Hunters Glen Childhood Learning Center (HGCLC) Student Enrollment Application 2024-2025 4001 Custer Road, Plano TX 75023 * Phone - 972-519-0365 * Fax - 972-519-8336 * Website: www.huntersglen.org/clc/

Child's Name:			Preferred Name:	Gender:
Address:			Date of birth:	
Mother's (or guardian) Information:				 -
Name:			Occupation/Employer:	
Address:			Email address:	
Cell Phone#:			Work Phone #:	
Driver's License Number:				
Father's (or guardian) Information:				
Name:			Occupation/Employer:	
Address:			Email address:	
Cell Phone#:			Work Phone #:	
Driver's License Number:				
Family Information:				
Child lives with: Both Parents	Mom Dad	Guardian	(note: custody docur	mentation may be required)
Church membership:			Primary language spoken at ho	ome:
Siblings:				
Emergency contact & authorized to pi	ck up informat	ion (<u>other thar</u>	ı parent):	
Name:			Relationship to student:	
Address:			Phone number:	
Driver's License Number:				
Authorized to pick up: I authorize HGCl	.C to release my	child to leave t	he childcare center ONLY with t	the following persons. Children will only be released
to a parent or guardian or to a person de	esignated by the	parents or gua	rdian after verification of ID.	
Name:		<u> </u>	Relationship to student:	
Address:			Phone number:	
Driver's License Number:				
Name:			Relationship to student:	
Address:			Phone number:	
Driver's License Number:				
Physician Information:			Hospital Information:	
Name:			Name:	
Address:				
Phone Number:			Phone number:	
	e event canno	—— t be reached, or	if the emergency is such that t	time does not permit such contact, I give consent for
HGCLC to secure any and all necessary e			<u> </u>	,
	g,			
			Signature of Mother	· / Father / Guardian
State of Texas, County of			J	
		red	-	known to me to be the person whose
name is subscribed above and acknowled	loed to me that	he / she execut	ed the same for the ourpose th	erin expressed.
Sworn and subscribed before me the				
				<u>-</u> , <u></u>
Notary Signature:				
· /a				
To be completed by HGCLC Staff: Date			#	Received by:

Child's Name	Today's Date					
Tuition Information:						
		REGISTRAT	TON FEE: \$175			
			e is non-refundable)			
		, ,	,			
		MONTHLY TUIT	ION INFORMATION			
	Tuition is billed on t	he 1st of each month and	l is considered late if not pa	id in full by the	₃ 10 th .	
	A late fee	of \$35 will be applied to	o account if not paid in full b	y the 10 th		
	T					
# of days a week	(9am – 2pm	7am – 9am (must be enrolled in 9-			om – 6 pm nrolled in 9-2 option)
2		\$365	\$80	2 upcivii <i>)</i>	(IIIUST DE EI	\$172
3		\$459	\$111			\$222
4		\$571	\$137			\$274
5		\$713	\$172			\$342
	•	DAYS R	EQUESTED			
CLC Day						
9am - 2PM	Monday	Tuesday	Wednesday	Thurs	iday	Friday
Before Care	Monday	Tuesday	Wednesday	Thurs	nday	Friday
7am – 9am	Mulludy	Tuesudy	Weulleaudy	Tilura	iuay	rriudy
After Care 2pm – 6pm	Monday	Tuesday	Wednesday	Thurs	iday	Friday
				_		
	every attempt will be ma	ide to accommodate this	s request, but that this requ	iest is not fina	lized until conf	irmed by the HGCLC
office.						
Allergy Statement:						
ly child has a sensitivit	•	allergy to				
ly child has a sensitivit	•	allergy to				
f allergy is indicated abov	•	piPen with prescriptio	ın ; Benadryl ; Oth			
Allergy action plan sign	•		in ; Benadryl ; Oth :CHOOL . I understand my ch			UCCI C without on
-	· · · · · · · · · · · · · · · · · · ·		Groot . I understand my ch ferred allergy action plan is			
pproved by HGCLC director	. ,	•	ierreu anergy action piairis	iliciuucu iii ti	is harver viiei	gy action plan must be
lequired Medical Informat	•	oui.				
•	rrent immunization reco	rd PRINR to my child's fi	irst day of school - NR			
·		•	mmunizations for reasons o	of conscience	includina relia	inus heliefs
	-	-	sion & hearing screening up			
ly signing below, I agree to	•		·· ··· · · · · · · · ·			
, , , ,						
⁹ arent / Guardian Signature	2		Date			
GCLC Office Use Only:						
Start Date:	Payment Received:		Amount:		Withdra	awal Date:

Child's Name	Today's Date
Please initial by each statement and sig	Parent Acknowledgment n at the bottom of this page. A copy of the Parent Handbook can be viewed online at www.huntersglen.org/clc/
Parent Handbook StatementI have read the Parent Handboo	k and will abide by the policies and procedures.
Notice of Parent RightsI have read and understand the	Notice of Parents Rights which have been included in the Parent Handbook
notification of the reason/s a cl symptom free without the aid ol classroom through ProCare. Th alter our illness policies during I will provide a written allergy p administer in case my child has and or Epi pen if necessary. I give permission for my child to	ree to the illness policies as stated in the Parent Handbook. I understand that an illness report will serve as nild is excluded from care and when the child can return to care. In most cases, it is 24-hours fever free and/or any medication. We will do our best to inform parents of confirmed cases of communicable diseases in a health and safety of children is our number one priority, we reserve the right to amend or exclude from care or flu season or other similar related health outbreaks or concerns. Ian signed by a physician before my child attends HGCLC. I will also provide the required medications to an allergic reaction while in care at HGCLC. I give permission for HGCLC staff/teachers to administer medication participate in age-appropriate water activities including water table play and sprinkler play. And agree with the policy on Infant Safe Sleep as stated in the parent handbook. (attached to this packet – NOTE only).
Permission to Photograph or VideoI give permission to HGCLC to pl media (Facebook, Instagram, an	notograph my child and use the resulting photographs for any purpose HGCLC deems proper including social d Twitter, etc.)
· · · · · · · · · · · · · · · · · · ·	des snacks for children 12 months and older. Food/snacks are served every 3 hours per license. Snacks served tzels Chips, Goldfish, Cheez-its, Graham Crackers, Veggie Straws. Snacks will be provided to my child while at on, evening.
Gang Free ZoneI understand that HGCLC is a Ga	ng Free Zone and have been notified as such.
Parent / Guardian Signature	



Privacy Statement

Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at Hunters Glen Childhood Learning Center (HGCLC) and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx

Safe Sleep Policy		
All staff, substitute staff, and volunteers at	HGCLC	will follow these safe sleep recommendations
of the American Academy of Pediatrics (AAI) and the Consumer Product Safe	ety Commission (CPSC) for infants to reduce the risk of Sudden
Infant Death Syndrome/Sudden Unexpected	Infant Death Syndrome (SIDS/SI	JIDS):
Always put infants to sleep on their ha	cks unless you provide Form 3010	Infant Sleen Excention/Health Care Professional

- Always put infants to sleep on their backs unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing ______ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the
 infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and
 §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].

Signature — Parent

- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

HHSC values your privacy. For more information, read our privacy policy online at: http://dx.doi.org/10.1001/pdf.	ps://hhs.texas.gov/policies-practices-privacy#security.
Signatures	
This policy is effective on: <u>August 12, 2024</u> Child's name:	
Signature — Director/Owner	Date Signed
Signature — Staff member	Date Signed

Date Signed

Hunters Glen Childhood Learning Center (HGCLC) Student Enrollment Application 2024-2025 4001 Custer Road, Plano TX 75023 * Phone - 972-519-0365 * Fax - 972-519-8336 * Website: www.huntersglen.org/clc/

Medical Form & Physician Statement

Child's Name	Date of Birth	
HEALTH INFORM	NATION & HISTORY (to be completed by parent)	
Allergies_ EPI PEN (_) Yes (_) No (HGBC must have an allergy act	ion plan on file if "Yes" is checked)	
Existing Illness		
Previous Illness		
Physical or Mental Impairment		
Special Needs		
Has your child ever been hospitalized or visited the ER?	(Please explain)	
Before your child attends classes at HGCLC, yo	u must present a current immunization record and a statement of good health fo the child's physician.	
(to	PHYSICIAN'S STATEMENT be signed by a physician & parent)	
I have examined the above-named child within the past y	vear and find that he/she is physically able to take part in the preschool program at HGCLC.	
Physician Signature		
, nysisian dignatar e	Duto	
Parent / Guardian Signature	 Date	



Operational Discipline and Guidance Policy

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards Sections 744.501(7), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child:
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior:
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, naps or toilet training;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) subjecting a child to harsh, abusive or profane language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.2803(4)(D); and
- 10) requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Additional Discipline and Guidance Measures

(Only Applies to Before or After School Program (BAP)/School Age Program (SAP) that Operates under 26 TAC Chapter 744)

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- ensure that the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for additional information; and
- ensure that the disciplinary measures used are not considered abuse, neglect, or exploitation as specified in Texas Family Code Section 261.001 and TAC Chapter 745, Subchapter K, Division 5, of this title (relating to Abuse and Neglect).

Signature			
This policy is effect	tive on the following date:	August 12, 2024	
Signed by:			
Role: O Parent	Caregiver or Employee	O Household Member (CH. 747 only)	

Minimum Standards Related to Discipline



Parent's Rights

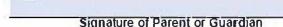
This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271. Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or quardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child:
- (9) be provided the contact information for the child care facility's local Child Care Regulation office:
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.



Hunters Glen Childhood Learning Center					
	2024-	-2025 At a Glance Calendar			
August					
	08/08/2024	Meet the Teacher 3 PM – 5 PM			
	08/12/2024	HGCLC Begins			
	08/27/2024	Family Picnic on the Playground 5:30 PM – 6:30 PM			
		September			
	09/02/2024	Labor Day NO SCHOOL			
	09/16/2024	Grandparents Day Chapel 9:30 AM – 10:00 AM			
		October			
	10/10/2024	Family Picnic on the Playground 5:30 PM – 6:30 PM			
	10/14/2024 - 10/16/2024	Fall Break NO SCHOOL			
	10/17/2024	HGCLC Resumes			
	Week of 10/28/2024	Classroom Pumpkin Parties			
		Navember			
	11/05/2024	Election Day NO SCHOOL			
	11/15/2024	HGCLC Parents Night Out 6:30 PM - 9:00 PM			
	Week of 11/18/2024	Classroom Thankful Fest *Twos - PreK			
	11/25/2024 - 11/29/2024	Thanksgiving Break NO SCHOOL			
		December			
	Week of 12/02/2024	Bible Days *Twos - PreK			
	12/13/2024	HGBC Kids Night Out 6:30 PM – 9:15 PM			
	12/17/2024	Happy Birthday Jesus Program 6:00 PM – 7:00 PM			
\	Week of 12/16/2024	Classroom Happy Birthday Jesus Parties			
	12/23/2024 -01/05/2025	Christmas Break NO SCHOOL			
	January				
	01/06/2025	HGCLC Resumes			
	01/20/2025	MLK Day NO SCHOOL			
	Week of 1/27/2025	City Heroes *Threes - PreK			
February					
	02/07/2025	HGCLC Parents Night Out (Valentines) 6:30 PM – 9:00 PM			
	02/10/2025	Open Enrollment for 2025-2026 School Year			
	Week of 02/10/2025	Classroom Valentines Day Parties			
	02/17/2025	President Day NO SCHOOL			
		March			
	03/17/2025 - 03/21/2025	Spring Break NO SCHOOL			
	03/24/2025	HGCLC Resumes			
	Week of 03/24/2025	Literacy Day			
	03/27/2025	Open House 6:00 PM – 7:00 PM			
		April			
	04/08/2025	Donuts with Dad			
	04/18/2025	Good Friday NO SCHOOL			
		May			
	05/06/2025	Muffins with Mom 7 AM – 9 AM			
	05/09/2025	PreK Mother's Day Tea 12 PM – 1 PM			
	Week of 5/12/2025	Teacher Appreciation Week			
	05/21/2025	PreK Clap Out 9:30 AM - 10:00 AM			
	05/23/2025	Last Day of HGCLC			

EA	DI		
Food Allergy	Research	& Education	

FULL VILLE BOOK δ ANADHAL VILLE EMEDGENCY CADE D

HERE
ors) to treat a severe reaction. USE EPINEPHRINE.
aten, for ANY symptoms. LY eaten, even if no symptoms are apparent.
NOSE NOUTH SKIN GUT Itchy or runny nose, sneezing Itchy or discomfort FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.
FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW: 1. Antihistamines may be given, if ordered by a healthcare provider. 2. Stay with the person; alert emergency contacts. 3. Watch closely for changes. If symptoms worsen, give epinephrine.

- Consider giving additional medications following epinephrine:
 - Antihistamine
 - Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

Epinephrine Brand or Generic:		THE PROPERTY.
Epinephrine Dose: 🗆 0.1 mg IM	□ 0.15 mg IM	□ 0.3 mg IM
Antihistamine Brand or Generic: _		
Antihistamine Dose:	o pladač ia	
Other (e.g., inhaler-bronchodilator	if wheezing):	
	100	



FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

- 1. Remove Auvi-Q from the outer case. Pull off red safety guard.
- 2. Place black end of Auvi-Q against the middle of the outer thigh.
- 3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
- 4. Call 911 and get emergency medical help right away.



HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

- 1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
- Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
- Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
- 4. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

- 1. Remove epinephrine auto-injector from its protective carrying case.
- 2. Pull off both blue end caps: you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
- 3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
- 4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.

HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

- 1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
- Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
- 3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
- 4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
- 5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.

5

HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

- 1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
- Hold SYMJEPI by finger grips only and slowly insert the needle into the thigh. SYMJEPI can be injected through clothing if necessary.
- 3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
- 4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
- 5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.

ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

- 1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
- 2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
- Epinephrine can be injected through clothing if needed.
- 4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

e.

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911		OTHER EMERGENCY CONTACTS	
RESCUE SQUAD:		NAME/RELATIONSHIP:	PHONE:
DOCTOR:	PHONE:	NAME/RELATIONSHIP:	PHONE:
PARENT/GUARDIAN:	PHONE:	NAME/RELATIONSHIP:	PHONE: