
GINGERBREAD HOUSE ACADEMY, INC.

Policies and Procedures



RICK & LARONDA ROBBINS

OWNERS/DIRECTOR

Revised November 5, 2024

1805 N. Garrett Ave.
Dallas, Texas 75206
Bus 972) 216-KIDS (5437)
Fax 972) 216-LIFT (5438)
Email: leasyeducation@gmail.com
Website: leasyedu.com
Facebook: Gingerbread House Academy Inc

Welcome to Gingerbread House Academy, Inc., where Children are our First Priority! Education is the tool to our future. **GBHA, INC.** views every child enrolled to have the capabilities of becoming our future doctors, lawyers, congressman/congresswoman, financial advisors, sole proprietors and even the President of the United States. **GBHA, INC.** believes that we should invest and contribute to the growth, the character, the integrity, and development of each child. We believe that no child should be lacking in positive self-esteem. We also believe that interactive learning and a positive learning environment will help develop these tendencies in our children. A positive attitude should not just be glared in ourselves, but in the children as well. They should respect and accept themselves, respect and accept others, and respect and accept their elders.

Program's Vision

The vision of GBHA, INC. is to create a highly respected, ever changing rigorous learning environment that inspires and challenges children to comprehend, interact, communicate and prepare themselves for the future.

Mission

Our Mission within GBHA, INC. is to provide and instill stronger academic skills in the children of our future that will result in a productive and prosperous career.

Philosophy

The philosophy of GBHA, INC. is to respond to the physical, emotional, social and cognitive needs of each individual child and their family. We will provide a comprehensive program that responds to the changing needs of the children we serve. We will stabilize, strengthen and preserve families as well as providing outreach to the community. Research shows that children who enter school “ready” based on a quality preschool program, tend to score higher on achievement tests, are less likely to be placed in special education or retained. They and are likely to remain in school, graduate and attend college, and become productive citizens with a career and better quality of life.

Goals

GBHA, INC. is committed to our goals and objectives. We desire for each child to reach his/her potential through the trained staff at GBHA, INC.

- We will teach each child how to develop critical thinking.
- We will teach each child problem solving.
- We will teach each child communication skills through opportunities with choices and decisions.
- We will teach each child how to work cooperatively in groups & individually.

It is the Vision of GBHA, INC. to help grow and develop the mind of each child enrolled in the Academy, whereas to when they graduate from the center; people will notice the child's positive and developed character.

Thank you for choosing Gingerbread House Academy, Inc. as part of your child's early development. Please read our policies and guidelines completely. We look forward to a good relationship with you!! **Together we can ensure your child(ren) gain the intellect he/she deserve.**

Thank you.

Gingerbread House Academy, Inc. is Proud To Be A Texas Rising Star early learning program. The Texas Rising Star program is a quality rating and improvement system for Texas early childcare programs participating in the Texas Workforce Commission's (TWC) Child Care Services. We are committed to providing high quality childcare that exceeds the state's minimum childcare licensing standards in the following categories:

1. Director and Staff Qualifications, Orientation, and Training
2. Teacher-Child Interactions
3. Program Administration
4. Indoor/Outdoor Learning Environments.

Children who attend high quality early learning programs, especially at-risk children, can make significant gains in their knowledge, skills and abilities. For more information go to <https://texasrisingstar.org/parents/>

WELCOME to
Gingerbread House Academy, Inc.
Where Children Are Our
#1 Priority!!
“An Educational Paradise”

Hours of Operation:

Early Assessment School for Youth will open at 6:00 am – 6:00 pm, Monday – Friday January – December, with the exception of holidays, unforeseen circumstances, and scheduled staff development days.

Extended Hours

GBHA, INC. is sensitive to the need for extended hours for our parents. We offer extended care services beginning at 6:00pm for an additional fee of \$30.00 per child for up to 2 days, \$45.00 for 3 days per child. These fees apply only up to 7:00pm No Exceptions. If care after 7:00pm is needed you will be charged according to pick up time. (Please see Front Desk for fees). If your child(ren) are not enrolled for extended care, you must have your child(ren) picked up by 6:00pm. (Late fees will begin to calculate at 6:01pm). ***See late pick up fees pg. 6.**

Admission Policy

Parents or legal Guardians are responsible for **returning all** completed and signed enrollment packages to the facility before the child can begin school, **NO Exceptions!** TDPRS requires that immunization records, and doctor statement, as well as other mandated forms be current and submitted at the time of enrollment. **Parents' Social Security Number is required for enrollment.**

Incomplete forms will delay the enrollment of your child. It is also the responsibility of the parent to provide the center with any updated information as it changes. February and August are the months GBHA, INC., update a child's application. However, if any information should change, please see the front desk as soon as possible. We will provide you with a Parent/Child Update form to report any changes or updates.

Registration Fees

A \$150.00 registration fee is due at time of enrollment. Fall registration fee is due Aug. 15th & Spring registration fee is due Feb. 15th. This is done to avoid semi-annual and annual increases in weekly childcare fees. **Exceptions:** If you enrolled your child in GBHA, INC. after June 1st of the same year, the August 15th fall registration is NOT due. **THE REGISTRATION FEE IS NON-REFUNDABLE.** The Biannual Registration Fee is \$75.00.

Parent Orientation

GBHA, INC. has an orientation plan for new families. This plan allows parents and children to become acclimated and comfortable to our program with less anxiety and frustration. The new environment can be intimidating, but our goal is to make a smooth transition for you and your child. A tour of the facility, introduction of the classroom instructors and overview of the Parent Handbook, will be conducted. Opportunity to observe the classroom.

If an interpreter is needed, we will make every effort to locate and make one available.

We will discuss the expectations of the family, and the needs of the child. We will discuss and share any/all resources for the family that may require additional support and activities.

Parent(s)/Guardian has an opportunity to meet and speak with the classroom instructor and observe the instructor engaging with her students.

Tuition Agreement (CASH PAYMENT)

ALL CHILD CARE FESES MUST BE PAID ONE WEEK IN ADVANCE. Tuition is due on the first business day of the week (Monday) or before. A Mandatory **\$30.00 late fee** will be assessed to your balance on Tuesday morning. Each additional day thereafter will be **\$10.00 per day until paid**. It is the parents' responsibility to make payments in a timely manner. Bi-weekly & monthly payments are acceptable. Cash, cashier's checks, money orders, and PayPal are accepted on Mondays only. After Monday, tuition plus late fees must be paid with cash, cashier's check, or money order only. GBHA, INC. reserves the right to rate increases. Should there be any rate increase there will be a 1-month advance notice given. When a holiday falls on a Monday, the weekly tuition is due the Friday before. Payments made to Tuesday are considered late.

CCA Co-payments are due on the: 1st of the month. If co-payment is not paid on or before the 1st of the month, a \$30.00 a day late fee will assessed on the 3rd. There will be an additional \$10.00 a day assessed after the 3rd of each month. Also if your child(ren) are not in attendance and as absence has not been reported to CCA and the daycare parents will be responsible to pay for missed days that are not paid by CCA due to not Clocking your child in or out. Please refer to front desk ONLY with payments concerns/issues.

<u>FEES</u> 6:00am-6:00pm	GBHA, INC.	REGISTRATION FEE \$150.00 Semi Annual
<u>Weekly Non-Attendance Fees are Half of Weekly Fees – No Exceptions</u>		
0-17 months Full Time \$325.00 weekly Part Time \$275.00 weekly		
18-24 months Full Time \$290.00 weekly (include potty training) Part Time \$255.00 weekly		
PreK3-PreK4 Full Time \$260.00 weekly (potty trained) Part Time \$225.00		
School Ages 5-13 years Full Time \$245.00 weekly Part Time \$21000 weekly		
Before or After school care -(One Way) \$150.00 weekly		
Before & After school care -(Both Ways) \$200.00 weekly		
Full Time Week (includes field trips) \$245.00 weekly		
For additional quotes, please see the Director Rates are subject to change.		

GBHA, INC., reserves the right to report any non-payment to the credit Bureau Agencies and The Child Care Group. The Services rendered fees plus all late and court filing fees are subject to Civil Court actions. GBHA, INC. will make every effort to collect outstanding balances without conflict. The account balance **WILL BE REFERRED TO THE Justice of Peace/Civil Court** for monetary collections one week after nonpayment, or contact.

Front desk is open from 7:00am to 6:00pm. Please make all tuition payments during these hours. Thank You.

Late Pick Up Fees

There is a \$30.00 late fee pick up charge the first 1-5 minutes and \$2.00 every minutes thereafter. Late fees are due when you pick up your child. We will make every effort to contact everyone listed on your Child(ren) emergency list. However, if no one has shown up or called in advance to pick up your child(ren) by the scheduled agreed time at 6:00pm, we reserve the right to contact state officials (Child Protective Services) or local authorities.

Refund Policy

No refunds of tuition will be given for absence due to illness of one week in duration or less. No refunds of tuition will be given for absence due to vacation. No refunds of tuition will be given for days the Center is closed. These include planned closures such as scheduled holidays as well as emergency closures. Tuition must be paid for two full weeks after notice is given, regardless of whether the child continues to attend. If a child withdraws midweek, there will be no refund of fees for the days the child does not attend. After one week of non-payment of tuition and late fees, the affected child will be expelled from the Center. (See Fees Above) There are no refunds due to a child's illness. If a child is ill for an extended period of time (greater than one week), parents should notify the Center in writing to request a 50% reduction in fee for the second and third consecutive weeks of illness. Fee reduction is dependent upon a doctor's notification and verification of severity of illness. After three weeks, full tuition payments must resume, or the family may opt to withdraw the child. In the case of withdrawal due to illness, the child's name is placed on the priority waiting list for re-entry to the Center.

Arrival, Departure and Tardy

The transition period from home to child care center is an important time of the day. You should plan a flexible schedule that allows you a few moments to help your child get his or her day started. In order to facilitate better communication between the parents and teacher and the parent and child it is best if parents are not distracted by usage of their cell phones while in the Center. We kindly ask that children arrive by 8:30am to ensure they are fully included in the days activities. **GBHA, INC. will not receive any child(ren) after 9:00am. The only exception is for appointments such as doctor, dentist, WIC, etc.** If your child is going to arrive late, please call so that we can prepare lunch for your child. This policy is in place to ensure that your child(ren) is achieving their developmental Milestones here at **GBHA, INC.** this also helps not to disrupt the learning of other children as well. It is very important to establish routines in preparing children for transition into kindergarten.

When parents bring their child(ren) to GBHA, INC. please sign your child in at the front desk. When walking your child(ren) to class, it is the teacher's responsibility to receive your child immediately (TDPRS/FNP requirement). At this point we ask that the parents give their hugs and goodbyes and leave the room. We also want to foster independence in the children here at **GBHA, INC.** so we ask that you comply with the following:

- Do not sit the child in a chair
- Do not hang up coat, sweater, back packs, etc. in cubbyhole.
- Do not roam from room to room (unless dropping off siblings)
- Infant and Pre-Toddler room is one of the more sensitive rooms. Please do not just walk in the room. Please hand the child to the provider at the door.

- Please keep in mind that **SUPERVISION** is one of our #1 Priorities when delivering or picking up children. We ask that you respect the teacher's time and ability to talk with you one on one. We appreciate and would love to schedule a parent conference.

Sign In & Out Procedures must be followed according to TDPRS & FNP Regulations.

- The person must be 18 yrs. old or older.
- State issued Pictured ID is required when picking up child(ren) (We will make a copy for files)
- A person must sign full name, no abbreviations, or titles (Mom, Dad)
- If a parent is requesting someone to pick up child who is not on file, you must fax or email a dated letter to the daycare giving permission. Name signature & ID required on letter. You have the rights & opportunity to amend your emergency pick up list by requesting a profile form.

Release of Children

It is the concern of **GBHA, INC.**, to always keep the safety of the children as top priority. Therefore, persons picking up a child or children must be **18 years** of age or older with the proper identification per Texas Department of Family and Protective Services. **GBHA, INC.**, sign out procedures are as follows:

- The person's name picking up **MUST** appear on authorized pick up list.
- A copy of the person's state issued ID is required and filed in child's file. **(All Persons)**
- The person **MUST** sign their full name **(No abbreviations, mom/dad accepted)**.
- If a person picking up a child whose name is not listed, **GBHA, INC.** must receive a written notice in person or emailed, faxed copy signed and dated authorizing pick up. A person must speak with the Director or Office manager upon pick up presenting proper state issued ID or for photocopying for the child(ren) file. **NO EXCEPTIONS**

GBHA, INC. takes every precaution to protect the children that are in our care. Any additions or changes can only be made by the parent or guardian who initially filled out the enrollment application for that child(ren). A parent/child profile form will be provided.

GBHA, INC. will notify you four weeks in advance of any holiday closures, unless there is an emergency, (Plumbing, communicable disease(s), & etc.

Dismissal

In the event your child is dismissed or withdrawn from **GBHA, INC.** program, the parent agrees to provide a two weeks' written notice. If written notification is not provided, the parent still assumes the responsibility of fees for those two weeks. In the event records need to be released to anyone or any institution, your balance must be paid in full. **GBHA, INC.**, will take legal actions to collect on any and all delinquent accounts with small claims court.

We reserve the right to dismiss any time, with or without cause. Parents will not be refunded any unused tuition. Any past due balances must be paid within 15 days of the dismissal. An invoice detailing the past due balances will be forwarded to the address indicated in the child's file within one week of the dismissal, via certified mail. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the property in a calm and respectful manner, immediately. **GBHA, INC.** will request assistance from local police should any parent become disruptive and/or uncooperative while gathering the child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to the facility following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, defames or in any manner causes harm to anyone affiliated with the facility by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by **GBHA, INC.**

Withdrawal

Two weeks' written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition and deposit will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks and will not have their deposit refunded.

Policy Changes

GBHA, INC., reserves the right to update change, remove, or amend **GBHA, INC.** policy's and procedures. **GBHA, INC.** will notify all parents of any policy changes in writing. A copy of the update will be placed in the child's file. Also, parents will be given two weeks' notice of the change(s) and placed on the newsletter board for review. Please read daily. Note all parents' handouts/materials will be on colored paper. Policies are reviewed annually and updated if necessary.

Inclement Weather Closings

In the event of inclement weather, **GBHA, INC.** will operate according to the severity/conditions of the roads. In the event that **GBHA, INC.** closes due to bad conditions or extreme weather, you may call the center as early as 5:00am to receive an update on the opening or closing of the center. **GBHA, INC.** will operate on the same schedule as Dallas ISD for inclement weather or closings.

Evacuation & Relocation - In the event of an emergency evacuation or relocation, **GBHA, INC.** will follow the utilize procedures: WE will be located at Dallas Fire Station #8 located at 1904 N. Garrett Ave., Dallas, Texas 75206, phone # 214-670-4607. A copy of the Emergency Preparedness Plan will be available at the Front Desk. Each classroom has an Emergency 1st Aid Kit available. The front desk is also equipped with necessary survival items. Our emergency preparedness phone number is 214-900-6043.

Emergency Drills - Emergency drills inclement weather or evacuation are held monthly to ensure proper evacuation in the event of an emergency. We will make every attempt to make the children comfortable and secure in the evacuation process. Parent(s) will have access to any emergency phone numbers without questions. These agency phone numbers are posted near the front entrance.

- Poison Control 1-800-222-1222
- DFPS Child Abuse Hotline 1-800-252-5400
- Nearest Child Care Licensing 1-800-582-6036

Illness

Children are **NOT** allowed to come into the center with existing symptoms such as, fever, wheezing, nasal discharge of green nature, diarrhea, pink eye or any signs of communicable diseases. Please see front desk (Refer to Minimum Standards). The following will prohibit a child from being admitted for care if: Please see front desk for communicable disease chart for incubation periods or prohibited to facility illnesses.

- Communicable diseases(s) require a doctors statement to return.
- The illness permits the child(ren) from participating in childcare activities such as outside play.
- The illness results in a greatly need of care without compromising the health, safety and supervision of care to the other children.
- Oral Temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
- Armpit temperature of 99.4 degrees or greater, accompanied by behavioral symptoms/signs of illness.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.

Parents will be contacted immediately should the child appear to be ill. Child must be isolated in order to protect themselves and others. Parents should make necessary arrangements with contacts (see application) if you are unable to pick up your child.

- Contact emergency medical services
- Give the child **First-Aid Treatment** or CPR when needed;
- Contact the child's parent
- Contact the physician identified in the child's record
- Ensure supervision of other children in the group.

GBHA, INC. will fill out an accident report to give to the parent and copy will be placed in child's file, parent will be NOTIFIED immediately. If it's a child on child injury, both parents will be notified and required to sign the injury form.

Immunizations

Child(ren) MUST have current immunizations BEFORE being enrolled into the Center. When time comes to have immunizations updated, if child is NOT in compliance. He/she will be removed from the Center UNTIL immunizations are current. Each child's medical record shall be updated yearly and must be signed by a physician. **GBHA, INC.** follow the Texas Department of Human and Health Services requirement for immunizations.

Nutrition/Menu

Meals served at **GBHA, INC.** meet nutritional requirements established by the USDA's Child and Adult Care Food Program (CACFP). Menu are posted at the front entry of the facility and in your child's classroom, newsletter, and parent board. Our menus provide children with a variety of foods with different colors and textures from many different cultures. No outside food is allowed unless there is enough food for each student in the facility.

7:00am – 8:30am	Breakfast
10:30am – 11:30am	Lunch
2:00pm – 3:30pm	Afternoon Snack
4:00pm – 6:00pm	Dinner/pm snack for extended care children

Childcare instructions sheets are provided at enrollment time. If your child is on a special diet, a doctor's note must be given to Director per Texas Department of Family and Protective Services and USDA Child and Adult Care Food Program (CACFP) Our program practices include the following: That liquids or food that are hotter than 110 degrees F are kept out of the reach of children. Staff/ Volunteers are educated on food allergies and take the proper precautions for the safety of our children. - healthy snacks approved by the TDA are provided for all children and made ready for school-age children as they arrive - Staff do not reward good behavior or clean plates with food of any kind for students who bring lunches from home the center does provide meals that include milk, fresh fruit and vegetables. All food that is bought into the Center must be commercially prepared or prepared by a kitchen inspected by local health officials. This includes but not limited to Birthday cakes, cupcakes, hot foods, pre-prepared lunches, etc. **E.A.SY** does allow birthday parties, but at the parents' expense. **Our program practices include Family Style Eating. NO OUTSIDE FOOD ALLOWED,** unless its enough for all students in the class (per Texas Department of Agriculture).

Transportation

GBHA, INC. offers limited transportation to nearby area public and charter schools. **GBHA, INC.**, responsibility ends once the child has been dropped off at school. **Should your child be absent from school please contact the center by 12:00 p.m.** **GBHA, INC.** van has a designated time to depart from the daycare in order to place each child at his/her school in a safe & timely manner.

The staff of GBHA, INC. will make every effort to locate a child if he/she is not at designated area. However, GBHA, INC. has other responsibilities and schedules to maintain regarding picking up other children at other schools.

GBHA, INC. professionalism extends to other parents as well. In the event we have to return to any school for pick up, **there will be a \$20.00 return fee assessed to parent's account.** (i.e. Child error - not in designated area). It is imperative that the child understands where he/she will be picked up to avoid any problems or delays.

School children must arrive no later than 7=15 a.m. to be transported to school. If there are any changes, please contact the Director or Office Manager as soon as possible. Parents are required to complete transportation and van rules documents. Transportation documents shall be shared/submitted with public/charter schools to ensure accuracy of student(s) to be transported.

Field Trips

GBHA, INC. field trips will include culturally enriched activities as well as: restaurant outings, zoo, movies and other activities. Parents must complete the section on the enrollment form giving permission for the child to attend field trips. We will also notify the parents in writing of each scheduled field trip. We encourage parents to participate in any field trip. Parents will be required to provide their own transportation to all field trips. Field trip postings will be found on the front door at least 24 hours in advance. Permission slips will be required for all field trips.

Discipline

Discipline will be consistent and based on individual needs. **The child's behavior will be attended to by positive methods. Threats or corporal punishment IS NOT allowed.** We will do our best to control any situation, but at the same time continue to provide a safe and healthy environment. Should your child's behavior become a negative factor (continued outburst, negative acts, fighting, biting, cursing, tantrums, stealing and etc.) we will ask the parent to withdraw the child. Under no circumstances will we endanger the emotional or physical well-being of others. **GBHA, INC.** reserves the right to suspend and dismiss your child due to excessive, negative action/reports. **GBHA, INC.** staff will follow all minimum standards given by Texas Department of Family and Protective Services. **GBHA, INC.** staff # 1 Priority is to supervise, love, educate, assist in growth and development of our future. **GBHA, INC.** will encourage positively at all times. **GBHA, INC.** discipline methods is to develop personal standards in self-discipline in conjunction with allowing them to control their actions while encouraging acceptable behavior.

Challenging Behaviors

We appreciate recognizing children for good behavior and efforts. However, behavioral circumstances do occur. In the event your child(ren) is involved in any form of negative behavior, he/she will be written up on a Behavior Report. The parent will be advised in writing, and the form must be signed by the parent or guardian. The following will occur...

1. Behavior Report is a written warning to parents and will be placed in child's file.
2. If same incident occurs, the behavior report will require a parent conference.
3. If same incident occurs, the child will receive a one day suspension.
4. Any thereafter, depending on issue, it can lead to possible termination of services.
5. **FYI** - We are of different backgrounds & mentalities. Therefore, we may try different avenues of discipline or structure then @ home. It is imperative that you & I as parents do our parenting @ home and the academy. We encourage Positiveness, Love, Sharing, Communication, Hugs, I love you and etc. We are eager to collaborate and create strategies together to support your child's development in a positive and constructive way.

Child Staff Ratio

GBHA, INC. child/staff ratios are based on the guidelines determined by Texas Department of Family and Protective Services. These ratios allow the teacher to better manage, supervise and care for the lower number of child under their supervision. Each child must have a caregiver who is responsible for the child and who is aware of details of the child's habits, interests, and any special problems.

Curriculum

Our center strives to provide an environment where children have the opportunity to learn. Teachers plan and implement activities, which will enable the child to learn and have fun. Children at **GBHA, INC.** are exposed to a variety of guided and self-directed activities. A developmentally appropriate curriculum approach is used and children are given individual attention and opportunity to play and explore at their own pace. The following activities are offered throughout the day: Story time, music, gross and fine motor development, outdoor play, dramatic play, free play, painting, STEM, creative art, social development and quiet activities. Therefore, we provide an age appropriate learning environment that will be conducive for your child to grow physically, emotionally, intellectually and socially. Our curriculum will include monthly family projects, weekly projects and or daily homework assignments for your child to complete at home.

Outside Play/Television

Outside play is an important part of your child day and total health. Weather conditions permitting; the children will play outside each day. All children who are well enough to be at the Center will be expected to participate in this activity. You can help your child to enjoy this time outdoors by being sure that she or he is dressed for the existing weather conditions. Television is limited to educational programs and curriculum ONLY. Movie day will be scheduled and posted on classroom calendar. Daily outside play is mandatory by minimum standards set by TDFPS. (30 minute playtime at each outdoor play).

Concerns, Complaints & Open Door Policy - NEW Addition:

We have a **SUGGESTION BOX** that will be read on a weekly basis. Feel free to place comments, suggestions, compliments, etc. in the box. Communication is the success to any situation. **GBHA, INC.**, appreciates and welcomes all constructive criticism. **(Forms provided by Early Assessment School for Youth, see Front Desk)** Any complaints or concerns should be directed to the Director or office manager only. Another option is to write concerns and place in an envelope and seal. **Please do not direct any complaints to any of the teachers.** I, as the Director of **GBHA, INC.**, will work and continue to train staff on making our services of a high standard of professionalism. We will continue to strive for Excellence as a service to our parents and children. Your feedback is always welcomed as we help the children to be all they can be! Let us work together to resolve any issues. **COMMUNICATION!**

GBHA, INC. Site Visits

All parents reserve the right to visit at any time during operating hours. However, scheduled appointments are encouraged. In addition, if you desire to volunteer at the daycare, you as a volunteer will have to meet all the qualifications as a **GBHA, INC.** teacher. You will have to complete an employee application; Background Check and FBI fingerprinting are required. No daycare experience is necessary. Please see Front Desk if you wish to volunteer. We are excited to have you join us at being a mentor and leader to our future.

Parents Participation

GBHA, INC. welcomes every new family to our family program. All parent will have a parent orientation why they will become familiar with **GBHA, INC.** daily produces and guidelines. We know the parent(s) as well as the child(ren) may be experiencing excitement about the new environment, new friends, and uneasy feelings because the faces are unfamiliar and sometimes ridden with guilt being forced to leave your child on a day to day basis so you can earn a living. We would like our parent handbook to serve as a peaceful guide for the parent. We love building relationships as partners with our parents. These relationships will become beneficial for everyone as we assist in raising and educating the parents' most precious "gift", their child. As we embrace each day we want parents to know that your role and influence is highly welcomed as long as the information allows us to operate within the standards of the law. We have an open door policy when it comes to building and partnering with the parent. We look forward to the positive role and influence parents will bring to our program.

Parent's Involvement

GBHA, INC. encourages all families to be active in their child's/children's daily life as much as possible. This includes volunteering to assist the staff on field trips or daily activities at **GBHA, INC.** when possible. When volunteering, you must meet the same minimum standards required of **GBHA, INC.** employees. You can also participate by getting involved with your child at home. You can read daily to your child. You can also ask your child what they have learned at school and say I Love You means a lot as well. Please make this a daily habit with your children. **COMMUNICATION!** Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks and fingerprint checks, as required by our licensing regulations. Any person, including parents, with felony

GBHA, INC., will host a quarterly parent meeting to keep you informed of the news, issues, Child Development and changes concerning the school and/or your child. **GBHA, INC.,** be notified well in advance of these meetings. A calendar will be provided, **GBHA, INC.** will post reminders on parents newsletter board and at leasyeducation.com. Due to the direction goals of **GBHA, INC.** and the importance of unity. **GBHA, INC.** have a set nonattendance fee of \$10.00.

Parent/Teacher Conference

GBHA, INC., believes a strong home and school connection is essential when building a good environment for young children. We want parents to feel welcome at all times. We try to establish a connection between home experiences and our educational program. Your child is our first priority, but we want to spend time talking with you at an appropriate time. Informal conversations may be suitable during drop-offs or pick-ups. If you need more formal time for communication, please schedule a time throughout the school year when the teachers are not involved with their instructional period. These can be arranged in person during a conference or over the telephone. We do provide a formal conference twice a year to discuss your child's progress and overall development. We will share your child's evaluations which will include artwork, samples of writing skills and milestones that should be mastered throughout the school year with you, at scheduled times. Parents' input is welcomed and also a crucial piece to the preferred outcome for their child. Documentation of the conferences will be noted with dates and parents' signatures. Forms of communication between **GBHA, INC.** and parents will include, but not limited to orientation, bulletin boards, memos, newsletters, calendars, posted notices, phone calls, conferences, verbal communication, observations, emails, parent meetings and daily reports only for toddlers.

Parent Advisory Committee

GBHA, INC., has a Parent Advisory Committee. This committee is comprised of parents who currently have children enrolled in the Academy. The goals and objectives of the committee are to advise the Director and staff on certain issues as well as a support to us. The committee members will help create and keep events and functions in order and reach out to those who are unable to attend meetings. **GBHA, INC.**, have scheduled Mandatory Quarterly meetings.

Concerns, Complaints

GBHA, INC., wants every parent to feel welcomed at all times. Sometimes there is a breakdown in communication. All concerns and complaints may either be given to the Front Desk or the Director of **GBHA, INC.** We have a suggestion box at the front desk as well we will conduct surveys annually. We will work vigorously to correct or resolve any problems together in a decent and orderly fashion, while following regulations and standards of licensing.

Minimum Standards and Inspection Reports

Parent(s) reserve the right to review the Minimum Standards and Inspection Reports at any time. A copy will be placed at the front desk. The most recent childcare licensing, health and fire inspection reports will be posted near the entry of the facility. Department of Family Protective Services-Childcare licensing may be reached at 8700 N. Stemmons Frwy, Ste. 104, Dallas, TX 75247, call 1-800-582-6036 or visit them on the web at www.dfps.state.tx.us.

Non-Discrimination Policy

GBHA, INC. is an equal opportunity childcare provider. All applicants will receive the same services without regards to race, religion, sex or disability. **GBHA, INC.** reserves the right to remove a child or discontinue services with a family for the following reasons:

- Health conditions which may endanger others
- Discipline behavior problems

- Nonpayment of fees
- 3 days of non-communication of child's in or out process
- Abusiveness of late pick up of child
- The need of any special services for child(ren) that **GBHA, INC.** may not offer

Hearing And Vision

The Texas Department of Protection and Family Services requires all children ages **4 years** and older (by September 1) receive a vision and hearing screening annually. We schedule appointments with an outside Agency, if necessary. * Please refer to Minimum Standards for additional information. If this is not met within 30 days of the child's birthday, **GBHA, INC.**, has the right to remove the child until he/she follow compliance.

Uniform's

GBHA, INC., Pre-Toddlers, Toddlers, and Pre-K3 & Pre-K4 children are required to wear uniforms. All children's shirts are to be ordered through the Academy or designated vendor.

Uniform Attire

Monday	White Embroidered Button-Down Collar Shirt or knit Polo w/Tie (BOYs and Girls) Khaki, Black, Blue or Denim Bottoms
Tues-Thurs.	Red or Gold Color embroidered knit Polo Shirt Khaki, Black, Blue or Denim Bottoms
Friday	Casual Day

Purchase uniforms through: Five Star – 1228 West Scyene Rd. Mesquite, Tx 75149 972-288-2764 or email: jseabolt@classicnet.net

All shirts must be personalized with GBHA, INC. Crest Logo on left side of shirt.

Uniforms are to be worn Monday - Thursday with Friday being casual day (Parent's choice of clothing). If the Academy is going on a Field Trip, children must be in uniform or in school T-Shirts, regardless to what day it is (Friday included). We ask that children not wear jewelry and hair bows to the center. For the safety of the child, **GBHA, INC.** would not want any children to accidentally swallow thing that would be harmful to the children.

All full-time children must be in complete appropriate sized uniform daily, excluding Friday which is casual day. Children must also wear "CLOSED TOE SHOES" as part of uniform. Parent's need to order Parents uniform as soon as possible. NO OPEN TOE SHOES OR FLIP FLOPS. (all season). NO EXCEPTIONS.

From June 1 - September 1: Children are NOT required to wear uniforms due to hot weather. (Dates may vary) The following will occur if your child is **NOT** in complete uniform during required months.

- | | |
|------------------------------|--------------------------------|
| • 1 st occurrence | Borrow a shirt from center |
| • 2 nd occurrence | \$10.00 fine |
| • 3 rd occurrence | \$20.00 fine |
| • 4 th occurrence | Suspension until in compliance |

These fines are due and payable at the time of drop off to GBHA, INC. Should you have any questions or concerns, please do not hesitate to contact the front desk at 972-216-KIDS (5437).

Summer Camp

Summer camp will begin on the 2nd Monday of June – 3rd week of August. We will continue our educational curriculum, positive reinforcement, summer field trips and other activities. There will be a monthly activity calendar provided in advance. **Field trips will be at the expense of the parents, unless otherwise directed by the Director.** **We do reserve the right to cancel any field trip for any reason, inclement weather, temperature, van repairs, etc.**

Supplies

Parents are responsible and required to provide your child's supplies as needed. Your child's supplies are due at **GBHA, INC.** within the 1st week of enrollment. School supplies must be provided at the time of enrollment. In **addition, GBHA, INC. will collect \$3.00 per child on the: 1st Monday of each month for Wipes, Kleenex and Hand Sanitizer. No Exceptions! GBHA, INC. will automatically apply the fee to your account each month when "wipes and Kleenex" fee is due.** This is done in an effort to keep down increased tuition fees for the daycare. **No supplies will be returned if the child is withdrawn for any reason.**

Child's Expense Report

A child's care expense report for each child(ren) will be available for distribution by January 31 of each year. This report can be picked up at the daycare. We do not mail this report. In the event your account is delinquent at the end of the year, you 1st must take care of your balance before a child care expense will be issued. **NO EXCEPTIONS!!**

Gang Free Zone

According to The Texas Penal Code, any area within 1,000 feet of a child care center is considered a gang free zone. Any offenses related to organized criminal activity are subject to a harsher penalty. At no time is any person permitted to carry any type of Firearm, Ammunitions on the property for any reason. Violation of this policy will result in immediate dismissal from the program. Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises. Any of these items kept on the premises must remain in a locked cabinet inaccessible to the children during hours of operation. Ammunition must be kept in a separate locked cabinet and inaccessible to the children during hours of operation. Gang Free Information concerning **GBHA, INC.** is posted on the Parent Communication Board located at the front door of the facility.

Firearms and weapons

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on GBHA, INC. property for any reason. Violation of this policy will result in immediate dismissal from the program. Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises. Any of these items kept on the premises must remain in a locked cabinet inaccessible to the children during hours of operation. Ammunition must be kept in a separate locked cabinet and inaccessible to the children during hours of operation.

MANDATED TO REPORT CHILD ABUSE

Under the Child Protective Services Act, **ANY EMPLOYEE** is required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of **GBHA, INC.** are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Wise Academy, Inc. take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of **GBHA, INC.** cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child.

Infant (0-17months)

It is the parent's responsibility to provide these necessary items for infants.

- Formula
- Water
- Bottles
- Diapers/Wipes
- Ointment
- Change of clothes
- Please bring any other items your child may need to make his/her day enjoyable
- Childcare Instructions form must be completed once a month.

Note: Please mark the name of child on all items with a permanent marker for identification.

Pre-Toddler (18months – 23months)

It is the parent's responsibility to provide these necessary items for Toddlers.

- Diapers/Pull-ups/Wipes
- Change of clothes (Several if pottng training)
- Ointment
- Please bring any other item your child may need to make his/her day enjoyable
- Childcare Instructions form must be completed once a month.

Note: Please mark the name of child on all items with a permanent marker for identification.

2-5 years

- Labeled change of clothes (several if pottng training)
- Appropriate outerwear

Your child should not bring toys from home. This policy prevents hurt feelings and lost/broken belongings. If your child's classroom is having show and tell the teacher will notify you prior to the day. Toys of violence will not be allowed.

School Age

School age children are required to do all homework before they can participate in any extra-curricular activities at **GBHA, INC.** Please make your child aware of **GBHA, INC.** policy regarding this matter.

Homework time is set aside daily. Staff will offer help if needed on home work. Parents are responsible for checking homework. Parents may request that homework be done at the center or not.

Naptime

Children will have a supervised sleep or rest period after lunch. Each child will be provided with a mat/cot and blanket. Although children are not required to sleep, everyone is required to rest quietly.

Change of Clothes

Yes, accidents do happen, so we ask that you bring your child(ren) a change of clothes such as underwear, shirt, pants and socks. All clothes must be labeled for all ages. We ask that you label each item of clothing with the child's first name and last initial. We also ask that you;

- Clean a child's backpack daily. MANDATORY (Our program and child's success depend on parent participation.
- Replace used clothes with clean clothes by the next day.
- Wet/stained clothes will be placed in a sealed bag and placed in child's backpack.

Lost and Found

Please check **GBHA, INC.** lost & found items to claim any items of your child. Unclaimed items will be discarded or donated to Dallas Social Services by the Director.

Holiday Closings

Please be advised of GBHA, INC., holiday closings. **Be advised that these are PAID holidays.**

New Year's Day	of each year
Martin Luther King Birthday	of each year
Memorial Day	of each year
Good Friday (optional)	of each year
Independence Day (4th of July)	of each year
Labor Day	of each year
Thanksgiving Day	of each year
Day after Thanksgiving Day	of each year
The week of Christmas	of each year (subject to change when Holiday fall on weekend)
New Year's Day	of each year

NOTE:

The center will close at 12:00 pm on Wednesday before Thanksgiving each year.

Late pick up fees will apply. (See pg. 6)

GBHA, INC. will post the exact date of each closing 30 days before closing.

Attendance

If your child is out of school for the week, **THERE IS A \$45.00 CHARGE. No EXCEPTIONS.** If a holiday falls during a week day, the parent is still accountable for non-attendance days. If your child is absent from school due to a communicable disease, a doctor's note must be provided before the child can return to school. Please see Director only in this matter. Also be advised

- There are no discounts for non-attendance
- GBHA, INC. allows one (1) week vacation to child(ren) enrolled in the Academy for one (1) year.
- Parent must give center a (2) week notice of vacation request
- Emergencies are always recognized
- Child must be enrolled in Academy for entire year (as well as summer) to qualify for vacation credit
- Your account must be in good standing to receive credit
- Please call the Academy when child is absent by 8:15 am
- Parents must give a two week notice of terminating child care services. If notice is given, parent is still responsible for fees and will be reported to local credit report agencies as well as a civil suit being filed with appropriate courts within 30 days of last attendance date. GBHA, INC. will make every effort to collect outstanding balances without conflict.

Medications

GBHA, INC., can administer medications. If medication is necessary, you must.

- Fill out medications form that is near sign in/out table completely.
- You must sign for over the counter & prescription medications to be administered to child
- Keep all medications in original bottle & box & labeled with child's name on it
- The front desk staff will administer medication at 10:30 am and 2:30 pm
- GBHA, INC. suggest to begin administering medication to child(ren) once symptoms of any kind start.
- Medication is to be administered according to LABEL directions ONLY, UNLESS accompanied by Doctor's prescription. Age Appropriate ONLY
- Medication is to be administered to whom it is intended for ONLY (no sharing, even with siblings)
- Medication is NOT to be administered after expiration date.

Injuries

GBHA, INC., will make every effort to make a safe environment for your child.

Unfortunately, accidents do occur. We need the help and assistance from each parent to help educate your child. These are just a few things we would like for you to reiterate and teach to your child:

Examples of Prohibited Behavior:

- Do not unlace their shoes
- No sitting back in chairs
- No running in center
- No fighting
- No biting
- No spitting
- No Profane Language
- No Middle Fingers
- No Stomping of Any Kind
- No Throwing of objects
- No Fighting
- No Biting
- No Hitting Teacher/Student
- No Kicking Teacher/Student

In the event a serious injury occurs, we will notify you immediately. If critical illness or injury requires the immediate attention of a physician, we will:

- Contact emergency medical services or take the child to the nearest emergency room;
- Give the child first-aid treatment or CPR when needed;
- Contact the physician identified in the child's record;
- Contact the child's parent; and
- Ensure supervision of other children in the group.

GBHA, INC. will fill out an accident report to give to the parent and a copy will be placed in the child's file. Parent will be notified immediately. If it's a child or the other child injured, both parents must sign the form.

Change of Clothes

Yes, accidents do happen, so we ask that you bring your child(ren) a change of clothes such as underwear, shirt, pants and socks. All clothes must be labeled for all ages. We ask that you label each item of clothing with the child's first name and last initial. We also ask that you;

- Clean a child's backpack daily. MANDATORY (Our program and child's success depend on parent participation).
- Replace used clothes with clean clothes by the next day.
- Wet/stained clothes will be placed in a sealed bag and placed in the child's backpack.

Accommodating Families and Children

Our center is committed to accommodating the unique needs of each child and family. We strive to create an inclusive environment that recognizes and supports individual differences. **Therapists are welcomed, we have dual language resources, and classrooms are labeled** to support diverse needs.

Developmental Assessments

Developmental assessments are conducted six times a year and discussed during parent conferences to identify any developmental red flags. These meetings provide an opportunity to discuss early intervention strategies, ensuring that your child is on track and ready for school.

Daily Report Log

To keep families informed, we use a Daily Report Log for Infants through Pre-K, providing real-time updates on activities, meals, and developmental progress. For school-age children, reports are provided on a weekly or bi-weekly basis.

Community Resources

We provide access to various community resources to support families, including health, education, and developmental services. Please contact us if you need assistance or referrals.

Procedure for Updating Contact Information

Parents can update their contact information at any time. Please see the Director and you will be provided with the appropriate document to do so. Keeping your contact information current ensures that we can communicate effectively.

Policy Review

Our policies are reviewed annually and updated as necessary to stay aligned with regulatory requirements and best practices. Any changes will be communicated promptly through site postings, documentation via documents, amendment documents, and phone call follow ups.

Annual Parent Surveys

Each year we conduct surveys to gather feedback from families. Your input helps us continually improve our program and ensure we meet the needs of the children and families we serve. GBHA, Inc. Appreciate Google, Yelp, etc. Reviews. We're Here To Serve You And The Community.

Breastfeeding

GBHA, Inc., will provide a comfortable, quiet, and private space for mothers that choose to breastfeed their infants or breast pump for their infant children. Breast milk is the best source of nutrient for infants and supports optional health and development of growing infants.

Therapy Sessions

We support and encourage therapy for any student(s). GBHA, INC., will provide a comfortable open and private space for any form of professional licensed therapy sessions for professional therapists and the student. GBHA, INC. expect the therapist to arrange days and times for the student(s) session with the director. The therapist will have to present a certified ID and sign in/out at each therapy session. GBHA, INC., will be glad to interact with the therapist and discuss any helpful opportunities to benefit the student in having a great, positive and productive day. The Director will sign each visit document or portal input. Any discussion with the therapist pertaining to the student will be confidential. Parent permission is required in order for any helpful details to be shared with his/her teacher(s).

Communication Resources/Parent Communications

We expect each child to have great days, and unfortunately thing may have some frustrating days. GBHA, Inc will ensure to communicate with parents/guardians pertaining to the student(s) day via GBHA, Inc. Daily Report. The Daily Report will consist of student's name, date, changing updates, feedings, activities, feelings, and any additional notes.

Upon enrollment GBHA, Inc will share brochures, flyers, and literature detailing community resources and opportunities. The resources will be available at the front door as well in the front of the Parent Bulletin Wall. It is of great importance to have many communication channels to ensure information, updates, and announcements are being communicated. GBHA, Inc. communication methods can be email, social media, phone calls, parent meetings, conferences, and written documents. GBHA, Inc., notices will be provided in a timely manner to ensure proper planning, time for adjusting or implementation. GBHA, Inc is interested in the overnight activity and our feelings of each student enrolled ages 0-23 months. There will be color coded file folders at the front door sign In/Out station.

0-14 months Yellow Folders

15-23 months Orange Folders

Information documented in Infant/Toddler Daily Feeding Medication Log for Parents include Name, Date, How well student slept, last feeding time, Serving Size, How Often Did You Feed, How Was Child Feeling Last Night, Last Medication Received, How much Administered, any additional Notes, Teacher Signature, Date, Administrator Signature and Date.

If the parent needs the facility to administer any prescribed/original box medication to the infant, the PARENT will still be obligated to document those details in the GBHA, INC Administer Medication Binder. Documentation in the Infant/Toddler Daily Feeding Medication Log for Parents will not suffice and authorize GBHA, INC to administer medication to the child. There is a separate document (TXDFPS-Medicine Authorization Form) that needs to be filled out. The Medicine Authorization Binder is located at the front door of the facility, at the Sign In/Out Station.

Toothbrushing

We Promote and Support Oral Hygiene & Etiquette GBHA, Inc offer the opportunity for any student to brush his/her teeth after meals (breakfast, lunch, pm snack, dinner). The parent is responsible for the necessary hygiene items:

- Toothbrush
- Toothpaste
- Rinse Cup
- Storage Compartment
- Dental Floss

We need these items to avoid germs/contamination. Each item is REQUIRED to be LABELED with students' first and last names. If you desire to take advantage of the toothbrushing process, please confirm with the Director and ensure you've signed the toothbrushing document for authorization.

Conclusion

GBHA, INC., rules, policies and guidelines apply to each family enrolled at Gingerbread House Academy, Inc. Our hope is that, these rules will assist you and me in building a GREAT business relationship and most of all create a future "Rising Star".

Parents, please help GBHA, INC. with encouraging your child to:

- **Follow directions given by any adult**
- **Keep hands and feet to oneself**
- **No throwing of any objects**
- **No cursing**
- **No weapons**
- **Don't leave the classroom without permission**
- **Bring a backpack daily (change of clothes)**

Special Note: GBHA, Inc. reserves the right to report any payment abuse or non-payments to the Credit Bureau Agencies and Child Care Group. The services rendered fees plus all late fees are subject to Civil Court actions and will be included with Civil Court filing fees.

Parent's SS#

Parent's Social Security Number is required to enroll child(ren).

Policies and Procedures
Handbook Confirmation of Receipt

I/We acknowledge that I/We have received a copy of Gingerbread House Academy, Parent Handbook and have been given the opportunity to read the guidelines and ask questions about GBHA, INC. policies and procedures. I/We understand GBHA, INC. policies and procedures and agree to abide by the policies set forth in the manual. I also understand that this policy and procedure Handbook is not intended to cover every situation that may arise, but simply is a general guide to the center's policies.

Early Assessment School of Youth Academy, Inc. reserves the right to amend or otherwise modify these guidelines, in its sole discretion. I further understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Parent Signature

Date

Parent Signature

Date

Director/Administration Signature

Date

Q & A

GINGERBREAD HOUSE ACADEMY INC.



(Detach and Return to Director)

Upon signing this form, I do agree to read GBHA, INC. Policies & Procedures so that I may understand what is expected while my child(ren) are enrolled at the academy.

Child's Name _____

Child Care amount \$ _____

Date child enrolled ____/____/____

Date child withdrawn ____/____/____

Ending Balance \$ _____

Director's Signature

Parent's Signature

Date

_____/_____/_____
Parent's Required Social Security

Date

1805 N. GARRET AVE • DALLAS, TX • 75206
PHONE: 972-216-KIDS (5437) • FAX: 972-216-LIFT (5438)

Website: 1easyled.com
Email Address: 1easyeducation@gmail.com

GINGERBREAD HOUSE ACADEMY INC.



Daycare Photo Release Form

I, _____, the parent of a child/children at **Gingerbread House Academy, Inc.**, agree to the following: _____ YES _____ NO

I understand that my child(ren) whose name(s) are listed below may be photographed at the Gingerbread House Academy, Inc. during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting childcare services, either in print or on the Internet.

In addition, I do _____ do not _____ give my permission for my child(ren) name to appear on the daily sign in and out record book posted at the sign in tables.

The child(ren) are known as:

Child First Name _____ Child Last Name _____
Child First Name _____ Child Last Name _____

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Gingerbread House Academy Inc. services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature _____ Date _____

Thank You For Your Support.