



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 Lamar Avenue Latch Key		Director's Name James Hanley	Parents Email Address	
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. Photograph Permission

I give consent for my child to be photographed by Lamar Avenue Latch Key for use in the following ways:

- Facebook Church Website Advertising

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"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| | <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	3pm	6pm
Tuesday	3pm	6pm
Wednesday	3pm	6pm
Thursday	3pm	6pm
Friday	3pm	6pm
Saturday	Closed	Closed
Sunday	Closed	Closed

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

Signature — Parent or Legal Guardian

Date Signed

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

Lamar Avenue Church of Christ Latch Key Program

Child Pick-Up Authorization Form

Child's Name _____

Person(s) approved to pick my child up from Latch Key:

Name	Relationship	Contact Info.
		Home: _____ Cell: _____ Email: _____
		Home: _____ Cell: _____ Email: _____
		Home: _____ Cell: _____ Email: _____
		Home: _____ Cell: _____ Email: _____
		Home: _____ Cell: _____ Email: _____

Signature of Parent or Guardian

Date

Lamar Avenue Church of Christ Latch Key Program Parent Handbook

Please note:

The State of Texas minimum standards for licensed day care facilities require that we give you a copy of our guidelines. Please sign and return the receipt form to verify that you have received and accept these policies.

We want to thank you for sharing your child with us. Our staff is motivated by their love of children, their love for the Lord, and their desire to help your child grow physically, emotionally, intellectually, and spiritually. We are not interested in simply "babysitting" your children. We have great dreams for their future and hope to have a great influence in shaping their lives. We want to help them develop a good self- image, to learn God's Word, and to become socially and emotionally equipped to enjoy the future. We welcome any suggestions that you might have to improve our program. Anytime you might need to talk to the Director or a staff member please don't hesitate to let us know. We want only what is best for your child and to ultimately improve their quality of life.

We are a Licensed Daycare Facility:

We are very proud of the fact that we have met all of the minimum requirements set forth by the Texas Department of Family and Protective Services for an afterschool Daycare facility. Licensing staff will be inspecting our facility a couple of times each year to see that we meet standards in areas such as Fire Safety, Health, Sanitation, Playground Safety and Child-staff ratio. Our License, as well as state inspection reports are displayed in the postings notebook. A Copy of the Minimum Standards is also available for review if you ask.

Non- Discrimination Policy:

Lamar Avenue Latch Key does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to the students at Latch Key.

Hours of Operations:

The latchkey program hours are from 3 pm to 6 pm Monday through Friday each week. If at least 2 school districts are out then our program is closed for that period of time. Examples are, Spring break, Thanksgiving, and Christmas holidays. On early release days we will close at 5:30.

Enrollment:

Admission is based on completion of the enrollment form, medical consent form, an available opening, food allergy emergency plan if needed and payment of fees. Please fill out forms completely. We must have important information on file about your child should an occasion arise that we need to seek emergency attention and to make sure that we can reach you at all times in case of such emergency. Please pay extra attention to medical needs section so that we are aware of allergies, food allergies or special needs. Latchkey services Children from Kindergarten through 5th grade.

Release of Children: Please make sure that you list anyone who may pick up your child because your child will not be permitted to leave with anyone that isn't on the pickup list. All children must be signed out by signature and time by parent or guardian.

Suspension and Expulsion: Any child or family may be suspended or expelled for the following reasons,

1. Non- payment of fees or tuition.
2. Any disciplinary issue.
3. Violence of any kind toward the Director or staff.

Parent will be notified by certified mail. Letter of suspension or expulsion will include duration and any terms in which the child may return to care.

Our Program Schedule:

A list of our daily schedule is posted in our posting notebook for anyone that would like to see our activities. We use the gym, playground and 1 classroom on most days for class rotations. Exceptions are the gym is not used on Wednesday due to church meal and an extra classroom is used when weather is bad.

Snacks:

Snacks are furnished every day when the children first arrive and vary from Cookies to fruit to sandwiches and always served with 100 % juice or water. Parents may send snacks anytime for their child or may contribute toward group snacks. Food allergy emergency plans are posted to minimize the risk of children eating foods they are allergic to. If your child has special snack needs please feel free to let us know or bring their snacks.

Fees:

Providing an afterschool program like Latch Key takes a lot of work and requires money for staff salaries, food, games, and recreational equipment. Latch Key will always strive to provide these services at the lowest cost possible. Our current fees are

Registration Fee: 25.00 per child

Monthly Fee: 100.00 per child

Transportation: We provide transportation from Bailey, Chisum, Everett and Higgins schools. Aikin runs a school bus to our center for their students. Parents of children from other schools must provide their own transportation to Latch Key. We also pickup on early release days, however we close at 5:30 on those days.

Late Fee: All tuition is due on the 1st of each month and will be considered late after the 15th of the month. All tuition paid after the 15th will have an additional 10.00 late fee added. Late Pick up Fee: Our workers are scheduled till 6pm everyday and must be paid additional if we have to stay late for your child to be picked up, therefore a late fee of 1.00 per minute will be charged to offset this cost. This fee will be added to your next tuition charges.

Medical Needs:

All Latch Key staff and volunteers are CPR Certified and will treat minor cuts and scrapes on site. Should a medical emergency arise the child will be transported to a medical facility and parents or guardians notified as well as the Department of Family and Protective Services as required by minimum standards.

Latch Key will not be responsible for administering medications.

Latch Key does not provide nor apply insect repellent or sunscreen.

Health Checks: Lamar Avenue Latch Key does not conduct Health Checks.

Illness and Exclusion Policy:

We must provide a healthy environment for all children participating in our program. For this reason, your child will not be allowed to attend if he/she is ill or begins to exhibit certain symptoms of illness.

An ill child will not be admitted if one or more of the following exists:

- The illness prevents the child from participating comfortably in all activities, including outdoor play.
 - The 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 medical evaluation by a health-care professional indicates that the child can be included in the child-care activities:
 - Oral temperature of 100.1 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - 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, wheezing, behavioral changes, or other signs that the child may be severely ill; and
 - 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.
-
- Children are not allowed to return to Latch Key until they are free from symptoms for 24 hours or they have a doctor's statement that they can return.

Communicable disease information:

Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in 25 TAC 97.9 (relating to Diseases Requiring Exclusion from Child-Care Facilities and Schools). You can access this information from the Texas Department of Health or Licensing staff.

If your child becomes sick while in our care, I will:

- Contact the parent to pick up the child
- Care for the child apart from other children
- Give appropriate attention and supervision until the parent arrives to pick up *the child.
- Give extra attention to hand washing and sanitation if the child has diarrhea or *vomiting.
- Expect the parent or authorized person to pick up the child within 30 minutes.

Latch Key Staff are not required to be vaccinated against communicable diseases.

All Children's vaccination records must be on file with the local school districts.

Outdoor Play:

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per The Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground or in the gym.

Discipline and Guidance Policy:

Lamar Avenue Latchkey Staff uses only "Time-out" discipline. Limited to 1 minute per child's age when a supervised separation time is needed. We do not use corporal punishment at any time and try to use positive statements and redirection when the need arises. Latch Key Director reserves the right to terminate care for the child for discipline problems at any time.

Parental Notifications: When necessary to notify parents of updates, policy changes and /or upcoming activities a handout will be placed beside the sign out sheet or a notification will be sent through remind. In case of a Medical emergency parents will be notified by phone immediately.

Pest Control: outdoors. Latch Key periodically applies pesticides indoors and treatment is done by a licensed exterminator. Prior notice of the application of the pesticides is available from Latch Key at the written request of parents or guardians. A 48 hour notification will be posted prior to treatment.

Visitation: All Parents or Grandparents are welcome to visit Latch Key at any time during regular hours of operation to observe their child/grandchild, program activities, the building, grounds and equipment. Prior approval is not required.

Parent Participation in Operation's activities: Parental participation in Latch Key's activities is always welcome. Please ask the Director if you are interested in being involved.

Parental Use of Cell Phones: Latch Key discourages parent's use of cell phones while picking up their child. The children are excited to see you and are eager to tell you about their day. Teachers may also need this time to make you aware of any issues or concerns.

Gang Free zones:

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a Gang Free Zone, where criminal activities are subject to harsher penalties. Lamar Avenue Latch Key is a Gang Free Zone.

Child Abuse Reporting Law Requirements:

Latch Key staff members are required by Texas State Law and licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, neglect or exploitation. All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian.

If a staff member is suspected of abuse, parents or legal guardians of suspected abused child will be notified by Latch Key Director immediately after contact with Child Protected Services is made.

Staff, who are accused of child abuse may be suspended or given leave (with or without) pay, pending investigation of the accusation.

However, no accusation or affirmation of guilt will be made until the Child Protective services investigation is complete. Caregivers found guilty of child abuse will be immediately dismissed.

All Latch Key Staff will receive annual training on Child Abuse and Neglect

The Texas Abuse and Neglect phone number is **1-800-252-5400** or you can visit www.dfps.state.tx.us for further information or free training. You may also visit www.child or www.dfps.state.tx.us/itsuptoyou/default.asp , for other training and information. You may also contact our local Childcare licensing inspector, Emily Lipe, at 903-737-0338 or The Department of Family and Protective Services 1460 19th St NW, Paris, TX 75460 (903) 785-7541

Also Texas Children's Advocacy centers are located in Winnsboro and Paris, Texas that have parenting classes and counseling available. Parents are also invited to Paris Child Care Association meetings on the 2nd Tuesday of each month. If you have further questions or need more information, please see the director.

Other References:

Model Child care Health Policies-<http://www.ecels-healthychildcarepa.org>

Caring for our children-<http://nrc.uchsc.edu>

Prevent Child Abuse Texas-www.preventchildabusetexas.org

Lamar Avenue Latch Key Emergency Preparedness Plan

This emergency plan describes the procedures that will be used by Lamar Avenue Latch Key to provide for the care and well-being of the children under of care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. These temporary measures will be taken to provide protection for the children in our center.

Public safety officials will be made aware of this plan should a situation arise that would call for the evacuation of this Childcare facility. It is the responsibility of this facility to implement and maintain this plan.

Shelter In-Place: due to Incidents such as a Tornado, Power outage, Lockdown.

1. All children will be notified by buzzer alarm sounding twice or by walkie talkies.
2. All children will be relocated by staff to a safe room away from windows, doors etc. Safety of Children is #1 priority.
3. Emergency personnel will be notified.
4. Children and Staff will remain there until all clear is given by the Director or Person in charge if Director is absent or until child is picked up by Parent or authorized person
5. Staff will play games and sing songs with the kids when possible until threat is passed or parent pickup of children.
6. In the event of an emergency parents and guardians identified in the child's admission file will be notified by phone or remind app of the operations status, approximate duration of the emergency and when children will be available for safe pickup.
7. For lockdowns children will not be released until the area is deemed safe by local law enforcement.

Outside relocation due to: Fire, Explosion

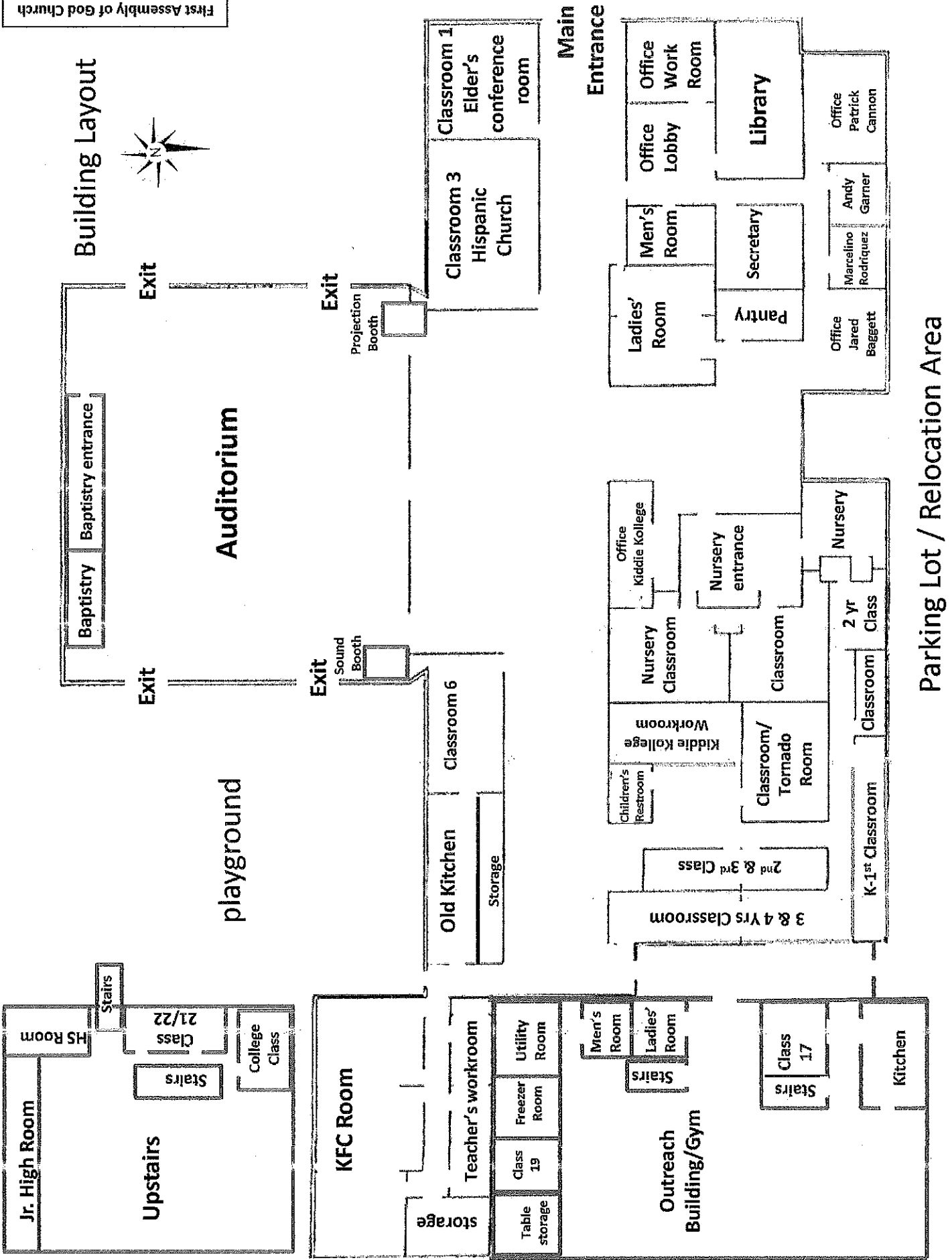
1. All children and staff will be notified by buzzer alarm sounding three times or by walkie talkies.
2. All children will be escorted outside to the northwest end of parking lot by staff.
3. Emergency personnel will be notified.
4. Children's records will be taken to this location.
5. Children and Staff will remain there until all clear is given by the Director or Person in Charge if the Director is absent or children are picked up by parent or authorized person.
6. In the event that Disaster strikes and damage to the building occurs, children will be relocated to the evacuation site by staff using the Lamar Avenue bus and vans. See evacuation and relocation.
7. Once children are safe, Childcare Licensing and parents will be notified immediately. Staff will play games and sing songs to keep children entertained until parent pickup.
8. Parent's and guardians identified in the child's admission file will be notified by phone or through the remind app of the operations status, approximate duration of the emergency and when children will be available for safe pickup.

Evacuation and Relocation

1. All children must be accounted for at the evacuation site before any relocation.
2. When a relocation becomes necessary, children will be transported by staff on bus and vans belonging to Lamar Avenue Church of Christ .
3. All children's records will be moved to relocation site.
4. The first relocation site is:
First Assembly of God Church Gym
3475 Lamar Avenue
Paris, Texas 75460
903-785-2883
5. In the event that the relocation site was damaged as well, children will be taken to North Lamar Bailey School Gym.
6. Once at the relocation facility Childcare Licensing and parents will be notified immediately.
7. Staff will keep children entertained with games, songs, etc. until parents arrive for pickup.
8. Parents and guardians identified in the child's admission file will be notified by phone or the remind app of the relocation site, pickup information and any other status details.

Emergency Phone List

James Hanley- Latch Key Director	903-517-8794
Emergency Personnel	911
Fire Department	903-784-9225
Police Department	903-784-6688
Ambulance	903-739-8981
Paris Regional Medical Center	903-785-4521
Childcare Licensing- Emily Lipe	903-737-0338
Longview Licensing Office	903-233-5237
Texarkana Licensing Office	903-791-3406
Tyler Licensing Office	903-233-5237
Poison Control	903-222-1222
American Red Cross	903-737-4390
East Texas Broadcasting	903-785-1068
Sudden link Communications	903-785-0086
Texas Abuse and Neglect Hotline	1-800-252-5400
Emily Lipe -Licensing Representative	903-737-0338





family and Protective Services

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Prevention and Early Intervention

1/23/2012

Resource Links

Listed below are resource links available with information regarding the reduction and/or prevention of juvenile delinquency, child maltreatment, and other family resources. The Texas Department of Family and Protective Services does not accept responsibility for the content on other websites. If you are aware of additional resources that would assist in the purpose of this page or if any of the links listed are no longer working, please e-mail PEL

Emergencies and Hotlines

- For immediate emergencies dial 911
- [Child Abuse & Neglect Hotline](#)- 1-800-252-5400
- Texas Runaway Hotline - 1-888-580-HELP (1-888-580-4357)
- Texas Youth Hotline - 1-800-98YOUTH (1-800-989-6884)
- [National Domestic Violence Hotline](#)- 1-800-799-SAFE (7233)
- [Baby Moses Hotline](#)- 1-877-904-SAVE (7283)
- [Texas Poison Center Network](#)- 1-800-222-1222
- [National Runaway Switchboard](#)- 1-800-621-4000
- [Texas Department of State Health Services Substance Abuse Hotline](#)- 1-877-9-NO-DRUG (966-36784)

Non-Emergency Information and Referral

- [Texas Information and Referral Network](#) - 211
- [Texas Suicide Prevention Program](#)

Prevention of Child Maltreatment

- [Texas Council on Family Violence](#) - 1-512-794-1133
- [Child Help USA](#)- 1-800-4-A-CHILD (422-4453)
- [Kids in Cars](#)- 1-636-390-8268
- [National Safe Kids Campaign](#)- 1-202-663-0600
- [National Safety Council](#)- 1-630-285-1121
- [National Center for Missing and Exploited Children](#) - 1-800-THE-LOST (843-5678)
- [Safe Place](#) 1-512-267-7233
- [Prevent Child Abuse Texas](#)- 1-512-250-8438
- [Early Childhood Comprehensive Systems Contact List](#)
- [National Resource Center for Community-Based Child Abuse Prevention](#)
- [Family and Youth Services Bureau, Administration for Children and Families, US Department of Health and Human Services](#)

Prevention Conferences and Learning Events

- [Partners in Prevention Conference](#)
- [Child Injury Prevention Conference](#)
- [Developmental Disabilities Prevention Conference](#)
- [National Child Sexual Abuse and Exploitation Prevention Conference](#)
- [National Dropout Prevention Conference](#)
- [Children's Bureau Training and Conferences](#)
- [NIH Conference Materials on the Science of Dissemination and Implementation](#)
- [Assembling the Pieces: Strategies for Implementing and Sustaining Systems of Care](#)
- [National Symposium on Child Abuse](#)

Juvenile Delinquency Prevention

- [Texas Life Skills Program for Student Parents- 1-512-463-9574](#)
- [Office of Juvenile Justice and Delinquency Prevention- 202-307-5911](#)
- [Juvenile Justice Clearinghouse- 1-800-851-3420](#)
- [University of Colorado at Boulder Center for the Study of Prevention and Violence- 1-303-492-8465](#)
- [National Network 4 Youth- 1-202-783-7949](#)
- [US Department of Health and Human Services Administration for Children and Families- 1-214-767-9648](#)
- [Texas Youth Commission A World of Prevention- 1-512-424-6130](#)

Federal and State Public Assistance Resources

- [SNAP Food Benefits\(formerly called "food stamps"\)](#)
- [Your Texas Benefits](#)
- [Texas Work Explorer](#)
- [CHIPS/Medicaid \(formerly TexCare Partnership\)- 1-800-647-6558](#)
- [National Council on Aging - Benefit CheckUp](#)
- [Texas Workforce Commission Child Care Services Subsidies Information- 1-512-936-3137](#)
- [Social Security Administration Benefits Eligibility Screening Tool](#)

Kinship Care Resources

- [Kinship Information Network - 1-772-501-0502](#)
- [Generations United- 1-202-289-3979](#)
- [AARP Grandparent Information Center- 1-888-687-2277](#)
- [Child Welfare League of America- 1-202-638-2952](#)

Drug and Alcohol Abuse Information

- [National Clearinghouse for Drug and Alcohol Information- 1-800-729-6686](#)
- [National Institute on Drug Abuse- 1-301-443-1124](#)

- [Substance Abuse Mental Health Services Agency](#)
- [Alcoholics Anonymous- 1-212-870-3400](#)

Child Care Resources

- [Search for Texas Child Care - 1-800-862-5252](#)
- [Child Care Aware- 1-800-424-2246](#)

Disability Resources

- [Texas Department on Assistive and Rehabilitative Services Early Childhood Intervention- 1-800-628-5115](#)
- [National Center on Shaken Baby Syndrome- 1-801-627-3399](#)
- [Mental Retardation Needs Council of Harris County- 1-713-680-8195](#)
- [The ARC of Texas - 1-800-252-9729](#)
- [The Association for the Deaf- 1-512-891-9405](#)
- [Texas Council for Developmental Disabilities- 1-800-626-0334](#)
- [National Association for Parents of Children with Visual Impairments- 1-800-562-6265](#)
- [National Federation of the Blind- 1-410-659-9314](#)
- [Substance Abuse Mental Health Services Agency Family Site](#)
- [National Multiple Sclerosis Society - Lone Star Chapter - 1-512-340-2704](#)
- [United Cerebral Palsy of Texas- 1-800-872-5827](#)
- [Association for Neurologically Impaired Children](#)
- [Texas Council on Autism and Pervasive Developmental Disorder- 1-512-438-3512](#)
- [Texas Parent-to-Parent- 1-866-896-6001](#)
- [Invisible Children's Project Community Toolkit](#)

Parenting Resources

- [Children's Defense Fund- 1-202-662-3568](#)
- [Parenting Teens](#)
- [Kids Health](#)
- [Texas Department of Public Safety - Sex Offender Registry](#)
- [National Sex Offender Public Website \(NSOPW\)](#)
- [Health Start, Grow Smart](#)
- [www.teenhelp.com](#)- information for teens and parents of teens with more than 100 articles on adolescent development, depression, suicide, health, learning disabilities, teen sexuality, online safety, eating disorders and many more.
- [The Center for Effective Discipline](#)
- [Report on Physical Punishment](#)

Special Education Resources

- [Texas Education Agency Office of Special Education- 1-512-463-9362](#)

- [Texas Education Agency No Child Left Behind- 1-512-463-9374](#)
- [Communities in Schools- 1-512-936-5437](#)
- [US Department of Education Office of Special Education Programs- 1-202-245-7459](#)
- [The ARC of Texas- 1-800-252-9729](#)
- [Council for Exceptional Children](#)
- [Wrights Law](#)
- [Special Education Resources for Texas Professionals](#)

Legal Issues Resources

- [Texas Law Help- 1-800-252-9690](#)
- [Texas Legal Services Center](#)
- [Advocacy Incorporated](#)

Lamar Avenue Church of Christ Latch Key Program

Acknowledgement of Receipt of Parent Handbook and Emergency Preparedness Plan

I, _____ parent/guardian of

_____ Acknowledge that I have received, read, and understand the Parent Handbook including Policies, Child Abuse and Neglect information and Emergency Preparedness Plan for Lamar Avenue Church of Christ Latch Key Program. I will talk with my child about the Latch Key Discipline Policy so that he/ she will understand what is expected of him/ her and I will support the Latch Key Director and staff in carrying out these policies. I also agree to communicate with the Director in a timely manner about any problems or concerns with the Latch Key Program, its' staff, or my child's participation in the program.

Signature of Parent/Guardian

Date:

