



**Learning Academy**

550 N. 20<sup>TH</sup> STREET SLATON TEXAS 79364  
 5173 69<sup>TH</sup> STREET LUBBOCK TEXAS 79424  
 806-828-5437

**ADMISSION INFORMATION**

**GENERAL INFORMATION**

Operation's Name: <b>Grow With Me Learning Academy</b>		Director's Name: <b>Daria Phillips</b>	
Child's Full Name:	Child's Date of Birth:	Child Lives With: Both parents      Mom Dad                      Guardian	
Child's Home Address:			
Date of Admission:		Date of Withdrawal:	
Mothers Name:	Mothers Address:		
Fathers Name:	Fathers Address:		
List telephone numbers below where parents/guardian may be reached while child is in care.			
Mothers Telephone No.	Fathers Telephone No.	Guardian's Telephone No.	Custody Documents on File: Yes      No
Mothers Employer:	Mothers Work Telephone	Fathers Employer:	Fathers Work Telephone

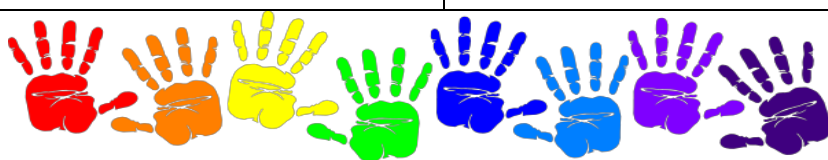
**CHILD'S ADDITIONAL INFORMATION SECTION**

List any special needs that your child may have, such as environmental allergies, food intolerances, 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 caregivers should be aware of:

Does your child have diagnosed food allergies? Yes      No                      Plan submitted on:

Child day care 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).

Signature - Parent or Legal Guardian:	Date Signed:
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## PICK UP LIST

I authorize the child care operation **to release** my child to leave the child care operation **ONLY** with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.

Name:	Address & Phone Number:	Relationship to child:

## EMERGENCY CONTACT INFORMATION

I Give the name, address, and phone number of the responsible individual **to call** in case of an emergency if parents/guardian cannot be reached:

Name:	Address & Phone Number:	Relationship to child:



**CHECK ALL THAT APPLY:**

**1. TRANSPORTATION**

I give consent for my child to be transported and supervised by the operation's employees:

- for emergency care     on field trips     to and from home     to and from school

**2. FIELD TRIPS**

- I give consent for my child to participate in field trips.  
 I **do not** give consent for my child to participate in field trips.

**Comments:**

**3. WATER ACTIVITIES**

I give consent for my child to participate in the following water activities:

- water table play  
 swimming pools  
 sprinkler play  
 splashing/wading pools

**4. RECEIPT OF WRITTEN OPERATIONAL POLICIES**

I acknowledge receipt of the facility's operational policies, including those for:

Discipline and guidance	Procedures for release of children
Suspension and expulsion	Illness and exclusion criteria
Emergency plans	Procedures for dispensing medications
Procedures for conducting health checks	Immunization requirements for children
Safe sleep	Meals and food service practices
Procedures for parents to discuss concerns with the director	Procedures to visit the center without securing prior approval
Procedures for parents to participate in operation activities	Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and DFPS website
Parent Signature:	Date:

**5. MEALS**

I understand that the following meals will be served to my child while in care:

8:00 AM Breakfast    11:00AM Lunch    2:30PM Afternoon snack

**6. DAYS AND TIMES IN CARE**

My child is normally in care on the following days and times:

\*Please note that per minimum standards a child may not be in care for more than 10 hrs per day.

Day of the Week	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		



## SCHOOL AGE CHILDREN

### MY CHILD ATTENDS THE FOLLOWING SCHOOL:

Name of School:	School Phone Number:
My child has permission to (check all that apply): walk to or from school or home      ride a bus      be released to the care of his/her sibling under 18 years old	
Authorized pick up/drop off locations other than the child's address:	

### 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:	Phone Number:
Name of Emergency Care Facility:	Address:	Phone Number:
I give consent for the facility to secure any and all necessary emergency medical care for my child.	Signature - Parent or Legal Guardian	

### 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:

- 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.

Health Care Professional's Signature:	Date Signed:

- 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 and Address of Health Care Professional:

Signature - Parent or Legal Guardian:	Date Signed:



**VISION EXAM RESULTS**

R 20/	L 20/	Pass	Fail
Signature:		Date Signed:	

**HEARING EXAM RESULTS**

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				Pass      Fail
Left				Pass      Fail
Signature:			Date Signed:	

**VACCINE INFORMATION**

**I UNDERSTAND THAT I MUST PROVIDE GWMLA WITH MY CHILDS CURRENT VACCINE RECORD. I UNDERSTAND THAT I MUST PROVIDE UPDATED VACCINE RECORDS AS MY CHILD RECEIVED ADDITIONAL VACCINES.**

**ADDITIONAL INFORMATION REGARDING IMMUNIZATIONS**

For additional information regarding immunizations, visit the Texas Department of State Health Services' website at [www.dshs.state.tx.us/immunize/public.shtm](http://www.dshs.state.tx.us/immunize/public.shtm).

**TB TEST (IF REQUIRED)**

Positive	Negative	Date:

**GANG FREE ZONE**

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.



## PERMISSION TO TAKE PHOTOS

I give my daycare provider, Grow With Me Learning Academy permission to take and use still photographs or videos of my child in the following ways:

**PLEASE CHECK ONE**

Photo Authorization:	Grant Permission	Decline Permission
Daycare Provider Photo Books		
Share with Current Clients (bulletin boards, newsletters)		
Online: Facilities Business Website		
Online: Facilities Private Facebook Page		
Promotional Material for Prospective Clients		

Please Initial the following statements:

\_\_\_\_\_ *I understand that it's my responsibility to update this form if I wish to retract permission in categories listed above.*  
 \_\_\_\_\_ *I understand that permission is given for the entire period of my child's enrollment unless I update this form*

## RELEASE OF LIABILITY AND WAIVER FORM

In exchange for my child's participation in any and all activities undertaken at GROW WITH ME LEARNING ACADEMY, I agree to the following conditions:

*By Initialing the statements below, you agree to the statement:*

\_\_\_\_\_ I represent that I am the parent or legal guardian of the child named in this application. I further represent that the child named below is healthy and physically able to participate in any and all undertaken activities at GWMLA.

\_\_\_\_\_ I assume full responsibility for any personal injury to the child named in this application, and our respective heirs assigns, administrations, personal representatives and next of kin, waive, release and discharge GWMLA it's affiliates, officers, members, agents, employees, other participants, and sponsoring agencies for injury, loss or damage arising out of or related to my child's participation in any and all programs and activities at GWMLA.

SIGNATURE OF PARENT/LEGAL GUARDIAN:

DATE SIGNED:

## OPERATIONAL POLICIES

*I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE POLICIES OF GWMLA. I WILL COMPLY WITH ALL POLICIES AS LONG AS MY CHILD ATTENDS GWMLA.*

I WOULD LIKE A COPY EMAILED TO ME AT THE FOLLWING EMAIL ADDRESS:

EMAIL \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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



## ADDITIONAL INFORMATION

PLEASE LIST ANY ADDITIONAL INFORMATION THAT WOULD BE HELPFUL FOR GWMLA TO KNOW IN REGARDS TO YOUR CHILD AND OR THEIR ATTENDANCE:

PLEASE NOTE THAT GWMLA HAS AN OPEN DOOR POLICY FOR ANY QUESTIONS OR CONCERNS. PLEASE SPEAK TO YOUR DIRECTOR IMMEDIATELY IF YOU HAVE A QUESTION OR CONCERN. WE WELCOME ALL FEEDBACK!

THANK YOU FOR ALLOWING GROW WITH ME LEARNING ACADEMY TO CARE FOR YOUR LITTLE ONE!

### SIGNATURES

Child's Parent or Legal Guardian:

X

Date Signed:

Center Designee:

X

Date Signed:





## **PARENT FINANCIAL AGREEMENT**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Father's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mother's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**(Please initial each item as indication that you have read and understand each statement)**

\_\_\_ I agree to pay \$\_\_\_\_\_ weekly for the care of my child/children enrolled at Grow With Me.

\_\_\_ I agree to pay \$100.00 Curriculum/Enrollment Fee. I understand that this is a non-refundable initial \_\_\_\_\_ tuition fee.

\_\_\_ I agree to pay \$25.00 Curriculum Fee/ week in addition to my monthly parent fee. (CCS FAMILIES ONLY)

\_\_\_ I am required to give a **TWO WEEK** notice of any withdraw from the center. I will be billed for the full two weeks if I fail to give a full TWO WEEK notice.

\_\_\_ I understand that tuition is billed based on the enrollment and NOT the child's attendance.

\_\_\_ I understand that all fees are nonrefundable.

\_\_\_ I understand that payment is due on each Monday. Weekly tuition remains the same even in weeks with \_\_\_\_\_ holidays or if your child is absent.

\_\_\_ I understand that if tuition is not paid by Wednesday, a \$15.00 per day late fee is applied.

\_\_\_ I understand that all returned checks are automatically sent to the DA hot check department of Lubbock.

\_\_\_ Accounts will be charged a return fee dependent on the bank fees at that time for all insufficient funds.

\_\_\_ I understand that Grow With Me has a late fee. If my child is picked up after 6:30 pm an initial fee of \$25 will automatically be added to your account. At 6:35pm, \$1 will be added for every minute until a person authorized to pick up arrives.

\_\_\_ I understand that the forms of payment for Grow With Me are check, cash, money order and credit cards of VISA and Master card.

\_\_\_ I understand that if I fail to bring my account to a zero balance at the end of care, the balance will be turned over for Collections with the DA's office.

**I do by agree to the conditions of the above agreement and by my signature agree to abide by all stipulations herein.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent or legal guardian)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(director or facility representative)





## 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) 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; 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

Check one please:

parent/guardian

employee/caregiver

household member of child-care home



Learning Academy

## Communication Card

Childs Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Email: \_\_\_\_\_

Number to receive text messages: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Carrier Name (ex: Sprint, AT&T)\_\_\_\_\_

Fathers Name: \_\_\_\_\_

Email: \_\_\_\_\_

Number to receive text messages: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Carrier Name (ex: Sprint, AT&T)\_\_\_\_\_

**I give permission to receive any notifications from Grow With Me Learning Academy by phone or email.**

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

