

Child Information

Enrollment Date: _____

Withdraw Date: _____

First Name: _____ M.I. _____ Last Name: _____

Name child prefers to be called: _____ DATE OF BIRTH: _____

Child's Address: _____

Child lives with: Both Mom & Dad Mom Dad Grandparent Other _____

Gender: Male Female Child's S.S. #: _____

List any special problems that your child may have such as 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 doctor diagnosed allergies or food allergies: _____ YES _____ NO
(For any doctor diagnosed allergy, child care facilities are required to have a written Allergy Action Plan on file signed by the child's physician)

Does your child have any food sensitivities? _____

Photographs: May we take and maintain a photo of your child for security purposes? Yes No

Parent/Guardian Information

Mother/Guardian

Custodial Parent (If married, mark both parents)

First Name: _____ M.I. _____ Last Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Occupation: _____ Employed By: _____

Work Address: _____ Work Hours: _____

Mother's SS#: _____ Driver's License #: _____

Email: _____ Work Phone: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Parent/Guardian Information

Father/Guardian

Custodial Parent (If married, mark both parents)

First Name: _____ M.I. _____ Last Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Occupation: _____ Employed By: _____

Work Address: _____ Work Hours: _____

Father's SS#: _____ Driver's License #: _____

Email: _____ Work Hours: _____

Marital Status: Married Single Divorced Separated Widowed Other _____

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Tuition / Payment Information: Please outline below who will be responsible for payment of tuition and fees.

_____ will pay our tuition on a Weekly Bi-Weekly Monthly Other _____
Name

I understand that tuition is due by **Wednesday** of each week and failure to keep my account current could result in termination of care for my child/children. If paying on any schedule other than a weekly basis, tuition must be paid in advance.

_____ CCMS will cover a portion of our tuition. I understand my portion is due to the child care by the 1st day of each month per the CCMS contract, and child care facility policies. Failure to pay by the 1st of each month will result in termination of care.

Parent's Signature: _____ Date: _____

Check All that Apply:

1. **Transportation:**

I hereby: Give Do not give consent for my child to be transported and supervised by the
Operation's employees: for emergency care on field trips to and from school

2. **Field Trips:** I hereby: Give Do not give my consent for my child to participate in field trips.

3. **Water Activities:** I hereby: Give Do not give my consent for my child to participate in water activities:
 Sprinkler play splashing/wading pools swimming pools water table play

4. **Receipt of written operational policies: (Large Packet Included in Enrollment Folder)**

I acknowledge receipt of the facility's operational policies including those for discipline and guidance.

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

Breakfast Lunch PM Snack

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

Monday From: to:
 Tuesday From: to:
 Wednesday From: to:
 Thursday From: to:
 Friday From: to:

AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Current Physician: _____

Address: _____ Phone #: _____

Name of Emergency Medical Care Facility: Initial or list alternate emergency location

____ Weatherford Regional Medical Center, 713 East Anderson St, Weatherford, TX 76086 Phone : 682-582-1000

____ Alternate Emergency Location- PLEASE LIST Name, Address & Phone #:

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature – Parent or Legal Guardian

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of the Title III, you may call the ADA information Line at (800)-514-383 (TTY).

Signature - Parent or Legal Guardian

Date

School Age Children: My child attends the following school:

Weatherford ISD

<input type="checkbox"/> Austin Elementary	1776 Texas Drive, Weatherford, TX 76086	817-598-2848
<input type="checkbox"/> Crockett Elementary	1015 Jameson Street, Weatherford, TX 76086	817-598-2811
<input type="checkbox"/> Curtis Elementary	501 West Russell, Weatherford, TX 76086	817-598-2838
<input type="checkbox"/> Ikard Elementary	100 Ikard Lane, Weatherford, TX 76086	817-598-2818
<input type="checkbox"/> Mary Martin Elementary	719 North Oak Ridge Dr, Weatherford, TX 76087	817-598-2910
<input type="checkbox"/> Sequin Elementary	499 East 8 th Street, Weatherford, TX 76086	817-598-2814
<input type="checkbox"/> Wright Elementary	1309 Charles Street, Weatherford, TX 76086	817-598-2828
<input type="checkbox"/> Hall Middle School	823 S Bowie Drive, Weatherford, TX 76086	817-598-2822
<input type="checkbox"/> Tison Middle School	102 Meadowview Road Weatherford TX, 76087	817-598-2822

Peaster Elementary 3600 Harwell Lake Road, Peaster TX 76088 817-341-5000

Victory Baptist Academy 1311 East Bankhead Drive, Weatherford, TX 76086 817-596-2711

Weatherford Christian School 111 E. Columbia St, Weatherford, TX 76086 817-596-7807

Name & Address: _____ Phone: _____

His / her Immunization record is on file at the school and all required Immunizations and / or tuberculosis test are current. Vision and Hearing screening records are also on file with the school.

Admission Requirement: If your child does not attend 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.

Immunization Record: I have provided the childcare operation with a copy of my child's most current immunization record.

Please check only one option:

1. Health-Care Professionals Statement: I have examined the above named child within the past year and find that he/she can take part in the day care program.

_____ Health Care Professional's Signature _____ Date _____

2. A signed and dated copy of a health care professional's statement is attached.

3. Medical Diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or I am a member of: I have attached a signed and dated affidavit stating this.

4. My child has been examined within the past year by a health care professional and is able to participate in the child care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

Name and address of health care professional:

_____ Signature – Parent or Legal Guardian _____ Date _____

Thank You! We look forward to caring for your children!

Updated Yearly By: _____ Date _____
 By: _____ Date _____
 By: _____ Date _____
 By: _____ Date _____
 By: _____ Date _____
 By: _____ Date _____

Child Information

This information is shared with your child's teacher.

<u>Child's Name:</u>	<u>Date of Birth:</u>
<u>Mother's Name</u>	<u>Father's Name:</u>
<u>Mother's Cell:</u>	<u>Father's Cell:</u>
<u>Mother's Work:</u>	<u>Father's Work:</u>
<u>Work Number:</u>	<u>Work Number:</u>
<u>Siblings: YES or NO</u>	<u>Child's Home Address:</u>
<u>Names:</u>	
<u>Child's Allergies:</u>	<u>Special Concerns:</u>
<u>Emergency Contact:</u>	<u>Favorite Things:</u>
<u>Phone Number:</u>	<u>Fears:</u>

ALL ABOUT KIDS

Medical Consent

Child's Name	Date of Birth	Allergies/Medical Conditions	
Child's Address		Child's Doctor Name and Number	
Mom or Guardian's Name and Address		Dad or Guardian's Name and Address	
Mom's Cell Phone	Mom's Work Phone	Dad's Cell Phone	Dad's Work Phone
Any Other Emergency Contact- Name, Phone Number, and Address			
<p>I, hereby give ALL ABOUT KIDS consent to secure any and all necessary emergency medical care for my child in the event that I am unable to be reached to make arrangements.</p>			
_____		_____	
Parent Signature		Date	

Transportation

Transportation for Medical Emergencies

I give ____ do not give _____ ALL ABOUT KIDS consent to transport my child for emergency care.

Transportation to School

I give ____ do not give _____ ALL ABOUT KIDS consent to transport my child to school.

___ Austin Elementary	1776 Texas Drive, Weatherford, TX 76086	817-598-2848
___ Crockett Elementary	1015 Jameson Street, Weatherford, TX 76086	817-598-2811
___ Curtis Elementary	501 West Russell, Weatherford, TX 76086	817-598-2838
___ Ikard Elementary	100 Ikard Lane, Weatherford, TX 76086	817-598-2818
___ Mary Martin Elementary	719 North Oak Ridge Dr, Weatherford, TX 76087	817-598-2910
___ Sequin Elementary	499 East 8 th Street, Weatherford, TX 76086	817-598-2814
___ Wright Elementary	1309 Charles Street, Weatherford, TX 76086	817-598-2828
___ Peaster Elementary	3600 Harwell Lake Road, Peaster TX 76088	817-341-5000
___ Victory Baptist Academy	1311 East Bankhead Drive, Weatherford, TX 76086	817-596-2711
___ Hall Middle School	823 S Bowie Drive, Weatherford, TX 76086	817-598-2822

Transportation on Field Trips

I give ____ do not give _____ ALL ABOUT KIDS consent to transport my child for field trips.

Parent's Signature
Date

All About Kids

Learning Center

MOTTO

Helping your kids grow in the right direction!

MISSION STATEMENT

The mission of the All About Kids Learning Center, is to ensure a safe, elite education for your child; while building their self-esteem, respect, and inner talents. Therefore, our future leaders will hold a strong belief in God and his teaching and high moral standards.

PHILOSOPHY

Every child deserves to be valued, to be respected, and to be appreciated as an individual. Every child has basic needs that must be met in order for him/her to develop into a responsible, ethical, productive adult.

The early years are the most formative ones in a child's development and are a brief window of opportunity to provide a child with the foundation he/she will need to conquer later challenges.

We provide nurturing care for each child in a warm, supportive, secure environment. We seek to express God's love for each child through our relationship with that child. We strive to be supportive of our parent's effort to reinforce our strong family values that are taught in their own homes.

EDUCATIONAL GOALS

Our goal is for each child to enjoy the school experience with us and to be excited about learning. We encourage each child's natural curiosity to begin him/her on the path of enjoying and appreciating the chance to learn throughout their life.

DISCIPLINE AND GUIDANCE

All About Kids discipline consists of positive redirection. All discipline will be individualized and consistent for each child and directed to teaching the child acceptable behavior. The use of physical punishment is NEVER permitted. In the event of an extraordinary problem, jeopardizing the health or safety of the child or any classmate, the child will be removed from the classroom and taken to the director's office. Parents will be contacted immediately, in the determination of the director.

NURTURING

It is our belief and practice that children require physical contact for their care and healthy development. This contact can be described in three ways:

1. Nurturing (hugs, holding hands, carrying, rocking)
2. Safety/ Guidance (Restraining from harmful situations, separating conflicting children, administering first aid)
3. Hygiene/ Cleanliness (face and hand washing, diapering, assisting with toileting, examining rashes or unusual marks and necessary clothing changes)

SUSPENSION/EXPULSION

All About Kids does will work with families in dealing with behavior issues. We believe that children can learn from their mistakes and grow. That being said All About Kids cannot allow a child to remain in care if they are a danger to themselves, other children, or a staff member. Depending on the severity of the issue, the director may require a parent to come pick up their child for the rest of the day or we may ask that the child remain at home for a couple days to evaluate what is considered appropriate behavior. The director has the right to expel a child if they feel it is in the best interest of the child or other children at the center.

OPEN DOOR POLICY/PARENT INVOLVEMENT

As every child is unique and individual, we believe that at our center, we provide the very best, high-quality care that each child deserves. We strongly encourage parent participation and involvement, as we believe that by working together, parents and teachers can encourage and promote each child to develop their full potential. Our Open Door Policy encourages parents to actively engage and participate in their child's day. Parents are more than welcome to stay and join in our program, once your child has settled into our center. Your child will feel very special and you will have an opportunity to view our developmentally appropriate programs. We encourage you to discuss your child's development and progress throughout the year with your child's teachers. We feel that open communication is essential to the success of our partnership helping your child grow in the right direction.

Prior to taking advantage of our open door policy and visiting your child's classroom, stop by the office and check in. We encourage you to visit anytime you wish, however the director needs to know of your presence for safety and security reasons.

Please note: Our Open Door Policy does **NOT** override any Legal Court Orders which may be in place regarding Access or Custody. If you have any concerns in this regards, please contact the director.

Parents are welcome to attend and participate in activities at the center and on field trips that involve their children. We believe that parental involvement is vital to a child's growth. However, while we welcome your participation, you are not allowed to be left alone with other children participating. Ultimately, the teacher and All About Kids are responsible for all children in care.

PARENT SUGGESTION/ GRIEVANCE POLICY

Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, the problem should be brought to the attention of the classroom teacher, who will hear your suggestion and/or grievance and attempt to work through the problem. The following steps should be taken:

1. Parents should discuss any problem with the teacher.
2. If not resolved, the problem should be discussed with the director.
3. A conference may be held with the parent, teacher, and director.

If you have any questions or problems with the policies or procedures outlined in this handbook, feel free to reach out to the director to address your concerns.

VERBAL COMMUNICATION

We will endeavor to be communicative during drop off and pick up times. However, this is not a good time for extended conversations since the staff member/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the time of pick up may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day at the center and most of our employees work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the bulk of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see

how your child's day is going or to speak to your child's teacher for a more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for management, or you can email us through our web center at www.allaboutkidsweatherford.com.

PARENTAL NOTIFICATIONS

Important information for you will be provided in several different formats. Please take note of them all.

Notices posted in the Front Lobby:

This is the most important avenue of communication at All About Kids Learning Center. It is used to display menus, newspaper and magazine articles, certificates, messages, upcoming events and information directly to the parents. The bulletin board is on the wall by the director's office. Some notices will be posted on the door instead of the bulletin board. Please take note of the parent info boards in each classroom. Here you will find lesson plans, class schedules, weekly and monthly newsletters.

Remind App:

After enrolling your child at All About Kids please take the time to text @allabout to 81010. This will sign you up for our Remind App that lets us send out text messages to parents regarding bad weather days, events, and other important messages.

Daily Reports:

Communication sheets are provided daily for our younger students. The daily communication sheet is a snapshot of your child's day at the center. It will tell you how much and what your child ate, how long they napped, as well as anything exciting that you might have missed throughout the day. The Preschool and Pre-K classes have a monthly behavior chart in their folders that can give you an accurate account of your child's behavior throughout the day.

HOURS OF OPERATION

Our hours of operation are from 6:00 am to 6:30 pm, Monday through Friday. All About Kids is open year round excluding the listed Holidays listed in this handbook.

LATE PICK UP

There will be a \$1 per minute late fee per child left after 6:35 pm. This fee is due immediately and strictly enforced. Please keep in mind our staff have families also, so please be on time.

HOLIDAYS

All About Kids will be closed on the following holidays:

New Year's Day* Memorial Day* Fourth of July* Labor Day* Thanksgiving Day* the Friday after Thanksgiving* Christmas Eve* Christmas Day. If the holiday falls on a weekend, we will be closed the Friday before or the Monday after. You will be notified of holiday closings two weeks in advance.

BAD WEATHER/SNOW DAYS

Please listen to 89.5 FM or check NBC5i.com for closings due to bad weather. We will try our very best to open even in inclement weather. However, All About Kids will not transport children on these days. If Weatherford ISD closes for bad weather, there is a possibility that All About Kids will close. We will do our best to send out our Remind App informing you whether we will be open or closed due to the weather.

ENROLLMENT PROCEDURES

Your enrollment fee (\$40 for single child/\$75 for family) will hold your child's spot for two weeks. We will ask you to fill out a number of forms. Some of these, like the child's enrollment record and the health immunization record, are

required by the Texas Department of Human Services, the state agency that monitors and licenses child care centers. Each child must have the following items completed and on file at the center:

- Enrollment Form
- Current Shot Records
- Physician's Signature Form or Health Statement
- Tuition Agreement
- CACFP Income Eligibility Form

ADDITIONS OR CHANGES

All About Kids Learning Center reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective. Parents will be required to sign a log indicating their receipt of policy changes/updates.

SPECIAL DOCUMENTATION

- Any court orders restricting someone to pick up your child
- Any allergies and emergency plan to handle them
- Food restrictions-food allergies need a food allergy form filled out by a physician
- Infant's information sheet (must be updated every 30 days)

IMMUNIZATIONS AND HEALTH STATEMENT

All child care facilities are required by the state of Texas to have up-to-date shot records on file for each child, birth through five years. Licensing requires for all children to be current on their immunizations before starting at a child care center. Texas State Law also requires all child care facilities to obtain a doctor's health statement for each child during their first week of care.

HEARING AND VISION SCREENING

The State of Texas requires all child care facilities to have a vision and hearing screening on each child over the age of four. The hearing and vision screening will be held at the center once a year, usually each April. If your child has already had this screening, please bring a copy for your child's file.

CUSTODIAL DOCUMENTS

When a child is enrolled it is important to establish marital status of parents and to have information on file for both parents. Should there be a separation or divorce we require a notarized custody order in the child's file. This legal document is the only way for All About Kids Learning Center to deny a parent the right to pick-up their child. The custody agreement is a legal binding document and All About Kids can not violate this document in any way.

TUITION POLICY

Tuition is due every Monday. Tuition not paid by Wednesday at close of business is considered late and a \$10 per day late fee is assessed. Tuition not paid one week after due date will result in care being denied to your child until your balance is paid in full. Children holding full time positions are responsible for the full weekly quoted tuition, whether the child attends all or part of the week. You will be charged full tuition for holidays when the center is closed. All About Kids requires one week written notice before withdrawing a student. In the event a child is withdrawn from the center and a balance is left unpaid, All About Kids will process the payment on any credit card on file to resolve the unpaid balance. Your cooperation is appreciated.

ACCEPTED FORMS OF PAYMENT

We currently accept Cash, Visa, MasterCard, Check, or Money Order. If paying with Cash, make sure that you receive a receipt for it. For your convenience you may put a credit card on file with the office to be charged weekly for your child's tuition.

RETURNED CHECK POLICY

A \$35 late fee will be charged for all returned checks. All returned checks not picked up within 5 business days and any fees not paid in full to All About Kids will be turned over to a collection agency. Repeated incidences of returned checks will result in payment being made either by a credit card, cash, or money order.

POLICIES FOR PUBLIC SCHOOL IN SERVICE DAYS

There will be a \$15 fee for all day in-service and a \$10 fee for early dismissal added to the weekly billing for all public-school children at the time of the in-service.

ATTENDANCE

If your child is not going to attend the center on a particular day please notify the center as soon as possible. This helps our teachers maintain attention and control of their classrooms. Please try to have your child at the center before 10:00 am. This allows the class to keep their scheduled routine and curriculum for the day with limited interruptions. Although, we love your child, we feel that it is in the best interest of your child if they are not left at the center for more than 10 hours a day. Thank you for the cooperation

VACATION POLICY

Each child will receive one week vacation during the first year of enrollment, but may be taken after 6 months of attendance. This allows you to remove your child from the center for one without being responsible for the full tuition, and without forfeiting your enrollment position. To be granted a vacation week your child must be enrolled without interruption for a total of 12 months. Please give the office at least one week written notice of vacation to be a vacation week without being responsible for the tuition.

DROP OFF

Parents must accompany their child(ren) into the All About Kids Learning Center building every morning and sign/ clock their children in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be set up on the computer system in the lobby to clock their children in and out. If the computer says the procedure did not complete, please sign your child(ren) in the book on the front desk. The children are not allowed to come into the All About Kids Learning Center alone. This is for their protection in case of fire or other emergency. We require that all children have direct contact with an employee upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK UP

All children must be picked up and clocked out by an adult and/or person approved by the parent and the center. All children must be clocked out before being picked up from the classroom. Anyone, including all parents, who are allowed to pick up the child up, must be listed on the Pick-Up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. However, this is strongly discouraged. The center reserves the right to not allow any individual onto All About Kids Learning Center property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-Up Permission form or approval as stated above. If we feel concerned about releasing a child

into an unsafe situation we will contact the police department. Cause for concern may include but is not limited to a custody issue or a person who appears to be under the influence of drugs or alcohol.

HEALTH POLICIES

All About Kids is concerned about the well-being of your child and every other child in the center. Your child should be kept at home if he or she shows signs of illness. Parents must notify if the child has been exposed to a communicable outside of the facility. Children exhibiting any of the following symptoms will be dismissed:

- 1.) A temperature over 101
- 2.) Diarrhea or vomiting
- 3.) Any undiagnosed rash

In the event any of the above symptoms are developed while your child is in our care, we will contact you to pick up your child. If the parents are unavailable we will contact the first available adult on the emergency information card. A child must be free of vomiting and diarrhea, and fever for 24 hours before returning to the center without fever reducing medication such as Tylenol or Motrin.

All About Kids will administer over the counter medication and prescription medication to children 2 years and older, only if the center has a signed permission slip from the parent. All About Kids will not administer a non-prescription medication such as Tylenol or Motrin to a child less than 2 years of age, unless we have a signed statement from the doctor with the dosage and times to be given. Please remember if your child is too sick to play outdoors then they are too sick for group care.

HEALTH CHECKS

All About Kids will check your child on a daily basis as they come into the center. Teachers will look for signs of illness, a scan of the child's physical well-being, and if there have been any incidents of lice, there will be a check for lice. If a teacher observes any indications of illness, the parent will have to take the child home. If there are any apparent physical marks on the child, a teacher may inquire as to what happened.

COMMUNICABLE DISEASE

The Center's Director keeps record on communicable diseases. Any communicable disease that the Health Department deems reportable will be reported by All About Kids Learning Center.

SANITARY PRECAUTIONS

All About Kids Learning Center will control the spread of infectious diseases by utilization of the following procedures:

1. By disinfecting surfaces and toys with bleach water or sanitizing spray
2. Frequently washing the hands of children throughout the day
3. Using proper diaper changing procedures
4. Each child being assigned to a crib, mat, or cot

MEDICAL EMERGENCY

Depending on the level of emergency, All About Kids will assess the situation and contact the required emergency medical services. If emergency transportation is not required, parents will be notified and All About Kids will administer care as directed by the parent. If emergency care is needed but an ambulance is not required, All About Kids may transport your child for medical services to the medical care facility, you as a parent specified on the admissions information form.

TUBERCULIN TESTING REQUIREMENTS AND STAFF IMMUNIZATIONS

Requirements for Tuberculosis screening and testing vary across the state. However at All About Kids, each teacher is required to take a Tuberculosis test which is conducted by a health care professional.

All About Kids does not require employees or child care staff to obtain the state recommended vaccines for Hep A, Influenza, or Pertussis (Whooping Cough).

DISPENSEMENT OF MEDICATION

All About Kids will administer medication following certain criteria. A medication form must be filled out and signed by the parent. If it is a prescription medication, it must be in the original container with the prescription information on it. All About Kids will dispense the medication as the prescription indicates. If the medicine is prescribed to be given three times a day, All About Kids will administer it once; if prescribed to be given four times a day, All About Kids will administer it twice. Over the counter medication must be labeled with the child's name and date it is dropped off at the center. All About Kids will administer the medicine as indicated on the label. We will not give the medication to the child if they are not the minimum age stated on the box. All medication will be stored in the office and given by Management. In regards to lotion, sunscreen, and bug repellent, if you as the parent give these items to the staff for your child, you are implying consent for use. All About Kids will only use what you provide. If you do not provide these items, none will be put on your child, including sunscreen. We do not have extra sunscreen to put on your child and we will not share another child's for fear of an allergic reaction or sensitivity.

INFANT CURRICULUM

Infants are a very important part of our family and need special care. Infants should only be left in the nursery with their teacher because this is the best way to ensure their safety. Please take a moment to talk to the teacher each day so all of your child's information about the morning and night events can be written down. We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language, and motor skills. These activities may include playing with toys, art, pretending, enjoying stories and books, discovering senses, music, and exploring outdoors. All of the following guidelines must be completed:

- 1. The infant feeding chart must be updated every thirty (30) days by the parent.**
2. Parents provide the bottles, formula or breast milk, juice, and food. Make sure to label with your child's first name and initial of their last name.
3. Formula must be brought in the original container. You cannot add new formula to an old can of formula because of sanitary and health issues.
4. Parents must provide disposable diapers and wipes for their child. Please label both with the child's first name and last initial. Failure to provide these necessary items will result in a supply fee of \$10.00 for wipes and \$20.00 for diapers. **You are still required to bring diapers and wipes.**
5. Parents may choose to provide breastmilk as opposed to formula. Per Legislative Finding 165.001, finds that breast feeding a baby is an important basic act of nature that must be encouraged in the interests of the maternal and child health and family values. In compliance with the breast feeding promotion program established under the federal Child Nutrition Act of 1996(42 U.S.C. Section 1771 et seq.), the legislature recognizes breast feeding as the best method of infant nutrition. As per Section 165.002 a mother is entitled to breast feed her baby in any location in which the mother is authorized to be. All About Kids will provide a comfortable place for mothers to breast feed her child in the infant room at the center.

Communication sheets are provided daily. The daily communication sheet is a snapshot of your child's day. It will tell you how much food they ate, how long they napped, how many diaper changes, your child's mood for the day, and their activities. Any other information the caregiver feels is pertinent will be added to the sheet.

Per the Safe Sleep policy for infants 12 months and younger staff will follow procedures:

- Infants will be put to sleep on their backs, unless an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Infants will be placed on a firm mattress, with a tight fitting sheet, in a crib that meets CPSC federal requirements for full size cribs
- Cribs will be bare except for the tight fitting crib sheet and mattress cover or protector. No loose items such as soft or loose bedding, pillows, stuffed toys/animals, soft objects, bumper pads, liners, or sleep positioning devices. Also infants may not have their heads, faces, or cribs covered at any time by anything.
- Do not use sleep positioning devices, such as wedges or infant positioners. Their use may increase suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable to a lightly clothed adult.
- If an adult needs extra warmth, use sleep clothing as an alternative to blankets.
- Only one infant per crib to sleep
- Infants may use a pacifier to sleep but it cannot be attached to a stuffed animal or the infants' clothing by a string, cord, or other attaching mechanism that might be a strangulation or suffocation risk..
- 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), the infant will be moved to a crib immediately unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- The child care program is smoke free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes or any type of vaporizer)
- Staff will actively observe sleeping infants by sight and sound
- If an infant is able to roll back and forth from front or back , place the infant on the infant's back for sleep and allow the infant to assume a preferred position
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally
- Infants will not be swaddled for sleep or rest unless an Infant Sleep Exception form 2710 signed by the infant's health care professional.

TODDLER CURRICULUM

6. As children grow from infants into toddlerhood, we offer continuous opportunities for children to expand their language, social, and problem solving skills. Children learn about their world through familiarity, predictability, and repetition. All About Kids provides a safe and nurturing environment in order for toddlers to freely explore boundaries at their own pace. All About Kids will give your child opportunities for outdoor play, large and small motor control, thinking skills and sensory development, indoor and outside active play, language development, social-emotional development, and development of self-help skills. We ask that parents provide diapers and wipes for children that are not yet potty-trained. Failure to provide these necessary items will result in a supply fee of \$10.00 for wipes and \$20.00 for diapers. **You are still required to bring diapers and wipes.** For those that are potty-trained; we ask that you provide multiple pairs of underwear and outfits. Parents will also be asked to provide a blanket, crib sheet, and anything else that makes your child comfortable at nap time.

PRESCHOOL CURRICULUM

Children in preschool are curious, creative and playful. Their world is full of exciting and interesting ideas to explore and learn about. They need a variety of activities, freedom to explore and experiment in a safe environment where they can make mistakes and learn from them. Children of this age benefit from a combination of individual, shared, and teacher-led activities. Our curriculum covers the following areas:

- Movement and Coordination
- Autonomy and Social Skills
- Work Habits

- Language
- Mathematics
- Orientation in time and space
- Science
- Music
- Visual Arts

Your child will need a small blanket for rest time. We ask that all children bring a change of clothing in case of an accident. Please dress your child in clothing appropriate for the forecasted weather. Your child's belongings need to be labeled with your child's name.

DAILY SCHEDULE

Although your child's schedule varies somewhat day to day, a typical flow of the day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.

Group Time: Group times are child-centered participative sessions. The planned group activities including reading, music, movement, finger plays, and discussion, dramatization, games, and experience stories.

Outdoor Time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.
Snacks and Meal Time: The staff sits with the children while they are eating, encouraging and participating in quiet conversation.

Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age. All are posted weekly in each room.

TOYS

All About Kids Learning Center has a wide variety of toys, games, and other resources to offer children during center time. Preschool classes will have show and tell related to the week's lesson. Personal toys are not permitted at the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep toys which should be labeled with the children's name. Also, to keep children safe, we ask for you to be aware of all Consumer Product Safety when bringing anything for show and tell. For more information please visit <http://www.cpsc.gov>. Toy guns, war toys, and other toys of destruction are never allowed at the center.

ELECTRONICS

All About Kids allows children to bring electronics (phones, tablets, personal video game systems, etc.) to the center. This is with the understanding that they are only used during the scheduled time for electronics. Electronics are a privilege, just because a child brings it to the center, doesn't mean that a child will get to play it that day. In addition, All About Kids has the right to monitor the games on the children's electronics and can tell the children what games they may play at the center. All About Kids wants to make sure that all the children at the center are only exposed to age appropriate games. The teachers may take the electronics and put them up for a period of time, especially if the children are going on a field trip. All About Kids is not responsible for lost or broken electronics. We also ask that children get permission from the teacher before making phone calls so that the teacher can be aware of a child's interaction with people outside of the center. Childcare licensing restricts a child's media time to two hours or less per day. While children would love to have constant access to their electronics, All About Kids feels children benefit more from the activities planned by the teachers. If a child seems to have issue with this policy, All About Kids has the right to refuse a child permission to bring their electronic device to the center.

MEALS AND FOOD SERVICE

All About Kids Learning Center is on all the Texas Agriculture Adult and Child Food Program. The Texas Agriculture Commission reimburses All About Kids for a portion of the food provided to each child. All About Kids provides breakfast, lunch, and an afternoon snack at scheduled times. Each meal is carefully put together so that each child receives a well-balanced meal and it meets their daily nutritional requirements. Our cooks and teachers are trained on the importance of preparing and serving food as well as proper sanitization and health requirements. All meals are served with your child's health and safety in mind, the proper steps are taken while preparing and serving food. Please be sure to list any known food allergies on your child's enrollment form. If your child has any food allergies, we must receive written notification from the parent and from your child's physician along with an emergency plan for handling allergic reactions. Every child enrolled at All About Kids must complete a CACFP Meal Benefit Income Eligibility Form on an annual basis for participation in the food program.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in other languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to the USDA by:

- (1) mail: U.S. Department of Agriculture
- (2) Fax: (202)690-7442; or
- (3) email: program.intake@usda.gov.

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

This institution is an equal opportunity provider and an equal opportunity employer.

QUITE TIME

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rests on mat after lunch. As well, licensing states that all children 5 and under have one hour of rest. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those that chose not to sleep. Infants' individual schedules will determine when they nap. We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children from 1 year of age through our Pre-Kindergarten class for a specified length of time. This will be established by their flexible schedule posted in that respective classroom. There is a rest time daily from the hours of 12:30 pm to 2:30 pm. All About Kids Learning Center provides rest mats for each child. You may provide a small pillow and blanket for your child for rest time. Please make sure all of your child's belongings are labeled with their first name and last initial.

SCHOOL TRANSPORTATION/ FIELD TRIPS

Transportation is provided to area schools including Weatherford ISD, Peaster ISD, and various private schools in the area. School age children attending the center before school will need to arrive at the center no later than 7:05 am. The bus will leave the center at 7:20 am for the morning school run. Children being picked up in the afternoon from the school will return the center approximately 3:50 pm. If we do not need to pick up your child on a particular day, please call and notify the center by 12:00/noon on that day. All About Kids will not transport any child under the age of 3 years. All field trips will be posted 48 hours in advance. Children's participation in field trips is based on their behavior at the center. All About Kids has the right to refuse child participation on field trips if the child fails to behave in an acceptable manner at the center.

WATER ACTIVITIES

Infants and Toddlers will not participate in water activities.

Preschool Children 2 years and older will participate in the following water activities: sprinklers, wading pools and sand, and water tables.

School Age children will be offered swim day at a local swimming facility and be offered to participate in field trips to water parks in the surrounding areas.

A notice will be posted weekly to remind you of your child's water activity day. Children will be carefully monitored and extra staff will be present during this time. During school age swimming activities a certified life guard will be present. Each child must provide their own sunscreen for water activities, which by providing gives implied consent to apply to your child. Reminder, All About Kids does not provide sunscreen and will not let your child borrow from another child.

OUTDOOR PLAY POLICY

All About Kids Learning Center and their staff will always do their very best to keep the children appropriately dressed for the weather of the day. However, it is always the parents' responsibility to provide the appropriate clothing for outdoor play based on the weather forecast. All About Kids Learning Center may be able to provide temporary appropriate clothing from time to time, but in no way takes the responsibility to dress each child for the weather of the day. Parents will be responsible for providing sunscreen and bug repellent for their child. Teachers will be responsible for putting the lotions on the children as needed.

ANIMALS

On occasion animals may be used as a teaching tool in your child's classroom: for example, fish aquariums, class hamsters, or rabbits. As well, children may take field trips to where animals are. In any case, a 48 hour notice will be posted for parents and proper sanitary and hygiene procedures will be followed.

PARKING POLICY

Parking is available outside the front and rear of each building. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). All About Kids Learning Center is not responsible for items lost or stolen from cars or from the parking lot or facility. Remember it is against the law to leave your child in a vehicle unattended, even for a few seconds.

PEST CONTROL

All About Kids has a contract with a licensed pest control service to exterminate on a quarterly basis. All locations are treated after business hours or on weekends.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. All About Kids Learning Center complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. You can contact Child Care Licensing by calling the hotline at 1-800-252-5400, the local office at 817-321-8604 or the website at www.dfps.state.tx.us.

Any recent licensing visits are posted in the front lobby on the bulletin board. All About Kids Learning Center is a licensed facility by the state of Texas. As a parent you are entitled to see the following information: The Minimum Standards for this Licensed Childcare Center (www.tdprs.state.tx.us), a copy of the most recent Department of Protective and Regulatory Services Inspection/ Investigation Report (www.tdprs.state.tx.us), most recent City Health Inspection, City Fire Inspection, and Gas Pipe Inspection. As a parent you are entitled to have access to the local Department of Protective and Regulatory Services Licensing office, PRS child abuse hotline and the PRS website. These numbers and addresses are posted within the facility. Please check with the center director for additional information.

CHILD ABUSE REPORTING POLICY

The State of Texas requires that All About Kids Learning Center and all the members of child care institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child. Every staff member completes at least one hour training on child abuse annually. At All About Kids Learning Center our center and staff are mandatory reporters of child abuse. Therefore, All About Kids Learning Center is obligated to report to the Texas Department of Family and Protective Services any suspected cases of child abuse and/or neglect through the Abuse Hotline 1-800-252-5400 or www.txabusehotline.org. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by the law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of child abuse or endangerment. The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incidence to the Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not suspend the staff member.

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision.
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal, the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

In addition to reporting and monitoring staff, All About Kids will keep up to date for increasing employee and parent awareness and prevention on issues regarding child abuse and neglect, including warning signs that a child may be a victim. The center will also have strategies for coordination with appropriate community organizations, which are knowledgeable in preventing and responding to abuse and neglect of children, including actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

FIRE AND EMERGENCY DRILL

Fire drills will be performed on a monthly basis and bad weather drills and lock down drills on quarterly basis. The following procedure will be followed for our fires drills. On discovering a fire, set the alarm. Immediately evacuate the building using the nearest safe exit. All teachers in classrooms will pick up the emergency binders and roll sheets. Staff will lead the children out in the orderly manner and should assemble at the designated safe point. Babies will be placed in the mobile beds and 2 members of staff will wheel each bed to the safe point. The Director will check all areas including restrooms, classrooms, and kitchen and reception and play areas. All doors will be closed after everyone is out. 911 will be called for the Fire Department and the employee will stay on the line until the center's address is confirmed. The roll sheets will be double checked and all adult staff and any other adult will be accounted for. In the case of a bad weather drill the procedure is as follows. The children will be relocated to center rooms that do not have windows and children will be instructed to sit on their knees facing the wall with their head tucked down and covered by their arms. All drills will be documented.

EMERGENCY PREPAREDNESS PLAN

All About Kids has emergency preparedness plan in place in order to ensure the safety of the children during numerous types of emergency situations. Our emergency preparedness will cover the following types of emergencies:

- Fire
- Utility and Maintenance Emergencies
- Bad Weather (Severe Thunderstorms, Tornado Watches and Warnings, and Floods)
- Illness and Injury or Communicable Disease
- Hazardous Material Accident
- Bomb Threat
- Volatile or Endangering Person

In our plan there will be plans for relocation and/or sheltering and lockdown of children on site and relocation of children off site to our emergency relocation site at Victory Baptist Church located at 1311 E. Bankhead Hwy, Weatherford, TX 76086. The phone number is 817-594-7421.

Our plan will have a plan for how children will be evacuated or relocated to the safe area with specific procedures for children under months, who have limited mobility and who otherwise may need additional assistance in an emergency, such as children with impairments, staff responsibilities and chain of command, how children in attendance will be accounted for throughout the emergency.

Our plan will also include how the center will communicate with other staff and parents throughout the emergency. All About Kids will use the Remind app and also will make phone calls to the emergency telephone number that we have on file for parents. All About Kids will also have the Director use their cell phone for all communication with local authorities and fellow staff.

Upon evacuation the staff in charge of each class will take with them the attendance logs for child tracking, the emergency information paperwork for each child in the class's emergency binder that has emergency medical consent as well as information regarding emergency contact information.

This plan also contains information on how staff will continue to care for children during this emergency. All About Kids will do their best to provide quality care and minimize the emotional upheaval to children during a stressful time.

In our plan we will have guidelines for reunification for children with their parents after the emergency situation is over. Staff will use the emergency contact and parent information and double check that against state identification of the person picking up children.

There is a complete in emergency preparedness plan on file in the Director's office that parents review at any time.

NO SMOKING

Please keep in mind when entering the building that all child care centers are **non-smoking facilities**. This includes e-cigarettes and vaporizers. This policy extends to the outdoor play area and parking lot. Thank you for your cooperation.

PHOTOGRAPHING POLICY

All About Kids will take snapshots or pictures of children in our classrooms at times. We asked that every parent fill out a permission slip to photo your child when enrolling your child. These photos can be used in numerous ways, such as class projects, Facebook pages, etc. Please make sure you have a form on file.

ALL ABOUT KIDS STAFF AND CLIENT RELATIONSHIP

All About Kids Learning Center considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by All About Kids Learning Center. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of All About Kids Learning Center or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

GANG-FREE ZONE

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective, September, 1, 2009. The new statute requires that information about gang-free zones be distributed to the parents and guardians of children in care at licensed child care centers. The information regarding the bill as follows:

- A gang-free zone is a designated area around a specific location where prohibited gang-related activity is subject to increased penalty under Texas law. The specific locations include child care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.
- The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court houses for information about obtaining a copy of a map if they choose to do so.
- The purpose for gang-free zones is similar to the motivation behind establishing drug-free zones. This is to determine certain types of criminal activity in areas where children gather by enforcing tougher penalties.
- This means for our center that we must inform our parents and guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to an increased penalty under state law.

- Our parents can be aware of our surroundings and if you suspect a gang or drug related activity is occurring, please call 911.

PAPERWORK, FORMS, AND ANNUAL RENEWAL

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at All About Kids Learning Center. Also, each year in June we will have you renew and refresh your paperwork and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. If All About Kids Learning Center is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

All About Kids

Operational Policies Receipt

I was supplied a copy of the All About Kids Enrollment Policies upon registering my child. After reading the All About Kids Operational Policies I understand:

- I am responsible for tuition weekly whether or not my child attends during that week.
- I understand tuition is due **Monday** the week of care and a late fee of \$35 will be charged when tuition is paid after the week of care.
- I understand All About Kids is providing a service and payment is expected for services provided. I understand All About Kids may proceed with criminal charges for unpaid tuition balances.
- I understand in the event I withdraw my child from care and leave an unpaid balance, I give permission to All About Kids to charge the debit to any card on file with the center.
- I understand the center hours of operation are from 6:00 am to 6:30 pm. I understand All About Kids will charge me a late pick up if my child/children are left at the center after 6:35 pm. I agree to pay the fee of \$5.00 for the first minute and \$1.00 per minute after that per child.
- I understand a **one week** notice is expected upon withdrawing my child and I am responsible for tuition throughout is the notice period. I understand any outstanding balance can and will be charged to any credit card I have on file at the center.
- I understand that I have **one week** from the first date of enrollment to supply All About Kids with all the paperwork including my child's shot record and well child statement signed by myself or from my child's physician.
- I understand that All About Kids may terminate care to your child either based on your child's behavior or a family's failure to remain current on tuition or for any other reason determined by the Director.
- I understand I have **one week** from the first date of enrollment to supply All About Kids with all paperwork including my child's shot record and well child statement signed by myself or from my child's doctor.

CHILD'S NAME

PARENT'S SIGNATURE

DATE

All About Kids

Learning Center

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **All About Kids** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: All About Kids, 1441 Fort Worth Hwy, Weatherford, TX 76086**

2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.

4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.

5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

9. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

10. (Pricing program only) Will the information I give be verified? Maybe. We may ask you to send written proof to verify the information you submitted on the form. **What if I disagree with the decision about the information I complete on this form?** You can talk to **Mindy Wells at 817-341-1954**, either in person or by telephone at [enter phone number for the staff person above]. You may ask for a hearing by calling or writing to: **Mindy Wells, 1441 Fort Worth Hwy, Weatherford, TX 76086, 817-341-1954**

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call **817-594-1330**.

Sincerely,

Jennifer Gasca

**INSTRUCTIONS FOR
CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM
(CHILD CARE)**

Follow these instructions, if your household gets SNAP, TANF or FDPIR:

Part 1: List all enrolled children and household members.

Part 2: List the eligibility number for any household members (including adults) receiving SNAP or TANF or FDPIR benefits. The SNAP or TANF number must be the 8 or 9 digit EDG# assigned by HHSC.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. The last four digits of a Social Security Number are **not** necessary.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

If you are applying on behalf of a FOSTER CHILD, follow these instructions:

If all children you are applying for are foster children, or if you are only applying for benefits for the foster child:

Part 1: List all foster children. Check the box indicating that the child is a foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Skip this part.

Part 5: Sign the form. A Social Security Number is **not** necessary.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

If some of the children in the household are foster children.

Part 1: List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box." Check the box if the child is a foster child.

Part 2: If the household does not have an eligibility number, skip this part.

Part 3: Applies only to parents/guardians of children in Tier II Day Care Homes. Sponsors must provide the *List of Eligible Federal/State Funded Programs (H1660)*, with this form to households with children enrolled in Tier II Day Care Homes. Parents/Guardians can enter the program name and number as applicable.

Part 4: Follow these instructions to report total household income from this month or last month.

Column A – Name: List only the first and last name of **each** person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

Box 1: List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and **other deductions**. **You should be able to find it on your stub or your boss can tell you.**

Box 2: List the amount each person got from the month from welfare, child support, alimony.

Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

Box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. *For ONLY the self-employed, report income after expenses in Box 1.* Box 4 is for your business, farm or rental property. Do not include income from SNAP, TANF, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

Part 5: Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box."

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Follow these instructions to report total household income from this month or last month.

Column A – Name: List only the first and last name of each person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

Box 1: List the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.

Box 2: List the amount each person got from the month from welfare, child support, alimony.

Box 3: List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

Box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. *For ONLY the self-employed, report income after expenses in Box 1.* Box 4 is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

Part 5: Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.

Part 6: Answer this question if you choose.

Part 7: Answer this question if you choose.

Privacy Act Statement: This explains how we will use the information you give us.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members

Name of Enrolled Child(ren):		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**
 NAME: _____ ELIGIBILITY NUMBER: _____

Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number: NAME: _____ ELIGIBILITY NUMBER: _____
 Check here if no eligibility number

Part 4. Total Household Gross Income—You must tell us how much and how often

	B. Gross income and how often it was received			
	Note: Self-employed report income after expenses in box 1			
A. Name (List only household members with income)	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
<i>(Example)</i> Jane Smith	\$200/weekly _____	\$150/twice a month _____	\$100/monthly _____	\$200/bi-monthly _____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)
 An adult household member must sign this form. **If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the next page.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____

Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: * * * * - * * * - _____ I do not have a Social Security Number



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 6. Participant's ethnic and racial identities (optional)

Mark one ethnic identity:

- Hispanic or Latino
 Not Hispanic or Latino

Mark one or more racial identities:

- Asian
 White
 Black or African American
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander

Part 7. Sharing Information With Other Programs: OPTIONAL

The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.

- I do elect to allow my household information to be disclosed.
 I do not elect to allow my household information to be disclosed.

Don't fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Tier I ___ Tier II ___

Reason: _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Follow-up Official's Signature: _____ Date: _____

Privacy Act Statement:

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) eligibility number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410;
 (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.