



Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information			
Operation's Name: Teddy's Ladder/Sienna Kids Academy		Director's Name: Schantazia Schannon	
Child's Full Name:		Child's Date of Birth:	Child Lives With? <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian
Child's Home Address:		Date of Admission:	Date of Withdrawal:
Name of Parent or Guardian Completing Form:		Address of Parent or Guardian <i>(if different from the child's)</i> :	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Phone No.:	Parent 2 Phone No.:	Guardian's Phone No.:	Custody Documents on File? <input type="radio"/> Yes <input type="radio"/> No
In case of an emergency, call:			
Name of Emergency Contact:		Relationship:	Area Code and Phone No.:
Address:			
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and phone number for each. Children will only be released to a parent or guardian or to a person designated by the parent or guardian after verification of ID.			
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	

Consent Information
1. Transportation:
I give consent for my child to be transported and supervised by the operation's employees (Check all that apply). <input type="checkbox"/> for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school
2. Field Trips:
<input type="radio"/> I give consent for my child to participate in field trips. <input type="radio"/> I do not give consent for my child to participate in field trips.
Comments:
<div style="border: 1px solid black; height: 150px;"></div>

3. Water Activities:

I give consent for my child to participate in the following water activities (Check all that apply).

- water table play sprinkler play splashing or wading pools swimming pools aquatic playgrounds

<p>Is your child able to swim without assistance?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Do you want your child to wear a life jacket while in or near a swimming pool?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

4. Receipt of Written Operational Policies:

I acknowledge receipt of the facility's operational policies, including those for (Check all that apply).

- | | |
|--|--|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions | <input type="checkbox"/> Procedures for supporting inclusive services |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Regulation (CCR), DFPS, Child Abuse Hotline, and CCR website |

5. Meals:

I understand that the following meals will be served to my child while in care (Check all that apply):

- None Breakfast Morning snack Lunch Afternoon snack Supper Evening snack

6. Days and Times in Care:

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

7. Receipt of Parent's Rights:

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature — Parent or Legal Guardian

Date Signed

8. Child's Special Care Needs (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Environmental allergies | <input type="checkbox"/> Limitations or restrictions on child's activities |
| <input type="checkbox"/> Food intolerances | <input type="checkbox"/> Reasonable accommodations or modifications |
| <input type="checkbox"/> Existing illness | <input type="checkbox"/> Adaptive equipment (<i>include instructions below</i>) |
| <input type="checkbox"/> Previous serious illness | <input type="checkbox"/> Symptoms or indications of complications |
| <input type="checkbox"/> Injuries and hospitalizations (<i>past 12 months</i>) | <input type="checkbox"/> Medications prescribed for continuous long-term use |
| <input type="checkbox"/> Other: _____ | |

Explain any needs selected above:

Does your child have diagnosed food allergies? Yes No Food Allergy Emergency Plan Submitted Date: _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-centers/>. 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).

Signature — Parent or Legal Guardian _____ Date Signed _____

9. School Age Children

My child attends the following school:	School Area Code and Phone No.:
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My child has permission to (*check all that apply*):

walk to or from school or home ride a bus be released to the care of his or her sibling under 18 years old

Authorized pick up or drop off locations other than the child's address:

Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

Authorization For Emergency Medical Attention

In the event I cannot be reached to arrange for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician Doctor on Call	Address 8200 HWY. 6 Missouri City, TX 77459	Phone No. 713.441.3724
Name of Emergency Care Facility Emergency Care Center	Address 8200 HWY. 6 Missouri City, TX 77459	Phone No. 713.441.3724

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

Signature — Parent or Legal Guardian _____ Date Signed _____

Requirements for Exclusion from Compliance

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ Pass Fail

Signature _____

Date Signed _____

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail

Signature _____

Date Signed _____

Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission. (*Select **only one** option.*)

- Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.
- A signed and dated copy of a health care professional's statement is attached.
- Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.
- My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name of Health Care Professional, if selected _____

Address of Health Care Professional, if selected _____

Signature — Health Care Professional _____

Date Signed _____

Signature — Parent or Legal Guardian _____

Date Signed _____

Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

Varicella (Chickenpox)

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.

Signature _____

Date Signed _____

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test (If required)

Positive Negative Date: _____

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian _____

Date Signed _____

Center Designee _____

Date Signed _____

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature _____

Date Signed _____



Health Care Professional Statement

Child's Name: _____ DOB: _____

Doctor's Name & Address: _____

The above child is to be cared for by Sienna Kids Academy. State regulations require that each child have up to date immunization records, as well as yearly health checkups.

HEALTH-CARE PROFESSIONAL'S STATEMENT: I have examined the above-named child within the past year and find that he/she is able to take part in the day care program.

(Health Care Professional's Signature)

(Date)



CONTACT INFORMATION

(Please provide a copy of Driver's License for each parent)

Student Name _____

Mother's Name: _____

Father's Name: _____

Address: _____

Address: _____

E-Mail: _____

E-Mail: _____

Phone #: _____

Phone #: _____

Company: _____

Company: _____

Work Phone #: _____

Work Phone #: _____

Alternate Phone #: _____

Alternate Phone #: _____

The following people are permitted to pick up my child from day care (for the child's protection anyone picking up the child should bring photo ID):

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Alternate Phone #: _____

Alternate Phone #: _____

Driver's License #: _____

Driver's License #: _____

If parent cannot be reached in an emergency situation, the following people should be contacted:

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Alternate Phone #: _____

Alternate Phone #: _____

Parent's Signature: _____

Parent's Signature: _____



Individual Information

Child's Name: _____ Date of Birth: _____

Age: _____ Start Date: _____

What Days & Times will student be attending: _____

Mother's Name: _____ Daytime Phone Number: _____

Father's Name: _____ Daytime Phone Number: _____

Home Phone: _____

Names and ages of other children in the family:

Does your child have any allergies, food restrictions or medical problems?

What are some of your child's favorite foods?

Is your child toilet trained? _____ Is your child fully independent in the restroom? _____

Does your child nap? _____ For how long? _____ Do you prefer we attempt to wake your child by a certain time? _____

What are your child's favorite activities? _____

Are there any areas of difficulty that you would like your child to work on? _____

If yes please explain:

**Please use the back of this form to list any additional information you feel would be helpful in caring for your child.

VIDEO
MINOR RELEASE

I, the undersigned, hereby enter into this Agreement with Teddy's Ladder (Videographer). I have been informed and understand that Videographer is producing a videotape program and that my name, likeness, image, voice, appearance and/or performance are being recorded and made a part of that video recording (the "Video").

1. I hereby grant Videographer the irrevocable right to use my name (or any fictitious name), likeness, image, voice, appearance, and performance as embodied in the Video whether recorded on or transferred to videotape, film, slides, photographs, audio tapes, DVDs or other media now known or later developed. This grant includes without limitation the right to edit, digitally enhance or alter, mix or duplicate and to use or re-use the Video in whole or part, as Videographer may elect. I hereby waive any right to inspect or approve the finished product, including written copy or any other products that may be created in connection therewith. Videographer shall have complete ownership of the Video in which I appear, including copyright interests.
2. I grant Videographer the right to broadcast, exhibit, market, sell and distribute the Video, either in whole or in parts, for any purposes that Videographer, in its sole discretion, may determine, including without limitation advertising and promotion.
3. I confirm that I have the right to enter into this Agreement and hereby give all clearances, copyright and otherwise, for use of my name, likeness, image, voice, appearance, and performance embodied in the Video. I expressly release and indemnify Videographer and its successors, assigns and/or licensees from any and all claims including, without limitation, any and all claims for invasion of privacy, infringement of my right of publicity, defamation (including libel and slander) and any other personal and/or other property rights, arising out of or in any way connected with the above granted uses and representations. I agree that I shall not now or in the future assert or maintain any such claim against Videographer, its successors, assigns and/or licensees.

AGREED AND ACCEPTED:

Child's Name _____

Name: _____

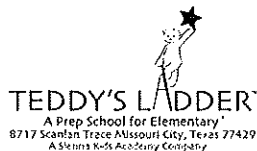
Signature: _____

Date: _____

If in case of a minor:

Parent signature: _____

I agree to the above conditions. I agree that I am the legal guardian of the above-named person and have the legal write to enter into this agreement.



Policies & Procedures Parent Agreement

I have read and completely understand the policies, which include:

- * Curriculum
- * Hours of Operation & Holidays
- * Fee Policy/Late fees/Delinquent accounts
- * Tuition
- * Vacation
- * Procedures for Drop Off & Pick Up
- * Immunizations
- * Health
- * Medications
- * Accidents & Emergency Medical Treatment
- * Discipline
- * Code of Conduct
- * Child Release
- * Parent Involvement
- * Custody & Visitation Issues
- * Withdrawal notice
- * Transportation
- * Meals & Snacks
- * Allergies
- * Fire Drills
- * Toys
- * Hygiene
- * Uniforms
- * Diapers & Toilet Training
- * Naps
- * Birthdays
- * Holiday Celebrations
- * Policy Changes
- * Minimum State Standards
- * Special Needs
- * Vision & Hearing
- * Water Play

*** Is Your Child Able to Swim W/O Assistance Yes_____ No _____**

I acknowledge that I have read, understand and received a copy of the written operation policies for Teddy's Ladder/Sienna Kids Academy.

Please sign the form and return on or before the first day of your child's attendance.

Child's Name

Parent Signature & Date

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings 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 facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

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





Communication Form

SKA has several methods of communication that we use to inform our parents of what's happening at the school.

We post signs inside the school, on the doors and hallway bulletin board. We also use text and email messaging.

Please provide us with your email address and a phone number for texting so that we can keep you informed. Please print clearly.

Email: _____

Number for Texting: _____



TEDDY'S LADDER

A Prep School for Elementary

Bug Spray/Sunscreen Permission Slip

I give Teddy's Ladder permission to apply bug spray to my child
_____ before outside time.

Please use the following

- Off! (Provided by the school)
- Other (Provided by parent) _____
(Name of the repellent)

I give Teddy's Ladder permission to apply sunscreen to my child
_____ in the afternoon before outside time.

Parent Signature



Teddy's Ladder/Sienna Kids Academy Parent Meal Form

Parent Name: _____

Child's Name: _____

Date: _____

As the parent of the child mentioned above I am choosing to provide meals and snacks from home. I understand that Teddy's Ladder/Sienna Kids Academy is not responsible for it's nutritional value or for meeting the child's daily food needs.

I understand that Teddy's Ladder/Sienna Kids Academy will provide safe and proper food storage and service of the individual meals and snacks provided by me.

If I am only providing certain meals or snacks, I understand that Teddy's Ladder/Sienna Kids Academy will supply meals/snacks not provided by me.

Snacks/Meals provided by me, may not be shared with other children unless:

I am providing baked goods for a celebration or party being held at the school.

I ensure the shared snacks/meals meet the needs of the children who require special diets.

I AM AWARE THAT ANY FOOD THAT I BRING INTO THE SCHOOL MUST NOT CONTAIN NUTS OR BE PROCESSED IN A NUT FACILITY.

Signature: _____



Parent Contact Release Form

Child's Name:

Parent Name:

Date:

I authorize the school to release my contact information to other parents within the school.

_____ Yes

_____ No

Parent Signature