

Child's Name: _____

The following is a brief summary of what I have read, understood, and had the opportunity to ask questions of the Operational Policies during the tour of the facility for **Children's Fountain of Knowledge Learning Center, Inc.** The tour included:

- Overview of operational policies;
- A virtual tour of the facility and audio tour date: _____
- Visitation with classroom teacher;
- Policy for consistent arrival & late pick up;
- Hours, days, and months of operation;
- Procedures for drop-off and pick-up of children in care;
- Illness and exclusion criteria;
- Procedures for dispensing medication, or a statement that medication is not given;
- Procedures for parental notifications;
- Discipline and guidance practices;
- Meals and food service practices;
- Immunization requirements;
- Tuberculin testing requirements;
- Hearing and vision screening requirements;
- Enrollment procedures, including how and when parents will be notified of policy changes;
- All fees, tuition, registration, music participation is nonrefundable;
- Transportation;
- An explanation of Texas Rising Star Quality Certification was provided;
- Information on CCS enrollment;
- An Overview of family support resources and activities in the community;
- Child developmental milestones provided if requested;
- Limitations of technology use on site;
- Statement reflecting the role and influence of families;
- Procedures on questions with center policies, visitation, parent participation, parental review of minimum standards and instructions on how to reach PRS child abuse hotline;

My signature verifies I have read and received a copy of Children's Fountain of Knowledge Learning Center Operational Policy Manual.

Signature

Date

Revised 11/23/2021