



Ark of Friendship

Parent Packet

Pathway Baptist Church

1116 Brown Street

Waxahachie, Texas 75165

Pastor- Bro. Richard Smith

Mother's Day Out

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Mission Statement

Ark of Friendship is a ministry of Pathway Baptist Church where we believe unity with our Christian belief in God the Father, the Son and the Holy Spirit is essential for a strong foundation. Our mission is to reach out to families through nurturing, sharing and teaching children and building friendships to grow together in Christian love.

Our Values

Nurturing- Ephesians 6:4 And ye fathers, provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord. With Christian Love, Joy and Peace of knowing Jesus and sharing His love to another.

Sharing- Proverbs 22:6 Direct your children in the right path, and when they are old they will not leave it. We are called to share God's word, God's way with these children. Isaiah 54:13 And all thy children shall be taught of the Lord; and great shall be the peace of thy children.

Teaching- Proverbs 1: My son hear the instructions of thy father, and forsake not the law of thy mother. Instructing them in independence. goodness and self-control against such there is no law.

Goals

To provide a safe Christian environment for the children while growing in their relationship with Jesus Christ, through learning to share and making good choices.

To provide opportunities for families to join in Christian fellowship and education. To provide parents an opportunity to refresh and renew their strength.

Welcome and Purpose

We want to welcome each one of you to Ark of Friendship Mother's Day Out (MDO). It is our pleasure to spend time with your children. We love children and believe in family values and that we, as Christians, are responsible in

helping our parents guide their children in God's ways. We are a Bible based ministry of Pathway Baptist Church where we believe all moms need time away from the pressure and responsibilities of caring for children to refresh. All children need time to spend with other children where they can learn the basics of getting along with others by sharing and playing together and the skills needed to prepare them for school while in a safe, secure and loving environment. Our purpose is to serve these needs while pursuing the Great Commission.

General Program Information

Our teachers- The hiring process starts with a well thought out application and interview including a ministry safe training and a criminal background check. Our employees are required to earn 24 training hours yearly and remain current with their CPR certification and First Aid training. We do our part to prevent and report abuse or neglect.

We function by the monthly tuition of the children enrolled. We use Bible-based curriculum with hands on age-appropriate activities that promote developmental skills.

The following policies, goals, regulations and requirements are set by the Weekday Education committee and the program director, following the minimum standards for childcare centers (746). You may view the Minimum Standard at hhsc.state.tx.us or make an appointment with the director.

Parents have a right to review all current inspections conducted by Texas HHSC, local fire department, health department and any other inspections required for the operation of the childcare center. These will be posted on the bulletin board. The Westgate Dr. Waxahachie, Texas 75165. Our inspector's information is on the most recent inspection posted on the bulletin board at the check -in area.

Class placement is determined by the child's date of birth, days of attendance and is at the discretion of the director.

All enrollment forms and records must be completed, signed and no later than the first day of attendance.

Dress Code: Please dress children in comfortable play clothes that are easy for them to manage at potty times.

Attendance and Fees

A non-refundable registration fee of \$35.00 must be paid at time of enrollment for Spring and Fall enrollments and a \$25.00 registration fee is due for Summer enrollment. Payment may be made through the app, cash or check (to Pathway Baptist Church) dropped in the MDO drop box. Monthly Tuition Fees are;

Four days a week @ \$472.50 per month

Three days a week @ \$352.50 per month

Two days a week @ \$ 240.00 per month

One day a week @ \$142.50 per month

We no longer do drop-in due to teacher student ratio

Tuition is due the 1st of each month Past dues fees will be added to any outstanding invoices after the 10th of the month with charges being \$10. On the 11th an additional \$10. 00 for every 10 days late until it is paid.

If your child is picked up after 2:30 you are considered late and will be charged a \$5.00 late fee and an additional \$1.00 a minute until the child is picked up. You will receive an additional invoice for this due that day.

If you have overdue fees for the month your child will not be able to attend until fees are paid or arrangements are made with director.

A 30- day notice is required for withdrawals to stop tuition charges.

Holidays are figured into the tuition charge so tuition will be the same throughout.

We will follow the WISD school calendar for holiday closings.

Bad Weather Schedule

We follow the WISD schedule for bad weather. If the schools are closed we will be closed also. Please check local news stations for information on closers. If WISD delays classes, we will be 30 minutes later than them. During the day, if the weather turns bad and we feel it is best to close we will inform parents through the message app.

Security- Checking children In and Out

We begin classes at 8:30am and end at 2:30pm. Children should be in their classes by 8:30. If your child is late they will miss activities that have been completed before their arrival. Will not except late arrivals after 8:45am without a doctor's note or an emergency as this disturbs the small children.

For the safety of the children and staff, the director or an appointed personnel will be at the door to let families in until 8:45am. After 8:45 the doors will be locked and the director will be monitoring/checking classes, helping and taking care of daily worklist. At 2:15 the director or appointed personnel will be at the door to allow parents/guardians in to pick up children. If you need to pick your child up early, please call the office or message us through the app.

Parents are welcome to observe their child's class at any time. We do ask that you do so through the class window so the children's attention will not be taken from their activity. It is hard for a teacher to maintain control of the class with visitors in the room. Any person interacting with children or staying more than a short time must have a background check on file with the center.

We ask that you do not allow your older children to enter the infant room as they have a need to touch. We want to do our best to keep them healthy.

Children must always remain with an Ark of Friendship staff member until they are checked out by parent or guardian.

Dropoff and pick up procedures

Please enter the parking lot at the north entrance and drive to the back of the church. We enter the door under the drive through canopy. When leaving go around the south end of the church and exit at the front. This will make it safer for families crossing and prevent any head on collisions.

Medical Information

We are required to have an updated shot record on all children enrolled or an exemption along with a signed wellness check from their doctor. Please be considerate to the other children and do not bring your child if they are showing signs of illness. If a child is thought to be sick in any way we will contact the parent for child to be picked up. The child will remain in the office until he/she is picked up. **Sick children must be picked up within 1 hour of parent being notified. They will need a doctor's release or be clear of symptoms before returning.**

It is required by state that children have a vision and hearing test done by age 4 years. We are required to report that these are done so please bring us these tests from their doctor. The program does not accept children with a contagious disease and will only administer medication clearly marked with the child's name and physicians prescribed dosage. A child taking medication will only be able to attend with a doctor's release to return to school.

If your child requires medication, you must sign a release form naming the medication, the time and amount to be given. No medication will be given in excess of child dose weight limit. All medication must be left in the director's office it should never be left in the child's bag other than emergency inhaler or epinephrine for any reason. The director and teacher must be informed of their presence when left. Parents are responsible for pick-up of medication from the office at the end of the day.

If your child has a food allergy, an allergy form must be filled out by child's doctor and displayed in caregivers' sight before any instructions can be followed. If a child with a severe food allergy is in your child's class we will

post a note not permitting that food on the days the child attends. The post will state we are a _____ free zone on whatever days the child is in attendance.

Disease Outbreak

These steps will be taken to prevent the spread of disease.

- The temperature will be taken upon arrival of both child and parent.
- Parents or guardian will be asked to use hand sanitizer before checking in/out
- Parents will check children in at the office and staff will walk them to class. For pick-up Parent will check them out and staff will bring them to front.
- Parent or guardian and child will be observed for symptoms. If symptoms are observed, you will be asked to take the child home and a Dr. release will be required before returning.
- If a child develops a fever or symptoms during the day a parent will be called to pick them up.
- No toys or extra items from home will be permitted.

We ask that if you or a household family member has been exposed to something please stay at home until you know all is clear.

Teachers will – Help children wash their hands upon arrival to class.

Keep classroom clean and disinfected throughout the day.

See that children wash their hands regularly.

Director will make sure entrance, restrooms, and hallways are kept clean and sanitized daily.

Any other CDC or HHSC recommendations will be followed as directed.

Health inspections/illness

Sickness- A child should not be admitted to class if he/she has.

A temperature of 100 or above

Signs of a cold, sore throat, cough, frequent sneezing, discharge from eyes and or nose.

Signs of an upset stomach, diarrhea. Or an unidentified rash. Or have had any of these symptoms in the last 24 hours.

A well child check will be done each morning upon the child's arrival at MDO. Temperature check will be included if there is an outbreak.

Medical Emergencies & Parental notification

In case of medical emergency, we will make every effort to follow your direction regarding where to take your child for emergency care. In a 911 emergency, we will follow the protocol of the emergency personnel.

It is very important that we be able to reach you when your child is here in the case of an emergency regarding you child at our facility. Please be sure that your emergency notification form is up to date.

Discipline

The first and primary step of discipline is redirection. Second is separation from the situation or other children. If this does not solve the problem, intervention will come from the director. If a severe or re-occurring problem exists, the parent will be notified. After 5 incidents in which your child or another or staff is endangered with no show of improvement, that child will no longer be permitted to attend until the habit is under control.

We reserve the right to remove any child from the program who consistently cause harm to himself or others, uses disturbing language or if fees/tuition have not been paid on time.

Holidays and Parties

If you wish to share your child's birthday with their class by bringing a snack. You are welcome to do so but please check with the teacher as to allergies and class number.

Class information, daily reports and so forth will be sent through our program app. (Lillio) It is your responsibility to check it regularly as it is our communication network.

What to Bring

Infants- You will need to bring their milk or formula and any other food they will need throughout the day. Moms, you have the right to breast feed your baby by coming at each time of feeding or providing milk for your baby. We have a nursing room for you. **Make sure all bottles and cups are labeled with the child's name. Have extra clothes in bag in case of spit up or diaper overflow.**

Children 12 months and older You are responsible to bring them a nutritious meal and a no spill cup for water each day. We do not provide meals. Please label all their personal items with their first name and first initial of last name. Please do not send carbonated or sugary drinks. Please be sure all food is prepared in bite size pieces ready for the child to eat. We prefer candy not be included in their lunches. Please be cautious of sending foods that could easily be choked on such as whole grapes and wieners. Cut them to prevent choking. We cannot heat your child's lunch. If it is something that needs to be warm to eat, please send it in a thermos.

Children 12 months and up need to bring a nap mat for rest time that can be sent home on Thursdays to be washed. Please bring a change of clothes in case of an accidental spill or such. If your child is potty training bring pull-ups for them to easily maneuver. We ask that children do not bring toys from home except for naptime comfort or on show and tell days.

If a child's clothing becomes soiled and we do not have extra you will be called to pick the up or bring them clothes.

Supply List

Each child needs to bring the following supplies with them on the first day of each semester. (Spring, Fall & Summer)

4 packages of wet wipes (for babies and craft clean-ups)

2 boxes of Kleenex

1 roll of paper towels

1 pocket folder with brads

Art and craft supplies will be supplied by MDO

Procedures for changes

If a change is made to the policies and procedures each family will receive notice of the change. It will need to be signed and returned for compliance and kept in your child's file.

Questions and concerns regarding policies and procedures should be addressed to the MDO director or our children's director by scheduling a meeting with them. Any changes will be decided by our Weekday Education Committee.

Abuse and Neglect Reporting

By law any person having cause to believe a child's physical/mental health or welfare has been or may be adversely affected by abuse or neglect, must report any such concerns to the Texas Department of Family and Protective Services at 1-800-252-5400 immediately. Employees are also to make a written report of the suspected abuse and place in child's folder for CPS personnel. Any employee suspected of abuse, sexual or otherwise, will be immediately released of duty and reported as well.

Accidents/Protocol

We will assess the severity of the accident. If it is severe (requires stitches, possible fracture or neck injury or any injury that a physician should see immediately), call 911. The child's emergency file will be pulled, and the instructions followed. We will notify the appropriate parent or guardian. Be sure to always fill out an accident report.

For any emergency, the staff must not leave the child without supervision. They should alert another staff member and the director of the problem and then proceed with the proper steps.

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang free zone. Where criminal offenses related to organized criminal activity occur they are subject to harsher penalties.

Admission Requirements

Enrollment forms containing:

- Child's Name
- Birthdate
- Home Address
- Telephone number
- Date of admission
- Name and address of each parent and telephone number at which parent can be reached
- A statement of the child's health, special needs, allergies, existing illness, etc.
- Transportation permission
- Water permission
- Emergency medical authorization
- A record of the child's immunizations

Safety Procedures

- All teaching staff will be prepared to greet the children in their rooms by 15 minutes prior to the scheduled opening time.
- Teachers will be responsible for checking their rooms to make sure it is safe for the children and making sure each child is checked in and out by parent or guardian.
- The director/assistant director will be responsible for making sure the play area is safe for the children.
- First Aid and CPR – Staff must be certified in First Aid and CPR.

Teaching Procedures

The curriculum will:

- Be Christ-centered and fulfill the mission of the program.
- Be appropriate for young children, geared to each age group and provide learning activities.
- Strive to teach them the love and forgiveness of Christ; and
- Children will have regular worship service time in order to teach them the joy of worship.

Each teacher must keep a notebook with them throughout the day that includes:

- Children's information sheet
- Child's allergy emergency plan (if applicable)
- Daily schedule; and events
- Enrollment sheet (digital or hard copy)

Lesson Plan- Teacher is required to complete written plans based on the approved curriculum provided by the program. Written lesson plans are to be turned into the director one month in advance.

A daily schedule – Including active play and a rest time will be posted for parents to see.

Indoors play – children will have free, and teacher directed playtime where they can stretch their creative learning, sharing, and working together.

Outdoor play- is part of the daily schedule. Child supervised free play is important for the children to use their imagination and play with other children. They will learn playground safety while taking turns with other children. Any equipment found to be unsafe is to be reported to the director immediately.

Supervision- The children must always be visible to staff and be close enough for intervening when needed. Children are never to be left unattended including restroom or naptime.

Transition- Planning for transitions will ensure the safety of all children. Children are to be taught to stay together as a group with their teacher. Teacher must be aware of where each child is at all times.

Mealtime Protocol

Mealtime and snack time are teaching opportunities for young children.

- A blessing is to be offered at snack time and mealtime. Parents are to provide nutritious meals and snacks.
- Teachers should sit with the children, model good manners and to guide the table conversation to acceptable topics.
- Children are not to share or trade their food with other children or teachers.

Tables are to be cleaned before and after eating with a sanitizing solution.

Clean up

Each staff member is responsible for the cleaning and disinfecting toys and other equipment and inform the director of any repairs needed on equipment.

Good health is encouraged by keeping a clean learning environment.

Rooms and storage areas are to be kept safe, neat and clean.

Each room is to be left clean and ready for the next use. With each group or organization using these rooms, following these guidelines will make for a positive experience for all.

The following pages are included for your information from DFPS

KEEPING CHILDREN SAFE

Report Abuse and Neglect

Texas law requires a person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person to immediately make a report to the Texas Department of Family and Protective Services or law enforcement.

Call **800-252-5400** to make confidential reports.

Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protect Children

- Never shake a baby.
- Shaken baby syndrome is the result of violently shaking a young child. Injuries can include brain swelling and damage, subdural hemorrhaging, reduced cognitive function and death.

Sudden Infant Death Syndrome

SIDS is the unexplained death of a sleeping baby.

Always place infants to sleep on their backs in a crib with a firm surface away from soft items like blankets, pillows or toys.

Keep Children Healthy

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn pediatric CPR and first aid.
- Make sure children drink plenty of water.
- Discuss special needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions, from your child's health-care provider.

Water Safety

- Always maintain active supervision and stay within reach of children in the water.
- Secure water areas with fences, alarms or other means to ensure children don't access the areas unsupervised.
- Have an emergency plan and ensure caregivers are trained in pediatric CPR.
- Don't assume children will use good judgment around the water and make safe choices.

Transportation Safety

- Use car seats and booster seats according to Texas law. All children under 8-years-old who are 4'9" or shorter must be in an appropriate child safety seat system installed according to manufacturer's instructions.
Before closing car doors, make sure that arms, fingers, legs and toes are all inside to avoid accidental injury.
- Children should not be left in a car unattended for any period. Have a system in place to ensure all children have safely exited the car.
- Keep car doors locked and the keys out of children's reach.
- Educate adults and children about car and transportation safety, especially about getting in and out of a vehicle, loading and unloading curbside.
- Maintain active supervision when children are around cars.
- More information can be found at:
<https://www.dps.texas.gov/section/media-and-communications-office/child-passenger-safety-information>

Unsafe Children's Products

Visit the U.S. Consumer Product Safety Commission website at cpsc.gov to see recalls of unsafe children's products.

Sign up for email updates at cpsc.gov/newsroom/subscribe.



TEXAS

Health and Human Services

Texas Health and Human Services Commission
Child Care Regulation Department

* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

INFORMATION ON REPORTING CHILD ABUSE

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report.* If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

Lions

8:30-8:45	Arrival and play
8:45-9:00	Snack
9:00-9:20	Diaper Check
9:20-10:00	Outside Play/Gym (Back playground or Parlor)
10:00-10:20	Music, Bible Story & sign language
10:20-10:45	Play/stroll/Diaper check/wash hands
10:45-11:10	Lunch time & sign language practice
11:10- -1:10	Naptime
As wake up	Diaper check
2:00-2:30	Diaper check/prepare bags for home

Giraffe

8:30-8:45	Arrival/Puzzles & Books
8:45- 9:00	Snack/Chapel / Bible story
9:00-9:20	Diaper Change / Hand washing
9:20-9:40	Outside/ Gym -Back playground or parlor
9:40-9:50	Wash hands get a drink
9:50-10:30	Letters & numbers Language & craft
10:30-10:45	Clean-up /change dipers/ Wash hands
10:45-11:15	Lunch
11:15-11:30	Clean-up /change dipers/ Wash hands
11:30-2:00	Rest/Nap
2:00-2:15	Diaper Change / Hand washing
2:15-2:30	Dance & Movement

Sheep and Elephant Classes follow Mom's feeding and napping schedule and add in reading, sign language, tummy time, Motor skills activities.

Bear

8:30-9:00	Arrival/ Snack/ Restroom
9:00-9:20	Playground/Gym
9:20-9:40	Chapel
9:40-9:50	Restroom
9:50-10:10	Alphabet/numbers/ Bible Story
10:10-10:30	Restroom/ Craft, colors & Shapes
10:30-10:50	Restroom/ handwashing
10:50-11:10	Lunch
11:10-11:30	Restroom/ handwashing
11:30-1:30	Rest time
1:30-2:00	Restroom/handwashing
2:00-2:30	Get Ready for parents

Zebra

8:30-9:00	Arrival/ Snack/ Restroom
9:00-9:20	Playground/Gym
9:20-9:40	Chapel
9:40-9:50	Restroom
9:50-10:10	colors, numbers, shapes, Bible lesson, writing practice, Alphabet
10:10-10:20	Restroom
10:20-10:30	Book Reading
10:50-11:10	Lunch
11:10-11:30	Restroom/ handwashing
11:30-1:30	Rest time
1:30-2:00	Restroom/handwashing
2:00-2:30	Music & Movement

Bakery

8:30-8:45	Arrival and Snack
8:45-9:00	Restroom Break
9:00-9:20	Chapel
9:20-9:40	Playground/Gym
9:40-10:00	Restroom Break
10:00-10:20	Writing/Alphabet/Calendar/Weather/Learning Application
10:20-10:40	Bible Lesson/Numbers/Shapes
10:40-11:00	Restroom Break
11:00- -1:20	Lunch
11:20-11:40	Restroom Break
11:40-1:40	Rest Time
1:40-2:00	Restroom Break
2:00-2:30	Free Play/ Ready for Home

Train station 2

8:30-8:45	Arrival and Snack
8:45-9:00	Restroom Break
9:00-9:20	Chapel
9:20-9:40	Playground/Gym
9:40-10:00	Restroom Break
10:00-10:20	Writing/Alphabet/Calendar/Weather/Learning Application
10:20-10:40	Bible Lesson/Numbers/Shapes
10:40-11:00	Restroom Break
11:00- -1:20	Lunch
11:20-11:40	Restroom Break
11:40-1:40	Rest Time
1:40-2:00	Restroom Break
2:00-2:30	Free Play/ Ready for Home

Theater/Tran station1

8:40-9:00	Free Play
9:00-9:20	Restroom Break
9:20-9:40	Snack/ Story/Calendar
9:40-10:00	Bible Lesson/SEI/Brain break
10:00-10:20	Writing/Alphabet/Calendar/Weather/Learning Application
10:20-10:40	Chapel
10:40-11:00	Playground/Gym
11:00- 11:20	Application Center
11:20-11:30	Restroom Break
11:30-11:55	Lunch
11:55-12:15	Restroom Break
112:15-1:40	Rest Time
1:40-1:55	Wake-up/clean-up pack-up
1:55-2:10	Restroom Break
2:10-2:30	Parent Pick-up

School

8:40-9:00	Gym
9:00-9:10	Snack
9:10-9:30	Circle time/ Story/Calendar
9:30-9:40	Bible Lesson/Alphabet/sight words/ Shapes
10:00-10:20	Writing/Alphabet/Calendar/Weather/Learning Application
10:20-10:40	Chapel
10:40-10:50	Restroom Break
10:50-11:10	Application Center
11:10-11:20	Restroom Break
11:30-11:55	Lunch
11:55-12:15	Restroom Break
112:15-1:40	Rest Time
1:40-1:55	Wake-up/clean-up pack-up
1:55-2:10	Restroom Break
2:10-2:30	Parent Pick-up

Ark of Friendship Mother's Day Out

Registration Forms

Today's date _____

Child's Name _____ Birthdate Date _____

Enrolling for Fall Spring Summer Withdrawal Date _____ 30-day notice

I would like child to attend Monday Tuesday Wednesday Thursday All 4 days

Home Address _____ City _____ Zip _____

Child's home phone number _____ Home Address _____

City _____ Zip _____

Mother's Name _____ Cell Phone _____

Email _____ Address if different _____

Occupation _____ Business Phone _____

Father's Name _____ Cell Phone _____

Email _____ Address if different _____

Occupation _____ Business Phone _____

Child lives with Circle Both parents Mom Dad Guardian

If parents are separated or divorce who has custody of child? _____

If there are any restrictions papers must be in child's file.

Family Church Affiliation _____

Name & age of Siblings _____

Child will only be released to anyone that is not listed on your approved pick-up list. Please list. We need an address of one different from child's.

Name _____ Relationship _____ Cell phone _____

Address _____

Name _____ Relationship _____ Cell phone _____

Name _____ Relationship _____ Cell phone _____

Name _____ Relationship _____ Cell phone _____

Medical Information

Child's Full Name _____ Date of birth _____

Medical Authorization -Person to be contacted in an emergency If parent can't be reached.

Name _____ Relationship _____ Cell phone _____

Name _____ Relationship _____ Cell phone _____

Name _____ Relationship _____ Cell phone _____

Name of Physician or emergency care facility _____

Phone # _____ Address _____

Name of Hospital _____ Phone # _____

Address _____

Any distinguishing marks Shape size and location _____

Does the child require any special needs or care _____

Child's Special Care Needs (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Environmental Allergies | <input type="checkbox"/> limitations or restrictions on child's activities |
| <input type="checkbox"/> Food intolerances | <input type="checkbox"/> Reasonable accommodations or medications |
| <input type="checkbox"/> Existing illnesses | <input type="checkbox"/> Adaptive equipment (including instructions below) |
| <input type="checkbox"/> Previous serious illnesses | <input type="checkbox"/> Symptoms or indications of complications |

Medications prescribed for continuous long-term use

Injuries and hospitalizations (past 12 months) Other _____

Explain any selected _____

Does your child have diagnosed food allergies? Yes No Food Allergy Emergency plan submitted date _____

In the case medical attention is needed for my child and neither parent can be reached by phone. I authorize Ark of Friendship MDO staff to take whatever emergency medical measure deemed necessary for the protection of my child while he or she is in their care. I understand this includes calling our physician, implementing his/her instructions, and or transporting my child to a hospital or clinic without first obtaining my consent. I will not hold the staff liable for any accident or injury to the child while in their care, provided it is not caused by the staff negligence or willful acts.

I give consent for necessary emergency medical treatment when my child is in the care of this physician or Hospital / clinic.

Signature of Parent or Guardian _____ Date _____

Child's Full Name: _____

Child's Health Care Professional: _____

Address of Health Care Professional: _____

Phone number: _____

A child's updated shot record or exemption and a doctor signed healthy child statement must be on file before a child care attend.

Healthy Child Statement: I have examined the above-named child within the past year and find that he/she to be free of disabling physical condition and he /she was found to be free of infectious and contagious disease. This child is able to participate freely and without restrictions in group activities in day care.

Name: _____ Phone# _____

Address: _____

Physician's signature: _____ Date _____

Any Comments: _____

It is required that a child have a vision and hearing test done by age 4 years. If your child has had either or both please bring a copy or when your child has had one bring a copy.

DIAGNOSED FOOD ALLERGY NOTIFICATION

If your child has food allergies, according to new State of Texas guidelines for daycare, please have your physician fill out the form below and sign. **MUST BE POSTED IN DAYCARE CLASSROOM.**

Diagnosed food allergy: _____

(child's name)

Symptoms of allergic reaction to

food: _____

How to Respond if Reaction

Occurs: _____

PHYSICIAN'S SIGNATURE _____

PARENT'S SIGNATURE _____

Requirements for Exclusion from Compliance

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ Pass Fail

Signature _____

Date Signed _____

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail

Signature _____

Date Signed _____

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. (Select **only one** option.)

- Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.
- A signed and dated copy of a health care professional's statement is attached.
- 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.
- 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 submit it to the child care operation.

Name of Health Care Professional, if selected _____

Address of Health Care Professional, if selected _____

Signature — Health Care Professional _____

Date Signed _____

Signature — Parent or Legal Guardian _____

Date Signed _____

ARK OF FRIENDSHIP HANDBOOK ACKNOWLEDGEMENT

By my signature I acknowledge that I have received read and agree to the policies and procedures stated in this handbook. I also understand that a desire to participate in classroom activities I must first comply with Ark of Friendship Safety Policies Manual and obtain a fingerprint background check.

Print Name _____ Date _____

Signature _____

Payment Agreement

I have read and agree to the payment schedule lined out in the Parent Packet including enrollment, tuition and fees paid until a 30 day notice of withdrawal and charges are stopped. I also understand to withdraw my child from the program I must submit in writing 30 days in advance of withdrawal for charges to be stopped.

Signature _____ Date _____

I understand that photos and videos may be taken of the children at the childcare. I give my permission.

Yes No Internal. Examples Identification purpose and craft purposes

Yes No Other parents for private use only, Their child must be in the picture also.

Signature _____ Date _____

I give my permission for my child to participate in water activities such as:

Sprinklers, splash pads and water tables. These activities may require parent participation.

Signature _____ Date _____

Teacher Information

Child's Name _____ Nickname _____

Birthdate _____

Mom's name _____ Dad's name _____

Child calls grandparents _____ & _____

_____ & _____

What should we look for concerning Allergies? _____

Any other medical conditions we need to watch for and how do we respond to it? _____

Is your child potty training? _____

Is this your child's first separation from home? _____

When your child is upset what does he/she like for comfort? _____

Of what thing has your child shown fear? _____

Does your child make friends easily? _____

Does he/she prefer playing with other or by self? _____

He/she enjoys playing with? _____

His or her favorite music _____

Does your child get angry easily? _____ Temper tantrums? _____

Your normal response to a tantrum? _____

What method of discipline do you use at home? _____

What does your child require for sleeping? _____

INFANT INFORMATION

Child's Full Name _____ Birthdate _____

My child uses a _____ bottle with a _____ flow nipple.

My child takes a _____ pacifier.

Remember State Requires all infants be put to sleep on their back. If your child requires a different position you must have a doctors signed change of position.

My child likes to: _____

Currently my child is wearing a _____ size diaper.

My child may have the following formula/infant food: _____

My child should be fed on this schedule and approximately these amounts:

_____	_____
_____	_____
_____	_____

I understand that it is my responsibility to update this form as needed. By State of Texas Law, my child's teacher will have me update it at least monthly, even if nothing has changed.

Parent or Guardian signature _____ Date _____

Child Assessment Form

Form 7293

November 2012

Child Name (last, first, middle)	Social Security No.*	Enrollment Date	Date of Birth
Street Address (if rural, attach directions)	City	County	Zip
Mailing Address (if different) -- Street or P.O. Box	City	County	Zip

* If applicable.

1. Health

Does your child have any allergies?	LJ Yes	LJ No
If so, what allergies does your child have?		
How should we respond if he/she has an allergic reaction?		
Does your child have an existing illness?	LJ Yes	LJ No
Has your child had a previous serious illness or injury, or hospitalization during the past 12 months?	LJ Yes	LJ No
Is your child taking any medication?	LJ Yes	LJ No
If so, how is the medication administered, and will it need to be administered while he/she is in care?		
Is the medication prescribed for continuous use?	LJ Yes	LJ No
Are there any side effects we should be alerted to?	LJ Yes	U No

2 Toileting:

Does your child need assistance with toileting?	LJ Yes	U No
How can we best help?		
What are your ideas about toilet training?		
How can we best help?		

3. Behavior:

Does your child have any special fears?	LJ Yes	U No
How does your child communicate his/her needs?	U Yes	LJ No
Are there any special words that your child uses that might not be readily recognized?		
How do you tell your child to stop a behavior that you don't approve of or that might be dangerous?		
When your child gets upset, what helps him/her calm down?		
What is a good way to distract your child when he/she is having a temper tantrum?		
Are there any routines that are particularly helpful at naptime?		

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History. <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) 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:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) 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) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature

This policy is effective on the following date: _____

Signed by: _____

Role: Parent Caregiver or Employee Household Member (CH. 747 only)

Minimum Standards Related to Discipline

Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards Sections 746.501(9) and 747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at _____ and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at _____ will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2427 and 747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non full-size cribs [Sections 746.2409 and 747.2309].
- For infants who are younger than 12 months old, cribs play yards should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib or play yard include: soft or loose bedding, such as blankets, quilts or comforters; pillows; stuffed toys and animals; soft objects; bumper pads; liners; or sleep positioning devices [Sections 746.2415(b) and 747.2315(b)]. Also, infants must not have their heads, faces or cribs covered at any time by items such as blankets, linens, or clothing [Sections 746.2429 and 747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [Sections 746.2415(b) and 747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [Sections 746.3407(10) and 747.3203(10)].
- If an infant needs extra warmth, use sleep clothing _____ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [Sections 746.2415(b) and 747.2315(b)].
- Place only one infant in a crib to sleep [Sections 746.2405 and 747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [Sections 746.2415(b) and 747.2315(b)] or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk [Sections 746.2401(6) and 747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2426 and 747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [Sections 746.3703(d) and 747.3503(d)].
- Actively observe sleeping infants by sight and sound [Sections 746.2403 and 747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [Sections 746.2427 and 747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [Sections 746.2427 and 747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [Sections 746.2428 and 747.2328].

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

Signatures

This policy is effective on: _____ Child's name: _____

Signature — Director or Owner

Date Signed

Signature — Staff member

Date Signed

Signature — Parent

Date Signed