



Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information

Operation's Name Excellence Early Learning Center		Director's Name Aminah Knight	
Child's Full Name	Child's Date of Birth	Child Lives With <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian	
Child's Home Address		Date of Admission	Date of Withdrawal
Name of Parent or Guardian Completing Form		Address of Parent or Guardian (if different from the child's)	
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File <input type="radio"/> Yes <input type="radio"/> No
Give the name, address, and phone number of the responsible individual to call in case of an emergency if parents/guardian cannot be reached			Relationship
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

Consent Information

Check All That Apply:

1. Transportation

I give consent for my child to be transported and supervised by the operation's employees:

- for emergency care on field trips to and from home to and from school

2. Field Trips

- I give consent for my child to participate in field trips.
 I do not give consent for my child to participate in field trips.

Comments

3. Water Activities

I give consent for my child to participate in the following water activities:

- water table play
 sprinkler play
 splashing/wading pools
 swimming pools
 aquatic playgrounds

4. Receipt of Written Operational Policies (Check All that Apply)

I acknowledge receipt of the facility's operational policies, including those for:

- | | |
|--|---|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website |

5. Meals

I understand that the following meals will be served to my child while in care:

- None
 Breakfast
 Lunch
 Afternoon snack
 Supper
 Evening snack

6. Days and Times in Care

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Authorization For Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone Number
Name of Emergency Care Facility	Address	Phone Number

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature — Parent or Legal Guardian

Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? Yes No

Plan Submitted on

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature — Parent or Legal Guardian

Date Signed

School Age Children

My child attends the following school

School Phone Number

My child has permission to (check all that apply):

- walk to or from school or home ride a bus be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address

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.

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 or she is able to take part in the day care program.**

Signature — Parent or Legal Guardian

Date Signed

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 submit it to the child care operation.

Name	Address of Health Care Professional
------	-------------------------------------

Signature — Parent or Legal Guardian

Date Signed

Requirements for Exclusion

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ Pass Fail

Signature

Date Signed

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail
_____ Signature				_____ Date Signed

Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12–15 months (first dose)	
	4–6 years (second dose)	
Varicella	12–15 months (first dose)	
	4–6 years (second dose)	
Hepatitis A	12–23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

_____ Signature

_____ Date Signed

Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.

_____ Signature

_____ Date Signed

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test (If Required)

Positive Negative

Date

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian

Date Signed

Center Designee

Date Signed

Excellence Early Learning Center



Parent and Provider Contract/Enrollment Application

www.excellenceearlylearningcenter.com

Date of application _____ Date of start date _____

Child's name _____ Age _____ Sex _____ Birth date _____

Home address _____ City/Zip _____

Parent Name 1 _____

Home Phone _____ Mobile _____ Work _____

Email Address _____

Home Address _____ City/Zip _____

Parent Name 2 _____

Home Phone _____ Mobile _____ Work _____

Email Address _____

Home Address _____ City/Zip _____

1. Daycare Payments via the Brightwheel app:

- a. **All payments are due on the Wednesday before care is given.**
- b. Late payments will incur a fee of \$10 per child, per day.
- c. Students will be disenrolled if payment is not received by the Friday before the week of childcare.
- d. **If a child is absent due to illness or family reasons for 1-5 days during the week, parents are still responsible for full childcare fees for that week; failure to make payments will result in disenrollment and could lead to termination of care.**
 - i. *In the unlikely event that a child is disenrolled for late payment, parents will need to pay the registration fee and complete the enrollment packet again if the family would like to resume care.*
- e. Parents may either choose to sign up for the weekly or daily rate at the time of registration. However, parents **may not fluctuate between weekly and daily rate** under any circumstance.
- f. **Refunds or prorated fees will not be granted** under any condition due to students absence or early pickup
- g. Parents are responsible for normal weekly fees during Excellence ELC holiday closures which are noted on the events calendar of the Excellence ELC website.

2. **We are open Monday through Friday (6:30am to 6:00pm).**

Kindly note the expected pickup and drop off time: _____

3. Please mark the days of the week you will need childcare.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

4. Fees:

- Updated fees are located on the Excellence ELC website under the "view plans" tab.

5. The amount of the deposit for childcare is **\$100**. The amount of the deposit listed will be due at the time of registration and is non-refundable.

6. The Following subjects are of special concern to us. **Both parents/custodians please initial each.** Your initials indicate each subject is read, understood, and agreed upon.

- A. (_____) (_____) **DIAPERS/WIPES/NAPPY BAGS:** It is the parent's responsibility to provide diapers, wipes, nappy bags and diaper cream for your child. **It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers).** Each child has his or her own labeled diaper bin.
- B. (_____) (_____) **TRIAL PERIOD:** The **first 30 days of your child's enrollment will be regarded as a trial period**, in which case either party may terminate the contract without notice. Each child responds differently to a new environment, new children/providers, and moms/dads absence. We are patient and good at what we do, so most of the time this is a non-issue. However, there are rare times in which we must consider the well being of the group (the other children in our care). If for whatever reason, either party feels our childcare environment may not be the best fit, either party reserves the right to utilize this time period as a trial and terminate the contract without resentment, judgment, or ill-will.
- C. (_____) (_____) **TERMINATION POLICY:** After the first 30 days of enrollment, **14 Days written notice from parent or provider is required to terminate the contract**, with the exception of gross misconduct on part of the provider, parent, or child.

- D. () () **HOURS OF OPERATION:** We are open from open **Monday through Friday 6:30am to 6:00pm. We close promptly at 6:00pm.** At 6:00pm each day we have to quickly run off to our children's football, baseball/softball and gymnastics, games/practice. So please be considerate of our time when budgeting yours. If your late to pick up "once in a blue moon", because of bad traffic or whatever, we understand and no hard feelings. But if late pickups become a regular occurrence, then we may not be the best fit for your childcare needs, and we may be forced to terminate our childcare arrangement.
- E. () () **DAYCARE INTERIOR/EXTERIOR DOORS:** Children love to go through open doors. If a door is opened most of the younger children will follow you through it. As you can imagine this can be disruptive to temporarily loose control of which children are in which room with each parent pickup and drop off. **So please promptly close each door after opening it without letting any children following you through it.**
- F. () () **GUIDELINES REQUIRING EXCLUSION FROM DAYCARE:** **A child with any of the following illnesses must be completely free of any symptoms before returning to daycare.** If your child is taking antibiotics for an illness, your child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F under the arm), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, lice, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.
- G. () () **PICK-UPS AND DROP-OFFS:** (a) **Please make your pick-ups and drop-offs brief (no more than a couple minutes).** As you can imagine it takes quite a bit of effort to retain control of a room full of two year olds. Children act up considerably when other parent's are present. If you linger this makes our job much harder.
- H. () () **SUPPLIES:** **Please ensure that your child has the following:**
- a. **2 complete changes of clothes in a labeled Ziploc bag**
 - b. **1 nap-time sac (toddlers) 1 fitted sheet for playpen (infants)**
 - i. **nap sacs and fitted sheets will be sent home every Friday to be washed, kindly bring them back Monday morning**
 - c. The following supplies must be replenished the first Monday of every month
 - i. 1 box of 100 count disposable gloves
 - ii. 1 container of disinfectant
 - iii. 1 box of facial tissue (first day of care and replenished as needed)

- I. () () **DAILY SIGN-IN AND SIGN-OUT:** I agree to sign my child in and out every day using the school's attendance procedure.
- J. () () **TOYS FROM HOME:** Kindly do not bring toys from home. Overtime, I have found that they cause conflict amongst the children as the child who brings the toy from home often does not want his/her friends to touch it and sometimes home times are not appropriate in a daycare setting. We will have times for show and tell when children will be invited to bring toys from home.
- K. () () **SUSPENSION OR EXPULSION:** I understand the safety and well-being of all students at EELC is of utmost importance. If my child is hurting him/herself, staff, or other children or destroying property:
- a. A conference will be scheduled with parents and a behavior intervention plan will be created
 - b. If the unwanted behavior persists after a week of the behavior plan being implemented the students will be suspended for up to 3 days and the parent will not receive a refund or credit.
 - c. If the unwanted behavior continues after the child returns from suspension, the child will be expelled from the daycare without refund or credit for days that have been paid for.
 - d. Gross misbehavior such a causing serious harm to one's self, staff or other children may result in immediate expulsion without refund.



Excellence Early Learning Center: Policy for Administering Medication

If you would like EELC staff to administer medication to your child, you must give consent in the following format:

- In writing, signed and dated; or
- In an electronic message via the Brightwheel app; or
- email format that is capable of being viewed and saved; or
- By telephone to administer a single dose of a medication.

Kindly note that authorization to administer medicine must be given for each medicine at a given time.

- You, the parent/legal guardian may not authorize the medication in excess of the medication's label instructions or the directions of the child's health-care professional.
- Parent authorization is not required if EELC administers a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that the medication is administered as prescribed, directed, or intended.

Authorized Medication will be given:

- ✓ As stated on the label directions; or
- ✓ As amended in writing by the child's health-care professional.

Medication must:

- ✓ Be in the original container labeled with the child's full name and the date brought to EELC
- ✓ Not be administered after its expiration date.

The following will be recorded when administering medication to a child:

- ★ Full name of the child to whom the medication was given;
- ★ Name of the medication
- ★ Date, time, and amount of medication given; and
- ★ Full name of the EELC caregiver administering the medication

Medication administration records will be kept on file for at least three months after administering the medication.

Consent for Diaper Cream/ Ointment

____ Yes, I will provide diaper cream/ ointment and would like it applied after each diaper change.

____ Yes, I will provide diaper cream/ ointment and would like it applied if my child has a diaper rash.

I _____, parent/ legal guardian of _____ have read and agree to the policies and procedures stated above.

Parent/ Legal Guardian Signature

Date



Excellence Early Learning Center: Pick Up and Drop Off Policy

Parking

When dropping off or picking up your child, you are welcome to use any of the parking spaces in front of the building and to the right of the building.

Timings

All children are asked to arrive no later than 9:30. Breakfast is not served after 9:15 and Circle Time begins at 9:30. Kindly inform staff via the Brightwheel app if your child will be late due to an unforeseen event or a doctor appointment.

Crying During Drop-Off

It is normal that your child may cry at times during drop-Off. The crying usually stops shortly after your departure as we quickly get children engaged in their daily routine and morning choice center. Kindly make your goodbyes brief. As it is much easier on the child when the separation is not long and drawn out.

Lateness/ Absences

If your child will be absent or arriving late, kindly send a message in the Brightwheel app.

Timely Pickup

It is the parents responsibility to ensure that children are picked up by their contracted times and ultimately no later than 6:00 pm. If you are unable to pick up your child by the contracted time, alternate arrangements must be made. If a parent cannot be contacted, it is our policy to call an emergency contact. If parents or emergency contacts cannot be reached, authorities will be called to ensure the safety of the child.

Late Fee

A late fee of \$5.00 per 15 minutes per child will apply if a child remains in care after 6:00 pm unless prior arrangements have been made or if it can't be helped due to an emergency or weather situation. This late fee will be added to the week's normal charges.

Child Release Regulations

Your child will not be released to anyone who is under the influence of alcohol or drugs. If your child is taken anyways, authorities will be notified and your daycare contract will be terminated immediately.

Non-Designated Person

Please notify us if a non-designated person will be picking up your child. Photo identification will be necessary for anyone picking up your child that is not notated on the authorization form. If consent and/or proper ID are not received, the child will not be released and the parent will be responsible for any additional fees that are incurred as a result. Please understand this is for your child's safety.

I _____, parent of _____ have read, understand and agree to the contents of this form.

Parent's/ Legal Guardian's Signature

Date



Excellence Early Learning Center: Sick Child Policy

Excellence Early Learning Center takes great care to ensure the health and safety of all children and staff at EELC. Kindly, read our policy below regarding when you must keep you must keep your child home due to illness and sign below.

Children are not allowed to attend the Excellence Early Learning center if the following exists:

- ⊗ an illness prevents the child from participating comfortably in child-care activities including outdoor play
- ⊗ an illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- ⊗ the child has one of the following (unless a medical evaluation by a health-care professional indicates that you can include the child in the child-care activities):
 - ✖ An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;
 - ✖ A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old;
 - ✖ An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
- ⊗ Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
- ⊗ A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- ⊗ Headlice

A child who was ill may return to EELC when:

- ☺ The child is free of symptoms of illness for 24 hours; or
- ☺ You have obtained a health-care professional's written statement that the child no longer has an excludable disease or condition.

I _____, parent/ legal guardian of _____ have read and agree to the policies stated above.

Parent/ Legal Guardian Signature

Date



Excellence Early Learning Center: Procedure for Parents Review of Licensing Rules and Reports

Excellence Early Learning Center is committed to ensure that parents feel knowledgeable and confident regarding EELC's compliance with state regulations and Minimum Standards for Childcare Licensing. Kindly, read our policy below regarding the procedure for parental viewing Minimum Standards and EELC's inspection reports:

- ✓ The most recent Licensing inspection report can be viewed at any time by parents.
 - The most recent inspection form will be available on the parent bulletin board in the reception area.
- ✓ Minimum Standards can be view at anytime by visiting:
<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-747-homes.pdf>

Parent/ Guardian Signature

Date



Excellence Early Learning Center: Procedure for Parental Visit

Excellence Early Learning Center is committed to ensure that children and parents alike feel safe, comfortable, and confident at EELC. Kindly, read our policy below regarding the procedure for parental visit:

- ✓ During your hours of operation parents are welcome to observe their child, program activities, the area of the center where childcare is given, the premises, and equipment without having to secure prior approval.

*****Kindly note that impromptu visits cannot serve as parent conference time as EELC staff is responsible for caring for children at that time.**

Family Conference Timings

Kindly request family conference time a week in advance by emailing Ms. Aminah:
aminah@excellenceearlylearningcenter.com



Excellence Early Learning Center: Gang Free Zone Policy

Any area within 1000 feet of Excellence Early Learning Center is a Gang Free Zone. Texas law establishes gang free zones near schools, shopping malls and child day care centers. These laws are **intended to discourage gang related criminal activity** where people assemble en masse, students assemble for learning, or children are being cared for.

Excellence Early Learning Center

I _____, parent/ legal guardian of _____ have read and agree to the policies stated above.

Parent/ Legal Guardian Signature

Date



Excellence Early Learning Center: Breastfeeding Mom Policy

Excellence Early Learning Center is committed to supporting breastfeeding moms! We provide an adult size comfortable chair for breastfeeding moms to nurse their infant at any time. Kindly advise your proposed schedule below.

Breastfeeding Schedule:

Excellence Early Learning Center

I _____, parent/ legal guardian of _____ have read and agree to the policies stated above.

Parent/ Legal Guardian Signature

Date



Excellence Early Learning Center: Discipline Policy

The discipline policy of Excellence Early Learning Centers serves to make both EELC staff and parents aware of how children will be supported when they exhibit unwanted/ negative behavior. The following actions are in place to support children and redirect them when they exhibit unwanted/ negative behaviors:

Although reminders will be given to students as a group regarding sharing, using kind words, gentle touches to friends and giving each other personal space; students discipline will always be:

- ✓ an individualized learning experience for that child;
- ✓ appropriate to the child's level of understanding ie. Language and gestures that the child can comprehend;
- ✓ directed toward teaching the child acceptable behavior and self-control; and
- ✓ a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - such as "I love the way that you are using so many colors on your picture, kindly share the crayons with Sarah so her picture can be beautiful too"
 - Reminding a child of behavior expectations daily by using clear, positive statements
 - ie. Center rules will be reviewed every morning during circle time and each students will have an opportunity to lead the review of center rules";
 - Redirecting behavior using positive statements
 - such as "I love the way that you shared that toy with Jason earlier, let me see how nicely you can share with Sarah too" ; and
 - 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
 - If a child needs to be separated from the group, they can choose to sit in another center away from their friends and do a brief breathing exercise on his/her own or lead by EELC staff
- ✓ EELC staff will guide students to focus on a different group of approach to learning each week to guide students as they engage in learning and help students learn how to socialize positively with both their peers and adults:
 - **Play and Engagement in Learning**
 - Interacts with a variety of materials and peers through play
 - Participates in multiple play activities with same material

- Engages in pretend and imaginative play – testing theories, acting out, imagination
 - Self-selects play activity and demonstrates spontaneity
 - Uses “trial and error” method to figure out a task, problem, etc.
 - Demonstrates awareness of connections between prior and new knowledge
- **Problem Solving**
 - Identifies a problem and tries to solve it independently
 - b. Attempts multiple ways to solve a problem
 - c. Communicates more than one solution to a problem
 - d. Engages with peers and adults to solve problems
- **Creativity and imagination**
 - Uses materials/props in novel ways to represent ideas, characters and objects
 - Identifies new or additional materials to complete a task
 - Experiments to further knowledge
 - Seeks additional clarity to further understanding
 - Demonstrates innovative thinking
- **Curiosity and initiation**
 - Asks questions using who, what, how, why, when, where, what if
 - Expresses an interest in learning about and discussing a growing range of ideas
 - Actively explores how things in the world work
 - Investigates areas of interest
 - Takes objects and materials apart and attempts to reassemble them (e.g., puzzles, models, nuts and bolts)
 - Willingly engages in new experiences and activities
- **Persistence**
 - Maintains focus on a task
 - Seeks assistance when the next step seems unclear or appears too difficult
 - Modifies strategies used to complete a task



INFANT FEEDING INSTRUCTIONS FROM PARENTS

Note to Parents: According to child care licensing, infants must have their feeding instructions **updated every 30 days, until the child is able to eat table food. Each child's needs vary during this critical time of growth and development, and meeting their nutritional needs is important to us.**

Thank you for completing this form for us each month.

CHILD'S NAME: _____

TEACHERS/CLASS: _____

MONTH: _____ FEEDING

INSTRUCTIONS: BOTTLE _____

MIXING INSTRUCTIONS: _____

BREAST MILK? _____

JAR FOOD _____

FINGER FOODS _____

APPROXIMATE TIME FOR BOTTLE AND OR FOOD _____

IF CHILD HAS BOTTLE AND FOOD, FEED
WHICH FIRST? _____

For safety reasons, no milk (human or formula) or infant food is warmed in the microwave.

PARENT SIGNATURE: _____



Excellence Early Learning Center: Safe Sleep Policy

Excellence Early Learning Center takes great care to ensure the health and safety of all children and staff at EELC. Kindly, read our policy below regarding the safe sleep for infants:

- ☺ Children 18 months of age or older who are in care for five or more consecutive hours or according to the child's individual physical needs will be provided a supervised nap.
- ☺ Children 18 months of age or older are given 1 hour to fall asleep during nap time. If a child does not fall asleep after one hour, then will be provided with a quiet activity.
- ☺ The nap or rest period must not exceed three hours.
- ☺ Infants under the age of 12 months will not sleep with a blanket or any other item in their playpen. Infants may use nap sacks as requested and provided by parent.
- ☹ Children will not be forced to sleep nor will anything be put in or on a child's head or body to force the child to rest or sleep
- ☹ Children will not be confined to a child in a restrictive device to make the child rest or sleep.
- ☹ Children who do not wish to take a nap must be provided an alternative activity
- ☺ Toddlers who naps or rests in a crib/playpen will be taken out of the crib for other activities when he/she awakens.
- ☹ Sleeping equipment will not
 - block entrances or exits to the area
 - not be set up during other activities or left in place to interfere with children's useable activity space
- ☺ Sleeping equipment will
 - be arranged to provide a sufficient walk and work space for caregivers between each cot or mat;
 - be arranged so that each child and caregiver has access to a walkway without having to walk on or over the cots or mats of other children



Excellence Early Learning Center Daily Schedule—Infant & Preschool

6:30-8:15am	Arrival/ Parent Communication/ Breakfast/ Choice Time/ Infant Tummy Time and Mat Time Infant Sensory Play: Touching/ Feeling books and textured toys
8:15-9:30	Breakfast & Diapering
9:30-10:00am	Music & Morning Circle Time: Morning Literacy, Theme Introduction/ Review, Letter of the Week, Read Aloud. Independent/ Partner Choice Centers and Guided Activities. Art: Whole group art related to theme, letter of the week, number of the week, color of the week or shape of the week. attendance song, weather, news, show and tell, and introduction to new activities Infant Story Time & Language Skills: Listening, speaking, looking Infants Fine Motor Skills: Cause and Effect, Tracking, Grasping, Turning
10:00-10:30am	Outside Play: Gross Motor Activities: Balance, tossing, coordination, scooter, bicycle, tricycle, jump ropes
10:30-12:00pm	Toilet/ Diapering & Hand Washing/ Lunch
12:00-2:30pm	Story Time/ Nap Time/Rest Time/ Quiet Activities Wake up/ Mat Clean up/ Toilet/ Diapering & Hand Washing
2:30-2:45pm	Afternoon Snack, Good Manners & Health: Healthy snacks will be provided by the center and students will learn and practice good manners for eating
2:45pm-3:30pm	Afternoon Movement Dance/ Yoga
3:30-4:00pm	Music & Afternoon Circle Time: Student led number song, days of the week song, calendar work, weather, news, show and tell, and introduction of math centers Guided Activity: Integrated Whole Group Literacy/Math/ Science activity followed by independent related activities Infants Gross Motor Skills: Climbing, crawling, rolling
4:00-4:30pm	Outside Play: Parent Pick-Up-1 Gross Motor Activities: Balance, tossing, coordination Small Motor Activities: Sand/ Water table Infants Fine Motor Skills: Pounding, throwing, targeting
4:30-6:00pm	Late Snack/ Puzzles/ Blocks/ Parent Pick-Up-2