

Enrollment Information  
**EVERY LINE NEEDS TO BE COMPLETED**

Facility Name: **Fairmont Park Kids Club**

Director: **Justin Southern**

Child ID# \_\_\_\_\_ Registration Fee Paid \_\_\_\_\_ ←----- For Management Use

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Child's Home Telephone \_\_\_\_\_

Child's Address (City, State, Zip) \_\_\_\_\_

Date of Admission \_\_\_\_\_ Last Day \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ School Phone # \_\_\_\_\_  Before School  After School  Summer

My child's immunization record is current and on file at the school or an Exemption Affidavit is on file at Kids Club: YES \_\_\_\_\_ NO \_\_\_\_\_

Natural Parents Names \_\_\_\_\_ Adults with whom child resides and relationship \_\_\_\_\_

**List numbers where parents/guardian may be reached while child is in care.**

Mother

Father

Other and relationship

Phone \_\_\_\_\_

Cell/Other \_\_\_\_\_

E-mail \_\_\_\_\_

**Give person to call in case of emergency if parent/guardian cannot be reached.**

Name

Phone #1

Phone #2

Relationship

**I hereby authorize the day care facility to allow my child to leave the day care only with the following persons:**

Name

Phone #1

Phone #2

Relationship

List any special problems that your child may have such as allergies, existing illness, previous serious illness, and injuries in the past 12 months, any medication prescribed for long-term continuous use, and any other information that our staff should know: **for please write: NONE**

**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 Licensed Physician \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Name of Emergency Care Facility \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

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

Signature – Parent /Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Person responsible for payment \_\_\_\_\_ Address \_\_\_\_\_

TRANSPORTATION: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child to be transported and supervised by the staff.

WATER ACTIVITIES: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child to participate in water activities.

FIELD TRIPS: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child to participate in supervised field trips.

PICTURE/VIDEO: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child to participate in picture and video activities.

RELEASE: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child to be picked up by a younger sibling under 18 years old.

FACEBOOK: I hereby give \_\_\_\_\_ /do not give \_\_\_\_\_ my consent for my child's picture to be used on the Kid's Club Facebook Page.

**Child and Family Information**

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_ Birthday \_\_\_\_\_

**People with whom your child resides:**

Name	Relationship
_____	_____
_____	_____
_____	_____

**Parent/Guardian Information:**

Name	Workplace/Job	Hobbies/Interest
_____		
_____		

**Family Questions:**

Does your child spend time with both parents? \_\_\_\_\_

How often does your child see the absent parent (if separated)? \_\_\_\_\_

What group situations has your child participated in if any? \_\_\_\_\_

Does your child participate in after school activities? \_\_\_\_\_

What days would your child participate? \_\_\_\_\_

Do you anticipate any special needs? \_\_\_\_\_

How does your child express his or her feelings? \_\_\_\_\_

How do you feel your child functions in a group?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you feel is the best way to discipline your child?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your child and share any important information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you attend church regularly? \_\_\_\_\_ If so, where? \_\_\_\_\_

Would you like information on our church? \_\_\_\_\_

# Discipline and Guidance Policy for Fairmont Kids Club

Name of operation

- ◆ Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child's level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
  
- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
  
- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

parent       employee/caregiver       household member of child-care home

**Fairmont Kids Club**  
**Operational Policies and Billing Procedures**  
**Kids Club Copy**

**Operational Policies**

Please initial each of the following, certifying that you have read and understand each item.

I understand and agree that:

- \_\_\_\_\_ 1. My child is not allowed to come and go freely from the Kids Club site.
- \_\_\_\_\_ 2. My child must be signed out each normal care day of the school year by myself or a person I have authorized. Each full day holiday and summer day my child attends must be signed in and out by myself or someone I have authorized.
- \_\_\_\_\_ 3. I must maintain communication with the Program Director/Teacher about my child and keep him/her informed of any pertinent changes.
- \_\_\_\_\_ 4. I must notify the Program Director/Teacher in writing of any arrival/departure changes. If my child is held after school, I will make arrangements for his/her transportation to Kids Club.
- \_\_\_\_\_ 5. I must contact Kids Club when my child will be absent on a scheduled day. I realize this is for my child's protection. Please call the Kids Club number at 281-471-3023.
- \_\_\_\_\_ 6. If a medical emergency arises, the Kids Club program will first attempt to contact me. If I cannot be reached, the Kids Club program will contact the child's doctor. If the emergency is such that immediate hospital attention is necessary, The Kids Club staff will call 911. I will be responsible for all costs incurred. I will also update medical numbers as needed.
- \_\_\_\_\_ 7. I am aware that my child may not attend if he/she has been vomiting, running fever, or has any other contagious disease.
- \_\_\_\_\_ 8. Kids Club will operate from 6:30 a.m. before school and from the close of school until 6:00 p.m. each school day. On school holidays we will operate from 6:30 a.m. to 6:00 p.m. On school holidays there must be a minimum of ten students for Kids Club to operate.
- \_\_\_\_\_ 9. We will be closed on the following holidays: New Year's Eve, New Year's Day, Easter (1 day), Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day (2 days), and Christmas (2 days). Kids Club's last day of care for the school year is the child's last day of school. Summer care will begin the first day after classes let out and will continue until the first day classes resume. Summer care is a separate registration.
- \_\_\_\_\_ 10. It is my responsibility to see that my child is picked up before the designated closing time of 6:00 p.m.
- \_\_\_\_\_ 11. It is my responsibility to cover any costs incurred by my child in the form of damage to the church property.
- \_\_\_\_\_ 12. I understand that my child is to show respect to both children and adults at all times at Kids Club. I also understand that my child may not intentionally harm anyone. Failure to abide by these rules will result in dismissal. Red slips are given for these violations. Three Red Slips equals expulsion.
- \_\_\_\_\_ 13. I understand that my child will be involved in prayer and bible study while attending Kids Club.
- \_\_\_\_\_ 14. Medications may only be dispensed to my child with my signed authorization including the time to be administered. Medicine must be in the original container labeled with the child's full name and date sent.
- \_\_\_\_\_ 15. Notifications will be made in the form of the monthly newsletters and by way of the memo board.
- \_\_\_\_\_ 16. We Transport children in our Kids Club vans. We go to and from Jennie Reid and Lomax. We go to and from Rizzuto when it is raining or too cold to walk. Also, we transport the children on fieldtrips. There is a place for you to give permission for this is the registration packet. Staff are required to get 2 hours of vehicle training each year.
- \_\_\_\_\_ 17. Fairmont Kids Club participates in water activities. This includes water games, water slides, and small wading pools at the church. Away from the church we go to splash pads and swimming pools. There is a place in the registration packet to give permission for this.
- \_\_\_\_\_ 18. We go on fieldtrips at Fairmont Kid's Club. These fieldtrips will be posted in advance for you to give permission for each fieldtrip.
- \_\_\_\_\_ 19. There are no animals kept at Fairmont Kid's Club.
- \_\_\_\_\_ 20. We have an emergency preparedness plan on file at Fairmont Kids Club.
- \_\_\_\_\_ 21. TB testing is not currently required for students or teachers in the state of Texas.

- \_\_\_\_\_ 22. Fairmont Kids Club is legally and morally obligated to report any suspicion of child abuse or neglect. If you suspect abuse or need further assistance, the Child Abuse Hotline phone number is 1-800-252-5400 or you can use their secure website: [www.txabusehotline.org](http://www.txabusehotline.org). Parents will receive more information about recognizing and preventing child abuse during the month of April, which is Child Abuse Prevention Month. All employees are required to get 1 hour of training on recognizing child abuse and neglect each year.
- \_\_\_\_\_ 23. Kids Club will provide a morning and afternoon snack each day. It is my responsibility to provide a sack lunch and drinks when my child attends on a full day.
- \_\_\_\_\_ 24. If I have any questions or concerns about the policy and procedures at Kids Club I may call and make an appointment with the director at 281-471-3023, or I may write the concern in letter form addressed to the director.
- \_\_\_\_\_ 25. I may visit Kids Club at anytime to observe my child and participate in the center's activities.
- \_\_\_\_\_ 26. I may ask the director at anytime to review a copy of the state's minimum standards.
- \_\_\_\_\_ 27. I may contact the local licensing office at 713-940-5124, PRS child abuse hotline at 1-800-252-5400, or visit the PRS website at [www.tdprs.state.tx.us/childcare](http://www.tdprs.state.tx.us/childcare).
- \_\_\_\_\_ 28. Under the Texas Penal Code, any area within 1000 ft. of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.
- \_\_\_\_\_ 29. My child's vision and hearing screening records are current and on file at his/her school.

### **Billing Procedures**

**Please initial each of the following certifying that you have read and understand each item.**

I understand and agree that:

- \_\_\_\_\_ 1. I pay for monthly service and am responsible for payment in advance whether my child attends or is absent. There are no refunds given for absences. Reimbursements for school closings will be determined by the Director on a case by case basis.
- \_\_\_\_\_ 2. I am responsible for the monthly tuition fee. Fees are established by Fairmont Park Church. Payment is due by the 1<sup>st</sup> of each month and is considered late after the 7<sup>th</sup>. A \$20 late fee will be assessed for payments received after the 7<sup>th</sup> of each month. If payment has not been received by the 15<sup>th</sup> of each month, your child will not be permitted to return to Kids Club until balance is paid in full. Returned checks will incur a \$20 fee. Summer payments are weekly and are due on or before the Friday before the week being paid for. Your child may not attend on Monday if payment has not been received for that week.
- \_\_\_\_\_ 3. Payments are: School year registration is \$50 per child; \$255 for the first child per month for after school care; \$305 for the first child for both morning and after school care; \$105 for the first child per month for before school care only; and \$25 per child per day for full day school holidays. Summer registration is \$30 per family; \$125 for the first child per week. For after school, before school, and summer there is a second child discount of 10%. This discount does not apply to school holiday days or teacher in-service days.
- \_\_\_\_\_ 4. Full Days are any school year days that school is not in session and Kids Club is open. Once I have registered for a full day I am held responsible to pay for that day unless a cancellation has been approved. If you need to cancel you must speak to the Director for approval. To be considered registered the child's name must be on the sign-up sheet and payment must be received by the deadline date. Payments for full days are due when you sign – up. Refunds will not be given for registered children.
- \_\_\_\_\_ 5. My registration packet for the school year or summer must be completely filled out and my registration fee must be paid in order for me to be registered and my spot to be held. Once registered, Summer weeks can only be cancelled with Director approval and the cancellation slip turned in. Weeks may only be added if it has been authorized by the Assistant Director or Director.
- \_\_\_\_\_ 6. A drop-in is any child that comes on a full day that is not registered. A drop-in is also any child that comes during the school year that ops to pay the normal day drop-in rate. Drop-in prices are \$25 for normal school days and \$40 for full days.
- \_\_\_\_\_ 7. Kids Club will close at 6:00 p.m. and fees pay for services until that time. Parents whose children remain past 6:00 p.m. must pay an overtime fee at the following rate: \$5.00 for each 10-minute increment.
- \_\_\_\_\_ 8. I am to pay by check or money order. We do not accept cash. Returned checks must be replaced with a money order and a \$20.00 service charge.
- \_\_\_\_\_ 9. I understand that all financial matters are to be discussed with the director, Justin Southern.

I understand and agree to abide by the above Operational Policies and Billing Procedures.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

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**Parent's Copy**

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