

KID'S CARE

Child Development Center

2010

"Where Everybody is a Somebody."

Our Staff is very excited and looking forward to a wonderful year with your children! This handbook contains Kid's Care at Prime Time's policies and procedures, which are important to you and your child. By signing the following, you agree that you have received and read a copy of the Information to Parents statement prepared by the Bureau of Licensing. You also agree to follow the policies, procedures, and practices placed before you within the Kid's Care Handbook.

Name of Child _____ School/Program _____

Name of Parent(s) _____ Start Date _____

Signature _____ Date _____



PRIME TIME KIDS CARE Handbook

4541 Loop 322
Abilene, TX 79602
(325)690-5555 ext 212
www.primetimeabilene.com

Policies and Procedures

1. **Drop Off:** Your child can be dropped off starting at 7:30am.
2. **Pickup:** All children must be picked up no later than 6:30 p.m. or a late fee will be charged
3. **Snow Day:**

Full Day: If your school is closed because of weather, then PRIME TIME KIDS CARE is **CLOSED**.

Early Dismissal: Parents must call PRIME TIME KIDS CARE in the event that their school closes early due to bad weather. PRIME TIME KIDS CARE will make decisions at that time if roads are safe enough to transport children. Though this is a service NOT provided under our monthly service plan, we will make all efforts to accommodate families in this situation. Please understand that PRIME TIME KIDS CARE **cannot guarantee** care on such a day, but we can guarantee that if care is provided on an early dismissal, it will be free of charge. The safety of our children and our staff is our first concern.

Delayed Opening: If your school is delayed do to weather, we will also be delayed. We will open same time as the schools.

4. **Sign In and Sign Out:** All children, upon arrival at PRIME TIME KIDS CARE, must be accompanied by an adult and signed in; and all children being picked up from PRIME TIME KIDS CARE, at any time and under ALL circumstances, must be signed out by his or her parent/guardian or designated pickup person.
5. **Parental Visitation:** Parents and/or guardians of enrolled/attending children are permitted to view and observe their children at any time while being escorted by a staff member. We only allow observation by parents of enrolled/attending children.
6. **Designated Pickup Persons:** We will only release children to persons designated by parents on the child's registration form. Parents may also provide an additional list. An ID provided by the designated pickup person must be shown to a staff member at the desk before release of the child will be permitted.
7. **Responsible for Child:** PRIME TIME KIDS CARE will not assume responsibility of any child until his/her actual arrival and sign-in on PRIME TIME KIDS CARE transport vehicles.
8. **Fee Calculation:** All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are no discounts for months with holidays, or for the first and last months of the school year (August and June).
9. **Dispensing of Medication:** We will be able to dispense medication only if the medication is prescription or is age appropriate for the child. The parents must fill out a permission to dispense medication form.
10. **Half-Day Dismissals:** Half-day dismissals are included in your monthly fees. It is the parent's responsibility to check their monthly school calendars distributed by their school to be sure that their school's half days are listed appropriately.
11. **Days Off/School Closings** – Days off and school closings are not included in your tuition. Childcare is available for such days, but it is at an additional cost (see fee schedule).
12. **Snack:** Snacks will be provided by the CDC. Additional snacks may be purchased by the school age children if desired. Parent may send personal snacks in with their children, however we ask that nothing containing Peanuts be brought into Kid's Care. Kid's Care is not responsible for the nutritional value of snacks brought in by parents. All snacks provided by Kid's Care contain elements that meet or exceed nutrition requirements as per state regulation.
13. **Personal Property:** PRIME TIME KIDS CARE is NOT responsible for lost, stolen or damaged items brought to camp. All personal property must be labeled with child's first and last name.
14. **Lost and Found:** Clothing/items left at camp at the close of each business day will be placed in Lost and Found. It is the parent's responsibility to check this area daily. All items left at month's end will be donated to the Good Will.
15. **Change in Personal Information:** PRIME TIME KIDS CARE administrative personnel must be notified immediately when there are any changes in the following, i.e., home telephone, work phone, address, emergency contacts etc.

16. **Parents Authorization:** I hereby grant permission for my child to be transported by PRIME TIME KIDS CARE and contracted providers chosen by them, to and from PRIME TIME KIDS CARE. I also authorize PRIME TIME KIDS CARE to transport my child at any time PRIME TIME KIDS CARE chooses to transport for daily excursions without notifying parent of guardian. Walking excursions are also permitted in and around the surrounding property/buildings of PRIME TIME KIDS CARE and Abilene, TX.

17. **Early Childhood Class Trips:** Should you decide that you do not want your child to attend a scheduled class trip, you must find alternate care for your child during the scheduled time period. You may drop your child off at camp after the children have returned from the trip. PRIME TIME KIDS CARE does not provide additional care during any scheduled trips.

18. **Discipline Policy - Definition of a Behavioral Problem:**

1. Any behavior by a child that is viewed or deemed unsafe to the well being of himself/herself, or any other person/child.
2. The improper use of language or gestures directed to staff or other children.
3. Damage or theft of camp property or the property of others.
4. An overall disrespect to staff or other children.

Methods of Guidance and Discipline Used Shall:

1. Be positive. For example, Instead of saying, "Stop kicking the table!" Say, "Please keep your feet on the floor."
2. Shall be consistent with the age and developmental needs of the children.
3. Lead to the child's ability to develop and maintain self control.

Early Childhood

1. Staff members shall not discipline children for failing to eat or sleep or soiling themselves.
2. Time outs will only be given when all other options have been exhausted. The length of time outs will be consistent with the developmental needs of the child combined with the age of the child. For example, one (1) minute for each year of the child's age.

Behavioral Disciplinary Actions

1. Children may be removed from a group activity to another area, provided that the child so removed is either under the supervision of another staff member or continuously visible to a staff member.
2. Verbal warning from director
3. Verbal warning from director with a written notice for parent(s) to be signed.
4. Conference with director
5. Suspension or termination from PRIME TIME KIDS CARE without refund.
6. Extreme or violent behavior resulting in an injury to another child or staff member may warrant immediate termination from our program without any previous warnings.
7. PRIME TIME KIDS CARE retains the right to dismiss any student without prior written notice from or conference with the director.
8. The center will not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of the licensing regulations.
9. Staff members shall not use hitting, shaking or any other form of corporal punishment of children.
10. Staff member shall not use abusive language, ridicule, harsh, humiliating or frightening treatment of any other form of emotional punishment of children.
11. Staff members shall not engage in or inflict any form of child abuse and/or neglect.
12. Staff members shall not withhold from children food, emotional responses, stimulation, or the opportunities for rest of sleep.
13. Staff members shall not require a child to remain silent or inactive for an inappropriately long period of time for the child's age.

19. **Policy On Release of Children:**

1. Each child may be released only to the parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.
3. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:
 - a) The child is supervised at all times.
 - b) Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
 - c) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed, and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Youth and Family Service's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

- d) If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that, the child may not be released to such an impaired individual:

Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

- i. If the center is unable to make alternative arrangements, a staff member shall call the Division of Youth and Family Service's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.
 - e) For school-age childcare programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).
20. **Policy on Gameboys and other electronic devices:** Children may bring electronic devices, such as the Gameboy to Kid's Care, but must follow these regulations:
- a) The child may only bring *one (1)* game per day, and it must have the child's initials on it
 - b) Sharing/switching of games *will not be tolerated*
 - c) Every game that is brought to Care must be rated EC (early childhood) or E (everyone).
 - d) Electronic game time is a privilege and may be revoked at any time if Kid's Care deems necessary.
 - e) Kid's Care is not responsible for lost or stolen games
21. **Vacation Policy** (Pre-School/Pre-K Program **ONLY**) – One continuous week may be taken, one calendar year from your last requested vacation week. A parent does not need to pay for this requested vacation period. A calendar year is defined as 365 days from last requested/taken vacation. Days used must be in a continuous format and must be the same days as normally attended per week. To qualify for vacation your child must be registered and have attended for at least 6 months.
22. **Policy on the Management of Communicable Diseases:** If a child exhibits any of the following symptoms, he/she should not attend school/camp. If such symptoms occur at school/camp, the child will be removed from the classroom/area, and you will be called to pick up your child.

Severe pain or discomfort	infected untreated skin patches
Acute Diarrhea	Difficult or rapid breathing
Episodes of acute vomiting	Skin rashes lasting longer than 24 hours
Oral temperature of 100.4 degrees Fahrenheit	Swollen joints
Sore Throat or severe coughing	visibly enlarged lymph nodes
Yellow eyes or jaundice skin	Stiff Neck
Red eyes with discharge.	Blood in urine

Once the child is symptom free for 24 hours, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school. If a child contracts any of the following diseases, please report it to us immediately. The child may not return to school/ camp without a doctor's note stating that the child presents no risk to himself/herself or others.

Table of Excludable Communicable Diseases:

Respiratory Illnesses	Hepatitis A*	Lice (must remove all eggs/nits before returning to PRIME TIME KIDS CARE with note from physician)
Chicken Pox	Salmonella*	
German Measles*	Shigella*	
Homophiles Influenza*	Whooping Cough	
Measles*	Contract illnesses	
Strep Throat	Impetigo	
Gastro-intestinal illnesses	Scabies	
Giardia Lamblia*	Tuberculoses*	
	Meningococcal	
	Mumps	

Reportable diseases: If your child is exposed to any communicable diseases at school or within our program, you will be notified in writing.

In the case of emergency the director will be notified and parents and 911 will be called. Emergency first Aid or CPR will be given, and an Incident and injury log will be filled out as well.

INFORMATION TO PARENTS

Under Provisions of the Manual of Requirements for Child Care Centers, every licensed child care center must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the office of Licensing. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Minimum Standard Rules for Licensed Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Minimum Standard Rules for Licensed Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Minimum Standards by calling 1-325-691-8232 or going to The Texas Department of Family and Protective services at 3610 Vine, Abilene, TX 79602.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Minimum Standard Rules for Licensed Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Office of Licensing toll-free at **1-325-691-8232**. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DFPS inspections/investigations. DFPS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center is required to comply the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with this law may contact A: For questions, technical assistance, and additional information, contact ADA at <http://www.usdoj.gov/crt/ada/adahom1.htm> or 800-514-0301 (voice), 800-514-0383 (TDD).

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry and Child Abuse Hotline, **1-800-252-5400**. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Texas Department of Family and Protective Services: 3610 Vine Abilene, TX 79602

In the case of polices and procedure changes you will be notified through our mailbox system or via email. Please check your mailbox daily for notices and information about your child's day.



Yearly Schedule for PRIME TIME KIDS CARE Programs
2009-2010

<u>Program</u>	<u>Dates Running</u>
After School	August 23 rd -May 2011
Summer Camp	June 1 st – August 20 th
Preschool/Pre-K	June 1 – August 20 th
Pre-K Graduation	TBA
Christmas Break Camp:	December 17 th - January 3 rd
Spring Break	March 15-19 2010

* Program dates will coincide with the opening and closing dates of your child's school.

PRIME TIME KIDS CARE Closing Dates

On the dates PRIME TIME KIDS CARE is closed, parents must make alternate arrangements for their child's care.

September	6	Labor Day
November	25 & 26	Thanksgiving Holiday
December	24	Christmas Holiday
January	1	New years Day
January	17	Martin Luther King, Jr. Day
April	2	*Good Friday
May	31	Memorial Day
July	4	Independence Day

Please remember to notify your child(ren)'s school about the days your child will be attending PRIME TIME KIDS CARE. We also ask that you remember to notify PRIME TIME KIDS CARE of all absences.

PRIME TIME KIDS CARE PROGRAM FEES -

Pricing Current as of July 29, 2009

Fee Calculation: All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are **no discounts** for months with holidays, or for the first and last months of the school year (September and June).

Invoices NOT Provided: An invoice will not be provided unless requested. Payments should be made in accordance with the program fees outlined below.

FULL DAY - Toddler, Preschool and Pre-K Programs

PRE-SCHOOL - (Weekly Payment)

(2½ years to 4 years)

5 Day:	\$110.00
4 Day:	\$100.00
3 Day:	\$ 75.00
2 Day:	\$ 50.00

PRE-K - (Weekly Payment)

(4 up to 6 years)

5 Day:	\$110.00
4 Day:	\$100.00
3 Day:	\$75.00
2 Day:	\$ 50.00

*** Breakfast ***

- ❖ Parents may send in breakfast with their child
- ❖ We simply ask that you do not send in food containing peanuts to protect the health of children with allergies.

*** Lunch Fee ***

- ❖ Children through Pre-Kindergarten: Lunch will be \$15.00 a week or \$3.00 a day
 - ❖ School agers will be \$20.00 a week or \$4.00 a day.
 - ❖ Parents may send in Lunch with their child. Refrigeration is available
 - ❖ We simply ask that you do not send in food containing peanuts to protect the health of children with allergies.
- *Kid's Care is not responsible for the nutritional value of snacks brought in by parents. All snacks provided by Kid's Care contain elements that meet or exceed nutrition requirements as per state regulation.

SCHOOL AGE CAMP PROGRAM

AFTER SCHOOL CAMP - Until 6:30 PM

(Kindergarten - 8TH Grade) (Weekly Payment)

5 Day:	\$40
4 Day:	\$35
3 Day:	\$30
2 Day:	\$25

SUMMER CAMP PROGRAM

(6 years to 13 years)

5 Day:	\$135
4 Day:	\$120
3 Day:	\$90
2 Day:	\$60

Annual Registration Fees per child:

- **Registration Fee:** \$50 per child per year
- **Bus Transportation Fee** - unless you call your child's absence in by 1pm, then a daily fee of \$5.00 will be charged for all absences **NOT** reported.
- We are a Wylie District Bus Stop for Pre-K through 7th grade

SCHOOL CLOSINGS / DAYS OFF Program

- \$30.00 per Day for non Kid's Care Kids - Pre-registration required
- \$20 per day for our kids already enrolled in a Kid's Care program! (standard weekly rate still applies)
- 7:30am - 6:30pm - Lunch Included



LATE PICKUP

Arrangements must be made prior to the beginning of the program. There will be a late fee if your child is picked up after 6:30 p.m. *This fee must be paid at the time of early drop off or extended pick up on the day applicable.* The following fees will apply:

15 to 30 minutes \$10.00

31 to 45 minutes \$15.00

46 to 60 minutes \$25.00

PRIME TIME KIDS CARE's Financial Policies

✓ **No Refunds or Credits Available**

✓ **Payment Due Schedule:**

• After School,

Payment is due **Wednesday of each week prior to the week attending.** A late fee of \$5 will be assessed on any account which is not paid in full by 6:30 p.m. on the Friday of that week. If payment is mailed, payment must be mailed with a post-mark date no later than the Thursday of the week payment is due. Invoices will not be provided unless requested.

• Pre-School & Pre-K Programs

Payment is due **Wednesday of each week prior to the week attending.** A late fee of \$5 will be assessed on any account which is not paid in full by 6:30 p.m. on the Friday of that week. If payment is mailed, payment must be mailed with a post-mark date no later than the Thursday of the week payment is due. Invoices will not be provided unless requested.

- 1) Payment for camp is due **upon registration** or before commencement of service. (**DO NOT send in with child**)
- 2) Payments will be applied as follows: registration fee, late fees, past due balances, then current balances.
- 3) A non-refundable registration fee of \$50 per child is due upon enrollment in any of PRIME TIME KIDS CARE programs. A separate registration fee is due for each PRIME TIME KIDS CARE program (e.g. Summer Camp, After School program, etc.)
- 4) Under no circumstances will PRIME TIME KIDS CARE credit for absenteeism or cancellation of a child's enrollment in any of our programs.
- 5) **Returned Checks:** A \$25 fee will be assessed to your account. In the event that this situation occurs twice, cash or a money order will be required for payment for the remainder of the year.
- 6) Payments for June must either be paid on the first or must be postmarked no later than the first. There is no credit for shortened months (**see #9 – Fee Calculation**).
- 7) Accounts that are delinquent may result in suspension or termination from PRIME TIME KIDS CARE without refund.
- 8) If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.
- 9) **Fee Calculation:** All fees are calculated on a 180-day school year. We have set annual fees in accordance with the schedules that accommodate your needs and divided these fees into ten (10) equal monthly installments for your convenience. This is why there are **no discounts** for months with holidays, school closings due to teacher conferences, etc. or for the first and last months of the school year (September and June).



REQUIRED SUPPLIES



Those supplies pertaining to your child's age group must be provided as needed by the child's parents or legal guardian. **PLEASE LABEL EACH SUPPLY ITEM WITH YOUR CHILD'S NAME.**

Pre-School (3 years - 4 years)

- ✓ (2) Extra Sets Of Clothes
- ✓ Socks must be brought or worn daily to be allowed to play on all equipment.
- ✓ Small Blanket
- ✓ Small Pillow
- ✓ Bottle of hand sanitizer
- ✓ Tissues
- ✓ Bottle of Sun Protection (SPF 30 or higher)
- ✓ Box of Baby Wipes
- ✓ Disposable Pull-Ups – If required (NO Diapers)
- ✓ Parent-size t-shirt to use as a smock

Pre-K (4 years to 6 years old)

- ✓ (2) Extra Sets Of Clothes
- ✓ Socks must be brought or worn daily to be allowed to play on all equipment.
- ✓ Blanket
- ✓ Pillow
- ✓ Bottle of hand sanitizer
- ✓ Tissues
- ✓ Bottle of Sun Protection (SPF 30 or higher)
- ✓ Box of Baby Wipes (For Art Project)
- ✓ Parent-size t-shirt to use as a smock

After School Program

- ✓ **Snack Card (Optional)**- A pre-paid snack card can be maintained for your child to purchase extra snacks. See the front office to set-up, add to, or close a snack account.
- ✓ **Bowling Club:** If you so choose, your child may be entered into weekly bowling classes which will take place once a week during the elective class period.
- ✓ **Socks must be brought or worn daily to be allowed to play on all equipment.**
- ✓ **Sunscreen**
- ✓ **Please remember to notify your child(ren)'s school about the days your child will be attending PRIME TIME KIDS CARE.**
- ✓ **We also ask that you remember to notify PRIME TIME KIDS CARE of all absences.**

Adventure Camp

- ✓ Extra set of clothing
- ✓ Pair of socks (to be used for ClimbTime play and Bowling)
- ✓ Bottle of Sun Protection (SPF 30 or higher)
- ✓ Tissues
- ✓ Hand Sanitizer
- ✓ Swim trunks/*One piece* swimming suit
- ✓ Snack Card (Kid's Care will provide daily snacks, however your child has the option to purchase additional snacks at the PrimeTime Café)
- ✓ We ask that you refrain from sending in any snacks/lunch items containing any type of nut, *especially those containing peanuts*





Enrollment Requirement Check Sheet

The following steps must be completed and submitted to the PRIME TIME KIDS CARE main office prior to the child's first day attending PRIME TIME KIDS CARE Programs. All personal information will be kept confidential, unless required to be given to the appropriate staff to meet your child's individual needs.

STAFF NOTE: Please Initial as Received

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- ✓ **Application of Enrollment** – Registration form must be signed by the parent or legal guardian with child's correct information.
- ✓ **Signed Handbook Acknowledgment Form**
- ✓ **Inclement Weather Policy**
- ✓ **Hearing and Vision Check**
- ✓ **Statement of Child health – (Not required for After School enrollment) –**
Each child *not enrolled in a public or private school* must have the Statement of health signed by the Childs Physician stating that the child is healthy enough to attend daycare.
For each child *not enrolled in a public or private school*, our center shall maintain on file, at the center, a record of the health examination documented by the health care provider. The record shall include:
 - (1) The name and address of the examining health care provider
 - (2) The child's medical history indicating, when applicable:
 - i. Information on any condition or handicap affecting the child's health; and
 - ii. Any recommendation for needed medical treatment and/or program environmental modifications, which the center shall follow, including special requirements as to diet, rest, allergies, avoidance of certain activities, and other care.
 - (3) You or your doctor may fax this information to (325)690-6389
- ✓ **Copy of Immunization Records (NOT required for After-School enrollment)**
If immunizations are contraindicated for medical reasons, a child may be admitted if the parent or legal guardian submits to the center director a written statement from a licensed physician attesting to the following:
 - (1) The reason the immunization is medically contraindicated, and
 - (2) The specific time period that the immunization is medically contraindicated.

Texas Department of State health Services may suspend the immunization exemption during the existence of a health emergency, as determined by the Texas Department of State health Services

For each child not enrolled in a public or private school, the center shall maintain on file at the center a Universal Child Health Record (Department of Health and Senior Services Form CH-14) or its equivalent, updated annually, along with an immunization record in accordance with the provisions of N.J.A.C. 8:57-4.6 and 4.7, and a special care plan, if applicable.

Any child who falls 30 days or more behind in immunizations may be excluded from the program. If an outbreak of a vaccine-preventable disease occurs in our center, the parent may be asked to obtain special immunization.
- ✓ **Payments** – Each child's annual registration fee of \$50.00 must be received
- ✓ **Payments** – Each child's first week's payment must be received.
- ✓ **Entered in Children's Records Checklist**