



# Little Dudes Learning Center Enrollment Form

(This form must be renewed every year – annually)

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

**Date of Birth:** \_\_\_\_\_

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

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

**Days In Care: (Choose One)**

\_\_\_\_\_ **Mon-Fri**    \_\_\_\_\_ **Mon-Wed-Fri**    \_\_\_\_\_ **Tue-Thur**

**Hours In Care:**

**Start Time:** \_\_\_\_\_

**Ending Time:** \_\_\_\_\_

**Meals/Snacks Served to Child While In Care:**

\_\_\_\_ **Breakfast**    \_\_\_\_ **A.M. Snack**    \_\_\_\_ **Lunch**

\_\_\_\_ **P.M. Snack**    \_\_\_\_ **Supper**    \_\_\_\_ **Evening Snack**

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

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

**Non-Discriminatory Policy:**

In accordance with federal law and U.S. Department on Agriculture policy, Little Dudes Learning Center, Inc. is prohibited from discriminating on the basis of race, color, nation origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication and Compliance, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (202) 260-1026, (866) 632-9992 (toll free), or (202) 401-0216 (TDD). USDA is an equal opportunity provider and employer.



## Photo/Video Consent Form

*Little Dudes Learning Centers, Inc. (LDLC) sometimes takes photographs, audio or video footage for educational purposes and occasionally for publicity and/or advertising purposes. Any letters, e-mail, and other written material made from you and addressed to us, such as letters of recommendations, testimonials about our program, etc. may also be used. These may appear in our printed publications, on our website, etc. Before taking any pictures, audio, or video footage or using written correspondence for these purposes, we need your permission. Please read and sign the form below where shown.*

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_, do hereby authorize and consent to the use of photos, video, or audio recordings of myself or of my child by Little Dudes Learning Centers, Inc. educational or promotion purposes, including, but not limited to, print, audio, video, and web promotion. I also agree that any writing or other material in connection with Little Dudes Learning Centers, Inc., including any correspondence from our family, may be used in promotional materials.

I agree that all such portraits, pictures, photographs, video, and audio recordings shall remain the property of Little Dudes Learning Centers, Inc. unless otherwise noted. In addition, I waive all claims to compensation or damages based on the use of my or my child's image, correspondence, or voice by Little Dudes Learning Centers, Inc.. I also waive the right to inspect or approve the finished product.

I attest that I have read this consent form and fully understand its contents.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date



## 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) Pinching, shaking, or biting a child;
  - 4) Hitting a child with a hand or instrument;
  - 5) Putting anything in or on a child's mouth;
  - 6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - 7) Subjecting a child to harsh, abusive, or profane language;
  - 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Check one please:**

Parent

Employee/Caregiver

Household member of child-care home

# Little Dudes Parent Orientation

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

- Tour of the Center
- Introduction to Teachers
- Child Care History (i.e. Why the change in care? Expectations? Previous issues with other centers?)
- Pertinent Family Information (i.e. **food allergies**, cultural info, family relationship issues)
- Policies

**\* Children must arrive at the center no later than 9:00 am unless a doctor's note is presented.**

**\* Children must be picked up no later than 6:15 pm. After 6:15 pm a late fee will be charged: \$1.00/minute per child.**

**\* Hours of operation for children ages 6 weeks- 17 months is 7:30 am- 5:30 pm. Late Charges apply after 5:30 pm: \$1.00/ minute per child.**

**\* If your child is sent home due to fever they cannot return for 24 hours after fever subsides with no medication.**

**\* Tuition is due by the 3<sup>rd</sup> day of each month. After the 3<sup>rd</sup> a late fee of \$25.00 per week will be applied.**

- Parent Power Brochure
- School Fundraiser
- WIC Information & Income Guidelines
- Two weeks notice is required if you decide to withdraw your child from care for any reason.**

*By signing below, I acknowledge that a Little Dudes Learning Centers, Inc. employee has completed and explained all of the above. I have read and comprehend all of the information, and fully understand I am required to abide by the policies and procedures set by Little Dudes Learning Centers, Inc.*

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

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_