



Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information

Operation's Name		Director's Name	
Child's Full Name	Child's Date of Birth	Child Lives With <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian	
Child's Home Address		Date of Admission	Date of Withdrawal
Name of Parent or Guardian Completing Form		Address of Parent or Guardian (if different from the child's)	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File <input type="radio"/> Yes <input type="radio"/> No
Give the name, address, and phone number of the responsible individual to call in case of an emergency if parents/guardian cannot be reached			Relationship
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

Consent Information

Check All That Apply:

1. Transportation

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

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

2. Field Trips

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

Comments

3. Water Activities

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

- ☐ water table play ☐ sprinkler play ☐ splashing/wading pools ☐ swimming pools ☐ aquatic playgrounds

4. Receipt of Written Operational Policies (Check All that Apply)

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

- | | |
|--|---|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website |

5. Meals

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

- ☐ None ☐ Breakfast ☐ Morning snack ☐ Lunch ☐ Afternoon snack ☐ Supper ☐ Evening snack

6. Days and Times in Care

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

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Authorization For Emergency Medical Attention

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

Name of Physician	Address	Phone Number
Name of Emergency Care Facility	Address	Phone Number

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

Signature — Parent or Legal Guardian

Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? ☐ Yes ☐ No Plan Submitted on _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature — Parent or Legal Guardian

Date Signed

School Age Children

My child attends the following school

School Phone Number

My child has permission to (check all that apply):

☐ walk to or from school or home ☐ ride a bus ☐ be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address

☐ Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission.

Check **only one** option:

1. ☐ Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

Signature — Health Care Professional

Date Signed

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 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 day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name

Address of Health Care Professional

Signature — Parent or Legal Guardian

Date Signed

Requirements for Exclusion

- ☐ I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- ☐ I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ ☐ Pass ☐ Fail

Signature

Date Signed

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail

Signature

Date Signed

Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	12-15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6-18 months (third dose)	
	4-6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12-15 months (first dose)	
	4-6 years (second dose)	
Varicella	12-15 months (first dose)	
	4-6 years (second dose)	
Hepatitis A	12-23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature Date Signed

Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine.

Signature Date Signed

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test (If Required)

☐ Positive ☐ Negative Date: _____

Gang Free Zone

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

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian

Date Signed

Center Designee

Date Signed

El Paso Super Kids Name

Parent Orientation

- ☐ Tour of the facility
- ☐ Policies given for arrival and late arrival
- ☐ Inform parents that El Paso Super Kids Learning Center accepts enrollments from Child Care Services
- ☐ An explanation of Texas Rising Star quality certification
- ☐ An overview of family support resources and activities in the community
- ☐ An introduction to the teaching staff
- ☐ An overview of the parent handbook
- ☐ A parent visit with classroom teacher
- ☐ Information on child development and developmental milestones
- ☐ A statement informing parents of significance of consistent arrival time, including the points that children should arrive before the educational portion of the program begins, to limit disruption, and that consistent routines prepare children for the transition to kindergarten.
- ☐ A statement to parents reflecting the role and influence of families

By sign I acknowledge and agree to the policies and procedures covered during this orientation.

Signature_____

Date_____

AUTHORIZATION FOR EMERGENCY MEDICAL CARE
AUTORIZACION PARA ATENCION MEDICA DE EMERGENCIA

If I cannot be reached to make arrangements for emergency medical care for my child at the time of an illness or accident, I give my permission for:

Si en caso de alguna enfermedad o accidente no me pueden localizar para arreglar atención médica de emergencia para mi niño, doy permiso para que:

Name of Day Care Facility Owner or Director Nombre del Dueño o Director del Centro de Cuidado de Niños:
--

To take my child (or children):

a que lleve a mi niño (o mis niños):

Name of Child(1)Nombre del Niño:	Name of Child(2)Nombre del Niño:
Name of Child(3)Nombre del Niño:	Name of Child(4)Nombre del Niño:

To:

a:

Name of Doctor/Nombre del Doctor:	Telephone No./Teléfono:
Address of Doctor/Dirección del Doctor:	

Or to:

o a:

Name of Hospital or Clinic/Nombre del Hospital o Clínica:	Telephone No./Teléfono:
Address of Hospital or Clinic/Dirección del Hospital o Clínica:	

I give consent for necessary emergency treatment when my child is in the care of this physician or Hospital or clinic.

Doy mi consentimiento para el tratamiento médico necesario estando mi niño bajo la atención de este Doctor u hospital o clínica.

Signature-Parent or Legal Guardian
Firma-Padre o Tutor

Date/Fecha

MEDICAL STATEMENT TO BE COMPLETED BY PHYSICIAN

Date of Examination: _____

_____ has been examined by me and found free of
Child's Name

infectious and contagious disease and is physically and mentally able to participate in
group activities.

Any allergies or special recommendations: _____

PHYSICIAN'S SIGNATURE
TELEPHONE

ADDRESS

MEDICAL STATEMENT TO BE COMPLETED BY PHYSICIAN

Date of Examination: _____

_____ has been examined by me and found free of
Child's Name

infectious and contagious disease and is physically and mentally able to participate in
group activities.

Any allergies or special recommendations: _____

PHYSICIAN'S SIGNATURE
TELEPHONE

ADDRESS

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

Child's Name _____ Date of Birth _____

Today's Date _____

TB is caused by germs. It is usually spread to another person by coughing or sneezing. A person can have TB germs in their body but not have active TB disease. TB can be prevented and treated. Your answers to the questions below will let us know if your child might have been exposed to TB. If your answers show your child might have picked up the TB germs, we will want to give him or her a tuberculin skin test (TST). The skin test is not a vaccination. It will not prevent TB. It will only let us know if your child has the TB germs.

Check the box that matches your answer:	Yes	No	Do Not Know
1. Has your child been tested for TB? If yes, when? Please tell us the date ____ / ____ / ____			
2. Have you ever been told that your child had a positive tuberculin skin test (TST)? If yes, when? Please tell us the date ____ / ____ / ____			
3. TB can cause fever that can last days or weeks. It can cause weight loss, a bad cough (lasting over two weeks), or coughing up blood.			
a. Has your child been around anyone with any of these problems?			
b. Has your child been around anyone sick with TB?			
c. Has your child ever had any of these problems or do they have them now?			
4. Was your child born in another part of the world like Mexico or Latin America, the Caribbean, Africa, Eastern Europe, or Asia?			
5. Has your child been to Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe, or Asia for more than 3 weeks? Which country or countries did your child visit?			
6. Do you know if your child has spent more than 3 weeks with anyone who:			
Uses needles for drug use?			
Has AIDS?			
Was or is in jail or prison?			
Has just come to the United States from another country?			

If the prior test was negative and the answer to #4 is yes, the child does not need a repeat skin test.
If the prior test was negative and occurred at least 8 weeks after the situation described in #3a, 3b, 5, or 6, the child does not need a repeat skin test.
If the prior test was positive, the child does not need a repeat skin test; but a positive answer to #3c would indicate a chest x-ray as soon as possible.

Contact your local or regional health department if assistance is needed.

Discipline and Guidance Policy for _____

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.

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 a child-care home

EL PASO SUPER KIDS LEARNING CENTER LLC

PARENT/GUARDIAN

PERMISSION FOR STUDENT TRAVEL/ACTIVITIES

I _____ the undersigned, parents, legal guardians, or designated responsible adult
of _____ give him/her permission to attend El Paso Super Kids Learning Center LLC
_____ and to travel by transportation provided by El Paso Super Kids Learning Center LLC

I also authorize the authorities of El Paso Super Kids Learning Center to permit its designated representative to give consent to a physician/or hosp. for emergency medical/and or surgical treatment for our son/daughter in the event of sickness or injury requiring emergency treatment while on this trip.

I understand that the daycare, El Paso Super Kids, its Director, and employees, are not responsible for any accidents, injuries or sickness which may occur during or as a result of this trip, and that they do not assume, and will not have, any financial responsibility for any expenses that might be incurred for any said medical or surgical treatment. I hereby agree to indemnify and hold harmless the El Paso Super Kids, its Director and employees from any and all financial responsibility for any expenses or damages which may be sustained by us or by my child as a result of this summer trips or school pick up.

I further understand that an El Paso Super Kids Learning Center LLC employee will notify us as soon as feasible following any emergency involving my child, but that necessary medical or surgical treatment should not be delayed pending such notification.



Ms. Sandra Lozada

(Director)

Parent's signature



ENROLLMENT REGISTRATION (Financial Terms and Conditions)

1. A registration fee will be paid at the time of enrollment.
2. If your child is absent for two weeks without notice, he/she will be disenrolled.
3. A weekly tuition fee, as stated below, must be paid on the first day my child attends the center. Three days of attendance in one week is considered a week. Payments must be paid on Mondays or Tuesdays for the week of service. A Late Payment fee may be added if payments are not on time.
4. Transportation to/from school is not on session due to holidays or snow days.
5. Additional fee for after school children will be charged for children attending El Paso Super Kids Learning Center all day. \$15.00 dills for full days during school, \$20.00 non-school days.
6. The center is open from 6:30 am to 6:30 pm. A late fee payment will be added to the weekly tuition as indicated in fee schedule below.
7. For every returned check El Paso Super Kids will charge a fee of \$12.00 and will reserve the right for not accepting future check payments.
8. I will notify the center two weeks in advance if I need to withdraw my child from the center.
9. Legal authorities may be contacted for children left at the Center for more than one hour after closing time.
10. The terms of this agreement may be terminated by El Paso Super Kids at any time. A two week notice will be given to parents if the center considers disenrollment in the best interest of the child.
11. The terms of this Agreement are subject to change in whole or in part by El Paso Super Kids with two weeks of notice.
12. A half week will be charge when your child is absent.

NOTE: El Paso Super Kids does not discriminate on the basis of Disability, Race, Age, Gender, or National Origin.

I certify I have received, read and understand the policies for El Paso Super Kids Learning Center, and I agree to the terms and conditions set on this Enrollment Agreement.

EL PASO SUPER KIDS FEES

- | | |
|---------------------|-------|
| 1. Registration | _____ |
| 2. Weekly Tuition | _____ |
| Part-Time Preschool | _____ |
| Part-Time 2:00 pm | _____ |
| Part-Time 3:00 pm | _____ |
| Before/After School | _____ |
| After School | _____ |

LATE PICK UP FEES

- | | |
|----------------------------|---------|
| For the first 15 min | \$5.00 |
| 16 to 30 min | \$10.00 |
| 31 to 45 min | \$15.00 |
| 46 to 60 min..... | \$20.00 |

Total: _____

Signature of Parent/Guardian _____ Date _____

Signature of Center Director _____ Date _____

PARENT HANDBOOK

El Paso



SUPER KIDS



Learning Center

Parents' Handbook

Welcome

To El Paso Super Kids Learning Center

Dear Parent,

We welcome you and your child to El Paso Super Kids Learning Center! We would like to offer you quality service to you and your children. We believe that guidance by qualified personnel in a Christian environment with appropriate programs and excellent learning materials will help your child develop physical, social, and emotional.

The purpose of this handbook is to share information about our services. We hope you will find it useful and that it will answer any question about our child care services.

Sincerely,

**Sandra Lozada
Director**

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Our Mission

The mission of El Paso Super Kids Learning Center is to provide a Christian, warm, and loving environment for children in whom all of the children's needs are met by well-trained, enthusiastic, motivated staff members.

Our Philosophy

Children are unique individuals, we believe in providing a physical environment that is safe, healthy, and oriented to children. El Paso Super Kids Learning Center is a daycare provider that values the children in our care, their parents, and our employees. We will work each day to provide the best services to your children.

Education

At El Paso Super Kids Learning Center:

Each child is assigned to his/her classroom depending upon age and developmental level. A specific curriculum has been designed for each age group. Information about the day's activities is posted each day in each classroom.

El Paso Super Kids Learning Center offers the following programs:

Curriculum Goals

5 to 17 months

- *Provide a safe and clean environment**
- *Provide appropriate equipment and toys**
- *Stimulating activities (music, visual learning videos)**
- *Building self-esteem and a love for learning**

18 to 23 months

- * Provide nurturing, attention, and conversation**
- * Support development of social skills**
- * Provide safe, appropriate equipment**
- * Stimulating activities**
- * Building self-esteem and a love for learning**

2-Year-Olds

- * Supports development of social skills**
- * Activities and materials to help children explore**
- * Provide nurturing, attention, and conversation**
- * Encourage self-help and language development**

Preschool for 3-Year Olds and Young 4-Year-Olds

- *Develop an appreciation of reading and math skills**
- *Develop self-help skills**
- *Encourage physical and emotional development**
- *Promote social skills**

School-Age Children, Kindergarten to 13-Years-Old

- *Provide fun equipment and materials***
- *Encourages sports and physical activities***
- *Provide van transportation to and from school***
- * Class environment for homework and reading***

Classroom Transitions

Criteria including chronological age, social and emotional development are established in each classroom. When your child is ready for an older group, you will be advised as to when your child can be expected to change rooms.

Staff Training

Staff members are carefully selected, trained, and evaluated. All personnel meet the state requirements for caregivers. We support the professional development of our staff by providing in-service training during the year. Each member is required to complete 30 hours of training per year. All caregivers have CPR and First Aid certification and go through a background check.

Classroom Environment

Classrooms are clean and safe. Children are placed in groups by age and developmental level. Your child will have the opportunity to play and learn with a variety of toys and equipment such as blocks, dolls, record players, tape recorders, and games. Children will also enjoy a selection of learning materials. Children will work and play together in small groups in the learning centers around their room. Parties will be planned for special holiday. Each child will be recognized on his/her birthday with a special card from his/her teacher and classmates.

Christian Faith and Praying

We provide care to children from families of various backgrounds and beliefs. El Paso Super Kids Learning Center teaches Bible stories to the children and praying before meals is part of our daily activities. Children are taught to love and respect for others.

Meals and Snacks

Our nutrition program provides a nutritious breakfast, lunch, a healthy snacks and dinner each day. Our meals satisfy all federal and state guidelines. If your child is an infant or toddler who's not ready for table food, we ask you to supply us with the appropriate food. Please let us know of any food allergies your child may have.

Outdoor Play

State licensing requires that we include outdoor time each day twice a day for at least 30 minutes. Children are supervised by our staff during outdoor play. Children have the opportunity to play and run in a safe environment. Caregivers will organize appropriate games and activities according to their age level.

We will go outside each day when the weather permits. We want all the children to participate in different outdoor activities. We encourage them to be active in each activity. A parent may bring a helmet, elbow pads, and knee pads if they are worried about their child having an accident. In warmer weather the center may organize a water activities. While participating in water play, we maintain staff-to-child ratios required by our center's licensing agencies.

Discipline Policy

Positive strategies are used to strengthen the self-esteem of children. Most situations can be handled by redirecting a child to another, more appropriate activity. Occasionally, when necessary, we use a procedure called "quiet time". It's a positive form of discipline that teaches appropriate behavior and allows a child to make the decision to improve his or her behavior. Quiet times periods may last no more than one minute for each year of your child's age. If the child's behavior does not improve, we will set up a parent-teacher conference to set goals to improve the child's performance in the classroom. Services will be denied if a child puts other children in danger. Parents will receive a two week notice to find another center that will full fill your child's needs.

Biting

Biting typically occurs in children who are under three years old. This occurs frequently in toddlers and can happen so quickly that even when the children are under close supervision. We will immediately disinfect the wound, and give attention and nurturing to the victim. An incident report will be written to the parents of the biter and the victim.

Child's First Weeks at El Paso Super Kids

The first few weeks in any new environment can produce anxiety for your child. We will work with your child to get adjusted to his/her new environment. Our staff is trained to be alert and aware of your child's reaction during the first weeks at a new day care. These are some things you can do as a parent to help ease the adjustment period:

- * Take time to get to know the teachers and staff involved in the care of your child.
- * If possible, plan to spend an hour or two visiting the classroom with your child.
- * Talk with your child positively about the center and the things he/she will be learning.

- * We suggest that after the necessary signing -in and exchange of greetings, you Say to your child "good-bye, I will pick you up later, I know you will have Good day". Then leave the building. This is preferred to "sneaking out", because your child knows that you said good-bye and you will pick him/her up later.

** For younger children especially, it may be helpful to bring a special object from home, such a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.*

General

Policies of EL Paso Super kids Learning Centers

State Licensing Requirements

We comply with applicable licensing regulations and standards. These standards relate to our facility, staff, teacher/child ratios, record keeping, health and safety procedures, and nutrition. Our center is subject to inspection by state and city health, fire, and licensing officials.

Enrolling your child

To enroll or reenroll your child, you must sign the Tuition Policy Agreement and pay a nonrefundable registration fee. An Enrollment Record, Certificate of Health and Immunization Record, and your child's Personal Record must be completed and returned.

Tuition

Tuition payments will be due each Monday (or the first day of attendance) for the current week. Three days of the week is considered a week. A late payment fee will be added to all accounts not paid accordingly. A returned check fee will be charged to your account for all insufficient funds checks. Unpaid balances will result in disenrollment.

Vacation/Illness Tuition Policy

Tuition credits may be available for days when your child is absent.

Late Child Pickup

Service hours are from 6:30am to 6:00pm. A \$5.00 fee will be charge for every 15 minutes after 6:00 pm. After 6:30p.m., the charge is a\$1.00 per minute. Children who are not picked up by 7:30pm will be reported to Child Protective Services.

Holidays

We are closed for nine holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day the day after Thanksgiving, Christmas Eve and Christmas Day.

Reporting of Absences

If your child is going to be absent, please notify the center staff. If your child is ill, you should notify us as to the nature of the illness, particularly if it is contagious.

If your child is enrolled in our after-school program, please notify the Center Director at least two hours in advance of the scheduled pickup time.

Birthdays

Your child's birthday is a special day! Please inform the child's teacher if you are bringing cupcakes for your child's birthday. We will provide the drinks during the party. Parties will be schedule during snack time.

Clothing

We request that all children bring a complete set of extra clothing in case of spills.

Please mark all clothing with your child's name. We cannot be responsible for unmarked clothing. (Not school age children)

Children should be dressed for action! Comfortable play clothes and tennis shoes are the safest.

Personal Belongings

Children are encouraged to leave toys, food, money, pets, gum, or candy at home.

Please help your child understand why is not wise to bring toys or other objects that they may not want to share with their classmates. However, it is acceptable for a child to bring a blanket for nap time. For occasional Show and Tell and sharing times, your child can bring in an item as long as it is safe and labeled with his or her name. If your child loses anything, contact your Center Director immediately. We will be glad to look, but we cannot be held responsible for lost or damaged items.

Lost and Found

Please let us know if your child is missing anything as soon as possible. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time.

Hiring Staff to Baby-Sit

El Paso Super Kids Learning Center does not authorize or take responsibility for any services that employees may provide outside of El Paso Super Kids Learning Center programs.

Disenroll Your Child

Please give us two week in advance when disenrolling your child from our center. El Paso Super Kids reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow El Paso Super Kids Policies may also result in disenrollment. Disenrollment only by El Paso Super Kids may result in refund to the parent.

Children with Special Needs

El Paso Super Kids will make every reasonable effort to meet the special needs of children with disabilities in our program. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all the children and staff.

Custody and Visitation

Please notify the center of any custody or visitation from parents or relatives. Children will only be released to the names listed on the enrollment form. If any changes that occur during the year, please notify the center director immediately. Identification will be required to pick up children.

Some families have legal custody orders in which parents have certain days which they can pick up their child. Please provide court custody documents to the front desk; All legal custody orders will remain confidential. Biological parents have the right to pick up their children under the law unless the family has provided legal custody that says otherwise. This includes divorce, the only time a parent is denied their child is if the court custody documents states that they are unable to pick up their child. If an individual has court-ordered custody, staff must release the child to that legal custodian regardless of visitation schedules. Please note employees are not responsible for supervising parent time, and as a result, visitation for non-custodial parents is not permitted in our center. For any more question please contact the Director.

Parent Conference

All parents have a right to schedule a parent conference with the Director during business hours. The purpose of the conference is to inform parents of our policies and discuss any questions parents may have about our programs. The goal of the conference is to help the child at the daycare.

Conference Rules

- 1. Child well-being is the primary goal.***
- 2. Working as a team, the parent and director will find a good solution for the child.***
- 3. Parent understands that it's a team effort.***
- 4. Children who do not get along, will be separated by class table but ultimately will stay in the same class.***
- 5. Parents are not allowed to record the conference, but are allowed to take notes.***
- 6. El Paso Super Kids Learning Center has cameras for business use and has the right to refuse access to them.***

We will have two conferences throughout the year in person. We will post when the conferences will be, and every parent is welcome to come. We have our own conference documents that will be reviewed with the parents.

Withdrawing your child

All firearms and weapons are strictly prohibited on the property. An exception may be made for law-enforcement officers if required by law. Children that are found with weapons will have the weapon confiscated and our staff will contact authorities.

Having the center endangered by either a parent or child that becomes hostile towards another child, parent or staff in the center, we lead to immediate exclusion to the child.

Suspension and expulsion

We believe that all children should feel included in our facility. We know the difficulties it may cause each family to have a child suspended or expelled therefore all decisions are taken seriously and our goal is to keep children enrolled whenever possible. Our efforts to keep children enrolled include:

- Shaping a culture of learning and having each child feel welcomed.
- Encouraging children to participate in our curriculum.
- Writing notes/communicating with parents when problems arise.

When our efforts have been unsuccessful, we resort to suspension or expulsion. We want each transition to be as gentle as possible. We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services.

We reserve the right to disenroll a child for the following reasons

- Not paying tuition
- Failure to comply with the center's policies
- When a child's needs exceed the capabilities of our center
- When a child or parent pose a threat to other children, parents, or staff

When your child is disenrolled the parent may ask for a refund. This is the only time refunds are allowed.

Child Accidents

We take every precaution to make sure your child does not get injured. Our staff takes regular training on how to prevent injuries or accidents. In spite of our best-efforts accidents do happen. In the event that your child does get injured they will go home with an incident/accident report at the pickup time. If your child needs medical care, we will call the parent and let them know. If we can't reach you, we will call other emergency contacts that you have provided.

Weather

In the event of harsh weather, the center may close early. All children will be kept safely inside the building while parent pick them up. Daycare vans will not drive in heavy snow or heavy rainy days.

Screen time policies

Children are allowed to bring their electronics at the daycare, but are ultimately responsible for their electronics. Please label your electronics along with the chargers. The center allows children to have screen time for up to 45 minutes. Older children will have screen time when the younger children are sleeping or at the end of the day. Younger children will have screen time during diaper changing time and at the end of the day. Children ages 2 and under will not be allowed to have screen time unless the teacher uses screen time to meet educational goals.

Procedure to update information

Parents may update their information any time. Make sure to let the front desk know about the updated information.

Child Care Services Program

El Paso Super Kids Learning center obtains the Child care services program. This program provides financial aid (also known as subsidy) for child care to families who meet income requirements, promoting long-term self-sufficiency by enabling parents to work or attend education activities. This program strives to educate parents about the availability of quality child care, enhance children's early learning, and support early learning programs working to improve the quality of child care services.

To apply to this program got to

<https://www.ywcaelpaso.org/programs/educating-children/workforce-solutions-borderplex-child-care-services/>

Texas Rising Star Program

Texas Rising Star is intended to measurably improve the quality of child care and early learning programs and thereby enhance children's development and promote school readiness. We wish to give each child in the center a quality daycare.

Curriculum Goals

Our center focuses on two curriculums. We have both Frogstreet Curriculum and Celebrate Successful Early Learning.

- Frogstreet Curriculum A company built by early childhood educators, they understand that the first five years are critical in every child's development. With so much to learn and such a short window of opportunity, they have made it their mission to help an educator's journey be both joyful and purposeful. At Frog Street, they exclusively focus on the development of early childhood minds. Here are nine reasons why we chose Frogstreet Curriculum for El Paso Super Kids Learning Center.
 1. They work with Experts
 2. They Cover the Continuum of Learning Needs
 3. They Lead the Way in Digital Content
 4. They Address the Needs of the Whole Child
 5. Focus is on Intentionality of Instruction
 6. Programs Create a Joyful Environment
 7. Foster Professional Development
 8. Strive to Enhance Language Development
 9. They help us succeed

Classrooms that will have Frogstreet Curriculum include the baby class 2-2 1/2 class, 3 year old class, and the Preschool class.

- Celebrate Successful Early Learning
 1. Founded by a family of lifelong educators, Celebrate SEL provides solutions for young children as they begin their pathway to educational success! This tried and true Original "Sing & Read" product line brings back the all-time favorites that children, parents, and teachers have loved for decades.

2. An atmosphere of FUN is provided through imaginative stories and creative songs with loveable characters and familiar tunes. Children build literacy confidence as they learn basic skills such as the alphabet, colors, numbers, shapes, and themes with these adorable books, songs, animated videos, and digital e-stories. We are honored to partner with them in this journey to Live, Learn, Love, and Laugh with "Sing & Read" and CELEBRATE success Early Learning.

Classrooms that will have Celebrate Successful Early Learning curriculum will be 12 months to 2 years old. We have one classroom that will implement this curriculum.

Family Participation

Three times a year we invite parents to come to our events. This may include an open house event, a fall festival, and a Christmas event. Parents are encouraged to come and participate. Events will be both in the classroom and in the cafeteria room. The events will be in the morning for about two to three hours.

We have a suggestion box located in the front next to the sign in sheet. Parents are more than welcome to put their suggestions there. The box is there year-round.

Surveys will be taken from parents once a year during one of the events. Parents are welcome to fill out the survey.

Communication we use the brightwheel app to communicate with parents about events or any other updates. We also use documentation for children preschool and under. Children years two and under will have daily reports and children years 3 and 4 will have weekly reports.

We have a resources area with parent materials located at the front office next to the door. Resources include our newsletters and other community resources.

Child Development and Developmental Milestones Information

Two times a year our center has a developmental check through the Children's Learning Institute website according to the age of the child. We use their developmental check list to ensure the children are developing according to their age. If a developmental delay is found with a child, the center will refer them to their pediatrician or Early Child Intervention (ECI) for a proper evaluation.

Volunteer Policies

All Volunteers must submit a background check. Then when background check is reviewed and accepted by the state, they can participate with the children. We will provide a schedule of when they are able to come. Our center also requires all volunteers to submit documents such as Photo ID and to take the CPR and First aid course.

Challenging Behaviors, Written Incident Reports, Accommodations for Children

Challenging Behaviors

At El Paso Super Kids Learning Center, we believe that providing a safe, healthy, and comfortable learning environment is essential for the well-being of the child/ren. We understand that children and their families may sometimes experience situations that can destabilize the children's behavior. In these situations, we will support our families as much as possible.

When a child begins displaying challenging behavior and disrupts activities, or hurting other children or the teacher, or damages material or property, we will take some steps to keep our students and staff safe.

All methods noted in the behavior plan will be framed around the program's mission statement:

The mission of El Paso Super Kids Learning Center is to provide a Christian, warm, and loving environment for children in whom all of the children's needs are met by well-trained, enthusiastic, motivated staff members.

To address challenging situations fairly, our staff will follow the following steps:

- 1) The teacher will talk with the child to let him/her know that his/her behavior is inappropriate. Then, the teacher will teach the child how to use more proper communication methods. If it becomes a safety concern, the child will be redirected and, if necessary, given a brief time away from the group.
- 2) If the child's inappropriate behavior continues, a parent conference will be held over the phone to discuss strategies and techniques for helping the child overcome this stage. A written report will be provided to the parents, and a signed copy will be kept in the file.
- 3) Parents must agree and sign a behavioral plan to implement within the daycare and work together towards the same goal of helping the child.
- 4) If the situation does not improve, the director will schedule an in-person meeting with the parents and teachers to review the behavior plan and decide what might happen to the child in the program. The director may suggest seeking professional services, such as talking to the child's pediatrician or mental health services.

If parents do not cooperate, the director can decide to suspend the child from the program for 3 to 5 days or, depending on the situation, suggest a different environment for their child/ren and exclude them from the program.

Written Incident Reports

In case of an incident, we have incident reports that are sent out to any child in our facility. The incident reports will be placed next to the sign-in sheet. For any further questions on incidents please refer to the director.

Accommodation for Children

We support families and children that need additional accommodations. Speech Therapist, Physical Therapist are welcome to come. Parents need to inform the front office if these services are provided for their children. Therapist must bring an ID and Sign in t the front office. If you have any questions, please let us know.

Another way we support our families is through language. Most of our staff is bilingual and are happy to communicate to parents and children in their language.

For children with different cultural backgrounds, we are happy to accommodate meals. If your child does not eat pork, because of culture we are happy to serve a substitute meal.

Progress Reports

Our center sends progress reports to parents. For children ages 2 and under we send out a daily report to parents. For children ages 3 and 4 we send out weekly reports.

Professional Consultations

Professional Consultations

Once a year a professional gives information to parents or staff so that children are provided with a whole child development. The professionals can include but are not limited to nutritionist, dentist, and doctors.

Dear parent,

In Texas, children from birth to 36 months old can receive Early Childhood Intervention (ECI) services if they need extra support to reach developmental milestones in areas like language, motor skills, adaptive behaviors (such as feeding), and learning through play.

ECI services are provided by local agencies and organizations across the state, with costs based on family income. These services take place in natural environments, including the child's home, a grandparent's home, or a childcare center. Additionally, ECI focuses on equipping parents and caregivers with the skills needed to support their child's development.

Anyone including parents, early childhood professionals, and healthcare providers can refer a child for ECI services. To make a referral or learn more, visit [Texas ECI Services](https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services) and explore the links on the left side of the webpage.

<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

Best regards,

El Paso Super Kids Learning Center

7018 Orizaba, El Paso Texas 79912

915-875-0228



I have received El Paso Super Kids Handbook and will abide by their handbook.

Signature

Date



Policies

SIGN IN/SIGN OUT – El Paso Super Kids Learning Center is required to keep record of children who have attended. Therefore, when you bring your child to the daycare we need your signature on the sign-in sheet. At pickup time, please sign the sheet again showing you are checking them out. Parents have responsibility of children after children have been signed out. El Paso Super Kids Learning Center does not assume responsibility for any child until that child has been signed in at our center. Afterschool children are recorded by drivers however you need to sign them out every day. Please have your children wait for you while talking to the caregivers.

You must specify on the registration form other people who may pick up your child. At their time of arrival an ID will be required.

ENROLLMENT PROCEDURES - All parents will fill in a Registration Form an Enrollment Agreement and a Child Information Form. Parents will received the policies of **El Paso Super Kids Learning Center** at the time of enrollment. Parents must submit a statement of the child's health from a health-care professional.

EMERGENCY MEDICAL CARE – In the event that the parent or legal guardian cannot be reached for medial emergency care at the time of an illness or accident, the parent or legal guardian will hereby authorize a staff member of **El Paso Super Kids Learning Center** to take your child via ambulance to the nearest hospital. Parent or legal guardian will understand the cost for such treatment and transportation will be the parent or legal guardian's responsibility and the parent or legal guardian will not hold **El Paso Super Kids Learning Center** responsible for such claims.

TRANSPORTATION – Parent or legal guardian will authorize and give permission to **El Paso Super Kids Learning Center** to provide before and after school transportation to my child's school. Parent or legal guardian will also give permission to provide transportation during field trips. (We provide transportation only to children 4 thru 13 years old.)

CHRISTIAN FAITH AND PRAYING - **El Paso Super Kids Learning Center** is a Christian Center that will teach Bible stories and songs to the children. Praying before meals is part of our daily routine. We provide care for children from families with various backgrounds and beliefs. If you do not want your child to participate during Bible time or prayer, please notify the center.

MEALS AND FOOD SERVICE – Children will enjoy our well-balanced nutritional meals. Breakfast, lunch, afternoon snack and dinner at 4:00pm will be served during the day.

Program Practices include:

- Liquids and food hotter than 110 degrees F are kept out of reach
- Staff are educated on food allergies and they take precautions to ensure children are protected
- Meals brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials
- Healthy snacks (as listed by the Texas Department of Agriculture) are available for school aged children as students arrive
- Staff do not reward good behavior or clean plate with foods of any kind

Home Lunch Practices

- We ensure the safety of food brought from home, including refrigeration or other means to maintain appropriate temperatures
- Parents are provided with information about food that may cause allergic reactions



IMMUNIZATION REQUIREMENTS – Updated immunization records should be at our center before admission.

HEARING AND VISION SCREENING REQUIREMENTS – First –time enrollees who are 4 years of age or older, and all children enrolled in programs who are 4 years of age by Sept. 1st. Children must have a screening or a professional examination for possible vision and hearing problems.

PROCEDURES FOR PARENTAL NOTIFICATIONS – After insuring the safety of your child we will notify the parent if the child:

1. Requires medical attention by a health-care professional.
2. Has a sign or symptom that requires exclusion from the child care center.
3. Has been involved in any situation that placed the child at risk.
4. Has been involved in any situation that renders the child care center unsafe, such as fire, flood, or damage to the child care center as a result of severe weather.
5. Has less serious injuries such as cuts, scratches, and bites from other children
6. The Center will communicate in writing within 48 hours if there is a child or an employee has contracted a communicable disease.

BREAST FEEDING POLICIES-Mothers who desire to breast feed their infants will be provided a private are in our baby room. We will also provide resources available upon request.

PERMISSION TO VIDEO TAPE / PHOTOGRAPH – I hereby grant permission for my child to be included in video taping or photographs.

DISCIPLINE AND GUIDANCE PRACTICES – Rules in the classroom will be explain to children according to the child's level of understanding. Positive methods of discipline and guidance will be used to discipline children. Parents will be notified if children are no following instructions or behaving in an improper manner.

PREPAREDNESS DRILLS-El Paso Super Kids will practice the following drills:

- Severe Weather Drills-Every 3 months
- Fire Drills- Every Month

These drills provide relocation of the children in case of an emergency. In case we need to evacuate our building, the children will be taken to Litchfield Special Risk Offices, 7016 Orizaba, El Paso, TX 79912- which is right next door.

POLICE UPDATES

We renew our policies annually.

UPDATING INFORMATION

Parents can update their information at any time through the Brightwheel website or app. For any question please ask the front office.

NEW TUITION ASSISTANCE PROGRAM : El Paso Super Kids Learning Center is offering a Tuition Assistance Program beginning on Jan 1, 2022 to help families in need of offset the cost of child care services. This new program, made possible by funding from the 2022 Child Care Relief Fund will provide discount rates to assist families within our community access child care during times of need. Families participating in the Tuition Assistance program will receive a discount of a total of five percent for families with two or more children. To be eligible for the Tuition Assistance program, families must make a certain amount of income or less. Down below we have provided a table to see if a family is eligible. Only children who attend full time may apply.

Monthly Income

2 Children	\$3,386
3 Children	\$4,086
4 Children	\$4,786



5 Children	\$5,486
6 Children	\$6,186
7 Children	\$6,886
For each addition child add	+700

To be eligible for the Tuition Assistance program, families must apply within a week of being enrolled. Families will receive notice of their application decision within 5 business days. Once notified of the decision, you may contact the Director if you have any further questions about your application.

To request an application for the Tuition Assistance Program, please contact the front desk for the application.

All decisions by the director are final and there is no appeal for scholarships. Families may reapply if financial circumstances change.



ABSENCES – Three days or more is considered a week. The Parent or legal guardian must always notify **El Paso Super Kids Learning Center** when the child is absent. The parent or legal guardian agrees to give a two week notice before withdrawing my child(ren) from the program. We will reserve your child's place after one week of vacation. Half of the tuition will be paid if your child is absent.

HOLIDAYS / VACATIONS – We will be open all year from 6:30 am to 6:00 pm, except the following dates: **Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, Columbus Day, Good Friday, July 4th, Labor Day, Thanksgiving Day, and the day after Thanksgiving.** Parents will be notified in advance if the center will be closed on the week of Christmas.

PARENTS VISITING CHILD CARE CENTER – Parents or legal guardians are welcome to visit and stay with your child any time during operating hours.

We also invite parents to attend our Thanksgiving, Christmas, and Graduation parties! We will announce it in the front office!

Medication Policies – Medication must be prescribed by your child's pediatrician or physician. Medicines must be in the original bottle with the child's name, dosage amount and physician's dosage instructions, and expiration date on the label. Medication will be administered by a designated person at the Center, and recorded on the medication form. Any unused medication will be discarded within 5 days.

Medical – In accordance with the State of Texas Licensing regulations for child care services, we must have your child's complete set of immunization records and emergency contacts, prior to enrollment.

In order to protect all children enrolled in the center, your child must be kept home if he exhibits any of the following:

- An oral temperature of over 100 degrees
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears or profuse nasal discharge

If your child develops any of the above symptoms while at the center, we will contact you to arrange for pick up. If your child is sent home from the center ill, we ask that he not return until 24 hours after the symptoms have diminished. This measure is necessary in order to stop the spread of infection.

CHILD CARE FEES – I understand that I am responsible for paying my child care fees as per the **El Paso Super Kids Learning Center** policies. Services are provided until 6:00 pm. There is a late charge fee of \$5.00 for every 15 minutes after 6:00 pm. If after 7:00 pm, I do not contact **El Paso Super Kids Learning Center**, my child (ren) will be placed in the custody of the Child Protective Service.

I agree to pay a \$12.00 fee for any Return check.

COPY OF THE MINIMUM STANDARDS – The center can provide you with a copy of the Minimum Standards for Daycares in Texas. Please sign to review it and return it the following day.

MOST RECENT LICENSING INSPECTION – The most recent licensing inspection will be posted at the entrance of the center.

LOCAL LICENSING OFFICE – 401 East Franklin Suite 350 El Paso, TX, 79901 Phone (915) 834-5739
www.dfps.state.tx.us Child Abuse Hotline 1-800-252-5400



NOTE: Parents will be notified two weeks in advance if any policy changes. Parents are welcome to review and discuss with the child care center Director any of the center's policies. Please call to set up an appointment. Thank you.



I have received El Paso Super Kids Policies and will abide by their policies.

Signature

Date

Date checked: _____ Date Checked: _____ Date Checked: _____

Children's Files

(Must have)

****Every child should have their own file.**

_____ Admission form (all items have to be filled, no blank spaces; insert **n/a** if applicable)

_____ Health Statement from a Physician or Medical Professional (one form at the time of admission)

_____ TB Questionnaire (El Paso City and County)

_____ Copy of Immunizations (updated)

_____ Copy of the signed Operational policies (student hand book, daycare policies)

_____ Discipline and Guidance policy form

_____ Incident reports

_____ Medication Authorization forms

_____ Vision and Hearing Exams (Only licensed centers and licensed homes)

_____ Sign in and out (for the past three months)

_____ Feeding instructions (Every 30 days updated)(For children not yet ready for table food, you must obtain and follow written feeding instructions that are signed and dated by the child's parent or physician)

_____ Doctor' notes

_____ Copy of any amended daycare policies signed by parent