

Please note: Enrollment is only secured with the receipt of all required forms, registration fee (if not paid prior) and the first month's tuition.

BASIC INFORMATION

Student's Full Name		Date of Birth	Age as of Sept. 1	Gender	Fully Potty Trained? <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Primary Home Address				Student's Home Telephone No.	
(Both) Parent's or Guardian's Name(s)		Address (if different from student's address)			
Guardians' Relationship to Student	Primary Language spoken by student:	Member of SPEC? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sibling at SPES? <input type="checkbox"/> Yes <input type="checkbox"/> No	Parent on Staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Lives With: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Guardian(s)	Are there any Court Orders regarding custody of which SPES should be aware? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please attach Court Order. [Date Orders received: _____.]				
Parent/Guardian (1) Telephone No.		Parent/Guardian (2) Telephone No.			
Parent/Guardian (1) Email		Parent/Guardian (2) Email			
Parent/Guardian (1) Occupation		Parent/Guardian (2) Occupation			

EMERGENCY CONTACTS

Give the **name, address and phone number** of person(s) to call in case of an emergency if parents / guardian cannot be reached:

Name	Address	Phone	Relationship

HOURS OF CARE/MEALS

<p>MEALS/SNACKS: I understand that I am required to furnish the following food, and that only the parent-provided food will be served to my child while in the care of SPES (excluding treats, if approved to receive).</p> <p><input type="checkbox"/> AM Snack <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack (Aftercare only)</p>	<p>HOURS OF CARE: My child will normally be in SPES care on the following days and times (Please include Pre-Care and Aftercare). ANY STUDENTS NOT ENROLLED IN REGULAR AFTERCARE THAT ARE REMAINING AT SPES AFTER 2:30 PM WILL AUTOMATICALLY BE TRANSFERRED TO THE AFTERCARE PROGRAM AND YOUR ACCOUNT WILL BE CHARGED THE DAILY DROP-IN RATE. I ALSO AGREE TO NOTIFY MY CHILD'S TEACHER/THE DIRECTOR OF ANY ABSENCES FOR SAME BY 9:00 am ON THE SAME DAY:</p> <p><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: _____</p>	<p>AFTERCARE: My child will regularly attend the Aftercare Program designated below each week:</p> <p><input type="checkbox"/> N/A <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> 5 days</p> <p>Please Note: Aftercare hours are from 2:30 pm to 5:30 pm on regular school days. After Care is <i>not</i> available on early-release school days. A parent-provided afternoon snack should be provided.</p>
<p>SPECIAL TREATS: I approve treats to be served to my child in cases of birthday, holiday, or class celebrations:</p> <p><input type="checkbox"/> Yes, I approve <input type="checkbox"/> No, I do not approve</p>	<p>STUDENT TO BE ENROLLED IN WHICH OF THE FOLLOWING:</p> <p><input type="checkbox"/> PK2 2-Day <input type="checkbox"/> PK3 2-Day <input type="checkbox"/> PK4 3-Day <input type="checkbox"/> Intermediate TK <input type="checkbox"/> PK2 3-Day <input type="checkbox"/> PK3 3-Day <input type="checkbox"/> PK4 5-Day <input type="checkbox"/> Traditional TK <input type="checkbox"/> PK2 5-Day <input type="checkbox"/> PK3 5-day</p>	

SPECIAL CARE INFORMATION

List any special difficulties that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, and any other information of which caregivers should be aware of, or for which a reasonable accommodation could be made. Attach additional documents if desired/necessary.

Referred to us by:	
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Besides Parent(s)/Guardian(s), I hereby authorize the childcare operation to allow my child to leave the childcare operation **ONLY** with the following persons. **Please list the name & telephone number for each.** I understand that children will **ONLY** be released to a parent, or a person designated by the parent/guardian after verification of ID. I also understand that I am responsible for keeping this authorization updated at all times via the SPES childcare application Brightwheel.

Name:	Telephone No.	Relationship to Child

I hereby identify the following person(s) who are **NOT AUTHORIZED** to take my child from school:
****Please attach any legal documents supporting this directive**

Not applicable

Name	Telephone No.	Relationship to Child

RECEIPT OF WRITTEN OPERATIONAL POLICIES

Full operational policies/procedures can be found in the **2026/2027 Family Handbook on Brightwheel**

<input type="checkbox"/> Discipline and Guidance <input type="checkbox"/> Suspension and expulsion <input type="checkbox"/> Emergency plans <input type="checkbox"/> Procedures for conducting health checks <input type="checkbox"/> Safe sleep <input type="checkbox"/> Procedures for parents to discuss concerns with the School Director <input type="checkbox"/> Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions <input type="checkbox"/> Procedures to visit school without securing prior approval	<input type="checkbox"/> Procedure for release of children <input type="checkbox"/> Illness and exclusion criteria <input type="checkbox"/> Procedures for dispensing medications <input type="checkbox"/> Immunization requirements for children <input type="checkbox"/> Procedures for supporting inclusive services <input type="checkbox"/> Procedures for parents to contact Child Care Regulation (CCR), DFPS, Child Abuse Hotline and CCR website <input type="checkbox"/> Procedures for parents to participate in operation activities <input type="checkbox"/> Image/Media Release
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IMAGE/MEDIA RELEASE

To celebrate the community spirit of SPES, staff or the Director may photograph, or record events that may include individual students, family members and guests; these may be shared within SPES/SPEC, including on Brightwheel and/or to the SPES/SPEC social media page(s). To respect the privacy of our families, teachers are asked to only post pictures/videos within Brightwheel of specific student(s) to that student's specific profile whenever possible. Furthermore, social media posts will not feature an individual student without parental consent and will not identify student(s) by name. Please mark if you **do not** wish for your child's image to be included in any SPES social media or marketing content.

PLEASE NOTE: Any updates to the 2026/2027 SPES Family Handbook will be communicated via Brightwheel.

My signature verifies that I have provided acknowledgement and consent to the policy information above.

Signature - Parent or Legal Guardian _____ Date _____

MEDICAL INFORMATION

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/emergency medical personnel to provide any and all necessary emergency medical care for my child, including arranging for emergency transport for my child to the nearest emergency medical care facility.		
Student's Name	Parent or Guardian's Name(s)	
Name of Child's Regular Physician:	Address:	Ph.#:
Name of Preferred Emergency Medical Care Facility:	Address:	Ph.#:
<u>My signature provides authorization for SPES personnel to obtain medical care, including medical transport for my child, if necessary. I understand that my child will be taken to the nearest emergency medical care facility.</u>	<div style="border: 1px solid black; display: inline-block; background-color: yellow; padding: 2px;">Signature – Parent or Legal Guardian</div>	

CHILD'S SPECIAL CARE NEEDS (Check all that apply)	
<input type="checkbox"/> Environmental allergies <input type="checkbox"/> Food Intolerance <input type="checkbox"/> Existing illness <input type="checkbox"/> Previous serious illness <input type="checkbox"/> Injuries or hospitalization (<i>past 12 months</i>) <input type="checkbox"/> Other:	<input type="checkbox"/> Limitations or restrictions on child's activities <input type="checkbox"/> Reasonable accommodation or modifications <input type="checkbox"/> Adaptive equipment (<i>include instructions below</i>) <input type="checkbox"/> Symptoms or indications of complications <input type="checkbox"/> Medications prescriptions for continuous long-term use
<div style="background-color: yellow; display: inline-block; padding: 2px;">Explain any needs selected above:</div>	
Does your child have <u>diagnosed</u> food allergies? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<div style="background-color: yellow; display: inline-block; padding: 2px;">If yes,</div> a Food Allergy Emergency Action plan from your child's physician and <u>unexpired</u> rescue medication in its original packaging and labeled with your child's full name must be provided to SPES upon admission to the program.	

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-centers/>. 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).

FINANCIAL AGREEMENT

Student's Name	Parent or Guardian's Name(s)
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I/We, as parent(s)/legal guardian(s) of the child identified above, do hereby agree to the financial obligations as itemized in this Financial Agreement, and select the following tuition and payment options at the rates listed below for the 2025-26 school year:

Tuition Options (please choose one):

- Annual payment:** One (1) non-refundable payment due on or before July 8, 2026, along with your child's medical forms.
- Monthly payment plan:** Ten (10) monthly payments, the first being due by July 8, 2026, along with your child's required medical forms, followed by tuition payments due by the eighth (8th) of the month, beginning Sept. 8, 2026, and ending May 8, 2027.

Tuition rates for the 2025 – '26 School Year are as follows:

SPES Tuition Rates			
Classes	2 days (Tu/Th)	3 days (M/W/F)	5 days (M-F)
PreK 2 (2 years old by Sept 1)	\$525	\$655	\$950
PreK 3 (3 years old by Sept 1)	\$500	\$650	\$950
PreK 4 (4 years old by Sept 1)	NA	\$650	\$950
Intermediate Transitional Kindergarten	N/A	N/A	\$990
Transitional Kindergarten	NA	NA	\$990

SPES After Care Rates	
2 days	\$230
3 days	\$285
5 days	\$410
Daily Drop-In	\$35/day

Payment Options: I choose the following payment option:

- Personal Check
- Automatic/Online Payment
***Automatic or one-time online monthly payments must be set up directly through your Brightwheel account and may be subject to a convenience fee*

I have read and agree to the above financial obligations for the 2026 - '27 school year.

Signature - Parent or Legal Guardian

Date

DISCIPLINE AND GUIDANCE POLICY

The SPES Discipline and Guidance Policy is as follows:

Discipline must be:

- individualized and consistent for each child;
- appropriate to the child's level of understanding; and
- 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 the following:

- using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- giving children time to work through problems on their own, while being ready to intervene to prevent destructive or aggressive behavior;
- generating options/solutions by giving students tools for conflict resolution;
- reminding a child of behavior expectations daily by using clear, positive statements;
- redirecting behavior using positive statements;
- setting clear and consistent limits and expectations;
- using natural consequences for children's behavior;
- modeling compassionate, caring behavior that sets good examples for students to follow;
- identifying emotions, validating feelings and providing methods to encourage calm behavior;
- using brief, supervised separation or time away from the group, when appropriate for the child's age and development, 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:

- corporal punishment or threats of corporal punishment;
- punishment associated with food, naps, or toileting;
- pinching, shaking, biting, striking, swatting, or slapping a child;
- hitting a child with a hand or item;
- humiliating, ridiculing, rejecting or yelling at a child;
- subjecting a child to harsh, abusive, or profane language;
- leaving a child unsupervised, or placing a child in isolation, in a locked or dark room, bathroom or closet with the door closed;
- requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Often, proper planning can minimize behavior problems; this can be accomplished by:

- planning the classroom program so it is appropriate for the ages and individual levels of the students;
- providing a balance between active and quiet activities, self-directed, and teacher-directed activities;
- carefully planning transitions between daily activities;
- focusing complete attention on the children, guiding behavior, facilitating learning, and interacting with students;
- listening to and encouraging students as they strive to meet expectations and overcome challenges.

My signature verifies I have read the Discipline and Guidance Policy and understand a copy can be found within the **SPES Family Handbook, which contains all of the SPES policies, on Brightwheel.**

Signature - Parent or Legal Guardian

Date

PROVIDER'S GUIDE TO PARENT'S RIGHTS

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the childcare facility;
- Review the childcare facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the childcare facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the childcare facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

My signature verifies I have read the Provider's Guide to Parent's Rights and understand that a written copy is available on Brightwheel.

Signature - Parent or Legal Guardian

Date

PARENT COMMUNICATION
INFORMATION

Student's Name	Parent or Guardian's Name(s)
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I/We, as parent(s)/legal guardian(s) of the child identified above, understand that SPES utilizes the childcare application Brightwheel to communicate school information, required documentation, tuition billing, invoicing, parent/teacher/administrator communication and critical information regarding our students, **INCLUDING** the SPES Family Handbook of Policies and Procedures and any changes within.

I/We, understand that updating personal information regarding my/our child's approved pick-ups, emergency contacts, and sensitive medical information such as food/environmental allergies will be my/our responsibility.

It is my/our responsibility to read and respond to important messages via the Brightwheel application regularly and as needed.

The Brightwheel App is available to be downloaded via the Apple App Store or Google Play and/or can be accessed at <https://mybrightwheel.com>



My signature verifies that I have read and understand the information regarding SPES parent communication.

Signature - Parent or Legal Guardian

Date