

**Neighbors In Need Of Services, Inc. (NINOS)
Head Start/Early Head Start Program**

Parent Acknowledgement Form

Child's Name _____ CPID _____ Center _____

Please initial beside each item to indicate you have been explained the following manuals and forms.

- A. _____ Parent Handbook
 - B. _____ Personally Identifiable Information (PII) Procedures
 - C. _____ Join Texas WIC
 - D. _____ Building for the Future
 - E. _____ And Justice for All
 - D. _____ Operational Policies and Procedures (initial below 01-35)
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- 01. _____ Hours, Days, and Months of Operations
 - 02. _____ Release of Children
 - 03. _____ Illness and Exclusion
 - 04. _____ Dispensing of Medications
 - 05. _____ Medical Emergency Procedures
 - 06. _____ Parental Notifications
 - 07. _____ Discipline and Guidance
 - 08. _____ Suspension and exclusion of children
 - 09. _____ Basic Requirements for Infants-Safe sleep
 - 10. _____ Meals and Food Services
 - 11. _____ Immunizations and TB requirements
 - 12. _____ Hearing and Vision Screening
 - 13. _____ Enrollment Procedures
 - 14. _____ Transportation Procedures
 - 15. _____ Water Activities
 - 16. _____ Field Trips
 - 17. _____ Animals/Pets
 - 18. _____ Promotion of Indoor and Outdoor Physical Activity
 - 19. _____ Procedures for applying insect repellent and sunscreen
 - 20. _____ Parents Concerns
 - 21. _____ Parent Participation
 - 22. _____ Licensing Inspection Reports
 - 23. _____ Contact Information to the Licensing Office
 - 24. _____ Emergency Preparedness Plan
 - 25. _____ Breast Milk or Formula Feeding
 - 26. _____ Preventing and Responding to Abuse and Neglect of Children
 - 27. _____ Daily Health Checks
 - 28. _____ Vaccine-Preventable Diseases for Employees
 - 29. _____ Epinephrine Auto-Injectors
 - 30. _____ Parent Rights
 - 31. _____ Gang Free-Zone Information
 - 32. _____ Attendance/Drop-Off and Pick-Up
 - 33. _____ Diapering Procedures
 - 34. _____ Other Policies
 - 35. _____ Request of Personally Identifiable Information (PII)

Parent Certification

I, _____, have been provided copies of the above forms and handbooks. I have been explained the information and given the opportunity to ask questions. I also acknowledge that I will familiarize myself with the contents of the information provided.

Staff Certification

I, _____, have provided the above-named Parent/Legal Guardian with the documents listed above and have explained the contents of them verified by his/her initials.

Parent/Guardian Signature

Date

Staff Signature

Date