

## Drop-In / Part-time Child Care

Finding child care for our children is never an easy process. Whether you are in need of full-time or part-time care, there are documents that must be submitted to your child care provider prior to enrollment. Below is a list of required documents from child care providers to complete the admissions process:

- **Enrollment Agreement**  
The enrollment agreement consists of the provider's hours of operation, emergency contact information, parent information and provider information. Parent signatures are required for acknowledgment of the policies and procedures of this agreement.
- **Financial Agreement**  
The financial agreement provides the parent with information about payment options, late fees, payment due dates and all forms of payment accepted by the provider.
- **Admissions Form**  
The Admissions Form is required by the Texas Department of Family and Protective Services. This form has all parent and secondary contact information in case of an emergency.
- **Signed Discipline and Guidance Policy**  
The Discipline and Guidance Policy is required by the Texas Department of Family and Protective Services. The provider states that no child should receive any form of harsh or corporal punishment while in care.
- **Child Health Statement**  
The parent must submit the Child Health Statement to the child's physician. The Health Statement allows the child to participate in a childcare program.
- **Most Current Immunization Records**  
Parents are required to submit their child's most current immunization records to the provider. In most cases, providers are able to access this information through ImmTrac.
- **Allergy / Illness Form (*if applicable*)**  
This form will list any allergies the child may have and how to treat such allergies in the event of an emergency.
- **Medication Authorization (*if applicable*)**  
The parent must submit the Medication Authorization form should the child need any medications while in care.

For more information, visit [FindChildCareNow.org](http://FindChildCareNow.org) or call 713.600.1234.