

Admission Date: \_\_\_\_\_  
Withdrawal Date: \_\_\_\_\_

THE CHILDREN'S SPOT  
1222 E. Debbie Lane  
Mansfield, Texas 76063  
817-473-0441  
Owner: Ashley Shuffield

Hours Enrolled: \_\_\_\_\_  
Days Enrolled: \_\_\_\_\_

## ENROLLMENT FORM

**CHILD'S FULL NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Who does your child reside with?** \_\_\_\_\_ **Mother & Father,** \_\_\_\_\_ **Mother,** \_\_\_\_\_ **Father,** \_\_\_\_\_  
\_\_\_\_\_ **Mother & Stepfather,** \_\_\_\_\_ **Father & Stepmother,** \_\_\_\_\_ **Grandparents,** \_\_\_\_\_ **Other:** Please explain. \_\_\_\_\_

**PARENT'S / GUARDIAN'S NAMES:** \_\_\_\_\_  
**Address (if different from children):** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_

**MOM: CELL #/CARRIER:** \_\_\_\_\_ **WORK#:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**MOM LAST 4 SS #:** \_\_\_\_\_ **MAKE/MODEL OF CAR:** \_\_\_\_\_ **LICENSE PLATE:** \_\_\_\_\_  
**DAD CELL #/CARRIER:** \_\_\_\_\_ **WORK#:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**MOM LAST 4 SS #:** \_\_\_\_\_ **MAKE/MODEL OF CAR:** \_\_\_\_\_ **LICENSE PLATE:** \_\_\_\_\_

**NAME, ADDRESS, PHONE NUMBER, DL # & RELATIONSHIP TO THE CHILD, FOR THE PERSON TO CALL IN CASE OF EMERGENCY, IF PARENTS CANNOT BE REACHED:**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Driver's License number:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

I hereby authorize the Children's Spot to allow my child to leave the center ONLY with the following persons.  
**(Please list the NAMES, PHONE NUMBER & DL NUMBER for each.)**

**\*\*Children will only be released to a parent or a person designated by the parent/guardian. Names must be added by the parent/guardian in person.**

**(ADDITIONS OR CHANGES CAN BE MADE VIA EMAIL [info@childrensspot.net](mailto:info@childrensspot.net) OR IN PERSON)**

|              |        |     |
|--------------|--------|-----|
| <b>MOM:</b>  | Phone# | DL# |
| <b>DAD:</b>  | Phone# | DL# |
| <b>Name:</b> | Phone# | DL# |
| <b>Name:</b> | Phone# | DL# |
| <b>Name:</b> | Phone# | DL# |
| <b>Name:</b> | Phone# | DL# |
| <b>Name:</b> | Phone# | DL# |

### 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:** \_\_\_\_\_

**Name of Emergency Medical Care Facility:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Child's Insurance Information: Company:** \_\_\_\_\_ **Policy Number:** \_\_\_\_\_  
**Policy Holders Name:** \_\_\_\_\_

**I give my consent for the facility to secure any and all necessary emergency medical care for my child.**

**(Parent/Guardian signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MEDICAL RELEASE:**

The undersigned gives permission for AHA Educators dba The Children's Spot owners, employees, and/or agents to seek emergency medical treatment for the participant(s) in the event they are unable to reach any parent/guardian. The undersigned also agrees that they themselves will be responsible for any financial debt incurred by said action.

**(Parent/Guardian signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

**TRANSPORTATION:** (Please circle all that apply)

I hereby *GIVE* \_\_\_ *DO NOT GIVE* \_\_\_ consent for my child to be transported and supervised by the operation's employees for *emergency care / on field trips / to and from school*.

**(Parent/Guardian signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ASSUMPTION OF RISK:**

Participation in physical activities can involve motion, rotation, and height in a unique environment and as such carries with it a certain assumption of risk. The undersigned and the participant(s) choose to voluntarily enter upon said premises under the control of said limited liability company, knowing their present condition and knowing that said condition might become more hazardous and dangerous during the time the participant or the undersigned is upon said premises. The undersigned and the participant(s) voluntarily assume any and all risks of loss, damage, or injury that may be sustained by the participant(s) and/or the undersigned or any property owner by them while on or upon said premises above. The limited liability company may, but shall not be obliged to carry insurance on the participant(s) and the existence of insurance shall not change, alter, or increase the liability of the LLC to the participant(s) and the undersigned or affect the terms of this Release. In signing the Release, the undersigned acknowledges:

- A. That they have read thoroughly, understands completely the terms of Registration and Release, and signs it voluntarily.
- B. That the undersigned signing either for themselves, or as Legal Guardians, is, in fact, the true and legal guardian and has the consent of the participant(s).

**(Parent/Guardian signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FIELD TRIPS:** (Please circle all that apply)

I hereby *give / do not give* my consent for my child to participate in Field Trips.

Parent comments: \_\_\_\_\_

**(Parent/Guardian signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PHOTO RELEASE:**

This Photo Release Waiver is made by and between \_\_\_\_\_ being the legal parent/guardian of \_\_\_\_\_ and AHA Educators, Inc. dba The Children's Spot) located at 1222 E. Debbie Lane, Mansfield, TX 76063.

**Please initial all that apply:**

\_\_\_\_\_ You voluntarily give AHA Educators dba: The Children's Spot consent and authorize the use of all photos, videos, etc. with your child's image. They are the property of The Children's Spot. You release all liability from officers, employees and corporate capacities from any and all claims. You have read and fully understand the provisions of this Photo Release Form and freely, knowingly and voluntarily enter into this



Agreement.

\_\_\_\_\_ You want your child's photo/videos be sent to you via **BRIGHTWHEEL ONLY**

(Parent/Guardian signature) \_\_\_\_\_ Date: \_\_\_\_\_

**WATER ACTIVITIES:** (Please circle all that apply)

I hereby give / do not give my consent for my child to participate in Water Activities such as: *sprinkler play / splashing wading pools / water table play/ swimming pool (School Age Only).*

(Parent/Guardian signature) \_\_\_\_\_ Date: \_\_\_\_\_

**I ACKNOWLEDGE THAT I HAVE REVIEWED THE CENTER'S OPERATIONAL POLICIES INCLUDING THOSE FOR DISCIPLINE AND GUIDANCE and 3-STRIKE POLICY at [www.childrensspot.net](http://www.childrensspot.net) (forms).**

(Parent/Guardian signature) \_\_\_\_\_ Date: \_\_\_\_\_

**I UNDERSTAND THAT THE FOLLOWING MEALS WILL BE SERVED TO MY CHILD WHILE IN CARE:** (please circle all that apply)

*breakfast / am snack / lunch / pm snack*

**ABOUT YOUR CHILD'S HEALTH:**

**Does your child have any special dietary needs or food allergies?**

\_\_\_\_\_

(\*\*If there is a special diet needed for your child, we will need a doctor's note outlining details.)

**Does your child have any other known allergies?** \_\_\_\_\_ If so, please list and/or describe any reactions, and treatments. \_\_\_\_\_

(Severe allergies will need to be documented on a FARE act form by his/her physician)

**Does your child take medications on a regular basis?** \_\_\_\_ If so, please make sure that it is in the original container with the child's name, expiration date, and dosage. We must have a medication log filled out and signed by the parent for us to be able to administer the medication.

**MORE ABOUT YOUR CHILD:**

**Sibling Names:**

Pets: \_\_\_\_\_

**Are there any custody restrictions:** Yes \_\_\_\_ No \_\_\_\_ (If yes, a copy of the court order and any restrictions must be submitted with these registration documents.)

**Has your child had previous experience in out-of-home daycare?** \_\_\_\_ *Full-time/Part-time*

If so, was the experience successful? \_\_\_\_ If there were difficulties, please describe: \_\_\_\_\_

**Does your child understand what is said to him/her?** \_\_\_\_ **Is his/her speech clear?** \_\_\_\_

**Is your child toilet trained?** YES \_\_\_\_ NO \_\_\_\_ Where are they in the process? (Describe the steps you have taken at home.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does your child accept correction easily?** \_\_\_\_\_ What type of discipline and/or positive reinforcement is used in the home? \_\_\_\_\_

**Please take some time and tell us about your child's personality, likes/dislikes, etc.** The more you are able to share with us, the easier it will be for us to help your child adjust to his/her new surroundings.

**Does your child have any emotional fears?** \_\_\_\_\_ If so, what and how do you deal with them at home?

**Has your child exhibited a dominant hand preference (circle the one that apply) LEFT / RIGHT / BOTH.**

**SPECIAL NEEDS:**

List any special needs/problems that our 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 such an operation may be practicing discrimination in violation of the Title III, you may call the ADA Information line at (800) 514-0301 (voice) or (800) 514-0383 TTY).

(Parent/Guardian signature) \_\_\_\_\_ Date \_\_\_\_\_

**LIABILITY RELEASE:**

In consideration of allowing the previously declared participant(s) to begin participation in The Children's Spot Childcare activities, while on the premises and property of said Center, the undersigned, for themselves, and/or being the legal and acting guardian of participant(s), acting for themselves and on behalf of the participant(s), release and hold harmless AHA Educators LLC dba The Children's Spot, it's owners, employees, and agents of and from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned while in or upon the premises upon which The Children's Spot Childcare is conducted, or any premises under the control and supervision of AHA Educators LLC, it's owners, officers, employees, or agents or in route to or from any of the said premises, or while at any premises or place where activities sponsored by or participation in by AHA Educators dba The Children's Spot Childcare, it's owners, officers, agents or employees

(Parent/Guardian signature) \_\_\_\_\_ Date \_\_\_\_\_

**\*\*A copy of this form will be carried with a Children's Spot staff member when transporting your child.**

**My child attends the following school:**

Name of School: \_\_\_\_\_ Phone # of school \_\_\_\_\_



NEW ☐ UPDATE ☐ DROP IN ☐

Institution Name: RIGHT FROM THE START NUTRITION

Agreement Number: 03132

Facility/Provider Name: The Childrens Spot 1169

### Child and Adult Care Food Program (CACFP)

#### Participant Enrollment Form

Your day care facility participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). The enrolled participant will receive nutritious meals and snacks at no cost to you. CACFP needs verification of enrollment for each participant in this facility. Please fill out the parent/guardian section of this form, sign it and return it to the above facility/provider. Provide information for one participant per section. **(In order for the institution to receive reimbursement for meals served/claimed, this form must be completed for each enrolled participant annually.)**

Parent/Guardian Please Complete:

Participant's (Child) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Sex: ☐ Male ☐ Female

Date participant enrolled in the facility: \_\_\_\_\_

Food Allergies: ☐ Yes ☐ No If "yes" specify: \_\_\_\_\_

(If the participant cannot be served the CACFP Meal Pattern, a statement from the participant's Health Care Provider must be provided.)

Check Days of Normal Care at facility: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Check meals normally eaten at facility: ☐ Breakfast ☐ AM Snack ☐ Lunch ☐ PM Snack ☐ Supper ☐ Evening Snack

Please list the normal times of arrival and departure (check am or pm): Arrive: \_\_\_\_\_ ☐ am ☐ pm Depart: \_\_\_\_\_ ☐ am ☐ pm

RACE OF PARTICIPANT: You are NOT required to answer this question.

☐ White ☐ Black or African American ☐ America Indian/Alaska Native

☐ Asian ☐ Native Hawaiian or Other Pacific Islander

ETHNIC IDENTITY: You are NOT required to answer this question.

☐ Hispanic or Latino ☐ Not Hispanic or Latino

#### If participant is an infant (0-11 months), please complete this box. Check all applicable choice(s) below:

This institution/facility offers \_\_\_\_\_ formula for infants through CACFP. It is your choice  
(To be completed by facility/provider)  
whether or not to use this formula based on your infant's needs. Baby foods provided by the institution/facility must be in compliance with the infant meal pattern as required by 7CFR 226.20.

| Please mark your preference<br>(choose all that apply)           | Today's Date<br>Birth - 5 months | Today's Date<br>6 - 11 months |
|--|----------------------------------|-------------------------------|
| I will bring expressed breastmilk for my infant.                 |                                  |                               |
| I want the provider to provide the infant formula for my infant. |                                  |                               |
| I will bring the infant formula for my infant.                   |                                  |                               |
| Please list the kind of infant formula you will bring.           |                                  |                               |

According to CACFP requirements, in order to claim meals for reimbursement, the provider must provide infant cereal and other foods when your infant is developmentally ready to accept them.

| Please mark your preference  | Today's Date<br>6 - 11 months |
|--|-------------------------------|
| I want the provider to provide the infant cereal and other foods for my infant.  |                               |
| I will bring the infant cereal and/or other foods for my infant.   |                               |
| My child is NOT developmentally ready for solid foods. I will inform the provider when and designate the solid food(s) to be introduced to my infant at that time. |                               |

*Note to parents who are getting formula through the WIC Program: Your baby is eligible to get formula from this child care institution facility as well as from the WIC Program. It is your decision which formula you want your baby to use when she/he is at child care. If you find you are getting more formula than your baby needs, you may wish to talk with your WIC nutritionist or your child care provider.*

I hereby certify the information given on this sheet is true and correct to the best of my knowledge. I also certify that I was given CACFP Meal Benefits Income Eligibility Form Letter to Household, the WIC information, Building for the Future Flyers, Civil Rights Appeals Procedures.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Date Dropped: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_ Emergency Telephone Number: \_\_\_\_\_

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director Office of Adjudication and Compliance, 1400 Independence Avenue SW, Washington, DC 20250-9401 or call (866) 632-9992, (202) 260-1026 or (202) 401-0216 (TDD). This institution is an equal opportunity provider and employer.



## CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

### Part 1. All Household Members

Name of Enrolled Child(ren):

| Names of all household members<br>(First, Middle Initial, Last) | CHECK IF A FOSTER CHILD (THE<br>LEGAL RESPONSIBILITY OF A<br>WELFARE AGENCY OR COURT)<br>* IF ALL CHILDREN LISTED BELOW<br>ARE FOSTER CHILDREN, SKIP TO<br>PART 5 TO SIGN THIS FORM. | CHECK<br>IF NO<br>INCOME |
|---|--|--------------------------|
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |
|   | <input type="checkbox"/>   | <input type="checkbox"/> |

**Part 2. Benefits:** If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. If no one receives these benefits, skip to part 3.

NAME: \_\_\_\_\_ ELIGIBILITY NUMBER: \_\_\_\_\_

**Part 3. (Applies only to parents/guardians with children enrolled in a day care home)** If any member of your household receives benefits listed on the enclosed *List of Eligible Federal/State Funded Programs (H1660)*, provide the name of the program and eligibility number:

NAME: \_\_\_\_\_ ELIGIBILITY NUMBER: \_\_\_\_\_

Check here if no case number ☐

### Part 4. Total Household Gross Income—You must tell us how much and how often

| A. Name<br>(List <b>only</b> household members with<br>income) | B. Gross income and how often it was received<br>Note: Self-employed report income after expenses in box 1 |                                       |  |                     |
|--|--|---------------------------------------|--|---------------------|
|  | 1. Earnings from work<br>before deductions   | 2. Welfare, child<br>support, alimony | 3. Pensions, retirement,<br>Social Security, SSI, VA<br>benefits | 4. All Other Income |
| (Example)<br>Jane Smith  | \$200/weekly   | \$150/twice a month                   | \$100/monthly  | \$200/bi-monthly    |
|  | \$ /   | \$ /                                  | \$ /   | \$ /                |
|  | \$ /   | \$ /                                  | \$ /   | \$ /                |
|  | \$ /   | \$ /                                  | \$ /   | \$ /                |
|  | \$ /   | \$ /                                  | \$ /   | \$ /                |
|  | \$ /   | \$ /                                  | \$ /   | \$ /                |

### Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.)

*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_

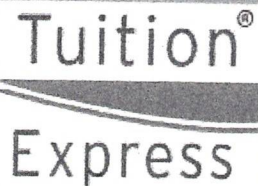
Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last four digits of Social Security Number: \* \* \* \* - ☐ I do not have a Social Security Number





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**ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

**COMPLETE ONE SECTION ONLY**

**SECTION A (Credit Card)**

|                      |                 |       |     |
|----------------------|-----------------|-------|-----|
| Cardholder Name      | Phone #         |       |     |
| Cardholder Address   | City            | State | Zip |
| Account Number       | Expiration Date |       |     |
| Cardholder Signature | Date            |       |     |

**SECTION B (Bank Account)**

|   |                                   |                                   |                                  |
|---|-----------------------------------|-----------------------------------|----------------------------------|
| Your Name                                 | Phone #                           |                                   |                                  |
| Address                                   | City                              | State                             | Zip                              |
| Bank or Credit Union Name                 | Bank or Credit Union Address      | City                              | State Zip                        |
| Routing Transit Number (see sample below) | Account Number (see sample below) | <input type="checkbox"/> Checking | <input type="checkbox"/> Savings |
| Authorized Signature                      | Date                              |                                   |                                  |

**For Official Use Only**

Date Received

Employee Signature

|   |                                  |              |
|---|----------------------------------|--------------|
| John Sample<br>Mary Sample<br>123 Nice Street<br>Anytown, USA | BANK OF THE WEST<br>555-555-5555 | 00226        |
| Pay to the order of:  | Attach Voided Check Here         | \$           |
| Deposit slips not accepted                                    |                                  | Dollars      |
| 123456789   | 1000330                          | 0226         |
| Routing Number  | Account Number                   | Check Number |

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## ADMISSION INFORMATION

### SCHOOL AGE CHILDREN:

☐ My child attends the following school:

\_\_\_\_\_  
Name of School and Address

\_\_\_\_\_  
School Ph.#

### CHECK ALL THAT APPLY:

☐ His / her immunization record is on file at the school and all required immunizations and/or tuberculosis test are current. Vision and Hearing screening records are also on file.

My child has permission to:

☐ ride a bus, and/or

☐ walk to or from school or home.

☐ be released to the care of his/her sibling(s) under 18 years old.

Name of sibling(s): \_\_\_\_\_

### 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

|                 |             |   |   |
|-----------------|-------------|---|---|
| <b>VISION</b>   | R 20/ _____ | L 20/ _____   | <input type="checkbox"/> PASS <input type="checkbox"/> FAIL |
| SIGNATURE _____ |             | DATE _____  |   |
| <b>HEARING</b>  | 1000 Hz     | 2000 Hz   | 4000 Hz   |
| R               | _____       | _____   | _____   |
| L               | _____       | _____   | _____   |
| SIGNATURE _____ |             | DATE _____  |   |
|                 |             | <input type="checkbox"/> PASS <input type="checkbox"/> FAIL |   |

\_\_\_\_\_  
Signature -- Parent or Legal Guardian

\_\_\_\_\_  
Date



TO: ALL PARENTS OF THE CHILDREN'S SPOT

FROM: ASHLEY SHUFFIELD, OWNER/DIRECTOR

RE: "RABBIT IN THE HOLE"

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Today at The Children's Spot, we performed the "Rabbit in the Hole" Lockdown drill. The purpose of this drill is to familiarize the children in case of an emergency due to an intruder, hostage incident, terrorism event, or any other disturbance that could cause them harm.

The following is how it is performed (as stated in our Operations Manual for staff):

- The director or person in charge will announce over the intercom "RABBITS IN THE HOLE" and will call 9-1-1.
- Upon hearing this or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children, "Rabbits in the Hole, boys and girls. Rabbits in the Hole". The children will know what to do because you practice this every month. (CHILDREN HAVE BEEN GUIDED TO A CLOSET).
- Get your Attendance/Transition Sheet and stuff it in your clothing.
- Close all classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce, "Rabbits in the Hole. Rabbits in the Hole."
- Whisper and remind the children that, "We have to be VERY quiet."
- Perform a Name/Face check silently.
- Keep the children and yourself safe, in place, and away from all windows.
- ***Watch the children, not the situation!***
- ***If the intruder enters your classroom, do not argue with him.***
- The director or person in charge will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the director or person in charge or emergency personnel. The "ALL CLEAR!" will be announced over the intercom from the Director.

We have installed commercial dead bolt locks on all doors of the classrooms, library, office, and teacher's lounge. THESE WILL ONLY BE USED IN THE EVENT OF A LOCKDOWN DRILL.

I just wanted to inform you of this in case your child states we have "locked them in a closet". I hope we NEVER have to perform this procedure BUT we are prepared if necessary. I have attached the story that we have read, over and over, to the children so they are familiar with why we are having this drill monthly. It is so sad that we have to do this but we must be prepared. The Independent School Districts performs this as well. If you have any further questions or concerns, please see me in the office or call me at (817) 239-2740.

**X**

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PARENT, GUARDIAN, OR CUSTODIAN

## **Rabbits in the Hole Story**

*In the forest there were little rabbits that went to a little rabbit school. One day the teacher rabbit told the little rabbits about woodcutters who came and cut down the forest trees., “When the trees fall down it is not safe for the little rabbits,” she said, “so they need to hide behind or under the surrounding rocks. So little bunnies, when you hear someone say the special words. “Rabbits in the Hole!”, run fast as you can into your hole under the rocks where it is safe”.*

*The little bunnies listened to their teacher rabbit and even practiced going into their holes under the rocks. Then one day, the woodcutters came into the forest land started cutting down the trees! The teacher rabbit called out “Rabbits in the Hole!” and all the little rabbits ran into their holes under the rocks, where it was safe. They did such a fantastic job, that not a single little rabbit got hurt.*

*An emergency is when something happens that we do not expect and we have to act quickly to keep ourselves safe. When we hear a siren from a police car or a fire truck, that siren is telling us that there is an emergency and help is on the way.*

*Did the bunnies fight over the rocks or help each other be safe? They helped each other and there was no fighting or arguing or hogging! Let’s pretend you hear a teacher say, “Rabbit in the Hole! Rabbits in the Hole!. “ You need to hurry to a hiding place and stay there very quietly until I tell you to come out.*