



Registration Form

Date: ___/___/___

Child's Name: _____ Date of Birth: _____ Sex: __ M __ F

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List all allergies, special needs care, existing illness, previous illness, injuries, or hospitalizations in the past 12 months, and any prescribed medications for continuous, long term use for each child below.

Child(ren) live with _____ Relationship _____

Mother/Guardian Name: _____

Address: _____ City: _____

Zip Code: _____ Email: _____

Cell: _____ Work: _____ Ext: _____

Father/Guardian Name: _____

Address: _____ City: _____

Zip Code: _____ Email: _____

Cell: _____ Work: _____ Ext: _____

Emergency Contact Information

I authorize the following to pick up my child(ren). **At least one (1) is required.** Per Texas Child Licensing, we cannot release to minors (under 18), unless the parent is a minor. All contacts must be in Texas. – **ALL INFO IS REQUIRED**

Name: _____ Relationship: _____

Phone: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Name: _____ Relationship: _____

Phone: _____ Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

In the event of an emergency and neither I, emergency contacts, nor our family physician can be contacted immediately, I authorize transportation to an appropriate medical facility. I also authorize treatment from the medical facility. In the event of such illness, all medical expenses incurred are my responsibility.

Parent/Guardian Signature

Date: _____

Name of Physician: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Immunization/Health Statement

If your child does not attend pre-kindergarten or school away from the S.S. Noah Childcare, the following must be present when your child is admitted. In addition, any child 4 years of age or older and does not attend school must have a hearing and vision screening. Please initial all that apply.

___ Health Care Physician Statement stating the child(ren) have been examined in the past 12 months and are able to take part in a child care program.

___ A signed and notarized affidavit stating 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 understand the affidavit is good for 2 years and it's my responsibility to provide an updated copy.

___ I have provided updated immunization records and will provide updated copies as needed.

My child(ren) immunizations are on file at their school at:

School Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

School Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

I ___ Give ___ Do Not Give consent for my child(ren) to be transported to and from school by S.S. Noah Childcare.

_____ Date: _____

Parent/Guardian Signature

Field Trips are for ages 6 and up

I ___ Give ___ Do Not Give consent for my child(ren) to be transported to and from supervised field trips.

I ___ Give ___ Do Not Give consent for my child(ren) to participate in water activities.

_____ Date: _____

Parent/Guardian Signature



Operational Policies/Parent Handbook

Mission Statement

S.S. Noah Childcare believes our program and services offer a developmentally appropriate curriculum. We strive to enhance social, emotional, physical and intellectual growth in young children. Our program fosters curiosity, creativity and self-esteem by taking into account children's abilities and interests. Child initiated and teacher supported play is an essential component of our program.

S.S. Noah Childcare is licensed and regulated by the Texas Department of Family and Protective Services. The following policies listed are required by Child Care Licensing per the Minimum Standards for Child Care Centers 746.501.

FAMILY PROTECTED SERVICES LOCAL OFFICE: 1501 Circle Dr. Suite 310, Ft. Worth Texas 76119 PHONE: 817-321-8604 WWW.DFPS.STATE.TX.US

Parents are welcome to visit the center at any time. We maintain an open door policy and the Director will always be available to answer any questions or concerns you may have. For the safety of the children and staff, parents are not allowed to wander freely in the center. We will escort you through the center.

** Policies are reviewed annually and updated if necessary.

Non-Discrimination Policy

S.S. Noah Childcare does not discriminate on the basis of gender, race, color, religion, national or ethnic origin in admittance, education, or other administrative policies, and extends to all the rights, privileges, programs, and activities generally made available to students at the center.

Hours of Operation

Initials _____

Grapevine

Monday-Thursday 6:00am-8:00pm
Friday 6:00am-10:00pm
Saturday 8:00am-10:00pm

Allen

Monday-Thursday 6:00am-9:00pm
Friday 6:00am-11:00pm
Saturday 8:00am-11:00pm

Holiday scheduling will be posted in the front office.

Please be sure to arrive before closing to pick up your child(ren). A fee of \$1 per minute per child will be charged for late pick-ups. Late fees are due the same day at pick-up.

Enrollment

Initials _____

S.S. Noah Childcare cares for children from 6 weeks-12 years old.

Before any child can attend S.S. Noah Childcare, we must have the following:

- Completed Registration Form
- Signed Operational Policies
- Non-Refundable Registration Fee of \$40 per family. (renews on anniversary date)
- Updated immunization records/notarized affidavit for non-school age children
- Physician statement for non-school age children
- Infant Feeding Schedule – Updated monthly (if applicable)
- Hearing and Vision Screening (children starting at age 4)
- The CACFP (Food Program) form completely filled out for each child
- A Food Allergy Emergency Plan signed by a Healthcare Provider and Parent (if applicable)

If, at any time, you need to update your information you may use the form on the front desk.

Any child who attends S.S. Noah on a regular basis must contact us if they will be absent or will no longer be attending.

Admittance/Release of Children

Initials _____

It is required by S.S. Noah Childcare and Texas Childcare Licensing any person dropping off must sign the child(ren) into the center. The sign-in sheet is located at the front desk. It must be completely filled out with valid contact information.

When picking up, it is also required that the child(ren) are signed out. Children will only be released to the parent/guardian or adults (18 years or older), with a valid photo ID listed on the authorized pick up list or emergency pick up list. We will NOT release a child(ren) to minors, per Childcare Licensing, unless the minor is the parent, nor adults without a photo ID.

Reservations are **REQUIRED** for infants (6 weeks-17 months). We will only hold a reservation for **30** minutes after your reserved time. Please call before your reserved time if you are unable to keep your reservation. For any reason that a reservation is not cancelled, there will be a **\$10** fee charged to your account. This fee has to be paid before any future admittance. To make, change, or cancel an infant reservation, you must speak with a member of management. Voicemails will not be accepted.

Illness Initials _____

S.S. Noah Childcare cannot accept children who are ill into our care. We uphold the standards set forth by the Texas Department of Family and Protective Services for ill children. Some common illnesses are:

- Fever of **100.4** or greater – Child must be fever free without fever reducing medicine for **24** hours
- **2** or more vomiting episodes – Child must not have vomited for **24** hours
- Diarrhea – Child must be **24** hours diarrhea free
- Lethargy or abnormal breathing – Child must be symptom free for **24** hours with a note from physician
- Conjunctivitis (Pink Eye) – Child must have a note of clearance from physician to return to care.
- Chicken Pox – Child may return **7** days after onset of rash & fever free for **24** hours/or with a physician's note.
- Coxsackie (Hand, Foot and Mouth) – Child must be fever free for **24** hours with a physician's note.
- Fifth Disease – Child must be fever free for **24** hours
- Head Lice – Child may return after medicated treatment and clear of lice and nits. Before admittance a member of management will discreetly check the child(ren).
- Strep Throat – Child may return **24** hours after beginning antibiotics and be fever free for **24** hours.

** We are required by law to report any confirmed/suspected communicable disease to the CDC.*

Minimum Standards states if a child is too ill to interact comfortably including outside play, then they are too ill to attend childcare. It is to protect the health and safety of all children and staff.

Please notify management of any illness or injuries your child might have before entering the center, so we can give properly notify our staff.

If your child becomes ill in our care, you will be contacted immediately to pick up your child(ren). Once the call is made the child must be picked up within **1** hour to avoid incurring a late pick up fee (**\$1.00** per minute). This policy is to ensure ill children are picked up in a timely manner to avoid further exposure to other children and staff.

Allergies Initials _____

If your child has any known food allergies you must have a Food Allergy Emergency Plan signed by a parent and a Healthcare Professional. This form will be provided by S.S. Noah Childcare and must be received before admittance of your child. S.S. Noah Childcare will not serve a food item to a child if it is listed on his/her Food Allergy Emergency Plan.

Medication Initials _____

If medication needs to be administered the Medicine Authorization Form must be filled out before we can administer any medication. Prescribed medications will be accepted only if it's in the original container, has the child's name on label and has not expired.

Non-prescribed medication may only be administered by following the manufacturer's recommendations on the label. Medication must be in the original container and has not expired. We cannot accept medication mixed with sippy cups or bottles.

Transportation Initials _____

S.S. Noah Childcare provides transportation to and from public schools during the school year and field trips during school breaks. We can only transport if the transportation consent has been signed. Children younger than school age will only be transported in emergency situations.

Field Trips/Water Activities Initials _____

Children must be 6 years of age to attend field trips. Field trips will be posted in advance in the front office. A permission form must be signed before your child(ren) can attend a field trip. If your child has any food allergies, we must have a copy of the Food Allergy Emergency Plan.

Nursing Mothers Initials _____

S.S. Noah Childcare will provide mothers with a rocking chair/chair in the infant room to nurse their baby.

Meals & Snacks Initials _____

Please see the schedule and menu posted at the front office for details and times for snacks and meals. Complimentary snacks are provided at no additional charge. Lunch is included in the weekly flat rate. Hourly care or additional meals can be purchased or food can be brought from home. S.S. Noah Childcare is a PEANUT FREE facility.

- S.S. Noah Childcare participates in the Food Program.
- Liquids and food hotter than 110 degrees F are kept out of reach of children.

- Staff are educated on food allergies and they take precautions to ensure children are protected.
- On days that S.S. Noah serves food that is brought into the center to be shared among children it will be commercially prepared or will be prepared in a kitchen that is inspected by local health officials. To ensure the safety of food brought from home, we refrigerate or use other means to maintain appropriate temperatures.
- Healthy snacks are provided for school aged children as students arrive.
- S.S. Noah Childcare does not reward good behavior for clean plates with food of any kind.
- Meals served will include meat, bread, milk, fruit and vegetables
- We ensure the safety of food brought from home, by refrigeration or other means to maintain appropriate temperatures.
- S.S. Noah provides resources outlining strategies to educate children and parents on nutrition and foods that may cause allergic reactions.
- S.S. Noah provides sample menus of healthy lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value.
- Staff are educated on all food allergies and they take precautions to ensure children are protected.

Meals are as follows:

Breakfast	\$3.00
Lunch/Dinner	\$3.75

Payments Initials _____

S.S. Noah Childcare requires weekly flat rate fees to be paid on the first day of attendance. Flat Rate Fees are non-refundable.

Flat Rate fees are as follows:

Infants (6 weeks-17 months)		Toddlers (18 months-2 years)	
2 Day	\$120.00	2 Day	\$100.00
3 Day	\$180.00	3 Day	\$150.00
5 Day	\$215.00	5 Day	\$170.00
Pre-School/Pre-K (3 years-5 years)		Schoolers (Kinder-12 years)	
2 Day	\$90.00	2 Day	\$80.00
3 Day	\$135.00	3 Day	\$120.00
5 Day	\$155.00	5 Day	\$140.00

Hourly care rates must be paid at pick up on the same day of service. Hourly Fees are non-refundable.

Hourly Rates are as follows:

Infants (6 weeks-17 months)	\$9.00
Child (18 months-12 years)	\$7.50
Additional Sibling	\$4.00

Parents must pay on the first day of service. If your account is not current your child will not be admitted into the center.

We offer a Pre-Pay Plan for hourly care attendance only. If you pay \$200.00 toward your account you will receive an additional \$40 on your account. The Pre-Pay Plan does not expire and is non-refundable.

Curriculum

S.S. Noah Childcare's Curriculum is uniquely designed to support the teachers in having more time to observe, know, and be with your children. It gives them concrete materials and ideas on how to inspire your children through art, music, logic games and hands-on investigations. Learning happens naturally through games, songs, art and stories. S.S. Noah Childcare's curriculum weaves in 33 Core Early Learning Skills into an action-packed day of learning. Children have daily opportunities for outdoor play as weather permits.

Before/After School Care Initials _____

S.S. Noah offers a Before/After School Care Program. The weekly rate covers 6:00am until school begins and after school until 7:30pm. If school has an early dismissal or is out for a day/days your account will accrue additional hourly charges for the extra time in care. These charges must be paid by the end of the day. Before/After school Care Rates are non-refundable.

Before/After School Care rates are as follows:

Full Time (Monday-Friday)	\$90.00
Part Time (Hourly)	\$7.00 Transportation Fee plus hourly charges

Parent Involvement

S.S. Noah Childcare builds a positive relationship with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment. Our center gathers information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child's and family background information. All the data is kept strictly confidential in the child's file. S.S. Noah Childcare only releases your information under your authorization. In addition we schedule visit days to meet the family members and create a smooth transition for the enrolled child. Our center has an open door policy. Parents and family members are welcomed at all times. Our friendly entranceway provides an attractive and cozy area for families to ease transitional times. Each family is provided with the labeled cubbie for their child's belongings.

S.S. Noah Childcare strives for daily parent communication. The management team is always available to discuss your child(ren)'s day. We have daily sheets for younger non-verbal

children describing their care throughout the day. The Director is on-call and available to talk during all business hours. Parents are always welcome to email any concerns or questions to ssnoahchildcare@gmail.com.

Movie/Video Games/Personal Belongings

Initials _____

Movies and video games are offered at S.S. Noah Childcare for the children to enjoy. All movies must be "G" rated or approved by the Director and all video games must be "E" rated. All others will not be allowed. Children who are under 2 years of age cannot have any screen time which include, but is not limited to, video games, hand held devices and TV. Children who are 2 years and older can have up to 2 hours of screen time a day. All personal belongings must be marked with the child's name. We strongly recommend all toys and personal items be left at home. Please note, your child(ren) is responsible for any items he/she brings into the center. S.S. Noah Childcare is not responsible for any item that may become lost, stolen, damaged or left in the center (ex. jackets, blankets, electronics). To ensure the safety of the children they will not be allowed access to WiFi. Electronics can be taken away at anytime due to discipline issues.

Attire

Initials _____

Please dress your child(ren) comfortable in order to participate in indoor and outdoor activities. For health and safety, children are not allowed to chew gum.

Inclement Weather

In the event of inclement weather, S.S. Noah Childcare will make every attempt to open as usual. However, to preserve the safety of our staff and children we will close if conditions warrant such action. It is at the discretion of the Center's Owner to make the decision to close earlier or open later due to natural disasters (i.e. snow, ice ...) S.S. Noah Childcare will notify families by leaving a message of closings or late openings on our voicemail. If the Center is open, but because of severe weather and/or road conditions the owner decides to close early, families will be notified by phone. We will make every effort to remain open for working parents. The children will not go outside if the wind chill is below 40 degrees or if the heat index is 99 degrees.

Parent Notification

Initials _____

All parental notifications and policy changes will be posted on the bulletin board/counter in the front office. Please remember to update any emergency contact information. In the event of an emergency, we will contact the parent immediately and call 911. All our staff are trained in CPR/First Aid. A copy of Minimum Standards and reviews of the center's most recent inspection report is available in the front office. You can contact the local licensing office, DFPS child and abuse hotline and DFPS website for more info. Consumer Safety Recall Information for unsafe children's products can be found at www.epsc.gov under the link for recalls and product safety news.

We will post any new or pertinent information on the desk and on the front door. A copy of our cleaning and maintenance checklist is available upon request.

Gang-Free Zone

Initials _____

This notification is to inform parents that S.S. Noah Childcare is a Gang-Free Zone. Any criminal offense related to organized criminal activity within 1,000 feet of S.S. Noah Childcare is subject to harsher penalty.

Discipline & Guidance

Initials _____

We always strive for a positive atmosphere in our center. Prior to any discipline caregivers use positive redirection and discussion with the child. We use praise and encouragement of good behaviors instead of focusing only upon the unacceptable behavior. We do brief, supervised separation, 1 minute per their age from the group, as a last resort. No corporal punishment or verbal abuse of any nature is allowed. For safety of the staff and children, those whom show repeated challenging behavior or biting will be asked to take a week break from S.S. Noah Childcare. If we have repeated challenging behaviors we will send out daily reports discussing the challenging behavior and any positive behavior for the day.

DISCIPLINE MUST BE:

- (1) Individualized and consistent for each child
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed towards teaching the child acceptable behavior and self-control
- A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction which includes at least the following:
 - (1) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (2) Redirecting behavior using positive statements and
 - (3) Using brief supervised separation from the group, when appropriate for child's age and development, which is limited to know more than one minute per year of child's age
 - There must be no harsh, or cruel and 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 drinks, 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 the 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 large or dark room, bathroom or closet with the door closed and;
 - (9) Requiring a child to remain silent or inactive for an inappropriately long periods of time for the child's age.

I have received, read, and understood the Discipline and Guidance Policies.

Parent/Guardian Signature

Date

In case of an Emergency Evacuation:

- 1) **Evacuation:** In case of an emergency, the first responsibility of staff is to move the children to Cinemark Tinseltown Grapevine 911 State Highway 114 W Grapevine, Texas 76051 Phone: 817-481-5040
 - a. This designation is known to all employees
 - b. The children will be transported by the S.S. Noah Childcare van or walked across the parking lot by a designated employee.
 - c. The evacuation and relocation diagram is posted at all times and is attached to S.S. Noah Childcare Operational Policies/Parent Handbook.
- 2) **The designated safe place is Cinemark Tinseltown Grapevine 911 State Highway W Grapevine, Texas 76051 Phone: 817-481-5040**
 - a. It is located in the connecting parking lot of S.S. Noah Childcare
 - b. The manager will designate each employee responsible for securing children's attendance records during the emergency. Each teacher will ensure all children in attendance at the time of emergency are accounted for at the designated safe area and report to the person in charge. The children's files will be located in the office in the emergency container. The container is to be taken to the designated safe place.
 - c. Children that are non-mobile due to their age or a disability will be pushed in a crib or wheelchair to the designated location. If there is inclement weather, the children will be placed in the van and driven to the designated area.
 - d. Each teacher will be responsible for the children in their class and for offering a "go box" while in the designated relocation area or safe area. Teachers will conduct attendance checks every 15 minutes.
- 3) **Communication**
 - a. The emergency phone number is 817-410-2866. The manager will use their cell phone to communicate to the parents and licensing. All parents/guardians identified in the child's admission form will be notified by phone of the operation status, approximate duration of the emergency and when children will be available for safe pick up.
 - b. The manager will designate the floor manager/floater to call the fire department in case of fire or danger of fire, explosion, toxic fumes, or other chemical release. This phone call will be made from Cinemark Tinseltown.
 - c. The designated person in charge will allow a guardian/designated emergency contact will be allowed to pick up once showing an ID and the teacher marks the child off her list of attendance.
- 4) **The staff will evacuate with the following essential documentation: Parent Sign In sheet, Computer Sign In sheet, Registration Forms, Food Allergy Emergency Plans, emergency bag of snacks, gloves, cups, napkins and drink.**

5) Emergency Lock Down - Intruder in the Building

- a. If there is an intruder in the building, a called out employee is to use the emergency phone in the alternate location of the facility to the emergency phone numbers. Employees are to have each class go to their designated locked areas in the facility.
- b. Infants, toddlers and pre-school will go to the girl's bathroom and the pre-k and schoolers will go to the boy's bathroom.

Parent/Guardian Signature

Date

Child Abuse and Neglect

Initials _____

S.S. Noah Childcare is required by Texas State Law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect.

S.S. Noah Childcare works with GRACE to help at-risk children and young adults who have been abused, neglected or are homeless. They serve ages newborn to 21 years of age through three primary programs – Emergency Shelter in Grapevine, Outpatient Counseling Services for individuals and families, and Transitional Living Program in Grapevine.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are; leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. National Parent Hotline: 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The Statewide Abuse and Neglect phone number is 1-800-252-5400.

Parent/Guardian Signature

Date



S.S. Noah Childcare Center

Admission requirement: If your child is not currently enrolled in a school program, the following statement needs to be signed by a physician within 12 months of admission.

Child's Name: _____
Date of Birth: _____ Phone Number: _____

Parent Release

Parent's Name: _____
Parent's Signature: _____ Date: _____

Healthcare Professional's Statement

I have examined the above named child within the past year and find he/she is able to take part in the childcare program.

Healthcare Professional's Signature: _____
Date: _____