



CHILD CARE ENROLLMENT CHECKLIST

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ENROLLMENT APPLICATION

STUDENT INFORMATION

Enrollment Date	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Social Security Number
Preferred Name	First Name	Middle Name	Last Name
Name of person child lives with		Relationship	

PARENT/GUARDIAN INFORMATION

Mother/Guardian Name		Date of Birth	Social Security Number
Driver's License Number	State	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Home Address		City, State Zip	
Employer		Work Address	
Home Number	Work Number	Cell Number	Email Address
Father/Guardian Name		Date of Birth	Social Security Number
Driver's License Number	State	Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
Home Address		City, State Zip	
Employer		Work Address	
Home Number	Work Number	Cell Number	Email Address

AUTHORIZED RELEASE & EMERGENCY CONTACT INFORMATION

Your child will only be released to the mother, father or guardians listed above in addition to the authorized persons listed below. Legal authorities will be contacted if your child is left at the school one hour after the school closing time. Please indicate if the persons listed below should also be used as an emergency contact.

Relation	Name	Home Number	Work Number	Emergency Contact	Address
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Person(s) Not Authorized to Pick Child Up*

Enrollment Date		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Child's Preferred Name	First Name	Middle Name	Last Name

ATTENDANCE PLANS

The weekly schedule below is intended to represent a typical week and will only be used to assist with teacher scheduling. We realize actual schedules will vary based on your needs.

Days of Attendance	Normal Times of Arrival/Departure	Meals Required
<input type="checkbox"/> Monday	Arrival Time	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
	Departure Time	
<input type="checkbox"/> Tuesday	Arrival Time	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
	Departure Time	
<input type="checkbox"/> Wednesday	Arrival Time	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
	Departure Time	
<input type="checkbox"/> Thursday	Arrival Time	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
	Departure Time	
<input type="checkbox"/> Friday	Arrival Time	<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Snack
	Departure Time	

MEDICAL INFORMATION

Child's Pediatrician	Address	Phone Number
Child's Dentist	Address	Phone Number
Child Has Insurance Coverage <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name	Hospital Preference
My Child has:		If you answer yes, please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No	An allergy to medicine, food, plant, animal or insect toxin	
<input type="checkbox"/> Yes <input type="checkbox"/> No	A condition or fear that may require special care, procedures, services, medication or diet	
<input type="checkbox"/> My child had no known allergies or conditions.		

PREVIOUS CHILDCARE FACILITIES ATTENDED

Location Name	Dates of Enrollment
Location Name	Dates of Enrollment
Location Name	Dates of Enrollment

OTHER INFORMATION

How did you hear about us?	Parent Referral Name
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SIGNATURES

Signature of Parent/Guardian	Date
Signature of Director	Date

DIRECTOR USE ONLY

Withdrawal Date	Withdrawal Reason
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ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

Initial	Please read and initial that you have read, understand and agree to the following Big Blue Marble Academy Policies and Authorizations. Additional policies and further descriptions may be outlined in the Big Blue Marble Academy Parent Handbook and may be modified at any time or as otherwise notified by management.
Health Related Policies and Authorizations	
	Fever Policy If your child has a temperature of 100 degrees or more, or any symptom of a contagious disease or infection, you must make other child care arrangements. In most cases, we ask that your child remain at home at least 24 hours after leaving the school because of an illness. Re-admittance is at the discretion of the Director. In addition, I agree to notify Big Blue Marble Academy within 24 hours if any member of my immediate household is diagnosed with a communicable disease.
	Medical Authorization I agree that Big Blue Marble Academy staff may authorize the physician of their choice to provide emergency treatment in the event that neither I nor our family physician can be contacted immediately. In the event of such accident or illness, all medical expenses incurred are my responsibility. I release Big Blue Marble Academy, and all of its owners, employees, officers, directors, servants, and agents from liability incurred as a result of any act they may perform on behalf of my child.
	Medication Authorization Prescription medication will only be administered to children with written parent permission and only if required by a doctor to be given during the time of care at Big Blue Marble Academy. All paperwork must be filled out completely. Only management team members are to distribute medication and will do so according to the center medication administration schedule. We give medication only under strict guidelines as dictated by our regulatory agencies. Prescription medications will only be given to the child whose name is typed on the original prescription label. Expired medication will not be given to a child under any circumstance. Please talk to the Center Director for specific details on the Medication Administration Policy.
Pick Up Policies and Procedures	
	Delivery of Students I agree that when delivering my child to the school, I or the person I have authorized to drop off my child, will personally deliver my child to his/her teacher or the staff person in charge. I further agree that when picking up my child, I or the person I have designated, will personally come into the school and receive my child from his/her teacher or the staff person in charge. At no time will I leave my child at the school without first making his/her presence known to the staff, nor will I take my child from the school without notifying my child's teacher. I further agree that I or the person I have authorized to deliver and/or pick up my child will sign my child in/out on a daily basis.
	Pick Up Procedures and ID Verification We ask that parents list all possible individuals for pick up on the enrollment paperwork. If you have a need for anyone in addition to whom you have listed, you may call and give verbal consent. Please be aware that anyone picking a child up for the first time will be required to show identification. Parents are also asked to assign a code-word for additional security. Children should be clocked in and out of the online system in the lobby. Please be sure to share your iPad code (not door code) with other individuals dropping off and picking children up. (i.e. grandparents, aunts, uncles, and friends) There is a visitors log located next to the clock system. Visitors into the center will be asked to sign in upon entry into the building.
	Parent Drop Off and Pick Up Policy To ensure the safety of children enrolled in our school during pick up and drop off times, please use the following policy: Upon enrolling, parent/guardians are given security codes to open the front door and a code to electronically sign their child in and out. The keypad is located in the office. Drop Off: During drop off, parent/guardian must take their child to their assigned classroom. <u>No child should be left unattended in the front area, left unattended to walk to his or her class room alone, or dropped off at the front door.</u> A parent/guardian should always escort their child to their classroom. Pick Up: No children are allowed to exit the building without a parent/guardian. Our parking lot is really busy during drop off and pick up times, so please make sure children are supervised at all times. Authorized Person(s) for pick up: On the enrollment application, parent/guardian has authorized person(s) to pick up their child(ren). Any person authorized to pick up your child(ren) must follow the above stated policies. It is the parent/guardian's responsibility to share this policy with those authorized to pick up the child. All authorized people who are unknown to the staff, must have a photo id in order to pick up. No exceptions will be made.
	Authorized Pick-Up Denied In the event that an authorized person comes to the center to pick up a child and a member of management feels that the individual is not in a condition to do so, we reserve the right to deny the person to transport the child. In the event that this should happen, we will: 1) If authorized person is not parent/guardian, call them first. 2) Ask if there is someone else that could be called to come get the child. 3) If person becomes aggressive or threatening, call 911.
Special Permissions	
	Public/Private School Transportation I <input type="checkbox"/> do <input type="checkbox"/> do not give my permission for my child to be transported to and/or from a public/private school. I understand that it is the policy of Big Blue Marble Academy not to allow any child to enter or leave the school unless escorted by an adult. If my child is not to ride the bus, I will contact the center by 2:00 PM to notify them. A \$10 charge will be applied if the center must call me. School Name: _____ Grade: _____
	Field Trips and Special Activities I <input type="checkbox"/> do <input type="checkbox"/> do not give my permission for my child to participate in field trips and special activities away from the school. I understand that I will be notified in advance of any instances in which my child will be taken from the school, including the date, destination, and method of transportation of such trip. In addition, I understand that I will be required to provide written authorization for each field trip/activity away from the school.
	Activities Planned Outside the Fenced Area of the Facility I <input type="checkbox"/> do <input type="checkbox"/> do not give my permission for my child to participate in activities planned outside the school's fenced area.

	Swimming/Water Related Activities I <input type="checkbox"/> do <input type="checkbox"/> do not give my permission for my child to participate in swimming/water related activities.
	Media Authorization I <input type="checkbox"/> do <input type="checkbox"/> do not give my permission for me, my spouse, and/or my child to be photographed or videotaped by Big Blue Marble Academy. I understand that this media may be used for current/future marketing purposes on printed materials, website, and/or social media outlets.

Discipline Policy

	Discipline Policy I have received a copy of Big Blue Marble Academy's discipline policy. The policy has been discussed with me and all my questions have been answered. I understand that Big Blue Marble Academy does not allow corporal punishment and I will be consulted for advice and/or suggestions of other possible disciplinary actions for my child if necessary.
	Suspension and/or Termination Big Blue Marble Academy reserves the right to suspend or terminate a child based on behavior. Parents will be given a written one-week notification of termination, however immediate termination could occur if Big Blue Marble Academy staff feel it cannot maintain the safety and well-being of the child, other children or BBMA staff.

Safety Related Policies and Procedures

	Appropriate Dress Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. For safety reasons, children cannot wear open-toe shoes, sandals or flip-flops. We also prohibit any jewelry on children, including, but not limited to, teething necklaces or bracelets.
	Child Abuse/Neglect As a child care provider, Big Blue Marble Academy is mandated by state law to report any cases where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by other than an accidental means by a parent, guardian or caretaker, to the proper authorities. Big Blue Marble Academy will cooperate fully with the authorities in the investigation of all such cases. In accordance with state laws, children may be interviewed by investigating agencies without parental or center permission. To avoid any misunderstandings, parents are encouraged to keep the school director aware of any unusual bruises, marks or injuries occurring at home.
	Emergency Medical Plan/Evacuation Plan Big Blue Marble Academy has adapted an emergency medical plan and evacuation plan that is specific to each individual center. These plans specify the route in which children are evacuated, the place in which children are transported in the event of evacuation from the premises, and the duties of each staff member in the event of an emergency. These plans are updated no less than annually and are reviewed in our staff meeting. If a parent would like to review either of these plans they shall be made available. They are both kept in Emergency binders in the office.
	Free and Full Access The center shall permit the parent of a child in care free and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access. The center must be provided a copy of the court order upon enrollment or as soon as the court order has been signed, whichever occurs first.

Operational Policies

	Confidentiality Statement Information pertaining to your child is considered confidential and will not be released by Big Blue Marble Academy to third parties without first obtaining your written permission. However, it may be necessary to share relevant information relating to your child's family situation, medical status and behavioral characteristics with authorized members of the state child care licensing agency or with persons authorized by the state licensing regulations or law to receive such information. Big Blue Marble Academy is required to comply with subpoenas for information and documentation, without parental consent.
	Liability Notice Big Blue Marble Academy has liability insurance coverage. Parents will be provided a copy of the policy at request.
	Provisional Employment Including Teachers From time to time circumstances may arise in which the center must provisionally employ staff members in order to meet state licensing requirements. The only events in which provisional employees will be employed are due to unexpected or emergency staff vacancies. Big Blue Marble Academy will follow all requirements set forth by the Department of Social Services before employing anyone provisionally. Occasionally to meet proper ratios and to ensure child safety, with approval from the state Licensing department, we may hire a provisional teacher. Until all paperwork has been approved the provisional employee will remain in direct supervision of a regular teacher.

Contact Information

	Change of Status I agree to notify Big Blue Marble Academy immediately of any changes that occur in the information provided in this enrollment application including work and home address, phone numbers, physician's name, living arrangements, health information, emergency contacts, etc.
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SIGNATURES

Child Name	Signature of Parent/Guardian	Date
Child Name	Signature of Director	Date



MULTIMEDIA PERMISSION

Child's Name		Date of Birth
Parent/Guardian Information		
Name	Relationship to Child	
Phone Number	Email Address	
<p><input type="checkbox"/> YES! I give permission for my child (listed above) to be included in photographs or videos during normal childcare hours, field trips, or special activities. I understand that these photographs and/or videos may be used for marketing purposes. This may include but is not limited to our website, newsletters, bulletin boards, social media sites, television and radio advertising and various print media. Pictures would be selected to highlight activities and events in our classes and or special events held by Big Blue Marble Academy. We will never reference your child by name or provide any specific information regarding your child. The pictures will only be used in an appropriate and professional manner by Big Blue Marble Academy to market our centers and showcase our company. By giving my permission, I understand it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.</p> <p><input type="checkbox"/> NO! I do NOT give permission for my child to be featured in photographs or videos taken by Big Blue Marble Academy.</p>		
Parent/Guardian Signature		Date

Please complete a form for each child in the family.



TRANSPORTATION AUTHORIZATION

Child's Name		Date of Birth
School Location		
School Name	School Phone Number	
Address	City, State Zip	
Approximate Miles from pick up location to Big Blue Marble Academy Facility		
Authorized Days of the Week for Transportation		
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Authorized Person to Receive My Child		
Name BBMA Staff	Phone Number 281-557-2001	
If my child is not present at the school, please contact first:		
Name	Phone Number	
Agreement		
In the event that my child is not to be transported as outlined above, I agree to notify Big Blue Marble Academy.		
Parent/Guardian Signature	Date	



VEHICLE EMERGENCY MEDICAL INFORMATION

Child's Name		Date of Birth	
Father's Information		Mother's Information	
Father's Name		Mother's Name	
Home Number	Work Number	Home Number	Work Number
Emergency contact in the event parents cannot be reached			
Name		Phone Number	
Child's Doctor		Phone Number	
Medical Facility the Center Uses Clear Lake Regional		Address 500 Medical Center Blvd., Webster, TX 77598	
Child's Allergies		Current Prescribed Medicine	
Child's Special Needs and conditions			
In the event of an emergency involving my child, and if Big Blue Marble Academy cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.			
Parent/Guardian Signature		Date	
Witness Signature		Date	



AUTHORIZATION FOR MEDICAL RELEASE

To	From
Office Number	Date
Fax Number	Total Number of Pages
Patient Information	
Child's Name	Date of Birth
<p>I give permission for _____ to release medical information to <i>Doctor Name/Practice Name</i> Big Blue Marble Academy (BBMA) via fax at 281-557-3992.</p> <p>This information is to include: <input type="checkbox"/> Immunizations <input type="checkbox"/> Admission Information <input type="checkbox"/> Hearing and Vision (Ages 3.5 and older)</p> <p>Should you need further clarification of this, please contact BBMA at 281-557-2001 or I can be reached by phone at: _____.</p>	
Authorization	
Parent/Guardian Name (Print)	Signature

SCHOOL AGE CHILDREN:

My child attends the following school:

Name of School and Address
School Ph.#

CHECK ALL THAT APPLY:

His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

 Name of sibling(s): _____

My child has permission to: walk to or from school or home,
 ride a bus, and/or be released to the care of his/her sibling(s) under 18 years old.

IMMUNIZATION RECORD:

I have provided the childcare operation with a copy of my child's most current immunization record.

ADMISSION REQUIREMENT: If your child does not attend pre-kindergarten or school away from the child-care operation, one of the following must be presented when your child is admitted to the child-care operation or within one week of admission.

Please check only one option:

1. **HEALTH-CARE PROFESSIONAL'S STATEMENT:** 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's Signature Date

2. A signed and dated copy of a health care professional's statement is attached.

3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of; I have attached a signed and dated affidavit stating this.

4. My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and will submit it to the child-care operation.

Name and address of health care professional:

_____ _____
Signature - Parent or Legal Guardian Date

VISION	R 20/ _____	L 20/ _____	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
SIGNATURE _____		DATE _____	
HEARING	1000 Hz	2000 Hz	4000 Hz
R			
L			
SIGNATURE _____			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
DATE _____			

Signature – Parent or Legal Guardian

Date



GROUP CARE ACCOMMODATIONS CHECKLIST

Child's Name		Date of Birth
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Weight	Height

Note: This Group Care Accommodations Checklist is used as part of our enrollment process to gather information to assist in meeting the needs of the children we serve. Please complete this form and return it with supporting enrollment documentation. Some information provided may require supporting documentation to make sure your child's needs can be met. This process may take up to 5 days once all the needed information has been collected in order to make an informed enrollment decision.

Information to be completed by the parent

Does your child have a history of the following:

- | | |
|---|--|
| <input type="checkbox"/> Asthma or other respiratory issues | <input type="checkbox"/> Other medical issues, list: _____ |
| <input type="checkbox"/> Allergies, please list _____ | <input type="checkbox"/> Speech therapy |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Occupational therapy |
| <input type="checkbox"/> Seizures, list type: _____ | <input type="checkbox"/> Physical therapy |

Does your child have an Individual Education Plan (IEP)? Yes No (If so, attach)

Does your child have an Individual Family Service Plan (IFSP)? Yes No (If so, attach)

Does your child utilize any type of specialized equipment? Yes No (If yes, explain)

Does your child have any special dietary needs? Yes No (If yes, explain)

Does your child have any developmental issues that have been identified by a physician or supporting agency? Yes No (If yes, explain)

Does your child take any types of medication on a regular basis? Yes No (If yes, list)

Will this medication be administered at the center? Yes No

Does the staff require any type of special training to administer the medication? Yes No

Does the child require any specific accommodations in group care?

- Sleeping: _____
- Toileting: _____
- Feeding: _____
- Medical Procedures: _____
- Special Equipment: _____

Will staff need special training to provide care for this child? Yes No (If yes, explain)

Parent/Guardian Information

Name	Home Number	Alternate Number
Parent/Guardian Signature	Date	

INFORMATION RELATED TO THIS MATTER WILL BE MAINTAINED IN STRICT CONFIDENCE AND SHARED WITH PERSONNEL OF THE BIG BLUE MARBLE ACADEMY ONLY AS REQUIRED TO ASSURE THAT THE CHILD'S HEALTH CARE NEEDS ARE MET.



DISCIPLINE POLICY

Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, **Big Blue Marble Academy** uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ✓ Communicate to children using positive statements.
- ✓ Communicate with children on their level.
- ✓ Talk with children in a calm quiet manner.
- ✓ Explain unacceptable behavior to children.
- ✓ Give attention to children for positive behavior.
- ✓ Praise and encourage the children.
- ✓ Reason with and set limits for the children.
- ✓ Apply rules consistently.
- ✓ Model appropriate behavior.
- ✓ Set up the classroom environment to prevent problems.
- ✓ Provide alternatives and redirect children to acceptable activity.
- ✓ Give children opportunities to make choices and solve problems.
- ✓ Help children talk out problems and think of solutions.
- ✓ Listen to children and respect the children's needs, desires and feelings.
- ✓ Provide appropriate words to help solve conflicts.
- ✓ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ✓ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.) And ask that anyone on premises refrains from the same.
- ✓ Use any strategy that hurts, shames, or belittles a child.
- ✓ Use any strategy that threatens, intimidates, or forces a child.
- ✓ Use food as a form of reward or punishment. Use or withhold physical activity as a punishment.
- ✓ Shame or punish a child if a bathroom accident occurs.
- ✓ Embarrass any child in front of others.
- ✓ Compare children.
- ✓ Place children in a locked and/or dark room.
- ✓ Leave any child alone, unattended or without supervision.
- ✓ Allow discipline of a child by other children.
- ✓ Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate or suspend child care services for that particular child. Parents will be given a written one-week notification of termination, however immediate termination could occur if Big Blue Marble Academy staff feel it cannot maintain the safety and well-being of the child, other children or BBMA staff.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, Big Blue Marble Academy will inform the child's family and make contact with Baby Net for assessment and assistance.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Printed Name

Signature

Date

Please circle as appropriate: STAFF PARENT

If parent, name of child



NUTRITION POLICY

Policy Statement

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, **Big Blue Marble Academy** has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

Child Care Nutrition

Big Blue Marble Academy follows the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

- ✓ We serve fruit at least 2 times a day.
- ✓ We offer a vegetable other than white potatoes at least once a day.

Grains

- ✓ We serve whole grain foods at least once a day.

Beverages

- ✓ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- ✓ We do not serve sugar sweetened beverages.
- ✓ We serve only skim or 1% milk to children age 2 years and older.

Fats and Sugars

- ✓ High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- ✓ Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- ✓ We limit sweet food items to no more than two times per week.

Role of Staff in Nutrition Education

- ✓ Staff provides opportunities for children to learn about nutrition 1 time per week or more.
- ✓ Staff acts as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

All meals that are provided for field trips will be provided by Big Blue Marble Academy. No outside foods may be brought into the center without a doctor's note or the director's permission.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All of our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu planning. Menus are rotated on a 6 week basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center. Please be sure to discuss the food items that you would like to bring prior to the party with the center director. For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

Professional Development

Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children.

My signature below indicates that I have received a copy of the nutrition policy, it has been reviewed with me, and I have read and understand this policy.

Printed Name

Signature

Date

Please circle as appropriate: STAFF PARENT

If parent, name of child



PHYSICAL ACTIVITY POLICY

Policy Statement

Big Blue Marble Academy recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day **Big Blue Marble Academy** will:

Daily Outdoor Play

- ✓ Encourage a least restrictive, safe environment for infants and toddlers at all times.
- ✓ Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- ✓ Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ✓ Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ✓ Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- ✓ Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

Will encourage children to be physically active indoors and outdoors at appropriate times.
Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

Screen Time Limitations

Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Activity

We at **Big Blue Marble Academy** have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name!

It is our expectation that children will go outside EVERYDAY! **We will monitor the weather temperatures and heat index to ensure that appropriate time frames are adhered to and we then proceed to have indoor large muscle time if need be.** If you feel your child is too sick to go outside then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

My signature below indicates that I have received a copy of the physical activity policy, it has been reviewed with me, and I have read and understand this policy.

Printed Name

Signature

Date

Please circle as appropriate: STAFF PARENT

If parent, name of child



Location Contact Information		
3001 West Bay Area Blvd. Friendswood, TX 77546		Phone 281-557-2001 Fax 281-557-3992 Email center21@bbmacademy.com
Operational Hours and Holiday Closings		
Daily Hours: Monday - Friday 6:00 am - 6:30 pm		
Holiday Closings: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. If a holiday falls on a Saturday, it will be observed on Friday. If a holiday falls on a Sunday, it will be observed on Monday. Early Closings: We close at 12:00 pm on Christmas Eve.		
Center Policies		
Immunizations: Employees are not required to receive any vaccinations to work at this center.		
Hearing & Vision Requirements: Children four years of age or older, who are enrolled in any facility for the first time, should be screened for vision and hearing within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for summer, the child's vision and hearing must be tested by December 31 of that year. Children previously enrolled in a facility that is four or five years of age on or before September 1st must be screened for vision and hearing by December 31st.		
Health and Safety: To minimize the spread of illness and maintain the health of all children at the center, BBMA trains employees on health checks, if applicable, to look for signs of illness. We may, if applicable, conduct health checks on the children prior to the arrival or throughout the day at the center. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness or injury, in response to changes in the child's behavior since the last day of attendance. We will observe the child and look for signs of illness and parents will receive documentation on either the daily communication sheet or incident/accident/illness report.		
Child Abuse and Neglect: BBMA trains employees on the prevention, recognition, and reporting requirements for child abuse situations. This training is required to be completed during their first 90 days of employment and each subsequent year of employment. The training includes opportunities for feedback and a written questionnaire to insure an understanding of the information presented. We will inform parents of information on child abuse or neglect prevention methods as well as warning signs of abuse for our employees and parents through the following methods: memos, monthly newsletters, and on the center website or social media. The information provided might include local child advocacy websites that give extensive information for preventing and/or detecting abuse. Parents of children who are/have been victims of abuse or neglect should contact the local child advocacy center, child protective services or law enforcement to obtain assistance and intervention. A list of your community child advocacy websites or other information on child abuse can be obtained from your Center Director.		
Emergency Preparedness: In the event of an emergency, the alternate location below is a safe place if there is a need to move the children off property. Our center has an emergency plan for a safe evacuation of the children that need special accommodations. All infants will be evacuated in a crib to a safe location. Please see your Center Director for information regarding our Emergency Evacuation Plan. Safe Location: Kroger #744, 3135 FM 528, Friendswood, TX 77546, 281-557-4563		
Parent Communication: Parent participation for events such as class parties, class activities, school events, etc., is communicated through postings in the classrooms, school activity board, front area, social media, newsletters, parent calendars, emails and parent handouts.		
Breastfeeding: If you need a place to breastfeed, Big Blue Marble Academy will provide you a quiet location.		
Texas Minimum Standards: A copy of TEXAS Minimum Standards for childcare centers is available for review from your Center Director. If you have any comments or concerns, you can contact your local licensing agency at 713-940-5200 or visit their website at https://www.dfps.state.tx.us . This center is regulated by The Department of Family and Protective Services (DFPS). You are entitled to the following information at your request: the most recent DFPS Inspection/Investigation Report, documentation of liability insurance that complies with Human Resources Code, Section 42.049, the most recent Fire Marshal's Inspection Report, the most recent Health Department's Sanitation Inspection Report, the most recent Gas Pipe Inspection Report, the licensed center's operational policies.		
Animals: None (if there are animals in the center, a list will be posted at the front.)		
Water Activities: The following water activities our center participates in includes: sprinkler play, and swimming pools.		
Gang Free Zone: Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this center is a violation of this law and is therefore subject to increased penalty under state law.		
Parent/Guardian Acknowledgment		
Name	Signature	Date



PARENT HANDBOOK ACKNOWLEDGMENT

This is to certify that I have received, read; understand the *Big Blue Marble Academy Parent Handbook*.

I agree to and will abide by all policies and procedures set forth in the *Big Blue Marble Academy Parent Handbook* and understand that this form will be kept in my child's registration packet and placed in his/her file.

My signature acknowledges that I understand these policies and that I will be notified of any changes to them.

Child's Name

Parent/Guardian Name

Parent/Guardian Signature

Americans with Disabilities Act

The Big Blue Marble Academy does not discriminate based on disability in its application and enrollment processes or access to services. Please inquire with the center director for further information regarding the Americans With Disabilities Act and accommodations.



AUTOMATIC DRAFT AUTHORIZATION FORM

Date		Child's Name	
PAYOR INFORMATION			
Last Name		First Name	Middle Initial
Address		City/State/Zip	
FINANCIAL INSTITUTION INFORMATION			
Name		Branch	
Address		City/State/Zip	
Routing Number		Account Number	
Amount	Date(s) of Draft	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
<p>I hereby authorize Big Blue Marble Academy to automatically deduct payments from the checking account listed above. I also authorize the above-listed financial institution to honor those deductions from my account.</p> <p>This authorization will remain in effect until Big Blue Marble Academy has received a written request for termination. I understand if payment is returned from my financial institution, I will be responsible for bank fees and/or late fees this may cause.</p> <p>Automatic Draft Authorization Form Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Payor Information completed. <input type="checkbox"/> Financial Information completed. <input type="checkbox"/> Voided Check is attached. 			
Printed Name			
Authorizing Signature			Date

A VOIDED CHECK MUST BE SUBMITTED WITH THIS FORM.

