



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880

## Student Background

Note to parents: The information below is confidential. It will help your child’s teacher understand his/her behavior better, and therefore will make his/her adjustment easier and enable your child to gain more from their experience here. We sincerely appreciate your cooperation.

Child’s Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name to be called at school \_\_\_\_\_

Has the child been in a daycare situation before? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_

How long? \_\_\_\_\_ Was this a successful experience? \_\_\_\_\_ If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mother’s Name \_\_\_\_\_ Employment \_\_\_\_\_

Father’s Name \_\_\_\_\_ Employment \_\_\_\_\_

Marital status of parents (please check one)

( ) Together ( ) Separate ( ) Divorced ( ) Widowed ( ) Single

If parents are separated, who has custody of the child? \_\_\_\_\_

(Note: Little Scholars Academy prefers NOT to get involved with custody disputes. Little Scholars Academy will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parent’s information).

Brothers and sisters (name and ages) \_\_\_\_\_

Eating conditions \_\_\_\_\_

Medical conditions \_\_\_\_\_

Food or other allergies \_\_\_\_\_

Do you know what the allergy is caused by? \_\_\_\_\_ Please list: \_\_\_\_\_

---

---

Is the child reliably toilet trained? \_\_\_\_\_

Does your child have any fears? (Dogs, cats, height, darkness, going to the bathroom by self, storms, etc.)

---

---

What method of behavioral control is used in your home?

---

---

Please describe your child's personality. \_\_\_\_\_

Does your child speak a second language? \_\_\_\_\_

Are there any special problems or concerns that will help us to understand your child better?

Describe: \_\_\_\_\_

---

---

What do you hope your child will gain from attending Little Scholars Academy? \_\_\_\_\_

---

---

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



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880  
Admin@LittleScholarsDFW.com

## OPERATIONAL POLICIES

1. Little Scholars Academy is open Monday through Friday 6:30am to 6:30pm (unless otherwise noted) year-round with the exception of the following holidays: New Year's Day, MLK Day, Memorial Day, Labor Day, Thanksgiving and the following Friday, Christmas Eve and Christmas Day. Additional holidays (facility closure days) may be added but will be noted on the Holiday Closure schedule.
2. Children will be released to parents or other individuals designated by the parent, only with proof of identification; we always ID those that we are not familiar with.
3. If you are sick, you may not come to our school. (Enclosed is a child development center wellness policy).
4. We do not dispense any over the counter medication. If a child is sick, the director will inform the parent or emergency contact person if it is necessary for the child to be picked up. Refer to the policy listed above regarding picking up ill children.
5. Procedures for handling medical emergencies are as follows: For major emergencies, 911 will be called. For minor emergencies, staff certified in First Aid will administer safety procedures in the child's best interest. Parent will be notified by the Director directly after the "incident".
6. Parental notifications are only done through the director. Parent is notified by phone for all emergencies. Parents may also receive an email blast through our Procure system.
7. Discipline and guidance practices are enclosed.
8. We reserve the right to warn, suspend, or dismiss any child that harms, disrupts, distracts and/or disrespects another student or teacher. Additional factors considered in student dismissal may include the following: late pickups, late payments, disrespectful parents. All efforts will be made to educate the child/children on acceptable and unacceptable behavior while they are under LSA custody of care. Parents will be given as much advance notice of concerns and issues as soon as reasonably possible but given the uniqueness of each infraction, LSA reserves the right to immediately terminate service for any child when necessary.
9. All staff, substitute staff, and volunteers at Little Scholars Academy will follow the 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 Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
  - 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 [§746.2409 and §747.2309].
  - 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 includes soft or loose bedding (such as blankets, quilts, or comforters), pillows, stuffed

- toys/animals, soft objects, bumper pads, liners, or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- 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 [§746.2415(b) and §747.2315(b)].
  - Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
  - If an infant needs extra warmth, they may use sleep clothing such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
  - Place only one infant in a crib to sleep [§746.2405 and §747.2305].
  - Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
  - 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 Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
  - Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
  - Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
  - 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 [§746.2427 and §747.2327].
  - Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
  - Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].
- 10.** Meals are prepared in the kitchen and brought to the classroom to be served "family style". Children are allowed to say grace before eating. (Children with certain religious beliefs are excused.)
- 11.** Immunization records **MUST** be kept current at all times. A copy of the current immunization record **MUST** be provided to Little Scholars Academy as new immunizations are administered.
- 12.** Hearing and vision screening is required for all four year old children.
- 13.** Parents will be notified in writing/email of any changes to the operational policies and enrollment agreement. Parents will be required to sign the acknowledgement of any changes that have been implemented and a copy will be retained in their child's records.
- 14.** Written permission is required for any children being transported (transportation not provided at the Waterfall location).
- 15.** Water activities can only be authorized by a parent. (Only child seven years old and older will be permitted to participate.)
- 16.** Permission slips must be filled out and signed by a parent to participate in field trips.
- 17.** Little Scholars Academy is a pet free facility.
- 18.** Caregivers will provide planned activities designed to meet the individual needs and developmental levels of each child. That includes both indoor and outdoor structured and unstructured play and learning. We ask that all children come properly dressed for the weather and with proper footwear that will allow a child to participate freely and safely in physical activities. Weather permitting children will have outside time twice a day

19. Insect repellent and sunscreen will not be applied to your child unless they have a doctor's note. You must apply repellent to your child before they come.
20. If you have a concern, complaint, or suggestion, please immediately discuss them with the Director. You are welcome to do so in person, by phone, or by email [ewebb@LittleScholarsDFW.com](mailto:ewebb@LittleScholarsDFW.com) or [jtamayo@LittleScholarsDFW.com](mailto:jtamayo@LittleScholarsDFW.com). Your input is very valuable to us.
21. Parents are welcome in the Center at any time to observe your child's classroom. We also welcome parent participation on field trips. We want you to feel confident that your child is getting the best care.
22. Parents may review a copy of our current Licensing Inspection Report located at the front door on the bulletin board. Also, for a copy of the State of Texas "Minimum Standards you may follow the link at Minimum Standards for Child-Care Centers ([texas.gov](http://texas.gov)).
23. Parents may contact the Local Licensing Office, Hotline, and Abuse Hotline.
  - Abuse Hotline 1-800-252-5400
  - Child Care Licensing Office 1-800-582-6036
  - 8700 N. Stemmons, Suite 104 Dallas, TX 75247
  - [www.dfps.state.tx.us](http://www.dfps.state.tx.us)
24. Little Scholars Academy Emergency Preparedness Plan practices safety for all types of inclement weather; tornadoes, floods, hurricanes, or even intruders. Our Staff is responsible for walking and moving children to the designated Tornado Safe Zones and/or Evacuating Children to designated evacuation routes which are posted in each classroom while doing name to face check. Director will gather all Students Files, Evacuation Bag (supplies, transition activities, snacks & water etc.) and Attendance Sheets located at the front door while being the last to exit the building. All infants/children with limited mobility that may need assistance will be moved in an evacuation bed. Director will delegate someone to contact parents of the situation. Director is the contact for emergency personnel and parents.
  - Toddler Center (located on Waterfall Way)
    - i. Safe area for tornadoes – Laundry Room and Restrooms
    - ii. Safe area in case of fire – Cotton Wood Animal Hospital (next door)
      1. 14055 Waterfall Way, Dallas, TX 75240 (469) 330-0357
  - Pre-School Center (located on Spring Valley)
    - i. Safe area for tornadoes – Back hallway going towards playground
    - ii. Safe area in case of fire – We will relocate to Carolyn G Bukhair Elementary
      1. 13900 Esperanza Rd, Dallas, TX 75240 (469) 593-4900

Once we are able to reunify the children with their parents the center's usual verification process for pick will be used at the evacuation site. Only persons listed on Admission Forms will be allowed to pick up with ID.
25. We understand that breastfeeding is a natural process, and we encourage mothers to feed their children here at Little Scholars Academy. We have set up a specific place for you to privately nurse your child with a rocking chair. We also strongly encourage those breastfeeding to bring their breast milk for us to feed their child while they are in our care.
26. At Little Scholars Academy, our staff goes through annual training to gain recognition of neglect and abuse of children. The Director will assist parents and/or children who are victims of abuse or neglect to help obtain assistance and intervention. Employee and parent awareness is key in ensuring the safety of our children; knowing the early warning signs is fundamental. Flyers are displayed at the front of the building to make the public aware.
27. Little Scholars Academy performs a visual health check assessment on each student upon arrival. The child is inspected for any signs of illness, abuse, or neglect. Teachers observe to see if the child seems out of the "norm" and are not their usual self, if so; a more in-depth assessment is performed. If any signs of illness, neglect or abuse are present, they will be documented on the attendance sheet and the director will be notified right away.

- 28.** Employees at Little Scholars Academy are suggested to get the Influenza (Flu) immunization at the beginning of Flu season every year. If an employee is exposed to a sick child that could potentially be contagious, the employee given Airborne Immune Booster as a preventative measure. Immunization records are retained in each employee file.
- Little Scholars Academy has an open-door policy. Our parents may visit the child-care center at any time during our hours of operation to observe their child, our program activities, the building, the premises, and the equipment we use.
  - Little Scholars Academy is a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather. Any gang related criminal activity that takes place within one thousand feet around our facility will be immediately posted to our parents on our front door.
- 29.** Our facility does not have unassigned epinephrine auto-injectors on site and therefore does not have any maintenance policies.
- 30.** Disability Policy (Inclusive Services) - We act in compliance with The Americans with Disabilities Act and other applicable federal, state or local laws pertaining to the provision of services to children with disabilities. We will make reasonable accommodations to afford children with disabilities full/equal enjoyment to our program using what tools we have available. We will make individual assessments and trials to determine if we can meet each child's need in our group childcare setting.

Childcare center's responsibilities when planning activities for a child in care with special care needs. These responsibilities include:

- Providing a child with special care needs the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early intervention program;
- Utilizing as recommended any adaptive equipment provided to the childcare center for a child's use;
- Ensuring a child who receives early intervention services or special education services can receive those services from a qualified service provider at the operation, with parental request and approval;
- Ensuring that activities integrate children with and without special care needs; and
- Ensuring that caregivers adapt equipment and procedures and vary methods as necessary to care for a child with special needs in a natural environment.

### **ASSESSMENTS & OBSERVATIONS**

Employees will assess themselves, assistants, and classroom environments. Employees will design weekly classroom lesson plans around the emerging skills of the whole class. The director will conduct observations in each classroom and make independent assessments. A period of adjustment may follow before compiling a final determination.

### **TOILET TRAINING RESPONSIBILITIES**

Toilet learning is an important role in child development. Make sure children wash their hands before and after meals, after art/craft projects, after toileting and diapering, after coming in from outside, and after wiping their nose. Teachers will wash their hands before serving meals and snacks, wear latex gloves while diapering or assisting a child with toileting, and when coming into contact with any bodily fluids. Teachers also disinfect toys on a daily basis.

### **TOUR OF FACILITY**

New parents and new employees will always be provided with an introductory tour of the facility.

### **COMPANY EQUIPMENT & VEHICLES**

When using Little Scholars Academy property, including computer equipment or hardware, employees must exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor. If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Little Scholars Academy because of such mistreatment.

## **INCIDENTS, SAFETY & SUPERVISION**

Employees will document any accidents and incidents for reporting to the director and parents on the Incident/Illness Report Form. Once a teacher accepts a child into their classroom, they will be responsible for ensuring the child's safety and supervision. Incidents include:

- Injuries that require medical attention by a health-care professional
- Any other situation that places a child at risk, such as forgetting a child in a center vehicle or not preventing a child from wandering away from the child-care center unsupervised.

Employees may obtain a copy of Licensing's Incident/Illness Report form on the DFPS website at: [http://www.dfps.state.tx.us/Child\\_Care/Information\\_for\\_Providers/cclforms.asp](http://www.dfps.state.tx.us/Child_Care/Information_for_Providers/cclforms.asp)

After the caregiver completes the form, the director of the childcare center, or if the director is not available, the person in charge of the center must sign and date the completed report.

Employees must share a copy of the report with the child's parent and obtain the parent's signature on the report indicating the parent has reviewed it or received a copy of the report within 48 hours of when the incident occurred.

## **DRUGS, SMOKING, SUBSTANCE ABUSE**

Little Scholars Academy strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and their confidence in our organization.

Per the Texas Minimum Standards for Child Care Centers, employees are not to consume alcohol or illegal drugs on the property. Employees must not be under the influence of alcohol or illegal drugs while on the property. Little Scholars Academy has the right to require a mandatory drug test at any time based on suspicion. Failure to complete a drug test is grounds for immediate termination.

## **PROHIBITED SUBSTANCE SEARCHES**

Little Scholars Academy may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Little Scholars Academy property that is provided for employees' personal use, such as desks, lockers, and files. An employee's consent to a search is required as a condition of employment as the employee's refusal to consent may result in disciplinary action, including termination.

## **FIREARMS**

The unlawful carrying of firearms will not be tolerated on these premises. Should you have a question, complaint, or dispute about firearms, contact the Director and/or management team.

## **SOCIAL MEDIA POLICY**

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

- Employees need to know and adhere to the Code of Ethical Conduct, Employee Handbook, and other company policies when using social media in reference to LSA Child Care & Preschool
- Employees should be aware of the effect their actions may have on their images, as well as that of LSA. The information that employees post or publish may be public information for a long time.
- Employees should be aware that LSA may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to LSA, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public.
- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Social media use shouldn't interfere with employee's responsibilities at work. LSA computer systems are to be used for business purposes only.
- Subject to applicable law, after-hours online activity that violates the LSA Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

## **PLAYGROUND SUPERVISION**

- Actively supervise children on playgrounds
- Check playgrounds where your children play. Look for hazards, such as rusted or broken equipment and dangerous surfaces. Report any hazards to the school or appropriate local office.
- Teach children that pushing, shoving or crowding while on the playground can be dangerous.
- Dress appropriately for the playground. Remove necklaces, purses, scarves or clothing with drawstrings that can get caught on equipment and pose a strangulation hazard. Even helmets can be dangerous on a playground, so save those for bikes.
- Ensure that children use age-appropriate playground equipment. Separate play areas for children under 5 should be available and maintained.
- For babies who are learning to walk, the play area should have a smooth and easy surface to walk on.
- If your baby has fairly good head control and can sit up with support (usually around 9 months old), give the baby (bucket-shaped) swings a try.
- Avoid playgrounds with non-impact absorbing surfaces, such as asphalt, concrete, grass, dirt or gravel.
- Recommended surface materials include: sand, pea gravel, wood chips, mulch and shredded rubber. Rubber mats, synthetic turf and other artificial materials are also safe surfaces and require less maintenance.
- Surfacing should be at least 12 inches deep and extend at least 6 feet in all directions around stationary equipment. Depending on the height of the equipment, surfacing may need to extend farther than 6 feet.
- For swings, make sure that the surfacing extends, in the back and front, twice the height of the suspending bar. So if the top of the swing set is 10 feet high, the surfacing should extend 20 feet.
- Double check with your school and child care center to make sure they have age-appropriate, well-maintained playground equipment.
- If there are any hazards in a public or backyard playground, report them immediately and do not allow children to use the equipment until it is safe.
- Report any playground safety hazards to the organization responsible for the site (e.g., school, park authority or city council).

## **NUTRITION AND FOOD SERVICE**

What are the basic requirements for snack and mealtimes?

- You must serve all children ready for table food regular meals and morning and afternoon snacks as specified in this subchapter.
- If breakfast is served, a morning snack is not required.
- A child must not go more than three hours without a meal or snack being offered, unless the child is sleeping.
- If your child-care center is participating in the Child and Adult Care Food Program (CACFP) administered by the Texas Department of Agriculture, you may elect to meet those requirements rather than those specified in this section.
- You must ensure a supply of drinking water is always available to each child and is served at every snack, mealtime, and after active play in a safe and sanitary manner.
- You must not serve beverages with added sugars, such as carbonated beverages, fruit punch, or sweetened milk except for a special occasion such as a holiday or birthday celebration.
- You must not use food as a reward.
- You must not serve a child a food identified on the child's food allergy emergency plan as specified in §746.3817 of this title (relating to What is a food allergy emergency plan?).



All meals are served FAMILY STYLE, although all meals and snack times must:

- Be unhurried; and
- Include adult supervision of children.

If meals and snacks are served family style, caregivers must supervise children to prevent cross-contamination of the food.

Only food prepared by the center will be served to the children, unless it was store bought.

### **ANTI-IDLING**

Car exhaust releases pollutants that are harmful to health (especially to children) and the environment. Pollution from idling vehicles can also enter a facility, thus affecting the indoor air quality. All vehicles should turn off their engines within the facility's designated parking areas as soon as possible to protect children from inhaling harmful car exhaust.

Parent & Personnel Policies are reviewed a minimum of every two years and updated as necessary.

Written Operating Procedures are reviewed and updated a minimum of every two years and as necessary.

**OPERATIONAL POLICIES:**

| <b>TOPICS COVERED:</b>                          |
|---|
| 1. Hours of Operation                           |
| 2. Release of Children                          |
| 3. Illness and Exclusion                        |
| 4. Medication Administration                    |
| 5. Medical Emergencies                          |
| 6. Parent Notifications                         |
| 7. Discipline and Guidance                      |
| 8. Suspension & Expulsion                       |
| 9. Safe Sleep                                   |
| 10. Food Service                                |
| 11. Immunizations                               |
| 12. Hearing & Vision Screening                  |
| 13. Transition planning                         |
| 14. Policy Changes                              |
| 15. Transportation and anti-idling              |
| 16. Water Activities                            |
| 17. Field Trips                                 |
| 18. Animals                                     |
| 19. Insect Repellant & Sunscreen                |
| 20. Questions or Concerns                       |
| 21. Parent Involvement                          |
| 22. Licensing Standards & Reports               |
| 23. Licensing Contact Information               |
| 24. Emergency Preparedness Plan                 |
| 25. Nursing Mothers                             |
| 26. Abuse & Neglect                             |
| 27. Daily Health Checks                         |
| 28. Vaccine-Preventable Diseases                |
| 29. Gang-Free Zone                              |
| 30. Prohibition of drugs, smoking, and firearms |
| 31. Social media and technology usage           |

I acknowledge that I received the February 22, 2023 revision of the Operational Policies and that I have read and understand the policies.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

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



Discipline Policy Acknowledgement:

I acknowledge that I have read and understand Little Scholars Academy discipline and guidance policy.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Permission to Photograph:

I, \_\_\_\_\_ give permission for \_\_\_\_\_  
Parent/Guardian Child's Name

To be photograph and to participate in audio tapes, video tapes, bulletin boards in the hallways, classroom pictures, newsletter, website, social media and other school related activities as part of Little Scholars Academy experiences.

Surveillance cameras are located in each classroom.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880  
Admin@LittleScholarsDFW.com

### Tuition Agreement

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

#### Responsible Party for Payment:

Parent1 Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Email Address: \_\_\_\_\_ DL#: \_\_\_\_\_

Parent2 Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Email Address: \_\_\_\_\_ DL#: \_\_\_\_\_

Tuition Amount \$: \_\_\_\_\_

Registration/Supply Fees \$75.00 Yearly

#### Tuition Information:

- Weekly tuition payments are due by the Monday of each week
- Monthly CCA co-pays are due by the 1<sup>st</sup> of each month of enrollment
- Late fees of \$5.00 per day will be charged if outstanding balances have not been paid by:
  - Weekly Tuition - the Monday of each week of enrollment
  - Monthly CCA co-pay – the 1<sup>st</sup> of each month of enrollment
- Any nonpayment of monthly co-pays will be reported to CCA
- \$5.00 charge will be assessed if you forget to cancel after-school pick-up. After 3 failures to notify us, the charge will double to \$10.00 per incident
- No checks accepted
- Tuition is due whether or not your child is present
- Late pickup is subject to payment of \$1.00 per minute
- Holidays, weather closure, vacation, or sickness does not relieve you of payment for the missing time

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date \_\_\_\_\_



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880

## PARENT ORIENTATION

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

1. Tour of facility
2. Introduction to teaching staff
3. Parent visit with the classroom teacher
4. Overview of Parent Handbook
5. Discussion of expectations of family and the needs of the child
6. Overview of available family support resources and activities
7. Interpreter available if needed
8. Opportunity for extended visit in the classroom by both parent and child for a period of time to allow both to be comfortable in the new surroundings

I acknowledge that Little Scholars Academy has completed all the steps as mentioned above in this Parent Orientation plan.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Email Address: \_\_\_\_\_

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



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880

## PARENT POLICIES AND PROCEDURES

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

1. Admission procedure
2. Mission, philosophy, and program goals
3. Hours of Services
4. Holidays
5. Fee structure/payment plan
6. Late payment
7. Refund information
8. Drop off/pick up procedures
9. Health and developmental screenings
10. Illness policy
11. Safe sleep practices
12. Medication administration
13. Emergency preparedness
14. Curriculum
15. Guidance and discipline
16. Child abuse and neglect identification and reporting requirements
17. Statement reflecting the role and influence of parents
18. Family participation
19. Parent-teacher conferences
20. Complaint procedure
21. Withdrawal/dismissal procedure
22. Prohibition of drugs, smoking, and firearms
23. Social media
24. Technology usage
25. Transition planning
26. Transportation
27. Anti-idling

I acknowledge that Little Scholars Academy has completed all the steps as mentioned above in this Policy and Procedures Plan.

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

## Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

### Discipline and Guidance Policy

#### Discipline must be:

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) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

#### Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

**A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:**

- ensure that the measures are considered commonly accepted teaching or training techniques;

• describe the training and disciplinary measures in writing to parents and employees and include the following information:

(A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;

(B) what behaviors would warrant the use of these measures; and

(C) the maximum amount of time the measures would be imposed;

• inform parents that they have the right to ask for additional information; and

• ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section

261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

**Signature**

This policy is effective on the following date...Immediately.....

Signed by: \_\_\_\_\_

Role:      ( ) Parent      ( ) Caregiver/Employee      ( ) Household Member (CH. 747 only)

**Minimum Standards Related to Discipline**

• Title 26, Chapter 746 Subchapter L:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=746&sch=L&rl=Y)

• Title 26, Chapter 747 Subchapter L:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=747&sch=L&rl=Y)

• Title 26, Chapter 744 Subchapter G:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=26&pt=1&ch=744&sch=G&rl=Y)





1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880

## CHILD DEVELOPMENT CENTER WELLNESS POLICY

If your child becomes ill at the Center, we will isolate him/her until you can pick him/her up. We are not able to care for sick children for any prolonged length of time. Please consider the health of all the children and caregivers and do not bring your child to the Center if he/she has had any of the following symptoms in the past 24 hours:

- ✓ Temperature – greater than 100 degrees F. (oral) or 101 degrees F. (rectal).
- ✓ Rash – any rash other than diaper rash or one diagnosed by a doctor as non-contagious.
- ✓ Cough – any cough due to a contagious condition.
- ✓ Discharge – from eyes or nose due to a contagious condition.
- ✓ Swelling – in any part of the body.
- ✓ Vomiting – any repeated vomiting.
- ✓ Diarrhea – of any origin.
- ✓ Head Lice – due to contagious condition.

Children should be free from any of the above symptoms for 24 hours before returning to the Center.

Your child \_\_\_\_\_ has been released from school due to \_\_\_\_\_ on \_\_\_\_\_.

He/she may return to school when free of symptoms for 24 hours, or with a physician's release.

\_\_\_\_\_  
Physician's Signature



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880

## NEW STUDENT FILE COMPLIANCE CHECKLIST

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

1. Child's Name and Date of Birth
2. Child's Home Address and Phone Number
3. Date of Admission
4. Name and Address of Parents
5. Phone Numbers for Parents
6. Emergency Contacts Name and Address
7. Name and Phone Numbers for Persons Authorized to Pick-Up
8. Permission to Transport
9. Permission for Field Trips
10. Permission for Water Activities
11. Emergency Care Facility or Physician's Name and Phone Number
12. Authorization for Emergency Care Transport (SIGNATURE REQUIRED)
13. Statement of Child's Special Needs
14. School Aged Children: Name, Phone Number, and Address of School
15. Shot Record in File
16. Physician's Statement in File
17. Admission Information Sheet (SIGNATURE REQUIRED)
18. Center Policies (SIGNATURE REQUIRED)

I acknowledge that Little Scholars Academy has completed all the steps as mentioned above in this Parent Orientation plan.

File Audit Completed By: \_\_\_\_\_ Date \_\_\_\_\_



1200 W. Spring Valley Rd. Richardson, TX 75080 (972) 231-6998  
14045 Waterfall Way Dallas, TX 75240 (972) 437-3880  
Admin@LittleScholarsDFW.com  
Fax (972) 249 - 2058

### Physician's Statement

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

(Child's Full Name) \_\_\_\_\_ has no previous history of illness and/or injuries that would interfere with participating in the school's program. The child has been examined by me, and is both physically and mentally able to participate in the school's programs.

Special injuries, illnesses, on-going health problems that the school should be aware of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special medication that the child is using or has used frequently:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Physician's Full Name (PRINT): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\* Please return this form ASAP and must be filled out by the Child's physician\*\*\*