Welcome

Dear Parents,

We would like to take this opportunity to welcome your family to ours and to thank you for choosing our school for your child's early childhood education needs. Whether you are a first-time parent or one with a few years of experience behind you, we are aware that choosing a preschool can be a very difficult decision. For this reason, we strive to do all we can to help make this choice as easy as possible. Our goal is to provide the very best preschool experience for your family so that you may leave with the peace of mind knowing your child is receiving an unsurpassed education and care.

As a new family to our center, we know that any type of change involving your child can create a variety of different feelings. Please know that we are here to help make this transition as smooth as possible.

It is very important that parents feel as if we are partners in the care and education of their child. We have an "open door" policy at all times and encourage our parents to come by and visit with us about anything. Please know that management is always open and receptive to any ideas, comments or concerns you might have. We strive for continuous improvement at our schools and we can only achieve that with your help.

Please read the Parent Handbook carefully as many of your questions will be answered there. A Parent Orientation is scheduled before your child's first day with a member of our management team to review all the questions you may have.

Once again, I, along with our management team, would like to thank you for choosing La Mère Academy and we look forward to working with you for years to come!

Warmest Regards,

La Mère Management

As a reminder…

1. Medication will only be dispensed at 11:00am and 3:00pm only, unless otherwise directed by a physician. Only medication that is prescribed to be taken 3 times a day or more, or every 6 hours or more will be administered by La Mère Academy. All medication, including OTC must accompany a physician's note.
2. If your child has a fever of 99.5 degrees or higher, has vomited, or had diarrhea they may NOT return to school for 72 HOURS once the symptom has disappeared, or with a physician's note.
3. For the benefit of your child having a regular routine and provide them a smoother transition into lunch and nap time, as well as an uninterrupted curriculum time for other children in the classroom for Suite 300 to Suite 500, please have your child here no later than 8:30 a.m. to start their school day. Your child can be dropped off at the front desk and the staff will accompany them to the classroom.
4. La Mère Academy does not provide a change of clothing should your child's clothing become soiled. Please provide 2 complete sets of change of clothing for them in their cubby and labeled with child's name.
5. La Mère Academy is a NUT FREE school; this includes peanut butter snacks, candy or any other product containing peanuts, or cooked in peanut oil.
6. There is a referral fee for any new family you refer, who joins La Mère Academy. Once they have been in attendance for 90 days, you will receive $500 tuition credit of your oldest child. Please note, they must include your name on the Guest Information Sheet when inquiring about our facility.
7. Please DO NOT park in front of the porte-cochere (covered parking). Please park your vehicles in the allotted parking spaces to not block the entry way for other parents to enter and exit the facility.
8. It is MANDATORY by the State of Texas Child Care Licensing, that you clock your children in and out each day.
9. School Age Parents, if La Mère Academy will NOT be picking your child up at school that day, we require being notified no later than 1:00pm to avoid the $20 fee.
10. All tuition is billed on 1st of the month for the upcoming month. All tuition fees are published and there are no special arrangements for tuition fees. Center Directors do not have the authority to discount published tuition fees. Tuition is due on 5th of the month. All tuition is payable is advance.

As a reminder…

On your child's first day of school you will need:

Infants:

- Diapers – Please label your child's diapers with your child's name if you decided not to utilize free diaper service by La Mère Academy
- Diaper cream (Topical Ointment Authorization Form must be filled out)
- Bottles or baby food
- Pacifier
- Two full sets of change of clothing. All personal items must be labeled with your child's first and last name.

Toddlers to Early Preschool:

- Diapers – Please label your child's diapers and pull-ups with your child's name if you decided not to utilize free diaper service by La Mère Academy.
- Change of clothes - This includes undergarments, socks, and a pair of shoes. In the cooler months, a jacket to keep in their cubby as it gets colder in the evenings. In the winter months, a coat, gloves, and hat! Please label all your child's items.
- Naptime – Your child can have a small blanket if needed. All material must fit inside your child's cubby and not on top. No pillow pets, full size pillows, or comforters allowed. Please label all your child's items.

Preschool to Pre-Kindergarten:

- Change of clothes - This includes undergarments, socks, and a pair of shoes. In the cooler months, a jacket to keep in their cubby as it gets colder in the evenings. In the winter months, a coat, gloves, and hat! Please label all your child's items.
- Naptime – Your child can have a small blanket if needed. All material must fit inside your child's cubby and not on top. No pillow pets, full size pillows, or comforters allowed. Please label all your child's items.

Child File Checklist (Enrollment Packet)

In order to complete your child's file, we need the following form(s):

	Enrollment Application
	Transportation Agreement
	Physician's Statement
	Immunization Records
	Health Information
	Emergency Permission
	Health Policy
	Infant Care Plan (Suite 100-150 ONLY)
	Child Profile
	Deposit Agreement
	Acknowledgement & Receipt of Family Handbook
	Acknowledgement & Receipt of Discipline and Behavior Management Policy
	Enrollment Agreement
	Internet Photo Agreement
	Gang Free Zone

Please fill out the form(s) as soon as possible and return to the front desk. If you have any questions, please don't hesitate to ask.

Thank you.

Enrollment Application

Desired Start Date: _____

Please use one form per child.

Child's First Name: _____ Child's Last Name: _____

Birth Date/Due Date: _____ Gender: _____

Address: _____

Enrollment Type: ☐ Full Time ☐ Part Time ☐ Mother's Day Out ☐ School Age

School Child Attends: _____ Grade: _____

Primary Account Holder

Guardian 1 First Name: _____ Last Name: _____

Mobile: _____ Driver's License State & Number: _____

E-mail: _____

Place of Employment: _____ Work Phone: _____

Address: _____

Guardian 2 First Name: _____ Last Name: _____

Mobile: _____ Driver's License State & Number: _____

Address, if different from child: _____

E-mail: _____

Place of Employment: _____ Work Phone: _____

Address: _____

Emergency Contacts

Name: _____ Phone #: _____ Address: _____	Authorized to Pick Up: ☐ Yes ☐ No
Name: _____ Phone #: _____ Address: _____	Authorized to Pick Up: ☐ Yes ☐ No
Name: _____ Phone #: _____ Address: _____	Authorized to Pick Up: ☐ Yes ☐ No

Parental/Guardian Consent

I hereby ☐ give ☐ do not give consent for my child to participate in water activities

☐ Sprinkler play ☐ splashing/wading ☐ swimming pools ☐ water table play

I hereby ☐ give ☐ do not give consent for my child to be photographed.

☐ educational ☐ website ☐ advertising ☐ La Mère Academy social media

Parent/Legal Guardian Signature: _____ Date: _____

Transportation Agreement

Child's Name: _____

Date of Birth: _____

I, _____, allow La Mère Academy to transport my child for the following reason(s):

- ☐ Medical Emergencies – child will be transported by EMS team
- ☐ Building Emergencies – if the building should become unsafe, children will be transported to an evacuation site.

For School Age Children

☐ To School ☐ From School Name of School: _____

☐ Field Trips (Individual permission forms will also be signed for each trip).

TRANSPORTATION GUIDELINES & RULES

- It is vital that La Mère Academy, be notified of any changes in the above scheduled transportation. We will assume that the above schedule will be followed unless we receive different instructions from the parent/guardian. **Notify us as quickly as possible (before 1:00pm) if your child does not need afternoon transportation.** Failure to notify us of changes in the afternoon pickup causes confusion and delays in our schedule while we learn the whereabouts of your child. **Failure to adhere to this policy may result in a $20 charge to your account.**
- In the event that the designated location is unable to receive children, they will be returned to La Mère Academy.
- Children will not be left unattended in any vehicle used for transportation.
- Children will wear seat belts.
- **Your child must be at the center no later than 7:10am to be transported to school in the mornings. If your child needs breakfast, he/she needs to be at the center by 7:00am.**
- Follow the driver's instruction.
- Remain seated, facing forward at all times. Feet must remain on the floor at all times.
- Keep the aisle clear – books and bags are tripping hazards and can block the way in an emergency.
- Keep all body parts and other objects inside the bus. Do no throw anything inside or from the bus.
- Talk quietly and use respectful language, be courteous.
- Do not eat or drink on the bus, including gum and candy.
- Wait for the bus to stop completely before undoing the seatbelt and getting up from your seat.
- Do not mark upon, deface or cut the bus seats or otherwise cause damage to the bus. Parents are held responsible for damages incurred by their child.

The school bus rules and policies were created to ensure the safety of our students. Inappropriate behavior by students on the school bus can cause the driver to divert his/her attention away from the road, compromising the safety of all passengers and to surrounding traffic. Because of this, bus drivers are required to report student discipline issues to the Director. Repeated violations of the rules may include the following disciplinary actions:

- Counsel/re-instruct the student
- Move the student to another seat
- Note to home or call to the parent
- Student suspended from riding the bus

By signing below, I have read and understand the above guidelines and rules. I have reviewed the rules with my child.

Parent/Legal Guardian Signature: _____ Date: _____

Physician's Statement

Child's Name: _____ Date of Birth: _____

Parent's Name: _____ Parent's Phone: _____

Doctor's Phone: _____ Doctor's Fax: _____

Please send: ☒ Immunizations Records ☐ Hearing & Vision ☒ Physician's Statement

By signing below, I am hereby authorizing Dr. _____ to release my child's Immunizations Records, Hearing & Vision Screening results, and/or Physicians Statement to La Mère Academy

Parent/Legal Guardian Signature: _____ Date: _____

PHYSICIAN'S STATEMENT

This child has been examined within the past year and he/she is physically able to take part of the normal activities of a childcare program.

Physician's Signature: _____ Date: _____

** Please fax to (512) 355-7770

Or email to info@LaMereAcademy.com

Health Information

Child's Name: _____

Date of Birth: _____

INFANTS THROUGH PRE-K ONLY

I understand that La Mère Academy must have a copy of my child updated immunization records and vision and hearing screening record (if applicable) before my child can start school. A copy must be turned in with this enrollment package (or within 48 hours of my child's start date.) I also understand that if my child's immunization records are not up to date, I will be sure my child receives the appropriate immunizations within the time frame set by La Mère Academy. I will also obtain a health care professional's signed statement and will submit it to La Mère Academy.

SCHOOL AGE CHILDREN ONLY

My child has a current has a current immunization record and vision and hearing screening record on file at the following school:

☐	Leander ISD – Akin Elementary 3261 Barley Road, Leander, TX 78641 (512) 570-8000
☐	Leander ISD – Parkside Elementary 301 Garner Park Dr., Georgetown, TX 78628 (512) 570-7100
☐	Leander ISD – Larkspur Elementary 424 Rusk Bluff Ave, Leander TX 78641
☐	Liberty Hill ISD – Rancho Sienna Elementary 751 Bonnet Blvd., Georgetown, TX 78628 (512) 260-4450
☐	Founders Classical Academy 1303 Leander Dr., Leander, TX 78641 (512) 259-0103
☐	Other:

Note: If medical diagnosis and treatments and/or immunization and TB testing conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. If immunization and/or TB testing would be injurious to your child or family, you must obtain a certificate (signed by a physician) to that effect and attached to this form.

Parent/Legal Guardian Signature: _____ Date: _____

Emergency Permission

Child's Name: _____

Date of Birth: _____

List any allergies (foods, medications, insects, etc.) or special diets your child has (if none, write "NONE"):

_____

Please explain the reaction your child has if he/she comes in contact with or ingests the item(s) listed above.

_____

List any special problems that your child may have, such as existing illness, previous serious illness, injuries and hospitalizations during the past twelve months, and medication prescribed for long-term continuous use, and any other information that caregivers should be aware of:

_____

Does your child have physical problems, mental health disorders or developmental disabilities affecting participation in school activities? (if none, write "NONE")

_____

Are there any special procedures required in caring for your child? (if none, write "NONE")

_____

The emergency medical procedure for La Mère Academy is:

- Administer First Aid/CPR
- Call emergency medical team, if necessary
- Call parent/guardian
- Call emergency contacts, if necessary
- Have emergency medical team transport child to hospital, if necessary.
- La Mère Academy representative will accompany child to hospital

Cedar Park Regional Medical Center
1401 Medical Pkwy,
Cedar Park, TX 78613
(512) 528-7000

I, _____, give permission for La Mère Academy to seek medical attention for my child in the event of an emergency if I cannot be reached, and to hold harmless and release to La Mère Academy from liability. I further agree to keep the facility informed of changes in telephone numbers, etc. where I can be reached.

Parent/Legal Guardian Signature: _____ Date: _____

Health Policy

Child's Name: _____

Date of Birth: _____

In our center, we have very specific guidelines for parents to reference regarding health. These policies are intended to be very clear on what health issues make it necessary for your child to be kept out of school. It is our hope that these policies address all concerns from parents and staff. Administered correctly and fairly, they should protect the best interest of all of our children, well and ill, as well as our staff. In order to keep the children healthy and maintain a safe environment, we ask for your help with the following guidelines:

- Please do not send an ill child to school. Small children are prone to infection because their immune systems are not fully developed. One sick child places all other children at risk.
- A child with a temperature of 99.5 degrees or greater must be sent home (per Texas Minimum Standards for Child Care Centers). We ask that the child be kept out of school until he/she has been fever free for 72 hours without fever relieving medicine and a doctor's note
- A child showing signs of the following symptoms will be sent home:
    - Diarrhea or vomiting (twice in 24 hours)
    - Deep or hacking cough or sore throat
    - Continuous runny nose with a yellow or green color
    - Any suspicious rash that has not been diagnosed by a physician
    - Undiagnosed and untreated pink, swollen, matted or runny eyes
- A child may return to school when any of the following occur:
    - Temperature has been normal for 72 hours
    - Active signs of illness (diarrhea or vomiting) have been gone for 72 hours
    - The child's physician releases the child to return to school
    - (Please note: A child may return to school with secondary symptoms from colds and flu, as they may linger for several weeks without the child being contagious)
- A child that is taking prescription medications **MUST** have a release from the physician to return to school.
- All prescribed medications must be left at the front desk with the person in charge. A medication form must be filled out completely and signed by the parent/guardian before any medications can be administered.
- Medications must be in the original container and labeled as follows: child's name, current date, amount of medication to be given, times to be given, expiration date, and any other special instructions.
- For La Mère Academy to administer over-the-counter medication, there **MUST** be a written release from the physician presented to the center. The release must state the child's name, medication and dosage. It must also be in the original container.
- Medications will only be dispensed by the person or persons designated by the owner or director of the center.
- Parent must keep the child current on immunizations as per the Texas Department of Health and a copy must be supplied to the center.
- Medicine is given at 11am and 3pm daily. To insure your child is included, please coordinate your child's morning dose with these dosage times.

I have read and fully understand the policies regarding health at La Mère Academy.

Parent/Legal Guardian Signature: _____ Date: _____

Infant Care Plan

Child's Name: _____

Date of Birth: _____

For children ages 6 weeks – 12 months

Today's Date (mm/dd/yyyy): _____

Instructions to Parents/Guardians:

- Bottles must be pre-mixed (if applicable), labeled with child's full name, current day's date and ready to be served.
- Disposable Nurser Bags must be refrigerated or frozen, stored only with the amount of milk for one feeding, labeled with the child's full name and date of collection.
- Update diet information as needed or every 30 days. Use a new form or initial/date changes on this form.

Child diaper size: _____

Does your child take pacifier? ☐ Yes ☐ No Does your child self-feed? ☐ Yes ☐ No

Child's diet includes (check all that applies):

☐ Breast Milk	☐ Formula	☐ Whole Milk	☐ Juice
☐ Water	☐ Strained Food	☐ Baby Food	☐ Table Food

Food Likes: _____

Food Dislikes: _____

Allergies: _____

Restrictions: _____

Feeding	Time of Day	Type, Approximate Amount of Food & Temperature (Room/Warm)

Does your baby use a Sleep Sack? *We can only use sleep sacks that have arm holes. ☐ Yes ☐ No

Do you want us to wake up your baby for feedings? ☐ Yes ☐ No

Can your baby roll over? ☐ Yes ☐ No

What is the maximum time you will allow your baby to sleep? _____

Would you like for us to use diaper cream on every diaper or apply as needed? _____

Additional Comments: _____

_____

If any creams, ointments, powders or lotions are needed, a topical ointment form from the front desk must be completed and signed. Regarding infant sleeping practices, La Mère Academy follows the recommendations of the SIDS Alliance. Children cannot be swaddled at school under any circumstances and can only sleep in their crib.

I understand it is my responsibility to keep La Mère Academy updated, in writing, as my child's needs change or ***every 30 days,*** and that it is La Mère Academy policy that bottles are held, not propped, during feeding & that bottles are discarded within an hour after warmed.

Parent/Legal Guardian Signature: _____ Date: _____

Child Profile

Child's Name: _____

Date of Birth: _____

This profile for children ages 1 and up will help your child's teacher get to know your child better. As your child grows and develops, changes should be noted or added to this form to keep your child's teachers in touch with the growth and development of your child. We need your input on any changes taking place outside of school that may affect your child while in our care. Your input will also help with your child's adjustment to the new classroom. A new form is required with each classroom transition. Thank you for your cooperation.

1. List any nicknames your child may have: _____
2. List the names and ages of sibling.

   _____

   _____
3. Has your child had previous group care experiences? ☐ Yes ☐ No
4. What would you like most for your child to experience with us?

   _____
5. What does your child most enjoy doing?

   _____
6. Does your child have any fears?

   _____
7. Do you consider your child shy or outgoing?

   _____
8. Does your child play well with other children? ☐ Yes ☐ No ☐ Not Sure
9. Does your child take a nap? ☐ No ☐ Yes (How long? _____)

   At La Mère Academy, there is a daily quiet time when children are expected to nap. If they are unable to nap, they will read or work on a quiet activity during that time.
10. Does your child need a favorite item (i.e. blanket or stuffed animal) for a nap? Type?

    ☐ No ☐ Yes (Type of item: _____)
11. How many hours of sleep does your child usually receive at night? _____
12. Is your child potty trained? ☐ Yes ☐ No (Diaper Size: _____)
13. What language(s) is spoken in your home? _____
14. What holiday does your family celebrate? _____
15. Does anyone else care for your child?

    ☐ No ☐ Yes – Who (i.e. grandparents, neighbors, etc)? _____
16. Do you have pets at home? ☐ Yes ☐ No If yes, please list type of pet and name.

    _____
17. Do you have a special interest or hobby you would like to share with the children?

    _____
18. Are you available to help us with field trips or other special events? ☐ Yes ☐ No

Additional notes or comments: _____

_____

Parent/Legal Guardian Signature: _____ Date: _____

Registration Fee & Deposit Agreement

Child's Name: _____

Date of Birth: _____

This agreement covers the use and purpose of the registration fee of **$150.00** to reserve a space by (Parent/Guardian's name) _____.

The start date is _____.

This registration fee is nonrefundable, no exceptions.

- This deposit is intended to reserve a space for said child, guaranteeing said child a spot at La Mère Academy, and will be fully credited to his or her account on the agreed stated date provided above, or on the first day that care is provided as agreed upon by La Mère Academy and Parent/Guardian.
- This deposit agreement guarantees a space for said child, and does not guarantee the tuition rate, as tuition rates may change without prior notice.
- Should you not be able to start on the agreed start date provided above, you must contact La Mère Academy via email or written notice 2 weeks prior to the agreed start date provided above. You may contact La Mère Academy via email at info@LaMereAcademy.com or by mail at La Mère Academy, 16600 Ronald W. Reagan Blvd., Leader, TX 78641.
- You may only reschedule an agreed-on start date one time other than the agreed start date above.
- Start dates other than the initial start date mentioned above are not guaranteed, and deposits will not be refunded should space not be available for a requested future date.
- By signing this agreement, you agree to the conditions above and agree to forfeit the registration fee if the child does not attend as stated above.

Once enrolled, half of a month tuition will be required as deposit. The deposits will be applied to the final month of attendance with proper 30 days' notice for dis-enrollment. By signing this agreement, you agree to the conditions above and agree to forfeit the deposit if proper notice isn't given.

By signing below, I am agreeing to La Mère Academy Registration Fee and Deposit Agreement.

Parent/Legal Guardian Signature: _____ Date: _____

Acknowledgement & Receipt Discipline and Behavior Management Policy

Child's Name: _____

Date of Birth: _____

Praise, positive reinforcement, and redirection are effective methods for the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy taken from the La Mère Academy Parent Handbook and the NAEYC Code of Ethics.

At La Mère Academy we use a method of 'redirection' to guide children toward appropriate behavior. If a child is engaged in behavior that is not conducive to a safe and happy learning environment, the teacher will "redirect" the child toward appropriate behavior.

> "Above all, we shall not harm children. We shall not participate in practices that are disrespectful, degrading, dangerous, exploitative, intimidating, emotionally damaging, or physically harmful to children." (NAEYC Code of Ethics – Principle-1.1)

I do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Parent/Legal Guardian Signature: _____ Date: _____

Acknowledgement and Receipt of Family Handbook

Child's Name: _____

Date of Birth: _____

The registration of a child is considered an acceptance, on his/her part and on the part of his/her families or guardians, of the terms and conditions of the Family Handbook and all of our School's rules and regulations, including the School's judgment on disciplinary sanctions or dismissal of a child.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a child in all circumstances in which he/she may find himself/herself and are subject to the School's ultimate discretion, judgment and interpretation.

Children and families or guardians are asked to familiarize themselves with all of the information contained in this Family Handbook and to sign this form.

We have read, understood and agree to abide by and honor all statements and provisions set forth in the Family Handbook or as they may be changed from time to time by the School.

Parent/Legal Guardian Signature: _____ Date: _____

Enrollment Agreement

Child's Name: _____

Date of Birth: _____

Please familiarize yourself with La Mère Academy policies and procedures outlined in our Family Handbook and this Enrollment Agreement. Please take time to read these policies and discuss with the center director any questions you may have. A parent **initial** is required next to each policy as an acknowledgement that you have been informed of these policies and that you agree to comply with La Mère Academy policies, procedures, and terms, including the disciplinary procedures outlined in the Family Handbook.

Financial Policies:

_____ All tuition is billed on 1st of the month for the upcoming month. All tuition fees are published and there are no special arrangements for tuition fees. Center Directors do not have the authority to discount published tuition fees. Tuition is due on 5th of the month. All tuition is payable in advance.

_____ Tuition is considered late if not paid by 5th of the month at 6:00 PM. All accounts will be assessed an automatic late fee of $35.00. An additional charge of $10 per day starting on 8th will be added to the account daily until the balance is paid. Failure to pay on time is considered serious. Families whose account is in arrears by the 15th, will be asked to dis-enroll their child until payment is made in full. Any cost associated with collection of past due amounts will be paid by the customer.

_____ No tuition credit will be given for days absent due to weather, illness, holidays, or vacation. Children attending part time may not switch days to make up for days absent or closed for Holidays.

_____ A 5% multi-child discount applies to the fee charged for the oldest child if 2 children are enrolled from a family. For families with three or more children, a 10% discount off of the oldest child's tuition is provided. The multi-child discount does not apply to all part time programs or other discounts.

_____ A total of $200 supply fee will be charged at the beginning of the school year (August) or prorated after August to replenish supplies, cover field trip costs, purchase academic materials and replace damaged/broken toys and books.

_____ La Mère Academy reserves the right to make changes to rates and fees at any time. When there is a rate change, currently enrolled families will take affect the following Sunday after the child's birthday and the most current published tuition rate will apply. If the child's birthday falls on a Sunday, then the most current published rate will apply that Sunday.

_____ Half of a month tuition will be required as deposit. The deposits will be applied to the final month of attendance with proper 30 days' notice for withdrawing from the program.

_____ A FULL- MONTH WRITTEN NOTICE is required for all withdrawals: notice must be given in writing to a member of management. Informing teaching staff is not considered adequate notice. I understand that if I fail to do so; half month of tuition plus any overdue balance on my account will be collected by a collection agency or through small claim court of which I will be liable for all court costs.

_____ See La Mère Academy Academic School Calendar for holidays and school closures. Normal tuition will be charged for the week the holiday occurs. If the holiday falls on a Saturday, we will be closed the Friday before. If the holiday falls on a Sunday, we will be closed the following Monday. Children attending part time may not switch a scheduled attendance day because of holiday closures.

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_____ Children attending fewer than 5 days per week are required to have a set schedule of days of attendance. All part time schedules are subject to space availability. Parents understand that if their child attends part time, they will be limited to their children attending only on the days that have been scheduled. Families needing to make a permanent schedule change understand that any change must be approved by the Center Director and can only be done if there is space available in that particular classroom. Two-week notice is required.

_____ Cash is not accepted. I understand automatic payment can be set up using bank draft, debit card, and credit cards through KangarooTime.

_____ Infant-toddler: If I decided not to utilize the diaper service provided by La Mère Academy, I understand I will need to provide whatever disposable diapers necessary for my child. I understand that only disposable diapers are permitted in the center.

_____ I understand that there is a $20 fee for not notifying La Mère Academy that you've made other pick up arrangements for your child at school by 1:00 PM the day of.

_____ We close at 5:30 PM and we ask that parents be respectful of that closing time. We ask that if a parent is going to be late they call the center to inform the office staff. $20 fee is assessed for the first 5 minutes, plus $2.00 per minute afterwards per child. All late pickup fees must be paid in cash for those who arrive after 5:30 PM. The child may be withdrawn from the program if tardiness is a continual problem. If we are unable to reach a parent or guardian after 30 minutes, we must call Child Protective Services (CPS). Our school reserve the right to change the operation hours and provide ample notice of any changes.

_____ There is a $30.00 returned check fee that will be charged for any check returned by the bank. All the fees associated with collection will be the responsibility of the parent. The amount of the returned check and check fee will be added to the parent account. At any time the center may refuse payment by check and require a cashier's check. The family will not be allowed to have their child attend the center until returned check and all fees are paid.

Vacation Policies:

_____ Full time families: In order to receive a vacation credit, a full time family must be enrolled for at least 6 months. For any vacation taken prior to 6 months, the family will be charged full tuition. After 6 months of continual enrollment a full-time family will receive $100 vacation credit. Vacation may not be used one day at a time, and will only be given for a full week of absence. Vacation credit is only extended to those times when a child is not in attendance. There are no tuition free weeks given in lieu of not taking an actual vacation. Additional weeks of absence will be charged full tuition. Two-week written notice is required for taking a vacation. Vacation forms are at the front desk.

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_____ Part time families: In order to receive a vacation credit, a part time family must be enrolled for at least 9 months. For any vacation taken prior to 9 months, the family will be charged full tuition. After 9 months of continual enrollment a part-time family will receive $50 vacation credit. Vacation may not be used one day at a time, and will only be given for a full week of absence. Vacation credit is only extended to those times when a child is not in attendance. There are no tuition free weeks given in lieu of not taking an actual vacation. Additional weeks of absence will be charged full tuition. Two-week written notice is required for taking a vacation. Vacation forms are at the front desk.

_____ The school will be closed the week before school start for heavy housecleaning and housekeeping activities and allow the staff to prepare the classroom for your child for the new school year. Families will receive a week vacation credit for this week.

_____ Our school is closed during the holidays to allow our staff to enjoy the holidays with their family. Families will receive a week vacation credit for the holiday week that the school is closed.

_____ Pre-K students must use their vacation credit while still enrolled in the Pre-K program. Once your child exits the program, any unused vacation credit will not transfer and cannot be used for summer camp.

_____ Unscheduled absences, including illnesses, will not be accepted as vacation time.

_____ Should a family's plans call for them to be away for longer than one week during the academic year, their financial obligation will remain the same.

General Policies:

_____ All Enrollment Information and forms must be submitted one (1) week before the child's first day of attendance. It is the responsibility of the family to update this information annually or more frequently if information changes.

_____ All Medical and Immunization forms must be provided on the child's first day of attendance and updated as prescribed by the Texas Department of Human Services.

_____ Parents and authorized persons must escort their child in and out of the center and deliver the child to the proper classroom. Preschool students will need to be dropped off at the front desk after 8:30 AM to keep the classroom disruptions at the minimum. EVERY CHILD MUST BE SIGNED IN AND OUT EVERYDAY BY USING THE KANGAROOTIME AT THE FRONT DESK or through the app on the mobile phone.

_____ La Mère Academy hours of operation are from 7:00 AM to 5:30 PM, Monday through Friday, excluding the major holidays identified in this agreement and closing due to inclement weather or virus outbreak. Our school reserve the right to change the operation hours and provide ample notice of any changes.

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Child's Name: _____

Date of Birth: _____

_____ La Mère Academy inclement weather and virus policy includes the ability to open late, close early, or not open at all due to severe weather or a major virus outbreak. In case severe weather/virus outbreak notification of delayed opening, or not opening at all will be on our website (LaMereAcademy.com) and through the voice mail system at the school. If the decision is made to close the school early, the management will contact families by telephone and email. Decisions to close the school will be made by assessing the safety and well-being of the children, parents, and staff. Tuition will not be adjusted due to necessary delays or closures associated with severe weather or major virus outbreak.

_____ I understand that I am totally responsible for any special diet required for my child. If my child's diet consists of formula taken from a bottle; I will have to provide the school the appropriate number of bottles for my child each day. Each bottle will be clearly labeled with my child's name and date.

_____ All parents will be required to sign written permission forms for all field trips sponsored by La Mère Academy. No child will be allowed to participate in field trips without a signed permission form.

_____ I understand that I will need to sign a permission slip for each field trip (older children only).

_____ Children attending before school program must be dropped off no later than 7:10 AM. After this time they will miss the bus runs and not be bused or taken to their school. If your child needs breakfast, he/she needs to be at the center by 7:30 AM.

_____ I understand that the center has a specific policy regarding the administration of medicine. I agree to provide the center with all required information in accordance with this policy. Medicines, including over-the-counter, are administered only as prescribed by a licensed physician. Medications is administered twice a day at 11 AM and 3PM.

_____ I understand that if my child is ill, including but not limited to a severe cough, undetermined rash or spots, temperature over 99.5 degrees, 72 hours fever free, severe headaches, upset stomach, pink eye or diarrhea, the child cannot be accepted into the center until well. In the event my child has a contagious disease, a release form from a medical source may be required before my child re-enters the center.

_____ Should my child become ill or suffer an accident of any nature, the center shall undertake to contact me immediately and shall be authorized to secure such medical attention and care for the child as may be necessary (the parent will assume responsibility for all billing.)

_____ I will need to pick up your child(ren) within 2 hours of being notified of a sickness or as detailed by the state licensing department.

_____ I understand it is my responsibility to keep the center advised on changes of address, phone numbers and emergency contacts.

_____ I understand that the school reserve the right to dismiss my child if it is determined that (1) my child's needs cannot be met (2) he/she has not adjusted to group care (3) his/her behaviors become disruptive to the program or become a problem that poses an unsafe situation for the child and other children and (4) if I, the parent, becomes uncooperative.

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Child's Name: _____

Date of Birth: _____

_____ La Mère Academy does not have the right to withhold my child from any parent having custody or joint custody. If there is a current court order stating that one parent may not have access to a child, the school must have a copy in the child's file. La Mère Academy cannot deny any parent access to their child without such an order. The center cannot become involved in custody disputes. My child will be dis-enrolled if such disputes occur.

_____ I understand policy changes are required from time to time. Minor changes will be emailed in our newsletter.

Parent/Legal Guardian Signature: _____ Date: _____

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Internet Photo Agreement

Child's Name: _____

Date of Birth: _____

Technology has allowed La Mère Academy to give parents the opportunity to monitor their child's classroom through computers, video and the Internet. By enrolling your child in La Mère Academy, you agree to allow your child's image to be on the Internet.

To access this service certain standards must be maintained at all times:

1. Access codes (issued to those parents wishing to avail themselves of this service) are used to limit access to the images of our children, but you should realize that this system works through the Internet. Authorized access permits access by that person to the images of all children within the field of view of the camera, including your child, whose image cannot be excluded, even if you choose not to utilize this internet service.
2. You agree not to (or permit any other person to) divulge, reproduce, print or save, in any way or on any medium, any images, prints or video images of any portion of the center's premises or any of the center's children without prior consent of the center. This involves security of the center and the children and should always be observed.
3. Unauthorized access to the image of your child could occur as a result of a breach of the internet or a breach of security by holders of access codes. Although all available measures are taken to prevent any unauthorized access, this is beyond the center's control, and we do not guarantee against such unauthorized access.
4. You agree that our method of assigning access codes and maintaining the confidentiality of such codes, so long as conducted in a manner consistent with usual, ordinary and reasonable business practices, shall be all that is required of the center in safeguarding your children's video images, and that no other or different safeguards of internet video images of the children or the premises shall be expected or required of the center.
5. You agree that only those persons, if any, listed below shall be given an access code. You agree that it is solely your responsibility to instruct each such person regarding the provisions of this agreement and to take from each such person their express agreement to:
   a. not divulge the access code to any other person
   b. abide by all the provisions of this agreement.
   c. Listed below are persons (first and last names) for whom Access Codes are requested:
      i. _____
      ii. _____
      iii. _____
6. Your signature below constitutes affirmation of your full and voluntary understanding and acceptance of these conditions with respect to your children, your express waiver of all Rights of Privacy in connection wherewith, as well as your agreement that you expressly assume all risks involved in furnishing such images, and your release of the center from any and all liability for any damage of any nature arising or resulting from its furnishing of this service, whether negligent or not.
7. Other parents may photograph children at the center. Photographs may also be posted within the center. I give my permission for my child to be photographed. I hereby waive my right to inspect and/or approve the finished portrait, photograph, video or other electronic imagery, advertising copy or printed matter that may be used in conjunction with such photographs, video or electronic imagery for the eventual use to which it might be applied.

I hereby warrant that I am of full age and competent to contract for the minor named below in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof.

Parent/Legal Guardian Signature: _____ Date: _____

Gang-Free Zone Information

Child's Name: _____

Date of Birth: _____

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 childcare 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 courthouse 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 childcare 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.

I have received a copy of the new requirements regarding Gang-Free Zone Information.

Parent/Legal Guardian Signature: _____ Date: _____