

Guide to Filling out the Admission Information

Make sure all sections are filled out correctly. I am giving some pointers that will help you with some of the sections that we find are not filled out correctly or over looked when forms are turned into the office.

Enrollment Form:

1. We will put the date of admission so leave this blank.
2. Make sure you fill out all the information that it asks.
3. Your emergency contact should be someone other than the parents. Make sure you list their name, physical address, and phone number. As well as their relationship to the child.
4. The people you chose to allow us to release your children to should be someone other than the parents and emergency contact. Make sure you list their name and phone number where they can be reached.
5. Consent Information ~
 - We do not transport children. Please circle if you give or do not give consent for your child to transported for emergency care. We do not transport children anywhere only if there is an emergency and EMS must transport the child.
 - Water Activities ~ We only use water table play, sprinkler play, and splashing/wading pools. So, if that is ok please only mark those boxes.
 - Field Trips ~ We go on field trips around the premises. On occasion the older children may go off premises, however, you will receive notice.
6. Written Operations Policies ~ Our Family Handbook with operational policies, drop off and Pick up Policy, and so much more is online on our website. If you would like a hard copy you may request one from our office. Sign and Date.
7. Meals ~ We serve Breakfast, Lunch, and a PM Snack. Sign and Date.
8. Attendance ~ We offer Part Time and Full Time. Mark the area that your child will be present in the center.
9. Parent's Rights ~ You will find them in our Family Handbook.
10. Special Care Needs ~ Please check if your child has any special care needs. Then explain the needs. If they have food allergies circle yes or no and we will need the food allergy emergency plan on file. Sign and Date.
11. School Age Children ~ This section is only for children that attend public school. Sign and Date.
12. Authorization for Emergency Medical Attention ~
 - Please list the name of your child's physician, address, and phone number.
 - Please list the name of the hospital that you would want your child to go to if we had to send your child by EMS. Name of facility, address, and phone number. Hospitals that are local are:
 - Cuero Community Hospital
 - DeTar Hospital Navarro
 - DeTar Hospital North
 - Citizen's Medical Center
 - Sign and Date
13. Requirement for Exclusion from Compliance ~ If you decline immunizations, vision, and hearing tests due to religious beliefs check and make sure we receive the affidavit notarized within 90 days.
14. Photo Release ~ Giving consent for the facility to take photos of your child for our website, photo circle, and our Facebook page. Sign and Date.
15. Volunteer/Conferences ~ Please read and sign and date.
16. Non-Prescription Medication ~ Please read and sign and date.

Vision Exam Results and Hearing Exam Results:

1. Only for children that are 4 years old.
2. You may use our form or provide one from the Doctor.

Vaccine Information:

1. All we need is a copy of the child's current shot record.
2. This is to be given to us every time your child receives shots.

Physician or Public Health Personnel Verification:

1. We only need the physician's signature and date if you had the Doctor fill out the shot records on this form.

Signatures:

1. Make sure you sign and date where it says Child's Parent or Legal Guardian.