined in the Supply Policy in your enrollment packet: You will be notified when your child needs additional supplies. Any child who does not have the appropriate supplies will NOT be permitted to be dropped off. Any child who runs out of supplies while in our care will be required to be picked up immediately. Please make sure your child's supplies are marked with their name. Additionally, if we have to use center supplies because your child runs out and you haven't arrived yet to pick them up, you will be charged \$.25 per wipe and \$1.00 per diaper or pull up.

TAX RECEIPTS

Any parent/guardian requesting a copy of the Childcare expenses for the year must sign up in the office or write a letter requesting a copy of your end-of-the-year statement. All statements will be given out by January 31. The center's tax ID will be enclosed for your daycare tax credit. If there have been any changes to your address, please make the necessary arrangements to update your file.

CLOSING POLICY AND EMPLOYEE CARE OUTSIDE THE CENTER

By policy, and by State Law, a childcare worker / **Tony's Little Clubhouse** employee cannot provide care off center nor take your child home with them. There cannot be any arrangements made for babysitting or Nanny Services with a **Tony's Little Clubhouse** employee unless it is set up by the owner, Tameka Jones. In the event that you, the parent/guardian, set up babysitting or nanny services with any employee without authorization from Tameka Jones, you will lose your childcare services with **Tony's Little Clubhouse** immediately. Additionally, the center will not be responsible for anything that has taken place outside of the center. Management is required to follow these measures if a child is left after closing time.

1. Try to contact the parent/guardian by phone.
2. Try to call the listed emergency contacts or another person authorized for pick
3. Call the appropriate community authorities



SAFETY AND SIGN IN / SIGN OUT POLICY

To ensure the safety of all children, we require that you sign your child in and out at the front desk. Please note that the sign in sheet is also monitored by licensing and WE MUST HAVE EVERY BOX FILLED OUT FOR EVERY CHILD. If you have more than one child, you MUST sign each one in and out individually. No child may be left at the center without completing the sign in process. Older children may not sign themselves out. Authorized pick-ups must be 18 years of age or older to pick up children. You should always escort your child to his/her room and notify the teacher upon arrival. Once you sign your child out and receive your child from the teacher on duty, you are responsible for your child. At the end of the day, please make sure to check your child's cubby for any notes, artwork, and/or soiled clothing. PARENTS/GUARDIANS ARE REQUIRED TO CLEAR OUT THEIR CHILD'S CUBBY EVERY FRIDAY. This gives parents/guardians the opportunity to make sure that blankets are being sent back clean on Monday, spare clothing is clean and still fits, etc. Once you have received your child from the teacher and signed him/her out, please make sure to accompany your child to the vehicle. Please do not leave your child unattended or unsupervised for any reason. Please see "Child Pick Up and Late Fees" section for more information.

CCMS parents are required to use their attendance card every day. If your child is absent they may not be signed in. While we cannot control how you use your card, we will not provide false information if CCMS calls to verify your child was present in our center.

TONY'S LITTLE CLUBHOUSE DOES NOT APPLY SUNBLOCK or INSECT REPELLENT

DISCIPLINE

Our teachers at **Tony's Little Clubhouse** are trained to use only positive methods of discipline, including redirection, time out, or writing sentences. Redirection is directing the child to another activity distracting them from what may be causing the problem. Time-out is sitting quietly in a chair for one minute for each year of age, with a book as time to reflect on what went wrong. Writing sentences is instructing the child to write a set number of lines to redirect behavior, for example "I will not hit other people". Discipline at home needs to stay at home. If your child has misbehaved at home and you do not want them to participate in a planned center activity, you will need to keep them home that day. We encourage parents to be supportive of our methods and work with teachers on positive ways to co-discipline your child. We want to encourage a positive environment within the classroom and if both teacher and parents/guardians are communicating, this transition will be very easy.

DISCIPLINARY TIMELINE FOR UNACCEPTABLE BEHAVIOR

All parents/guardians are expected to be supportive of our methods of discipline regarding the child/children in our care. While we realize that children are going to sometimes have behavior issues, **Tony's Little Clubhouse** has a zero-tolerance policy regarding aggressive and abusive behavior from children whether it's directed at other children or at staff. Redirection, time out, and writing sentences will be exercised as a method of discipline whenever possible. In the event of unacceptable behavior, the following timeline will be used.



SAFETY AND SIGN IN / SIGN OUT POLICY

1. First violation will receive redirection, and if necessary, time out or writing sentences
2. Second violation will receive redirection, time out or writing sentences, and a FIRST written warning
3. Third violation will receive redirection, time out or writing sentences, and a SECOND written warning
4. Fourth violation will receive redirection, time out or writing sentences, and a THIRD written warning. (with a 3 days suspension and a 2-week probationary period to improve behaviour)
5. Fifth violation will result in a parent/guardian being called to pick up their child and an immediate termination notice will be issued

*Please note that if your child has a consistent aggressive behaviour that may put him or other child/children at risk, immediate termination will come in place, e.g. Throwing objects that may include furniture, toys, shoes, hitting or slamming doors and windows, hitting other children and/or staff, damage to property and bullying.**

DAMAGE TO PROPERTY

In the event your child causes damage to property of any kind, **Tony's Little Clubhouse** will bill you for the damages and you will be responsible for the expenses needed to repair what has been damaged. Child will not be able to return to our facility until expenses are paid in full.

IN THE EVENT OF AGGRESSIVE OR ABUSIVE BEHAVIOR THAT POSES IMINENT DANGER TO ANOTHER CHILD OR STAFF, THE TIMELINE WILL ESCALATE AND A PARENT/GUARDIAN WILL BE CALLED TO PICK UP THEIR CHILD IMMEDIATELY

CHILDCARE CUT OFF TIME FOR DROP OFF

Daily cutoff to drop children off at the center is 9:00am and no child will be accepted after this time unless arrangements have been made with the Director or the Administrative Assistant only. Additionally, we reserve the right to issue written notification to parents/guardians when we intend to change the cut off time for an early release day or during holiday weeks.

CONFERENCES

If you would like an individual conference with your child's caregiver or the Director regarding care, progress, questions, concerns, policies, or procedures, please make arrangements with the Administrative Assistant or Director to set up a mutually convenient appointment time with the teacher or the Director.

NEWSLETTERS AND/OR CALENDARS

We will post and distribute our monthly newsletter and a calendar on the 1st of each month. Our newsletter is geared to help keep parents up to date on the curriculum track, scope and sequence, field trips, special events, upcoming activities and Holiday Closures. This will give parents/guardians time to prepare and plan for all activities and closures. Additionally, the newsletter and/or calendar will be available on our website quarterly. You can go to www.tonyslittleclubhouse.com for the most up-to-date information.



HOLIDAYS

Tony's Little Clubhouse has 10 holidays each year: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving day and the day after Thanksgiving, Christmas Eve and Christmas Day. Should the holiday occur on a Saturday, we will be closed the Friday before. Should the holiday occur on a Sunday, we will be closed the Monday after. We do close early on New Year's Eve and written notification will be given by the beginning of December regarding the time. If there are any other occasions that we will be closing early, notice will be posted in advance as well as notification provided in writing to every parent. Please be advised that tuition will still be due to hold your child's spot in the center. Additionally, tuition must be paid on the last business day that we are open. For example, we will be closing early on Thursday and will be closed on Friday: tuition must be paid by the close of business on Thursday. Any unpaid tuition will result in late fees being charged. Finally, parents/guardians must have arrangements to have their child/children picked up on time on a day that we close early. We will not be making exceptions to this and will be charging the standard late fees for each child that is still in our care after the close of business as we want our staff to be able to enjoy their holiday time as well. We appreciate your consideration for our staff and your cooperation on this matter.

CUSTODY AND VISITATION

Please provide the center with any legal documents containing custody information supporting any restrictions or provisions that we must be aware of for the safe release of your child. We will strictly adhere to the instructions provided in such documents. Please provide updated documents as necessary. **Tony's Little Clubhouse** will not be in the middle of any legal issues between parents/guardians. Please ensure that all personal matters are kept between both parents/guardians and not carried over into the center.

SCHOOL HOLIDAYS, WEEKEND CARE, AND EARLY DISMISSAL

Tuition rates will be a different amount for school ages during school holidays, early dismissal days, and summer vacation. Additionally, weekly rates do not include the tuition due for weekend care. Please see the "TUITION RATES" section of handbook.

REPORTING ABSENCES

We request that all parents/guardians notify the center if your child will be absent for the day. If your child is ill, you should notify us as soon as possible with the nature of the illness if it is contagious. The center has 24 hours to post a notice informing the other parents/guardians within the child's classroom that there was a contagious illness. If your child is on the transportation list for after-school pick up, we require notification 1 hour before the scheduled pick-up time so that we can notify the driver that transportation isn't needed. A fee of \$10 will be charged for non-notification by any parent/guardian. This will prevent miscommunication regarding your child's transportation.



NUTRITION

Tony's Little Clubhouse will ensure that all of the children enrolled are served nutritious meals that constitute one-third of the recommended daily dietary allowance. The meals served at **Tony's Little Clubhouse** include breakfast, lunch, and dinner as well as AM snack, PM snack, and evening snack. We encourage sampling new foods and providing proper nutrition. We will serve 1% or whole milk, 100% fruit juice, or water with each meal and snack. The meal schedule is as follows: breakfast served between 6am-8am, AM snack served at 10:00am, lunch served between 11:45am-12:45pm, PM snack served between 3pm-5pm, dinner served 6:00pm-7:00pm. Meals are planned to meet the nutritional needs of the children. Meals are served in the classrooms for children under 2 years old and in the café for ages 2 and above. Children will learn fundamentals of good nutrition and sound eating habits. You are encouraged to enjoy lunch with your child any time. We ask that you notify the center by 9:00am so that you can be included in our lunch plans. We also ask that you send food from home only in the following circumstances: special diet or diet according to a doctor order. Menus are posted on our parent bulletin board and provided at your request. Menus follow a 4 week rotation and are updated quarterly.

CELEBRATIONS

All food must be store bought and be in its original packaging. We will send home notification to all parents/guardians for upcoming celebrations and give all parents/guardians the option to sign up for their child to bring food or drinks for these celebrations.

PRAYER/PLEDGE OF ALLEGIANCE

We encourage children to participate in our meal prayers as well as the Pledge of Allegiance.

SCHOOL PICTURES/SPECIAL OCCASION PICTURES

We may offer school pictures each year, as well as taking pictures during special events. If you do not want pictures of your child taken, you will have the option to exclude them during the enrollment process when paperwork is submitted.

VOLUNTEERS/PARENT/GUARDIAN PARTICIPATION

We encourage parents/guardians and family members to volunteer for special occasions such as parties, reading times, field trips, etc. All parents/guardians and volunteers are required to complete a state background check and may require fingerprinting so that we remain in compliance with state Minimum Standards.

ANIMALS

No animals are allowed on the premises.



PARENT VISITATION

Tony's Little Clubhouse has an open-door policy for all parents/guardians. You will have access to the center during business hours for the purpose of contacting your child and assessing the care provided. Please limit your stay to no more than 10 minutes so as not to disrupt the classroom routine. Our goal is to provide a positive, safe, and healthy learning environment for your child.

ENROLLING PROCEDURES/FORMS

To enroll your child at **Tony's Little Clubhouse**, you must meet with the Director or Administrative Assistant for a tour and pay a non-refundable registration fee. All enrollment paperwork must be completed in full for each child and required documentation must be provided, as well as making the tuition payment. The enrollment paperwork includes an admission agreement, information about your child, allergy information, transportation release, and much more. We will need parent/guardian identification, custody/visitation paperwork (if applicable), birth certificate, current immunization records for the child, as well as a Health Assessment from your child's physician. Your child will not be able to be left in our care if paperwork is incomplete, documentation is missing, or tuition is not paid. **Tony's Little Clubhouse** is an equal opportunity provider of child care services.

TRANSPORTATION

If your child is to be transported to and from school or to and from home, please complete the Transportation Request Form and return it to the center Director. Parents/guardians must have this form filled out before your child/children can begin riding the childcare bus/van. Parents must inform **Tony's Little Clubhouse** 2-3 hours ahead of time if their child/children will be absent from school or they have made other arrangements for their child/children to be picked up. If failed to do so, after the second incident, we will terminate child from transportation. Children will not be allowed to have/eat or drink in the bus/van. Some transportation routes require driving over railroad tracks which may cause delays that could range anywhere from 10 to 30 minutes. Drivers will not be permitted to use their phones while driving, so if delays occur, parents/guardians will be notified at the earliest opportunity once the driver returns to the center. Please be advised that the safety of the children in our care is our number one priority and we will abide by all seat belt regulations set by the State of Texas. Additionally, we encourage parents/guardians to speak to their child/children about the importance of being well-behaved during transport. If any child's behavior during transportation poses a safety risk to themselves, other children, or the driver, **Tony's Little Clubhouse** reserves the right to take disciplinary action such as suspension from the van. Repeated offenses may result in termination of a child's transportation agreement.

FIRE DRILLS/EMERGENCY EVACUATION

Fire drills are held regularly at **Tony's Little Clubhouse**. We maintain a regular monthly report of fire drills on our parent bulletin board. We check our fire extinguishers monthly to ensure the safety of all of our children and a copy of our annual inspections are provided on the bulletin board as well. Evacuation drills are held regularly at **Tony's Little Clubhouse**. In case of an emergency that requires evacuation, you will be notified ASAP and required to come pick up your child/children if the emergency is expected to last a significant length of time. If you are at the center at the time of the evacuation, you will be asked to follow our procedures and evacuate the building immediately along with the children.



ON-SITE EMERGENCY MEETING AREA

In the event of fire or other evacuation emergency, the emergency meeting area is located on the side parking lot at **Tony's Little Clubhouse** at least 50 feet away from the building.

TRANSPORTING INFANTS AND CHILDREN 12 - 17 MONTHS

In the event of fire or other evacuation emergency, all children 17 months and under will exit the classroom and be loaded into strollers, buggies, crib, or wagons to exit outside to their emergency meeting area.

OFF-SITE SHELTER

In the event of fire or other evacuation emergency that creates a need for temporary shelter of **Tony's Little Clubhouse** children, we will relocate to our nearest school which is Nova Charter School located at 6459 Scyene Rd, Dallas TX 75227. The number for that school is 214-381-3088. This will be our shelter for any and all evacuation situations.

SEVERE/INCLEMENT WEATHER EMERGENCIES

In the event of severe or inclement weather conditions that may prevent the center from opening, please call in advance to ensure that the center is open, staff has arrived, and there are no other prohibitive problems. If it is necessary for the center to close early, you will be notified by the Director or the Administrative Assistant so that you can make arrangements for picking up your child/children. Also, if Dallas ISD will remain closed due to weather conditions, the center will also be closed.

WATER ACTIVITIES

Tony's Little Clubhouse does not have a pool or wading pool onsite. During the summer months, children may sometimes have a water activity day. Consent will be required before your child will be allowed to participate. All parents/guardians will be notified in advance and provided a consent form if we choose to have a water activity day.

PARENTAL NOTIFICATION

There may be a need to contact parents/guardians during the day for any number of reasons such as emergency, illness, injuries, behavior, etc. For this reason, we require all parents/guardians to maintain accurate and up-to-date contact information for themselves as well as emergency contacts. For any incidents such as injuries, serious behavior issues, policy change, etc., parents/guardians will be notified in writing in addition to verbal communication. The written copy must be signed by the parent/guardian and the original placed in the child's file. Parents/guardians may request copies of these incident reports or policy changes at any time.



GANG FREE ZONE - THIS CENTER IS A GANG FREE ZONE

What is a gang free zone? A gang free zone is a designated area around a specific location where certain gang-related criminal activity is prohibited and is subject to increased penalty under Texas Law. Specific locations where certain gang-related criminal activity is now prohibited include, but are not limited to: public schools, playgrounds, video arcade facilities, and day care centers. The area that falls within a gang free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

MEDICAL REQUIREMENTS/HEALTH STATEMENT


All immunization records must be up-to-date as specified by the Texas Department of Health. Parents/guardians are required to provide a copy of their child's immunization record upon admission to the center showing that shots are up to date. Validated proof of immunizations should be submitted as your child receives new immunizations or booster shots. If your child is lacking any required immunizations you will receive a notice explaining which ones are needed and a time frame required to provide proof that they have received the updated immunizations. Prior to enrollment, parents/guardians are required to obtain a physician's statement or medical screening dated within the last year showing that the child is medically fit to attend daycare. At this time, TB screening results are not required to be on file.

ALLERGIES

All allergies must be reported in writing when enrolling your child. Two forms will be presented in the enrollment packet which will help **Tony's Little Clubhouse** follow a plan of action in the event an allergic reaction is presented. Form 1) Allergy form, list any allergies that your child has on this form. Form 2) Plan of Action, list child's doctor's information along with symptoms and specific steps to take if your child is suffering from an allergic reaction.

SUSPECTED CHILD ABUSE / NEGLECT

All children have a right to live free from abuse and neglect. As a child care provider, we will provide for the emotional and physical well-being of your child/children while in our care. Child abuse and neglect happens when somebody or some situation threatens the development, security, and survival of a child. Many forms of abuse are criminal in nature. The definition of child abuse and child neglect is as follows: any act or failure to act on the part of a parent/guardian or caretaker, which results in death, serious physical or emotional harm, sexual abuse, exploitation, an act or failure to act which presents a serious risk of imminent harm, abandonment, denial of proper care and attention physically, educationally, emotionally, or morally. Children show many different signs of abuse or neglect. While all children have scrapes, bruises, and birthmarks, it's good to know some common signs of abuse or neglect. The State of Texas requires all licensed child care providers to obtain one hour of annual training in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.



The law requires any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to DFPS. A person making a report is immune from civil or criminal liability provided that they make the report in good faith. The name of the person making the report is kept confidential. Any person suspecting abuse or neglect and not reporting it can be held liable for a misdemeanor or state jail felony.

Texas Abuse/Neglect Hotline is 1-800-252-5400 or <https://www.txabusehotline.org> In an effort to increase awareness of child abuse and neglect, parents/guardians and employees will be notified about workshops or presentations in the local area concerning issues of child abuse and neglect, including warning signs and prevention techniques.

Resources for parents/guardians and teachers on abuse and neglect:

<http://www.dfps.state.tx> > Training

<http://www.babycenter.com/baby-preventing-child-abuse>

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

HEARING AND VISION SCREENING REQUIREMENTS

All children who are 4 years old by September 1st will need to have a vision/hearing screening by a certified/licensed screener. This is required by the Texas Department of Health.

OVER THE COUNTER AND PRESCRIPTION MEDICATION

Tony's Little Clubhouse prefers that all medication is administered to your child before coming to the center. However, we do recognize that sometimes medication will need to be administered while in our care. **Tony's Little Clubhouse** will not administer any over the counter medications without a prescription label on bottle, this includes Electrolyte Solutions. Parents/guardians will need to fill out an 'Authorization to Dispense Medication' form before any staff will be able to administer any medication to children. We must have all of the following information filled out on the form in order to be able to administer the medication.

1. Child's name
2. Date
3. Name of medication
4. Amount of medication
5. How often it is given
6. Length of time it will be given
7. Signature of parent

***Plan of action is required to be attached to Medication Form for medication administered. ***



ILLNESS/EXCLUSION POLICY

If your child becomes ill while in our care or runs a fever of 100.4 or higher, we will call you immediately and you will be required to pick your child up. Regarding infants, you will have a maximum of 20 minutes to pick up your child for any fever higher than 102, and if you fail to pick up your child within that time frame, we will have no choice but to call the proper authorities (911) to avoid the possibility of fever seizures and such. If your child vomits 2 times while in our care, you will be contacted and required to pick them up. If your child has 3 loose stools while in our care, you will be contacted and required to pick them up. Your child must be kept out of the center for a mandatory 24 hours after fever or symptoms are gone. Your child will need to be kept out of the center for any of the following reasons

Temperature of 100.4 or higher

Signs or symptoms of a possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in a 24 hour period, rash, mouth sores, behavior changes, or any other behavior changes that indicate the child is severely ill.

1. Any communicable disease defined by the Texas Department of Health.
2. Any illness that prevents a child from participating in childcare activities including indoor/outdoor play
3. *A child must be free of fever for 24 hours without medication before returning*

MEDICAL EMERGENCY

When a critical illness/injury requires immediate medical attention, we will

1. Contact emergency medical services (911)
2. Give the child first aid treatment or CPR
3. Contact the child's parent/guardian

FIELD TRIPS

At this time we do not offer field trips that require transportation away from the center. If, at any time we decide to offer field trips away from the center, parents/guardians will be notified in advance in writing. Authorization to participate in field trips and authorization for transportation must be received prior to the field trip before your child will be allowed to participate.

CONTACTING AGENCIES

Parents/guardians may contact the local licensing office, DFPS child abuse hotline, and/or DFPS website:

Childcare Licensing Office	Child Abuse/Neglect Hotline
8700 N. Stemmons Fwy #104	1-800-252-5400
Dallas, TX	Websites: http://www.dfps.state.tx.us
214-302-4216	http://www.txchildcaresearch.org



LICE

When a child has signs of lice, the parent/guardian will be notified and will be required to pick the child up as soon as possible. The child's personal belongings (spare clothes, nap blanket, etc.) must be taken home as well. The child will need to be treated along with their personal belongings before returning to daycare. A 48-hour period off center is required. We recommend that if there is more than once child in your household, to keep them off for the same period of time. Upon returning, the child will be checked by management before they will be allowed to return to the classroom.

INJURIES

Injuries will happen. If your child is injured at the center but it isn't serious enough to require emergency treatment, you will still be contacted. You may want to consult your pediatrician or family physician to determine whether the nature of the injury requires further treatment or vaccinations against Hep A, Hep B, Hep C, Tetanus, or other diseases. By signing the acknowledgement of policies, the parent/guardian recognizes that play of any kind may result in injuries of varying degree. It is the expressed intent of **Tony's Little Clubhouse** to provide for the safety and protection of every child and in consideration for allowing the child to use center facilities and participate in center activities. Parent/guardian agrees to release **Tony's Little Clubhouse**, its officers, teachers, employees, and hosts from all liability and for any and all damages and injuries suffered by the child while under the supervision of **Tony's Little Clubhouse**. Legal guardians agree to individually provide for the possible future medical expenses which may be incurred by a child as a result of any injury sustained on **Tony's Little Clubhouse** equipment.

BITING IN DAYCARE

Child development research indicates that approximately 50% of all children enrolled in daycare will be bitten. Toddlers especially will often use biting as a form of communication. **Tony's Little Clubhouse** will strive to minimize biting incidents. However, it is highly likely that your child will be bitten at some point in time. If this should occur, we inform the parents/guardians of the child who was bitten, as well as inform the parents/guardians of the child who did the biting so that we can work with them and their child to correct this behavior. Biting is very serious and is unacceptable. If your child bites, **Tony's Little Clubhouse** will develop a plan with you to try to correct the problems. However, if the biting is aggressive, breaks skin, or does not lessen within a reasonable amount of time, **Tony's Little Clubhouse** reserves the right to exercise disciplinary action in the form of suspension from daycare. If biting continues after your child returns from a suspension, we reserve the right to place your child on probation to allow the child's behavior to improve, as well as terminate child care services.

OUTDOOR PLAY

Every child is required to go outside for fresh air for good health and overall development. **Tony's Little Clubhouse** provides a daily plan for outdoor activities. Generally, children who are enrolled in our program are well enough to participate in both our indoor and outdoor play activities. If there are medical reasons your child cannot participate outdoors, we will be happy to comply with your physician's request when presented with their written instructions. Children remain inside when the weather is inclement such as snow or rain, or in extreme heat or cold. Children will also remain inside in the case of a severe smoke, fog, or smog alert.



TOILET TRAINING POLICY

Potty-Training should begin at home over a long weekend or holiday. Once you have had success at home for at least a week, your child may begin wearing CLOTH panties/underwear with rubber pants to cover them at school. You must still provide 1-2 pull ups for nap or other extended periods. You **MUST** also provide at least 2 complete changes of clothing for your child. Under no circumstances will your child be allowed to potty-train in regular panties/underwear without the rubber pants.

*** This is for sanitary reasons! Regular panties/underwear cannot contain urine & feces to prevent the spread of germs in our facility and to other children. Please cooperate on this matter. Also, if you begin training, please notify us so that we can continue with all the work you have accomplished. Further, if within 2-3 weeks, your child shows no signs of progress, we reserve the right to put your child back in diapers & try again in a few weeks. If child has one or more incidents in one day, we will continue the training in pull-ups. In the event your child does not have an extra change of clothes, pull -up, wipes, or diapers, **Tony's Little Clubhouse** will provide the items needed. There will be an extra charge to parents of \$1.00 per item needed, this includes wipes and pull-ups/diapers. In the event parent has been re-directed twice, you might be at risk of being terminated from our center.

NAPTME

Tonys Little Clubhouse reserves a portion of the day for rest and relaxation time. Infants nap in assigned cribs according to their own schedules. We place infants 6 months and under on their back to sleep. This position reduces the risk of SIDS (Sudden Infant Death Syndrome). For every other class, naptime begins at Noon and ends at 2:30pm. Each child will sleep on a mat and will have a blanket provided from home. All mats are sanitized after each use and blankets returned to their cubby. All children are given the opportunity to sleep if they require the rest. Quiet activities are provided for older children not wanting to rest. To allow each child to get an adequate amount of rest, we do not allow drop-ins, we do not do center tours, and we ask that visitors do not stop by between the hours of Noon and 2:30pm.

SAFE SLEEP

See attached information on safe sleep.

CLOTHING/SUPPLIES

Here at **Tony's Little Clubhouse** the safety and cleanliness of the children we care for is our top priority. We require the following supplies for every child:



INFANTS

1. Diapers
2. Wipes
3. Bottles / sippy cups
4. Formula if child is not on whole milk
5. Food if parent has any special feeding requirements
6. 2 changes of clothing (tops, bottoms, socks, bibs)
7. 1 box of Kleenex per child
8. 1 box of gallon zip lock bags
9. Other supplies as needed (pacifiers, extra nipples, etc.)

TODDLERS

1. Diapers or Pull-ups
2. Wipes
3. 2 changes of clothing (tops, bottoms, socks)
4. 1 box of Kleenex per child
5. 1 box of gallon ziplock bags
6. 1 sleeping mat
7. 1 small blanket for naptime (it should be about the same size as the sleeping mat)
8. Other supplies as needed

PRE-K

1. Pull-ups if still potty training or having frequent accidents
2. Wipes
3. 2 changes of clothing (tops, bottoms, socks, panties/underwear)
4. 1 box of Kleenex per child
5. 1 box of gallon ziplock bags
6. 1 sleeping mat
7. 1 small blanket for naptime (it should be about the same size as the sleeping mat)
8. Other supplies as needed

You will be notified when your child needs additional supplies. Any child who does not have the appropriate supplies will NOT be permitted to be dropped off. Any child who runs out of supplies while in our care will be required to be picked up immediately. Please make sure your child's supplies are marked with their name. Additionally, if we have to use a center supplies because your child runs out and you haven't arrived yet to pick them up, you will be charged \$.25 per wipe and \$1.00 per diaper or pull up. There will be an annual supply charge for each child in our care that will be due twice a year.



PERSONAL BELONGINGS AND FOOD

The toys and educational materials at **Tony's Little Clubhouse** are shared by all of the children as part of the learning experience. The center has an ample supply of equipment and materials. **Tony's Little Clubhouse** will not be responsible for loss or damage to personal possessions children bring to the center. It is distressing to the children to misplace or lose belongings and sometimes difficult for teachers to identify the owner. Therefore, children are required to leave personal belongings at home. Please help your child understand why it is not wise to bring toys and other items that they may not wish to share with the group. Additionally, we provide 3 meals and 3 snacks per day for any child that is in our care during meal and snack times. We ask that parents do not bring outside food, drinks, or candy when dropping off their children unless they are providing enough for the entire class. Any child that is brought to the center with food, drinks, or candy will not be permitted to be in class with those items to minimize the disruption to the other children.

PERSONS AUTHORIZED FOR PICKUP

ONLY those persons listed in the enrollment agreement as authorized pick-up persons, or persons listed on the emergency contact list are authorized to pick up children from the center. A copy of photo ID is required in the file and at the time of pick up. **PHONE CALLS WITH VERBAL AUTHORIZATION WILL NOT BE ACCEPTED!** In case of emergency, we do accept a handwritten statement with the date, time, parent/guardian signature, name of the person picking up the child/children, and a statement authorizing that person to leave the center with the child/children.

EMAIL/SMS MESSAGING

In an effort to go paperless for all notifications, postings, and important center updates, we ask that all parents/guardians provide us with their current email address or instant messaging ID so that we can send you any and all alerts or updated center information.

REVIEWING MINIMUM STANDARDS/INSPECTION REPORTS

Parents/guardians can review a copy of minimum standards and the center's most recent Licensing Report at any time. Our licensing inspections will be posted on our parent bulletin board located in the front office of the center.

INSURANCE

This center does not have insurance at this time. **Tony's Little Clubhouse** is not responsible for injuries, bites, scratches, or any other bodily injuries.



OPEN DOOR POLICY

When we accept a new family in our childcare center, we like to be sure that we can share any questions or concerns that may arise. It is important that there is a similar day care philosophy between parents/guardians and the provider. We welcome questions, concerns, feedback, or suggestions of any kind that are oriented towards a positive outcome with the children. Sensitive issues will be discussed in private and may be discussed outside of normal operating hours by either phone call or private conference. An open line of communication is very important where all children are concerned. Please feel free to drop in or call at any time to see how your child is doing. If we don't answer the call immediately, please understand that we are tending to the needs of the children in the center and we will return your call as soon as it's possible.

VIDEO SURVEILLANCE

In an effort to provide a more secure environment for your child/children, **Tony's Little Clubhouse** monitors each classroom, the playground, and the parking lot with video surveillance equipment. In the unlikely event of an incident that involves police activity, **Tony's Little Clubhouse** has already obtained the required permission to use video evidence in court proceedings.

BREASTFEEDING

This facility accommodates breastfeeding mothers.

POLICY CHANGES

Ownership reserves the right to update or change policies at any time. Written notice will be provided with a signature acknowledgement to be placed within the employee or child file.

EMERGENCY PREPAREDNESS PLAN

Purpose

This is a plan designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness.

Notification

All employees of **Tony's Little Clubhouse** must receive orientation on our emergency preparedness plan. All new parents/guardians must sign an acknowledgement of our emergency preparedness plan. Upon request, this plan is available for review.

1. In case of an emergency evacuation that causes relocation of the children, the Director, Administrative Assistant, or other designee will call parents/guardians at the number on file with us. In the event that a parent/guardian cannot be reached, the emergency contact person will be notified. ***For this reason it is absolutely imperative that we have current numbers for parents/guardians, as well as all persons listed as an emergency contact.***
2. Director, Administrative Assistant, or other designee will communicate with local authorities such as fire department, law enforcement, medical personnel, health department, child care licensing, and parents/guardians.
3. Place of relocation and contact information is as follows:

Nova Charter School

6459 Scyene Rd,

Dallas, TX 75227

Practice

Tony's Little Clubhouse practices a fire drill once a month every month. The children will exit the building safely within 3 minutes. A severe weather drill is practiced once every 3 months. Documentation of these drills, including the date of the drill, time of the drill, and length of time it takes to evacuate from the building is available for review.

EMERGENCY EVACUATION, SEVERE WEATHER, AND RELOCATION DIAGRAMS

There is an EER diagram posted in each classroom, the break room, the kitchen, all bathrooms, and the front office. It displays the floor plan, 2 exit pathways from each classroom, and the designated relocation area outside the center where all children and teachers meet. The diagram also displays the location inside the center where children and teachers meet to take shelter for severe weather. In case of evacuation due to severe weather, everyone in the center will meet in the side parking lot to load into vans. A head count will be taken, and relocation to Nova Charter School will occur. Upon arrival into the shelter, another head count will occur and parents/guardians or emergency contacts will be notified to pick up their children.

I, _____, have read and understand the Emergency Preparedness Plan for **Tony's Little Clubhouse**.

Parent/Guardian Signature

Date

PARENT HANDBOOK ACKNOWLEDGEMENT OF POLICIES

I, _____, the parent/guardian of _____ have received a copy of the parent handbook and understand and agree to comply with all guidelines regarding the care of my child. The items covered in the handbook are listed below.

Tony's Little Clubhouse reserves the right to change, add, or amend policies at any time to remain in compliance with State Minimum Standards. Policy changes or updates will be provided to parents/guardians in writing with a signature acknowledgement to be placed within the child's file.

1. Hours of Operation
2. Tuition
3. Tuition rates
4. Registration and Supply Fees
5. Child Pick Up and Late Fees
6. Tax Receipts
7. Closing Policy and Employee Care Outside the Center
8. Safety and Sign In / Sign Out Policy
9. Discipline
10. Disciplinary Timeline for Unacceptable Behavior
11. Childcare Cut Off Time for Drop Off
12. Conferences
13. Newsletters and/or Calendars
14. Holidays
15. Custody and Visitation
16. School Holidays, Weekend Care, and Early Dismissal
17. Reporting Absences
18. Nutrition
19. Celebrations
20. Prayer / Pledge of Allegiance
21. School Pictures / Special Occasion Pictures
22. Volunteers / Parent / Guardian Participation
23. Animals
24. Parent Visitation
25. Enrolling Procedures / Forms
26. Transportation
27. Fire Drills / Emergency Evacuation
28. Severe / Inclement Weather Emergencies
29. Water Activities
30. Parental Notification
31. Gang Free Zone
32. Medical Requirements / Health Statement
33. Suspected Child Abuse / Neglect
34. Hearing and Vision Screening Requirements
35. Over the Counter and Prescription Medication
36. Illness / Exclusion Policy
37. Medical Emergency
38. Field Trips
39. Contacting Agencies
40. Lice
41. Injuries
42. Biting in Daycare
43. Toilet Training Policy
44. Naptime
45. Outdoor Play
46. Clothing / Supplies
47. Personal Belongings
48. Persons Authorized for Pick Up
49. Email / SMS Messaging
50. Reviewing Minimum Standards / Inspection Reports
51. Insurance
52. Open Door Policy
53. Video Surveillance
54. Emergency Preparedness Plan
55. Breastfeeding

Parent/Guardian Signature

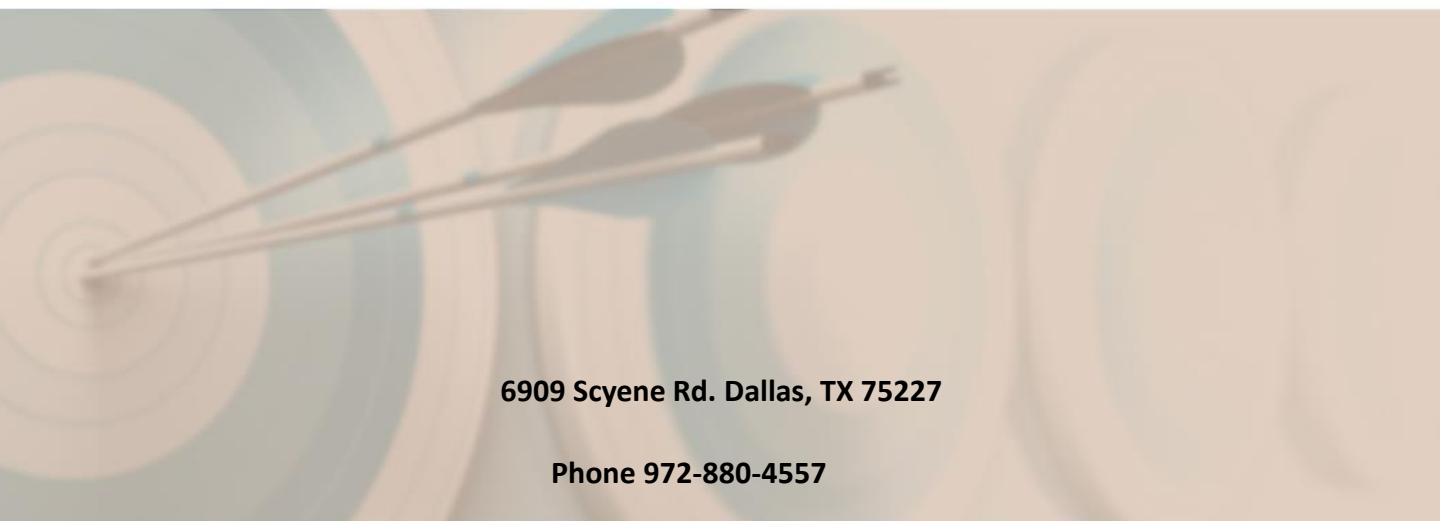
Date



Tony's Little Clubhouse




Non-Disclosure

A decorative background featuring a target with two arrows hitting the bullseye. The target is on the left, and the arrows are on the right. The background is a mix of light blue and beige tones.

6909 Scyene Rd. Dallas, TX 75227

Phone 972-880-4557





Tony's Little Clubhouse


Non-Disclosure Agreement

THIS AGREEMENT is made and entered into as _____ ("Effective Date"), by and between _____ ("the Disclosing Party") and _____, ("the Recipient") (collectively, "the Parties"). Purpose for Disclosure ("Business Purpose"): _____ childcare for ages 6 weeks to 12 years of age and the purpose of this agreement is to prohibit employees from disclosing information to outside parties such as other childcare entities. Additionally, this document prohibits any employee from engaging in contacting parents, students, or other employees of Moore Family Childcare in any effort to disrupt business operations.

The Parties hereby agree as follows

For purposes of this Agreement, "Confidential Information" shall mean any and all non-public information, including, without limitation, technical, developmental, marketing, sales, operating, performance, cost, know-how, business plans, business methods, and process information, disclosed to the Recipient. For convenience, the Disclosing Party may, but is not required to, mark written Confidential Information with the legend "Confidential" or an equivalent designation.

1. All Confidential Information disclosed to the Recipient will be used solely for the Business Purpose and for no other purpose whatsoever. The Recipient agrees to keep the Disclosing Party's Confidential Information confidential and to protect the confidentiality of such Confidential Information with the same degree of care with which it protects the confidentiality of its own confidential information, but in no event with less than a reasonable degree of care. Recipient may disclose Confidential Information only to its employees, agents, consultants and contractors on a need-to-know basis, and only if such employees, agents, consultants and contractors have executed appropriate written agreements with Recipient sufficient to enable Recipient to enforce all the provisions of this Agreement. Recipient shall not make any copies of Disclosing Party's Confidential Information except as needed for the Business Purpose. At the request of Disclosing Party, Recipient shall return to Disclosing Party all Confidential Information of Disclosing Party (including any copies thereof) or certify the destruction thereof.
2. All right title and interest in and to the Confidential Information shall remain with Disclosing Party or its licensors. Nothing in this Agreement is intended to grant any rights to Recipient under any patents, copyrights, trademarks, or trade secrets of Disclosing Party. ALL CONFIDENTIAL INFORMATION IS PROVIDED "AS IS". THE DISCLOSING PARTY MAKES NO WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, REGARDING NON-INFRINGEMENT OF THIRD PARTY RIGHTS OR ITS ACCURACY, COMPLETENESS OR PERFORMANCE.
3. The obligations and limitations set forth herein regarding Confidential Information shall not apply to information which is: (a) at any time in the public domain, other than by a breach on the part of the Recipient; or (b) at any time rightfully received from a third party which had the right to and transmits it to the Recipient without any obligation of confidentiality.

- 
4. In the event that the Recipient shall breach this Agreement, or in the event that a breach appears to be imminent, the Disclosing Party shall be entitled to all legal and equitable remedies afforded it by law, and in addition may recover all reasonable costs and attorneys' fees incurred in seeking such remedies. If the Confidential Information is sought by any third party, including by way of subpoena or other court process, the Recipient shall inform the Disclosing Party of the request in sufficient time to permit the Disclosing Party to object to and, if necessary, seek court intervention to prevent the disclosure.
 5. The validity, construction and enforceability of this Agreement shall be governed in all respects by the law of the Texas. This Agreement may not be amended except in writing signed by a duly authorized representative of the respective Parties. This Agreement shall control in the event of a conflict with any other agreement between the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

Director/ Administrative Assistant Signature

Date

Employee Signature

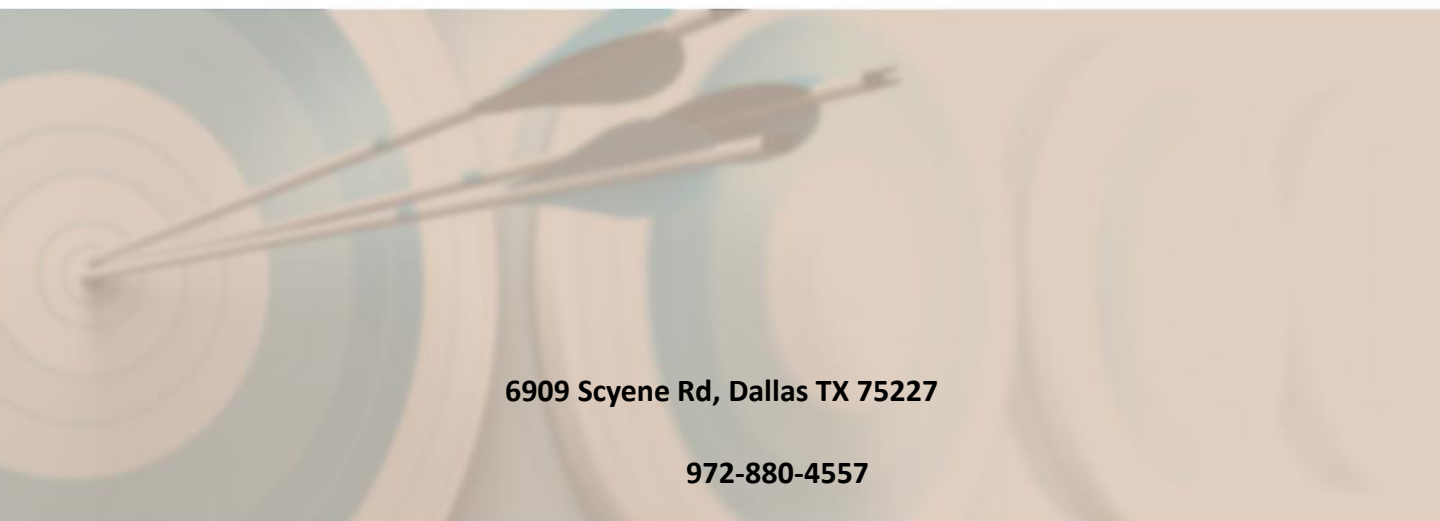
Date



Tony's Little Clubhouse




ENROLLMENT FORM



6909 Scyene Rd, Dallas TX 75227

972-880-4557



NEW ENROLLMENT CHECKLIST

Per licensing requirements, EVERY box or line must be filled out in this parent enrollment packet. If an area of questions does not pertain to your child, please mark that field or form as "N/A". All documents must be on file before a child can be left in our care. Thanks in advance for your cooperation and we look forward to caring for your child/children.

1. Admission Information (3 pages) _____
2. Acceptance Form _____
3. Child Admission Record (5 pages) _____
4. Allergy and Food Form _____
5. Food Allergy Action Plan _____
6. Authorization to Treat a Minor _____
7. Child Abuse / Neglect Policy _____
8. Discipline and Guidance Policy _____
9. Exclusion Policy _____
10. Permission to Photograph Form _____
11. Supply Policy _____
12. Toilet Training Policy _____
13. Transportation Request and Agreement _____
14. Tuition Policy _____
15. Food Program Enrollment (3 pages) _____
16. Acknowledgement of Policies _____
17. Emergency Preparedness Plan _____
18. Parent Handbook Acknowledgement _____
19. Immunization Record _____
20. Child's Social Security Card _____
21. Child's Birth Certificate _____
22. Parent's ID or Driver License _____
23. Parent's Social Security Card _____

Parent/Guardian Signature

Date

Director/Administrative Assistant Signature

Date

Acceptance Form

This is to confirm that:

Child : _____ DOB: ___/___/___ Age: _____ Sex: _____

has been accepted for care by TONY'S LITTLE CLUBHOUSE and a place will be reserved until the first day of care which will begin on: ___/___/___

Contract hours are as follows:

Monday: _____ to _____

Tuesday: _____ to _____

By Appointment Only:

Wednesday: _____ to _____

Thursday: _____ to _____

Saturday: _____ to _____

Friday: _____ to _____

Sunday: _____ to _____

A registration fee of \$_____ has been received. These fees will not be returned in the event that the above-named child/children is/are not placed in care by the above date. When the child/children begins care, the weekly/monthly fee of \$_____ will be due _____. I have read and accepted the tuition policy at **TONYS LITTLE CLUBHOUSE.**

By signing below, you agree that this is a legally binding form. Providing false information could result in termination of childcare services, forfeiture of registration fee, or both.

Parent/Guardian's Print Name	Date
Parent/Guardian's Signature	Date
Director/Administrative Assistant Signature	Date



Child Admission Record

Date of Enrollment: _____

Child's Name: _____

General Information:

Date of Enrollment: _____

Child's Name: _____

General Information: _____

Date of Birth: _____

Social Security Number: _____

Home Address: _____

Phone Number: _____

Father/Guardian Information:

Father or Guardian Name: _____

Father's Social Security Number: _____

Father's Contact Phone Numbers: _____

Address (if different from child): _____

Employer Name: _____

Employer Address: _____

Employer Phone Number: _____

E-mail Address: _____

Mother/Guardian Information:

Mother or Guardian Name: _____

Mother's Social Security Number: _____

Mother's Contact Phone Numbers: _____

Address (if different from child): _____

Employer Name: _____

Employer Address: _____

Employer Phone Number: _____

E-mail Address: _____

Emergency/Medical Information:

If neither parent or guardian can be reached, in case of an emergency call:

Name: _____ Phone: _____

Relationship to child: _____

Name: _____ Phone: _____

Relationship to child: _____

Child's Doctor Name: _____

Address: _____ Phone: _____

Child's Dentist Name: _____

Address: _____ Phone: _____

Child's Hospital of Choice: _____

Insurance Information: _____

Does your child have any of the following? (please circle all that apply)

Allergies	Autism	Bleeding Disorders	Diabetes
Diarrhea	Ear Infections	Eating Problems	Epilepsy
Frequent Sore Throats/Colds	Mental Disability	Physical Disability	Skin Problems
Vomiting		Other Chronic Conditions	

If other chronic conditions, please give specific information: _____

Does your child have any birthmarks or other identifying marks on the body? _____

If so, please describe and give location: _____

What illnesses has your child had in the past month? _____

What treatment was given? _____

When was the last prescription medicine given to this child? _____

Has your child had any illness in the past 24 hours? _____

If so, describe illness and treatment: _____

Family/Home Information:

Other children in family (list relation): _____

Other adults in family (list relation): _____

Child's Normal Schedule:

Breakfast for the child usually consist of _____

Time the child usually eats breakfast _____

Time the child usually takes AM nap is _____

Time the child usually wakes up from AM nap is _____

Time the child usually eats lunch is _____

Time the child usually takes PM nap is _____

Time the child usually wakes up from PM nap is _____

Information About Child:

Please give information concerning your child, which will be helpful to the childcare provider.

Play Habits: _____

Eating Behavior: _____

Fears: _____

Likes and Dislikes: _____

Other: _____

The child's temperament is usually _____

Does the child have a comfort item for resting? Yes No If yes what is it? _____

Your routine for putting the child to sleep is _____

He/She likes to sleep on their Stomach, Back or Side _____

Is your child toilet trained? _____

If not, are they trying to use the toilet? _____

What words does he/she use for the bathroom? _____

Does your child have any special needs or behaviors we need to be aware of? _____

Child Release Information:

No child may be released from the provider's center to any person other than his/her parents or other person currently designated in writing by such parent to receive the child. Those people authorized to pick-up the child (including parents) need to present photo identification each day until easily recognized by the provider.

The following persons have my permission to pick up my child from the provider's center:

Name: _____ Phone: _____

Relationship to child: _____

Name: _____ Phone: _____

Relationship to child: _____

Name: _____ Phone: _____

Relationship to child: _____

Name: _____ Phone: _____

Relationship to child: _____

I/We certify that all of the information given on this form is correct and accurate to our best knowledge. I/We promise that I/we will notify the provider, if any or all of the information changes.

Parent/Guardian Signature

Date

Director/Administrative Assistant Signature

Date

Allergy and Food:

LIST	HAS NOT been exposed	IS allergic	IS NOT allergic	Not Sure	Parent	Other Family
Foods						
Peanuts						
Other nuts/seeds						
Citrus fruits						
Other fruits						
Cow's milk						
Yogurt						
Other dairy						
Chocolate						
Corn						
Oats						
Wheat						
Other grains						
Yeast						
Egg yolks						
Egg whites						
Soy foods						
Fish						
Shellfish						
Environmental						
Dust						
Mold spores						
Cats						
Dogs						
Other animals						
Pollen						
Bee / wasp stings						
Medical						
Penicillin						
Latex						
Other (list)						

This information is accurate to the best of my knowledge and I waive all liability with TONY'S LITTLE CLUBHOUSE for undisclosed or unknown allergies.

Parent/Guardian Signature

Date



Food Allergy Emergency Plan

This plan must be signed and dated by your child's Health Care Professional

Child's Name: _____ Date of Birth: _____

Doctor: _____

Address: _____

Phone: _____ Fax: _____

Please complete one form FOR EACH known Food Allergy

Food child is allergic to: _____

Possible Symptoms if exposed to this food:

By signing below, the parent or guardian of this child gives TONY'S LITTLE CLUBHOUSE permission to post the child's food allergy in the food serving and food preparation areas.

Doctor Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director/Admin. Asst. Signature: _____ Date: _____

For licensed center use:

_____ Food Allergy Emergency Plan has been posted in the classroom
and food service area

_____ Food Allergy Emergency Plan has been posted in the food
preparation area

_____ Food Allergy Emergency Plan has been included in your
emergency evacuation binder

_____ Food Allergy Emergency Plan has been included in your field trip
and transportation binder



Authorization to Treat a Minor

This consent shall remain effective until _____, of the year ____

I (we) the undersigned parent, parents or legal guardian of _____, a minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provision of the Medicine Practice Act, of a Dentist licensed under the provisions of the Dental Practice Act, and on the staff of any acute general hospital holding a current license to operate a hospital from the State of Texas Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care, which the aforementioned physician in the exercise of his best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached.

List any restrictions: _____

_____ (cont. on back if nec.)

Child's Birth Date: _____ Last Tetanus Boos _____ ter:

Allergies to Drugs or Food: _____

Any Special Medications or Pertinent Information: _____

Preferred Hospital: _____ Phone: _____

Child's Physician: _____ Phone: _____

Insurance Company: _____

Policy Number: _____

Parent/Guardian Signature Date

Director/Administrative Assistant Signature Date



CHILD ABUSE / NEGLECT POLICY

As a childcare provider, TONY'S LITTLE CLUBHOUSE has a responsibility to report any and all suspected child abuse and/or neglect. We cannot turn our backs on a child that has been abused. Therefore, if there is parental conduct that indicates that there is any kind of child abuse committed on any child in our care, and if we perceive or think that anything questionable is present as far as abuse or neglect is concerned, we will IMMEDIATELY contact the Police Department as well as Children's Protective Services.

Parent/Guardian's Signature	Date
Parent/Guardian's Signature	Date
Director/Administrative Assistant Signature	Date



Discipline and Guidance Policy

Discipline must be:

- a) Individualized and consistent for each child
- b) Appropriate to the child's level of understanding
- c) Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- a) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- b) Reminding a child of behavior expectations daily by using clear, positive statements
- c) Redirecting behavior using positive statements
- d) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1. Corporal punishment or threats of corporal punishment
- 2. Punishment associated with food, naps, or toilet training
- 3. Pinching, shaking, or biting a child
- 4. Hitting a child with a hand or instrument
- 5. Putting anything in or on a child's mouth
- 6. Humiliating, ridiculing, rejecting, or yelling at a child
- 7. Subjecting a child to harsh, abusive, or profane language
- 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed
- 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

TEXAS ADMINISTRATIVE CODE, TITLE 40, CHAPTERS 746 AND 747, SUBCHAPTERS L, DISCIPLINE AND GUIDANCE

My signature verifies that I have read and received a copy of this discipline and guidance policy.

Parent/Guardian Signature

Date



Exclusion Policy

Control of communicable disease should be all party's primary concern.

All children enrolled in this facility must be current on their immunizations and parents / guardians will be required to provide the immunization record at the time of enrollment.

Policies and guidelines related to outbreaks of communicable diseases and illnesses in this facility have been developed with the help of the local health department and local pediatricians in order to protect the group as a whole as well as the health of your own child. We ask that parents assist us by keeping sick children at home. If they have or have experienced any of the following symptoms in the past 24 hours they need to be kept at home and away from this facility.

- A fever of 100.4 orally or 99.4 under the arm.
- Signs or symptoms of a possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in a 24 hour period, rash, mouth sores, behavior changes, or any other changes that indicate the child is severely ill.
- Severe or uncontrollable coughing spells.
- Unusual or unexplained loss of appetite, fatigue, irritability, or headache.
- Any yellow or green discharge or drainage from the eyes, nose, ears, or open sores.
- Any communicable disease as defined by the Texas Department of Health

Children who show signs or symptoms listed above will be returned home or expected to be picked up ASAP. We appreciate your cooperation with this policy.

A child must be free of fever for 24 hours without medication before returning.

If you have any questions concerning this policy and whether your child should attend, please call us at 972-773-9161 before bringing your child to the childcare.

I have read and understand this policy.

Parent/Guardian Signature

Date

Director/Administrative Assistant Signature

Date

Permission to Photograph

I, _____
 (parent or guardian's name)

give permission for _____ TONY'S LITTLE CLUBHOUSE

to photograph my child, _____
 (child's name)

for the following purposes:

Type of Use:	(Please check one)	
	Grant Permission	Decline Permission
Still Photographs:		
Display in provider's personal scrapbook		
Give photographs to current clients		
Display in facility's scrapbook or bulletin boards, shown to current and prospective clients		
Display still photos on facility's website *		
Use still photos in promotional materials		
Videos:		
Give video to current parents		
Display video on facility website		
Use videos in promotional materials		
Other (please list):		
On communication app		

* only first names and possibly last initials (in the event of two or more children with the same first name) will be displayed on the facility website.

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

 Parent/Guardian Signature

 Date



Supply Policy

Here at TONY'S LITTLE CLUBHOUSE the safety and cleanliness of the children we care for is our top priority. We require the following supplies for every child:

INFANTS:

1. Diapers
2. Wipes
3. Bottles / sippy cups
4. Formula if child is not on whole milk
5. Food if parent has any special feeding requirements
6. 2 changes of clothing (tops, bottoms, socks, bibs)
7. 1 box of Kleenex per child
8. 1 box of gallon ziplock bags
9. Other supplies as needed (pacifiers, extra nipples, etc.)
10. Crib Sheet

TODDLERS:

1. Diapers or Pull-ups
2. Wipes
3. 2 changes of clothing (tops, bottoms, socks)
4. 1 box of Kleenex per child
5. 1 box of gallon ziplock bags
6. 1 sleeping mat
7. 1 small blanket for naptime (it should be about the same size as the sleeping mat)
8. Other supplies as needed

PRE-K:

1. Pull-ups if still potty training or having frequent accidents
2. Wipes
3. 2 changes of clothing (tops, bottoms, socks, panties/underwear)
4. 1 box of Kleenex per child
5. 1 box of gallon ziplock bags
6. 1 sleeping mat
7. 1 small blanket for naptime (it should be about the same size as the sleeping mat)
8. Other supplies as needed

You will be notified when your child needs additional supplies. Any child who does not have the appropriate supplies will NOT be permitted to be dropped off. Any child who runs out of supplies while in our care will be required to be picked up immediately.

Please make sure your child's supplies are marked with their name. Additionally, if we have to use a center supplies because your child runs out and you haven't arrived yet to pick them up, you will be charged \$.25 per wipe and \$1.00 per diaper or pull up. There will be an annual supply charge for each child in our care that will be due twice a year.

Parent/Guardian Signature

Date

Toilet Training : Is your child ready?

1. Expresses interest in coming into the bathroom with you to find out what goes on there and perhaps even sits on the toilet his/herself.
2. Understands what the toilet is for and what it means to have a wet or dirty diaper. If he/she also shows a preference for being clean and dry, fussing when dirty or wet, pulling off a soiled diaper, or asking to be changed; all the better!
3. Knows the words for urinating and having bowel movements (such as "going potty" or whatever words your family chooses).
4. Can stay dry for at least 2 hours at a time.
5. Has regular bowel movements with soft, formed stools
6. Can and will follow simple directions, such as those for washing hands.
7. Can help pull pants up and down
8. Seems to recognize at least a few seconds ahead of time that he/she's about to go, and can tell you before it happens. (Many youngsters will squat, leave the room, or get "the look" before having a bowel movement.)
9. Is in a willing, receptive mood and isn't going through any major transitions (like adjusting to a new sibling or school)
10. Demonstrates a desire for independence (for example, wants to be a "big boy/girl" and do things for his/herself) – better yet, shows a specific desire to use the toilet like older siblings or grown-ups do

If your child meets most of these criteria, he/she's ready to try.

If not, wait a month or two and reevaluate.

1. Potty-Training should begin at home over a long weekend or holiday.
2. Once you have had success at home for at least a week, your child may begin wearing CLOTH panties/underwear with rubber pants to cover them at school
3. You must still provide 1-2 pull ups for nap or other extended periods. Also you **MUST** provide at least 2 complete changes of clothing for your child.
4. Under no circumstances will your child be allowed to potty-train in regular panties/underwear without the rubber pants.
5. *** This is for sanitary reasons! Regular panties/underwear cannot contain urine & feces to prevent the spread of germs in our facility and to other children.
6. Please cooperate on this matter.
7. Also, if you begin training, please notify us so that we can continue with all the work you have accomplished.
8. Further, if within 2-3 weeks, your child shows no signs of progress, we reserve the right to put your child back in diapers & try again in a few weeks.

Parent has read & agreed to the Toilet training policies.

Parent/Guardian Signature

Date

Director/Administrative Assistant Signature

Date

Transportation Request and Agreement

- If your child is to be transported to and/or from school, please complete the Transportation Request Form and return it to the center Director.
- Students will be assigned to a van route at the beginning of the school year. Parents must have this form filled out before your child/children can begin riding the childcare bus/van.
- Parents must inform TONY'S LITTLE CLUBHOUSE if their child/children will be absent from school or have made other arrangements for their child/children to be picked up from school 2-3 hours ahead of time.
- Children will not be allowed to have/eat or drink in the bus/van.
- If a child misbehaves while in the bus/van, they will be suspended off the van/bus. If there's a repeat offense, your child could be terminated from the program.
- Some transportation routes require driving over railroad tracks which may cause delays that could range anywhere from 10 to 30 minutes.
- All children will be required to wear a seat belt at all times.
- We carry a notebook in each bus/van with all Emergency Medical information in the event of an emergency away from the childcare facility. Your child will be cared for and you will be notified as soon as possible.

This is to confirm that:

Child : _____ School: _____

School Address: _____

School Phone: _____ Drop Off Time: _____ Pick Up Time: _____

DOB : ___/___/___ Sex: _____ Grade: _____

Daycare Provider: _____ TONY'S LITTLE CLUBHOUSE

Provider Address: _____ 6909 Scyene Rd, Dallas TX 75227

Provider Phone: _____ 972-880-4557

I, _____, give permission for my child to travel in a moving vehicle with TONY'S LITTLE CLUBHOUSE or with other preauthorized individuals.

Parent/Guardian's Signature	Date
Parent/Guardian's Signature	Date
Director/Administrative Assistant Signature	Date



Tuition Policy

Here at TONY'S LITTLE CLUBHOUSE the safety and overall well-being of the children we care for is our top priority.

Tuition must be paid in a timely fashion in order for us to continue caring for your child/children.

For Private Pay parents:

- Tuition is due on or before Monday by 6pm.
- We will enforce a late fee of \$10.00 for any payment that is received late after 6pm on Monday. You will also be charged \$10.00 per day for each day that your account remains unpaid. After 5 business days we will terminate your account and you must pay a new registration fee in order to reenroll your child/children.
- Your child/children will not be able to be left at our center and/or will not be picked up from school if tuition hasn't been received by the third day.
- You may make your payment with cashier's check, money order, debit or credit card.
- WE WILL NOT ACCEPT CASH OR PERSONAL CHECKS UNDER ANY CIRCUMSTANCES
- Payments must be made with either the Center Director or Administrative Assistant

For Program parents:

- Tuition is due on or before the 1st of each month at 6pm
- We will enforce a late fee of \$10.00 for any payment that is received late. You will also be charged \$10.00 per day for each day that your account remains unpaid. After 5 business days we will terminate your account and you must pay a new registration fee in order to reenroll your child/children.
- Your child/children will not be able to be left at our center and/or will not be picked up from school if tuition hasn't been received by the 3rd of the month.
- If tuition has not been received by the 3rd of each month, your caseworker will be notified and you may be subject to lose your benefits
- You may make your payment with cashier's check, money order, debit or credit card.
- WE WILL NOT ACCEPT CASH OR PERSONAL CHECKS UNDER ANY CIRCUMSTANCES
- Payments must be made with either the Center Director or the Administrative Assistant

My signature below indicates that I have been informed of, and agree to comply with the tuition policy of **TONY'S LITTLE CLUBHOUSE**. ***Payment arrangements may be made ONLY with the owner.***

Parent/Guardian Signature

Date



Acknowledgement of Policies

I, _____ and _____
have read and understand all Policies and Guidelines of **TONYS LITTLE CLUBHOUSE**.

We agree to abide by all policies stated in the Parent Handbook. We understand that we will be notified in writing of any changes in these policies. Any complaints, concerns, or grievances against **TONYS LITTLE CLUBHOUSE** will be made in writing and will be followed up in a timely manner.

We also understand that any breach of policies may be grounds to terminate childcare. A two-week notice will be given in such circumstance unless the infraction is severe enough to warrant termination without notice.

This arrangement will come into effect on _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

Administrative Assistant Signature _____

Director Signature _____

Today's Date _____



EMERGENCY PREPAREDNESS PLAN

Purpose:

This is a plan designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness.

Notification:

All employees of TONY'S LITTLE CLUBHOUSE must receive orientation on our emergency preparedness plan. All new parents/guardians must sign an acknowledgement of our emergency preparedness plan. Upon request, this plan is available for review.

1. In case of an emergency evacuation that causes relocation of the children, the Director, Administrative Assistant, or other designee will call parents/guardians at the number on file with us. In the event that a parent/guardian cannot be reached, the emergency contact person will be notified. ***For this reason it is absolutely imperative that we have current numbers for parents/guardians, as well as all persons listed as an emergency contact.***
2. Director, Administrative Assistant, or other designee will communicate with local authorities such as fire department, law enforcement, medical personnel, health department, child care licensing, and parents/guardians.
3. Place of relocation and contact information is as follows:

NOVA CHARTER SCHOOL
6459 Scyene Rd, Dallas TX 75227

Practice:

TONY'S LITTLE CLUBHOUSE practices a fire drill once a month every month. The children will exit the building safely within 3 minutes. A severe weather drill is practiced once every 3 months. Documentation of these drills, including the date of the drill, time of the drill, and length of time it takes to evacuate from the building is available for review.

EMERGENCY EVACUATION, SEVERE WEATHER, AND RELOCATION DIAGRAMS:

There is an EER diagram posted in each classroom, the break room, the kitchen, all bathrooms, and the front office. It displays the floor plan, 2 exit pathways from each classroom, and the designated relocation area outside the center where all children and teachers meet. The diagram also displays the location inside the center where children and teachers meet to take shelter for severe weather. In case of evacuation due to severe weather, everyone in the center will meet in the side parking lot to load into vans. A head count will be taken, and relocation to Nova Charter School will occur. Upon arrival into the shelter, another head count will occur and parents/guardians or emergency contacts will be notified to pick up their children.

I, _____, have read and understand the Emergency Preparedness Plan for TONY'S LITTLE CLUBHOUSE.

Parent/Guardian Signature

Date

PARENT HANDBOOK ACKNOWLEDGEMENT OF POLICIES

I, _____, the parent/guardian of _____ have received a copy of the parent handbook and understand and agree to comply with all guidelines regarding the care of my child. The items covered in the handbook are listed below.

Moore Family Childcare reserves the right to change, add, or amend policies at any time to remain in compliance with State Minimum Standards. Policy changes or updates will be provided to parents/guardians in writing with a signature acknowledgement to be placed within the child's file.

- | | |
|--|--|
| 1. Hours of Operation | 29. Water Activities |
| 2. Tuition | 30. Parental Notification |
| 3. Tuition rates | 31. Gang Free Zone |
| 4. Registration and Supply Fees | 32. Medical Requirements / Health Statement |
| 5. Child Pick Up and Late Fees | 33. Suspected Child Abuse / Neglect |
| 6. Tax Receipts | 34. Hearing and Vision Screening Requirements |
| 7. Closing Policy and Employee Care Outside the Center | 35. Over the Counter and Prescription Medication |
| 8. Safety and Sign In / Sign Out Policy | 36. Illness / Exclusion Policy |
| 9. Discipline | 37. Medical Emergency |
| 10. Disciplinary Timeline for Unacceptable Behavior | 38. Field Trips |
| 11. Childcare Cut Off Time for Drop Off | 39. Contacting Agencies |
| 12. Conferences | 40. Lice |
| 13. Newsletters and/or Calendars | 41. Injuries |
| 14. Holidays | 42. Biting in Daycare |
| 15. Custody and Visitation | 43. Toilet Training Policy |
| 16. School Holidays, Weekend Care, and Early Dismissal | 44. Naptime |
| 17. Reporting Absences | 45. Outdoor Play |
| 18. Nutrition | 46. Clothing / Supplies |
| 19. Celebrations | 47. Personal Belongings |
| 20. Prayer / Pledge of Allegiance | 48. Persons Authorized for Pick Up |
| 21. School Pictures / Special Occasion Pictures | 49. Email / SMS Messaging |
| 22. Volunteers / Parent / Guardian Participation | 50. Reviewing Minimum Standards / Inspection Reports |
| 23. Animals | 51. Insurance |
| 24. Parent Visitation | 52. Open Door Policy |
| 25. Enrolling Procedures / Forms | 53. Video Surveillance |
| 26. Transportation | 54. Emergency Preparedness Plan |
| 27. Fire Drills / Emergency Evacuation | 55. Breastfeeding |
| 28. Severe / Inclement Weather Emergencies | |

Parent/Guardian Signature

Date

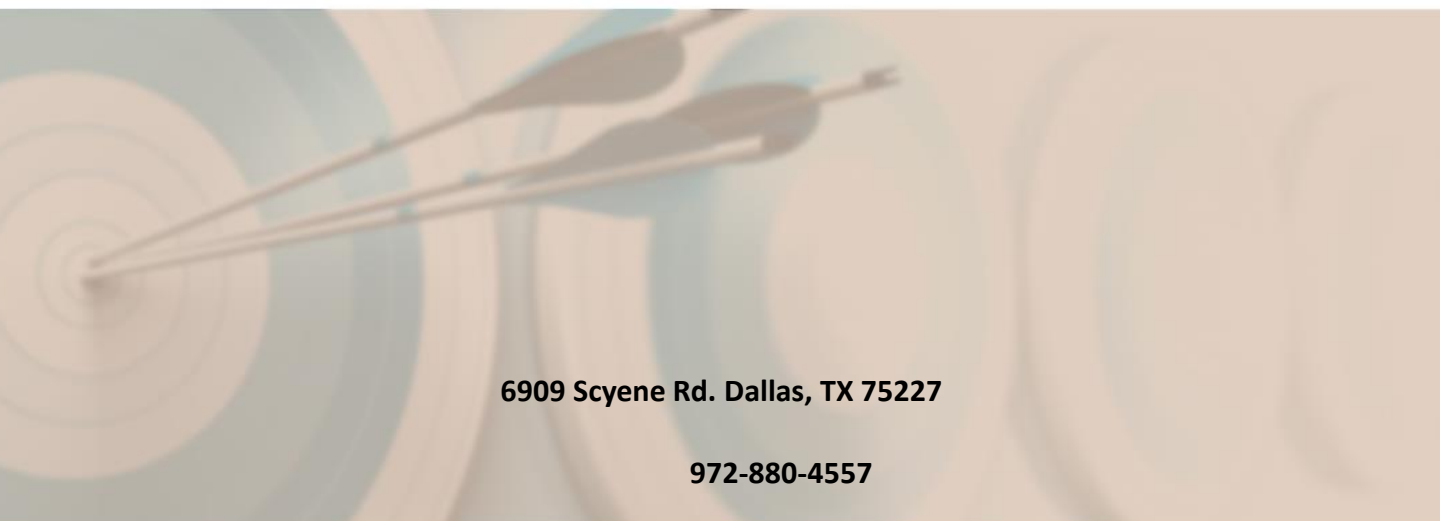


TONYS LITTLE CLUBHOUSE




Director: Tameka Jones

ADMISSION INFORMATION



6909 Scyene Rd. Dallas, TX 75227

972-880-4557



ADMISSION INFORMATION

Operation Name TONYS LITTLE CLUBHOUSE		Director's Name	
Child's Full Name		Child's Date of Birth	Child's Home Telephone No.
Child's Home Address			
Date of Admission		Date of Withdrawal	
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers below where parents/guardian may be reached while child will be in care:			
Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.	Cell Phone No
Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			Relationship
I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons. Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.			
CHECK ALL THAT APPLY: 1. TRANSPORTATION:	I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give		--consent for my child to be transported and supervised by the operation's employees:
Walk home	<input type="checkbox"/> for emergency care	<input type="checkbox"/> on field trips	<input type="checkbox"/> to and from home <input type="checkbox"/> to and from school
2. FIELD TRIPS	I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give		my consent for my child to participate in Field Trips:
Parent's Comments:			
3. WATER ACTIVITIES:	I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give		my consent for my child to participate in Water Activities:
	<input type="checkbox"/> sprinkler play	<input type="checkbox"/> splashing/wading pools	<input type="checkbox"/> swimming pools <input type="checkbox"/> water table play
4. RECEIPT OF WRITTEN OPERATIONAL POLICIES: I acknowledge receipt of the facility's operational policies including those for discipline and guidance.			
5. I UNDERSTAND THAT THE FOLLOWING MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:			
<input type="checkbox"/> None	<input type="checkbox"/> Breakfast	<input type="checkbox"/> AM Snack	<input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack
6. MY CHILD IS NORMALLY IN CARE ON THE FOLLOWING DAYS AND TIMES:			
<input type="checkbox"/> Mondays	from:	to:	
<input type="checkbox"/> Tuesdays	from:	to:	
<input type="checkbox"/> Wednesdays	from:	to:	
<input type="checkbox"/> Thursdays	from:	to:	
<input type="checkbox"/> Fridays	from:	to:	
<input type="checkbox"/> Saturdays	from:	to:	
<input type="checkbox"/> Sundays	from:	to:	
AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION: In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:			
Name of Physician:	Address:	Ph.#:	
Name of Emergency Medical Care Facility:	Address:	Ph.#:	
I give consent for the facility to secure any and all necessary emergency medical care for my child.	_____ Signature - Parent or Legal Guardian		

ADMISSION INFORMATION

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregiver's should be aware of:

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800)-514-0383 (TTY).

SCHOOL AGE CHILDREN: <input type="checkbox"/> My child attends the following school:		
Name of School and Address	School Ph.#	
CHECK ALL THAT APPLY:		
<input type="checkbox"/> His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.	My child has permission to: <input type="checkbox"/> ride a bus, and/or	<input type="checkbox"/> walk to or from <input type="checkbox"/> be released to the care of his/her sibling(s) under 18 years old.
Name of sibling(s):		

IMMUNIZATION RECORD: <input type="checkbox"/> I have provided the childcare operation with a copy of my child's most current immunization record.

ADMISSION REQUIREMENT: If your child does not attend pre-kindergarten or school away from the child-care operation, one of the following must be presented when your child is admitted to the child-care operation or within one week of admission. Please check only one option:	
1. <input type="checkbox"/> HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above named child within the past year and find that he / she is able to take part in the day care program.	
_____ Health Care Professional's Signature	_____ Date
2. <input type="checkbox"/> A signed and dated copy of a health care professional's statement is attached.	
3. <input type="checkbox"/> Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.	
4. <input type="checkbox"/> My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.	
Name and address of health care professional:	
_____ Signature - Parent or Legal Guardian	_____ Date

VISION	R 20/ _____	L 20/ _____	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Signature _____		Date _____	
HEARING	1000 Hz	2000 Hz	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
R			
L			
Signature _____		Date _____	

Signature – Parent or Legal Guardian
Date

ADMISSION INFORMATION

HEALTH REQUIREMENTS											
Name of Child:						Date of Birth:					
Age ► Vaccine ▼	Birth	1 mos	2 mos	4 mos	6 mos	12 mos	15 mos	18 mos	19-23 mos	2-3 Yrs	4-6 Yrs
Hepatitis B											
Rotavirus											
Diphtheria, Tetanus, Pertussis											
Haemophilus influenzae type b											
Pneumococccal											
Inactivated Poliovirus											
Influenza											
Measles, Mumps, Rubella											
Varicella											
Hepatitis A											
Meningococcal											
TB TEST (if required)	Positive				Negative			Date			
Signature or stamp of a physician or public health personnel verifying immunization information above.						Signature			Date		
Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine.											
Parent's signature						Date					
I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years.											
For additional information regarding immunizations contact the Department of State Health Services at www.dshs.state.tx.us/immunize/public.shtm											

Signature – Parent or Legal Guardian

Date