



Dear Parents,

Welcome to A Heart to Give Early Childhood Center and thank you for choosing us as your childcare provider. Please take a moment to look over all the information provided to you in this packet.

We understand that there are a lot of forms to fill out and this can be time consuming. However, you must have **every form in this packet completed and turned into a member of our management team on your first day.**

The forms in this packet include the following:

- **Enrollment Form:** Please sign all areas on this form where it is indicated. Each item is very important and either provides you with information from us or provides us with information about you and your child. If something is not applicable for your child just put 'NA'.
 - **Emergency Contact:** Provide name, complete address, and telephone number for at least one emergency contact person in the area provided on the form. This is the person you would want to be responsible for the safety of your child in case you or your spouse are in an emergency situation and cannot be reached.
 - **Public School Information:** If your child will be transported to **Elementary/Middle School**, please include the name and phone number of your child's school in the area provided. Please note that additional transportation forms may be required.
 - **Physician/ Hospital Information:** Include your child's physician's address and phone.
 - **Parent Handbook:** Please be sure to sign the "Receipt of Parent Handbook" page and include it in your paperwork.
 - **Any state required forms** given to you by your Center Director.
- **Tuition Contract:** Please read the contract carefully, as this is your financial contract with us and outlines all relative fees. Ask your Center Director if you have any questions or need clarification on any part of the contract.
- **Physician's recommendation for placement in-group childcare.** This form meets ADA requirements and gives us information if the ratio for their age group is appropriate and your child is able to participate in group care.
- **Allergy Alert:** This form must be completed even if your child does not have allergies. If your child has an allergy or food preference, please provide complete information including symptoms to watch for, if emergency medication (i.e. EpiPen) has been provided and a recent photo of your child. Your child's allergy information will be posted in both the kitchen and classroom.
- **A copy of your child's current immunization record.**
- **A copy of your child's hearing and vision screening** (if 4 and required by local code)

Thank you so much for providing these forms to us on your first day. It will be your responsibility to keep us informed of changes to your information as it occurs. Change of Information forms are available at the front desk.

If you have any questions about the packet provided to you just give us a call.

Again, thank you for choosing A Heart to Give Early Childhood Center!

Center Specific Information

Operational Hours and Days Closed: A Heart to Give Early Childhood Center is open Monday-Friday from 6:00am-7:00pm. We are closed for observance of the following holidays: New Year's Day,

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and Day after Christmas. If a holiday is on Saturday, we will be closed on Friday for observation of the holiday. If the holiday is on Sunday, we will be closed on Monday to observe the holiday. Our center closes early at 2:00pm on New Year's Eve.

Immunizations: A copy of your child's immunization record must be on file on or before the first day of enrollment. Immunizations must be current based on your child's age. When your child receives immunizations as he/she gets older, please provide us with a copy of the updated immunizations for your child's file. Tuberculin testing may also be required by the county. Parents who request that immunizations be waived on religious or other grounds must provide a legal waiver. Please see the Center Director if you are not familiar with this procedure. Note: Copies of immunization records for school-age children are on file at public school and are not required to be on file at the CDC.

Hearing & Vision Requirements: Children four years of age or older, who are enrolled in any facility for the first time, should be screened for vision and hearing with 120 calendar days of enrollment. If a child enrolled with 60 days of the date a facility closes for the summer, the child vision and hearing must be tested by December 31st of that year. Children previously enrolled in a facility that is four or five years of age on or before September 1st must be screened for vision and hearing by December 31st.

Health & Safety: To minimize the spread of illness and maintain the health of all children at the center, A Heart to Give Inc. trains employees on health checks if applicable to look for signs of illness. We may if applicable, conduct health checks on the children prior to arrival or throughout the day at the center. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last day of attendance. We will observe the child and look for signs of illness and parents will receive documentation on either the daily communication sheet or incident/illness report.

Medical Emergency Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's emergency card will be called. If the person(s) cannot be reached, the child will be taken to the nearest Emergency Room, unless the parents have designated a different emergency plan

Child Abuse & Neglect: A Heart to Give Early Childhood Center trains employees on the prevention, recognition and reporting requirements for child abuse situations. This training is required to be completed during their first 90 days of employment and each subsequent year of employment. The training includes opportunities for feedback and a written questionnaire to insure an understanding of the information presented.

We will inform parent of information on child abuse and neglect prevention methods as well as warning signs of abuse for our employees and parents through the following methods: memos, monthly newsletters, and on the center website, Facebook. The information provided might include local child advocacy websites that give extensive information for preventing and /or detecting abuse.

Parents of children who are/have been victims of abuse or neglect should contact the local child advocacy center, child protective services or law enforcement to obtain assistance and intervention.

A list of your community child advocacy websites or other information on child abuse can be obtained from your Center Director

Safe Sleep: Purpose: This form provides the required information per minimum standards for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx> SAFE SLEEP POLICY All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs.
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets.
- Place only one infant 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 suffocation or 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), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers).
- Actively observe sleeping infants by sight and sound.
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.

- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally.
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional.

This policy is effective on: (date) _____

Child's name: _____

Director/Owner: _____

Staff member: _____

Parent: _____

PICK-UP POLICIES: Our concerns for the children’s safety, both physical and emotional, ask that once the child has been released to your care at the end of the day, your child will not be permitted to run in the hallways, roam unattended or enter the kitchen. Parents who spend a little time in their child’s classroom at the end of the day need to also remember that while your child is in his/her classroom with you, class rules that encourage appropriate behavior still apply for your child. Parent’s visiting in classes at day’s end may also have an anxious effect on other children waiting for their parents, so please take the gentle cue from the teacher if it time to leave.

RELEASE OF CHILDREN

- We will not release a child to anyone other than those persons specifically authorized by the parents on the Enrollment Form. Children will be released only to adults age 18 and older whose names appear on the Enrollment Form and who also provide proper photo identification.
- If you call to inform us of someone picking up your child, we must determine if the person calling is the parent. The person picking up the child is to check in through the office. They must clock out and provide the proper identification (driver’s license). This is for your child’s protection.
- Parents should provide the names and telephone numbers of any person designated to pick up the child
- Any person picking up a child in an impaired condition (ill or under the influence of drugs or alcohol) will be encouraged to allow us to find alternative transportation.
- No child will be released to an unauthorized person.

Center Specific Information for Parents

GETTING TO KNOW OUR CENTER FAMILIES: A Heart to Give Early Childhood Center builds a positive relationship with our families by being familiar with their unique characteristics, strengths and issues important to each of them. To develop partnerships with the families we create a welcoming environment and opportunities for involvement. Our center gathers information during the enrollment process by asking parents questions and collecting the following items: enrollment form, health history, child’s and family background information. All the data is kept strictly confidential in the child’s file and kept locked in the director’s office. A Heart to Give Inc. only releases your information under your authorization. In addition, we schedule visit days to meet the family members and create a smooth transition for the enrolled child.

The Enrollment Process: A child will not be enrolled until the enrollment packet is complete. Any updates to the enrollment packet and policy and procedures will be listed on the parent board, sent home with child or emailed.

Our center has an open-door policy. Parents and family members are welcomed at all times. Parents are allowed to visit the center announced or unannounced. Scheduled visits can be through email or a phone call. Any parent who schedules a routine visit will need to submit a background check as well as volunteers.

Parent Communication: Parent participation for events such as class parties, class activities, and school events is communicated through postings in the building, classrooms, newsletters, monthly calendars, emails, parent handouts, school website and our Facebook page. A Heart to Give Early Childhood Center. **is not responsible for items that are lost, broken or misplaced.** Please lessen the items brought to the facility.

Contact Information: Parent may contact **Local Licensing Office** by calling 214-951-7902. Access to the **Texas Abuse and Neglect Hotline** 1-800-252-5400 or contact or access the **DFPS website** at www.dfps.state.tx.us

TEXAS MINIMUM STANDARDS: A copy of Texas Minimum Standards for childcare centers is available for review from your Center Director or online @ www.dfps.state.tx.us

Emergency Preparedness

When we plan for and execute our emergency plans, our first priority is getting the children out of harm's way safely. It is important that all staff, household members, volunteers and parents understand our plan for emergency. Please make sure to read everything in this section and if you have any questions call Mrs. Tracy on her cell at 972-890-2437. We will conduct fire and tornado drills and test fire alarms and carbon monoxide detectors monthly. You are always welcome to ask for our written proof of these things.

In case of a tornado the children will take shelter in the hall next to our children's bathroom. Mrs. Tracy announce over the walkie talkie will and say "Hall Time". The children all understand that this is their clue to proceed to the hallway and sit down. They sit with their legs crossed and in their assigned places. We do practice this every month so they understand what is expected of them. We will sing songs, read books, and stay in a tight circle if the warning sirens go off. If and when needed, depending on the location of the tornado, children will place their heads in their lap and cover their heads with the back of their hands. We do practice this position and they understand it. While we are sitting like this and continue to sing and talk to the children to help keep everyone calm. The children's sign in and out sheet will be brought with us so that we can assure that all children are with us, and keep up with attendance.

In case of a fire, children will be evacuated and meet in front of Chrystal Cleaners will be evacuated to one of the emergency meeting locations to ensure their safety and to stay out of the way of the emergency personnel.

If an emergency situation arises and we are not able to stay on our property we will evacuate to one of the following emergency locations. We will walk to these locations. Mrs. Tracy leads the way, the children follow, and Ms. Toya brings up the rear.

Emergency Evacuations

1. Hampton Park Baptist 400 N Hampton Road, Desoto 75115

Please take a moment to look over the next page, which is our relocation diagram. This will give you directions of exactly where we will be in the case of any emergency.

I will contact all families by my cell phone after ensuring that all children have been safely evacuated. Attendance (from our sign in and out sheet) will be taken at the emergency location. We will take our emergency backpack. This backpack has a copy of the children's enrollment paperwork that you have filled out. This enrollment includes but is not limited to parent and emergency contact phone numbers, authorization for emergency care, and physician's information. The backpack also has a first aid kit, snacks, bottle waters, and activities for the children to do. If and when we must leave the center, the children's sign in and out sheet will be brought with us so that we can assure all children's safety and attendance. My working cell phone (972-890-2437) will always be kept in my pocket. It also has every parent's phone numbers in it and you can call or text me as needed. Please know that if I am busy with the children, I will not respond to your call or text immediately. Their safety is my first concern.

Once I assure that all children are safe, I will contact each parent to let them know of our situation and any change in our location. I will also call the Desoto Fire Department, Police Department, Emergency Medical Services, and Health Department if needed. I also will contact Child Care Licensing as needed. All of these emergency phone numbers and Child Care Licensing's phone numbers are located in my cell phone and are written on paper in our emergency backpack.

Student Name _____

Parent Signature _____

Heart to Give Early Childhood Center provides safe, quality and loving care for children 6 weeks through 12 years of age. A Heart to Give Early Childhood Center is an independently owned and operated center and any other address appear on this contract is responsible for the actions or obligations of this center.

OPERATIONAL SCHEDULE

Our center hours of operating are from 6:00am-7:00pm, Monday through Friday. We operate year-round and are closed for holidays. A list of annual centers closing dates is available from your Center Director. We are closed on inclement weather days and follow the public-school district, Desoto Independent School District (DISD) closing procedures.

TUITION AND FEES

***Registration Fee: Non-refundable** \$50 due when you child's application is submitted. If you withdraw from our center and would like to return, a new enrollment form and registration fee must be submitted, and an opening must be available.

***Your weekly tuition:** Payments are due in advance on Monday of each week. We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Full tuition is due for holidays observed by A Heart to Give Early Childhood Center. A \$3.00 service charge will be applied to accounts with payments by credit cards.

***Annual Curriculum of \$25** is due upon registration and each April for the next school year. Depending on the age of your child, the actual amount may be different from one year to the next. *In case of withdrawal prior to the start of Fall Academic Year, a cancellation fee of \$50.00 per child will deducted from any refunded curriculum fees paid in advance.*

***Sibling Discount:** We offer a 10% discount on the oldest child's tuition fee. No additional discount will be applied to accounts receiving a sibling discount.

***Late Payment Fee:** \$25.00 will be charged if payment is not received by 12 noon on Tuesday the week of service.

***Delinquent Accounts:** We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Delinquent accounts and all costs incurred in the collection process will be referred to a collection agency.

***NO CHECKS**

***Late pickup fee** of \$10 the first minute and \$1 per minute after/per child.

ADDITIONAL EXPENSES FOR SCHOOL-AGE CHILDREN

*There is an additional **\$20.00** daily fee for school age children when school is out for teacher in-service or a daily holiday.

*When enrolled in our School-Age programs and school is out for an entire week during the school year, half the rate of **\$32.50** will be charged or if the child does not attend during that week.

* **\$20.00** non-notification of pick up fee will be assessed to your account if you do not notify the center that you will not be riding the van/bus.

ABSENTEE CREDIT

*Absentee credit applies to **full-time enrollment only**. A Heart to Give Early Childhood Center doesn't offer free weeks on tuition due to vacation or missed days.

*Absentee credit is calculated as 50% off your weekly Tuition Charge. No additional credits such as family or promotional discount are included in the calculation of the absentee credit. Only One discount or credit at a time.

ADDITIONAL AGREEMENT AND SIGNATURE

* A Heart to Give Early Childhood Center has the right to change their fees and /or policies with a two-week written notice.

*If you must withdraw from our center for any reason, you will be required to fill out the AH2G Notification of Withdrawal form available from you Center Director. In the event that you do not fill out the proper notification of withdrawal form, you will be responsible to pay a fee equal to 2 weeks tuition charge. To register your child(ren), a new enrollment form must be submitted with the registration fee, if an opening is available.

* A Heart to Give Early Childhood Center is not liable and/or responsible for any personal items lost, stolen or misplaced by children, parents or staff.

*We reserve the right to deny services due to aggressive and/or unsafe behaviors of child or parent without prior notification.

*I understand that it is my responsibility to keep the center advised of changes of addresses, phone numbers, and authorized pick-up information.

* I agree to abide by all policies and procedures outlined in this tuition contract and acknowledge that I have received A Heart to Give Early Childhood Center Parent Handbook.

*Governing law: This agreement shall be governed by and interpreted in with the laws of your state.

*Waiver: No right under this contract shall be waived merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this agreement.

*A copy of Texas Licensing Standards is available for you to review upon request of management personnel. Our regulatory agency number is 214-951-7902, www.dfps.state.tx.us. Regulatory visit reports for our center are posted in the front area. Suspected child abuse must be reported to the Child Abuse Hotline at 800-252-5400.

Student Name: _____

Date: _____

Parent's Signature: _____

Things to bring to school

Infants:

- A minimum of 4 bottles (preferred pre-made)

*All bottles and caps must be labeled with child's first and last name.

- Formula
- Pacifier labeled w/attachments
- Diapers & Wipes
- 4 Sets of Changing Clothes
- Infant Schedule Form

Toddlers:

- Diapers, Wipes and Creams
- 4 Sets of Changing Clothes
- Blanket for naptime
- Mat

Two's

- Diapers & Wipes
- Several Sets of Change of Clothes (mainly bottoms)
- Blanket for naptime
- Mat

Preschoolers:

- Several Sets of Change of Clothes (mainly bottoms)
- Blankets for naptime
- Mat

Note: All blankets MUST BE taken home on Fridays to be washed and brought back on Mondays.

Transportation Agreement

As part of our "Schooler" program, A Heart to Give Inc. offers transportation service to and from area public schools that are within a 5-mile radius of the center. We will transport your child to and/or from their school at regular arrival/dismissal times.

If your child is to be transported to school they must arrive at the center by 7:00am in order to be present for roll call. If your child is dismissed at any time other than the regular school dismissal time, you must make alternate arrangements for their transportation. Parents need to furnish a school calendar and any school schedule changes to A Heart to Give Inc.

If your child arrives at the center after 7:10am, you will be responsible for transporting them to school. By signing this letter, you agree to call A Heart to Give Inc. no later than noon to notify the office that your child will not be at his/her school for pick-up. Failure to do so will result in a \$20 fine for each occurrence.

AH2G bus drivers are not permitted to leave the bus or children to look for a child who has not met the bus as expected. Any delay results in a late pick-up for the next school on our route. Please discuss this with child(ren) and inform them the importance of arriving at the bus promptly after dismissal.

Student's Name: _____

Student's School: _____

Parent's Signature: _____

Inclement Weather Policy

While closing due to inclement weather is extremely rare, A Heart to Give Inc. reserves the right to close at any time. Our Policy is that we follow the same guidelines as the Public School (**Desoto Independent School District**). If the ISD is closed we are closed, if they are delayed we would open at the exact same deferred time. If “icy” weather should start in the afternoon, please make arrangements to pick your child up as soon as you can so that everyone, including your child’s teacher, can get home safely. We do not send our buses to pick up from Public Schools in “icy weather”.

We will attempt to stay open during inclement weather; however, we will make announcements of school closings, late openings or early dismissal on our center website and local news station, if available. Tuition **will not** be exempt or prorated due to inclement weather closings or if a state of emergency has been declared.

Public School Closures: If your child attends public school and the school closes for a holiday break, snow day, or for any other reason, an additional fee will be charged for staying the entire day or week at the center. Please see your Tuition Contract Agreement or Center Director for specific information.

Student’s Name: _____

Parent Name: _____

Parent Signature: _____

Photograph Statement

With the intent to be legally bound, I give permission to A Heart to Give Inc., to photograph my son or daughter

_____, and use the resulting photographs for marketing materials such as internet, brochures, albums as A Heart to Give Inc. deems property. I reserve the right to view the photograph, but relinquish all right, title and interest in the photograph and negatives.

Yes, I do agree to allow my child to be photographed.

No, I do not wish to have my child photographed.

Parent’s Signature: _____

Tuition Information Sheet

Hours of Operation: 6am to 7pm

We offer: *Breakfast, Snack, Lunch, Afternoon Snack and Supper*

Tuition:

Full-time Care: \$145.00 Weekly (Infants)
 \$130.00 Weekly (Toddlers)
 \$125.00 Weekly (2 years old)
 \$115.00 Weekly (3 years old)
 \$105.00 Weekly (4 years old)

Part-time Care (ages 2 & up)

 \$85.00 (2 days a week – full days)
 \$125.00 (3 days a week – full days)

Before/After School \$65.00 Weekly

School Age Summer \$80.00 Weekly

Registration Fee \$50.00

Supply Fee \$25.00 (due with registration fee and April 15th)

To start: Shot Records, Registration Fee, Supply Fee and completed
 Enrollment Packet