



102 S. Rio Grande St.
San Antonio, TX, 78203
Phone: 210-354-1400
Fax: (210) 354.1404
FB: [facebook.com/mcdcsatx](https://www.facebook.com/mcdcsatx)
Website: mcdcsatx.org

Items Necessary on Child's First Day

2x Change of Clothes

6 pampers/pull-ups (if applicable)

3x Bottles/ 1x Hard spout cup
(if applicable)

Formula (if applicable)

Things to Remember:

9:00am Cut off time for daily attendance

No outside food allowed in classrooms

6:00pm Cut off time for daily pick up without late fees assessed

PAYMENT DUE BEFORE SERVICES ARE RENDERED

Late fee assessed if balance is unpaid by Monday of each week

Please call if you have any questions (210)354-1400.



Miller Child Development Center, Incorporated

102 S. Rio Grande Street
San Antonio, Texas, 78203

Office: 210.354.1400
Fax: 210.354.1404

miller.child@yahoo.com



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Parent Orientation

I have received information on the following:

- ___ Introduction to the staff Child(ren)'s Name
- ___ Parent visit with the classroom caregiver
- ___ Overview of the parent handbook
- ___ Policy for arrival and late arrival
- ___ The opportunities for extended visits in the classroom for both myself and my child for a period of time, to allow us both to be comfortable.
- ___ An explanation of the Texas Rising Star Program
- ___ Encouragement to share elements of my CCS enrollment so that the provider may assist, if applicable
- ___ Family support resources and activities in the community
- ___ Expectation of families
- ___ The significance of consistent arrival time, include the:
 - Impact of disrupting other children’s learning
 - Importance of consistent routines
- ___ Statement about limiting technology use on site to improve communication between staff, children and families
- ___ Statement reflecting the role and influence of families

I acknowledge receipt of the above information.

Parent/ Guardian Signature Date

Director Signature Date



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ENROLLMENT FORM

Enrollment Date: _____

Withdrawal Date: _____

Child's Name (Last/First/Middle): _____

Date of Birth: _____ Age of Child at Entrance: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Parent's or Guardian's Name (Last, First): _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Place of Employment/School: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Work/School Phone Number () _____ E-mail _____

Parent's or Guardian's Name (Last, First): _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Place of Employment/School: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Work/School Phone Number () _____ E-mail _____



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MY CHILD WILL BE IN CARE ON THE FOLLOWING DAYS AND TIMES:

___ Mon ___ Tue ___ Wed ___ Thru ___ Fri From: _____ to: _____

I UNDERSTAND THAT THE FOLLOW MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:

_____ BREAKFAST _____ LUNCH _____ PM SNACK

Emergency Contacts/Authorized Person

If I, _____ (Parent/Guardian) of _____ (child/children) cannot be contacted to pick my child/children up, I authorize one of the following person's listed as a contact to pick up my child/children.

PLEASE NOTE: Individuals must present photo identification card when picking up child/children.

Name of Contact/Authorized Person: _____

Relationship: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Name of Contact/Authorized Person: _____

Relationship: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Name of Contact/Authorized Person: _____

Relationship: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone Number: () _____ Alternate Phone Number: () _____

Signature of Parent / Legal Guardian

Date



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AUTHORIZATION FOR EMERGENCY MEDICAL CARE

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: _____ Ph. #: () _____

Address: _____

City/State/Zip Code: _____

Name of Preferred Hospital: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: () _____

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

Signature of Parent/Legal Guardian

Date



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PARENT AUTHORIZATION

CHECK ALL THAT APPLY

TRANSPORTATION: I hereby give consent for my child to be transported and supervised by Miller Child Development Center: Yes / No

FOR EMERGENCY CARE ON FIELD TRIPS FROM SCHOOL

FIELD TRIP: I hereby give consent for my child to participate in Field Trips: Yes / No

WATER ACTIVITIES: I hereby give consent for my child to participate in Water Activities:
 Yes / No

SPRINKLER PLAY SPLASHING/WADING POOLS SWIMMING POOLS WATER TABLE PLAY

PHOTO AUTHORIZATION: I hereby give consent to take and use still photographs or videos of my child in **(crafts, newsletter, bulletin boards, etc.)**

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received the following forms:

Form H1626 parenting letter (non-pricing)

Information on WIC

Flyer on "Building for the Future"

Civil Rights and Grievance Procedures

Policies and Procedures for the Miller Child Development Center

Signature of Parent/Legal Guardian

Date



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HOUSEHOLD INFORMATION

Child's Name: _____ Number of Household Members: _____

Ethnic:

White Black/African American Asian Asian and White
 American Indian or Alaska Native Native Hawaiian or Pacific Islander
 American Indian or Alaskan Native and White Black/African American and White
 American Indian or Alaska Native and Black/African American Other

Race:

Hispanic or Latino Not Hispanic or Latino

Please Check Box According to House Hold and Income Level

Household Size	House Hold Yearly Income						
	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Signature of Parent/Legal Guardian

 Date



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PERSONAL HISTORY SHEET

Please answer the following questions below:

Is this your child first day care experience? ___Yes ___No

Does the child enjoy playing with other children? ___Yes ___No

Does the child relate well with strangers? ___Yes ___No

Is the child naturally friendly, shy, aggressive, and /or other? _____

Does the child take naps? ___Yes ___No If Yes, from what time _____ to what time _____

Does the child take a favorite toy and/or stuff animals to bed? ___Yes ___No

What is the child's favorite activity or toy? _____

Does the child like to be read to? ___Yes ___No

Does the child like music? ___Yes ___No

Does the child like outdoor play? ___Yes ___No

Can the child ride a tricycle? ___Yes ___No

Has the child had experience with: Clay ___Yes ___No

Scissors ___Yes ___No

Easel Painting ___Yes ___No Finger painting ___Yes ___No Blocks ___Yes ___No

Water play ___Yes ___No Does the child demand a lot of adult attention? ___Yes ___No

What upsets your child? _____

Please list any SPECIAL NEEDS 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:

COMMENTS:

In what particular way can we help your child during his/ her enrollment at the Center?



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A PARENT'S GUIDE TO DAYCARE

Dear Parent:

When you choose licensed day care, you and your family join your child in new experiences and relationships. You, the day-care director, child-care staff, and other people in the day-care center have a responsibility to protect the health, safety, and well-being of your child. The Texas Department of Family and Protective Services, Licensing Division, is part of this partnership, too.

Minimum standards require your day-care provider to give you a copy of this pamphlet. You need to sign the receipt form to verify that you have received it and discussed the material with facility staff.

What is day-care licensing? The Licensing Division was established by law to regulate child-care facilities to help protect the health, safety, and well-being of children in care.

With the assistance of child-care providers and experts in areas such as child development, early childhood education, fire safety, health, and sanitation, the Licensing Division develops minimum standards.

Licensing staff inspect day-care centers, private kindergartens and nursery schools, some unaccredited private schools, group day-care homes, and drop-in care centers to be sure that minimum standards are met. The staff also investigates complaints about violations of the minimum standards and the child-care licensing law.

Your day-care facility is responsible for meeting minimum standards. Many day-care programs exceed these requirements. Licensing does not regulate day-care fees, collection policies, or the kind of learning program your day-care facility offers. Each facility has its own special personality and approach to educating and caring for children. Parents can choose the kind of program that best meets the needs of their child and family.

It is important for you to know

- When you visit a day-care facility, ask to see the license. The license means that the day-care facility met the minimum licensing standards the last time it was inspected for such things as fire, sanitation, and safety; the number of child-care staff required; staff qualifications; and requirements for special services.
- Minimum standards prohibit persons who have been -convicted of certain crimes from having contact with children in care.
- Compliance with minimum standards does not guarantee high quality child care. They are called "minimum standards" because no one is allowed to operate below these standards.
- A copy of the minimum standards is available for you to review at your day-care facility. You can also request a copy of these standards from your local day-care licensing office. A list of these offices may be found on the DFPS website: www.dfps.state.tx.us or by calling the Child Care Information Line at 1-800-862-5252.

Establish a good relationship with the day-care facility

- Spend time at the day-care facility before you enroll your child. Ask questions about the program and observe the activities. Make sure the day-care facility has all the information needed about your child and family to provide good care.
- Work with the staff of the day-care facility you choose. Parent involvement is an important part of a successful experience with day care.
- Read all the material the day-care provider gives you. In addition to material required by licensing standards, each facility has its own policies and requirements. It's important that you understand these requirements before you enroll your child. It's equally important, once your child is in care, to read the notices, special requests, notes, and other materials the day-care provider sends home.
- Drop in occasionally during the day to observe how your child interacts with staff and other children, and get a good picture of the day-to-day activities at the center. Be careful not to disrupt activities.
- Keep your side of the bargain. Pick up your child on time.



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- Discuss concerns with the day-care director. Be aware that the teacher's main responsibility is working with the children. Don't be offended if the teacher can't spend much time talking with you when you drop off or pick up your child. If you need more time to talk about your child, set up a conference.
- It's important to let the day-care facility know about things at home that may affect how your child is doing in day care.

When your child starts day care

- Remember that it's normal for a child to have some fears and misgivings about starting day care. Children need time to get used to new situations. Prepare your children for the change as far in advance as possible. Discuss their concerns. If you're enthusiastic, chances are they soon will be, too.
- Depending on their ages, some children will temporarily "act out" their feelings by clinging to you and refusing to let go, forgetting their toilet training, having bad dreams, sucking their thumbs, or other such behavior.
- Work with the day-care director and your child's teacher on this.

Talk things over with your child

Make an opportunity each day to gently ask questions when your children are quiet and feeling secure and protected. Share their excitement about new friends, new skills, and new abilities; listen to their concerns; and give them a chance to boast about their achievements.

Parent responsibilities

The day-care facility must get certain information and records from parents to ensure the child's health and safety, handle emergencies, and meet minimum standards. If you do not provide this material, the day-care facility will not be in compliance with the minimum standards.

- Complete an enrollment form that includes basic information about your child; telephone numbers where you can be reached during the day; authorization for emergency care for your child; and written permission for swimming, other water activities, and transportation services.
- Tell the caregiver about any special concerns or needs, including allergies, medical history, and current medications.
- Give the day-care facility a copy of your child's immunization record showing immunizations against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hemophilic influenza type b, Hepatitis B and varicella. In some parts of Texas, a tuberculosis test report and Hepatitis A vaccine is also required. For school-age children, you can sign a statement that these records are on file at the school.
- Provide a doctor's statement that your preschool child is physically able to participate in the day-care program.
- Inform the day-care facility in writing about who is permitted to take your child from the facility. Generally, the day-care facility may only release your child to you or to an adult you designate.
- The facility may allow a school-age child to leave the facility alone or allow an older brother or sister to pick up a child if you request this in writing. The facility is only allowed to do this when all safety considerations have been met.
- Make sure that child-care staff knows the child has arrived. Make sure that staff are aware when you come to pick up your child. Don't leave your child at the front door, and never leave your child at the facility before opening or after closing.
- Other requirements must be met if the day-care provider gives medication to your child, if your child is an infant, or if your child needs special care or a special diet.

What happens if your child is ill or injured?

- The day-care facility is not allowed to admit a child who seems to be sick unless a doctor or nurse gives approval in writing. This may cause problems for parents, but it is necessary to prevent a sick child from infecting other children.
- If your child has been absent because of a contagious illness, the day-care facility must follow guidelines concerning when the child can return to day care.



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- If your child appears seriously sick or injured while at the center, the caregiver must call you immediately. It's important that you pick up your child as soon as possible.
- If your child needs immediate medical attention, the center must call your child's physician, take the child to the nearest emergency room or minor emergency clinic, or call for an ambulance. This is why the day-care facility must have your authorization for emergency medical care.

Liability insurance requirements

- Ask the day-care director whether or not the facility carries liability insurance. Texas law requires day-care facilities to carry liability coverage in the amount of \$300,000 per occurrence to cover a child when the child is in care of the facility.
- Liability insurance coverage is not required if the insurance cannot be secured due to financial reasons; if the licensee is unable to locate an underwriter willing to issue a policy; or if the current policy limits have been extended. You are to be notified, in writing, that the coverage is not available.

Take a good look

As you become more familiar with your child's day-care program, you will see many strong points. Almost all day-care facilities strive to provide a warm, loving, safe, and healthy environment for children. Look for these characteristics, but also be aware of warning signals that tell you something is wrong.

Feel secure when you see that:

- The facility welcomes you to visit any time, and you are invited to observe the class or participate in activities.
- Staff is alert and involved with the children.
- Staff seems warm and interested in the children. There is spontaneous laughter, hugging, and eye-to-eye contact.
- Staff are gentle, but firm when necessary.
- The facility is clean and attractive.
- Your child is relaxed and happy after the initial adjustment period.
- Your child seems physically well cared for. Staff informs you of minor accidents and tells you when your child doesn't feel well.
- Children seem involved with constructive activities, and they get individual attention.

Be seriously concerned when you see that:

- Parents are not encouraged to visit the facility.
- Children are left without direct adult supervision.
- Adults spend much time scolding, ordering, and yelling at children.
- Adults are physically rough with children or allow rough play.
- The building is dirty, or you see unsafe conditions.
- Your child is unhappy about being left at the facility, and this doesn't improve with time.
- A child comes home bruised or injured, and the center can't explain what happened. (The child may not remember minor bruises and scrapes received when playing, however.)
- Children seem aimless, bored, angry, or frustrated, or there are too many children to supervise.

When things aren't going well

You may find yourself displeased about something that has happened at the facility. Talk about these things with facility staff. There may be a misunderstanding that can easily be resolved.

If the situation isn't resolved and you believe -minimum standards are not being met, call the local day-care licensing office. They will handle your call discreetly.

A licensing representative will investigate your complaint. The licensing representative may need to interview you and your child and may also interview other children at the facility.

If the licensing representative finds that a standard has been violated, the facility will be notified and a time set for the facility to correct it.



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Licensing staff may revoke a license if a facility doesn't meet minimum standards. The department does not take action to revoke a license unless children are in immediate danger or the licensee refuses to comply with standards.

If you suspect child abuse

Most day-care facilities, like most parents, take good care of children. Child abuse is rare, and it is very unlikely that anything like this will happen to your child.

If you do suspect that your child has been abused or sexually molested, report the situation immediately. Use the toll-free Child Abuse Hotline number 1-800-252-5400 or 1-512-834-3784 to report abuse or neglect that has occurred in Texas. The situation will be investigated immediately, and you will be given referrals or recommendations for help for your child and family.

Should agency staff interview or examine your child during an abuse investigation, a reasonable effort will be made to notify you within 24 hours after the interview or examination.

Parents who suspect or believe that their child has been abused in day care sometimes remove their child from care, but don't report the problem. This leaves other children in danger. State law requires everyone, including day-care providers, to report suspected child abuse or neglect immediately.

Immunity

When people make a report of suspected child abuse in good faith, they are immune from any liability when the department investigates a complaint, the identity of the complainant is not revealed.



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BUILDING FOR THE FUTURE

This child care facility receives Federal cash assistance to serve healthy meals to your children.

Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by the
USDA's Child and Adult Care Food Program

Questions? Concerns?

Call USDA at 1.800.424.9121

Or

Special Nutrition Programs at 1.800.982.3261

Or

Your Child Care Facility's Contract Organization

People who are eligible to participate in the program must not be discriminated against because of race, color, national, origin, sex, age, disability, or political belief. Anyone who believes that they have been discriminated against should write immediately to: Director, Civil Rights Division, MC W-206, Texas Department of Human Services, P.O. Box 149030, Austin, Texas 78714-9030 or the Secretary of Agriculture, Washington, D.C. 20250. Note: Discrimination complaints based on religion or political beliefs must be, referred only to the Director, Civil Rights Division, and Texas Department of Human Services.

CIVIL RIGHTS GRIEVANCE PROCEDURES

Miller Child Development Center ensures that everyone has equal access to our facilities and all of its programs.

Miller Child Development Center does not discriminate against anyone because of race, color, national origin, sex, age, or disability.

If you feel you or anyone in your family has been discriminated against, please make your complaint (verbal or in writing) to
Ms. Cathy Gibson, Center Director.

You may also call the Office of Civil Rights at 1.800.795.3272 or 1.202.720.6338 (TTY)



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New Requirements Regarding Gang-Free Zones For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.



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Texas Department of
Protective and Regulatory
Services

Parent's Acknowledgement

This is to acknowledge that _____
(Name of Facility Staff)

has provided the "With A Parent's Guide to Day Care", and has discussed its contents with me.

(Signature Parent) (Date)

1. Child-care facilities must provide parents with a copy of "A Parent's Guide to Day Care" and review its contents with them.
2. Parents acknowledge receiving the Parent's Guide by signing and dating this form.
3. This acknowledgement is kept in the child's record as long as the child remains at the facility.

NOTE: Failure to provide parents with A Parent's Guide to Day Care, review its contents, and obtain a signed receipt, is a violation of standard 2300.A' Day Care Minimum Standards and Guidelines



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PHYSICIAN AND PHYSICAL EXAMINATION FORM

This is to verify that _____ has been examined by
Name of Child

_____ On _____
Name of Physician/Health Clinic Date of Examination

Please place a check mark inside the appropriate box:

- Child named above is physically able to participate in a licensed child care program.
- Child named above is not physically able to participate in a licensed child care program.

Print Name of Physician/Authorized Medical Professional

Date

Signature of Physician/Authorized Medical Professional