



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:		Director's Name:	
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 1:		Address of Parent or Guardian 1 if different from the child's:	
Name of Parent or Guardian 2:		Address of Parent or Guardian 2 if different from the child's:	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Area Code and Phone No.:	Parent 2 Area Code and Phone No.:	Guardian's Area Code and Phone No.:	Custody Documents on File: <input type="radio"/> Yes <input type="radio"/> No
In case of an emergency, when the parent or guardian cannot be reached, 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:			

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

Is your child able to swim without assistance?

- Yes No

If no, your child is required to wear a life jacket while in or near a swimming pool.

Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?

- Yes No

If yes, your child is required to wear a life jacket while in or near a swimming pool.

Do you want your child to wear a life jacket while in or near a swimming pool?

- Yes No

*A competent swimmer can enter and exit a pool safely on their own, tread water or float on their back for one minute, and swim 25 yards with no assistance.

4. Receipt of Written Operational Policies:

I acknowledge receipt of the facility's operational policies, including those for the following. 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, include instructions below |
| <input type="checkbox"/> Previous serious illness | <input type="checkbox"/> Symptoms or indications of complications |
| <input type="checkbox"/> Injuries and hospitalizations in the past 12 months | <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 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.: _____

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 their sibling younger than 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	Address	Area Code and Phone No.
Name of Emergency Care Facility	Address	Area Code and Phone No.

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 they are 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. 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 six to 18 months after the first dose.	

Varicella for Chickenpox

Varicella, the vaccine for chickenpox, is not required if your child has had chickenpox disease. If your child has had chickenpox, complete the statement: My child had varicella disease, chickenpox, on or about [date] and does not need varicella vaccine.

Signature _____

Date Signed _____

Additional Information About Immunizations

For additional information about 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 _____

Grace Kids Acadmey 1-5 Year Child Info Sheet

This form is for the purpose of gathering information about your child that will help your child's primary teacher meet his/her needs. All responses will be shared with your child's immediate caregivers.

Foods your child especially likes: _____

Foods your child dislikes: _____

Food Allergies or Intolerances you child has: _____

The child lives with: Both Parents Mother Only Father Only Guardian

Please list other members of the household:

Name	Relationship	Birthdate
_____	_____	_____
_____	_____	_____
_____	_____	_____

Child's position in the family: _____

How would you describe your child's disposition? _____

Please describe any health problems or concerns: _____

Please answer the following to the best of your knowledge:

Infant Background- Age at which child first...

Sat Alone _____ Crawled _____ Walked _____ Spoke First Word _____
Was your child breast fed? YES/NO _____ If so, how long? _____

Toddler and Preschool Background- My child...

Speaks in sentences Began at what age? _____

Feeds self with spoon

Drinks from a cup

Has control of bladder Begin at what age? _____

Has control of bowels Begin at what age? _____

What method did or are you using to toilet train your child? _____

What words does your child use to indicate toileting needs? _____

Parent Signature: _____ Date: _____

NEW UPDATE DROP IN

Institution Name: Anita Moreau Food Program Specialist Agreement Number: _____

Facility/Provider Name: Grace Kids Academy

Child and Adult Care Food Program (CACFP)

Participant Enrollment Form

Your day care facility participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). The enrolled participant will receive nutritious meals and snacks at no cost to you. CACFP needs verification of enrollment for each participant in this facility. Please fill out the parent/guardian section of this form, sign it and return it to the above facility/provider. Provide information for one participant per section. **(In order for the institution to receive reimbursement for meals served/claimed, this form must be completed for each enrolled participant annually.)**

Parent/Guardian Please Complete:

Participant's (Child) Name: _____ **Date of Birth:** _____ **Age:** _____

Sex: Male Female **Date participant enrolled in the facility:** _____

Food Allergies: Yes No If "yes" specify: _____

(If the participant cannot be served the CACFP Meal Pattern, a statement from the participant's Health Care Provider must be provided.)

Check Days of Normal Care at facility: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Check meals normally eaten at facility: Breakfast AM Snack Lunch PM Snack Supper Evening Snack

Please list the normal times of arrival and departure (check am or pm): **Arrive:** _____ am pm **Depart:** _____ am pm

RACE OF PARTICIPANT: You are NOT required to answer this question.

White Black or African American America Indian/Alaska Native

Asian Native Hawaiian or Other Pacific Islander

ETHNIC IDENTITY: You are NOT required to answer this question.

Hispanic or Latino Not Hispanic or Latino

If participant is an infant (0-11 months), please complete this box. Check all applicable choice(s) below:

This institution/facility offers _____ formula for infants through CACFP. It is your choice whether or not to use this formula based on your infant's needs. Baby foods provided by the institution/facility must be in compliance with the infant meal pattern as required by 7CFR 226.20.

Please mark your preference (choose all that apply)	Today's Date	Today's Date
	Birth - 5 months	6 - 11 months
I will bring expressed breastmilk for my infant.		
I want the provider to provide the infant formula for my infant.		
I will bring the infant formula for my infant. Please list the kind of infant formula you will bring.		

According to CACFP requirements, in order to claim meals for reimbursement, the provider must provide infant cereal and other foods when your infant is developmentally ready to accept them.

Please mark your preference

I want the provider to provide the infant cereal and other foods for my infant.

I will bring the infant cereal and/or other foods for my infant.

Today's Date

6 - 11 months

Note to parents who are getting formula through the WIC Program: Your baby is eligible to get formula from this child care institution/facility as well as from the WIC Program. It is your decision which formula you want your baby to use when she/he is at child care. If you find you are getting more formula than your baby needs, you may wish to talk with your WIC nutritionist or your child care provider.

I hereby certify the information given on this sheet is true and correct to the best of my knowledge. I also certify that I was given CACFP Meal Benefits Income Eligibility Form Letter to Household, the WIC information, Building for the Future Flyers, Civil Rights Appeals Procedures.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone Number: _____ Date Dropped: _____

Work Telephone Number: _____ Emergency Telephone Number: _____

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director Office of Adjudication and Compliance, 1400 Independence Avenue SW, Washington, DC 20250-9401 or call (866) 632-9992, (202) 260-1026 or (202) 401-0216 (TDD). This institution is an equal opportunity provider and employer.



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members

Name of Enrolled Child(ren): _____

Names of all household members
(First, Middle Initial, Last)

CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT)
*IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.

CHECK IF NO INCOME

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. If no one receives these benefits, skip to part 3.

NAME: _____ ELIGIBILITY NUMBER: _____

Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number: NAME: _____ ELIGIBILITY NUMBER: _____

Check here if no eligibility number

Part 4. Total Household Gross Income—You must tell us how much and how often

A. Name (List only household members with income) <i>(Example) Jane Smith</i>	B. Gross income and how often it was received Note: Self-employed report income after expenses in box 1			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	\$200/weekly _____	\$150/twice a month _____	\$100/monthly _____	\$200/bi-monthly _____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)
An adult household member must sign this form. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.)

I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: _____ Print name: _____

Date: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Last four digits of Social Security Number: *_*_*-_*_*-_____ I do not have a Social Security Number



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 6. Participant's ethnic and racial identities (optional)

Mark one ethnic identity:	Mark one or more racial identities:
<input checked="" type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or <input type="checkbox"/> American Indian or Alaska Native
<input checked="" type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/>

Part 7. Sharing Information With Other Programs: OPTIONAL

The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.

- I do elect to allow my household information to be disclosed.
- I do not elect to allow my household information to be disclosed.

Don't fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Tier I ___ Tier II ___

Reason: _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____

Follow-up Official's Signature: _____ Date: _____

Privacy Act Statement:

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) eligibility number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

This institution is an equal opportunity provider.



Media Release

Grace Kids Academy Student Name: _____,

GKA would appreciate your permission to use photographs, video and/or audio recordings of your child. These media pieces may be used on our website, promotional materials, school brochures, newsletters, athletic flyers and reports.

In addition, we would like to include samples of students' art or literary work and athletic pictures in these same media pieces. We ask your permission to display these items on our website, school brochures, newsletters, athletic flyers and reports.

Please check one of the following choices and initial all media that apply:

_____ I grant permission for Grace Kids Academy to use video, audio recording or photos of our child or of our child's performances, artwork, athletics or literary work to be published on:

___ GKA website

___ Athletic Flyers

___ School brochures

___ Reports

___ Newsletters

___ Local Newspapers/Billboards

_____ I do not grant permission for Grace Kids Academy to use video, audio recording or photos of our child or of our child's performances, artwork, athletics or literary work to be published on:

___ GKA website

___ Athletic Flyers

___ School brochures

___ Reports

___ Newsletters

___ Local Newspapers/Billboards

Parent/Guardian Signature

Date

Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian'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 of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from your bank account.

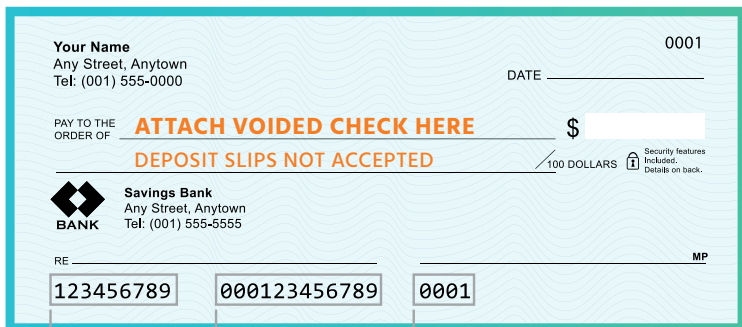
ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT

I (we) hereby authorize (business name) _____ to initiate debit entries to my (our) checking or savings account, indicated below (Section A). To properly affect the cancellation of this agreement, I (we) are required to give 14 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE SECTION

SECTION A (Bank Account)

Your Name		Phone #		
Address		City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
Authorized Signature		Date		



ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

FOR OFFICIAL USE ONLY

Date Received

Employee Signature

800.338.3884 • procaresoftware.com

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Grace Kids Academy



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A ministry of Grace Church Houston



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FAMILY HANDBOOK

**Revised January 2025*



WELCOME

Welcome to Grace Kids Academy! We are delighted to have your child join our community of faith and learning. As a school grounded in Christian values, we strive to nurture not only the academic growth of each child but also their spiritual and emotional development. Together, with your support, we aim to create a loving and supportive environment where your child can grow in God's love, explore their unique talents, and build strong foundations for their future. We look forward to partnering with you to make this a wonderful and memorable year for your family!

MISSION STATEMENT

At Grace Kids Academy, our mission is to provide a Christ-centered education that nurtures the whole child—body, mind, and spirit. We are committed to fostering a safe, loving, and dynamic environment where children can grow in their faith, develop foundational academic skills, and cultivate positive character traits. Our goal is to prepare young hearts and minds for a life of service, kindness, and success, all while encouraging a deep love for God and others.

PHILOSOPHY

We believe that every child is a unique gift from God, created with purpose and potential. Our philosophy is centered on the idea that learning is most effective when it is engaging, meaningful, and rooted in Christian values. We aim to create an environment where children feel loved and secure, allowing them to explore, discover, and grow at their own pace. By integrating faith-based teachings with hands-on learning experiences, we help children build a strong foundation in both their spiritual and academic lives. We partner with families to ensure that each child's individual needs are met, fostering a love of learning that lasts a lifetime.

As you read through this handbook, please consider any questions you may have along the way regarding our policies and procedures. These policies and procedures are set in place to protect the wellbeing of all Grace Kids Academy members- student, staff, and families- and must be upheld at all times.

GRACE KIDS ACADEMY STAFF

All staff members at Grace Kids Academy undergo comprehensive background checks, including FBI fingerprinting, and are required to obtain CPR and First Aid certification prior to being assigned to a classroom.

While we prioritize the safety and well-being of all children in our care, please note that Grace Kids Academy does not mandate COVID-19 vaccinations for staff members as part of our employment policy.

CURRICULUM

The ABEKA curriculum is designed to provide a strong academic foundation while promoting moral and spiritual growth. With a focus on biblical principles, ABEKA encourages children to develop a love for learning and a strong work ethic. The curriculum aims to build essential skills in language, math, science, and reading, while also instilling character traits such as honesty, kindness, and respect. By integrating faith-based teachings with structured academic lessons, ABEKA ensures that students not only excel academically but also grow in their relationship with God and others.

At Grace Kids Academy, the ABEKA curriculum is thoughtfully implemented to meet the developmental needs of each age group, ensuring that learning is both age-appropriate and engaging.



- **Infants (0-12 months):** While the ABEKA curriculum is not formally introduced at this stage, we create a nurturing environment with stimulating activities that support early sensory development, motor skills, and language acquisition. Teachers use a base curriculum filled with innovative, interactive activities to begin building a foundation for later learning.
- **Toddlers (12-24 months):** In the toddler stage, ABEKA's foundational concepts are introduced through music, movement, and simple learning activities. Teachers focus on language development, social skills, and emotional growth, incorporating ABEKA materials that promote these areas through play and structured activities.
- **Twos (2-3 years):** For two-year-olds, ABEKA materials introduce basic concepts like colors, shapes, numbers, and letters through fun and interactive lessons. Teachers use songs, books, and hands-on activities to support language development and early literacy skills, all while fostering social skills and emotional regulation.
- **Threes (3-4 years):** ABEKA's early academic concepts are implemented more formally in the threes, including letter recognition, phonics, basic math, and early Bible stories. Teachers create a balance of structured learning and play-based activities to help children develop fine motor skills, language skills, and problem-solving abilities.
- **Pre-K (4-5 years):** In Pre-K, ABEKA is fully integrated to prepare children for kindergarten. The curriculum includes a focus on phonics, math, reading readiness, and Bible lessons. Children engage in hands-on activities that support early reading, writing, and math skills, all while learning through play, exploration, and structured lessons that focus on school readiness.

CULTURAL DIVERSITY AND EDUCATION

Grace Kids Academy values and promotes bilingualism in both students and teachers, with nearly all of our teachers being both Spanish and English-speaking. Dual-language learning is highly promoted in each classroom, as well as built into each classroom's daily learning schedule. We believe that supporting bilingual language development (Spanish and English) creates a richer learning experience and enhances cognitive and cultural development.

We embrace the diverse backgrounds and needs of all our families and children. We strive to create an inclusive environment by offering support for children with varying abilities and home languages. Our staff is trained to work with children from diverse cultural backgrounds, and we incorporate culturally relevant activities and materials into our curriculum. For families with differing home languages, we utilize translation services when needed and encourage open communication to ensure that all families feel welcomed and supported. Additionally, we work closely with families to provide individualized strategies and resources to help children thrive in a culturally rich and supportive learning environment.

MEDICAL EMERGENCY

In the event of a medical emergency involving your child at our center, we will immediately call for an ambulance and then contact you, the parent or guardian. If we are unable to reach you, we will transport your child to the hospital designated in your child's enrollment packet, or to the nearest available hospital if no specific preference has been provided.

HOURS OF OPERATION

Grace Kids Academy is open for business from 6:00 a.m. to 6:00 p.m., Monday through Friday.



It is essential for students to be dropped off before 10:00 a.m. to ensure they can fully participate in the day's planned activities and learning experiences, which are designed to foster a smooth and engaging start to their educational day.

Occasional drop-off after 10:00 a.m. can be communicated to and approved by the school director.

EMERGENCY CLOSING, LOCKDOWN, AND INCLEMENT WEATHER

At the discretion of the Director, Grace Kids Academy will adhere to the decisions made by the Clear Creek Independent School District (ISD) regarding school closures due to hazardous weather conditions. In the event of an emergency closing or inclement weather, parents will be promptly notified through email and text via Procure.

In the case of an emergency that leads to relocation, parents or approved emergency contacts will be notified promptly, through email and text via Procure, upon the school's safe arrival to the designated relocation site. Once information can be safely relayed by the Grace Kids Academy administrative team, parents or approved emergency contacts should report directly to the designated relocation site to reunite with their child(ren).

Additionally, in the event of a lockdown or other emergency situation, Grace Kids Academy will be in communication with our local Police Departments', and will follow all safety protocols directed by the Police Department(s) to ensure the wellbeing of all Grace Kids Academy members. Parents or approved emergency contacts will be notified accordingly with further instructions.

Emergency evacuation relocation sites are as follows:

Relocation site 1: Clear Lake Infiniti Dealership
14705 Gulf Fwy, Houston, TX, 77034
(832) 553-1723

Relocation site 2: Ron Hoover RV and Marine of South Houston
14141 Gulf Fwy, Houston, TX, 77034
(409) 247-8205

REGISTRATION

A non-refundable registration fee of \$175 is required upon enrollment. This advance payment ensures that we can reserve a class place for your child and begin preparing for their successful journey with us.

CURRICULUM/SUPPLY FEE/SUMMER FEE

A bi-annual curriculum and supply fee of \$75 is due on February 15 and August 15 each year for all families. These funds are used to enrich the learning experience by providing enhanced curriculum materials, supplies, and additional activities for the children.

Additionally, summer fees and field trip fees, which vary based on the child's age and planned activities, are due by June 1 each year. These fees help support special summer programs and excursions designed to further engage and enrich your child's learning.

ENROLLMENT

Enrollment at Grace Kids Academy is available for children aged 6 weeks to 12 years.

Admission is processed on a first-come, first-served basis, with additional applicants placed on a waiting list and enrolled as space becomes available.

The admission of children with special needs is considered on an individual basis, depending on available qualified staffing.

To ensure your child's enrollment, the following items must be submitted to our office by the first day of enrollment:

- A non-refundable \$175 registration fee
- Tuition payment (amount based on designated tuition schedule- weekly, bi-monthly, or monthly)
- Completed enrollment forms
- Completed Food Program forms
- Completed Tuition Express form
- Current immunization records
- Physician's statement
- Emergency Medical Care Authorization form

Parents or guardians are required to promptly notify Grace Kids Academy of any changes to the information provided during the enrollment process or at any time thereafter. In order to make changes and/or updates to enrollment information, such as authorized contact and pick-up persons, Grace Kids Academy administrators will provide new enrollment documents upon parent or guardian request, as well as update the new information provided in Procure. Parents or guardians may also complete and sign a contact information update form, located at the administrative front desk, and leave with a Grace Kids Academy administrator. Failure to update such information may result in the child(ren) being disenrolled from the program, and any tuition payments made may be forfeited.

Grace Kids Academy reserves the right to dismiss any child or parent from the program at its sole discretion, with or without cause, at any time.

HOLIDAYS

Grace Kids Academy is closed/closed early for the following holidays:

- Thanksgiving Eve- Close at 3:00 p.m.
- Thanksgiving Break- 2 days; Thursday and Friday
- Christmas Eve- Close at 3:00 p.m.
- Christmas/New Year Break- 4 days; TBD each year *accommodations for childcare offered at Bright Horizons
- New Year's Eve- Close at 3:00 p.m.
- New Year's Day
- Martin Luther King Jr Day- Staff In-Service Training, ****February 21, 2025 Staff In-service Training**
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day- Staff In-Service Training

*Grace Kids Academy will close two days each year for required staff development. We believe in investing in our teachers so that they are equipped to invest fully in your children. Please refer to your school year calendar for the specific day of the current year.

*Holidays and scheduled school closures are considered when establishing tuition rates. There will be no adjustment made to tuition for those days. When a holiday falls on a weekend, we observe the holiday in accordance with the National Monday Holiday Bill.

PROCARE

The Procure parent app is a key tool we use to communicate with families about their child's daily experiences at Grace Kids Academy. Through the app, teachers provide daily reports detailing important information such as meals, naps, activities, and any notable moments from the day. In the event of specific concerns, including challenging behaviors or significant milestones, the app allows teachers to send real-time updates to parents. This ensures families are kept informed and engaged in their child's daily preschool experience, fostering an ongoing partnership between home and school.

In the event of technology failure, such as due to building wifi issues, a written daily report will be provided for all students in attendance during the disruption.

TUITION

Current Grace Kids Academy Weekly Tuition Rates:

Full Time

- Infants (6 weeks-12 months): \$270
- Toddlers (13-23 months): \$255
- Two-Years: \$240

- Three-Years: \$230
- Four-Five-Years: \$220

Part Time

- PT 2 Days (Monthly): \$465
- PT 3 Days(Monthly): \$565

School Age

- Before and After: \$145
- After: \$120
- FT and Summer Camp: \$220

Grace Kids Academy runs under Procure Tuition Express for all tuition payments. All payments must be made via automatic ACH transaction. Grace Kids Academy offers three options for tuition payment: weekly, bimonthly, monthly.

Weekly tuition is due every Friday for the following week. Weekly tuition accounts are billed/invoiced every Thursday for the upcoming week. Tuition Express will process payment every Friday.

Bimonthly tuition is due on the 15th and 30th day of each month. Bimonthly tuition accounts are billed/invoiced on the business day prior to the 15th and the 30th. Tuition Express will process payment every 15th and 30th day (business day before or after if 15th/30th falls on a weekend day).

Monthly tuition is due the first business day of each month. Monthly tuition accounts are billed/invoiced on the business day prior to the first business day of the month. Tuition Express will process payment on the first business day of the month.

Any tuition payment that is returned due to nonpayment/late payment will incur a \$25 chargeback/late fee and be charged again immediately upon its return. Continued returned payments may result in dismissal from Grace Kids Academy.

In the event a refund is necessary, such as for overpayment, withdrawal with prepaid tuition, or billing errors, a tuition credit will be issued toward future payments rather than a monetary reimbursement.

At the discretion of the school director, a suspension or STOP of attendance may be implemented if there is an outstanding tuition balance on the account.

Childcare fees are based on enrollment (a reserved space) not on attendance.

***There is no credit given for ineligible vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.**

SUBSIDIZED CARE

Grace Kids Academy accepts child care subsidies. Parents of a subsidized child(ren) must complete all required

paperwork to continue enrollment at Grace Kids Academy. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for any monthly parent amount due for payment of tuition.

To ensure compliance with government grant funding policies, Grace Kids Academy is not responsible for obtaining renewal or change of subsidized care information. Any renewal or change of information regarding subsidized care is the full responsibility of the parent to obtain, and must be immediately shared with Grace Kids Academy.

DISCOUNTS

Grace Kids Academy offers the following discounts:

- 10% sibling discount for the eldest sibling
- 10% military/police/first responder/fire department for one child

LATE PICK-UP FEE

It is essential that children are picked up promptly at the close of business, as Grace Kids Academy's insurance policy does not cover the care of children after business hours. A late fee of \$25.00 per child will be assessed for pick-ups after 6:05 p.m. and will be charged to the child's tuition account. Late fees must be paid in full with the next tuition payment. It is the responsibility of the parent or guardian to ensure that an authorized individual—either a parent or an emergency/alternate pick-up contact—is available to pick up the child on time.

IMMUNIZATIONS, VISION AND HEARING

Upon enrollment, an up-to-date immunization record must be provided for each child. Immunizations must be kept current by parents throughout the child's enrollment.

If your child(ren) is four years old on or before September 1st, you must provide us with a hearing and vision screening test upon registration OR when your child reaches four years of age while attending Grace Kids Academy.

***These are State and Houston Health Department requirements.**

IN THE BEGINNING

The first few weeks in a new environment can often lead to feelings of anxiety for both children and adults. As early childhood development is deeply influenced by emotional security, our staff is specifically trained to observe and respond to your child's reactions with sensitivity and care. We understand the importance of this transition and prioritize creating a supportive and nurturing environment.

We encourage you to take the time to get to know the teachers and staff members of Grace Kids Academy who will be involved in your child's daily care. Building a trusting relationship with the team is crucial to ensuring that you feel confident in the care your child receives. It is also beneficial to speak positively with your child about their school, friends, and activities, as this will help foster a sense of excitement and security. Should you have any concerns, please feel free to communicate directly with the Grace Kids Academy administrative team.

Separation anxiety is a common and normal part of early childhood development. Over time, with consistency and reassurance, children typically adjust to the routine. We recommend that after signing your child in and walking them to class, you offer a quick hug and reassure them that you will return in the afternoon. Prolonged goodbyes can increase anxiety, making the transition more difficult for your child.

For added comfort, younger children may benefit from bringing a familiar object from home, such as a stuffed animal, blanket, or shirt from mom (especially during naptime), to help ease the transition and create a sense of security. Grace Kids Academy can permit a child to bring a special security object the first two weeks of enrollment. Upon the two week's end, and to support positive child development, special security objects/toys must remain at home.

ARRIVAL PROCEDURES

Grace Kids Academy hours of operation are 6:00 a.m. to 6:00 p.m., Monday - Friday.

For the safety and security of your child, we have implemented a keypad entry system at Grace Kids Academy. This system ensures that only authorized individuals, with a confidential personal code, are able to check your child in and out of the school, preventing unauthorized access.

Upon arrival, the parent or authorized adult must sign the child into Procare using the tablet located at the front desk. A Geo-Spot has also been activated to allow families to sign their child in/out of Procare via smartphone while in the building. We require that you accompany your child through the building and to their classroom. This practice supports a smoother transition and provides an opportunity for you to briefly connect with the teacher to share any important updates about your child's day.

In the mornings, students gather together until 8:00 a.m. for breakfast before transitioning to their individual classrooms. Infants will, of course, have breakfast in the infant classroom(s). Likewise, at the end of the day, children may be gathered in one classroom or gross motor area (playground, playscape, auditorium) for pickup. We appreciate your understanding and cooperation in helping us maintain a safe, organized, and smooth experience for all families during drop-off and pick-up times.

***For morning drop-off, parents are required to accompany their children into the building and walk them to their classroom to ensure their safety. Please remember that children should never be left unattended in a vehicle under any circumstances.**

PICK-UP PROCEDURES / SAFETY AND RELEASE OF CHILDREN

In accordance with state regulations, parents or other authorized adults are required to sign their child out upon pick-up. Once a child is signed out and handed over to the parent or authorized adult, the responsibility for supervising the child while on school premises transfers to the parent. This includes, but is not limited to, the playscape, playground areas, hallways, bathrooms, and other classrooms. Parents are asked to refrain from allowing children to wander in these areas. We kindly request that all business matters be addressed prior to signing out your child, and that parents exit the building directly once the sign-out process is complete. Proper identification will be required for anyone picking up your child.

***Children can not be released to anyone, including siblings, less than 18 years of age.**

DISMISSAL

Grace Kids Academy operates as an at-will institution and reserves the right to dismiss any child at its sole discretion, with or without cause. In the event of a child's withdrawal, parents or guardians are financially responsible for payment of two weeks' tuition upon submission of a written withdrawal notice to Grace Kids Academy administrators. Any outstanding balances must be settled in full prior to the child's dismissal from the school.

Any remaining balances after the child's dismissal will be referred to the Academy's legal counsel for collection, and appropriate legal actions may be pursued.

Furthermore, in the event of any harassment, threats, or actions that cause harm to any individual affiliated with Grace Kids Academy, whether through phone calls, written communication, or any other means, the Academy reserves the right to pursue legal action and prosecute to the fullest extent of the law.

WITHDRAWAL

A minimum of two weeks' written notice is required for the withdrawal of a child from Grace Kids Academy, regardless of the reason for withdrawal. If the proper notice is provided, any unused tuition will be refunded within thirty days of the child's withdrawal. If the required notice is not given, parents will be responsible for the payment of two additional weeks of tuition.

***Parents wishing to change their child's days or times of enrollment at Grace Kids Academy must submit a request for such changes at least two weeks in advance of the desired modification.**

NOTIFICATION OF ABSENSE

Please note that tuition remains unchanged if your child is absent for any reason. We kindly ask that you notify the center by 10:00 a.m. if your child will be absent, either by phone or through Procure, to help us plan accordingly.

REFUSAL OF ADMISSION

Grace Kids Academy reserves the right to refuse admission to any child at its sole discretion, with or without cause. While the Academy makes every effort to maintain an adequate list of substitute staff to address absences, there may be instances where substitutes are unavailable, and classrooms must be closed in order to comply with licensing regulations. Admission will be granted on a "first-come, first-served" basis when seeking to maintain appropriate staff-to-child ratios or when closing classrooms due to staffing limitations.

Reasons for refusal of admission may include, but are not limited to:

- Insufficient staff to maintain required staff-to-child ratios as mandated by State Licensing Regulations.
- The need to remain in compliance with Licensing Regulations.
- The child is deemed too ill to be attended by staff.
- Domestic situations that present a safety risk to the child, staff, or other children enrolled at Grace Kids Academy.
- Failure by the parents to maintain accurate and up-to-date records.
- Failure by the parents to complete and submit required documentation in a timely manner.

Parents will not be reimbursed for tuition for any days in which their child is refused admission to the program.

VACATION

Children enrolled for a full fiscal year are eligible for one week of vacation time upon completion of every one-year anniversary of enrollment. Vacation time is defined as Monday through Friday.

TRANSPORTATION

Grace Kids Academy provides transportation to and from local schools, as well as to various field trips throughout the year. We are committed to ensuring the safety of all children while traveling, and in compliance with state regulations, we follow all legal requirements regarding the use of child booster seats.

For the safety of all passengers, children are expected to adhere to all bus safety rules and behave responsibly to prevent creating unsafe driving conditions. In order to foster a positive and safe environment, it is essential that children understand and follow these rules. At the time of enrollment or at the beginning of each new school year, parents and children who will be using the bus are required to read and sign a Transportation Agreement Form. This form outlines the expectations for bus conduct, as well as the disciplinary measures that may be enforced should the rules be violated. This process helps ensure clear communication and sets a standard for behavior to maintain safety and order.

To better assist families, please reach out to the Grace Kids Academy administrative team for a list of the schools

from which we provide transportation.

In order to effectively manage transportation schedules and ensure the safety and comfort of all children, parents of school-age children are asked to notify Grace Kids Academy by 12:00 p.m. via phone or Procure if transportation from public school will not be required in the afternoon. This advance notice allows us to adjust staffing and ensure that we are fully prepared to accommodate all children. If notice is not provided in advance, an inconvenience fee of \$10 per child will be applied to your account. This fee helps cover the costs associated with last-minute adjustments and ensures that the system operates smoothly for all families.

BIRTHDAYS

Your child's birthday is a special occasion, and we would love to help make it memorable! If you wish to bring a special birthday snack to share with the class, please notify your child's teacher at least one week in advance. This allows us time to inform other parents about the celebration and provide an opportunity for them to notify us of any food allergies or sensitivities.

To ensure the safety and enjoyment of all children, all snacks brought in must be store-bought and nut-free. We want every child to feel included and enjoy the celebration without concerns about allergens.

Thank you for your cooperation in helping us make your child's birthday a safe and joyous occasion!

ANIMALS

Grace Kids Academy does not permit animals in the classroom.

SPLASH DAY AND SWIMMING

Summer at Grace Kids Academy just got a lot more fun with our exciting Splash Days! On these special days, we'll have sprinklers, water play toys, and lots of fun in the sun. To make sure your child is ready for all the wet and wild fun, please remember to bring a tote/bag filled with a towel, bathing suit, water shoes, sunscreen, and insect repellent on the specified days.

Rest assured, there will always be at least two teachers supervising the children to ensure everyone has a safe and enjoyable time. We can't wait for your child to splash, play, and make unforgettable summer memories with us!

For safety during Splash Day fun, all children must wear water shoes that are close-toed and have a secure backing or strap. This is to ensure proper support and prevent any possible injuries. Children without the appropriate footwear will unfortunately be unable to participate in Splash Day activities.

PARENT NOTICES

Grace Kids Academy shares monthly newsletters via Procure email to keep parents informed about upcoming events, important updates, birthdays, and more. Additionally, we will post a notice at the front desk and classroom doors to alert parents of any upcoming events, and we encourage all parents to participate. If you are interested in taking part in any event, please feel free to notify a member of our administrative team.

Should there be any changes to operational policies or enrollment agreements, parents will be notified in writing. You will be asked to sign and date any documents reflecting these changes to ensure clear communication.

We also use Procure to share updates and important information throughout the day, ensuring parents are always kept in the loop.

SUPPLIES

Each child should have at least two changes of clothing, including diapers or pull-ups if necessary. If applicable, please bring diaper cream, as well as formula or breast milk. Please also provide bottles, sippy cups, or water cups for drinking water throughout the day. All students must have a diaper bag or backpack to store these items in. Backpacks, jackets, etc. will be stored in classroom student cubbies.

Grace Kids Academy provides cribs and crib sheets for infants, as well as napping mats for students aged 12 months and up. For safety and sanitation purposes, it is required that parents provide a small blanket and a mat sheet or a roll-up mat to lay over top of a napping mat.

It is important that any dietary needs, restrictions, food preferences, or allergies be communicated to Grace Kids Academy administration at the time of enrollment and updated as necessary throughout the school year. If your child has specific dietary requirements or preferences that differ from the meals provided by the school, including special milks, please ensure that these food and/or milk substitutions are provided for your child.

DRESS CODE

We encourage children to wear comfortable clothing suitable for play. Please note that children may get dirty from activities such as eating, arts and crafts, or outdoor play. For this reason, we ask that you avoid sending your child in their best clothing if you are concerned about potential stains or dirt. Children participate in daily outdoor play, weather permitting. To ensure their comfort and safety during these activities, children must be dressed in seasonally appropriate clothing, including closed-toe shoes and socks. All clothing items should be clearly labeled with the child's first and last name.

Grace Kids Academy is not responsible for any damage to or loss of clothing items. Any extra clothing should be kept in the child's backpack. For children who are toilet training, please ensure their clothing allows for independence. We encourage children to learn to dress and undress independently during this process.

***For the safety of your child, Crocs and similar slip-on shoes are not permitted at Grace Kids Academy. Children must wear closed-toe, secure shoes with proper support to prevent tripping, ensure adequate foot protection, and provide stability during active play.**

SECURITY

At Grace Kids Academy, the safety and well-being of your child, our staff, and the entire facility are of the utmost importance. To ensure a secure environment, our center is equipped with surveillance cameras both inside and outside the building, with real-time access monitored by administrative personnel at all times. Additionally, our main entryways are protected by secure keypads, and all other entrances to the facility are locked. Only authorized administrative staff have access to keys for these areas.

Furthermore, the security of the entire church building, which houses Grace Kids Academy, is closely monitored to provide an extra layer of protection. We are committed to maintaining a safe, secure environment for all children and staff, and we take every precaution to ensure that only authorized individuals have access to our premises.

TECHNOLOGY TIME

At Grace Kids Academy, we believe in integrating technology in a purposeful and educational way for our students aged 2 and up. Each child is permitted 15 minutes of technology time both in the morning and afternoon, during which they engage in age-appropriate, educational activities designed to support learning and development. This time is carefully monitored and selected to complement our curriculum, ensuring that technology enhances rather than replaces meaningful interactions and hands-on learning experiences.

GUIDANCE AND DISCIPLINE

At Grace Kids Academy, our approach to guidance and discipline is rooted in love, respect, and an understanding of each child's unique developmental needs. We believe that discipline is not simply about correction but is an opportunity to teach children valuable life skills, including how to make better choices, solve problems, and manage their emotions. We view this process as a way to guide children toward acceptable behavior, while also nurturing their hearts and minds in the light of God's love.

Our discipline practices are designed to be supportive and constructive, always aiming to help the child grow. We understand that children learn best when they feel safe, respected, and loved. Therefore, we do not use punitive methods such as making a child face a wall or isolate them from their peers. Instead, we focus on redirection, offering kind and constructive words to help children solve problems, and providing them with opportunities to try again.

If a child's behavior presents an immediate threat to their own safety, the safety of others, or creates an unsafe environment, we will contact parents for immediate pick-up. Our primary concern is the well-being of all children, and this measure ensures that everyone is protected in a calm and safe environment. We trust that, together, we can work to address any concerns and continue to support the child's growth in a loving, safe space.

Techniques used for guidance include:

- Redirecting the child to more appropriate behavior
- Offering the child words or strategies to solve problems
- Giving the child another chance to try again
- Modifying the environment or routine to meet the child's needs
- Allowing the child a brief, designated "time away" to calm down, reflect on their actions, and rejoin the group when they are ready to demonstrate the desired behavior. This is not a punishment, but a moment to help the child regain composure. A member of the teaching

We are committed to fostering a nurturing, loving environment where each child is given the opportunity to learn, grow, and become the best version of themselves, in a safe and supportive atmosphere.

CHALLENGING BEHAVIOR AND OR SPECIAL NEEDS

At Grace Kids Academy, we prioritize open and ongoing communication between families and our teachers and directors. If a child exhibits consistent challenging behaviors, teachers will communicate with parents daily to provide updates, discuss strategies, and ensure a collaborative approach to support the child's success. Discussions are framed around our program's objectives, promoting a positive and developmentally

appropriate response. Families will also receive updates through Procure daily reports, keeping them informed of progress and any necessary adjustments. Our goal is to create consistency between home and school, fostering the best possible outcome for each child.

In cases of serious, dangerous, or aggressive behavior, a behavior intervention plan may be developed by the Grace Kids Academy administrative team. This plan will be tailored to address the specific needs of the child and will be implemented during the child's daily attendance in the classroom. Parents will be asked to review and sign the plan, acknowledging their understanding and compliance. In extreme cases, where the safety and well-being of the child or others is at risk, immediate dismissal from the program may be required.

TOYS FROM HOME

To maintain a focused and safe learning environment, toys from home are not permitted at Grace Kids Academy. Bringing personal toys can create distractions during class time and may interfere with the child's ability to engage in group activities. Additionally, toys from home can sometimes lead to conflicts among children, as they may become possessive or upset if toys are lost, broken, or taken by others. By providing a set of school-approved toys and materials, we ensure that every child has access to shared, appropriate resources, fostering cooperation and minimizing potential disruptions. This policy also helps to prevent the spread of germs and ensures that all children have the same opportunities for play and exploration.

FIELD TRIPS

At Grace Kids Academy, we believe in making learning come to life—whether it's exploring the world beyond our classroom or discovering something new right here at school!

For our older children (ages 4 and up), we love taking exciting field trips to explore new places and enhance our curriculum with real-world experiences. Parents will receive a notice in advance with all the important details, including the destination, date, time, purpose, cost, and transportation information. A signed written permission form is required for each field trip. Please note, children cannot be dropped off by parents at the field trip location. We welcome parent chaperones! If you're interested in joining the fun, just complete a background check first.

For our younger learners (ages 3 and under), we bring the adventure to them with in-house field trips! These fun, hands-on activities—like visits from special and approved vendors, performances, or themed classroom events—offer our littlest ones a chance to explore and learn in a safe, familiar environment. No permission slips are needed for these in-house adventures, but parents will always be notified with details about the event.

Field trips are a wonderful opportunity to spark curiosity, build memories, and make learning even more exciting! We can't wait to share these experiences with your child!

PLAYSCAPE

We are excited to introduce our brand-new indoor playscape at Grace Kids Academy—a fun, safe, and dynamic space where children can explore, grow, and play, regardless of the weather outside! Designed for children of all ages, this space is perfect for burning off energy, building physical skills, and having fun in a controlled environment.

For our youngest learners, the playscape also provides a wonderful area for tummy time, helping infants develop strength and coordination in a stimulating, safe space. As they grow, they can enjoy soft play areas, climbing structures, tunnels, and more, supporting both their physical and social development.

We want all children to enjoy the playscape, but it's important that everyone follows the rules to keep the experience safe and fun for all. Children who misuse the playscape or are unable to follow the rules will unfortunately need to visit another classroom when their class is scheduled to play. We appreciate your understanding as we work to ensure a positive environment for all.

We can't wait to see the joy and excitement our little ones will have as they discover and enjoy this new play

space!

BUTTERFLY ROOM

We are equally excited to introduce the Butterfly Room, a special space designed for our infants and toddlers to explore, grow, and develop their gross motor skills in a safe, fun, and nurturing environment. With soft gym mats and a variety of gross motor materials, this room provides the perfect setting for little ones to practice crawling, rolling, standing, and taking those first wobbly steps!

In the Butterfly Room, children have plenty of room to stretch, move, and engage in activities that strengthen their muscles, improve coordination, and support their overall physical development. The soft mats ensure that children can explore with confidence while staying safe and comfortable as they grow and learn through movement.

This space is specifically designed to help our youngest learners build important physical skills, all while having a great time and enjoying every step of their developmental journey. We can't wait for your child to "spread their wings" in the Butterfly Room!

NUT FREE CENTER

Due to the severe nature of allergic reactions to nuts, including peanuts and tree nuts, Grace Kids Academy has implemented a strict no-nut policy. Some children and staff at our facility have life-threatening nut allergies, and exposure to nuts or nut products can trigger an anaphylactic reaction. This can occur even from indirect contact, such as inhaling peanut residue, smelling peanuts, or touching surfaces contaminated with nut oils. For the safety and well-being of all children, we ask that no peanuts or nut-containing products be brought to the center.

NUTRITION AND BREASTFEEDING

At Grace Kids Academy, we are committed to providing a healthy and nourishing environment for your child. For children in full-time care, we offer breakfast, lunch, and snacks daily, following the guidelines set by the American Academy of Pediatrics. Our meals are designed to meet the nutritional needs of each child, and we provide milk and plenty of water throughout the day to keep your child well hydrated.

Breastfeeding and Infants:

Parents of infants are required to complete an Infant Feeding Form at the time of enrollment and every 30 days thereafter. Grace Kids Academy recognizes that breast milk is the best source of nutrition for infants. We warmly welcome breastfeeding mothers, and are happy to provide a quiet and comfortable area for you to feed your baby. If you are pumping and bringing a milk supply, rest assured that our staff is well-trained in the safe handling of breast milk and will follow your preferred feeding method.

Frozen breastmilk can be kept frozen at the school for 30 days. Upon the 30 days, any unused frozen breastmilk will be returned to the parent upon their discretion. Refrigerated or freshly pumped breastmilk will be used the day it was provided to the center. Any unused breastmilk will be returned to the parent at the end of the day to use at their discretion.

Program Practices:

- Menus are available for review at the front desk as well as in classrooms.

- Breakfast is served daily from **7:00 a.m. to 8:00 a.m.**
- To ensure safety, all liquids and food that are hotter than **110°F** are kept out of reach of children.
- All staff members are trained to be aware of food preferences and allergies, and take necessary precautions to keep all children safe.
- Our kitchen meets the standards of the city's health department and is regularly inspected.
- Afterschool children will receive a healthy snack upon arrival to the center.

Lunches from Home:

Parents are welcome to send a nut-free lunch with their child. We provide refrigerators and microwaves to store and warm food as needed. We kindly ask that all lunch items be labeled and aim for a nutritious balance. Even if you choose to send lunch from home, your child will still enjoy our provided milk, fruits, and vegetables. If you're unsure about what makes a healthy lunch, don't hesitate to reach out to our Grace Kids Academy administrative team for helpful suggestions.

CACFP Participation:

Grace Kids Academy proudly participates in the **Child and Adult Care Food Program (CACFP)**. Our menus are carefully designed to meet all nutritional guidelines from the program, ensuring that your child enjoys a well-balanced and wholesome meal each day.

Food from Home:

When sending meals or snacks from home, please remember that you are responsible for ensuring their nutritional content. We ask that all food items be labeled with your child's name, and for safety reasons, children are not permitted to share or exchange food. We also require that parents avoid sending candy, sodas, or foods with high levels of sugar or caffeine, as these can affect behavior and provide little nutritional value. Additionally, please ensure that all food is cooked thoroughly before sending it with your child, as uncooked noodles (such as Easy Mac or Ramen) are not permitted.

MEDICATION AND ILLNESSES

In accordance with our commitment to student safety, Grace Kids Academy will only administer medications that are required for life-saving purposes. To minimize the risk of error, no medications, including over-the-counter products, may be brought to school or administered by staff. In instances where a prescription medication is necessary to be taken more than twice per day, a written statement from the child's physician is required. This statement must include a detailed action plan, along with the medication clearly labeled by a licensed pharmacy. Only designated administrative personnel are authorized to administer medication, and all procedures outlined in this policy must be strictly followed to ensure compliance.

While we take every precaution to safeguard your child's health, it is common for children to experience a number of minor illnesses throughout the year, such as conjunctivitis or mild vomiting. In such cases, we will make every effort to provide a quiet area for your child to rest and will notify you if it becomes necessary for your child to be sent home. We appreciate your understanding and cooperation in keeping our school community healthy.

Below is a list of common illnesses and the procedures we follow in accordance with state guidelines:

- **Cold** (e.g., mild symptoms of sneezing and congestion, runny nose with clear discharge): The child may attend school if symptoms are mild and not accompanied by other signs of illness.
- **Minor Cough**: The child may attend school if symptoms are mild and not accompanied by other signs of

illness.

- **Major Cough** (e.g., chronic, deep, or hacking cough): A persistent or severe cough may indicate an infection. The child is unable to attend school until the cough resolves or the child is cleared to return/attend by a physician.
- **Diarrhea**: If a child experiences two or more loose stools, they are unable to attend school for at least 24 hours after the last episode of loose stool.
- **Vomiting**: If a child experiences two or more episodes of vomiting, they are unable to attend school for at least 24 hours after the last vomiting episode.
- **Ear Ache** (complaints of ear pain, pulling at the ear, and/or excessive crying combined with a temperature of 100.4°F or higher): The child is unable to attend school until the fever and pain have subsided for at least 24 hours or they are cleared to return/attend by a physician.
- **Fever**: A fever of 100.4°F or higher may indicate an infection. The child is unable to attend school until their temperature has returned to 98.6°F or lower for at least 24 hours.
- **Greenish Nasal Discharge**: Greenish nasal discharge may indicate an infection. The child is unable to attend school until the discharge has resolved or they are cleared to return/attend by a physician.

- **Head Lice:** If nits or lice are detected on a child, they must be picked up from school immediately. Upon the child having been treated for head lice, and all nits and lice have been removed, the child may return to school within 7 days.
- **Rash:** If the cause of a rash is unable to be determined, the child is unable to attend school until the rash has subsided or they are cleared to return/attend by a physician.
- **Ring Worm** (flat, scaly ring- shaped lesions on skin): The infected area must be fully covered by clothing and/or a bandage along with a physician statement of clearance to attend school.
- **Sore Throat Mild:** A child may attend school if symptoms are mild and not accompanied by other signs of illness.
- **Sore Throat Severe** (swollen tonsils or glands, white spots in throat, complains of pain when swallowing): The sore throat symptoms mentioned may indicate an infection. The child is unable to attend school until symptoms are resolved or the child is cleared to return/attend by a physician.
- **Suspected Conjunctivitis (pink eye)** (redness and/or discharge from one or both eyes): Pink eye is highly contagious and easily spread. The child is unable to attend school until symptoms are resolved.

Upon a parent being notified that their child must be picked up due to illness, it is imperative for the safety and wellbeing of all school members that the child be picked up within one hour of notification. If a parent is unable to pick up the child, arrangements must be made for an emergency contact to do so. If emergency contact arrangements cannot be made, school administrators will be required to contact the nearest emergency room or medical facility listed for the child. If no medical facility is listed, the nearest available facility will be contacted, and the child will be placed into the care of emergency/medical personnel.

***At the discretion of the school director, attendance may be denied to any student exhibiting symptoms of illness that pose a risk to their health or the health of others.**

BITING

At Grace Kids Academy, we recognize that biting is a common and developmentally appropriate behavior for children between the ages of 12 months and 3 years. During this stage, children are still learning to navigate social interactions, express themselves, and manage their emotions, which can occasionally lead to biting incidents. We understand that parents may be concerned when this behavior occurs, and we want to assure you that our staff is committed to working with you to address and minimize biting through positive guidance and redirection.

In our infant and toddler classrooms, staff will focus on identifying the circumstances that may trigger biting and will redirect children to other activities and spaces to help them manage their behavior. We believe in guiding children with patience and understanding, rather than using punitive measures. Our goal is to collaborate with parents to develop strategies and consistent approaches to prevent further incidents. If you have concerns or insights, we encourage open communication, as we believe working together is key to helping your child learn more appropriate ways to interact with others.

For children older than 3, while biting becomes less common, if it does occur, our staff will follow the appropriate discipline procedures and continue to observe the child to understand the causes behind the behavior. Parents will be engaged in developing solutions that help the child grow in their social skills. Our shared priority is always the safety and well-being of every child in our care.

If a biting incident occurs, parents will be notified via written report and/or Procure daily reports. A severe biting incident will be communicated by administrative phone call to the parent(s). Staff are unable to discuss with either parent the identity of the other child involved in the biting incident, as this information is considered to be confidential and cannot be disclosed.

POTTY TRAINING

Potty training is an exciting and important milestone in your child's early development! At Grace Kids Academy, we recognize that this is a big step for toddlers, and we're here to support both parents and children throughout this journey. We believe that the best potty training experiences happen when parents and teachers work as a team, collaborating and celebrating each small success along the way.

To ensure a smooth, positive transition, we've created the following guidelines and recommendations. It's important that children show clear signs of readiness—both physically and emotionally—before beginning potty training, as this will set the stage for a successful and confidence-building experience.

Some readiness indicators are:

- Child stays dry at least two hours at a time and is dry after naps.
 - Child can follow simple instructions.
 - Child can walk to and from the bathroom.
 - Child can undress themselves.
 - Child seems uncomfortable with a soiled diaper and wants to be changed.
 - Child asks to use the potty.
- Parents must make the first step in beginning potty training at home. Grace Kids Academy suggests beginning on a Friday afternoon or Saturday morning, and to use underwear from the start of training. Pull-ups should only be used at times of travel and sleep. Please see administration for further details.
 - Parents must be prepared and agreeable to follow through with training at home.
 - Parents must provide the school with at least 3 changes of clothing, one extra pair of shoes, and 2-3 pull-ups per day during training. **NOTE:** *Soiled clothing and shoes will be returned to parents daily in a plastic bag. Due to health and sanitation reasons, we are unable to launder soiled clothing.*

Close communication between parents and staff is essential during this incredible time of development.

Consistency at home and at school is vital in promoting positive potty-training experiences that will lead every child to successfully achieving this milestone.

PARENT/TEACHER CONFERENCES

At Grace Kids Academy, we utilize monthly developmental milestone checklists to help identify potential developmental delays in children ages 0-5. If concerns arise, we provide families with referrals to appropriate resources for further support. Completed checklists are shared with families during our biannual Parent-Teacher Conferences, ensuring open communication about each child's progress and development. Our goal is to partner with parents in recognizing strengths, addressing concerns early, and fostering each child's growth and success.

Parent/Teacher Conferences will be held in the months of May and November. Conferences may be scheduled in-person or by phone for your convenience. A sign-up sheet will be provided in advance to ensure every family has the opportunity to meet with their child's teacher. We strongly encourage participation, as these conversations help strengthen the home-school partnership and provide valuable insight into your child's educational journey.

BABYSITTING CLAUSE

To maintain professional boundaries and ensure the safety and well-being of the children under our care, Grace Kids Academy expressly prohibits its staff members from providing babysitting or private childcare services to any children enrolled with Grace Kids Academy outside of their official employment responsibilities.

This policy is set in place to avoid potential conflicts of interest, preserve the integrity of the staff-child relationship, and mitigate any liability risks. By adhering to this policy, Grace Kids Academy ensures that all staff interactions with children are strictly professional and in compliance with our operational standards.

Violations of this policy, by either staff members or parents/guardians, may result in disciplinary action, up to and including dismissal of the staff member and/or the child's enrollment at Grace Kids Academy.

We appreciate your cooperation in understanding the necessity of this policy to maintain a safe and professional environment.

CONFIDENTIALITY POLICY

Confidentiality is of the utmost importance at Grace Kids Academy. Any confidential or sensitive information regarding your child will be shared only with employees of Grace Kids Academy who have a legitimate need to know in order to provide the safest and most appropriate care. While you may observe behaviors such as biting, hitting, or other actions from children at the school, we ask that you respect each child's privacy. Our Confidentiality Policy strictly prohibits employees from discussing any information regarding other children, ensuring that every child's personal and developmental information remains protected.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. Under this law, the employees of Grace Kids Academy are considered mandated reporters. The employees of Grace Kids Academy are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Our center provides yearly training on identifying and reporting suspected abuse and neglect.

The 24-hour emergency hotline to report child abuse to the Texas Department of Protective and Regulatory Services is 1-800-252-5400.

LICENSING AND MINIMUM STANDARDS

The contact number for the Child-Care Licensing office in Houston is 713-940-3009.

The address is P.O. Box 16017 MC-182-6 Houston, Texas 77222.

Their website is:

<http://www.dfps.state.tx.us> and you may view recent inspections online. Their office hours are Monday-Friday 8:00 a.m.- 5:00 p.m.

Grace Kids Academy is licensed by the State of Texas and enforces regulations that meet or exceed the Minimum Standards in child-care. If you would like to view a copy of the Minimum Standards Rules of Licensed Child-Care Centers you may ask any of the administrative staff or you can read it online at: txchildcaresearch.org.

I, _____, the parent(s) of _____, acknowledge that I have received a copy of the Student Illness and Medical Authorization amendment of Grace Kids Academy's Family Handbook and have been given the opportunity to read the handbook, ask questions, and understand the policies set forth in the handbook. Furthermore, I agree to abide by all policies set forth in the handbook.

I understand that the policies described in the Family Handbook are not conditions of enrollment, and the language does not create a contract between Grace Kids Academy and the parents. Grace Kids Academy reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

Parent Signature

Date

Facility Representative

Date

