



## ENROLLMENT CHECKLIST

The following forms must be completed & turned into Ivy Kids prior to your child’s start date.

### Admission Packet:

- Completed admission form
- Health statement from a health-care professional
- Copy of updated immunization records
- Discipline & guidance policy
- Allergy alert
- Student profile
- Tuition rate sheet
- 2 photographs – See admission form for designated areas to attach your child’s photo.
- Hearing & Vision screening results

(Children turning 4 years of age or older as of September 1<sup>st</sup> of the current year excludes school age children)

### ITEMS TO BRING ON THE FIRST DAY

<b>Infants &amp; Toddlers (6 weeks to 24 months)</b>	<b>Toddler 2’s (2 Years Old)</b>	<b>Pre-School &amp; Pre-K (3-5 Years Old)</b>
<ul style="list-style-type: none"> <li>• 2 sets of complete change of clothes including socks and shoes – labeled and in Ziploc bag</li> <li>• Diapers</li> <li>• Wipes</li> <li>• Small Blanket</li> <li>• Travel Size Pillow (optional)</li> <li>• Complete list of supplies available for Infants (6 weeks – 18 months)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 sets of complete change of clothes including socks and shoes – labeled and in Ziploc bag</li> <li>• Pull-ups</li> <li>• Wipes</li> <li>• Small Blanket</li> <li>• Travel Size Pillow (optional)</li> <li>• Crib sheet (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• 2 sets of complete change of clothes including socks and shoes – labeled and in Ziploc bag</li> <li>• Small Blanket</li> <li>• Travel Size Pillow (optional)</li> <li>• Crib sheet (optional)</li> </ul>

### HOW TO SIGN UP FOR WATCHMEGROW CAMERA ACCESS

1. Go to [www.watchmegrow.com](http://www.watchmegrow.com)
2. Click on “For Parents”. Click on “Sign Up” and fill out the form
3. Your account will be activated as soon as WatchMeGrow verifies your information with your childcare center. You may contact WatchMeGrow for further assistance at 1-800-483-5597.

Your Child’s Classroom: \_\_\_\_\_



### ADMISSION FORM

Operation Name (Choose your location)	Director's Name
---------------------------------------	-----------------

#### Contact Information

Child's Name (First Middle Last)		Child's Date of Birth (Month Day Year)	
Child's Home Address		City	State Zip Code
Home Phone Number	Gender Male Female	Nickname	
Date of Admission	Date of withdrawal	Reason for Withdrawal (to be completed by Ivy Kids Staff)	

Mother's Name (First & Last)		Mother's Email Address	
Mother's Home Address (if different from child's address)		City	State Zip Code
Place of Employment	Work Phone Number	Cell Phone Number	
Driver's License Number	State	Does the child live with the Guardian? Yes No	

Father's Name (First & Last)		Father's Email Address	
Father's Home Address (if different from child's address)		City	State Zip Code
Place of Employment	Work Phone Number	Cell Phone Number	
Driver's License Number	State	Does the child live with the Guardian? Yes No	

Guardian's Name (First & Last) other than Mother or Father) if applicable		Guardian's Email Address	
Guardian's Home Address (if different from child's Address)		City	State Zip Code
Place of Employment	Work Phone Number	Cell Phone Number	
Driver's License Number	State	Does the child live with the Guardian? Yes No	

Parent's Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

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

**Emergency Contact Information**

Provide information of person(s) to call in case of an emergency if parents/guardians cannot be reached.

Emergency Contact Name 1	Phone Number	Relationship	
Emergency Contact's Home Address	City	State	Zip Code
Emergency Contact Name 2	Phone Number	Relationship to Child	
Emergency Contact's Home Address	City	State	Zip Code

**Drop Off / Pick Up Authorization**

I hereby authorize the Ivy Kids Early Learning Center to allow my child to leave the childcare operation **ONLY** with the following persons. Please list name, telephone number and relationship for each person. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.

Name 1	Phone Number	Relationship to Child
Name 2	Phone Number	Relationship to Child
Name 3	Phone Number	Relationship to Child

**Arrival / Departure Schedule**

My child will normally attend Ivy Kids on the following days & times:

Mark each day your child will attend Ivy Kids:	Estimated Arrival Time:	Estimated Departure Time:
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Before / After School Care (School Age Children ONLY)**

Please complete the following information for children attending Ivy Kids before and after school program.

Name of School	School Phone Number		
School Address	City	State	Zip Code
My child will be attending Ivy Kids for the following: (check one)			Parent's Initials
Before school	After School	Before and After School	

Parent's Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

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

**Authorization for Emergency Medical Attention**

In the event I cannot be reached to make arrangements for emergency medical care, I authorize Ivy Kids Early Learning Center and the person in charge to take my child to:

Name of Physician	Phone Number		
Physician's Address	City	State	Zip Code
Name of Emergency Medical Care Facility	Phone Number		
Emergency Medical Care Facility Address	City	State Texas	Zip Code

**By not providing the information above, you are authorizing Ivy Kids to take your child to the closest emergency facility. The closest emergency facility is:**

Name of Emergency Medical Care Facility	Phone Number		
Emergency Medical Care Facility Address	City	State Texas	Zip Code

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

Parent's Signature: \_\_\_\_\_

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

**Medical / Allergy Information**

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

Attach photo here

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

Parent's Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

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

**Immunization Records** (check one)

<p>I have provided Ivy Kids Early Learning Center with a copy of my child's most current immunization records and will continue to provide the center with the updated copy as my child receives additional immunizations.</p> <p>I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached a copy of an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years.</p> <p><b>School-Age Children Only</b> - My child's immunization record is on file at the school and all required immunizations and/or Tuberculosis test are current. Vision and hearing screening records are also on file at the school.</p>	Parent's Initials
Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine.	Parent's Initials

**Health-Care Professional Statement** (*School-Age Children – Skip this Section*)

If your child does not attend pre-kindergarten or school away from the child-care center operation, ***Ivy Kids must have a health-care professional statement on file.*** Your physician can sign the statement below:

I have examined the above named child within the past 12 months and find that he/she is able to take part in the day care program.	Parent's Initials
_____ Health-Care Professional's Signature <span style="float: right;">Date</span>	

**Vision & Hearing Screening** (*Children under 4 years of Age & School-Age Children – Skip to page 6*)

As required by Texas State Law, all children who **are 4 years old as of September 1<sup>st</sup> of the current year** must be examined and results must be on file at Ivy Kids Early Learning Center.

Please check one of the following statements:  I have provided a copy of my child's vision and hearing screening results to Ivy Kids.  The physician has completed the screening results and signed below.  My child is not required to complete the vision & hearing screening at this time.	Parent's Initials																						
<p><b>Vision</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Right Eye</td> <td style="width: 15%;">20/_____</td> <td style="width: 15%;">Left Eye</td> <td style="width: 15%;">20/_____</td> <td style="width: 15%;">PASS</td> <td style="width: 15%;">FAIL</td> </tr> </table> <p><b>Hearing</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">1000 Hz</td> <td style="width: 15%;">2000 Hz</td> <td style="width: 15%;">4000 Hz</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Right Ear</td> <td></td> <td></td> <td></td> <td rowspan="2" style="text-align: center;">PASS</td> <td rowspan="2" style="text-align: center;">FAIL</td> </tr> <tr> <td>Left Ear</td> <td></td> <td></td> <td></td> </tr> </table>	Right Eye	20/_____	Left Eye	20/_____	PASS	FAIL		1000 Hz	2000 Hz	4000 Hz			Right Ear				PASS	FAIL	Left Ear				Parent's Initials
Right Eye	20/_____	Left Eye	20/_____	PASS	FAIL																		
	1000 Hz	2000 Hz	4000 Hz																				
Right Ear				PASS	FAIL																		
Left Ear																							
_____ Health-Care Professional's Signature <span style="float: right;">Date</span>																							

Parent's Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

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

**Please read the following information & check all that apply & initial each statement below:**

<p><b>OPERATIONAL POLICIES (PARENT HANDBOOK) MANUAL RECEIPT VERIFICATION</b></p> <p>I have received a copy of the Ivy Kids Early Learning Center’s Operational Manual and understand the policies and had the opportunity to ask questions about the policies.</p>	<p>Parent’s Initials</p>
<p><b>PHOTO PERMISSION</b></p> <p>Throughout the school year, the Ivy Kids staff take photographs of the students participating in various activities such as arts &amp; crafts, circle time, special events, projects, field trips, etc. These photographs are for parents enjoyment and memories and may be posted on our website, Facebook, Twitter, newsletters, etc.</p>	<p>Parent’s Initials</p>
<p><b>IN HOME BABYSITTING POLICY</b></p> <p>I understand that Ivy Kids Early Learning Center does NOT render childcare services off its premises and it is against our staff policies and procedures for any of our staff to babysit or be a nanny for our parents.</p>	<p>Parent’s Initials</p>
<p><b>MEALS / SNACKS</b></p> <p>Breakfast is optional and will be served before 7:30a.m.          I understand that I must accompany my child during breakfast if I arrive after 7:30a.m.</p> <p>The following meals will be served to your child while in care:</p> <p> <input checked="" type="checkbox"/> Morning Snack                  <input checked="" type="checkbox"/> Lunch                  <input checked="" type="checkbox"/> Afternoon Snack         </p>	<p>Parent’s Initials</p>
<p><b>TRANSPORTATION</b> (check all that apply)</p> <p>I hereby <input type="checkbox"/> GRANT <input type="checkbox"/> DO NOT GRANT permission for my child to be transported and supervised by Ivy Kids employees:</p> <p> <input type="checkbox"/> For emergency care                  <input type="checkbox"/> On field trips                  <input type="checkbox"/> to and from school         </p>	<p>Parent’s Initials</p>
<p><b>FIELD TRIPS</b> (check one) - For ages 4 and up - permission slips required for each field trip.</p> <p>I hereby <input type="checkbox"/> GRANT <input type="checkbox"/> DO NOT GRANT permission for my child to participate in field trips.</p> <p>Parent’s Comments:</p>	<p>Parent’s Initials</p>
<p><b>WATER ACTIVITIES</b> (check one)</p> <p>I hereby <input type="checkbox"/> GRANT <input type="checkbox"/> DO NOT GRANT consent for my child to participate in water activities.</p> <p>Ivy Kids participates in sprinkler play and water table activities.</p> <p>Ivy Kids DOES NOT participate in swimming pool and splashing/wading pool activities.</p>	<p>Parent’s Initials</p>

Parent’s Signature: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

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

**DISCIPLINE AND GUIDANCE POLICY FOR IVY KIDS EARLY LEARNING CENTER**

Discipline must be:

- 1. Individualized and consistent for each child;
- 2. Appropriate to the child’s level of understanding; and
- 3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2. Reminding a child of behavior expectations daily by using clear, positive statements;
- 3. Redirecting behavior using positive statements; and
- 4. Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

- 1. Corporal punishment or threats of corporal punishment;
- 2. Punishment associated with food, naps, or toilet training;
- 3. Pinching, shaking, or biting a child;
- 4. Hitting a child with a hand or instrument;
- 5. Putting anything in or on a child’s mouth;
- 6. Humiliating, ridiculing, rejecting, or yelling at a child;
- 7. Subjecting a child to harsh, abusive, or profane language;
- 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance  
TDPRS-CCL 06/02/03

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

Parent’s Signature: \_\_\_\_\_

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

### STUDENT PROFILE

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

#### FAMILY INFORMATION

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Does the child have any siblings?      Yes                  No

Provide sibling(s) names and age(s): \_\_\_\_\_

#### OTHER PERSONAL INFORMATION

Is your child potty trained?      Yes                  No      Describe assistance needed: \_\_\_\_\_

Does your child nap?                  Yes                  No      How long? \_\_\_\_\_

Child's bedtime: \_\_\_\_\_      Child's wake-up time: \_\_\_\_\_

Does your child have any condition(s) that would hinder their full participation in our program?  
\_\_\_\_\_

Please list any serious accidents or surgeries your child has had: \_\_\_\_\_

Concerns you have about your child's development: \_\_\_\_\_

Do you have any concerns regarding your child's vision, hearing, or speech?      Yes                  No

If yes, please explain: \_\_\_\_\_

#### HELP US GET TO KNOW YOUR CHILD

Please list any pets your child has: \_\_\_\_\_

What are your child's favorite activities? \_\_\_\_\_

What does your child enjoy doing with Mom? \_\_\_\_\_

What does your child enjoy doing with Dad? \_\_\_\_\_

Does your child play well alone?      Yes                  No      Does your child play well In groups?      Yes                  No

Preferable behavior control methods: \_\_\_\_\_

Has your child been cared for by someone other than immediate family? \_\_\_\_\_

If so, who and how often? \_\_\_\_\_

Has your child previously attended another preschool or child-care facility?      Yes                  No

Please list three words that describe your child: \_\_\_\_\_

What are your expectations of our center? \_\_\_\_\_

Parent's Signature: \_\_\_\_\_      Date: \_\_\_\_\_