

Young Scholars Academy 2017-2018 Enrollment Application

Operation Name		Director's Name	
Child's Full Name		Child's Date of Birth	Child's Home Telephone No.
Child's Home Address			
Date of Admission	Date of Withdrawal		
Parent's or Guardian's Name		Address (if different from child's address)	
List telephone numbers below where parents/guardian may be reached while child will be in care:			
Mother's Telephone No.	Father's Telephone No.	Guardian's Telephone No.	Cell Phone No
Give the name, address , and phone number of person to call in case of an emergency if parents / guardian cannot be reached:			Relationship
I hereby authorize the childcare operation to allow my child to leave the childcare operation ONLY with the following persons. Please list name, telephone number for each. Children will only be released to a parent or a person designated by the parent/guardian after verification of ID.			

CHECK ALL THAT APPLY:			
1. <input type="checkbox"/> TRANSPORTATION:		I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – consent for my child to be transported and supervised by the operation's employees.	
		<input type="checkbox"/> for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school	
2. <input type="checkbox"/> FIELD TRIPS:		I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Field Trips:	
Parent's Comments:			
3. <input type="checkbox"/> WATER ACTIVITIES:		I hereby <input type="checkbox"/> give <input type="checkbox"/> do not give – my consent for my child to participate in Water Activities:	
		<input type="checkbox"/> sprinkler play <input type="checkbox"/> splashing/wading pools <input type="checkbox"/> swimming pools <input type="checkbox"/> water table play	
4. <input type="checkbox"/> RECEIPT OF WRITTEN OPERATIONAL POLICIES:			
I acknowledge receipt of the facility's operational policies including those for discipline and guidance.			
5. I UNDERSTAND THAT THE FOLLOWING MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:			
<input type="checkbox"/> None <input type="checkbox"/> Breakfast <input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack <input type="checkbox"/> Supper <input type="checkbox"/> Evening Snack			
6. MY CHILD IS NORMALLY IN CARE ON THE FOLLOWING DAYS AND TIMES:			
<input type="checkbox"/> Mondays	from:	to:	
<input type="checkbox"/> Tuesdays	from:	to:	
<input type="checkbox"/> Wednesdays	from:	to:	
<input type="checkbox"/> Thursdays	from:	to:	
<input type="checkbox"/> Fridays	from:	to:	
<input type="checkbox"/> Saturdays	from:	to:	
<input type="checkbox"/> Sundays	from:	to:	

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:	Ph.#:
Name of Emergency Medical Care Facility:	Address:	Ph.#:
I give consent for the facility to secure any and all necessary emergency medical care for my child.		
_____ Signature - Parent or Legal Guardian		

List any special problems that your child may have, such as allergies, 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 caregiver's should be aware of:

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that a 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 Legal Guardian

Date

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

SIGNATURE _____	DATE _____
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Signature – Parent of Legal Guardian

Date

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HEALTH REQUIREMENTS											
Name of Child:								Date of Birth:			
Age → Vaccines ↓	Birth	1 mos	2 mos	4 mos	6 mos	12 mos	15 mos	18 mos	19-23 Mos	2-3 Yrs	4-6 Yrs
Hepatitis B											
Rotavirus											
Diphtheria, Tetanus, Pertussis											
Haemophilus influenzae type b											
Pneumococcal											
Inactivated Poliovirus											
Influenza											
Measles, Mumps, Rubella											
Varicella											
Hepatitis A											
Meningococcal											
TB TEST (if required)	<input type="checkbox"/> Positive				<input type="checkbox"/> Negative			Date: _____			
Signature or stamp of a physician or public health personnel verifying immunization information above.											
Signature						Date					
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 _____ and does not need varicella vaccine. (date)											
Parent's signature						Date					
<input type="checkbox"/> I am excluding my child from the immunization requirements for reasons of conscience, including a religious belief. I have attached an official notarized affidavit form developed and issued by the Department of State Health Services. I understand this affidavit is valid for 2 years.											
For additional information regarding immunizations contact the Department of State Health Services at www.dshs.state.tx.us/immunize/public.shtm											

Signature – Parent of Legal Guardian

Date

YOUNG SCHOLARS DISCIPLINE AND GUIDANCE POLICY

- ◆ Discipline must be :
 1. Individualized and consistent for each child
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. 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.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps , or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

Parent

Employee/Caregiver

YOUNG SCHOLARS INTERNET USER CONTRACT FOR STUDENTS

I, _____ will obey the rules for using the Internet. I also understand that any behavior that is not acceptable may result in my not being allowed to work on-line. I am responsible for all of my actions when using technology and on-line services.

STUDENT: In using the school's network, I promise to"

- Be respectful of the rights, the ideas, the information, and the privacy of others.
- Neither send nor receive information that is not related to my schoolwork, or that can be hurtful or harmful to others.
- Report to teachers any sites or persons that demonstrate inappropriate use of on-line services.

Student Signature

Date

PARENT

I, _____, being the parent/guardian of the above student, understand the policies outlined in the Internet Usage Policy. I also understand during the student's use of the Internet, complete blockage of all unauthorized material is not guaranteed, and I will not hold the school responsible for the student's access of unauthorized material. I further agree to indemnify and hold harmless Young Scholars or Houston Independent School District for any liability they may incur as a result of my child's unauthorized use of the Internet. By signing here, I give my son/daughter permission to access the Internet through his/her school.

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YOUNG SCHOLARS ACADEMY MEDIA RELEASE FORM

I hereby grant permission to YOUNG SCHOLARS ACADEMY to photograph/interview my child,

_____ (child name).

It is my understanding that this photograph/interview or portions thereof will be used for public view.

I agree to participate in this project without financial remuneration, and I understand that this releases YOUNG SCHOLARS ACADEMY, photographer/interviewer from any future claims as well as from any liability arising from the use of said photograph/interview.

Name of child: _____

Address: _____

City, State, Zip: _____

Parent/Guardian Signature

Date

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YOUNG SCHOLARS PARENT MEDIATION AND ARBITRATION AGREEMENT

Effective August 1, 2017

Young Scholars (agency) and _____(parent/guardian),
on behalf of _____(child) agree to try to resolve any dispute
arising out of the child care agreement or the services to be performed hereunder by good faith discussion between
(agency) and the (parent). If the dispute cannot be settled through discussion, then the parties will submit the dispute to
non-binding mediation for resolution. If the dispute is not settled through mediation, the parties will submit the dispute to
binding arbitration in Houston, Texas according to the rules of the American Arbitration Association. The parties agree to
abide by the award of the arbitrators and the prevailing party may enforce the award in any court of competent
jurisdiction.

Agreed and Accepted on _____, 20_____.

Parent/Guardian Signature

Young Scholars Representative Signature

**YOUNG SCHOLARS ACADEMY
PARENT TIME CLOCK ALERT!**

Today's Date _____

To the parent(s) of _____

- Did you know you put your child's safety at risk when you fail to clock your child in and/or out!
- You might ask, "How?"
 - Young Scholars official attendance reports are generated from the time clock system. These reports are used for FIRE DRILLS, FIELD LESSONS, SPECIAL PROJECTS AND SCHEDULING ACTIVITIES, ETC. When you fail to clock your child in, your child's name fails to print on all reports.
 - When you clock your child in, then fail to clock your child out that day, your child remains in the system as clocked in. The problem then occurs the next time you clock your child in – the system is recognizing that you have clocked the child out. As a result, your child's name does not print on the attendance reports.
- Effective immediately, failure to clock your child in and out will result in a \$15.00 fine for each occurrence. Fines will automatically be assessed to your account.
- If you are having a problem with your code, notify the secretary.

**PLEASE CUT, SIGN, & RETURN ACKNOWLEDGEMENT.
THANKS**

Time Clock Acknowledgement

I acknowledge and understand that when my child has failed to be clocked in and out, my child's safety is at risk, I understand that effective 08/01/2017, my account will be assessed a \$15.00 fine for each occurrence. I am aware that I am also responsible for persons authorized to drop-off and/or pick-up my child.

Parent

Date

YOUNG SCHOLARS HEALTHY ENVIRONMENT POLICY

PUBLIC CONDUCT

Young Scholars is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code, "public" shall mean all persons when on school property or attending a school function--parents, students, teachers, HISD personnel. The restrictions on public conduct on school property and at school functions contained in this Code are not intended to limit freedom of speech or peaceful assembly. Young Scholars recognizes that free inquiry and free expression are indispensable to the objectives of Young Scholars. The purpose of this Code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be **properly attired.**

Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property; this includes graffiti and arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Wear clothing on school grounds or at school functions that are revealing in nature, that is obscene, advocates illegal action, appears defamatory, obstructs the rights of others, or disruptive to the school environment.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, economic status, marital status, or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Violate the traffic laws, parking regulations or other restrictions on vehicles.
8. Possess, consume, sell, distribute or exchange alcoholic beverages, or controlled substances, or be under the influence of either on school property or at a school function.
9. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
10. Litter and/or loiter (hang around) on or about school property.
11. Gamble, as defined by Texas State law, on school property or at school functions.
12. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
13. Willfully incite others to commit any of the acts prohibited by this Code.
14. Violate any federal or state statute, local ordinance or HISD Board policy while on school property or while at a school function.
15. Smoke in school buildings, on school grounds, or on any school property.
16. Walk dogs on school property.

Parent Acknowledgement _____

Date _____

YOUNG SCHOLARS VISITOR'S POLICY

The building principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of Young Scholars will be considered a visitor.
2. All visitors to Young Scholars must report to the visitor's reception area upon arrival at the school.
3. Visitor's are required to sign the visitor's register and provide a copy of a valid identification (ex: state issued identification, driver's license, passport, etc) and will be issued a visitor's identification badge, or visitor's sticker, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the issuing office before leaving the building.
4. Visitors, including former Young Scholars personnel, who desire to visit our school building or secure belongings shall do so only with the permission and escort of appropriate administrative staff member. HISD Charter School Administrator is not required to utilize an escort.
5. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are required to register as well.
6. Parents of children enrolled must refrain from visiting classrooms during school hours, excluding parents of infants (6 weeks to 12 months).
7. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the appropriate building administrator, so that class disruption is kept to a minimum.
8. Teachers are expected not to take class time to discuss individual matters with visitors/parents. Conferences must be scheduled.
9. Any unauthorized person on school property will be reported to the principal or principal's designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors are expected to abide by the rules for public conduct on school property contained in this Young Scholars Visitors Code of Conduct Policy.

Parent Acknowledgement _____ Date _____

YOUNG SCHOLARS SCHOOL ATTENDANCE POLICY

Effective August 1st 2017

In order for us to provide optimal learning opportunities for all children in child care and school, parents must ensure that their child's arrival complies with Young Scholars Attendance Policy.

Please read, sign, and return the School Attendance Policy acknowledgement to the School Registrar.

I understand:

- Young Scholars Charter School is a school of choice. Excessive absenteeism may result in dismissal from our school program.
- HISD School Families that exceed eight (8) unscheduled absences within a school year, violate school truancy laws and will be subject to such penalties. Violators will be reported and may be dismissed from our school program. Preschool and Pre-Kindergarten families which have been awarded HISD Full Day slots by Young Scholars must not exceed eight unexcused absences per year. Excessive absences will result in loss of full-time slot.
- School hours are from 8:00 a.m. to 3:00 p.m. Children enrolled in our private or public school programs are expected to attend school according to our school calendar. Excessive absences or tardies impact the child's progress and may impact the child's advancement to the next grade.
- Children enrolled in the Child Development Center must arrive by 9:00 am in order to be in attendance. Children enrolled in HISD must arrive by 9:15 am in order to be in attendance for school. Late arrival requires prior notice with doctor's statement and principal's approval.
- Breakfast (which is provided according to the 2017-2018 Meal Plan Options form) is served from 7:30 a.m. to 7:50 a.m. for families. (Parents must provide meal and supervision child if mealtime is over.)
- Lunch (which is provided according to the 2017-2018 Meal Plan Options form) is served according to your child's class schedule. (Parents must provide meal and supervision for the charter school students and/or supervision of child for childcare if child's mealtime it over.)

SCHOOL ATTENDANCE POLICY

Family of _____

I acknowledge receipt of School Attendance Policy and agree to abide therein.

Parent Signature _____ Date _____

**YOUNG SCHOLARS PARKING LOT GUIDELINES 2017-2018
ALL SCHOOL FAMILIES AND STAFF**

Effective August 1st 2017

In order to ensure the safety of all children in care and to reduce congestion in the Parking Lot area of St. Joseph Parkway and Louisiana St., the following parking lot guidelines are provided.

Never leave your children unattended in a vehicle. Not only is it unsafe, but also, we are required to report to the Texas Department of Family & Protective Services.

During the hours of 7:30 - 7:50 a.m., we offer DRIVE THROUGH DROP-OFF for Preschool (3years) through 8th grades. We offer DRIVE THROUGH PICK-UP for Preschool - (3 years) through 8th grades
4:00 - 4:15 p.m. Exceptions will be made on days where weather does not permit.

As a safety pre-caution phone use in the parking lot is prohibited during pick-up or drop-off.

The following guidelines must be followed when dropping off and picking up your children.

Infant through Transition-To-Preschool Families (6 WEEKS TO 2 YEARS)

1. Drop off and pick up in St. Joseph/Louisiana Parking Lot from 6:30 am to 6:00 p.m.
2. Parking for drop off and pick up is limited to 15 minutes, as parking is limited.
3. All parking slots are for drop-off/pick-up only.
4. **All vehicles which do not display a current Young Scholars Parent Parking Decal on dashboard will be towed at owner's expense.** No exceptions.
5. Vehicles parked for more than the allotted time are subject to towing at the owner's expense.

Elementary School Families (PRESCHOOL 3 YEARS TO EIGHTH GRADES)

1. Drive through drop-off is available from 7:30 a.m. to 7:50 a.m. Families which are not enrolled in the wrap-around program can not drop off prior to 7:30 a.m. (An early drop-off fee will be assessed to parent's account. No exceptions.)
2. Drive through pick-up is available from 3:50 p.m. to 4:15 p.m. Families which are not enrolled in the wrap-around program can not pick up after 4:15 p.m. (A late pick-up fee will be assessed to parent's account. No exceptions.)
3. Never leave vehicle unattended in drive-through lane or block another vehicle in the parking lot. **Vehicles will be towed at the owner's expense.**
4. **Families which elect to park in the Milam St. Parking Lot must pay for parking, as Young Scholars will not be responsible for tickets or towed vehicles.**
5. No double parking allowed at any time.
6. Families may utilize the St. Joseph/Louisiana Parking Lot for parking when dropping off during the hours of 8:15 a.m. – 9:15 a.m. **Parents who wish to park and drop off and/or pick-up must pay for parking as space is limited.**
7. Parking in Young Scholars parking lot for any other business other than Young Scholars is prohibited.
8. **All vehicles parked in the St. Joseph/Louisiana Lot which do not display a Young Scholars Parent Parking Decal will be towed at owner's expense.** No exceptions.
9. As always, please refrain from leaving any trash in the parking lot! Thank you!

IN ORDER TO PREPARE FOR DRIVE THROUGH TRANSITION TO HOME AND MINIMIZE CONGESTION IN METRO LANES AND PARKING LOT, NO PARKING SLOTS ARE AVAILABLE TO BE USED FOR PICK-UP DURING THE HOURS OF 3:30 P.M. TO 4:15 P.M.

DOUBLE PARKING IS PROHIBITED! TOWING WILL OCCUR AT THE OWNER'S EXPENSE. REMEMBER, OUR CLIENTS ARE YOUNG CHILDREN. THUS WHEN ENTERING AND EXITING PARKING LOTS, PLEASE REDUCE YOUR SPEED TO NO MORE THAN 5 MILES PER HOUR. THANKS.

PARKING GUIDELINES

Family of _____

I acknowledge receipt of Parking Guidelines and agree to abide therein. It is also my responsibility to inform all persons who are authorized for pick-up.

Parent Signature _____

Date _____

2017-2018 Meal Plan Options and Price List

Child's Name _____ Child's Name _____
Child's Name _____ Child's Name _____

Please choose one or more of the following based on eligibility:

YOUNG SCHOLARS CHILD DEVELOPMENT CENTER INFANT MEALS

Infants (6 weeks to 12 months) – Parent Responsibility

YOUNG SCHOLARS CHILD DEVELOPMENT CENTER TRANSITION-TO-PRESCHOOL AND PRESCHOOL/PRE-K MEALS

Breakfast and lunch included in tuition

Snack- provided from Home

Snack- may be purchased at the snack bar after 3:00 pm

***YSAFE weekly meal plan must be paid in advance (the Thursday before the upcoming week)**

YOUNG SCHOLARS CHARTER SCHOOL PRE-SCHOOL TO 8TH GRADE MEALS

Breakfast – Free (Provided by HISD) or Child/Student can bring nutritious breakfast from home

Lunch (HISD) – See HISD Lunch Application for rates

Lunch - Provided from Home

Lunch- provided from YSAFE meal plan (see YSAFE meal plan calendar for weekly rates)

Snack- may be purchased at the snack bar after 3:00 pm

***YSAFE meal plan must be paid in advance (the Thursday before the upcoming week)**

*** Note: meals for In-service Days and School Holidays are not included in the YSAFE meal plan, thus, meals are the responsibility of the parent/guardian. Summer Camp meals will be determined during Spring Semester. Make payment to YSAFE-ACTIVITY Partnership.**

ADULT MEALS

HISD Meals (See HISD Price List)

***YSAFE weekly meal plan must be paid in advance (the Thursday before the upcoming week)**

SNACK BAR

Available through YSAFE-Activity Partnership or parent is welcome to send snack.

NOTE: ALL PARENTS -- MEAL SUBSTITUTIONS ARE THE RESPONSIBILITY OF THE PARENT. Substitutions related to allergies must be submitted in writing by child's doctor. *Please note, there are no reductions or reimbursement for meals missed due to absences of any kind, withdrawal from the program, late payments, etc. Online payments will take 24 hours to post to the student's account, thus, meals will not be provided for same day online payments.***

Parent's Signature

Date