**** Form 2935

Revised July 2018-E



Admission Information

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Information** | | | | | | | | | |
|  | | | | | | | | | |
| Operation’s Name:  **Excelencia – Creative Bilingual Preschool** | | | Director’s Name: | | | | | | |
| 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: (if different from the child’s) | | | | | | |
| Relationship to child: | Email: | | | Mobile Phone Number: | | | | Other Phone Number: | |
| Name of Parent or Guardian: | | | Address: (if different from child’s) | | | | | | |
| Relationship to child: | Email: | | | Mobile Phone Number: | | | | Other Phone Number: | |
| Any Child Custody Issues:  Yes  No | | | If Yes, are custody documents on file:  Yes  No | | | | | | |
| Give the below information of the responsible individual to call in case of an emergency if parents/guardian cannot be reached:  Name: Address: Phone: Relationship: | | | | | | | | | |
|  | |  | | | | |  | |  |
| I authorize the Excelencia Preschool **to release** my child to leave the preschool **ONLY** with the following persons. Please list the 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 | | | | |
| Name | | | | | Phone Number | | | | |
| Name | | | | | Phone Number | | | | |

|  |
| --- |
| **Consent Information** |
|  |
| **Check All That Apply** |
| 1. **Transportation**   I give consent for my child to be transported and supervised by Excelencia staff:  for emergency care  ~~on field trips~~  to and/or from home  to and/or from school |
| 1. **Field Trips** (are not offered)   ~~O I give consent for my child to participate in field trips.~~  ~~O I do not give consent for my child to participate in field trips.~~ |
| 1. **Water Activities**   I give consent for my child to participate in the following water activities:  Water table play  Splash pad  Sprinkler play  small wading pool |

Page 1

Form 2935

Revised July 2018-E

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Receipt of Written Operational Policies (Check All that Apply)** | | | |
| I acknowledge receipt of Excelencia Preschool’s operational policies (Parental Handbook) including those for: | | | |
| Discipline and guidance | | Procedures for release of children | |
| Suspension and expulsion | | Illness and exclusion criteria | |
| Emergency plans | | Procedures for dispensing medications | |
| Procedures for conducting health checks | | Immunization requirements | |
| Safe sleep | | Meal and food service practices | |
| Procedures for parents to discuss concerns with the director | | Procedures to visit Excelencia Preschool without securing prior approval | |
| Procedures for parents to participate in Excelencia activities | | Procedures for parents to contact Child Care Licensing, DFPS, Child Abuse Hotline, and CCL website | |
| 1. **Meals**   I understand that the following meals will be served to my child while in care:  Morning snack  Lunch (parent provided)  Afternoon snack  Pizza on Fridays  Special occasion snacks provided by parents for birthdays, etc. | | | |
| 1. **Days and Times in Care**   My child will normally be in care on the following days and times: | | | |
| **Day of the Week** | **AM** | | **PM** |
| Monday |  | |  |
| Tuesday |  | |  |
| Wednesday |  | |  |
| Thursday |  | |  |
| Friday |  | |  |
| Saturday | Closed | | Closed |
| Sunday | Closed | | Closed |

|  |  |  |  |
| --- | --- | --- | --- |
| **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: |
| Name of Emergency Care Facility: | Address: | | Phone: |
| I give consent for the facility to secure any and all necessary emergency medical care for my child. | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature – Parent or legal guardian | |

Page 2

Form 2935

Revised July 2018-E

|  |  |
| --- | --- |
| **Child’s Additional Information Section** | |
|  | |
| List any special needs that your child may have, such as environmental allergies, food intolerances or, 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 any diagnosed food allergies?  Yes  No If yes, plan submitted on (date):  Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that Excelencia Preschool may be practicing discrimination in violation of Title III, you may call the ADA Information Line at 1-800-514-0301 (voice) or 1-800-514-0383 (TTY). | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature – Parent or Legal Guardian: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed: |

|  |  |
| --- | --- |
| **School Age Children** | |
| (Only complete if your child will attend a K-12 school in addition to Excelencia Preschool) | |
| My child attends the following school: | |
| Name of School: | School Phone Number: |
| My child has permission to (check all that apply):  walk alone to or from school or home  ride a bus  be released to the care of a sibling under 18. | |
| Authorized pick up/drop off locations other than the child’s home address: | |

|  |  |  |
| --- | --- | --- |
| **Admission Requirement** | | |
| If your child does not attend pre-kindergarten or school away from Excelencia Preschool, one of the following must be presented when your child is admitted to Excelencia Preschool or within one week of admission.  **Check only one option:** | | |
| 1. HEALTH CARE PROFESSIONALS STATEMENT: I have examined the above named child within the past year and find   that he or she is able to take part in a daycare program. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Health Care Professional: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed: | |
| 1. A signed and dated copy of a health care professional’s statement is attached. | | |
| 1. Medical diagnosis and treatment conflict with the tenants 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. | | |
| 1. My child has been examined within the past year by the health care professional named above, and is able to   participate in a daycare program. Within 12 months of admission, I will provide a written signed health care  professional’s statement to Excelencia Preschool. | | |
| Name | Address of Health Care Professional (pediatrician) | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature – Parent or Legal Guardian | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed | |

Page 3

Form 2935

Revised July 2018-E

|  |  |
| --- | --- |
| **Requirements for Exclusion** | |
| I have attached a signed and dated affidavit stating that I decline immunizations for reasons 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. | |
| **Varicella (Chicken Pox)** | |
| The varicella vaccine is not required if your child has had the 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 the varicella vaccine. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed | |

|  |
| --- |
| **Additional Information Regarding Vaccines** |
| For additional information regarding immunizations, visit the Texas Dept. of State Health Services website at  www.dshs.state.tx.us/immunize/public.shtm. |

|  |
| --- |
| **Gang Free Zone** |
| Under the Texas Penal Code, any are within 1000 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** |
| DFPS values your privacy. For more information, read our Privacy and Security Policy online at  www.dshs.state.tx.us/policies/privacy.asp. |

|  |  |
| --- | --- |
| **Signatures** | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Child’s Parent or Legal Guardian | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Excelencia Preschool Designee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed: |

Page 4

|  |  |  |  |
| --- | --- | --- | --- |
| **Vaccine Information** | | | |
| **(This sheet is not required if the child’s physician has provided this information in a**  **document containing the child’s immunization records)** | | | |
| The following vaccines require multiple doses over time. Please provide the date for each dose the child received. | | | |
| **Vaccine** | **Dose** | **Vaccine Schedule** | **Dates received** |
| DTaP (Diphtheria, Tetanus, and Pertussis) | 1 | 2 months |  |
| 2 | 4 months |  |
| 3 | 6 months |  |
| 4 | 15-18 months |  |
| 5 | 4 – 6 years |  |
| Hepatitis B | 1 | Birth |  |
| 2 | 1 – 2 months |  |
| 3 | 6–18 months |  |
| Hib (Haemophilus Influenza Type B) | 1 | 2 months |  |
| 2 | 4 months |  |
| 3 | 6 months |  |
| 4 | 12-15 months |  |
| PNV 13 (Pneumococcal Virus) | 1 | 2 months |  |
| 2 | 4 months |  |
| 3 | 6 months |  |
| 4 | 12-15 months |  |
| IPV (Inactivated Polio Virus) | 1 | 2 months |  |
| 2 | 4 months |  |
| 3 | 6–18 months |  |
| 4 | 4 – 6 years |  |
| MMR (Measles, Mumps, Rubella) | 1 | 12-15 months |  |
| 2 | 4 – 6 years |  |
| Varicella | 1 | 12-15 months |  |
| 2 | 4 – 6 years |  |
| Hepatitis A | 1 | 12-23 months |  |
| 2 | 18-43 months |  |

|  |  |
| --- | --- |
| **Physician or Public Health Personnel Verification** | |
| Signature or stamp of physician or public health personnel verifying the immunization information above. | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed |

|  |  |
| --- | --- |
| **Vision Exam Results** | |
| (Required within 120 days of 4th birthday) | |
| Right Eye 20 Left Eye 20 / O Pass O Fail | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hearing Exam Results** | | | | | |
| (Required within 120 days of 4th birthday) | | | | | |
| **Ear** | **1000 Hz** | **2000 Hz** | | **4000 Hz** | **Pass or Fail** |
| Right |  |  | |  | O Pass O Fail |
| Left |  |  | |  | O Pass O Fail |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signed | | |