

Checklist:

We're so happy to have your family join our TBE family!
Please check off each form as you complete it and place it back in the folder.

- ___ Student Application & Personality Profile
- ___ Admission Agreement
- ___ The Blue Elephant Code of Conduct & Discipline Policies
- ___ Student Health & Immunizations 2017/2018 School Year
- ___ Allergy Information Form & Action Plan (if applicable)
- ___ Student Emergency Form (don't forget to complete the backside)
- ___ Parent Codes
- ___ Tuition Agreement
- ___ Tuition Express (one side is for automatic withdraw from your credit card and the other side is for automatic withdraw from your checking account)
- ___ 4 Year Old Hearing & Vision Screening (if applicable: on the reverse side of the Student Health & Immunizations form)

Please see our front office to purchase
TBE t-shirts!

Student Application and Personality Profile

Child's Name: _____

Date of Birth: _____

Is English your child's first language?

Other language(s) spoken at home:

How did you hear about us?

- Internet Search _____
- Referral (Referred by)

- Other _____

What holidays do you celebrate at home? (i.e. Christmas, Hanukkah, no celebrations, etc.)

What does your child enjoy doing at home for fun?

What worries or concerns do you have regarding your child?

How do you discipline at home?

How would you describe your child's personality?

Is your family a blended family? _____

If yes above, please list the additional family member's name and relationship.

If yes above, please list custody arrangements.

Is there anything else you would like us to know about your child? You may use the back of the sheet if needed.





Admission Agreement

Child's Name: _____

*The Blue Elephant reserves the right to terminate care if the standards of this agreement are not met.

[Please initial next to each agreement.]

_____ I have read, and agree to comply with the policies and procedures stated in The Blue Elephant Parent Handbook.

Biting is very serious and is unacceptable at The Blue Elephant Learning Center. If your child bites another child, The Blue Elephant will work with you to develop a plan to correct the problem. However, if the biting is aggressive, breaks skin, does not lessen within a reasonable amount of time, or diverts an inordinate amount of staff time away from other children, The Blue Elephant reserves the right to temporarily remove your child from the center. (Please see the back of this sheet for our Biting Policy.)

_____ I will comply with the biting policy for The Blue Elephant Learning Center. I understand that every situation is different and is handle according to the Director's discretion.

_____ I acknowledge that my child's health information may need to be reviewed, as needed or required, by certain individuals and/or agencies. Therefore, I authorize the following persons/agencies access to those records. (Permission is granted to The Blue Elephant Director, Assistant Director, office/teacher staff, Accreditation Personnel, Texas Health Department Personnel, Texas Department of Family & Protective Services – Licensing Personnel.)

_____ My child has permission to be transported by The Blue Elephant Learning Center for field trips and/or to and from school **if applicable**.

_____ My child has permission to participate in Director approved water activities at The Blue Elephant. (Ages 3 years & older.)

✍ I understand that I may contact the local Child Care Licensing office at 535 S. Loop 288 Suite 20, Denton, TX 76205. (940)381-3447 www.dfps.state.tx.us

✍ I understand that I may ask for our most recent Licensing inspection report and/or questions about the *Minimum Standards Rules for License Child Care Centers*.

✍ If you suspect a child is being abused or neglected, call 1-800-252-5400 to make a report.

✍ Parents will be notified in writing as changes in our operational policies.

Printed Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____





Office Signature _____ Date _____

Biting Policy:

Biting is very serious and is unacceptable at The Blue Elephant Learning Center. If your child bites another child, The Blue Elephant will work with you to develop a plan to correct the problem. However, if the biting is aggressive, breaks the skin, does not lessen within a reasonable amount of time, or diverts an inordinate amount of staff time away from other children, The Blue Elephant reserves the right to temporarily remove your child from the center.

NOTE: No child is automatically withdrawn from TBE, but rather each situation is evaluated on an individual basis. It is at the Director's discretion when and why to remove a child from TBE.

Plan of action for biting that's aggressive and occurs within four weeks.

-  Step 1: First bite - verbal correction, redirection, "Thinking Chair" if age-appropriate, and a note home to parents.
-  Step 2: Second bite - verbal correction, redirection, "Thinking Chair" if age-appropriate, and meeting with parents.
-  Step 3: Third bite - verbal correction, redirection, "Thinking Chair" if age-appropriate, and parents must come pick-up their child. After the third bite, the parents will be asked to keep the child away from the classroom for one week in an effort to break the behavior.
-  Step 4: Fourth bite - If the child bites within one week of returning to TBE, then the child will be withdrawn from the center. If the child does not bite for one week after returning, then the plan of action will go back to step one.

TBE CODE OF CONDUCT AND DISCIPLINE POLICIES

TBE Parents,

Please review the attached packet and return this page, completed, to the front office along with your enrollment forms.

**Families with more than one child at TBE must fill out one form per student.

Please initial below.

_____ I have received a copy of TBE's **Code of Conduct & Discipline & Guidance Policies**. I have read, understand, and agree to the stated policies.

_____ I have received a copy of TBE's **High Risk Behavior Policies & Guidelines**. I have read, understand, and agree to the stated policies.

_____ I have received a copy of TBE's **Termination Policy**. I have read, understand, and agree to the stated policies.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Discipline & Guidance @ TBE

Code of Conduct:

BE RESPECTFUL. Being respectful at The Blue Elephant means being kind to other students, teachers, parents, and classroom visitors. It also means taking care of our school by using all toys, books, classroom furniture, and classroom supplies appropriately.

We practice **positive reinforcement & redirection.**

What is positive reinforcement?

Positive reinforcement is a technique used by parents and caregivers to change their children's behavior by reinforcing desired behaviors. You can do this with verbal praise or a physical reward.

What is redirection?

Redirection is an effective way to teach young children the difference between acceptable and unacceptable behavior by redirecting their attention to another activity, item, or idea. Redirection is a "change of gears" in order to change the unwanted behavior.

Discipline is always handled on this belief:

The child is a good person - it is his/her behavior that is unacceptable and needs to be changed or guided to a more acceptable means of expression.

When a child shows unacceptable behavior, he/she will first be **redirected** to another activity. If the behavior continues, then he/she will have "quiet time" away from the other students in order to take a deep breath and calm his/her emotions. When ready, the child will be allowed to resume normal play and return to the group. In a loving manner, the child's teacher will also discuss with the child the choices that were made and how to improve those choices for next time.

Parents or legal guardians will be notified in writing of all "quiet times" and/or guidance practices their child receives.

High Risk Behavior Policies & Guidelines

GREEN -

When a student displays high risk behavior, as specified below, parents will be notified in writing and by a phone call from the office. Student will also be removed from the classroom until he/she is calm and may return to class.

YELLOW -

If a child continues to display high risk behavior, parents will be notified by phone from the front office and will be required to meet with the director and any other staff that the director deems necessary. Student will also be removed from the classroom & a 2-day suspension from TBE will be required.

RED -

If student continues behavior and the intervention from parents and staff have not been successful, parents will be notified in writing and by phone from the front office the student will be withdrawn immediately. Student will be withdrawn from classroom and parents will be required to pick-up their child immediately.

High Risk Behavior is defined as behaviors that are most likely to place a person/persons at increased risk of being injured or injuring others.

Examples include (but not limited to): slapping, hitting, kicking, biting, spitting, scratching, pushing, punching, & pinching.

Also included is destruction of property.

Examples include (but not limited to): throwing toys/objects, tearing books/personal property, & defacing school property.



Termination Policy

The following are causes for termination of enrollment from The Blue Elephant Learning Center. TBE reserves the right to withdraw a student on an "at will" basis.

1. This preschool is not staffed to provide individual attention for children who may have special needs or require one-on-one attention. Upon evaluation of the student, the director in her sole discretion will determine whether TBE can continue to provide services for such children.
2. Violent, abusive, and/or hyperactive behavior will also be evaluated and will be determined whether TBE can continue to provide services for such children.
3. Frequently disruptive behavior by a child which interferes with the staff's performance or the daily class activities, will be sufficient cause for termination.
4. Following are also causes for immediate termination:
 - Failure to uphold or not cooperating with preschool policies.
 - Use of obscenities by the child or parent/guardian.
 - Rude or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children by a child or parent/guardian.
 - When parent/guardian does not follow up on the corrective action agreed upon at any conference.
 - Failure to pay tuition within the required tuition due date and/or late tuition charges as per the TBE policy.



Student Emergency Form 2017-2018

Child's Name: _____

Start Date: _____ **Date of Birth:** _____

Sex: M F

Primary Address: _____

Allergies/Special Condition:

(If there are no known allergies or conditions, please write "N/A")

My child is allergic to _____

Please be aware of this special condition: _____

Family Information: Sibling(s) Name/Age: _____

Mother's Name: _____ **Father's Name:** _____

Place of Employment: _____ **Place of Employment:** _____

Cell #: _____ **Work #:** _____ **Cell #:** _____ **Work #:** _____

Email Address: _____ **Email Address:** _____

Emergency contact if the parents/legal guardians cannot be reached: (These people may pick up my child.)

Additional people who may pick up my child from TBE:
Valid, photo ID is required.

Name: _____	Relationship: _____	Name: _____	Relationship: _____
Home #: _____	Cell #: _____	Name: _____	Relationship: _____
Name: _____	Relationship: _____	Name: _____	Relationship: _____
Home #: _____	Cell #: _____	Name: _____	Relationship: _____

Authorization for Emergency Medical Attention and Acknowledgments

TBE will always do its best to contact a parent or legal guardian as soon as possible.

The Blue Elephant Learning Center has permission to transport my child for emergency medical treatment and to obtain necessary emergency medical treatment from a hospital or emergency center that is deemed best by TBE for the situation.

I have read and understand The Blue Elephant's emergency procedures should my child become seriously injured or ill. I give The Blue Elephant permission to help my child as necessary in an emergency situation.

I have received and read the Parent Handbook. I attest that the above information above is correct and I will provide the center with updated information as needed. I understand that TBE will use this form until I have completed and signed a new one.

Printed Name of Parent/Guardian: _____ **Date:** _____ **Signature of Parent/Guardian:** _____

Email Address / Phone Number Release

Parents of The Blue Elephant may request the email address or phone number of other students in their child's classroom.

Possible reasons for requests may include birthday invitations, thank you notes, etc.

Please check the appropriate box.

- The Blue Elephant has permission to release our email address/phone number to other parents at TBE.
- The Blue Elephant DOES NOT have permission to release our email address/phone number to other parents at TBE.

Photo Authorization

Occasionally teachers or other parents will request to take classroom pictures. Possible reasons for requests may include art projects, group photos, classroom birthday party, bulletin board displays, TBE website, TBE Facebook, or TBE Instagram etc.

Please check the appropriate box.

- My child may be photographed for school related reasons.
- My child may not be photographed school related reasons.

Parent or Guardian's Name: (Printed): _____

Parent or Guardian's Signature: _____

Attach
Picture
Here



**This form must be completed and signed by
your child's pediatrician's office.
Please attach immunization records.**

Student Health and Immunizations 2017-2018

Child's Name _____ Sex _____ DOB _____

Date of last physical exam _____

Does this child have any physical conditions of which we should be aware of? NO ___ YES ___

Is this child physically and mentally able to participate in group activities? NO ___ YES ___

May this child participate in the program without special care relating to **allergies, special diet, restriction of activities or any other chronic condition**? NO ___ YES ___

If no, please explain.

Is this child free of contagious disease? NO ___ YES ___

Are the required immunizations up-to-date? NO ___ YES ___

[] I am excluding my child from immunization requirements for reasons of conscience, including religious beliefs. I have attached an official, notarized affidavit issued by the Department of State Health Services. I understand this affidavit is valid for two years.

Q. How do I obtain a vaccine exemption for reasons of conscience for my child?

A. Parents or guardians need to request a vaccine exemption affidavit form in writing or via a secure online request form from the Department of State Health Services. Each child's name and date of birth must be included in the request.

<https://webds.dshs.state.tx.us/immco/affidavit.shtm>

Physician's Statement: I have examined the above child within the past 12 months and find that he/she is able to participate in the childcare program at The Blue Elephant.

Physician's Signature

Address of Physician's Office

Physician's Name (PRINT)

Phone

Date

Hearing & Vision Screening

"The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades."

When does my child need to be screened?

4 years of age, 1st grade, 3rd grade, 5th grade, and 7th grade

The Blue Elephant must have one of the following on file for each child required to be screened: (please attach one of the following to this sheet)

- 1. A printed copy of the individual visual acuity and sweep check results**
- 2. A signed statement from the child's parent that the child's screening records are current and on file at the school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the school.**
- 3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.**

To be completed by the parent or guardian:

Does your child meet the age or grade requirement to be screened for hearing and vision?

If yes, please attach one of the following items as listed above.

Child's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Parent Codes:

Use this side if....

mom & dad would like to share access codes.

Tablet Sign-In/Out

- 4-digit User ID: _____ (pick any 4 numbers)
- 5 digit Password: _____ (write your 4 digit code, plus a zero)

OFFICE USE:

Camera Username: _____

Camera Password: _____

Parent Codes:

Use this side if

mom and dad would like separate access codes.

Tablet Sign-In/Out

- MOM's 4-digit User ID: _____ (pick any 4 numbers)
- MOM's 5 digit Password: _____ (write your 4 digit code, plus a zero)
- DAD's 4 digit User ID: _____ (pick any 4 numbers)
- DAD's 5 Password: _____ (write your 4 digit code, plus a zero)

OFFICE USE:

Mom's Camera Username: _____

Mom's Camera Password: _____

OFFICE USE:

Dad's Camera Username: _____

Dad's Camera Password: _____

Tuition Agreement

2017-2018

Please check an option.

Option A: Pay each Monday

Option B: Pay semi-monthly

Payment is due on the 1st & 3rd Monday. For months that include 5 Mondays, payment for the first 2 weeks is due on the first Monday and payment for the last 3 weeks is due on the 3rd Monday.

Option C: Pay monthly

Payment is due on the first Monday of the month.

By signing this tuition agreement, I understand that I must pay my child's tuition on the assigned Monday by 6:30pm. I also acknowledge that if I do not pay on time, I will be charged late fees as explained in The Blue Elephant Parent Handbook.

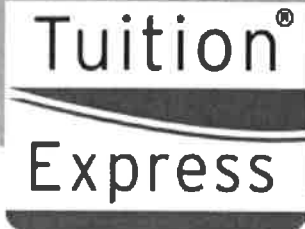
Parent Name (Printed): _____

Parent Signature: _____

Child's Name: _____ Date: _____

Reminder:

A Supply Fee of \$75 is required for students 12 months and older.
Supply fees will be collected the first Monday in
September, January, and June.



Automated Payment Processing
Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize (business name) to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members; please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Form fields for Section A: Cardholder Name, Phone #, Cardholder Address, City, State, Zip, Account Number, Expiration Date, Cardholder Signature, Date.

SECTION B (Bank Account)

Form fields for Section B: Your Name, Phone #, Address, City, State, Zip, Bank or Credit Union Name, Bank or Credit Union Address, City, State, Zip, Routing Transit Number, Account Number, Checking, Savings.

Authorized Signature, Date

For Official Use Only

Form fields for official use: Date Received, Employee Signature.



A service of





Transportation to The Blue Elephant Learning Center 2017-2018 School Year

School's Name: _____

School's Address: _____

School's Phone Number: _____

TBE School Bus Policies:

1. Be on time. After school is dismissed, all students must be ready to go when the Blue Elephant bus arrives for pick-up.
2. Stay in your seat. Remember to be safe and face forward.
3. Use your talking voice. Loud voices and shouting are unsafe while on the bus.
4. No eating or drinking while on the bus. Keep all food and drinks in your backpack or lunchbox.

Safety is very important! The Blue Elephant reserves the right to cease transportation for any student who does not follow TBE School Bus Policies.

Please call our front office at 469-287-0332 by 2pm if your child does not need to be picked up from their elementary school.

I authorize The Blue Elephant to transport _____ (print child's full name).

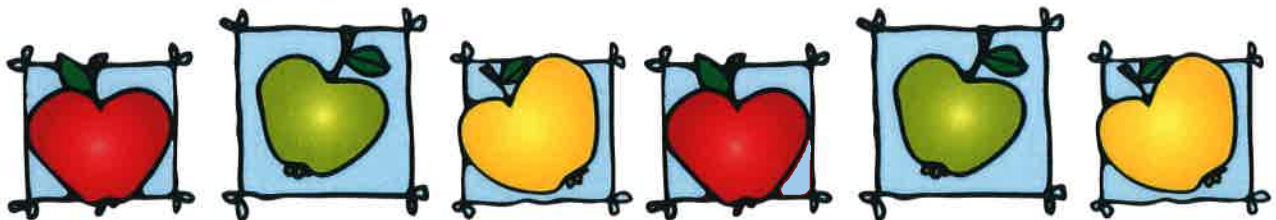
Printed Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____ Date: _____

TBE Dress Code

All Students 2 yrs. - Pre-K

- Any TBE shirt
 - Please see the front office to purchase a TBE t-shirt!
- Socks
- Shoes
- Pants, shorts, and skirts are all permitted and in any color.
 - Please send your daughter to school with shorts under her skirt.
- For safety, all long hair must be pulled away from your child's face to allow for adequate vision to see and play freely.
- Kids' Club is NOT required to follow our uniform policy. However, ALL Kids' Club students must wear a TBE t-shirt during field trips.





Dear Families,

Keeping you involved with the school and your child's daily experiences has always been a priority of ours. We are very excited to announce that we are rolling out a program called **Tadpoles!**

From Tadpoles, teachers can send photos and videos to allow you to see a glimpse into your child's day! Teachers will also be creating a daily report for each child. This daily report will keep you informed of the daily activities, learning experiences, and care events for your child each day. All photos, videos, and daily reports are emailed to you directly and you can also access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at www.tadpoles.com as well!

To create your account online, please use the following steps:

- Visit www.tadpoles.com and click log in at the top right
- Select Parents on the left
- Choose sign up under "use a tadpoles account"
- Use the email address that is currently on file with our school
 - o If it's a Gmail account, you can sign right in to the account
 - o If it's not a Gmail account, enter your email, choose submit and check your email for the link to establish your password

The same login information will be used to access your account via the free Tadpoles Parent app as well.

Tadpoles will continue to strengthen our home-to-school connection. From your Tadpoles parent account, via the app or web, you will be able to enter in morning drop off notes for your child's teachers, mark your child absent, and/or add any additional notes to be communicated to the school.

Each classroom will be equipped with an iPad mini or iPod touch which will be specifically used for the Tadpoles program. If you see a teacher on what looks like a phone or tablet, rest assured, they are only using the device to input information into Tadpoles. The devices are locked down, giving teachers access to only the Tadpoles software.

We consider all information captured within Tadpoles to be a private communication between our school and our families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child. The confidentiality of all information is maintained through the security features of the Tadpoles software.

We are very excited to begin utilizing Tadpoles and know it will positively impact the engagement of our families and our home-to-school connection. We feel confident that you will love Tadpoles and the level of involvement it allows you to have with your child's daily experiences while at our school. We are happy to answer any questions or concerns you may have about this exciting program!

Thank you!