

Student Information

First, Last Name		Home Phone	
Address		Gender	
State/Zip Code		Date of Birth	
E-Mail		Today's Date	
Program/Tuition		Start date	

Parent, Guardian or Other(s) Information*Mother's Information**Father's Information**Other(s)*

Full Name			
Occupation			
Employer			
Home Phone			
Cell Phone			
Work Phone			

Emergency/Release Contact *Other Than Parent/Legal Guardian or Primary Caregiver*

Contact Name			
Relationship to Child			
Phone Number	Wk:	Hm:	
Cell Phone			
Address			
City, State, Zip Code			

Household Information

Child Lives with the Following: Mother Father Stepmother Stepfather Guardian Other

How many sisters?	How many brothers?	Total number of people in household?
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Physician's Contact Information

Doctor's Name		Address	
Doctor's Phone Number		City	
Doctor's Fax Number		State/Zip Code	

Does student have medical insurance? Yes No**Insurance Company Name:** _____**Medical Information****My Child has had the following illnesses:**Chicken Pox Mumps Measles Convulsions Other**My Child has the following Allergies:****My Child has had the following previous illnesses, surgeries or hospitalizations:****My Child currently has the following illnesses:****My Child is on the following regular medications:**

Parent Signature _____

Health Requirement

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.

Please check only one option:

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

Health Care Professional's Signature

Date

2. A signed and dated copy of a health care professional's statement is attached.

3. My child has been examined within the past 3 months by a health care professional and is able to participate in the day care program. Within 3 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

Name and address of health care professional: _____

Signature - Parent or Legal Guardian

Date

Parent/Legal Guardian Signatures

I, the parent/legal guardian of _____ do hereby give agree to the following statements:

- I give permission for my child to be transported to and from school with staff members, in designated school vehicles, on any school related activity.
- I have been informed of the school's program and policies and have received a CPP Parent Handbook.
- I understand that tuition is due on the first of each month and is considered late on the 6th and 16th. Late fee is \$15.00.
- I grant authorization for medical care to be given to my child in case of an emergency.
- I give permission for my child to be photographed or video taped for the educational and promotional purposes and these items may be used without compensation.
- I give my permission for my child to have a free Dental, Eye and General Physical exam.
- I agree to pick up my child on time and to pay late fee as stated in CPP Parent Handbook if I am late.
- I understand that the employees/representatives of CPP as well as the agency itself are not liable personally or financially for any injuries my child may sustain due to any accidents that are not a result of negligence or neglect.

I acknowledge with my signature that all of the information I have provided is correct to the best of my knowledge.

Parent's/Legal Guardian's Signature

Date

Staff Initials

Discipline and Guidance Policy for _____

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

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

Signature

Date

Circle one please:

Parent

Employee/caregiver

Household member of child-care home

The CPP Security System

The purpose of the CPP Security System

The safety and well being of every child enrolled at Custer Parkway Preschool is the priority of every staff member of CPP. The purpose of the Security System is to improve overall security of the CPP children by overseeing and limiting access of authorized and unauthorized persons into the facility.

The CPP Security System Policies and Procedures

The integrity of the security system designed to improve the overall safety of the children is the underlying reason for the following policies and procedures. Any family that will not abide by these policies and procedures could threaten the integrity and effectiveness of the security systems and the safety of the CPP children. Therefore, all families with children enrolled at CPP will be required to follow the policies and procedures outlined below.

☞ Issuance of Access Cards

- CPP will issue a maximum of two cards per family at the time of the child's acceptance into the CPP program.
- Photo IDs will be required for each person receiving a CPP Access before cards will be issued.
- Additional cards will be made available for a separate fee of \$50. Because the number of identification numbers available on the CPP Security System is limited, CPP has deemed this additional fee necessary and appropriate.
- Cards must be returned at the time enrollment is ended to prevent an additional charge of \$50.

☞ Replacement of CPP Access Cards

- It is the responsibility of every CPP family to report the loss of any Access Card immediately so that the safety of the children can be maintained at all times. Failure to report the loss could result in immediate expulsion from the preschool.
- Replacement cards assigned to that individual family will be voided and new cards will be issued.
- Replacement of lost or stolen CPP Access Cards will be allowed twice during a one year period.
- Should replacements exceed two times during a one year period, CPP will review the status of the individual family and mandate corrective action to ensure the continued safety of the children.

☞ Specific Usage of CPP Access Cards

- **CPP Access cards may not be used by any person other than the person to whom the card was issued. The CPP Access Card may not be shared with or passed to another person other than the individual to whom it was issued.**
- **CPP Access Cards are programmed so as not to be viable before 7:30 a.m. or after 5:30 p.m. Monday through Friday or on any Saturday, Sunday or holiday.**
- **CPP Access Cards must be used every time an authorized person enters the building. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**
- **The entry of an authorized person without using the CPP Access Card will be permitted three (3) times during a mandatory transition period. This transition period will be four weeks or twenty school days and will begin the first day of the child's attendance at CPP.**
- Repeated access of authorized persons without using the CPP Access Card after the mandatory transition period has expired will be reported to the Director. The Director will then review status of the individual family and mandate corrective action to ensure the continued safety of the children.

Custer Parkway Preschool reserves the right to change the CPP Security System Policies and Procedures outlined above without notice as deemed necessary by the Director to ensure the safety of all children enrolled at the Preschool.

I have read the policies and procedures relating to the CPP Security System and agree to abide by these regulations.

Parent's Signature

Date

Parent's Signature

Date