



## Elsass Academy Preschool/ASC Enrollment Forms

A Preschool Kids Want and Parents Hope For!

Director's Name:		Date of Admission:							
Child's Name:	Child's Sex (circle one) M    F	Date of Birth	Hours/Days in Care						
Address State                      Zip		City Home Phone							
Mom's Name		Dad's Name							
Mom's place of employment		Dad's place of employment							
Wk Phone	Cell Phone # and Carrier	Wk Phone	Cell Phone and Carrier						
Email Address (Please print neatly)		Email Address (Please print neatly)							
<b>Primary Emergency Contact</b> <b>Relationship:</b> _____ <b>Phone:</b> _____ <small>(must name someone other than yourself or your spouse)</small>									
Emergency Contact Address (must name someone other than yourself or spouse) <div style="text-align: center;">             _____ (street)                      _____ (city)                      _____ (zip)           </div>									
I hereby authorize Elsass Academy to release my child to the following people <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. _____</td> <td style="width: 50%;">4. _____</td> </tr> <tr> <td>2. _____</td> <td>5. _____</td> </tr> <tr> <td>3. _____</td> <td>6. _____</td> </tr> </table>				1. _____	4. _____	2. _____	5. _____	3. _____	6. _____
1. _____	4. _____								
2. _____	5. _____								
3. _____	6. _____								
Homeroom (color) _____ OR Elementary: _____ Grade: _____ Phone: _____ Address: _____									
Parent Signature:		Date:							

**ASSUMPTION OF RISK, RELEASE AND INDEMNIFICATION**

**Please Read and Sign:**

All precautions will be taken to prevent injuries. Simple first aid will be administered to all minor injuries and parents and/or doctors will be called when necessary. However, in the event that Elsass Academy/Crenshaw Athletic Club must make arrangements for emergency medical attention at the time of illness or accident, I hereby authorize Elsass Academy/Crenshaw Athletic Club to take my child to Dr. \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ or \_\_\_\_\_ Hospital. In return for the use, today and on all future dates, of the property, facilities and services (the "Facilities") of Elsass Academy, In. ("Elsass Academy")/ Crenshaw Athletic Club, Inc. ("Crenshaws"), the undersigned, for himself/herself, and on behalf of his/her children, heirs, assigns, and legal representatives, hereby expressly agrees to:

- (1) ASSUME ANY AND ALL RISKS TO HIMSELF AND HERSELF AND/OR MY/OUR CHILDREN INVOLVED IN OR ARISING FROM OR MY USE OR MY CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, INCLUDING, WITHOUT LIMITATION, THE RISK OF BODILY INJURY, PROPERTY DAMAGES OR DEATH. I/WE HEREBY AFFIRM THAT I/WE UNDERSTAND THE INHERENT HAZARDS OF ACCIDENTAL INJURY IN CONNECTION WITH ACTIVITIES OR BEING ON THE FACILITIES. I/WE UNDERSTAND THAT ANY ACTIVITY WHICH INVOLVES HEIGHT, MOTION OR WATER CREATES THE POSSIBILITY OF ACCIDENTAL INJURY. I/WE ARE FULLY AWARE OF AND APPRECIATE THE RISK OF CATASTROPHIC INJURY, PARALYSES, AND EVEN DEATH AS WELL AS OTHER DAMAGES AND LOSSES ASSOCIATED WITH THE PARTICIPATION AT ELSASS ACADEMY/CRENSHAW AND/OR BEING ON THE FACILITIES.
- (2) RELEASE ELSASS ACADEMY/CRENSHAW AND ALL OF ITS SUCCESSORS, ASSIGNS, SUBSIDIARIES, OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS FROM, AND AGREE NOT TO SUE THEM ON ACCOUNT OF OR IN CONNECTION WITH ANY CLAIMS, CAUSES OF ACTION, INJURIES, DAMAGES, COSTS OR EXPENSES ARISING OUT OF MY/OUR OR MY/OUR CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, INCLUDING, WITHOUT LIMITATION, THOSE BASED ON DEATH, BODILY INJURY OR PROPERTY DAMAGES; WHETHER OR NOT CAUSED BY THE NEGLIGENCE OR OTHER FAULT OF ELSASS ACADEMY/CRENSHAW, OF ITS AGENTS, EMPLOYEES, OR SERVANTS, WHETHER PAID OR VOLUNTEERS.
- (3) INDEMNIFY, HOLD HARMLESS, AND DEFEND, AT MY/OUR OWN COST, ELSASS ACADEMY/CRENSHAW, ITS AGENTS, EMPLOYEES AND SERVANTS FROM ANY AND ALL LIABILITY, DAMAGES, LOSSES, CLAIMS, JUDGMENTS, COSTS OR EXPENSES, INCLUDING ATTORNEY'S FEES, WHICH IN ANY WAY ARISES FROM MY/OUR OR MY OUR CHILD'S USE OF OR PRESENCE UPON THE FACILITIES, IRRESPECTIVE OF WHETHER SUCH LIABILITY, DAMAGES, LOSSES, CLAIMS, JUDGMENTS, COSTS OR EXPENSES WERE ACTUALLY OR ALLEGEDLY CAUSED WHOLLY OR IN PART THROUGH THE NEGLIGENCE OF ELSASS ACADEMY/CRENSHAW OR ANY OF ITS AGENTS, EMPLOYEES OR SERVANTS, WHETHER PAID OR VOLUNTEERS.

I have read and understand this agreement. I also understand a copy of this agreement will be made available for me at my request.

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Immunization Records:** I certify by signing below that my school-age child's immunization record is current and on file at the following Elementary School: \_\_\_\_\_ I acknowledge that my child has been seen by his/her pediatrician, Dr. \_\_\_\_\_ At the following address, \_\_\_\_\_ phone \_\_\_\_\_ Within the past calendar year and is free of any illness or condition that would limit his/her participation in our program.

**Signature of Parent or Legal Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have received a copy of Elsass Academy's Operation Policies. I have read, understand and agree to abide by these policies. I also understand if changes are made to these policies I will be notified in writing and my signature will be required to update this information.

**Signature of Parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Child Allergy and Emergency Action Plan

Place a recent photo of your child here!

**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

**List his/her Allergy(ies)/potential health emergen-**

**cies:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is this allergy/health emergency (circle one): Severe      Moderate      Mild**

**Give a brief description of child's reaction when exposed:** \_\_\_\_\_  
\_\_\_\_\_

**Please attach or list the action plan if exposed, including medications, when to administer, when to call 911(if applicable):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and number of the Doctor that treats this allergy:**

**Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**I hereby give permission to contact above listed doctor about my child if more information about this allergy is needed. I also give permission to use the above information to treat my child in case of exposure.**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Physician Signature**

\_\_\_\_\_  
**Date**

**Best Number to be reached at:** \_\_\_\_\_

**Food/Illness Emergency waiver:** My child does have a food or potential illness emergency action plan. I have fill out the form and it is signed by my child's specialist or pediatrician and I have attached it to the enrollment packet. In addition, I give Elsass Academy NC permission to post this information on public boards/refrigerators/and in binders accessible to all who care for my child. I understand this will be able to be viewed by anyone who has access to those places.

\_\_\_\_\_  
**Parent Signature** **Date**

My Child has no known allergies/potential illness emergencies.

\_\_\_\_\_  
**Parent Signature** **Date**

**Publication, Video and Internet Consent and Release Agreement:** Students who attend Elsass Academy and Crenshaw Athletic Club are occasionally asked to be a part of school/club publicity, publications and/or public relations activities. For example, pictures and articles about the school/club activities may appear in Elsass Academy and/or Crenshaw Athletic Club Newsletters or local media. Please indicate and sign below whether or not your child's name, picture, art, written work, voice, verbal statements or portraits (video or still) may be given to the media or to appear in Elsass Academy and/or Crenshaw Athletic Club publications, Videos or on the school's website.

- I grant permission as outlined above  I do not grant permission as outlined above

**Signature of Parent or Legal Guardian:** \_\_\_\_\_

**Sign Out Forms:** I understand that I must sign my child out each day on the sign in/out sheet provided. I also understand that I must let my child's teacher know that my child is leaving for the day and not call my child away from the group over the fence or from the parking lot. I understand that my child will not be allowed to leave the group under these circumstances. It is the policy of Elsass Academy and the Texas Department of Protective and Regulatory Services that all children must be accompanied by an adult and supervised at all times while on the property including inside the buildings, on the playgrounds and especially in the parking lot.

**Signature of Parent or Legal Guardian:** \_\_\_\_\_

**Parent Handbook:** I have received a copy of the parent handbook, I understand the information provided with-in the handbook. By signing below I agree to the policies, procedures as well as the general information provided in the Handbook. At any time I can ask for another copy or stop by the office for more information.

**Signature of Parent:** \_\_\_\_\_ **Date** \_\_\_\_\_

I do give/ do not give permission for DFPS to interview my child without my written consent or without me present. I understand the exception to this rule is if my family or I am being investigated by CPS. When being investigated by CPS the childcare center is unable to deny CPS access to any child present in care.

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

**Welcome to Elsass Academy North Central!**  
**If you have any questions or concerns please feel free to contact us at 452-5437!**

**Required DPRS Operational Policies**  
**Elsass Academy North Central**  
**831 Houston ST**  
**Austin, TX 78756**  
**512-452-5437**  
**Elsassacademy@gmail.com**

*I have been given a copy of the required DPRS Operational Policies for Elsass Academy. I agree to and understand the following policies.*

Parent's Initials

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- Policy
1. Hours, days and months of operation
  2. Procedures for release of children
  3. Illness and exclusion criteria
  4. Procedures for dispensing medications
  5. Procedures for handling medical emergencies
  6. Procedures for parental notifications
  7. Discipline and guidance practices
  8. Suspension and Expulsion of Children
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  10. Meals and food service practices
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  13. Hearing and vision screening requirements
  14. Enrollment procedures, including how and when parents will be notified of policy changes
  15. Water Activities
  16. Transportation
  17. Fieldtrips
  18. Animals
  19. Procedure for sunscreen/insect repellent/ointments
  20. The procedure for parents to review and discuss with the child care center Director any questions or concerns about policies and procedures of the child care center
  21. The procedure for parents to visit the child care center at any time during the child care center's hours of operation and program activities without having to secure prior approval
  22. The procedure for parents to participate in the child care center's operation and activities
  23. The procedure for parents to review a copy of the minimum standards and the child care centers most recent Licensing inspection report
  24. Instructions on how a parent may contact the local Licensing office, PRS child abuse hotline and PRS website
  25. Policy regarding Gang Free Zone
  26. Policy for Sexual Offenders
  27. Policy for the right to Breast Feed
  28. Procedures for the Emergency Preparedness Plan
  29. Preventing and responding to abuse and neglect of children
  30. Vaccination Policy

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Operational Policies as required by DPRS

Elsass Academy  
Austin, TX 78756  
512-452-5437

[elsassacademy@gmail.com](mailto:elsassacademy@gmail.com)

1. **Hours, days and months of operation:** School hours are 7:00 a.m. until 6:30 p.m. and summer camp hours are 7:00-6:00 pm. Elsass Academy is open year around, Monday-Friday. Elsass Academy is closed in observance of the following holidays:

Labor Day	New Year's Eve and Day
Good Friday	Independence Day (4 <sup>th</sup> of July)
Thanksgiving and day after	Memorial Day
Christmas Eve, Christmas day, and <b>either</b> the day before or the day after	

(Max of 3 days)
2. **Procedures for the release of children:** All students enrolled in Elsass Academy fill out an enrollment form. Part of the information requested on this form is a list of individuals and their phone numbers who are allowed to pick up the child. Individuals picking up children are asked to show a photo ID, and are checked against the child's pick-up information on their enrollment form. If there is any change in the normal routine of picking up child, Elsass asks to be notified in writing, in person or by phone. Also, notify Elsass Academy of any unusual circumstances.
3. **Illness and exclusion criteria:** Elsass Academy send children home and asks parents to keep children at home for the following reasons;
  - A. Contagious disease
  - B. 101 fever (must be fever free **without** medication before returning)
  - C. Vomiting or diarrhea (2 or more incidents)
  - D. Discharge from eyes or ears
  - E. Head lice (including nits)

If your child becomes ill while at school Elsass will place the child on their cot in the office. Parents will be contacted via contact phone numbers on enrollment form. In the event a child needs emergency care, Elsass will call 911 then the parents.
4. **Procedures for dispensing medication:** Elsass Academy will administer medication prescribed by your child's physician, this includes over the counter medications as long as the following criteria are met:
  - A. You have fill out and signed Medication sheet
  - B. Medicine must be in the original container
  - C. The label clearly states dosage, child's name, date and the doctors name
  - D. Medicine will only be administered at lunch time unless other arrangements are made with the director/assistant director

Elsass employees will administer the medicine as signed in by the parent and as noted on the bottle. The employee will then document it and sign the medicine chart. If the medicine is not given the employee will document the medicine sheet with the words "not given". Medication sheets are available in the front office and should be filled out and given to the lead teacher. Each classroom has a container to store medications.
5. **Procedures for handling medical emergencies:** In the event a child requires emergency medical treatment, Elsass Academy will call 911, and then will notify the parents as soon as possible. Elsass Academy will follow all recommendations of emergency personnel in the absence of the parent
6. **Procedures for parental notifications:** Parents are notified of necessary information through many different formats. Parents have a "parent pocket" located in their child's classroom; the "parent pocket" is used primarily for artwork and daily sheets. Classroom specific information can be found on the board just outside the classroom entrance. If a parent needs to be notified of an ill child or emergency, Elsass will call the parent using the phone numbers provided on the child's enrollment form. Most communication is done through e-mail, this includes newsletters, field trip reminders ect. In the event of a true emergency we will also send out emergency texts. We will also do this in the event of a closure due to inclement weather. You can also visit our facebook page for updates and reminders.
7. **Discipline and guidance practices:** Elsass begins the discipline process by creating an atmosphere where the children are engaged in activities throughout the day. Teachers use positive reinforcement to acknowledge accepted and outstanding behavior. When a situation is non-threatening to another child or mild in nature, teachers may choose to use re-direction. Teachers also work with children helping them to interact with peers. Time out is only used with children 2 and up and only for the number of minutes the child is in age. An example is a 3 yr old can only remain in time-out for 3 minutes. A copy of the DFPS guidelines is part of your enrollment packet and will need to be signed by the legal parent or guardian and keep in your child's admissions folder.

8. **Suspension and Expulsion of children:** If a child has become aggressive and is disrupting regularly scheduled activities they will be removed from the classroom to the front office. In the event the child becomes dangerous to themselves, teachers, or other students parents will be contacted to come and pick up the child. If his/her behavior becomes a daily or weekly problem we will ask the parent to have the child evaluated and will request an action plan created by a physician or counselor. If the behavior continues and we are unable to reach an action plan that is effective the child will be suspended or in case of extreme behaviors expelled.
9. **Safe Sleep for infants:**
  - A. Infants not yet able to turn over on their own must be placed in a face-up sleeping position. After 30 years of research scientists have found placing a healthy infant on his or her back to sleep may reduce the risk of SIDS.
  - B. Swaddling is not permitted at Elsass Academy North Central
  - C. DFPS has a list of approved sleep sacks, if you would like for your child to use a sleep sack it must be on the list approved by DFPS
  - D. Infants are not allowed to sleep in restrictive devices such as swings, bouncers, or car seats
  - E. Nothing is allowed in the crib with infants 12 months and under, this includes bedding, stuffed animals ect.
10. **Meal and food service practices:** Elsass Academy provides a morning and afternoon snack. Water is served with snack. The snack menu is posted on the refrigerator every Monday morning and if changes are made they are updated directly on the menu. Children too young to eat table food or requiring specialized diets are requested to provide their own snacks. All children bring their own lunch. Elsass provides milk with lunch. Parents are asked to send nutritious lunches aimed at meeting the child's dietary needs. Sugary drinks and candy will not be served during snacks or lunchtime.
11. **Immunizations:** Elsass NC follows the Texas Department of Health Immunizations Requirements for children. A copy of the minimum vaccine requirement will be provided to parents during the enrollment process. Please note: a child must be up to date on all immunizations requirements by the first day of attendance at Elsass. They are also required to stay updated on vaccine schedule and submit documentation that shows the child is in compliance with the Health Department required vaccine schedule.
12. **Tuberculin testing requirements:** Requirements for tuberculosis screening and testing vary across the state. The Texas Department of Health does not require tuberculosis testing for children attending childcare in this region at this time
13. **Hearing and Vision requirements:** The Special Senses and Communication Disorder Act, Texas Health and Safety Code requires that all children enrolled in any public or private school in the State of Texas (including licensed child care centers) be screened or have a professional examination for possible hearing or vision impairments. Screening is required for children who are four years old by September 1<sup>st</sup> within 120 days. To full fill this state requirement Elsass Academy provides this exam in October or every year. Kathleen Tacquard and Associates do it. Many times Kathleen has caught hearing and vision impairments when regular doctor's offices doing routine exams did not. Kathleen Tacquard and Associates comes to Elsass to perform this test and results are sent home the same day. The test is \$40.00 and is included in your annual supply fee of \$90.00.
14. **Enrollment procedures, including how and when parents will be notified of policy changes:** A \$100.00 registration fee (\$50.00 for after school) is required for all children enrolling in Elsass Academy. This is a non-refundable administrative fee. Elsass Academy provides an enrollment form that must be completed in its entirety before a child can begin care. Each sheet must be filled out and signed by a parent or legal guardian. A copy of the child's immunization records and health statement from the child's physician are also required. Parents are given a copy of the policies and a parent handbook. In the event a change in policy is made, parents will be notified in writing. Parents are required to sign documentation that they have received and understand the policy change.
15. **Water Activities:** Swimming lessons are provided as part of the educational program at Elsass Academy North Central. Swimming lessons are taught per the Red Cross WSI program. There is always a certified lifeguard on duty at the pool. The pool is self-latching and is locked when not in use. During free swim, a lifeguard and one other teacher current in CPR, First Aid, and basic water rescue are on duty at the pool. Parents are invited to join children anytime during the summer for free swim. Several other fun water days are scheduled during the summer. Parents are notified of water days by newsletters, teacher notes or posted on the board outside the classroom.
16. **Transportation:** Elsass academy schedules field trips and events requiring Elsass to transport the children off site. Transportation is provided by van or bus. The vans are equipped with car seats, booster seats or seat belts depending on the age of the child being transported. Elsass uses buses or vans for transportation. All drivers have the appropriate license to drive the vehicle being used. In addition a FBI, DFPS and DPS criminal history is completed for each driver. Vans are in good working condition with current insurance, tags and inspections. Each van is equipped with a first aid kit and a fire extinguisher.
17. **Field Trips:** Field trips are a part of the educational program for children 3 and up. Examples of field trips would be to the fire station, pumpkin patch, tree farm ect. Parents are notified in advance of field trip and are welcomed and encouraged to join us. Field trip information can be found on the boards outside the classrooms, on newsletters and via e-mail reminders. The date, address of destination, and phone numbers can be found on the reminders!

18. **Animals:** The only animals permitted at Elsass Academy North Central are fish!
19. **Procedure for sunscreen/insect repellent/ointments ect:**
  - A. Sunscreen will be applied to the children as needed. We ask each parent to bring a bottle of sunscreen labeled with your child's first and last name written in heavy black ink. We will only apply the sunscreen provided by you the parents.
  - B. Ointments such as diaper rash medication will be provided by the parent as well and also labeled in heavy black ink. There is no need to fill out a medication sheet and by purchasing the ointment/sunscreen and bringing it to Elsass implies that you know it will be used as needed.
  - C. Elsass keeps "Off" bug repellent in each classroom to use as needed during outside time. If your child is in need of an organic product or you do not wish for us to use insect repellent on your child please note that on the enrollment form. If insect repellent is used we will note it on your Childs daily form or communicate it to you on daily paperwork.
20. **Review and discussion of concerns or policies:** The director is always open to review or to discuss any concerns or questions concerning policies or procedures of the child care center. Either the Director or Assistant Director are almost always on site and available to assist parents. However we know your time is valuable and if it is more convenient you can set up a conference for a specific time and day.
21. **Open door policy:** Parents are welcome to visit Elsass Academy North Central at any time during the childcare center's hours of operation to observe their child, the childcare center's operation and program activities. Prior approval or a scheduled appointment is not necessary.
22. **Parent Participation:** Parents are encouraged to visit Elsass Academy North Central and participate in activities and operation. A prior arrangement with the teacher or Director is not needed for attending fieldtrips, participating in free swim, lunching with the children, attending scheduled class parties or general visitation throughout the day. Parents wishing to teach a class, provide a project, or assist in a scheduled project should schedule with the child's teacher a time and date that is appropriate
23. **Procedure for review of minimum standards and DPRS Licensing Report:** The most recent local DPRS Licensing report is displayed on the bulleting board in the kitchen. Parents are welcome to ask to review a copy of minimum standards. It can also be viewed on line at: [www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/746\\_Centers.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf)
24. **Instructions for contacting the local Licensing office:**
  - DPRS child abuse hotline and the DPRS website:
  - Local licensing office: 1-800-862-5252 or 908-9650
  - Child Abuse Hotline: 1-800-252-5400
  - DPRS website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)
25. **Gang Free Zone:** DFPS requires Elsass Academy North Central to inform you that we are a gang free zone. The state of Texas requires all Child Care facilities inform parents and guardians that certain gang-related criminal activity or engaging in organized criminal activity within 1000 fee of Elsass Academy is a violation of the law and is therefore subject to increased penalty.
26. **Visitor with sexual history offence:** In and effort to keep all of the children that attend Elsass Safe it is our policy that no one with a sexual criminal history is allowed in our building at any time. This policy can and will be enforced with the help of local police
27. **Breastfeeding policy:** Elsass Academy North Central adheres to the belief all parents have the right to breastfeed or provide breast milk for their child while in care at our facility. A breastfeeding room or nook is provided off of the infant room for parents who wish to breastfeed in private. Parents are also welcome to breastfeed in any space they find comfortable and accessible.
28. **Emergency preparedness plan for Elsass Academy North Central:** Elsass Academy North Central plans for all emergency events. Below are different emergency scenarios. We have tried to plan for all emergency's however if something not listed arises we will secure the safety of the children first and then begin notifying you through emergency texts. Your contact information is accessible by the Director/Owners and assistant director off campus. Elsass Academy North Central keeps a storage supply of emergency food and water along with weather appropriate first aid supplies. The SPR (standard response protocol) is used and all staff members are trained using this method once a year. For reunifying parents and children the Standard Reunification Method (per I love you guys) program is used and taught to all staff members once a year. It is also practiced many times throughout the year.



- A. **Fire:** In the event of a fire, smoke gas ext. the children will be evacuated from the building. Each classroom has a specific place to gather. Relocations diagrams are located in each classroom, and in the main office and are available upon request.
  - B. **Tornados/Bad Weather:** The Star room is the relocation space for the pre-school side of NC, without windows it will provide the children and staff protection from high winds, hurricanes, tornados. The Media room in the camp house would be used for anyone in the 833 Houston St. building during this same emergency
  - C. **Medical Emergency:** In the event of a medical emergency all staff are advised and prepared to do a quick assessment of individual emergencies and are prepared to call 911. All classrooms are equipped to call 911 and will be called at the earliest possible moment. Parents will also be notified at the earliest possible moment.
  - D. **Communicable Disease Outbreak:** In the event of a communicable disease outbreak, Elsass Academy will call the Texas Department of Health and follow the plan as advised by the Health Department. This typically includes a letter to all parents and an authorization date from the Health Department for the child/children to return to child care
  - E. **Intruder with weapon:** In the event an intruder threatens the safety of staff or children, all staff are advised and prepared to call 911. Elsass will follow the advise of 911. In addition all staff are trained to recognize unusual commotion/noises of aggression (yelling, gunfire, ect) and to turn off lights, get low and quiet. Unfortunately, this is a true problem in today's world and in order to be efficient in the case of emergency this drill must be practiced. In the case of an outside intruder we lock all doors from the outside until we have been given an all clear from the police or proper authorities. In the case of intruder in the building we would "shelter in place"
  - F. **Explosion or Chemical Spill** (including Waste water emergencies) In the event of an explosion or chemical spill in our area all staff are advised and prepared to call 911. We will follow the advise of 911. In addition we will keep all children in the building and away from window until given an all clear from the appropriate authorities.
  - G. **Essential Documentation:** All teachers' keep a roll book with them at all times, including any evacuation procedures. This roll book contains all children's parent contact numbers, emergency contact numbers and authorization for emergency care. Teachers mark the time each child arrives and departs the school in the roll book. Each arrival and departure is validated with the teacher's initials.
  - A. **Relocations:** In the event Elsass Academy North Central becomes unsafe and teachers and children must be relocated we would relocate to our sister school Crenshaw's Athletic Club. Everyone will be relocated via school buses, vans or personal vehicles. Children will transported using the same guidelines for accounting for children uses on field trips. Crenshaw's is located at:  
5000 Fairview, Austin TX 78731  
Phone is 512-453-5551
  - C. **Communication:** Communication with anyone other than 911 will take place as soon as Elsass is authorized it is safe to make phone calls. Parents of all students in attendance will be called first. Once everyone is accounted for all parents and authorities have been notified Elsass will contact SFPS. All forms of communications will be utilized including but not limited to e-mail, texts, face book, and phone. The phone number for contacting Elsass in the case of an emergency is 512-452-5437.
29. **Preventing and responding to abuse and neglect of children:**
- A. Each employee will complete one hour of training each year on Child abuse signs, responses and prevention
  - B. Each parent upon enrolling his/her child will be given a packet on "child abuse" and each year in January when we update children's files this packet will be handed out again for the purpose of increasing employee and parent awareness about child abuse and neglect, including warning signs and factors that indicate a child is at risk for abuse or neglect
  - C. Posted on our board next to the current years DFPS inspection is the number and website to report suspected abuse
  - D. In the yearly update we will include a short letter that describes factors that indicate a child is at risk for abuse or neglect
30. **Vaccine preventable diseases:** Elsass Academy North Central understands that DFPS recommends that childcare centers consider some vaccines for the safety of teachers and for the safety of the children they care for. Since vaccines are neither perfectly safe nor perfectly effective, and some persons who receive vaccines will be injured as a result, and some persons who receive vaccines will not be protected Elsass Academy North Central policy requires that all teachers consider the flu vaccine yearly, and the DTap and Varicella as a one-time vaccination. After speaking with his/her physician and considering the recommendations of DFPS each Elsass NC employee should make the personal decision as to what is best for his/her health. All employees that have a cough or symptoms of allergies or a cold must wear masks and gloves until symptoms have subsided.

# Health Care Professional's Statement

\_\_\_\_\_ Child's Name

I have examined the above named child within the past year and find that he/she is able to take part in the day care program.

Health Care Professional Signature:

\_\_\_\_\_ Date \_\_\_\_\_



Child's Name \_\_\_\_\_ DOB: \_\_\_\_\_

Please fill out this questionnaire. It will help us get to know your child a little better. If you have any questions, please ask.

1. What are you most proud of about your child?

\_\_\_\_\_

2. Where is your child's favorite place to play?

\_\_\_\_\_

3. What activities do you most like to share with your child?

\_\_\_\_\_

4. Is there a favorite friend or relative that your child might talk about, real or imaginary?

\_\_\_\_\_

5. What does your child do when he or she is upset, and how is he or she best comforted?

\_\_\_\_\_

6. Is there something that your child just learned that is important to him or her?

\_\_\_\_\_

7. What would you like your child to get out of this year's program?

\_\_\_\_\_

8. Is there anything else that you would like us to know about your child?

\_\_\_\_\_

9. What might you like to do in our program – share a skill, hobby, read a story, or just visit?

\_\_\_\_\_

10. Do you have any pets, and what are their names?

\_\_\_\_\_

Siblings:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Elsass Academy Tuition Policies***

I understand the following policies regarding tuition, payment of tuition, and withdrawal of my child from Elsass Academy.

My tuition is due by the 5<sup>th</sup> of each month.

My child's supply fees and registration fees are nonrefundable.

I will be charged a late fee of \$15.00 if my tuition is not received by the 5<sup>th</sup> of the month for which it is due. I will be charged an additional \$10.00 if tuition is not received by the 15<sup>th</sup> of the month for which it is due. On the 16<sup>th</sup> of that month, Elsass Academy may discontinue my service if tuition continues to be unpaid.

I will be charged a \$30.00 fee for all returned checks, and will include this fee with my cashier's check or money order to replace my returned check. Under no circumstances will a returned check be re-deposited.

To withdraw my child from Elsass Academy, I will give a 30-day written notice. ***I understand that if I fail to give the 30-day written notice, I will be financially responsible for the following month's tuition.***

Elsass Academy closes promptly at 6:30 p.m. each day. I understand that a \$1.00 per minute late fee is charged if I am late picking up my child. This fee is paid directly to the staff member remaining with my child and not to Elsass Academy.

***I have read, understand, and agree to adhere to the above policies.***

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

*In order to pay by check, please fill in your current driver's license number and state of issue:*

\_\_\_\_\_  
*Driver's License #*

\_\_\_\_\_  
*State of Issue*

\_\_\_\_\_  
*Staff Witness*

\_\_\_\_\_  
*Date*