

The Tree House ELC Enrollment Form 989 Old McDade Rd, Elgin, T.X. 78621 512-285-KIDS

CHILDS INFORMATION										
Name:				Date of Birth:			Enrollment Date:			
Home Addr	ess:									
Allergies/S _l	pecial Need	s:								
Current Me	dications:									
MOTHERS	INFORMA	TION								
Name:							1	Date of	Birth:	
Email Addr	ess:									
Cell #				Work#				Drive	Oriver's License#	
Home Addr	ess:									
Business N	ame/Addre	ss:								
FATHERS	INFORMA [*]	TION								
Name:						Date of Birth:				
Email addre	ess:						'			
Cell # Work#				Driver's License#						
Home Addr	Home Address:									
Business N	ame/Addre	ss:								
EMERGENCY CONTACT/RELEASE OF CHILD (Other Than Parents)										
My child may be released to the person(s)			n(s)	listed below. Signature:					Date:	
Name: Pr			Pho	one#:			Relationship:			
Home Address:										
Name: Pho			Pho	ne#:		Re	Relationship:			
Home Address:										
YES	ES NO My child may be released to a sibling under 18 years of age									
EMERGEN	CY MEDIC	AL ATTENTION	1							
In the event I cannot be reached to make arrangements for emergency medical attention, I authorize The Tree House staff to take my child to the following hospitals, and I give consent for any and all necessary treatment.										
			Addr					Phone#:		
Hospital#2: Add			Addr	ress:				Phone#:		
Signature:				Date:		Date:	2:			

THE TREE HOUSE ELC - PARENT HANDBOOK

PHILOSOPHY

Our philosophy is based on a belief that children of all abilities benefit from an inclusive environment, emphasizing acceptance of individual differences and ability levels. For children with special needs, inclusion facilitates developmental progress by exposure to role modeling of social, language, and physical skills through interactions with typically developing peers. We also believe that the typically developing children gain solid interpersonal skills, including self-confidence, acceptance, empathy, and communication. Inclusion allows all children to relate and interact with peers in play and daily routines, engaging in experiences that promote the development of self-help skills, self-control, and the understanding that others have different backgrounds and perspectives than themselves.

- The Tree House supports families and children who may need additional accommodations, to include home language, special needs/differing abilities and or cultural backgrounds.
- We will provide a designated space for intervention sessions and therapies as needed.
- We will adjust lessons to meet the needs of children who need additional accommodation.
- We will translate for various languages as needed.
- Postings for cultural inclusiveness are in the front lobby.

MISSION AND VALUES

The mission of The Tree House is to create a stimulating and nurturing environment where children of all abilities, regardless of socio-economic or cultural background, can grow and learn together in acceptance of one another. This mission is carried out daily by highly trained staff, low teacher/child ratios, specialized curriculum, and contracted therapy services. At The Tree House, we value the importance of character, commitment to the family, commitment to the community, respect for the individual, and celebrating our differences.

CURRICULUM

- At The Tree House, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program.
- Our curriculum is based on objectives for development and learning that focus on all the most critical areas for success: emotional, social, and cognitive skills. These objectives are built into every classroom activity, which means that the teacher helps your child develop skills and knowledge in these critical areas all day long.

TUITION/FEES

- Registration fee is due upon enrollment: \$100 per child.
- Supply fee is due annually in January: \$100 per child.
- Tuition is due on the 1st of each month. If not paid in full by the 5th, a late fee of \$25.00 per child will be charged to your
 account.
- If tuition is not paid in full by the 8th your child will not be allowed back until tuition is paid in full.
- There are no reductions, credits or refunds for absences including illness, vacations, holidays, early withdrawals, or closures out of our control. Initial_____
- A written two-week notice must be given before your child is withdrawn from the center to avoid the next month's tuition charge.
- The parent/guardian agrees to pay in the event that the account is turned over to an agency or attorney for collection, as well as reasonable attorney fees and all attendant collections and any court cost. Initial_____

DEPOSIT/WAITING LIST/ENROLLMENT

- To enroll your child, or to get on our waiting list you must put down a <u>NON-REFUNDABLE</u> deposit and have all the enrollment forms completed.
- The deposit amount is half of the monthly tuition for your child's age group. The deposit will be applied to your child's first month tuition.
- You will give an expected start date with your deposit, if you decline to start on the discussed date, and we have another
 child on the waitlist your child will be moved to the bottom of the list, and you will have to wait until another opening
 becomes available.
- Please inform us in writing of any new contact or personal information, we must always have your most current information in case of an emergency.

RETURNED CHECKS

- There will be a \$35.00 charge on all returned checks.
- All returned checks must be replaced by money order or cash.
- · Anyone who has presented two returned checks will be asked to make all future payments in cash or money order.

NOTIFICATION OF PESTICIDE APPLICATIONS

Chief administrators of school and day-care centers shall notify the parents or guardians of children attending the facility in writing that pesticides are periodically applied indoors, and that information on the times and types of applications is available upon request. Such notification must be made at the time of the child's registration.

- Information Required at Registration: The center periodically applies pesticides.
- Information concerning these applications may be obtained from Paula Crim 512-285-5437, 989 Old McDade Rd Elgin, TX 78621

Signature	Date	

DROP OFF/PICK UP

- Hours of operation are Monday-Friday 6:30am-6:00pm.
- Drop off is no later than 9:30 AM and pick up is no later than 6:00 PM.
- Parents who do not pick up their children by 6:00pm will be charged \$3 per minute per child, Monday-Thursdays and \$5 per minute per child on Fridays.
- Late pick up fees are due upon arrival in cash or check to the employee in charge.
- If it is after 6:30 and we are unable to contact anyone to pick up your child, DFPS will be called.
- Parents are to bring their children into the building or to the front door, sign them in/out and make sure a staff member is aware your child is arriving/leaving.
- Your child is not allowed out of the building without their guardian.
- Children will not be released to anyone who is not listed on the registration form unless the parent has notified the center.
- If anyone other than you is picking up your child, please call and let us know.
- For your child's safety, we will ID anyone whom we have not met or seen before.

MEALS

- The Tree House provides Breakfast, lunch, snack, and supper (for afterschool students).
- Breakfast-8:00am Lunch-11:00am Snack- 3:00pm Supper (when afterschool students arrive) A/S Snack -5:00pm.
- Menus are posted on the bulletin board by the front door.
- No outside food is allowed unless your child has a food allergy and provides a note from their doctor.
- We are on a federal food program and each child/family is required to fill out our FP enrollment forms.
- All food hotter than 110 degrees is kept out of reach from children.
- All outside food must be commercially prepared with and ingredient label.
- Children with food allergies must have an emergency plan provided by their doctor.
- Parents must provide all food for children with a food allergy. refrigeration is available to store food and drinks.

BREASTFEEDING

The Tree House supports breastfeeding mothers. If you need to breastfeed at the center, we can provide you with a private area. For breastfeeding information go to the fowling website https://wicbreastfeeding.fns.usda.gov/

FIELD TRIP/WATER DAYS

Periodic field trips/water days are planned. Sign-up sheets and/or permission releases will be posted when needed.

I hereby give my consent for my child to participate in water activities sponsored/provided and supervised by The Tree House ELC.

Signature	Date
Jigilatare	Date

HEALTH/ILLNESS

Each child is required to have an up to date shot record and doctors statement on file before they can attend.

- If a child has had a contagious or communicable disease, parents must have a signed statement from the doctor granting the child permission to return to the center.
- Sick children are not allowed to come to the center.
- If a child becomes ill while at the center, they will be provided a quiet place and the parent will be notified to pick them up within 60 minutes of being called. If the parent is unable to leave work, another responsible adult must be sent to pick up the child.
- If your child is not well enough to participate in center activities, he/she is not well enough to be at the center.

Children with the following sicknesses/symptoms must be excluded from care:

- · Contagious disease.
- 100.4-degree fever. (Must be fever free for 24 hours and have a doctor's note to return)
- Vomiting or diarrhea.
- Rash. (Unless diagnosed as non-contagious with a doctor's note)
- Discharge from eyes/ears.
- Head lice. (No nits or bugs allowed)
- Uncontrollable cough.

All Communicable disease will be reported to the Department of Health.

TRANSPORTATION

- The Tree House is not responsible for providing transportation for kids who are retained at school, involved in extracurricular activities, or have missed the bus.
- Children who ride the bus or Tree House van must be waiting in the assigned place for pick-up.
- Parents must sign the bus policy.
- Please inform us by 2:00pm if your child will not be on the bus

• Please I	morm us by 2.00pm if your child will not be on the bus.
I hereby give con	sent for.
YES NO	The Tree House to provide transportation from my child to and from EISD schools.
YES NO	The Tree House to provide transportation for fieldtrips and excursions.
YES NO	My child to ride the school bus to and from school.
YES NO	The Tree House to provide transportation from my child to and from EISD schools.
Signature	Date

FIRE AND NATURAL DISASTER

- To reduce the threat of fire, smoke detectors are installed throughout the buildings and checked regularly to ensure they are in working order.
- We perform routine fire/tornado/lock down drills.
- In case of severe storm or tornado, the children will be brought into the main building.
- In case of lock downs classes will shelter in place in the safest location.

MEDICATION POLICY

- If medication needs to be administered, you must sign the Medication Authorization Plan, and the medication personally
- handed to a staff member
- DHS requires that all medication must be in the original container which has the expiration date, the child's name, date,
- and doctor's name.
- The medication name and prescribed dosage must be visible.
- Non-prescription medicine must be age appropriate.

FIRST AID PROCEDURES

- · All staff members are CPR/First aid certified.
- A first-aid kit will be present in each classroom as well as the kitchen.
- Emergency numbers are posted at all times.
- Parents will be notified of any serious accident or injury, and anything involving the child's head.
- Parents will not be notified until pick up of any minor injuries such as scratches, scrapes, etc...
- · Accident reports are written for any accident/injury and require a parent signature, copy of form will be given if requested.

ALLERGIES

- If your child has any food or other allergy, we must have documentation from their doctor with an allergy action plan
 included
- If your child has an allergy which requires an Epi pen, we must have written documentation from your doctor.
- Epi pens will be stored in the kitchen and must come in the original box and have your child's information on it.
- If your child has a cow milk/dairy allergy and requires alternate milk we must have it in writing from your doctor, and you
 must provide an alternate milk choice.
- If your child has any food allergy and is unable to eat our regularly prepared meals, you must provide a lunchbox with all their meals daily. (Breakfast, lunch, snack, and drinks.) Initial_____

MEDICAL EMERGENCIES

- If a medical emergency was to happen, immediate first aid will be given, an ambulance will be called and
- paramedic recommendations followed.
- Parents/guardians will be notified ASAP, and if not available your emergency reference will be called.
- Parents/Guardians are responsible for any expenses as a result of emergency care, ambulance, doctors/hospital bills, etc.

HEARING & VISION

- Upon enrolling your child or once your child turns 4 years of age you are required to provide a hearing/vision screening report that was completed by your child's doctor or clinic.

HAND WASHING, DIAPERING, SANITIZING AND LAUNDERING

- Childcare providers will wash hands before and after diapering, toileting, eating, handling, and preparing food, as well as handling contaminated materials.
- Diapers will be changed regularly and immediately after each bowel movement.
- The diapering area will be sanitized after each use.
- Parents are to take home personal belongings weekly or as needed for laundering.
- Toys and equipment will be sanitized on a daily basis, and throughout the day as needed.
- Sheets, and towels are laundered daily.

SUNSCREEN & BUG SPRAY

- Parents are to supply sunscreen and bug spray for each child enrolled.
- Parents are to mark each bottle with your child's name and give it to their teacher.
- We will share the sunscreen and bug sprays with the class.

I give THE TREE HOUSE ELC permission to apply sunscreen and/or bug spray on my child. Initial_____

OPEN DOOR POLICY

- We have an open-door policy, so please feel free to discuss any questions or concerns with the director.
- Parents are welcome to come and observe or visit with your child as long as it does not disturb or disrupt the other children.
- Parents are welcome to celebrate your child's birthday with their class during snack. If you are to provide a snack, please make sure it is store bought and there is enough for each student in your child's class.
- Mothers are welcome to breastfeed in our facility.
- The Tree House offers scheduled parent conferences twice-yearly; sign-up sheets will be available in advance of conferences.

• To update contact/pick up information parents/guardians may email the center at treehouseelc@sbcglobal.net or provide the center with a signed and dated note.

WEATHER POLICY

- We will post any weather delays/closings on the front door and/or on our Facebook page and communication app.
- We follow the Elgin ISD bad weather closings unless bad weather prevents us from opening or causes us to close early.

CLOTHING/PERSONAL BELONGINGS

- We suggest your child wear play clothes to the center, we play in the dirt and do activities that could stain your child's clothing.
- Children of all ages, including toddlers, are to wear closed toe shoes at all times. NO flip flops are allowed.
- Anything brought into the center should be plainly marked with your child's full name in permanent ink.
- Each child needs to have a change of clothes in their cubby at all times.
- Dress up clothes, toys, purses, jewelry, money, or trinkets are not allowed in the center.
- We are not responsible for articles lost or broken.

PHYSICAL ACTIVITY

The Tree House is committed to our children's health and understands the unique needs of each child. We encourage all children to engage in a variety of fun physical activities based on their age and development. We will promote physical activity by encouraging children to be active throughout the day by exploring their environment, by limiting screen time, and by providing adult-led and free play activities during daily outdoor play.

SCREEN TIME

Children over the age of 2 years old occasionally watch tv and use tablets for educational purposes.

PHOTOGRAPHY

• By initialing this you give permission for your child's photo to be taken and posted to our center's social media, website, and around the building. Initial_____

Abuse and Neglect

All Tree House employees are mandated reporters and must report any concerns of abuse and neglect to the DFPS abuse and neglect hotline.

- Contact information for the abuse and neglect hotline 1-800-252-5400 www.txabusehotline.org
- Employees must complete yearly training courses covering abuse and neglect.
- Employees must document and report any concerns of abuse or neglect to the director. Director will then submit a report to DFPS Licensing.
- Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of The Tree House are considered mandated reporters, under this law. The employees of The Tree House are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The Tree House take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.
- As mandated reporters, the staff of The Tree House cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation.

LICENSING/STANDARDS

- The Tree House is a licensed facility, parents may review a copy of the minimum standards, and the most recent licensing inspection report.
- Our facility is inspected yearly, and the inspection certificate is posted in the main hallway.
- Under the Texas Penal Code, The Tree House is a gang free zone within 1000 feet of the center.

EMERGENCY PREPAREDNESS PLAN

- In the event of an emergency evacuation, we will evacuate the building and take the children to the Elgin Fire Department at 111 N Ave C Elgin, TX (512)281-4025.
- All children will be transported by a bus or vehicle.
- Emergency preparedness plans are posted in each classroom.

SUSPENSION/EXPULSION

- The teacher and or director will express concerns to the parent/ guardian about their child's behavior.
- The teacher and or director will discuss strategies framed around the objective of the center to address the child's behavior.
- Guardians are informed of their child's degression or progress.
- If we have exhausted the above or the child's behavior is a safety issue to themselves or others. The Tree House reserves

Signature	Date	Last Four Digits Social Security #
By signing this, I	have read and agree to all	the terms in The Tree House parent handbook.
Handbook policies are reviewed yearly and ar	e updated as needed.	
the right to suspend or expel your ch	,	e. Initial

DISCIPLINE AND GUIDANCE POLICY

Discipline must be.

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- 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:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- 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:

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps, or toilet training.
- · Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet with the door closed.

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

· 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 vermes i have read and received a copy of	tins discipline and guidance policy.
Signature	

MEDICATION AUTHORIZATION

For Children Ages 3 Years and The Tree House ELC has my per give other non-prescription medi	mission to give Acetaminophen or Ibup	rofen to reduce fever or pain. I also authorize the center to
	Date	
For Children Ages 2 Years and We must have a doctor's authori under 2 years of age.		cetaminophen and Ibuprofen for fever or pain to all children
Please take this form to your fan	nily Doctor/Pediatrician for authorization	<u>1.</u>
Childs Name	Childs Weight	Name of Medication
Doctors Signature	Date	
Parent Signature	Date	
	HEALTH STAT	<u>EMENT</u>
All Children must have a cor	npleted health statement before att	ending. Initial
Please Have Your Child's Phys	ician Fill Out the Following.	
I have examinedprogram.	within the past year and	I found that he/she is healthy and can take part in the daycare
Physician's Signature:	Date:	
Physician's Name:	Address:	Phone #
	IMMUNIZATION	RECORD
Immunization records must be	provided for all children not enrolled	d in public school. Initial
My child is not enrolled in public	school, and I have provided The Tree	House with a copy of my child's current immunization record.
Signature	Date	
For Children Enrolled in Public My child is currently enrolled in t		
Booker T Washington Elementar	y-510 MLK BLVD Elgin, TX 78621 512-	281-3411
Elgin Elementary-1005 W 2nd S	Γ Elgin, TX 78621 512-281-3457	
Neidig Elementary-13700 County	Line RD Elgin, TX 78621 512-281-970	2
Other		
My child is up to date on all their	required immunization. Initial	

I have provided my child's school with a copy of their immunization records. **Initial**____

THE TREE HOUSE EMPLOYEE IMMUNIZATION POLICY

Effective November 1, 2014, The Tree House has implemented the following immunization policy for all of its employees to be in compliance with the Texas Department of Family and Protective Services, Minimum Standard Rule # 746.3611, which requires a policy for protecting children from vaccine-preventable diseases., While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional to the employees.

Vaccines that we currently recommend out employees receive:

- Influenza (annually)
- Pertussis (Tdap)

If the employee is not exempt from having these immunizations, The Tree House recommends that employees consider these immunizations.

The employee will indicate below if there are any exemptions that prevent them from receiving an immunization for a vaccine-preventable disease.

A copy of this policy, signed by the employee, will be kept in the employee file.

If the employee decides that these immunizations are appropriate and beneficial for their health and well-being, and receive the immunizations, they are asked to provide The Tree House with documentation that the immunizations have been received.

The Tree House will encourage the use of protective medical equipment to protect employees and children in care from exposure to possible disease. The protective medical equipment would include gloves, masks, and hand washing. The use of protective medical equipment will be based on the level of risk the employee presents to the children by the employee's routing and direct exposure to children. Employees should not be in direct contact when they are ill or exhibiting signs of illness. The Tree House will monitor information provided to the public through the CDC and /or other sources to determine the level of risk the employee presents.

There will be no discrimination or retaliatory action against any employee who does/does not receive immunizations for vaccine-preventable illness. The use of medical equipment will not be considered retaliatory when used by employees of The Tree House.

All employees will be required to sign this policy and the signed policy will be retained on file. The information related to whether or not an employee chooses to have immunizations for vaccine-preventable diseases will be confidential. Failure to sign this policy will result in the employee not being able to work directly with children.

I	, parents of		have read and understand The Tree House "Employee
Immunization Policy."			
Signature		Date	

The Tree House

New Enrollment Family Orientation

	Tour of the facility.				
	Visit with the classroom teacher.				
	Overview of Parent Handbook.				
	Policy for time of arrival & pick up.				
	Informed of the significance of consistent arrival time.				
	Explanation of Texas Rising Star Quality Certification.				
	Child development and developmental milestones provided.				
	An overview of family support resources and activities in the community				
	Statement about limiting technology use on site to improve communication between staff,				
	children, and families.				
	Statement reflecting the role and influence of families.				
	Opportunity for an extended visit in the classroom for both parent and child to be				
	comfortable.				
	If applicable, encourage families to inform the center of any elements related to their CCS				
	enrollments, that the provider may be of assistance.				
I hav	ve received a program orientation and overview of the Parent Handbook.				
Parer	nt Name Date				
Stude	ent Name				
 Admi	nistrator — Date				

Important Numbers/Resources

Emergency Resources - In case of emergency dial 911

- **Poison Control -** 1(800)222-1222 <u>www.poison.org</u>
- Elgin Police & Fire Dispatch 512-281-5758
- Acadian Ambulance Services 512-929-1680
- Animal Control <u>512-285-5757</u>
- Elgin Fire Department 512-281-4025
- Elgin Police Department 512-285-5757
- Bastrop County Sheriff 512-549-5100
- Travis County Sheriff <u>512-854-9770</u>
- Texas Abuse Hotline 1(800)-252-5400

Local Resources

- Elgin Community Cupboard (Food Pantry)
 303 N Avenue C, Elgin, TX 78621 (512)281-2395
- Bastrop County Cares www.bastropcares.org
- Bastrop County Emergency Food Pantry and Support Center 806 Fayette St, Bastrop, TX 78602 (512)303-0033
- Children's Advocacy Center www.childrensadvocacycenter.org
 59 TX Loop 150 West Bastrop, Texas 78602 (512)321-6161

Statewide Agencies

- Texas Workforce Commission www.twc.state.tx.us
- Texas Workforce Commission Child Care Services www.twc.texas.gov/programs/childcare
- Texas Child Care Regulations www.dfps.texas.gov/child_care/
- Texas Department of Family and Protective Services www.dfps.texas.gov
- Texas WIC www.texaswic.org

Health and Nutrition

- Nutrition Information www.myplate.gov
- Screen Time www.fix.com/blog/kids-and-screen-time/
- Physical Activity www.cdc.gov/physicalactivity/basics/adults/health-benefits-of-physical-activityfor-children.html