



**Thank you for choosing
Girls Incorporated of Tarrant County
as your child-care provider!**



Girls Incorporated®
of Tarrant County

Please complete the attached enrollment packet. Note that every form must be completed in its entirety and required documents must be provided *before* your child(ren) can attend his/her first day.

- Copy of Valid Texas Drivers License.
- Enrollment Form. (A minimum of three contact people is required. Parents are included as contact people.)
- Discipline and Guidance Policy.
- Confidential Information Form.
- Parent Handbook, which includes:
 - List of Agency Holidays
 - Fee Schedule
- Copy of free/reduced lunch rate letter from AISD (if applicable). Families receiving free or reduced lunch through the AISD are eligible for reduced child-care rate. We must have a copy of your eligibility letter from the AISD before we can charge the reduced rate. Once we have received a copy of the letter, fees will be adjusted retroactive to the date of the AISD eligibility letter.

PLEASE NOTE: If your child attends the program at WEST or FARRELL, in addition to the above forms, we must also have:

- Pictures for all contact people listed on the enrollment form. (A minimum of three contact people is required. Parents are included as contact people.)
- Notarized Statement form. (Complete the one for your school only. If you do not attend West or Farrell, you do not need to complete these forms.) For your convenience, we have a notary available at the Girls Inc. administrative office.

Registration fees, first week's payment, and prior balances (if any) are due upon registration.



Before and Afterschool Child Care Program
ENROLLMENT

OFFICE USE ONLY
Site Attending:
Start Date:



Child's Name (last) (first)

Lives with mother father other (name) Single-Parent Home Two-Parent Home

Mother/Guardian's Name email address

Mother/Guardian's address

Home Phone Work Phone Other Phone

Place of Employment:

Father/Guardian's Name email address

Father/Guardian's address

Home Phone Work Phone Other Phone

Place of Employment:

How did you hear about our program?

ALTERNATE/EMERGENCY CONTACTS:

The following are authorized to pick-up my child from the program and are to be contacted in the event of an emergency when parents/guardians are unavailable:

Name: Name:

Address: Address:

Phone # Alt Phone# Phone # Alt Phone#

CLIENT TYPE: Full-Time (Afterschool) Contract (Afterschool) Drop-In (Afterschool) Full-Time (Morning) Contract (Morning) Drop-In (Morning)

School attending: Address: Phone:

Date of Birth: Male Female Grade: Security Code:

Has your child been previously enrolled in the Girls Inc. Child-Care Program? no yes (from date to date)

My child's immunizations and TB tests are current and these records are on file at my child's school. yes no

My child's hearing and vision records are current and are on file at my child's school. yes no

Please list any special problems/limitations your child may have. Include allergies, existing/previous illness, diet restrictions, long term medications, recent hospitalizations, behavioral/emotional conditions:

My child requires the following medical treatment(s) to be given: (medication will be administered only from its original container and if accompanied by written permission from parent and/or physician)

Child's Doctor: Phone Number

Address:

EMERGENCY MEDICAL RELEASE: If emergency medical care is deemed necessary and I cannot be contacted, I authorize the Girls Inc. staff to act on my behalf in granting permission for my child to receive emergency medical treatment.

Parent/Guardian Signature: Date:

TRANSPORTATION PERMISSION: I give permission for my child to be transported on agency-insured vehicles for field trips or special circumstances.

Parent/Guardian Signature: Date:

PHOTOGRAPHIC PERMISSION: I give permission to Girls Inc. of Tarrant County to use photographs of my child in agency publications.

Parent/Guardian Signature: Date:

I have received and understand the Girls Inc. Child-Care Parent Handbook and fee schedule and agree to abide by its contents. I understand that all information is kept confidential and we do not disclose information without parental consent.

Parent/Guardian Signature

Date



Confidential Information Form



Please assist Girls Incorporated of Tarrant County in maintaining accurate statistical records on families for which we provide service by completing this form. Various funding sources such as United Way require us to maintain statistical data on those we serve to receive funding. Without these funds we would not be able to offer services on the ability to pay basis.

All information contained on this form is maintained in a file accessible only to authorized staff members. This information is not released in any part or form to anyone without your written permission.

Name of child(ren) attending: _____

Program site: _____ School child attends: _____

Ethnicity: Caucasian African-American Hispanic Asian Other, _____

Mother's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work phone: () _____ Home phone: () _____

Father's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work phone: () _____ Home phone: () _____

Total annual household income: \$ _____

Number of family members residing in household: _____

Does your child receive: Free lunch: Yes _____ No _____
Reduced lunch: Yes _____ No _____

We ask for your understanding and cooperation in completing this form. Much of our funding is dependent upon your cooperation.

Signature of Parent/Guardian

Date



Discipline and Guidance Policy

- ◆ 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.

Print Name

Signature

Date

Child's Name (Print)

Check one:

parent employee/caregiver household member of child-care home

**WEST/FARRELL ELEMENTARY SCHOOL
NOTARIZATION**

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person(s) whose name(s) is (are) subscribed to the foregoing instrument and acknowledged to me that he (she/they) executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____.

Signature of Notary

Notary Public in and for _____ County, _____

My commission expires on: _____

Signature of parent/guardian

Date

This form is an attachment to the enrollment form of Tarrant County Kids a service of Girls Incorporated of Tarrant County.