



Reading Friends of Keller Admission Form

Facility Name

Reading Friends

Director's Name

Marsha Wesley

Days/Hours in Our Care

Date of Admission

Parents' Names

Parent(s) Email Address(es)

Child's Name

Child's DOB

Child's Home Phone Number

Child's Home Address

Street Address

City, State, Zip Code

Emergency Contact's Information (Non-Parent)

First & Last Name

Street Address

Phone Number

City, State, Zip Code

Parent's Name & Address If Different from Above

Mom's Cell

Mom's Office

Dad's Cell

Dad's Office

I give consent for my child to leave with facility with the following person(s). Please list their name(s) and phone number(s):

ALLERGIES & SENSITIVITIES

Please list all allergies, existing illnesses, previous serious illnesses, injuries during the past 12 months, any medication prescribed for long-term continuous use, and any other information for which we should be aware:

If your child's allergy requires an Epi Pen or other medication, your doctor will need to fill out a F.A.R.E. form.



Emergency Medical Authorization

In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the person in charge to take my child to the following doctor or hospital:

Name of Physician Address Phone Number

Name of Hospital Address Phone Number

Emergency Medical Release

I authorize Reading Friends of Keller to arrange any and all necessary emergency medical treatment in the event I cannot be reached.

Child's Name Parent/Guardian Signature Date

Wellness Statement (This section to be completed by a health care provider.)

I have examined the above child named within the past year and find that he/she is physically able to take part in school activities.

Health Care Provider's Signature Date

Please include a copy of your child's vaccination records or affidavit.

Hearing & Vision Screening (This section to be completed for children ages 4-years-old and up.)

Hearing	Date _____	Signature _____
Hz	1000 2000 4000	Pass _____
R	_____	Fail _____
L	_____	_____

Vision	Date _____	Signature _____
R	20/ _____	L 20/ _____
	Pass _____	Fail _____



Discipline and Guidance Policy for Reading Friends

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
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.
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.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

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

Signature

Date

Please Check One:

_____ Parent _____ Employee/Caregiver _____ Household Member of Child-Care Home



Photo Release Form

For valuable consideration acknowledged and received, the undersigned, as the parent or legal guardian of the person whose name appears at the bottom of this release ("Child"), hereby grants to Reading Friends © (the "Company") and the Company's successors, assigns, affiliates and licensees, the absolute, irrevocable, unrestricted, right to use, reproduce, publish, display, digitize, enhance, distort, alter, partition, or otherwise transform, in whole or in part, any and all likenesses of Child, including, without limitation, images, photos, pictures, and video recordings of Child, regardless of format, in which Child may be included with others (the "Likeness"), in any and all media now existing or hereafter created, including without limitation, multimedia. Further, the Company shall retain all right and title in and to the Likeness, including without limitation, any copyrights therein; provided, however, that the Company agrees that it shall not, at any time, without the prior written consent of the undersigned, use the name of Child in connection with the Likeness. In addition, the undersigned hereby transfers or waives or release any and all rights of restraint associated with the Likeness to the Company on a world-wide and unrestricted basis.

- ☐ **Permission for Use in Marketing.** Pursuant to the terms described herein, by checking this box, the undersigned agrees to allow Company to utilize the Likeness of the Child in any and all media including marketing, advertising, website, social media, and other printed and/or online sources for the Company. ***Reading Friends of Keller will seek additional approval for any media prior to use.***

The undersigned releases and discharges the Company, its affiliates, and their licensees from any and all claims and demands arising out of or in connection with the use of the Likeness, including without limitation any and all claims for libel or invasion of privacy and agrees not to sue or assert any claim against the Company, its affiliates, or any licensee of any nature whatsoever arising by reason of the Company's use of the Likeness as described in this release.

The undersigned is of full age and has the right to contract in Child's own name as parent or legal guardian of Child. The undersigned has read the foregoing and fully understands the contents thereof. This release shall be binding upon the Child, the undersigned, including heirs, legal representatives, and assigns thereof.

Witness Signature

Parent/Guardian Signature / Date Signed

Phone Number

Address

Child's Printed Name

City, State, Zip Code



General Release Form

I hereby certify that my son/daughter _____ has my permission to participate in the Preschool/Kindergarten program at Reading Friends of Keller.

I agree and so hereby waive and release all claim against Reading Friends of Keller and any teacher, employee, or other person engaged in the activity in question and agree to hold them harmless from any and all liability relating to my son/daughter for any personal injury or illness that may be suffered or any loss of property that may occur to my son/daughter.

It is understood that this form must be signed by his/her parent or guardian and be returned to the school office to be kept on file.

Parent or Guardian Signature

Date

Child's Printed Name



Parent Contract

I am enrolling my child _____ in Reading Friends of Keller. As the parent whose signature appears below, I agree to and understand the following:

YOU MUST INITIAL EACH SECTION BELOW.

- A. _____ **A non-refundable registration and supply fee plus the first month's tuition will be due upon enrollment of my child.** Tuition is due on the first of each month. A late fee will be charged if payment is received in the office after the first of each month. No refund of tuition will be given for withdrawal of absence, including extended vacations. Absence of tuition will render the child unrolled from school and any registration fees must be paid again upon return. If you choose to unroll your child from the school between the months of January and May, you will be required to pay the tuition for the remainder of the school year.
- B. _____ Summer enrollment, which is a separate enrollment from the academic school year, shall consist of a non-refundable registration and supply fee as well as a non-refundable tuition payment.
- C. _____ To meet the state of Texas guidelines, I must furnish current medical and immunization information to be kept on file at the school. If on an alternative vaccination schedule, a state affidavit must be completed and submitted to the office. I understand my child cannot attend school with a rash or fever. If my child becomes sick during the school day, I will be notified and agree to arrange prompt pick up from the school.
- D. _____ For the safety of my child, permission must be given by phone, email, or in person to the Director in Charge when someone other than myself, or those named on my Admission Form, picks up my child. Identification will be required.
- E. _____ I understand that I am welcome to observe or visit the school anytime that I wish; however, discussion of my child's progress or behavior must be in private by appointment. All conferences are oral and in person.
- F. _____ I understand that if I pick up my child 10 minutes after dismissal, I will be charged \$20.00 and \$1.00 for each additional minute thereafter. Tuition is due on the first of each month. A \$20.00 late fee will be charged if payment is not received by the first of each month. Also, there is a \$35.00 returned check fee.
- G. _____ I understand that if I intend to withdraw my child before the end of the school year, a written notice is required 30 days in advance. Failure to provide a 30-day notice will result in being charged for the following month's tuition.

Notice: Reading Friends of Keller reserves the right to decline or withdraw enrollment to any student, but will not discriminate based upon such individual's race, color, religion, sex, or national origin. By initialing above and signing below, you agree to the terms of this contract.

Parent/Guardian Signature

Date



Parental Rights Policy for Reading Friends

A parent or guardian of a child at Reading Friends of Keller 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: staff training records and 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: video recordings of the alleged incident are available, 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 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

Date

Please Check One:

_____ Parent _____ Employee/Caregiver _____ Household Member of Child-Care Home