Admissions Packet

1. Admissions Information (6 pages)
2. Childcare Rate Agreement
3. Notice to Parents
4. Nutrition Matters
5. Healthcare Statements
6. Food Center Service Enrollment

Documents needed from parent

1. Shot Record
2. Hearing and Vision Screening
3. Allergy Treatment Plan

First Day at Imagine Me Academy:

What to bring:

1. Any enrollment documents not previously submitted
2. Change of Clothes (Label with child's name)
3. Pillow (Label with child's name)
4. Blanket (Label with child's name)
5. School Supplies (18 months and up)
    a. Box of Crayons (Crayola Recommended)
    b. Plastic Shoe Box
    c. 1-inch white binder with plastic cover sleeve
    d. 50-page plastic protectors (Walmart or Dollar Tree)
    e. ream of copy paper
    f. Wipes and Diapers (if needed)
    g. Gel Hand Sanitizer
    h. Can of Lysol
6. Infants (Please label all with child's name.)
    a. Formula and Bottles
    b. Diapers
    c. Wipes
    d. Two changes of clothes
    e. Can of Lysol

TEXAS Health and Human Services

Form 2935
January 2019-E

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
Imagine Me Academy	**Brandy Woods**

Child's Full Name	Child's Date of Birth	Child Lives With
		◯ Both parents ◯ Mom ◯ Dad ◯ Guardian

Child's Home Address	Date of Admission	Date of Withdrawal

Name of Parent or Guardian Completing Form	Address of Parent or Guardian (if different from the child's)

List telephone numbers below where parents/guardian may be reached while child is in care.

Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File
			◯ Yes ◯ No

Give the name, address, and phone number of the responsible individual to **call in case of an emergency** if parents/ guardian cannot be reached	Relationship

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 telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.

Name	Phone Number

Consent Information

Check All That Apply:

1. Transportation

I give consent for my child to be transported and supervised by the operation's employees:

☐ for emergency care ☐ on field trips ☐ to and from home ☐ to and from school

2. Field Trips

◯ I give consent for my child to participate in field trips.

◯ 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:

☐ water table play ☐ sprinkler play ☐ splashing/wading pools ☐ swimming pools ☐ aquatic playgrounds

4. Receipt of Written Operational Policies (Check All that Apply)

I acknowledge receipt of the facility's operational policies, including those for:

☐ Discipline and guidance
☐ Suspension and expulsion
☐ Emergency plans
☐ Procedures for conducting health checks
☐ Safe sleep
☐ Procedures for parents to discuss concerns with the director
☐ Procedures for parents to participate in operation activities
☐ Procedures for release of children
☐ Illness and exclusion criteria
☐ Procedures for dispensing medications
☐ Immunization requirements for children
☐ Meals and food service practices
☐ Procedures to visit the center without securing prior approval
☐ Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website

5. Meals

I understand that the following meals will be served to my child while in care:

☐ 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		

Authorization For Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone Number
Name of Emergency Care Facility	Address	Phone Number

I give consent for the facility to secure any and all necessary emergency medical care for my child.

_____
Signature — Parent or Legal Guardian

Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? ◯Yes ◯No Plan Submitted on _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. 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

School Age Children

My child attends the following school	School Phone Number

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 his/her sibling under 18 years old

Authorized pick up/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.

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.

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 or she is able to take part in the day care program.

_____ _____
Signature — Health Care Professional Date Signed

2. ◯ A signed and dated copy of a health care professional's statement is attached.
3. ◯ 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.
4. ◯ 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	Address of Health Care Professional

_____ _____
Signature — Parent or Legal Guardian Date Signed

Requirements for Exclusion

◯ 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				◯ Pass ◯ Fail
Left				◯ Pass ◯ Fail

Signature Date Signed

Vaccine Information

The following vaccines require multiple doses over time. Please 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)	

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	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 6 to 18 months after the first dose.	

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

_____ _____
Signature Date SIgned

Varicella (Chickenpox)

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

_____ _____
Signature Date SIgned

Additional Information Regarding Immunizations

For additional information regarding 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

Imagine Me Academy
Enrollment Packet

Childcare Rate Agreement (General)

Payments

Tuition is due on the Monday. Payments are late on Tuesday. A **late fee of $10** will be added for any payment received after Tuesday at 10am. An additional late fee will be $**5.00 per day will be charged day.** If payment is not received by **Tuesday morning, your child will not be able to stay in care.** No exceptions._____ **(initial)**
Parent may pay in biweekly or monthly intervals. However, payments are due before care is provided.

Late Pick-Up Fees

As a courtesy, we have a 5-minute grace period. The grace period will be revoked after your 3rd late pick-up. A late pick-up fee of **$1.00 per minute** will be assessed after the 5-minute grace. The late fee must be paid in CASH that evening. This will be strictly enforced._____ **(initial)**

Delinquent Payment

Imagine Me Academy LLC will seek legal action for delinquent balances for the original fees, late fees and any legal fees accrued. _____ **(initial)**

Student Name	Age	Date of Birth	Enrollment Date	Registration Fee	Weekly Rate
1.					
2.					
3.					
4.					
			Total	**$**	**$**

Parent Name_____ Parent Signature_____

Date_____ Phone # _____

Director/Management Signature _____ Date _____

Credit Card Authorization Card #_____-_____-_____-_____

Expiration ___/___ **Zip Code**_____ **3 Digit Code**_____

Pay Frequency: Weekly Biweekly Monthly

Nutrition Matters

Child's Name _____

Parent Acknowledgement

I acknowledge that Imagine Me Academy has provided the following documentation and discussed the following:

1. Discipline and Guidance Policy
2. Center Release of Children Policy
3. Child Enrollment Form
4. CACFP Enrollment Form
5. Parent Handbook
6. Childcare Rate Agreement
7. WIC Qualification Information
8. Building for the Future
9. _____ Other
10. _____ Other

_____ _____
Parent Signature Date

_____ _____
Center Representative Signature Date

Healthcare Statement

Child's Name _____ D.O.B _____

Please have your child's physician complete this form. In compliance with the Family and Protective Services, we must have a health statement for every child enrolled in Imagine Me Academy.

The Section below is to be completed by a physician.

The child is free from communicable disease. ( )Yes ( )No

I have examined the child in the past year. ( )Yes ( )No

The child is able to participation in group care.
( )Yes ( )No

List any medication taken regularly by child

_____

_____

Allergies and Treatment Plan

_____

_____

Physician Signature_____ Date_____
Physician Address _____
Physician Phone # _____

Center: IMAGINE ME ACADEMY

Enrollment

Child First Name	Child Last Name	Date of Birth	Hour In	Hour Out	Days In Care	Meals Attending
			06:00	06:00	MON ☒ TUE ☒ WED ☒ THR ☒	breakfast ☒ am snack ☐ lunch ☒ pm snack ☒
Optional: Race: White ☐ Black ☐ Asian ☐ Native Amer Indian ☐ Alaska Native ☐ Hawaiian or Pacific Islander ☐ Other ☐ Ethnicity: Hispanic ☐ Non Hispanic ☐			AM ☒ PM ☐	AM ☐ PM ☒	FRI ☒ SAT ☐ SUN ☐	supper ☒ ev snack ☐

Parent/Guardian First Name: **Parent/Guardian Last Name:**

Date of Enrollment: **Date Dropped:**

Address

City, State, Zip

Home Phone **Work**

Email

THIS SECTION MUST BE COMPLETED IF YOUR CHILD IS UNDER 12 MONTHS OLD: THIS CENTER SUPPLIES THE IRON FORTIFIED INFANT FORMULA:_____

Under the policies of the USDA CACFP, the childcare center is required to supply the iron-fortified infant formula of the center's choice. Please select your preferences below:

☐ **The center will supply formula**	☐ **I will bring the breastmilk**	**I will bring the Iron fortified infant formula listed here:**_____**(if this formula is low-iron or non iron fortified a medical statement is necessary.)**
New instructions: *example:change formula to IF Similac*		**Today's Date:** Age 0-5 mo____ Age 6-11 mo___

Center must update this information as the situation changes, such as a change in the infant's formula or foods. Update in the space provided above.

When your child is developmentally ready, the center is required to supply solid foods such as iron-fortified infant cereal, fruits, vegetables, meat/meat alternates as they become developmentally ready to accept according to the Infant Meal Pattern. Please select your food preference:

☐ **The center will supply solid foods**	☐ **I will bring solid foods when my child is developmentally ready to accept**

Dear Parent, Because your day care provider cares about good nutrition, they have chosen the benefits of the Child and Adult Care Food Program. This program is sponsored by PERITY COMMUNITY OUTR Under the regulations of the CACFP, your provider may not charge you separate fees for rmeals, nor may you be asked to provide food for your child for those meals claimed under the program. In accordance with Federal civil rights law and U.S. Department of Agriculture civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, disability, sex, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a complaint of discrimination, write: USDA, Director, Office of Assistant Secretrary for Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 fax: 202-690-7442; email: program.intake@usda.gov This institution is an equal opportunity provider and employer.

Date of Signature

Signature X

CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

IMAGINE ME ACADEMY

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
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

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)	**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
(Example) *Jane Smith*	$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:	
☐ Hispanic or Latino	☐ Asian	☐ American Indian or Alaska Native
☐ Not Hispanic or Latino	☐ White	☐ Native Hawaiian or Other Pacific Islander
	☐ Black or African American	

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

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.