

Child Information

First Name: _____ M.I. _____ Last Name: _____
Name child prefers to be called: _____ DATE OF BIRTH: _____
Child lives with: _____ Both Mom & Dad _____ Mom _____ Dad _____ Grandparent _____ Other _____
Gender: Male Female Child's S.S. #: _____

Parent/Guardian Information **Mother/Guardian** Custodial Parent (If married, mark both parents)

First Name: _____ M.I. _____ Last Name: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Occupation: _____ Employed By: _____
Work Address: _____ Work Hours: _____
Mother's SS#: _____ Driver's License #: _____
Email: _____ Work Phone: _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Parent/Guardian Information **Father/Guardian** Custodial Parent (If married, mark both parents)

First Name: _____ M.I. _____ Last Name: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Occupation: _____ Employed By: _____
Work Address: _____ Work Hours: _____
Father's SS#: _____ Driver's License #: _____
Email: _____ Work Phone: _____
Marital Status: Married Single Divorced Separated Widowed Other _____

Emergency Contacts & Authorized Pickup Persons:

1st Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

2nd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

3rd Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

4th Contact/Pick Up Name: _____ Phone: _____

Relationship to the Child: _____

Contact's Address _____

D.L.# _____

Able to pick up all children in the family

Not able to pick up the following children: _____

Tuition / Payment Information: Please outline below who will be responsible for payment of tuition and fees.

_____ will pay our tuition on a Weekly Bi-Weekly Monthly
Name

Tuition will be paid by the following payment method: Bank Draft Card Draft Check Cash Credit/Debit Card

I understand that tuition is due by **Wednesday** of each week and failure to keep my account current could result in termination of care for my child/children. If paying on any schedule other than a weekly basis, tuition must be paid in advance.

_____ CCMS will cover a portion of our tuition. I understand my portion is due to the childcare by the 1st day of each month per the CCMS contract, and childcare facility policies. Failure to pay by the 1st of each month will result in termination of care.

Parent's Signature: _____ Date: _____

Payment Agreement Form

I, _____ understand it is required to keep a current credit/debit card on file with All About Kids in the event of past due tuition or separation of services. By signing below, I authorize All About Kids to draft my card or account for my child's tuition. I also understand there is a 2.75% convenience fee for all card charges. There is no fee for Bank drafts.

_____ I Do (or) _____ I Do NOT elect to have my tuition auto drafted weekly.

Children Enrolled _____

Credit/Debit Card Processing

Name on Card _____

Card Number _____

Expiration Date _____

CVV Code _____

Day to Process (circle) M T W TH F

Amount to Process _____

Bank Account Processing

Name on Account _____

Type of Account _____ Checking or _____ Savings

Account Number _____

Routing Number _____

Bank Name _____

Day to Process (circle) M T W TH F

Amount to Process _____

Signature _____ Date _____

All About Kids Learning Center Parent Orientation

Name of child/children: _____

Name of parent/guardian: _____

I have received information on the following:

- Introduction to the staff
- Parent Visit with the classroom caregiver
- Overview of the parent handbook
- Policy for arrival and late arrival
- An explanation of the Texas Rising Star Program
- Encouragement to share elements of my CCS enrollment so the provider may assist, if applicable
- Family Support Resources and activities in the community
- Child development and developmental milestones
- Expectations of families
- The significance of consistent arrival time, including before the education portion of school begins, impact of disrupting other children's learning, the importance of consistent routines in preparing children for the transition into Kindergarten
- Statement about limiting technology use on site to improve communication between staff, children and families
- Statement reflecting the role and influence of families

I acknowledge receipt of the above information

Parent Signature _____ Date _____

Director Signature _____ Date _____

Parent Signature Page

I acknowledge that I have received, read and understood the following All About Kids Learning Center policies:

- 1) Operational Policy
 - a) Parent Orientation Handbook
 - b) Biting Policy
 - c) Discipline and Guidance Policy
 - d) Texas Rising Star Guidelines
 - e) Unacceptable Behavior Policy
- 2) Ointments, Creams, and Lotions form
- 3) Photo Authorization Form
- 4) WIC/Food Program Information and Form
- 5) TRS Parent Orientation Information

I have been given a tour of the facility as part of the parent orientation and wish to enroll my child.

Parent Signature _____ Date _____

Director Signature _____ Date _____

Photo Authorization Form

I understand All About Kids Learning Center staff will take my child’s photo for the purpose of crafts and classroom activities. My child’s image will appear on Procure Connect App which is a closed application only available to parents/guardians of children currently enrolled at All About Kids Learning Center.

App Use:

_____ I grant All About Kids Learning Center permission to use my child’s photo on the ProCare Connect Parent Engagement App.

_____ I DO NOT grant All About Kids Learning Center permission to use my child’s photo on the Parent Engagement app.

Child’s Name _____

Parent’s or Legal Guardians Signature _____

Date _____

Ointments & Creams Authorization

Child's Name _____

I grant permission to All About Kids Learning Center Staff to apply any of the following creams, ointments, sprays, etc. to my child.

Please check all that apply and specify if there is a special type or allergy to certain types.

	<u>Brand Name</u>	<u>Allergy/Sensitivity</u>
<input type="checkbox"/> Diaper Rash Cream	_____	_____
<input type="checkbox"/> Orajel	_____	_____
<input type="checkbox"/> Sunscreen	_____	_____
<input type="checkbox"/> Insect Repellent	_____	_____
<input type="checkbox"/> Lotions	_____	_____
<input type="checkbox"/> Creams	_____	_____
<input type="checkbox"/> Baby Wipes	_____	_____
<input type="checkbox"/> Other	_____	_____

Parent Signature _____ Date _____



CACFP Food Program Enrollment Form

Center Name: All About Kids Weatherford

Phone Number: (817) 594-1330


Child 1	1 – Child's Name:	
	2 – Date of Birth:	
	3 – Enrollment Date:	
	4 – Days in Care: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
	5 – Start Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	6 – End Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	7 – Meals Served to Child While in Care: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> EV Snack	
	8A – Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	8B – Race <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> African American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Asian
<i>(For Office Use Only)</i> Withdrawal Date:		

Child 2	1 – Child's Name:	
	2 – Date of Birth:	
	3 – Enrollment Date:	
	4 – Days in Care: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
	5 – Start Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	6 – End Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	7 – Meals Served to Child While in Care: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> EV Snack	
	8A – Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	8B – Race <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> African American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Asian
<i>(For Office Use Only)</i> Withdrawal Date:		

Child 3	1 – Child's Name:	
	2 – Date of Birth:	
	3 – Enrollment Date:	
	4 – Days in Care: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
	5 – Start Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	6 – End Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	7 – Meals Served to Child While in Care: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> EV Snack	
	8A – Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	8B – Race <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> African American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Asian
<i>(For Office Use Only)</i> Withdrawal Date:		

Child 4	1 – Child's Name:	
	2 – Date of Birth:	
	3 – Enrollment Date:	
	4 – Days in Care: <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THUR <input type="checkbox"/> FRI <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
	5 – Start Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	6 – End Time in Care: <input type="checkbox"/> AM <input type="checkbox"/> PM	
	7 – Meals Served to Child While in Care: <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> EV Snack	
	8A – Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	8B – Race <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> African American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Asian
<i>(For Office Use Only)</i> Withdrawal Date:		

By signing this form, I acknowledge that I have received the enrollment and income form for the CACFP, as well all supplemental information, including Form 1625A, Letter to Households, Building for the Future and WIC flyers.

 <p>Did you complete all 8 required fields for each child enrolled?</p>	9 – Signature – Parent or Guardian	10 – Date of Signature
	Parent/Guardian Email Address	Parent/Guardian Phone No.

This center's CACFP is operated in accordance with the USDA's policies and does not permit discrimination on the basis of color, sex, disability, national origin, age, religion, or political beliefs. Complaints regarding discrimination should be forwarded to the following parties: (1) TDA, Civil Rights Dept, Austin, TX 78714 or (2) USDA, Office of Civil Rights, Washington, DC 20250- 9410.



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members				
Name of Enrolled Child(ren): _____				
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT) * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.			CHECK IF NO INCOME
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
	<input type="checkbox"/>			<input type="checkbox"/>
Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. If no one receives these benefits, skip to part 3. NAME: _____ ELIGIBILITY NUMBER: _____				
Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed <i>List of Eligible Federal/State Funded Programs (H1660)</i> , provide the name of the program and eligibility number: NAME: _____ ELIGIBILITY NUMBER: _____ Check here if no eligibility number <input type="checkbox"/>				
Part 4. Total Household Gross Income—You must tell us how much and how often				
A. Name (List only household members with income) <i>(Example)</i> Jane Smith	B. Gross income and how often it was received Note: Self-employed report income after expenses in box 1			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	\$200/weekly	\$150/twice a month	\$100/monthly	\$200/bi-monthly
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign) An adult household member must sign this form. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.) <i>I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.</i>				
Sign here: _____		Print name: _____		
Date: _____				
Address: _____		Phone Number: _____		
City: _____		State: _____		Zip Code: _____
Last four digits of Social Security Number: * * * - * * - _____ <input type="checkbox"/> I do not have a Social Security Number				



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 6. Participant's ethnic and racial identities (optional)	
Mark one ethnic identity:	Mark one or more racial identities:
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> American Indian or Alaska Native
	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
Part 7. Sharing Information With Other Programs: OPTIONAL	
The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.	
<input type="checkbox"/> I do elect to allow my household information to be disclosed.	
<input type="checkbox"/> I do not elect to allow my household information to be disclosed.	
Don't fill out this part. This is for official use only.	
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12	
Total Income: _____ Per: <input type="checkbox"/> Week, <input type="checkbox"/> Every 2 Weeks, <input type="checkbox"/> Twice A Month, <input type="checkbox"/> Month, <input type="checkbox"/> Year Household size: _____	
Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Tier I ___ Tier II ___	
Reason: _____	
Determining Official's Signature: _____ Date: _____	
Confirming Official's Signature: _____ Date: _____	
Follow-up Official's Signature: _____ Date: _____	
Privacy Act Statement:	
The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) eligibility number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.	
Non-discrimination Statement:	
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.	
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.	
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf , from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:	
(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or	
(2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: program.intake@usda.gov .	
This institution is an equal opportunity provider.	

Estimado Padre/Tutor:

Esta carta está dirigida a todos los padres o tutores de niños que están inscritos en centros de cuidado infantil. **[Nombre del Centro]** ofrece comidas saludables para todos los niños inscritos como parte de nuestra participación en el Programa de Atención Alimenticia para Niños y Adultos (CACFP, por sus siglas en inglés) del Departamento de Agricultura de Estados Unidos (USDA, por sus siglas en inglés).

El CACFP ofrece reembolsos por comidas y meriendas saludables que se les sirven a los niños inscritos en centros de cuidado de niños. Por favor, ayúdenos a cumplir con los requisitos del CACFP llenando el Formulario de Calificación por Ingresos para el Beneficio de Comidas que está adjunto a esta carta. Además, al llenar este formulario, podremos determinar si su hijo(s) califica para recibir comidas gratis o a un precio reducido.

1. ¿Debo llenar un Formulario de Calificación para el Beneficio de Comidas por cada hijo que esté en un centro de cuidado diario? Podría ser que tenga que completar y presentar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP para todos los niños de su hogar que están inscritos para recibir cuidado diario, pero sólo si están inscritos en el mismo centro. No podemos aprobar un formulario que no esté completo, por eso, debe asegurarse de leer las instrucciones con cuidado y llenar toda la información que se solicita. **Devuelva el formulario ya llenado a:** [nombre del centro, dirección, número de teléfono].

2. ¿Quién puede recibir comidas gratis sin tener que entregar información sobre ingresos? Pueden recibir comidas gratis los niños en hogares inscritos en el Programa de Asistencia de Nutrición Suplementaria (SNAP) (anteriormente "Estampillas para comida"), Asistencia Temporal para Familias Necesitadas (TANF), o el Programa de Distribución de Alimentos en Reservas Indígenas (FDPPIR). Los niños en familias de crianza (consulte la pregunta N° 8 si desea más información sobre niños de crianza) y los niños inscritos en el Programa "Head Start" (HSP), el Programa "Early Head Start" (EHSP), o el Programa Even Start ESP) y que aún no han comenzado el jardín infantil, también califican para recibir comidas gratis. Los hogares que tienen niños inscritos en un HSP, EHSP, o ESP, pueden entregar una carta de certificación del programa de que el niño está inscrito, y así no necesitan llenar un Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.

3. ¿Quién puede recibir comidas a precios reducidos? Los niños pueden recibir comidas a precios reducidos si los ingresos de su hogar están dentro de los límites de precios reducidos de la Tabla de Ingresos que se envió junto con esta solicitud. Los niños en hogares que participan en WIC podrían calificar para recibir comidas a precio reducido.

4. ¿Puedo llenar el formulario si en mi hogar hay una persona que no es ciudadano estadounidense? Sí. Ni usted ni sus hijos tienen que ser ciudadanos estadounidenses para calificar para el beneficio de comidas del centro.

5. ¿A quiénes debería incluir como miembros de mi hogar? Debe incluir a todos los miembros de su hogar (es decir, los abuelos, otros parientes, o amigos que viven con usted) que comparten los ingresos y los gastos. Debe incluirse usted mismo y a todos los niños que viven con usted. También puede incluir a los niños de crianza que viven con usted.

6. ¿Cómo entrego la información sobre mis ingresos y notifico los cambios en mi situación laboral? Su informe de ingresos debe presentar los ingresos brutos recibidos el último mes por cada miembro del hogar indicando la fuente. Si su informe de ingresos del último mes no refleja con exactitud su situación, puede presentar una proyección de sus ingresos mensuales. Si no ha tenido cambios importantes, puede usar los ingresos del mes pasado como base para preparar esa proyección. Si los ingresos de su hogar son iguales o inferiores a los montos indicados para el tamaño de su hogar en la Tabla de Ingresos adjunta, el centro recibirá un mayor nivel de reembolsos. Una vez que tenga la aprobación para recibir beneficios gratis o a precios reducidos, ya sea mediante ingresos o presentando un número de caso vigente del SNAP, TANF, o FDPPIR, usted seguirá calificando para recibir esos beneficios por 12 meses. Sin embargo, deberá notificarnos si usted o alguien de su hogar queda desempleado y la pérdida de ingresos hace que los ingresos de su hogar queden dentro de los parámetros para calificar.

7. ¿Qué puedo hacer si mis ingresos no siempre son iguales? Indique el monto que percibe normalmente. Por ejemplo, si sus ingresos mensuales generalmente son de \$1000, pero en el último mes no trabajó tanto y sólo recibió \$900, indique que recibe \$1000 mensuales. Si generalmente trabaja horas extras, debe incluir eso también, pero no lo incluya si es solamente a veces.

8. ¿Qué hago si tengo niños de crianza? Los niños de crianza que están bajo la responsabilidad legal de una agencia o un tribunal de crianza califican para recibir comidas gratis. Cualquier niño de crianza del hogar califica para recibir comidas gratis independientemente de los ingresos del hogar. Los hogares pueden incluir a niños de crianza en el Formulario de Beneficios de Comidas, pero no están obligados a incluir los pagos recibidos para el niño de crianza como ingresos. Los hogares que deseen solicitar esos beneficios para los niños de crianza pueden entregar al cuidador del niño el Formulario 2085FC *Autorización de Colocación en Crianza / Cuidado Residencial* del Departamento de Servicios para la Familia y de Protección de Texas, y así no tendrán que llenar el Formulario de Calificación por Ingresos para el Beneficio de Comidas del CACFP.

9. Pertenece al ejército, ¿debemos incluir nuestras pensiones de vivienda y suplementaria como ingresos? Si su vivienda forma parte de la Iniciativa de Privatización de Viviendas del Ejército, y además recibe Un Beneficio Suplementario de Subsistencia Familiar, no incluya esas pensiones como ingresos. Además, con relación a miembros del ejército en zonas de combate, sólo se contará como ingresos del hogar la parte de los ingresos del miembro del ejército que hayan sido designados por él o a nombre suyo para que vayan al hogar. Los sueldos por combate, incluyendo el Pago de Incentivos de Extensión de Servicio (DEIP) también quedan excluidos y no se contarán como ingresos del hogar. Todas las demás pensiones se deben incluir en sus ingresos brutos.

10. (Únicamente para el programa de precios) ¿Se verificará la información que yo presente? Quizás. Quizás le pidamos que envíe prueba escrita para verificar la información que presentó en el formulario. **¿Qué pasa si no estoy de acuerdo con la decisión que se tome sobre la información que yo coloque en este formulario?** Puede comunicarse con [ingrese el nombre de la persona que está a cargo de manejar las quejas/desacuerdos], ya sea en persona o mediante el siguiente número de teléfono: [ingrese el número de teléfono del empleado ya mencionado]. Puede solicitar una audiencia llamando o escribiendo a: [nombre, dirección, número de teléfono].

En el manejo de los programas de alimentación infantil, no se discriminará a personas según su raza, color de la piel, nacionalidad de origen, género, edad, o discapacidad.

Si tiene alguna otra pregunta, o necesita ayuda, llame al [número de teléfono].

Form H1625-A
March 2024

Ingresos máximos para determinar la elegibilidad para beneficios gratuitos o a precio reducido 1 de julio de 2024 - 30 de junio de 2025

Los niños de hogares con ingresos iguales o menores a los niveles que se muestran a continuación, o que reciben Asistencia Temporal para Familias Necesitadas (TANF), ayuda del Programa Suplementario de Asistencia Nutricional (SNAP), o del Programa de Distribución de Alimentos en Reservas Indígenas (FDPPIR) califican para recibir comidas gratuitas o a precio reducido.

Las personas que participan en programas de Cuidado Diario para Adultos cuyos ingresos familiares son iguales o por debajo de los niveles que se muestran a continuación, o que reciben Medicaid, Seguridad de Ingreso Suplementario (SSI), TANF, o beneficios de SNAP o FDPPIR califican para recibir comidas gratuitas o a precio reducido.

Income Eligibility Guidelines for Determining Free or Reduced-Price Benefits July 1, 2024 – June 30, 2025

Children from households whose incomes are at or below the levels shown below, or who receive Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits, are eligible for free or reduced-price meals.

Adult Day Care participants whose household incomes are at or below the levels shown below, or who receive Medicaid, Supplemental Security Income (SSI), or SNAP benefits, are eligible for free or reduced-price meals.

FAMILY SIZE	ANNUAL	MONTHLY	TWICE MONTHLY	BI-WEEKLY	WEEKLY
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional family member add:	\$9,953	+\$830	+\$415	+\$363	+\$192

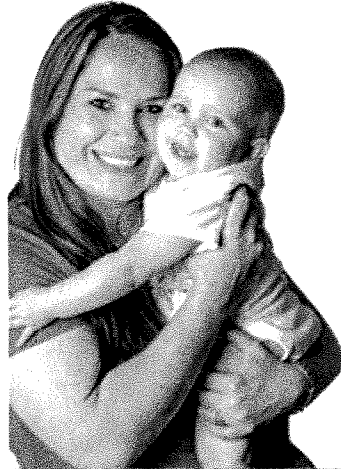
Texas Department of Agriculture

Join Texas WIC

We're here for you

"Thanks to WIC,
I now have the tools
I need to make
sure my family
stays on the path to
a healthy lifestyle."

—Roxie, WIC Client



As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

Texas WIC Income Guidelines

Number of people in the home*	Monthly Income	Annual Income
2	\$ 3,152	\$ 37,814
3	\$ 3,981	\$ 47,767
4	\$ 4,810	\$ 57,720
5	\$ 5,640	\$ 67,673
6	\$ 6,469	\$ 77,626

Effective April 1, 2024

* A pregnant woman's household can be increased by the number of infants she is expecting. For more than 6 household members, call your local WIC office.
** Income can also be determined on a weekly or biweekly basis.

Start now. Call 1-800-942-3678 or visit TexasWIC.org



This institution is an equal opportunity provider.

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Building for the Future

This child care receives Federal cash assistance to serve healthy meals to your children.
Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.

Questions? Concerns?

Call USDA at 1-800-873-3253
Food and Nutrition Division 1-800-721-7274 (855-6132)

OR

Your child care at Coastal Child Nutrition Services

Contact Information: CACFP Sponsor
Address: 1607 S. Chestnut St. Suite M, Lumberton, TX 75901
Phone Number: (888) 837-5804
Email Address: ccns@mycacfp.com
Other Necessary Information: www.mycacfp.com

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Food and Nutrition Division
1201 West 17th Street, Austin, TX 78741
Tel: (512) 251-3601. E-mail: Sid.Miller@agg.texas.gov
This product is an equal opportunity provider.

Facebook, Instagram, YouTube icons.

All About Kids

Learning Center

1441 Fort Worth Highway, Weatherford, TX 76086 | (817) 594-1330 | Facility License #: 824063

Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.

Tell Me More About Procure's Parent App

Once you download the Procure app on your smartphone, we can update you on your child's daily activities, milestones and more. We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

The app also offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the center so we can better ensure the health and wellbeing of you, your children and our staff.

How do I get the app?

You'll get an email soon with all the instructions including a unique **4-digit pin** and information to download the mobile app via email. For additional security, you will be notified via email when your child is signed in and out of the center. **If you do not receive an email, please contact Christin at the main office (817) 594-1330.**

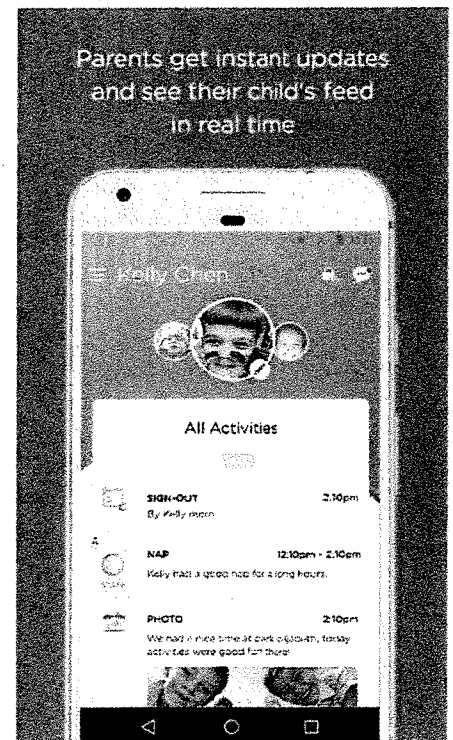
Portfolio

We can now create a portfolio containing pictures taken throughout the day. These pictures will be available for you to download, share, print or link to Facebook.

We think you'll really enjoy this new way for us to stay connected!

Sincerely,

All About Kids





Family Handbook

Our Motto

Helping your kids grow in the right direction!

Mission Statement

The mission of the All About Kids Learning Center, is to ensure a safe, elite education for your child; while building their self-esteem, respect, and inner talents. Therefore, our future leaders will hold a strong belief in God and his teaching and high moral standards.

Philosophy

Every child deserves to be valued, to be respected, and to be appreciated as an individual. Every child has basic needs that must be met for him/her to develop into a responsible, ethical, productive adult.

The early years are the most formative ones in a child's development and are a brief window of opportunity to provide a child with the foundation he/she will need to conquer later challenges.

We provide nurturing care for each child in a warm, supportive, secure environment.

We seek to express God's love for each child through our relationship with that child.

We strive to be supportive of our parent's effort to reinforce our strong family values that are taught in their own homes.

Educational Goals

Our goal is for each child to enjoy the school experience with us and to be excited about learning. We encourage each child's natural curiosity to begin him/her on the path of enjoying and appreciating the chance to learn throughout their life. We utilize a proven, research-based curriculum called Pinnacle Curriculum. It has been developed for use from infants to school aged students. The Pinnacle System nurtures the whole child in all areas of development: social-emotional, physical, language and cognitive.

The goal of our program is to prepare young children for kindergarten and to teach them to be self-sufficient. Each day, your child will sing songs, create art, investigate STEM projects, play math and literacy games, read books, and build friendships. We utilize

Progress Reports with assessments being completed in the Fall and the Spring. These reports demonstrate the progress that each child has made.

Texas Rising Star Quality Certification (TRS)

Our center has received accreditation through the Texas Rising Star Quality Certification Program. TRS is a quality rating and improvement system for Texas early childhood programs. Obtaining this certification demonstrates that our program goes above and beyond the Minimum Standards required by Licensing and indicates that we are a high-quality program.

Hours of Operation

All About Kids is open five days a week, Monday through Friday, year-round, 6:00am to 6:00pm, except for designated holidays. All About Kids will be closed 15 holidays per year:

1. New Years Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Columbus Day
7. Thanksgiving Day
8. Day After Thanksgiving
9. Week of Christmas (5 days)
10. New Year's Eve
11. Teacher In-Service TBD Annually
12. Teacher In-Service TBD Annually

No refunds or prorating will be given for holiday weeks. We will normally observe these holidays on the day the government sets for observance. As a rule, if the holiday falls on Saturday, we will be closed on Friday. If the holiday falls on Sunday, we will be closed on Monday. Notices of closures will be posted in advance.

Children must be dropped off by 9:00am each day, to minimize disruption to the learning environment. Please notify us in advance if your child has a doctor's appointment and will be arriving late. A doctor's note is required to drop off your child after 9:00am. If a child is dropped off between 11:00 and 12:00, please make sure they have eaten lunch before arriving at the center. To prevent disturbance during naptime, children will not be accepted between 12:00 and 2:30, even with a doctor's note. We ask to be notified when children will be absent by 9:00 am the day of the absence. Children must be picked up by 6:00pm daily. If a child is picked up after 6:00pm there will be a \$1/minute late fee charge for each child that must be paid before drop-off the following day. If late pick-ups become consistent, care will be terminated after 3 occurrences.

Release of Children

Upon arrival, please check your child in and out at the front desk, then a team member will escort your child to and from their classroom. Authorization from a parent/guardian

is needed for those individuals who will be permitted to pick up your child. The names of these individuals should be provided to us at the time of enrollment. Under no circumstances will an adult be permitted to pick up a child without authorization. In an emergency, you may call the center and give authorization over the phone accompanied by an email. All authorized individuals should be prepared to show photo identification at pick up. Please accompany your child until a team member arrives. We ask that you please turn our car off, lock the doors and hide any valuables. We appreciate your cooperation in this matter. Your child's safety and the safety of others is very important to us.

Parental Separation Procedures

If parents become legally separated while they have a child enrolled with us, please provide the director with copies of the court documents. We will not make changes to enrollment forms, including permission to pick up, without court documents.

Illness & Injury

- In the event that your child is ill and will be absent, a courtesy call is appreciated.
- In the event that your child becomes ill during the day, the parent will be contacted to come pick up the child. Absences will not be discounted.
- A child will not be admitted if one or more of the following exists:
 - 1) The illness prevents the child from participating comfortably in child 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 healthcare professional indicates that you can include the child in the child-care activities:
 1. Tympanic (ear) or forehead temperature of 100 degrees or greater (Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications. For example, if your child goes home on Monday with a fever, they may come back to the Center on Wednesday, if their temperature was normal on Tuesday);
 2. Uncontrolled diarrhea (Children may return when normal function returns);
 3. One or more vomiting episodes in 24 hours (Children may return when symptom free for 24 hours);
 4. Persistent hacking or congested cough with sore throat (Children may return with doctor's written permission);
 5. Green nasal discharge, which indicates a respiratory infection which requires treatment (Children may return with doctor's written permission);
 6. Conjunctivitis, or pink eye (Because it is highly contagious, children may return with doctor's written permission);
 7. Difficulty in breathing to the point where child is very uncomfortable or unable to sleep normally;
 8. Persistent pain in abdomen;
 9. Swelling, redness, or throbbing in an injured part of the body;

10. Undiagnosed rash or blisters on parts of the body;
11. Behavior changes, or other signs that the child may be severely ill;
12. If a child has head lice including eggs/nits. Child may return after hair has been treated and is free of live bugs.

- 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.
- If your child is allergic to any food and/or requires a special diet, please provide a doctor's or health-care professional's letter along with a signed safety plan from a health care professional.
- Covid-19: If a child tests positive for COVID-19 they may return on the 4th day symptom free or on the 6th day once the child has been fever free 24 hours.

Medications

Prescription medication can be dispensed IF it is prescribed to be given three times a day or more. The following must be provided:

- A parent's signed authorization form that includes time to administer the medication, according to label direction.
- Medication is in its original container and is labeled with the child's full name and the date brought to the center.
- Medication and prescription are not expired.
- All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction.

Over-the-counter medication cannot be dispensed unless it is prescribed by a physician and accompanied by the physician's written prescription. Only the director or person in charge may administer the medication. Prescribed rescue medication will be kept on site as needed.

Medical Emergencies

If your child is seriously injured, CPR and/or the appropriate First Aid will be administered until help arrives. 911 will be contacted immediately for assistance. Parents will be contacted as soon as possible. Information given in your enrollment packet will be used at this time. Please remember to keep your child's records updated. All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction.

Parental Notifications

Parents will be notified in person, by phone, through the ProCare Connect app, in writing, and/or through the use of bulletin boards and parent notification boards:

- If the child is injured and the injury requires medical attention;
- If the child has signs or symptoms requiring exclusion from care;
- If the child has been involved in any situation that placed the child at risk;
- If any situation renders the center unsafe;

- If a less serious injury or incident takes place, the parents will be notified at the time of pick up
- Policies will be reviewed annually and updated if necessary.
- If there is a change in the staff working with your child on an everyday basis.
- If there is an outbreak of any communicable disease.

Daily or weekly reports (depending on the child's age) will be sent home with details about the child's activities and accomplishments. A newsletter and calendar is available to parents at the beginning of each month, listing the month's activities, including holiday celebrations. Other important information is on the app or sent home with the child.

Inclement Weather Policy

Our center follows the Weatherford Independent School District for our Weatherford location and Mineral Wells ISD for our Mineral Wells location when it comes to school delays or closings. If the ISD is closed due to inclement weather, the center will be as well. Please watch the local news for updates.

Discipline & Guidance Practices

Redirection and verbal communication are used as a method of discipline. Your child will be treated with courtesy and respect. In the event your child's behavior endangers others, he/she will be separated from the rest of the group for a sensible period. If a child continues to have difficulty in a particular situation, the child may be removed to a "safe place" or "thinking chair", where they will have the opportunity to regain control of their emotions and calmly resolve the situation before they return to the group. If your child's behavior becomes seriously disturbing, you will be notified.

Parents are provided with a copy of the Discipline and Guidance Policy upon enrollment, as well as the Unacceptable Behavior Policy.

Unacceptable Physical Behavior/Separation Policy

We strive to redirect unacceptable behavior whenever possible; however, sometimes we need the help of the parents. The purpose of this form is to protect the rights of the teachers and staff of our center and those rights of other children who sometimes become victims of an aggressive child.

If a child deliberately inflicts physical harm to another child or to a staff member, or disrupts the learning environment, all actions will be documented on a Discipline & Guidance Log and the following procedures will occur:

1st Offense

Parents notified in writing of the specific incident at the end of the day.

2nd Offense

Parents called and notified in writing of the specific incident at the end of the day.

3rd Offense

Parents called and child must be removed from the facility as soon as possible. The child will have a one-day suspension. Outside help is strongly recommended at this point.

4th Offense

Parents called and child must be removed from facility as soon as possible. The child will have a two-day suspension. Parents, child and involved staff will have a meeting before the child returns. We reserve the right to ask that alternate arrangements be made for the care of your child without a refund of tuition.

Uncontrollable Behavior Policy

If a child requires one-on-one teacher/staff supervision for an excessive amount of time because behavior prohibits him or her from being in a group setting, the parents will be called, and the child must be removed from the facility as soon as possible. The 2nd offense will result in a one-day suspension. After the 3rd offense, we reserve the right to ask that alternate arrangements be made for the care of your child without refund of up to two weeks tuition. Teachers will always treat all students in an equitable manner. The teacher will keep documentation of a student's behavior issues and all resolution attempts. If behavior such as hitting, biting, yelling and destruction of property continues to be disruptive or unsafe for all students, a period of separation from the class may be needed for a brief period. This will give that student an opportunity to calm down and talk with the teacher or director about their behavior. At this point, the parent will be notified in writing and verbally. Continued behavioral issues resulting in separation will then require a conference with the parent to discuss cooperative actions to facilitate a positive change.

Unfortunately, if behavior continues to be problematic and significantly impairs the learning experience for the other students, we reserve the right to ask that alternate arrangements be made for the care of your child without a refund.

Suspension & Expulsion

In rare cases, a child may be suspended or expelled because of unacceptable behavior that poses a risk to the child, other children in our care, or the staff. The steps of the Unacceptable Behavior Policy will be followed, and suspension or expulsion will only be used as a last resort.

Safe Infant Sleeping Practices

Safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants are utilized to reduce the risk of sudden infant death syndrome in children under the age of one year. The staff members in our center follow these guidelines:

- Infants are always placed on their backs for sleeping unless the parent provides an Infant Sleep Exception form signed by a health care professional.
- Infants are placed on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size and non-full-size cribs.
- For infants who are younger than 12 months of age, cribs are bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed include: soft objects; bumper pads; liners; or sleep position devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Wedges and infant positioners may increase the risk of suffocation and therefore are prohibited.

- Sleeping areas are well-ventilated and at a temperature that is comfortable for a lightly clothed adult.
- Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are encouraged as an alternative to blankets.
- Only one infant will be placed in a crib to sleep.
- Infants may use a pacifier during sleep, but the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a strangulation risk.
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat) the infant will be moved to a crib immediately, unless the parent provides an Infant Sleep Exception form signed by a healthcare professional.
- Our childcare program is smoke-free.
- Caregivers actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, the infant will be placed on their back to sleep and allowed to assume a preferred sleep position.
- Additionally, babies who are awake have supervised daily "tummy time" to help them strengthen muscles and develop normally.
- Infants will not be swaddled for sleep or rest unless the parent provides an Infant Sleep Exception form signed by a healthcare professional.

Meals & Snacks

Each day, a nutritious breakfast is served from 7:15 – 8:30 a.m. A well-balanced meal is prepared daily at lunch for your children and served from 11:00-12:30pm. An afternoon snack is also provided to all children and served from 2:30-4:00pm. Healthy snacks are served to school age children as they arrive each afternoon. All our meals are prepared at the center, and we participate in the Child and Adult Care Food Program, which ensures that we meet nutritional requirements for all meals served. Prepared food that is brought into the program to be shared among children is commercially prepared or prepared in a kitchen that is inspected by local health officials.

A rotating two-week menu is posted with all meals for the week. Children will be encouraged, but not forced, to eat. Food is never withheld as a means of discipline or used to reward good behavior. Any eating problems will be discussed with the parents. For the safety of the children, liquids, and food hotter than 110 degrees F are kept out of reach of children. Additionally, food allergy lists are maintained for each classroom. ALL Staff are educated on food allergies and take precautions to ensure that children are protected. Our center is PEANUT-FREE and all food items containing peanuts are prohibited. Outside food that is brought in for special occasions such as birthdays or class parties must be purchased from a facility that is inspected by the health department and have an ingredient label. All About Kids does not provide any unassigned epinephrine auto-injectors to use when a child has an emergency anaphylaxis reaction. Outside food is permitted for medical issues, religious preferences, and food preferences. To ensure the safety of food brought from home:

- Lunches and meals brought from home must be dated and have the child's name written on it.

- Food may be kept in the kitchen. Lunches will be refrigerated and heated if needed to maintain appropriate temperatures.
- Families should provide a beverage and a lunch that follows the USDA requirements for nutrition.
- Food may be offered by the preschool staff to supplement a lunch that does not meet these requirements. Choose MyPlate illustrates the five food groups using a colorful place setting. Go to choosemyplate.gov for practical information and tips to help build healthier diets.
- Milk, fresh fruit, and vegetables will be made available for any child bringing lunch from home.

A copy of the current dated Menu will be posted in the front desk area for your viewing. All About Kids has strategies in place to educate children and their parents on nutrition. We provide sample menus of healthy lunches for parents whose children bring food from home. Parents are encouraged to provide meals with adequate nutritional value. For information on child nutrition, please visit www.fns.usda.gov.

Immunization Requirements

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health and Human Services. This requirement applies to all children in care from birth to 12 years of age. All immunizations required for the child's age must be completed by the date of admission. TB testing requirements vary from county to county. Parker/Palo Pinto Counties do not require TB testing for children.

Vaccine-Preventable Disease Policy

The Center for Disease Control (CDC) recommends that adults receive the following immunizations: Influenza (Flu), HepA (Hepatitis), and Pertussis (Whooping Cough). Employees are strongly encouraged to obtain these immunizations but are not required to do so. To protect the children in our care from exposure to disease, caregivers are required to use gloves when changing diapers, administering first aid, and serving food. Caregivers who are showing signs of illness are not allowed to care for children.

Hearing & Vision Requirements

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are enrolled in a child-care center that are first time enrollees who are four years of age or older and for all children enrolled in programs who are four years of age by September 1 of each year. These screenings must be completed within 120 calendar days from enrollment. A present screening that has been conducted within one year prior to enrollment is acceptable. The center must be provided with the individual vision or hearing screening or must provide the center with a signed statement from the parent that the screening records are on file at the school the child currently attends. The statement must be dated and include the name, address, and telephone number of the other program or school.

Enrollment Procedures & Tuition Agreement

Each enrollment form must be filled out completely and returned to the office before any child is permitted to attend daycare. These forms include enrollment agreement, admission information, statement of health, immunization records, Child and Adult Care Food Program forms, and discipline and guidance policy, and tuition agreement. Registration fees are due at time of enrollment. Tuition is due on Monday weekly for the current week. We require a credit or debit card on file for each family. Parents have the option to have their tuition auto drafted weekly or can pay by cash or check at the front office. If your account is not paid by end of business on Friday, your card on file will be drafted first thing the following Monday morning. If you chose to withdraw your child from our care, you have two weeks from the last day in care to take care of all past due balances. After the 14th day we will draft the card on file for the remanding balance. Parents will be provided with a copy of the Operational Policies at the time of enrollment. Parents must sign that they have read and understand all policies. If any policies or procedures are changed, the parents and guardians will be provided with a written notice of this change and will be asked to sign another statement that they have read and understand the changes that have been made. Changes will also be posted on the parent information board.

Updates to Child Information Forms

For the safety of your child, please ensure that we have current contact information for parents/guardians and emergency contacts. Information may be updated by requesting your child's file and updating enrollment forms, emailing updated information, or calling the center. If staff is not available, forms and envelopes are available at the front desk and may be left on the counter. All children's files will be required for update annually. If All About Kids Learning Center is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

Transportation

During the school year, we provide pick-up for school-aged children to and from nearby schools. Upon arrival at the center, a snack is provided. This is followed by a variety of activities including group and individual games, arts, crafts, creative indoor and outdoor play, and movies.

Screen Time Policy

Screen time is limited learning videos that go along with the weekly theme or bible story videos to go with the weekly bible theme. We do not exceed two hours per day of educational videos. In addition, we ask that children leave their electronic devices at home. This includes phone, tablets, gaming systems etc. All About Kids is not responsible for any lost, stolen, or damaged devices.

Physical Activities

Children spend time outside each day, weather permitting. Physical activities and outdoor play are essential to ensure both physical and mental health. When extreme weather conditions occur, children will rotate to different areas of the building to participate in an indoor physical activity which could include indoor games, movement, and dancing. Morning and afternoon playground time are part of the daily schedule. Children will spend

at least 90 minutes per day enjoying the outdoors. The activities children will participate in outdoors will include free play on the playground, outdoor group games, sports games, team building games. We offer designated playgrounds for each age group as well as a concrete covered patio for outdoor activities. We recommend children wear appropriate clothing and footwear for the outdoor activities each day. If the heat index is greater than outdoor shade play will be limited to 10 minutes. If the wind chill is between 45 and 50 thereby be 5 minutes of outdoor play. There will be no outdoor play during rain, sleet, snow, mist, etc.

Clothing Guidelines

Children should come to the center each day dressed in weather-appropriate clothing that they can move in freely. Every child that is over 12 months old must wear shoes. Please bring extra clothing in case of restroom accidents or spills.

Water Activities

During the summer months, children will take part in water activities. These water activities will include sprinkler play. No child will use the sprinkler equipment on or near slippery surface. All children will be supervised during water play. If you do not wish for your child to take part in water activities, please specify this on your admission information form.

Field Trips

Field trips will be taken during the school year with children aged three and over. We will visit places like the zoo, library, museums, picnics in the park, and other places of interest. Field trip notices will be posted at least 48 hours in advance. There will be a charge for field trips to cover the cost of activity and transportation. Permission slips will be required for children who attend field trips.

Animals

Family pets may not be brought into the center at any time. On occasion, an animal may be brought in as part of a learning activity. Parents will be notified in writing in advance and only children with a permission slip signed by a parent will be allowed contact with the animal. Any animals brought in must have current vaccinations and must have been examined by a local veterinarian to obtain a statement of health. Documentation will accompany the animal.

Insect Repellant & Sunscreen

Parents will provide insect repellant and sunscreen to be applied to their child before going outside each day. The products will be applied in accordance with label direction. An Ointments and Creams Authorization form must be completed and returned before these products may be applied. The products you provide will be labeled with your child's first and last name and will be used only on your child.

Questions & Answers

Parents are encouraged to approach the directors with any questions or concerns. Parents are welcome to make an appointment with a director to review and discuss facility policies and procedures, and/or schedule a parent-teacher conference. If the

director is available, you can attempt to speak with her any time you are at the facility. To schedule an appointment for a specific date and time, please contact the facility at (817) 594-1330 (Weatherford location) or (940) 325-7621 (Mineral Wells Location).

Parental Participation & Involvement

We encourage parental involvement. Parents are invited to attend holiday celebrations, including class parties and parades. If we are looking for volunteers for any special events, parents will receive a form to sign up to partake in that event.

- **No Cell Phone Zone** – Our center is a “No Cell Phone Zone” for parents. To allow staff to communicate with parents, we ask that you do not use your cell phone in the center, particularly when dropping off or picking up your child.
- **Parent/Teacher Conferences** – Conferences will be held twice yearly. Parent/teacher conferences allow teachers to share information about each child’s development, as well as provide an opportunity for parents to ask questions. A system is in place to share information with parents on an ongoing basis. Feedback from teacher observations and assessments is shared with parents and implemented in day-to-day educational activities focused on areas of need for each child.
- **Open Houses**- We will host an open house twice yearly for friends and family members to come visit the campus. We will allow guest to walk through classrooms, view children’s artwork and briefly talk with teachers about how their children are developing at this point in the year.
- **Annual Surveys** – Parent surveys will be sent to parents yearly. We ask that you take a moment to provide valuable and honest feedback about our program. Suggestions and evaluation results are integrated into the program operation when applicable.
- **Informal Assessments**- We use informal assessments to track developmental progress for each child using information collected to develop a plan to change focus for each child to the area of need and incorporate in daily instruction.

Family Support Resources

All About Kids supports families and children who may need additional accommodations, to include home language, special needs/differing abilities, and/or cultural backgrounds. Many family support resources are available in our area. The Child Find (a service for children with different learning needs), and Early Childhood Intervention (ECI) provide assistance with child-related issues. Please ask the director for information about these and other local resources. For job-loss, please call 211 for assistance.

Minimum Standards

You have the right to review a copy of the Minimum Standards for Licensed Child-Care Centers and the most recent inspection report. Please contact the director to review these documents. The Minimum Standards for Licensed Child-Care Centers can also be accessed online at:

www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf.

Contacting Local Family Protective Services Office

Local Department of Family and Protective Services (DFPS) office:

1501 Circle Drive, Fort Worth TX 76119

(817) 321-8604)

DFPS Website: www.txchildcaresearch.org

Child Abuse Hotline: 1-800-252-5400

Emergency Preparedness Plan

- The first responsibility of staff in an emergency evacuation or relocation is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, parents, and volunteers. Teachers will stay with their children and always keep class attendance rosters with them. Teachers are also responsible for bringing emergency contact notebooks and cell phones into the designated safe area or alternate shelter.
- Children and caregivers will be evacuated by foot to the back of the playground along the back fence line. In the case of fire or gas leak children will remain at the fence until they can return to their classrooms. In case of an emergency that requires evacuation of the center, the children will be relocated to the Victory Baptist Church, located at 1311 E Bankhead Drive, Weatherford, TX 76086. If unable to return to the center, parents will be notified to pick up their children. Children under the age of 24 months, who have limited mobility, or who otherwise may need assistance in an emergency, will be placed in an emergency evacuation crib, stroller, or wagon.
- In a sheltering/lock-down emergency, administrative staff will call 911. A code word has been developed and staff will be alerted using the code word. If the intruder is outside, teachers will keep children in their classroom. If the intruder is inside the building, teachers have been instructed to keep the children out of sight in designated areas of the building. An Intruder Drill has been set in place which we practice quarterly.
- An Emergency Evacuation Plan is posted in each classroom.
- The name and address of the alternate shelter is Victory Baptist Church located at 1311 E Bankhead Drive, Weatherford, TX 76086.
- Children in attendance at the time of the emergency will be accounted for at the designated safe area or alternate shelter by a name-to-face check. Teachers will carry their classroom clipboard, which includes the classroom sign-in/out attendance sheets, when evacuating.
- Emergency Phone Number – In the event of an emergency evacuation, the center's director will be available on her cell phone (Christin 817-597-0663) Parents may call the director's cell number for information.
- The director will communicate with local authorities, parents, and Childcare Licensing via her cell phone. Additionally, electronic messages will be sent to parents via ProCare Connect App.
- When evacuating, staff will carry Emergency Contact Binders. Each classroom has an emergency contact binder that includes page one of the admission

packets for each child in the class. This page includes parent and emergency contact telephone numbers.

- Authorization for emergency care is also included in the Emergency Contact Binders.
- The child tracking information will be carried by the teachers. The clipboards with the sign in/out sheets will be brought when evacuating. The ProCare Connect app can be accessed through cell phones and includes a list of children in care by classroom as well as contact information.
- Teachers will stay with their children. Staff will continue to care for children until each child has been released to their parent. Emergency bags are kept in each classroom and will be carried by the teachers when evacuating. Bags contain diapers (for age-appropriate classrooms), snacks, books, portable toys, and activities.
- Children will be reunified with their parents as the evacuation, relocation, or sheltering/lock-down is lifted. If an evacuation has occurred, parents will pick up their children at the back playground. If a relocation has occurred, parents will pick up their children at Bulverde Visitor's Center. If a lock-down has been lifted, parents will pick up their children from their classroom. Parents will be required to show identification to the teacher responsible for their child.

Special Care Needs and Accommodations

At All About Kids we understand that all children are different, and some children may need special accommodations. We allow therapist (i.e., speech, occupational, behavioral) to come into our building and provide services to children as needed. We do our best to provide a quiet space for these therapists and allow classroom observations. We always have multiple bilingual staff members on site to make day to day activities for ESL students. All About Kids does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children. All About Kids will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

Accommodations for Breast Feeding Mothers

Mothers have the right to breastfeed or provide breast milk for their infant while in care. Breast milk that is left at the center will be properly stored in a refrigerator. Breast milk containers must be labeled with the child's name as well as the date the breast milk was expressed. If mothers prefer to breastfeed an infant at the center, a comfortable chair will be provided for their use in the infant room. For parents in need of breastfeeding education and resources, they are available upon request. The WIC breastfeeding coordinator may be reached at 1-800-WIC-FOR-U.

Preventing & Responding to Abuse & Neglect of Children

The Federal Child Abuse Prevention and Treatment Act defines child abuse and neglect as, at minimum: any recent act or failure to act on the part of a parent or caregiver which results in death, serious physical or emotional harm, sexual abuse, or exploitation; or an act or failure to act which presents an imminent risk of serious harm.

- Caregivers are required to complete annual training regarding preventing and responding to abuse and neglect of children.
- Warning signs that a child may be a victim of abuse or neglect include extremes in behavior, lack of attachment to a parent or caregiver, frequent injuries or unexplained bruises, fear of going home, ill-fitting, or filthy clothing, consistently bad hygiene, trouble walking or sitting, display of knowledge or interest in sexual acts inappropriate to his or her age. For a complete list of warning signs, visit Helpguide.org.

Several statewide services and support programs are available, including: Texas Department of Family & Protective Services (www.dfps.state.tx.us); Prevent Child Abuse Texas (www.preventchildabusetexas.org); Children's Advocacy Centers of Texas (www.cactx.org); Court Appointed Special Advocates of Texas (www.texascasa.org).

- Parents of a child who is a victim of abuse or neglect should contact DFPS Child Protective Services Child Abuse Hotline at 1-800-252-5400.

Visitation & Observation

Our learning center has an "open door policy". Parents are welcome to visit and observe our group at any time. Observers are expected to respect the children and their schedule by not interrupting in their activities and lessons. If it is seen that the presence of any guest is causing a disruption to the class, you may be asked to leave. Please see Parent Orientation Information for time restraints regarding visits.

Gang-Free Zone

Our center is designated a gang-free zone. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of law and is therefore subject to increased penalty under state law.

Biting Policy

Biting is, unfortunately, not unexpected when toddlers are in group care. It is always upsetting when children are bitten while in our care and we recognize how upsetting it is for parents. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between 18 months and 2 ½ years of age. The safety of the children, while in our care, is our primary concern.

Toddlers bite for a variety of reasons and most are not related to behavior problems. Therefore, the focus is not on punishment for biting, but on effective techniques that address the reason for the biting. A child may be teething or overly tired and frustrated. He or she might be experimenting, trying to get the teachers' attention or the attention of his peers. Toddlers also have poor verbal skills and are impulsive without a lot of self-control. The children will be encouraged to "use their words" if they become angry or frustrated. Sometimes biting occurs for no apparent reason.

The following steps will be taken if biting occurs:

- The biting will be interrupted with a firm “Not nice. . . you don’t bite friends!”
- The biter will be removed from the situation.
- The child who was bitten will be comforted.
- The wound will be washed with soap and water and ice applied.
- The parents of both children will be notified of the biting incident and a written record will be kept (incident report).
- The names of the children involved will be kept confidential.

Our policy is as follows:

- If a child bites two times on any one day, the child will be sent home for the remainder of the day.
- If the biting continues and is severe, where we are sending the child home daily or is adding undue stress on the other children or the environment of the classroom, it may become necessary to terminate the childcare arrangement. This is not something that All About Kids likes to do and please know that this would be an absolute last resort.

To minimize biting in our learning center, we are doing the following:

- Shadow the biter so that he or she is always near a provider or within arm’s reach.
- Provide lots of language such as “biting hurts” and “we use our teeth for food”.
- Provide frozen teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions on how to stop the biting habit.

This biting policy addresses the actions that will be taken if biting incident occurs.

Parent’s Rights

A parent or guardian of a child enrolled in a childcare center has the right to:

- Enter and examine the childcare center during its operational hours with or without advanced notice.
- File a complaint against the childcare center.
- Review the childcare center’s publicly accessible records.
- Review the childcare center’s written records concerning their child.
- Receive inspection reports and information about how to access the childcare center’s online compliance history.
- Have the center comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Be given the contact information for the childcare center’s local Childcare Regulation office.
- If video is available, the parents have the right to inspect any video recordings of the alleged child incident of abuse or neglect involving their child provided that: video records of the alleged incident are available, the parent or guardian does not retain any part of the video depicting a child that is not their own, and the parent or guardian of any other child in the video receives prior notice from the center. Obtain a copy of the childcare center’s policies and procedures handbook. Review the childcare center’s staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the childcare center.

Developmental Screening

All About Kids uses the CLI engage developmental checklist. This checklist along with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s). If further evaluation is needed, please see the information below to reach Help Me Grow North Texas. Help Me Grow North Texas provides a free family support line that connects families to child development services and other community-based resources within the area. They will answer questions, provide developmental screenings, and will connect you with the best resources to meet your family's specific needs.

- Call 844-NTX-KIDS (844-689-5437)
- HelpMeGrowNorthTexas.org