

*Carrillo's*  
**Kingdom Kidz**



**DayCare LLC**

# **Parent Handbook**

**2023/2024**

**Family Owned and Operated By  
Ernie and Teresa Carrillo  
Adamina Garcia**

**Phone : 830-285-9699**

**Email: [CarrilloKKDC@gmail.com](mailto:CarrilloKKDC@gmail.com)**

**3139 Junction Highway**

**Ingram, TX 78025**

**State of TX child care license #1786354**

**Mission Statement** : KKDC's mission is to provide high quality child care in a fun and safe environment to help children's cognitive, social and motor skills while promoting overall good physical and mental health.

**Philosophy**: KKDC believes each child is a unique individual with feelings, emotions and opinions. We believe children should feel safe and loved when away from home and it is an honor to care for them while you are away.

**Goal**: KKDC'S goal is to promote a nurturing environment while children are in child care. We want to jumpstart a love for learning, prepare preschoolers for Kindergarten, and help children adapt in today's society.

### **Curriculum Goals & Activities**

Our days are full of learning opportunities using different resources that focus on the child's growth and development in social, emotional, cognitive, physical, language, and communications etc. One goal of KKDC is to create a love for learning, help prepare your child for Kindergarten and help them to function in today's society. Our focus is child centered and play based. There are center choices in the classroom. With free play, they choose what they are interested in and we build learning opportunities into those interests. This way they stay engaged, and critical thinking skills are developed. Daily Schedules are posted on the bulletin board with specific planned activities. Delays do happen and sometimes we may need to rearrange as needed.



## **Parent Education**

A resource area with fliers is located on the front bulletin board (KKDC communication board) for Parent education purposes. Parent Education courses are available via Texas A&M Extension online twice a year in the fall and spring. Parents are encouraged to take these classes online to help better understand their children.

## **Family Participation and Special Events**

If we have special events, we will notify parents on the KKDC communications board, and our Facebook Page (Kingdom Kidz Daycare). A special event may consist of a visitor, pajama day, show & tell, and others.

Families are also invited to program related activities, including but not limited to birthdays, holidays, or other special events.

## **Parent Conferences**

A scheduled conference is offered to parents to exchange information in the Fall and Spring. Parent Conferences may be held in person or via phone.

There are informal and formal parent teacher conferences. Informal are the day to day conversations communicated between teacher and parent. Should it be necessary, your child's teacher or the director may call a formal conference at a scheduled time to discuss developmental milestones, successes or behavioral concerns.

## **Parent Notifications**

The easiest, most effective way to communicate to parents and guardians is in writing. All memos and parent notes will be posted on the KKDC Communications Board and may be on our Facebook Page.

Handbook updates or changes will be in writing and will need to be added to your original copy. At times, we may need to contact you by phone. This does not necessarily mean an emergency has occurred; but communication may be needed in a timely manner. Please email any changes to [carrillokkdc@gmail.com](mailto:carrillokkdc@gmail.com), stop at the office to make changes in your contact information or emergency contacts.

## **Enrollment Process and Fees**

ALL ENROLLMENT FORMS MUST BE COMPLETE BEFORE ATTENDING

If at any time there is a change of information, you MUST notify us IMMEDIATELY. Your child's safety and well-being is our primary concern; therefore, it is important for us to be able to contact you.

<b>Program</b>	<b>Tuition/Fee</b>
Baby Bears (6 weeks - 12 months)	\$175/wk \$100 registration fee
Happy Hippos ( 2 year olds)	\$165/wk \$100 registration fee
Mighty Lions ( 3 & 4 year olds)	\$165 wk \$100 registration fee

### **Tuition Fees are due every FRIDAY for the following week.**

Rates are evaluated every summer and are subject to increase in August each year. Tuition fees are non-refundable. First week's tuition may be prorated upon registration. Payments can be made in the office by cash, check or credit card (visa or mastercard).

Tuition is due every Friday for the following week. If tuition has not been paid by Friday, there will be a \$20 late fee added to your account on MONDAY morning And your child can not go to class until paid. You will not be able to drop off if you are behind in tuition payments and not allowing attendance without payment WILL BE ENFORCED.

Habitual late payments will result in termination of service. A participant dismissed from the program will be wait-listed pending payment in full and can only be readmitted if space is available.

### **\$25 RETURN CHECK FEE**

**If tuition is not paid, we may refer to collections and it may affect your credit.**

## Attendance / Withdrawal

In order to maintain your child's enrollment and hold your child's spot, tuition needs to be paid even if your child is absent from the program, there is a holiday, or teacher workday. Credits could be applied for closures and at the director's discretion. Please call KKDC when your child is absent. This way we can make staffing arrangements as needed.

Each family is expected to pay their tuition every week. However, each child is granted a one week vacation after being enrolled for one year. This vacation week can be used during time off from work and when they are absent from the program. **Advance notice is required before using.**

If your child is leaving the program, you must withdraw by contacting the Director and give a 2-week notice. If no notice is given; and you withdraw suddenly, you will still be required to pay tuition for the next 2 weeks.

Regular attendance is important to development, if your child is absent, please let us know. We like to be aware of what illnesses are going around and will also determine our staffing ratios required by law. Please keep us informed if your child will not be in attendance for several days at a time.

Every effort needs to be made to have your child at KKDC by 10:00am. If this is not possible, please notify us by that time. We understand that sometimes life happens so in the case of emergency or extreme circumstances please call. When children arrive at various hours of the day, it disrupts class and hinders the regimented schedule that's beneficial to learning. Repetitive late arrivals will not be allowed-and exceptions should not be expected.

## **Schedules & Calendar**

Kingdom Kidz Daycare is year-round and will follow the Ingram Independent School District Schedule for most holidays and emergency closures. We provide an updated calendar every year for planning and scheduling. Please keep this at home and refer to it often.

Full Daycare is offered from 7:00 am -5:30 pm Monday-Friday. No early drop off or late pickup. \*See attendance section.

All children must be picked up by their parent or designated caregiver no later than 5:30 pm or charges will apply.

During the year, we normally observe the following holidays; therefore, we will be CLOSED. Depending on the census for days adjacent to holidays, we may determine it best to close additional days. If this occurs, you will be notified in advance. We will also have a minimum of two Teacher In-Service days per year. You will be notified in advance of the specific date(s).

### **HOLIDAYS FOR SCHOOL YEAR (If changes are made you will be notified as soon as possible)**

- Labor Day
- Columbus day
- Thanksgiving Eve, Day & the day after(Wednesday-Friday)
- Christmas Eve & Day (if falls on weekend, may include Friday or Monday)
- Day After Christmas
- New Year's Eve & Day (if falls on weekend, may include Friday or Monday)
- Presidents Day
- Good Friday
- Teacher In-service Days
- Memorial Day
- Independence Day

**Printed school calendar list is available on the KKDC communications Board and on the website & will vary annually**

## Drop Off and Pick-up Procedures

### Arrival and departure:

Please take your child to the sign-in log at the entrance point. Sign your child(ren) in and place the time next to their name in that day's column. It is best to make contact directly with a teacher or director and not just send your child through the door. At the end of the day it is crucial for you to sign them out, and put the time you checked them out. This is how we keep track of the number of kids in each class and allows the teacher to have an accurate count to keep them safe and secure. At the beginning and end of the day, classes may be combined as census may be low.

Parents are required to provide written authorization if someone other than the previously designated person is to pick up their child. In an emergency, a phone call is sufficient if we can identify you. If there is any doubt as to the identity of the person receiving the child, identification will be required from that person.

Our staff is not available before or after scheduled care times. Please be prompt in picking up your child. After 5:30pm, there will be a \$10.00 charge for the first 5 minutes and \$1 per minute for each additional minute after that. We prefer that parents do not ask their child's teacher for after hours care.

Chronic problems in early drop-off, late pick-up, or refusal to pay late fees, may result in your child being dropped from the program. Failure to pick up your child by 6:00 pm and us not being able to contact either yourself or your emergency contacts, will be considered abandonment and law enforcement will be contacted. Daycare is provided from 7:00am until 5:30pm Monday - Friday. See calendar for closures. KKDC follows the Ingram School District Schedule for all holiday and emergency closures issues.



## Physical Activity/Outdoor Activity

Children are encouraged to engage in physical activity for at least 60 minutes per day for 2 year olds and 90 minutes per day for 3 & up. Our policy on outside time is children will go outside twice per day-once in the morning, and once in the afternoon. All children will have outdoor play activities when the weather permits. **The children will go out in very hot weather and very cold weather unless there is a local weather advisory, so please dress your child appropriately.** During very hot or cold weather, precautions are taken such as shortening the amount of time your child spends outdoors, encouraging a higher volume of water intake, and providing activities in the shade. We may not play outside if the winter temperature is <40. In summer if the temp is >100, we may spend time in a shaded area.

When it is raining, our recess time may be spent indoors doing videos/song & dance or an activity to help get the energy out.

## Clothing Guidelines and Personal Items

Please **bring 1-3 sets of extra clothing in your child's backpack in case of accidents (more bottoms than tops)** and replace them when needed. We completely understand that accidents sometimes happen so please send your child with plenty of extras. In extreme cases where KKDC provides clothes please bring items back freshly laundered on the next day.

We love to play outside at KKDC because of this, please dress your child in comfortably weather appropriate, in closed toe shoes, and not in their Sunday best. Shoes should be comfortable and provide adequate protection during play. Flip-flops, slip-on shoes, open toe sandals, and any shoes with a heel are prohibited including cowboy boots as they provide a safety hazard. With spring rain comes pesky mosquitoes! Please provide Bug Repellent & sunscreen as part of the supply list. It must be labeled with child's name. We cannot apply repellent from another child unless it is a sibling. Some parents find that the spiral bracelets work very well. The same applies to sunscreen if you want us to apply it please provide a labeled container.

Please do not bring or let your child wear jewelry or items of high value and care. Please do not bring personal toys from home unless it is a scheduled show and tell day pertaining to our curriculum. If you allow your child to bring a toy from home, we will put it in their cubby for the day. We are not responsible for lost, broken, or stolen items.

Based on a Consumer Safety Alert, for infants & toddlers, please remove jewelry or teething necklaces before drop off. If they arrive with a necklace or anything around their neck, we will remove it and hold it until pick up. Thank you for your understanding as we strive for continuous process improvement to keep your babies safe.

Cubbies are provided for each student to keep his/her personal belongings.

For all daycare, please provide a nap mat, blanket and optional small pillow with a small pillow case to use on during nap time.

**!PLEASE LABEL ALL JACKETS,PILLOWS,BLANKETS,CHANGE OF CLOTHES ETC WITH CHILD'S FIRST AND LAST NAME!!!!**

## Weather and Emergency Procedures

Should it be necessary to close due to inclement weather or another emergency, every effort will be made to contact parents as soon as it is safely possible. If ISD is closed due to unforeseen weather situation; KKDC will also be closed. All other emergency/situational closures are determined by administration at their discretion. Please be sure to check our Facebook page about closures as that is the fastest and most efficient way we can notify our families.

Minimum standards now require us to have an emergency preparedness plan. It covers emergency lockdown, meeting locations, for fire, or safe shelter locations in case of a required evacuation. Should an extreme event occur, priority is to call 911, secure safety for the kids then call parents.

In an emergency lockdown, no one is let in or out of the building without the director, Director's designated person in charge, or emergency personnel approval. The Director or her Designee will be in contact with emergency personnel who may be in contact with parents. Please note, our utmost concern is for the safety of the children and staff.

**EVACUATION LOCATION:** our Primary location would be The far south corner of the church property located next to Goat Creek Road. In the event we must evacuate the entire premises we will move to Cross Kingdom Church located at 3044 Junction Highway, Ingram, TX 78025. Staff members will ensure they have an attendance roster with an emergency contact list with them at the time of departure.

### Release of Children

Our normal procedure is to release the child to his or her guardian/parent(s) ONLY, or someone you designate on the enrollment form. If someone other than the parent is to pick the child up, please notify us in advance. A verbal notice is acceptable on the day of pick up ONLY if the parent /guardian calls us and we are able to verify identity.

The emergency contact list you are required to complete designates who may pick up the child if a parent/guardian cannot. Those on the emergency contact list should also be people we could call in the event of an emergency or you do not show up to pick up your child. Please inform your emergency contacts if we do not know them; they will be required to show valid identification.

**\*\*\*A sign in/out sheet is located at the front , please be sure to always write down time arrived and a signature with time upon departure EVERY DAY as it required per licensing.\*\*\*** This helps teachers know the exact count at any given time.

## [Health Information/Accommodations](#)

Immunization requirements are set by the minimum standards for child care centers by the Texas Department of State Health Services. Texas Minimum State Vaccine Requirements for Child Care Facilities can be obtained from the office or <http://www.dsps.texas.gov>

Vision and Hearing Screenings are done annually when the child reaches 4 years old.

KKDC strives to be sensitive to adapting to children's developmental needs. Should your child need services from therapists such as speech, physical, and occupational; we welcome those visits.

Parent information can be provided in their primary language when necessary to accommodate cultural diversity.

Employees are not mandated by Texas State Licensing and therefore, are not mandated by KKDC to obtain any vaccines for preventable diseases.

## [Medications](#)

Kingdom Kidz will not administer medications unless absolutely necessary. Medications must be in the original labeled container and a permission form must be completed. If your child requires emergency medications such as an inhaler or Epi-pen, the following paragraphs describe our policy.

KKDC staff may administer medication prescribed by a physician and in emergency situations. Please make every effort to schedule medications when the child is not in our care. Prescriptions must be in the original, child resistant container that has been labeled by a pharmacist. The bottle must include the child's name, the name of the medication, the date the medication was filled, the prescribing physician, expiration date, administration and storage instructions.

Parents must complete our in house medication administration form that is written permission giving KKDC staff consent to administer the medication. Medications will not be given unless both of these steps have been completed in full.

**We prefer not to administer Over-the-counter medication as this may mask symptoms that may exclude a child from care; although OTC meds may be given at director's discretion once forms are complete & protocol is followed.**

Records of all medications administered will be kept at the center. **KKDC will not, and cannot administer medication if the above guidelines are not explicitly followed.**

## Illness and Exclusion Criteria

Parents will be notified immediately if signs of illness occur. While waiting for the parent to arrive, the child may be removed from the classroom to prevent contact with other children. Sick children will be kept at school only until the parent or emergency contact person arrives. Symptoms of illness include:

- Fever \*-Oral temperature at or higher than 100.4 or under arm at or above 100.0. Child may return when he has been fever free for a minimum of 24 hours **without medication.**
- Vomiting\*-If your child vomits two or more times in the previous 24 hours, they should not attend care. He/she may return when 24 hours have passed since the last episode of vomiting **without medication.**
- Diarrhea\*-If your child has diarrhea(watery bowel movements) 3 or more times, they may not return until 24 hours have passed since the last episode **without the use of medications.**
- Lice/ or Nits\*- Child cannot return until at least one treatment has been applied,and child has no visible signs of active lice.

**\*\*If a child was sent home due to any of these symptoms you MUST keep the child home at least 24 hours until symptoms have subsided without medication. If you drop off the next day with no doctor's release the director will call to have you pick up your child.**

## Emergency Medical Procedures/Accidents

Emergency plans are posted and Emergency numbers are posted in the office by telephone.

In the event of an accident or medical emergency, parents will be notified as quickly as possible. The teacher is responsible for going with the child to the emergency room or administering first aid if ER care is not necessary.

If the accident is minor, an accident report will be completed and a copy given to the parent to sign.

## Classroom Guidance

### Discipline and guidance

We strive to keep misbehavior to a minimum; however, some problems still occur. Discipline will be consistent and individualized for each child, and appropriate for the child's level of understanding.

Our caregivers use positive methods of discipline which include:

- Using praise and encouragement of good behavior instead of focusing only on the unacceptable behavior
- Reminding a child of behavior expectations daily by using clear statements what is acceptable and what is not
- Redirection
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development. This may be limited to no more than one minute per year of the child's age.
- Misbehavior may be documented and shared with you and the director.

KKDC reserves the right to protect children and staff. This includes but is not limited to: hitting, biting, kicking, scratching, spitting, hair-pulling, slapping, running from staff in or out of the building, climbing fences, using inappropriate language or disrupting the classroom. Other actions may include throwing objects at a staff member or other children out of anger/frustration.

Repeated inappropriate behavior which is not responding to the above measures will require more serious consideration. We may contact you to schedule a conference with the teacher and director to try and remedy the inappropriate behavior. If necessary, it may be necessary to remove the child from the classroom and take them to the director's office.

If the behavior is repetitive, not improving or dangerous to other students, parents will be called to pick up their child. Consequences may progress to suspension or removal from the program depending on the situation and tuition remains due. Parents play the most significant role in the appropriate social development of children. As we work together, we can meet the social and psychological needs of your child. Group care, classroom settings like KKDC may not be the right fit for every child.

## Biting

Studies have shown that biting is a natural developmental stage many children go through. It is most common between 13-24 months of age, and usually temporary. Toddlers bite for reasons like teething, overly tired or frustrated, or trying to get the attention of the teacher or his/her peers. Toddlers have poor verbal skills and are impulsive without a lot of self control. Sometimes biting occurs for no apparent reason. The center will encourage the toddlers to “use their words” if they become angry or frustrated. Our staff will maintain a close constant supervision of the children at all times and if it becomes a trend we will analyze the Who,What,Where and Why? Our goal is to prevent the action before it occurs, so trending may help our teachers to do so.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm “NO....we don't bite people, BITING hurts!”
- Staff will stay calm and not overreact
- Staff will remove the biter from the situation with an appropriate “time out”. The biter will be given something to do that is satisfying.
- The bitten child will be comforted and treatment will be done to the bite site. We will complete a report to communicate the incident.
- The parents of both children will be notified, and **confidentiality of all children involved will be maintained.**
- The bite site will continue to be observed by parents and our staff for signs of infection.

If the biting continues despite our best efforts to avoid; it may be necessary to temporarily remove the biter from the program until they develop the ability to communicate and or control their actions. When a child is removed from the program, the time of suspension is up to the director. After removal of a child from the program, if the child continues biting a longer period of removal will occur.

## **Child Abuse/Neglect and Reporting**

By law, it is KKDC's responsibility, as well as yours- the parent or guardian to report suspected child abuse immediately. State law requires daycare personnel to report all cases of suspected abuse or neglect to Child Protective Services. They may be contacted toll free , 24 hours a day at 1-800-252-5400. KKDC staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

By the Texas Penal Code, we also are obligated to inform all families that any area within 1000 feet of a child care center is a gang free zone. Criminal offenses in these areas will have more harsh penalties if convicted.

**Screen Time/Extras**-Screen time is limited to 1 hour per day per child care licensing and we strive to relate it to what we are studying and make it educational. We may use screen time to wind down as we get ready for a meal or at the very end of the day during pick up time. On rainy days we use it during our normal recess. Either way, we want to use television sparingly.

## **Lunch Time and Snacks**

Children will need a lunch sent from home. Parents/Guardians are asked to pack a nutritional lunch that meets their child's daily food needs. If you send food items that need to be microwaved, the teacher will use eco-friendly paper plates. Please label your child's lunch box and ice packs with their full name. The School will provide all paper products to include: paper plates, paper bowls, paper napkins, small plastic cups and disposable spoons/forks. The School will provide drinking water at every snack and meal. The School cannot be held responsible for the nutritional value of lunches sent from home. To learn more about nutritional lunch selections visit:

[www.fns.gov/th/myplate](http://www.fns.gov/th/myplate) . Please note, an afternoon snack will be provided by Kingdom Kidz. We will check ingredients to meet any noted food allergies or dietary needs.

**Infants**-For Families with infants, KKDC respects the choices of parents to provide either formula or breast milk for their baby. Please send your child with the appropriate bottles . Infants who eat baby food or solid food, parents need to ensure they send the food they want their baby to eat each day.

**Breast milk**-KKDC provides a comfortable place in the classroom with a seat for moms to breastfeed their babies. Parents can also leave breast milk for their child in the nursery refrigerator while in care at KKDC. Breast milk must be labeled and dated. Breastfeeding gives infants the best start and studies show it lowers risks for SIDS and obesity in later years. Breastfeeding education resources can be found on the KKDC communication/resource board.

*At Kingdom Kidz Daycare*, we know that you trust us with your most valuable treasure, your child, and we strive to serve our families the highest quality of care and education. We believe that excellent early childhood development is the foundation for a bright future for our children. If you have questions regarding any policy, please consult the center director. Thank you for taking the time to read through this very important information regarding your child's care while in our facility. Our policies are reviewed annually and updated if necessary to maintain compliance with all contracted regulatory agencies. Please sign and return the Parent Orientation & Tuition Agreement /acknowledgment page and the Discipline and Guidance Policy for us to keep on file. There are 2 copies, one is KKDC's and one is yours. Please keep this Handbook for your reference.

Website address: [www.carrilloKKDC.com](http://www.carrilloKKDC.com)  
Phone Number: 830-285-9699  
Email contacts: - [carrillokkdc@gmail.com](mailto:carrillokkdc@gmail.com)



## **YOUR COPY** Parent Orientation & Tuition Agreement

I \_\_\_\_\_, am signing to verify I have received the Kingdom Kidz Daycare Parent Handbook and Admission information. I agree to read and comply with the policies outlined in the parent handbook. I have been oriented specifically to the following subjects by the Director or her Designee. Policies are reviewed and updated if necessary

- Program Philosophy & goals
- Drop off & Pickup procedures
- Parent conferences
- Fee structure
- Late payments & refund policy
- Absences
- Clothing guidelines
- Inclement weather policy
- Separation procedures
- Physical Activities
- Screen Time policy

### Orientation Includes:

- Tour of the facility
- Staff introduction
- Parent Visit with classroom teacher
- Overview of the Parent Handbook
- Opportunity for an extended visit in the classroom by both parent and child for a period of time to allow both to feel comfortable
- Explanation of Texas Rising Star Program
- Overview of KKDC Communication Board with family resources
- Child development and milestones

### Expectations of the Family:

- Parents are informed of the significance of consistent aerial time: before educational portion of school readiness begins, impact of disrupting learning of other children, importance of routines in preparing children for the transition to Kindergarten
- Limit technology use on site to improve communication between staff, children and families. In order to facilitate better communication between parents and teachers, avoid distractions by not using electronic devices during drop off and pick up.
- Families play a significant role and are a tremendous influence on the development of their children

My weekly tuition is \$\_\_\_\_\_ and is due on Fridays for the following week, although I have the option to pay several weeks at a time. If my tuition is not paid by Fridays for the following week, a \$20 late fee will be added to the tuition. My minimum tuition is the above rate despite absences or holidays. Tuition and fees are subject to change in August of each year or is deemed necessary by ownership with notification.

Your Printed  
Name: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Your Child's/children's

name(s): \_\_\_\_\_

## **YOUR COPY**

### **Discipline and Guidance Policy for KINGDOM KIDZ DAYCARE LLC**

- 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
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or an 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 dark or locked room, bathroom, or closet with the door closed; and
  - (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 I have read and received a copy of this Discipline and Guidance Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Circle one please:

PARENT

EMPLOYEE/CAREGIVER

HOUSEHOLD MEMBER OF CHILD-CARE HOME

