

|   |                        |  |                            |
|---|------------------------|--|----------------------------|
| Operation Name<br><b>Cedar Park Kid's Day Out</b>   |                        | Director's Name<br><b>Alyson Pirotina</b>                              |                            |
| Child's Name  |                        | Date of Birth  | Child's Home Telephone No. |
| Child's Home Address  |                        |  |                            |
| Email:  |                        |  |                            |
| Date of Admission   | Date of Withdrawal     | Days and time child attends school please circle<br><b>M Tu W Thur</b> |                            |
| Parent's or Guardian's Name   |                        | Address (if different from child's address)                            |                            |
| List telephone numbers where parents/guardian may be reached while child will be in care:   | Mother's Telephone No. | Father's Telephone No.   | Guardian's Telephone No.   |
| Give the name, address and phone number of person to call in case of an emergency if parents / guardian cannot be reached:  |                        |  | Relationship               |
| I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons. Please list name & telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID. |                        |  |                            |

|  |   |  |   |
|--|---|--|---|
| <b>CHECK ALL THAT APPLY:</b>   |   |  |   |
| 1. <input type="checkbox"/> TRANSPORTATION:                          | I hereby <input type="checkbox"/> give  | <input type="checkbox"/> do not give – consent for my child to be transported and supervised by the operation's employees. |   |
|  | <input type="checkbox"/> for emergency care   | <input type="checkbox"/> on field trips  | <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school |
| 2. <input type="checkbox"/> FIELD TRIPS:                             | I hereby <input type="checkbox"/> give  | <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips:                              |   |
| Parent's Comments:   |   |  |   |
| 3. <input type="checkbox"/> WATER ACTIVITIES:                        | I hereby <input type="checkbox"/> give  | <input type="checkbox"/> do not give – my consent for my child to participate in Water Activities:                         |   |
|  | <input type="checkbox"/> sprinkler play   | <input type="checkbox"/> splashing/wading pools  | <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play     |
| 4. <input type="checkbox"/> RECEIPT OF WRITTEN OPERATIONAL POLICIES: | I acknowledge receipt of the facility's operational policies including those for discipline and guidance. |  |   |

|   |          |       |
|---|----------|-------|
| <b>AUTHORIZATION FOR EMERGENCY MEDICAL ATTENTION:</b>   |          |       |
| 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: | Ph.#: |
| Name of Emergency Medical Care Facility:  | Address: | Ph.#: |
| I give consent for the facility to secure any and all necessary emergency medical care for my child.                                    |          |       |
| _____<br>Signature - Parent or Legal Guardian   |          |       |

List any special problems that your child may have, such as allergies, 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 caregiver's should be aware of:

|   |   |   |
|---|---|---|
| <b>SCHOOL AGE CHILDREN:</b>   |   |   |
| <input type="checkbox"/> My child attends the following school:   |   |   |
| _____<br>Name of School and Address   |   | _____<br>School Ph.#  |
| <b>CHECK ALL THAT APPLY:</b>  |   |   |
| <input type="checkbox"/> His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file. | <input type="checkbox"/> My child has permission to walk to and from school, and/or | <input type="checkbox"/> ride a bus, <input type="checkbox"/> be released to the care of his/her sibling(s) under 18 years old. |
| Name of sibling(s):   |   |   |

Signature – Parent or Legal Guardian

Date

## HEALTH REQUIREMENTS

| Name of Child: _____   |                                   |                                   |               | Date of Birth: _____ |                |
|--|-----------------------------------|-----------------------------------|---------------|----------------------|----------------|
| IMMUNIZATIONS  | Date / dose 1                     | Date / dose 2                     | Date / dose 3 | Date / dose 4        | Date / booster |
| Hepatitis B  |                                   |                                   |               |                      |                |
| DTP / DTaP / DT  |                                   |                                   |               |                      |                |
| Hib  |                                   |                                   |               |                      |                |
| POLIO<br>IPV or OPV  |                                   |                                   |               |                      |                |
| MEASLES  |                                   |                                   |               |                      |                |
| MUMPS  |                                   |                                   |               |                      |                |
| RUBELLA  |                                   |                                   |               |                      |                |
| Varicella<br>(see below)   |                                   |                                   |               |                      |                |
| Pneumococcal<br>Conjugate Vaccine  |                                   |                                   |               |                      |                |
| Hepatitis A  |                                   |                                   |               |                      |                |
| TB TEST (if required)  | <input type="checkbox"/> Positive | <input type="checkbox"/> Negative | Date: _____   |                      |                |
| Signature or stamp of a physician or public health personnel verifying immunization information above. _____   |                                   |                                   |               |                      |                |
|  |                                   |                                   | Signature     | Date                 |                |
| 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.  |                                   |                                   |               |                      |                |
|  |                                   |                                   |               | Date                 |                |
| Parent's signature _____   |                                   |                                   |               |                      |                |
| Date _____   |                                   |                                   |               |                      |                |
| <input type="checkbox"/> I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years. |                                   |                                   |               |                      |                |
| For additional information regarding immunizations contact the Department of State Health Services at <a href="http://www.dshs.state.tx.us/immunize/school_info.htm">http://www.dshs.state.tx.us/immunize/school_info.htm</a>  |                                   |                                   |               |                      |                |

**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:

- 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
- A signed and dated copy of a health care professional's statement is attached.
- 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.
- 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 will submit it to the child-care operation.

Name and address of health care professional: \_\_\_\_\_

\_\_\_\_\_  
 Signature - Parent or Legal Guardian Date

| VISION          | R 20/ _____ | L 20/ _____ | <input type="checkbox"/> PASS <input type="checkbox"/> FAIL |
|-----------------|-------------|-------------|---|
| SIGNATURE _____ |             | DATE _____  |   |
| HEARING         | 1000 Hz     | 2000 Hz     | 4000 Hz   |
| R               |             |             |   |
| L               |             |             |   |
|                 |             |             | <input type="checkbox"/> PASS <input type="checkbox"/> FAIL |
| SIGNATURE _____ |             | DATE _____  |   |

Date \_\_\_\_\_

Reg fee paid \_\_\_\_\_ ck# \_\_\_\_\_

EMAIL \_\_\_\_\_

## CPKDO TUITION CONTRACT & POLICY STATEMENT

### REGISTRATION

A non-refundable registration fee is required yearly at time of registration. A \$50.00 deposit or credit card # on file is required at time of registration.

### TUITION

Tuition is based on 36 weeks during the 2008-2009 school year divided equally into 10 monthly payments and remains the same regardless of absence or holidays (school closures have already been deducted from total number of weeks in the 2008-2009 session.)

Tuition is to be paid on the 1<sup>st</sup> class day of the month. Any payment made after the 10<sup>th</sup> of the month will be charged a 15.00 late fee payable immediately. CPKDO charges a \$ 25.00 NSF fee. *A first and last month's tuition is due at the beginning of the school year.* If enrollment is terminated, a withdrawal form is required 30 days prior and a final month tuition is due. Failure to give notice will result in forfeit of final month's tuition.

### WITHDRAWALS AND REFUNDS

There is a two-month minimum for all classes. One-month notice from the first of the month is required to discontinue any enrollment. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be received by the Director of CPKDO Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1st.

To withdraw from classes a parent must:

1. Inform the Director in person, and
2. Complete and sign a withdrawal form provided in the office.

All pre-paid classes are not eligible for a refund.

CPKDO reserves the right to withdraw any student without notice. In such a case a refund for classes will be given.

I understand and except these policies and procedures for payment to Cedar Park Kid's Day Out.

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

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