



# Admission Information

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

## GENERAL INFORMATION

Operation Name: <i>Lighthouse Learning Academy (Operation #M7086)</i>		Director’s Name: <i>Jaime Loftin</i>	
Child’s Full Name:	Child’s Date of Birth:	Child Resides With: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Guardian	
Child’s Home Address:			
Date of Admission: (For Office Use Only)		Date of Withdrawal: (For Office Use Only)	
Name of Parent or Guardian Completing the Form:		Address of Parent or Guardian (if different than child’s):	
List telephone numbers where parents/guardian may be reached while child is in care.			
Parent/Guardian 1 Name:	Parent/Guardian 2 Name:	Custody Documents on File? <input type="checkbox"/> Yes* <input type="checkbox"/> No *We require documents on file.	
Parent/Guardian 1 Contact #: _____ Home/Cell _____ Wk	Parent/Guardian 2 Contact #: _____ Home/Cell _____ Wk		
Social Security Number: (Required for security purposes) _____ - _____ - _____	Social Security Number: (Required for security purposes) _____ - _____ - _____		
Email (required): _____	Email (required): _____		
<b>Emergency Contact(s):</b> Give the name and address and phone number of individual(s) to call in case parent or guardian cannot be reached. <b>REQUIRED</b>		Relationship to Child	
Name: Address: Telephone #:		<input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Sibling <input type="checkbox"/> Family Friend <input type="checkbox"/> Other	
Name: Address: Telephone #:		<input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Sibling <input type="checkbox"/> Family Friend <input type="checkbox"/> Other	
Name: Address: Telephone #:		<input type="checkbox"/> Grandparent <input type="checkbox"/> Aunt <input type="checkbox"/> Uncle <input type="checkbox"/> Sibling <input type="checkbox"/> Family Friend <input type="checkbox"/> Other	
<b>Authorized Release:</b> I authorize the child care operation to release my child to leave the child-care operation <b>ONLY</b> with the following persons. Please list name and telephone number for each. Children may only be released to a parent or guardian or the person designated by the parent/guardian after verification of ID who is <b>18 yrs of age or older</b> . <b>This section must be completed.</b>			
Name:	Name:	Name:	
Phone Number:	Phone Number:	Phone Number:	
Signature – Parent or Legal Guardian		Signature – Parent or Legal Guardian	
Date		Date	

## CONSENT INFORMATION

**CHECK ALL THAT APPLY: (\*Note: Emergency Care is required by State)**

### 1. Transportation

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

- to/from field trips (Preschool – School Age)   
  to/from school (Preschool – School Age)  
 for emergency care (**required**)

### 2. Field Trips (Preschool – School Age)

- I give consent for my child to participate in field trips (ages 3+).  
 I **do not** give consent for my child to participate in field trips. **Parents have to provide alternate care for the day.**

### 3. Water Activities

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

- water table play   
  sprinkler play   
  splash/wading pools   
  swimming pools   
  aquatic playgrounds

### 4. Receipt of Operational Written Policies

I acknowledge receipt of the center's operational policies, including those for: (Operational Policies emailed upon enrollment.)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Discipline and guidance                                       | <input checked="" type="checkbox"/> Procedures for release of children   |
| <input checked="" type="checkbox"/> Suspension and expulsion                                      | <input checked="" type="checkbox"/> Illness and exclusion criteria   |
| <input checked="" type="checkbox"/> Emergency plans   | <input checked="" type="checkbox"/> Procedures for dispensing medication   |
| <input checked="" type="checkbox"/> Procedures for conducting health checks                       | <input checked="" type="checkbox"/> Immunization requirements for children   |
| <input checked="" type="checkbox"/> Safe sleep  | <input checked="" type="checkbox"/> Meals and food service practices   |
| <input checked="" type="checkbox"/> Procedures for parents to discuss concerns with the Director  | <input checked="" type="checkbox"/> Procedure for visiting the center without securing prior approval                  |
| <input checked="" type="checkbox"/> Procedures for parents to participate in Operation activities | <input checked="" type="checkbox"/> Procedures for parents to contact CCL, DFPS, Child Abuse Hotline, and CCL website. |

### 5. Meals

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

- Breakfast (6:30a-8:00a)   
  AM Snack (9:30a-10a)   
  Lunch (11a-12p)   
  PM Snack (2:30p-5:00p)

**Nutrition Statement:** I understand I am responsible for the nutritional value of the food(s) I provide for my child. I understand a fruit, vegetable, and milk will be provided on days I provide food(s) for my child. **(We are a nut-free center.)**

### 6. Days and Times in Care

My child is normally in care on the following days and times: (estimate if exact schedule is unknown)

Day of the Week	AM	PM
Monday	Drop Off:	Pick Up:
Tuesday	Drop Off:	Pick Up:
Wednesday	Drop Off:	Pick Up:
Thursday	Drop Off:	Pick Up:
Friday	Drop Off:	Pick Up:

### 7. General Photo Release

I hereby give Lighthouse Learning Academy the right to take photographs of myself and my family in connection with childcare experiences at the facility and field trips. I authorize Lighthouse Learning Academy and its designees to copyright, use and publish the same in print and/or electronically. I agree that Lighthouse Learning Academy may use such photographs with or without names and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. **\*Note: Photos of CPS/Foster children are not published outside of the facility for the protection of their identity unless in the care of family who give permission.**

Signature – Parent of Guardian

Date Signed:

### 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: (See below) **This section is REQUIRED by State for admission into child-care.**

Name of Physician:	Address:	Phone Number:
My Preferred Emergency Medical Facility: <input type="checkbox"/> UTMB Victory Lakes/League City Campus 2240 Gulf Fwy S League City, TX 77573 409-772-1011	<input type="checkbox"/> HCA Houston Healthcare Clear Lake 500 Med. Center, Webster, TX 77598 281-332-2511	<input type="checkbox"/> Other- Hospital Name: _____ Address: _____ Phone #: _____

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

Signature – Parent or Legal Guardian

### CHILD'S ADDITIONAL INFORMATION SECTION

**Food Allergies/Medical Conditions:** List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations in 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

Explain: \_\_\_\_\_

**\*Allergy plan from physician required by State.**

Allergy plan and physician note submitted on: \_\_\_\_\_

◆ Does your child have **diagnosed medical conditions**?  Yes  No

**\*If Yes, you must submit a physician note explaining the diagnosis and any pertinent information regarding such that our staff need to be aware of.**

Explain: \_\_\_\_\_

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)

### ADMISSION REQUIREMENT

If your child does not attend public prekindergarten or school away from the childcare operation, one of the following must be presented when your child is admitted into to the childcare operation or within one week of admission.

Please check only one option:  N/A – Child is enrolled in public school.

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.

Health Care Professional's Signature:

Date Signed:

2.  A signed copy of a Health Care Professional's Statement is attached.

3.  Medical diagnosis and treatment conflict with 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. **PARENT'S HEALTH STATEMENT:** My child has been examined by a health care professional within the past year 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. **(New enrollees only. After 12 months, #1 is REQUIRED.)**

Name and Address of Health Care Professional:

Signature – Parent or Guardian:

Date Signed:

### REQUIREMENTS FOR EXCLUSION

- I attached a signed and dated State of Texas Affidavit Request for Exemption from Immunizations for Reasons of Conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90<sup>th</sup> day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating the vision and hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

### VACCINATION INFORMATION

- I am attaching a copy of my child's most current immunization record.

#### Varicella (Chickenpox)

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

Date: \_\_\_\_\_

Signature – Parent or Guardian

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](http://www.dshs.state.tx.us/immunize/public.shtm).

### VISION SCREENING RESULTS

Vision: Right Eye 20/\_\_\_\_  Pass  Fail Left Eye 20/\_\_\_\_  Pass  Fail

### HEARING SCREENING RESULTS

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

Health Care Professional's Signature:

Date Signed:

### GANG FREE ZONE

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child-care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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 criminal activity are subject to harsher penalties.

### PRIVACY STATEMENT

DFPS values your privacy. For more information, read our Privacy and Security Policies online at <http://www.dfps.state.tx.us/policies/privacy.asp>

**SCHOOL AGE CHILDREN**

My child attends the following school:

My child's immunization, vision, and hearing records are on file at the school listed below.

**Please check with this center for availability to schools.**

Clear Creek Independent School District	Dickinson Independent School District
_____ Ferguson Elementary      281-284-5500	_____ KE Little Elementary      281-229-7000
_____ Go Forth Elementary      281-284-6000	_____ San Leon Elementary      281-229-7400
_____ Hyde Elementary      281-284-5800	
_____ Mossman Elementary      281-284-4000	
_____ Stewart Elementary      281-284-4700	

Private Kindergarten Option: 8:00 a.m. – 4:00 p.m. Monday-Friday

\_\_\_\_\_ Lighthouse Learning Academy Kindergarten Program  
 3705 Columbia Memorial Pkwy  
 League City, Texas 77573  
 Ph) 281-535-5353

I understand my child must be 5 years old on or before September 1<sup>st</sup> of the current school year. I understand I must provide all medical records for admissions including current immunization record, current physician's health statement, and current vision/hearing screening results.

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

ride a bus to LLA from public school       be released to his/her sibling under 18 years old

Authorized pick up/drop off location other than child's address:

**At this time, LLA only provides transportation in which children are transported to/from public school back to LLA and to/from field trips back to LLA. We do not provide transportation to/from private residences.**

It is the parent/guardian's responsibility to notify the center in advance if the child will not be transported for the day of service. **There will be a \$10 "no call" transportation fee applied to account if we are not notified of transportation absence.**

**SIGNATURES**

Child's Parent or Legal Guardian Signature:	Date Signed:
Center Director or Designee:	Date Signed:

## Conditional Enrollment

At Lighthouse Learning Academy, we want everyone to feel a sense of comfort and welcoming. We believe that true learning starts with open hearts and the encouragement of a caring staff and loving parents. Together we will work to make your child's early years rich with experience and full of FUN!

All children deserve the same opportunities to grow and mature. For this reason, we take behavior seriously. We reserve the right to refuse or terminate the enrollment of any child who exhibits a pattern of defiance towards authority, uses inappropriate or harsh language, destructions of school property, has habitual biting tendencies, poses a threat against themselves, staff or other children in care or for other reasons or behaviors this center feels necessary. The safety and well-being of all children and our staff is our priority.

In order for us to be successful, we must insist on the following:

- All children must be in attendance by 9:30 a.m. each day. We may make exceptions in some circumstances, however, you must call the center and speak with the Director or designee in advance. **Children may not be dropped off during nap time (12-2) regardless of circumstances.** During summer, school age summer campers must be in attendance by 9:00 a.m. each day due to the nature of scheduled field trips.
- Parent/Guardian involvement with classroom and center wide activities and policies/procedures.
- Communicate with us any questions or concerns you may have.
- Work with our staff to ensure continuity and consistency for your child.
- Maintain your current tuition payments (delinquent accounts are grounds for enrollment termination).
- Pick up your child by closing (6:00 p.m.) daily.
- Ensure your child has proper supplies daily (ex: extra clothes, diapers, wipes, pull ups, shoes, etc.)

**Please note that we may terminate enrollment services immediately without prior notice if the child's behavior creates a health or safety risk to oneself, other children or the center itself.**

I have read the above statement and agree with the policy regarding conditional enrollment.

<p>X _____ Mother's Signature/Other Guardian</p>	<p>X _____ Father's Signature/Other Guardian</p>
Date	Date

## Custody Agreement

**EACH PARTY** Must Sign Acknowledgement of this Policy

### Possession of Child(ren)

We cannot legally prevent a child from being picked up by a parent or person designated by a parent. If parents are legally separated or divorced, per the Texas Family Code, we cannot interfere with child custody. Parents must be responsible to adhere to their custody agreement and/or decide between themselves which days and times each of them will pick up their child/children.

LLA is legally obligated to release the child/children to their parent. If a parent has no legal right to pick up their child, or has a Protective Order in effect, the center **MUST HAVE A COPY OF THE COURT ORDER** stating such on file. Otherwise, either parent may check the child out of the center with proper identification.

We do not wish to be put in the middle of any child custody issues. We ask that you civilly work out possession without involving LLA or its staff.

We will not take on the role of "policing parents". We ask, and must insist, that all adult parties of the child possession order work out visitation, including the pick-up and drop off of child(ren), together without involving our center with the legalities.

I have read the above statement regarding pick up/custody issues of legally separated or divorced parents. This form should be signed regardless of your marital status. Your signature simply states that you understand LLA's policy regarding custody issues and agree to comply with its terms.

### Children's School Records

Please be aware that both parents have a right to access school records. With advance notice and a request, we can schedule a time to review the child's records. Any request for copies of said records by the non-custodial parent, including attendance records, must be an official Court request.

Typically, the custodial parent should make available copies of admission forms and other school information without involving the center.

<p>X _____ Mother's Signature/Other Guardian                      Date</p>	<p>X _____ Father's Signature/Other Guardian                      Date</p>
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## Discipline and Guidance Policy for Lighthouse Learning Academy, Operation #1117086

◆ 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) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out; and
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

Parent       Employee/Caregiver       Household Member of Child-Care Home

Drafted from TDPRES-CCL 03/2021



# Illness Criteria Information



The following criteria must be followed with regards to illness or suspected illness. If your child meets any of the following, you will be notified immediately.

## Illness and Injury (M.S.C.C.C Chapter 746, Subchapter R, Division 3)

### Symptoms of Illness which Prohibit a Child from being Admitted into Care:

“Unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exists:

- (1)The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
- (2)The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- (3)The child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities):
  - (A)An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
  - (B)A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
  - (C)An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
  - (D)Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- (4)A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.”

**\*\*A child shall not be admitted into care with any of the signs/symptoms listed above unless accompanied with a Physician's Note. Without a Physician's Note, child must be free of signs/symptoms for at least 24 hours.**

### COVID-19 Special Considerations –

- No one shall be admitted into care who are exhibiting symptoms of COVID-19 or has been exposed to someone with COVID-19. Furthermore, **you are required to notify this center is someone in your home tested positive for COVID-19** as we are required to report it to both Texas Child Care Licensing and our local health department. Positive cases and direct exposures are required to quarantine for the time prescribed by the CDC and/or local Health Department.
- Anyone who has symptoms of COVID-19 or who has been exposed to someone testing positive for COVID-19 must quarantine for the time prescribed by the CDC and/or local Health Department and be tested. Upon a negative test result and with a note from their physician, individual will be allowed admittance into care.
- Anyone who has traveled abroad or co-habiting with anyone who has traveled abroad must quarantine for the time prescribed by the CDC and/or local Health Department. After quarantine, and with no symptoms of COVID-19, individual will be allowed admittance into care.

**\*Please note that blatant disregard for the COVID-19 Special Considerations or any Illness Criteria policy may result in termination of child-care services with our center.**

X \_\_\_\_\_ X \_\_\_\_\_  
Mother's Signature/Other Guardian Date Father's Signature/Other Guardian Date

## Insect Repellent/Sunscreen Permission Form

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

As taken from the Operational Policies & Procedures Manual, *Insect Repellent and Sunscreen* section:

“Lighthouse Learning Academy provides sunscreen and insect repellent during appropriate seasons. Parents and guardians are responsible for providing insect repellent and sunscreen for their children if there is a preference for a particular sunscreen or insect repellent brand and/or formula. **If parent provided, the products must be in spray formulation.** This helps with the ease of safe application.

Products will be applied as directed according to the manufacturer unless otherwise stated in writing by a health professional.

Lighthouse Learning Academy cannot be held responsible for sunburns or insect bites due to the brand used or formulation of the product regardless of who provides it, the center or parent/guardian.”

My child has permission to use the center provided insect repellent and sunscreen. I understand the policy referenced above. I understand the brand/formulation may vary depending on store availability.

I will provide my child with my preferred brand/formulation insect repellent and sunscreen. I understand it is my responsibility to provide these products during the optimal months for which they are necessary during the school year. I understand the products must be in spray form.

### SIGNATURES

Child's Parent or Legal Guardian Signature:

Date Signed:

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Child's Full Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

The current tuition for the program I have chosen is \$ \_\_\_\_\_ per week/\$ \_\_\_\_\_ per month or \$ \_\_\_\_\_ CCS Parent Fee. I understand that the rates are subject to change. I will receive as much advance notice as possible.

**Payment of Tuition**

Tuition is due on the Monday of the week you are to receive service no later than 6:00 p.m. All accounts that are not at a zero balance by Tuesday at 6:00 pm of that same week will receive a \$25.00 late payment charge. A Late Payment Fee applies for tuition payments made late or made in the amount less than the balance in full. **Tuition is due regardless of attendance. No credits will be given for absences.**

In the event of a required medical quarantine such as COVID-19 or a child being hospitalized, **half tuition will be due in lieu of full tuition.** Your tuition secures your child's place within the center.

CCS Parent Fees are due on the 5<sup>th</sup> of each month. Non-payment of parent fees will result in termination of enrollment services and reporting account to Workforce Solutions.

**Registration Fee**

A **non-refundable** fee of **\$100.00 for one child or \$125.00 for two or more children** is due at the time of enrollment and due each subsequent August at Fall Registration. (Does not apply to CCS parents.) (**\$25.00** for each additional enrolled child of the family.) Any changes to the Registration Fee rate is strictly at the discretion of the center.

Summer Camp Registration Fee for School Aged is **\$75.00** per child. This fee covers the use of a towel, Field Trip T-shirt, insect repellent, sunscreen, Ice Cream Day, sack lunches when necessary and all activities.

**Charges For Late Pick-Up**

Our center closes at 6:00 p.m. There will be a \$1.00 per minute late fee, per child, for every minute a child is not picked up after 6:00 p.m. Our staff is not paid after 6:00 p.m., therefore, this payment should be made to the staff left caring for your child.

**\*Note:** Our center is licensed for operation from 6:00 a.m.-6:00 p.m. We reserve the right to contact the League City Police Department in these circumstances. Furthermore, we reserve the right to terminate enrollment services for continuous late pick up instances.

**Returned Payment Fee (NSF)**

There will be a \$35.00 returned check fee for any check or declined debit/credit card payment that is returned to the center not paid by the check holder's financial institution. If there are two or more returned checks, only money orders or cash will be accepted for payment on that account. Excessive NSF payments will result in enrollment termination.

**Holidays**

Our center will be closed for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, and Good Friday. Parents are to pay for a full week of tuition on the weeks containing these holidays. There will be no credits, refunds, make-up days or any other allowances for holidays. If your child comes part time and a holiday falls on one of their scheduled days to come and the center is closed you still must pay for the full week (like the full time parents) and you may not switch your child's days for that week.

\*If a holiday falls on a regularly scheduled day off, LLA will be closed either Friday or Monday, with respect to the holiday. For example, if a holiday falls on a Saturday, LLA will be closed the Friday before.

**School Age Holiday Fee:**

If your school age child does not attend during the holidays, your regular tuition is due. If your child is in attendance during the holidays, the **holiday fee charged is due (regardless of how many days attended during the holiday week)**. This rate is already reduced. No additional discounts apply. Any additional discounts applied to the holiday rate is strictly at the Center Director's discretion and as a courtesy and is not a guarantee of future holiday discounts.

**Absences**

There will be **no allowances** made to tuition rates for children's absences, regardless of circumstances, weather closings less than 1 week in length, or holidays. Tuition is due on Monday of each week. An unexplained absence of two weeks with no payment may mean that your child will be disenrolled and that place given to another child on our waiting list. To re-enroll, delinquent balance and full registration will be due immediately.

**Withdrawal from Enrollment – VERY IMPORTANT**

Should a family choose to withdraw their child(ren) from our center for any reason regardless of circumstances, **a two-week written notice in advance is required** prior to the date of withdrawal. This allows our center time to contact a parent on our waiting list. **If we do not receive the required two week written advance notice, it is required the family pay for two weeks tuition after the last date of attendance.**

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
**Mother's Signature/Other Guardian** **Date** **Father's Signature/Other Guardian** **Date**

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Child's Full Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

(Cont'd from Pg.1)

If there is a credit on the account at the time of withdrawal without proper advance notification, the **credit is forfeited** to the center. **We currently offer no tuition refunds at this time. This applies to termination of services for any reason or withdrawal of enrollment without courtesy two-week written notice.**

**Also note, monies paid in advance to secure a child's position in one of our programs is forfeited in the event the parent or guardian later decides care is no longer desired.**

**Operational Policies**

I have received a copy of the Lighthouse Learning Academy Operation Policies. I have read it and understand the contents and agree to abide by it. I acknowledge the Operational Policies are emailed to the email address I have provided in this enrollment packet.

**In Case of Injury**

If your child is injured at the center, you may want to consult with your family physician to determine whether the nature of the injury requires medical attention, vaccinations, or other care.

**If Your Child is Bitten**

Child development research indicates that approximately fifty percent of all children enrolled in childcare centers will be bitten. Toddlers especially will often use biting as a form of communication. Lighthouse Learning Academy will strive to minimize biting accidents. However, it is very likely that your child will be bitten at some time. If this should occur, we will do our best to comfort your child and care for his/her needs immediately. We will also inform the parents of the biter and work with them and their child to discourage and redirect the behavior.

**If Your Child Bites Another Child**

Biting is very serious and is unacceptable. If your child bites, Lighthouse Learning Academy will work with you to develop a plan to correct the behavior. However, if the biting is aggressive and breaks the skin or diverts an inordinate amount of staff time away from the other children and program implementations, we reserve the right to terminate enrollment services.

**Behavior Issues**

If you or your child exhibits behavior that may hurt themselves, other children, or staff members or diverts an inordinate amount of staff time away from other children and program implementation, we will work with you to develop a plan to correct the behavior. However, if the behavior does not improve, we reserve the right to terminate enrollment services immediately without prior notice.

**Immunization of Children**

All parents should make certain that their child is immunized pursuant to the schedule recommended by the American Academy of Pediatrics and Texas Department of State Health Services. **The immunization record must be either an original record validated by a physician or other healthcare professional or a photocopy of aforementioned original record.** If your child's immunizations are not completed following the recommended schedule, Lighthouse Learning Academy may exclude your child for the protection of the other children until such immunizations are current. It is the parent/guardian responsibility to provide our center with a copy of any immunizations your child may receive. Our center reserves the right to require all children enrolled be immunized for the safety of all children enrolled.

**\*Note:** At this time, our center will accept a notarized Affidavit Request for Exemption from Immunizations for Reasons of Conscience from the Texas Department of State Health Services. This policy is subject to change without prior notice and strictly at the discretion of the center.

**Confidentiality**

Lighthouse Learning Academy respects the right of each family to privacy and confidentiality regarding all health, behavioral, and developmental records and information concerning their child. These rights to privacy and confidentiality are protected by various Federal and State statutes, local ordinances and regulatory rules. If your child is involved in an altercation or biting incident with another child, we will not reveal your child's identity to the parents of the other child without your prior written consent, except as required by law.

**Public School Age Children**

We pick up children from select local elementary schools from both Clear Creek Independent School District and Dickinson Independent School District. (Please check with the schools we service prior to enrollment.) Parents of children who attend public school are responsible for notifying Lighthouse Learning Academy if we will not pick their child/children up from school as usual. If we have a child that normally rides to our center after school lets out and they are not there for the bus, we are not allowed to leave until we make proper notification verifying the child/children's location. When we have to wait, it pushes our entire bus run behind schedule making us late to the other schools, which is an inconvenience for both the schools and the parents who are waiting at our center to pick their children up. Should you forget to contact us, your account will be charged a \$10.00 Transportation Fee and it will read "No Call" in the item line. If a parent continuously fails to notify this center of alternative transportation arrangements, we reserve the right to terminate enrollment services.

I have read, understand and agree to comply with the above policies on Page 1 of 2 of the Enrollment Agreement.

<b>X</b>		<b>X</b>	
<b>Mother's Signature/Other Guardian</b>	<b>Date</b>	<b>Father's Signature/Other Guardian</b>	<b>Date</b>

# Child Assessment Form

Child Name (last, first, middle)	Social Security No.*	Enrollment Date	Date of Birth
<p>List all child care centers your child previously attended?</p>   <p>Why or what reasons did you leave the previous centers?</p>			

\* If applicable.

## 1. Health:

Does your child have any allergies*?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so, what allergies does your child have?		
How should we respond if he/she has an allergic reaction? <b>Please provide an allergy plan from a physician.</b>		
Does your child have an existing illness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your child had a previous serious illness or injury, or hospitalization during the past 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your child taking any medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the medication prescribed for continuous use?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any side effects we should be alerted to?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**\*We must have an Allergy Plan on file signed by a physician for food allergies or severe situations requiring potential medical treatment.**

## 2. Toileting:

Does your child need assistance with toileting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How can we best help?		

## 3. Behavior:

Does your child have any special fears?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How does your child communicate his/her needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any special words that your child uses that might not be readily recognized?		
How do you tell your child to stop a behavior that you don't approve of or that might be dangerous?		
When your child gets upset, what helps him/her calm down?		
Are there any particular routines that are particularly helpful at naptime?		

**4. Eating Preferences:**

What are your child's favorite foods?			
Does your child use utensils, eat with fingers, feed self?			
Does your child choke easily while eating?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**5. Activities:**

What activities do you like to do with your child?			
What activities does your child like to do when playing with other children?			
What does your child like to do when he is playing alone?			

**6. Family History:**

Tell me about your family (i.e. child's parents, siblings, grandparents, and other extended family)			
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I verify that the above assessment was reviewed and, if necessary, discussed with the parent(s).

[Redacted Signature Line]

Signature of Director or Designee

Date Signed

[Redacted Signature Line]

Signature of Parent

Date Signed

**Additional Comments:**

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