

Hope Rising Operational Policies 2018-2019

Please read each statement below, then sign and date in the space provided to indicate that you have read, understand, and agree to comply with each policy listed below.

I understand that:

- Hope Rising Preschool (HR) operates Monday through Friday, 8:00 a.m. to 2:00 p.m. Preschool hours are from 8:45 a.m. - 2:00 p.m., with extended care hours from 8:00 a.m. - 9:00 a.m. September through May. All late pick ups will be charged \$1 per minute starting at 2:00 p.m. until 2:15 and will be an additional \$50 after 2:15.
- My child will be released ONLY to persons I have officially authorized on the emergency information sheet that is kept in my child's file.
- HR cannot provide care for sick children and I agree to comply with the program's written policies concerning illness, which include compliance with the Communicable Disease Appendix of the Minimum Standard Rules (MSR) for the State of Texas.
- Medication will be administered only with written parental permission and in accordance with MSR 745.3081 through 746.3809.
- If my child becomes ill or is injured, I authorize HR to obtain emergency medical treatment and I hereby release said program and its agents from liability for action taken pursuant of this release.
- I will be notified by phone or in person regarding any emergency affecting my child. Notices regarding communicable disease occurrences will be posted and/or sent home with each child affected.
- HR follows the Discipline and Guidance Policy, as written in the Parent Handbook.
- HR serves AM and PM snacks that meet nutritional guidelines set forth by the MSR. HR is not responsible for the nutritional content of any snack or lunch sent with my child from home.
- The completed Enrollment Packet, which includes my child's current Immunization record must be returned within one week of my child being admitted into HR.
- Vision and Hearing Screening is required each school year for children age four and older (MSR 746.629). The parents will be responsible for obtaining the screening.
- I will be notified of any and all policy changes through written and/or email form of correspondence.
- HR will keep me informed of any special problems or situations which affect my child, as they occur. Communication(s) will either be verbal or written, through the communication folder and/or through email. Parents may also contact the Director at any time with concerns and/or questions.
- I may visit the center at any time during normal hours of operation in order to observe my child, operation and program activities, without having to secure prior approval.
- Parent participation and involvement is a very important part of the HR program and active participation in the total program is strongly encouraged. Each volunteer will comply with the minimum standards of child care centers.
- A copy of the State of Texas Minimum Standard Rules for Child Care Centers is available for review in the Director's office, along with the most recent Licensing Inspection Report.
- There is a flyer in the Director's office which provides information on how parents may contact the local licensing office, PRS child abuse hotlines, and PRS websites.
- HR will start dismissing at 1:45 p.m.
- Parents may schedule a meeting with the Director to review and discuss any policies or procedures of HR.

Childs Name

Parent Signature

Date

Mailing Address: P.O. Box 118, Wylie, TX 75098; Physical Address: 1100 W. Brown, Wylie, TX 75098