

**Thank you for choosing
Tarrant County Kids
as your afterschool childcare provider!**



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 contacts)
- 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 Childcare 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 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 contacts).
- Notarized Statement form (Complete the one for your school only). For your convenience, we have a notary available at the Administrative Office.

Registration fees, first week's payment, and prior balances (if any) are due prior to attending the first day.



Tarrant County Kids 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 _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Other Phone _____

Father/Guardian's Name _____ email address _____

Father/Guardian's address _____ City _____ Zip _____

Home Phone _____ Work Phone _____ Other Phone _____

How did you hear about our before and/or afterschool program? _____

ALTERNATE/EMERGENCY CONTACTS:

The following are authorized to pick up my child 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: (office use only) <input type="checkbox"/> Full-Time <input type="checkbox"/> Contract <input type="checkbox"/> Drop-In <input type="checkbox"/> Morning Care Only <input type="checkbox"/> Afterschool Care Only <input type="checkbox"/> Morning & Afterschool

School attending: _____ Address _____ Phone: _____

Date of Birth: ____/____/____ Male Female Grade: _____ Security Code: _____

Ethnicity: Caucasian African-American Hispanic Asian Other

Has your child been previously enrolled in the Tarrant County Kids/Girls Inc. Afterschool Program?

no yes (from date ____ to date ____)

My child's immunizations and TB tests are current and 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

If you checked YES, please provide the name, address, and phone number of the school where your child's records are on file:

School: _____ Address: _____

Phone Number: _____

If you checked NO, you must provide a copy of the immunization and hearing & vision records to Tarrant County Kids.

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 Tarrant County Kids 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



Discipline and Guidance Policy for Tarrant County Kids

- ◆ 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 Childcare home

**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.**

WEST 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
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