

**Thank you for choosing
Tarrant County Kids
as your childcare provider!**



Each form in this packet must be fully completed and other required documents must be provided *before* your child may begin.

- **Enrollment Packet**
 - A minimum of three contact people is required (parents are included as contacts)
 - All original signatures including:
 - Emergency Medical Release
 - Payment Policy and Penalty Fees
 - Receipt of the Tarrant County Kids parent handbook, which includes behavioral expectations of your child.
 - Discipline and Guidance Policy
 - Confidential Information Form

- **Students attending *Farrell or West* must also have:**
 - Pictures of all authorized pick-up persons listed on the enrollment form
 - **Emergency Medical Release** *via* notarization (we have a notary in office).
 - These are required by the City of Grand Prairie childcare licensing.

- **Copy of free/reduced lunch rate letter (if applicable)**
 - Families receiving free or reduced lunch through the child's current ISD are eligible for reduced childcare rates.
 - We must have a copy of the eligibility letter from the ISD before we can charge the free or reduced rate.
 - Once we have received a copy of the letter, fees will be adjusted retroactive to the date of the eligibility letter or two weeks prior to the date the administrative office receives the letter. No more than two weeks of credit will be given.

- **Special Care Needs (if applicable)**
 - We require a statement of your child's special care needs or problems to include, but not limited to, food/other allergies, existing illness, previous serious illness/injuries, hospitalizations within the last 12 months, behavioral/emotional issues, and any medications prescribed for continuous, long-term use.
 - **Food Allergies** – A Food Allergy & Anaphylaxis Emergency Care Plan is necessary for any child with a food allergy that has been diagnosed by a health-care professional (we have this form in our office). The form must be signed by both the parent and the child's health-care professional.
 - **Other special care needs** – A written, signed and dated statement from either the parent/guardian or the child's physician describing the child's special condition.
 - **Your child must be able to participate in a group setting and not require one-on-one care.**

- **Copy of current driver's license or state-issued identification of enrolling parent or guardian.**
- **All necessary forms, enrollment fees, first week's tuition payment, and all prior balances are due before your child may begin.**

Office Use Only

Client type: Full-Time Drop-In
 Program attending: After-School Care Only Before-School Care Only
 Before & After-School Care Summer Adventure Camp
 Enrollment Notes: _____

Office Use Only

Site Attending: _____
 Start Date: _____
 Accepted By: _____



Tarrant County Kids ENROLLMENT

Please PRINT clearly. State licensing requires all lines to be complete.

Child's Last Name: _____ Child's First Name: _____

School Attending: _____ School Address: _____ School Phone: _____

Date of Birth: ___/___/___ Male Female Grade: _____ **Security Code:** _____

Ethnicity: Hispanic Non-Hispanic Race: White Black Asian Other

Resides With: Mother Father Other (name) _____ Single-Parent Home Two-Parent Home

Mother/Guardian Name: _____ Authorized Pick-Up Person

Mother/Guardian Address: _____ City: _____ Zip: _____

Employer: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Father/Guardian Name: _____ Authorized Pick-Up Person

Father/Guardian Address: _____ City: _____ Zip: _____

Employer: _____ Work Phone: _____ Cell Phone: _____

E-mail Address: _____

Provide an email address to receive invoices regarding your balance and other account information.

ALTERNATE/EMERGENCY CONTACTS:

The following are to be contacted in the event of an emergency when parents/guardians are unavailable:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Alt Phone _____ Phone: _____ Alt Phone _____

Check here if you authorize this person to pick up your child Check here if you authorize this person to pick up your child

My child's immunizations and TB tests are current and are on file at my child's school. yes no

My child's hearing and vision records are current and are on file at my child's school. yes no

If you checked YES, please provide the name, address, and phone number of the school where your child's records are on file:

School: _____ Address: _____ Phone Number: _____

If you checked NO, you must provide a copy of the immunization and hearing & vision records to Tarrant County Kids.

List any special care needs your child may have. Include food/other allergies, existing/previous illness, diet restrictions, long term medications, recent hospitalizations, behavioral/emotional conditions. A Food Allergy & Anaphylaxis Emergency Care Plan or a written statement about special care needs is required

My child requires the following medical treatment(s) to be given: _____
(medication will be administered only from its original container and if accompanied by written permission from parent and/or physician)

Child's Doctor: _____ **Phone Number:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Has your child been previously enrolled in any Tarrant County Kids program? yes (date: _____) no

If your child has siblings in our program, write the name(s) here: _____

How did you hear about our program? _____

Is any member of the family an active or retired member of the U.S. Military or the Guard/Reserve?

yes no Who? _____ Branch: _____

EMERGENCY MEDICAL RELEASE: If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Tarrant County Kids staff to act on my behalf in granting permission for my child to receive emergency medical treatment.

Parent/Guardian Signature: _____

Date: _____

Office Use Only

Emergency Medical Release

Notarization for
Farrell and West
Enrollments

Notary Signature and date: _____

TRANSPORTATION PERMISSION: I give permission for my child to be transported on Arlington ISD vehicles for field trips or special circumstances.

Parent/Guardian Signature: _____ *Date:* _____

PHOTOGRAPHIC PERMISSION: I give permission to Girls Inc. of Tarrant County & Tarrant County Kids to use photographs of my child in agency publications such as brochures, on the website, and flyers. The children's photographs will not be used by or sold to any other agencies. **(Optional)**

Parent/Guardian Signature: _____ *Date:* _____

PAYMENT POLICY AND PENALTY FEES: I understand that children registered as FULL-TIME will be charged the weekly rate. Payment is due no later than 6:30 p.m. on Monday of the week services are rendered.

I also understand that children registered as DROP-IN will be charged the daily rate for each day attended. Payment is due no later than 6:30 p.m. on Monday following the week services are rendered.

- **\$15 Late Payment Fee** - This fee will be applied if I do not pay in full on-time according to the payment policies.
- **\$10 Failure to Notify Fee** - This fee will be applied if I do not notify Tarrant County Kids in advance of my full-time student being absent from the program. Drop-in students are not subject to this fee.
- **\$10 Late Pick-Up Fee** - This fee will be applied each 15-minute increment after 6:30 p.m. that I am late picking up.
- **\$25 NSF (Non-Sufficient Funds) Fee** – This fee will be applied for all returned checks.

Parent/Guardian Signature: _____ *Date:* _____

I have received and understand the Tarrant County Kids Parent Handbook which includes payment policies and I agree to abide by its contents. The information I have provided is true to the best of my knowledge, and I understand that all information is kept confidential and is not disclosed without parental consent.

Parent/Guardian Signature: _____ *Date:* _____



Confidential Information Form

Please assist Tarrant County Kids and Girls Incorporated of Tarrant County in maintaining accurate statistical records on families for which we provide service by completing this form. Various funding sources such as United Way require us to maintain statistical data on those we serve to receive funding. Without these funds we would not be able to offer services on the ability to pay basis.

All information contained on this form is maintained in a file accessible only to authorized staff members. This information is not released in any part or form to anyone without your written permission.

Name of child attending: _____

Program site: _____ School child attends: _____ Race: _____

Mother's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work phone: _____ Cell phone: _____

Father's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work phone: _____ Cell phone: _____

Total annual household income: \$ _____

Number of family members residing in household: _____

| | | | |
|--------------------------|----------------|------------------------------|-----------------------------|
| Does your child receive: | Free lunch: | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| | Reduced lunch: | <input type="checkbox"/> yes | <input type="checkbox"/> no |

We ask for your understanding and cooperation in completing this form. Much of our funding is dependent upon your cooperation.

Parent/Guardian Signature

Date



Discipline and Guidance Policy for Tarrant County Kids

- 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

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

Print Name

Signature

Date

Child's Name (Print)

Check one:

- Parent/Guardian Employee/Caregiver Household member of childcare home