

Parent Handbook

Welcome to Cornerstone Mother's Day Out. The teachers and staff are committed to providing a positive learning experience for children and their families. Our program is designed for children between 18 months and 5 years of age. Children must be at least 18 months old by September 1st of the current school year.

Philosophy and Mission

Our purpose is to provide a warm and loving Christian environment that nurtures the social, emotional, physical, spiritual, and intellectual growth and development of all children. Our teachers are dedicated to encouraging sharing, honesty, kindness, fair play, tolerance, and making good choices. Our classrooms are organized as play/learning centers where children can make choices for individual or small group activities. All classes are designed around a curriculum that includes a balance of vigorous and quiet play, indoor and outdoor activities (weather permitting), and small group and individual experiences. Activities include age appropriate arts and crafts, music, movement, learning centers, and story time activities.

This handbook is provided to answer any questions that you may have about our program. If there is any question left unanswered or is unclear, please do not hesitate to contact the director or assistant director.

Open Door

Our program has an open door policy for all parents. While the children will have many opportunities for visitors throughout the year, parents should feel free to stop by at any time. Additionally, we feel that it is important to have open communication with parents, so please do not hesitate to come by and speak with us.

To help ensure the safety of the children, a doorbell is installed at the front entrance of the church. The doors will be unlocked before 9:45 a.m. and after 1:15 p.m. If you visit the facilities between 9:45 a.m. and 1:15 p.m., you will need to ring the doorbell for access to the facilities. Please be patient as we may take a few minutes to reach the front doors.



Operational Hours

Cornerstone Mother's Day Out offers the flexibility of enrolling children 2-5 days per week according to the following options:

- 2 Days: Tuesdays and Thursdays
- 3 Days: Mondays, Wednesdays, and Fridays
- 4 Days: Monday through Thursday
- 5 Days: Monday through Friday

Cornerstone Mother's Day Out is open from 9:30 a.m. to 1:30 p.m. unless your child is enrolled in the extended day program (see below). We request that children not be dropped off in their classrooms until 9:30 a.m. unless prior arrangements with the teacher have been made. Prior to this time, teachers are preparing their classroom and cannot watch your child while doing so. If you arrive early, please wait in the foyer area of the church until the director has opened the school for the day. Class is dismissed at 1:30 p.m. We ask that you are prompt in picking up your child since most of our teachers have commitments with their own families in the afternoon.



Extended Day Program

Cornerstone Mother's Day Out offers an extended day program that allows your child stay with us until 2:30 p.m. each day. Parents may selectively choose which days their child will participate in the extended day program at a cost of \$10 per day, or sign-up for every day their child attends at a discounted monthly rate. The extended day program will begin the first full week of school. However, a minimum of 4 children must be enrolled for the extended day program to be offered.

Activities for the extended day program include outdoor play, fun toys, and educational manipulatives. Academics and arts and crafts are not typically offered.

If you participate in the extended day program, please be prompt in picking up your child no later than 2:30 pm. Many of our teachers have young children in elementary school that must be picked up at 2:45 pm.



Registration

A non-refundable registration fee along with a deposit equal to one month's tuition is due at the time of registration. This ensures your child a place in the class and also covers the cost of supplies for your child. The tuition deposit will be applied to your child's last month of school. In order to complete the registration process, every child must have a completed registration form, a copy of current immunization records or affidavit, a Vision and Hearing Screening record (ages 4 and older), and paid the registration and deposit fees.

Priority in enrollment is given to returning children and siblings of returning children as well as CrossPointe church members. Additional spaces will be granted based on date of application. New students will be accepted throughout the school year based on availability.



Tuition

Tuition is for a full school year and is based upon the number of days your child is enrolled. For convenience, we offer three payment plans: 1) one annual payment due the first day of school, 2) semi-annual payments: the first due on the first day of school and the second due on the January 15th, or 3) nine monthly payments with the first payment due in September. If you have more than one child enrolled in the program, we offer a discount for each additional sibling enrolled in the program.

Number of Days Enrolled	Due at Registration	Annual Tuition Fee	Semi-Annual Payment	Monthly Payment	Annual Sibling Discount
2 days per week	\$390 (\$150 + \$240)	\$2160	\$1080	\$240	\$180 (\$20/month)
3 days per week	\$515 (\$175 + \$340)	\$3060	\$1530	\$340	\$270 (\$30/month)
4 days per week	\$670 (\$200 + \$470)	\$4230	\$2115	\$470	\$360 (\$40/month)
5 days per week	\$770 (\$200 + \$570)	\$5130	\$2565	\$570	\$450 (\$50/month)

If you change the number of days your child attends in the middle of the school year, the difference in monthly tuition must also be paid towards your deposit so your deposit accurately reflects your child's new monthly tuition.

Tuition payments should be placed in the tuition box provided at the front desk on or before the first school day of each month. All checks should be made payable to Cornerstone Mother's Day Out. Unfortunately, we do not accept debit or credit cards.

Financial Assistance

Cornerstone MDO is pleased announce a new a Tuition Assistance Program beginning for the 2022-2023 school year to help families in need offset the costs of child care services. This new program, made possible by funding from the 2022 Child Care Relief Fund from the Texas Workforce Commission, will provide:

1) Emergency Financial Aid

Cornerstone MDO recognizes that emergencies may arise from time to time which make it temporarily difficult to make tuition payments. Funds may be available to assist families during such times. If emergency financial aid is needed, please contact the director to discuss your needs. Together, we can develop a plan to help meet your needs. Emergency Financial Aid could be a partial scholarship covering a percentage of tuition to a full scholarship covering several months of tuition depending on your situation.

2) Need Based Financial Aid

Tuition discounts ranging from 5-20% may be available for families whose income is less than 85% of the State Median Income (SMI) for your family size. In addition, there are other factors taken into consideration when approving this type of financial aid such as (but not limited to) single vs dual income families, parents who are attending school to further their education, families who have children with disabilities or elderly adults living with them, or families with larger ongoing medical needs. To apply for this type of financial aid, please contact the director for a Financial Aid application. The discount amount will depend upon your individual situation as well as the number of families requesting financial aid.

3) Waivers

Cornerstone MDO recognizes that simply getting started at a new school can be costly. While many families can afford the monthly tuition, the additional upfront costs associated with starting a new school can be difficult. Therefore, please discuss your individual situation with the director. A plan can be developed together to allow your child to start school without paying these fees upfront.

4) Extended Care Discounts

Often times, work schedules do not always match Cornerstone MDO normal hours of 9:30am-1:30pm. While we offer late pick-up at 2:30pm for an additional fee, this can put a financial burden on some families. If your family needs help with this type of financial aid, please contact the director to discuss your situation and come up with a workable plan. This type of assistance is for reserved extenuating circumstances and should not be requested simply for convenience.



Withdrawal

Registration for each child is a commitment of enrollment for the entire school year. Exceptions will be made for relocations and for children who simply don't settle well into the program. However, withdrawals for extended vacations are not allowed. Should you need to withdraw from the program before the end of the school year, you will be responsible for tuition at a daily rate of \$40 for each day your child was enrolled. In addition, re-enrollment during the current school year will not be allowed.

For withdrawal of children from the program, parents must give Cornerstone Mother's Day Out a 30 school day written notice. This allows us ample time to fill your child's place in the class and provides for continued financial stability. Without this notice, parents will be responsible for the payment of one month's tuition. *Exception: Withdrawals after March 31st are not allowed since we are unable to fill spots vacated that late in the school year. Therefore, written notice must be given no later than February 28th.*

If you are withdrawing your child from the program and have paid tuition in advance, a tuition refund will be issued for the remainder of the year when 30 days advance written notice is given. When plans change over the summer, Cornerstone MDO must be notified no later than August 1st in order to receive a tuition deposit refund. If you withdraw your child from the program and decide to re-enroll at a later date, you must pay the full registration fee again.

Example Regarding Early Withdrawal Policy and Tuition

If your child is enrolled in our Tuesday/Thursday class and on October 30th you turn in a written notice that your child will be withdrawing from the program effective November 30th, we will calculate the total number of Tuesday and Thursday school days between the first day of school and November 30th. We will multiply the number of days by \$35 to determine the total amount of tuition owed. Any payments you have made will be deducted from this amount and you will be responsible for the difference or receive a refund based on your payment plan.

Month	School Days in Month	Multiply by Daily Rate	Tuition Due
September	9	\$40	\$360
October	8	\$40	\$320
November	6	\$40	\$240
Total Tuition Due			\$920

Month	Monthly Plan	Semi-Annual Plan	Annual Plan
September	\$240	\$1080	\$2160
October	\$240	\$ 0	\$ 0
November	\$240	\$ 0	\$ 0
Total Paid	\$720	\$1080	\$2160
Total Amount Due/(Refunded)	\$200	(\$160)	(\$1240)

Upon receiving notice to withdraw from the program, Cornerstone MDO will print a detailed explanation for your individual situation.



Additional Fees

If payment is not received by the 3rd school day of each month, a late fee of \$5 will be charged for each school day payment is late.

While our teachers will make every effort to accommodate emergency situations, your child will be brought to extended day if you are more than 5 minutes late picking up your child. An extended day fee of \$5 will automatically be added to your account plus \$1 per minute past the extended day pick-up time of 2:30 p.m.

If Cornerstone Mother's Day Out receives a check back due to insufficient funds, a \$25 fee will be assessed.



Immunizations

Parents must provide a copy of their child's current immunizations record prior to their first day of school. If your practices and affiliation with a religious denomination or church prohibits immunizations of your child, a signed affidavit must be submitted. No child will be admitted without prior submission of current immunization records that must meet Texas minimum immunization standards or an affidavit. The latest immunization requirements can be found on the Texas Department of State Health Services website. Tuberculin testing is currently not required in Travis County.

Cornerstone Mother's Day Out recommends all employees follow age appropriate immunization recommendations of the US Center of Disease Control (CDC). Every employee will be required to sign the Employee Immunization Form documenting either 1) they are in compliance with the recommendations or 2) choose not to comply with the recommendations for personal reasons. Cornerstone MDO will not require proof of immunizations, nor will it require a formal affidavit. Instead, Cornerstone MDO will accept the employee signature as the truth.

Given the limited hours of Cornerstone MDO, we believe the other Health and Safety procedures we follow (hand-washing, illness policy, etc.) are sufficient to protect the children from vaccine-preventable diseases. If any student or employee contracts a vaccine-preventable disease, we will promptly notify all enrolled families as well as employees.



Allergies

Any child who has a "physician diagnosed" food allergy or other potentially life threatening allergy, must complete a Food Allergy and Anaphylaxis Emergency Care Plan form which must be signed by both the physician and parent. This form will have a picture of your child and be posted on the cabinet in your child's classroom. This helps to ensure your child will receive proper care should an allergic reaction occur while at school as well as help ensure your child is not served any foods known to cause an allergic reaction. A copy of this form will also be kept in your child's records for quick reference should an allergic reaction occur while outside of the classroom.



Calendar Year/Inclement Weather

A calendar will be provided at the beginning of each school year, which aligns with the Round Rock ISD (RRISD) school schedule with the following exceptions:

- 1) Cornerstone Mother's Day Out is closed 2 days early for the Christmas break so that our teachers may attend the Christmas parties with their own children.
- 2) When RRISD has an early release day, Cornerstone Mother's Day Out is still open for a full day.

If RRISD is closed, Cornerstone Mother's Day Out is always closed.

In the event of inclement weather, Cornerstone Mother's Day Out will follow the RRISD schedule. If RRISD closes, then Cornerstone Mother's Day Out will be closed for the day. However if RRISD has a 2-hour delayed start, Cornerstone Mother's Day Out will operate on a modified schedule of 10:45am - 1:45pm.



Attendance

Attendance is taken at 9:45 a.m. each day. If you arrive after this time, we ask that you check in at the front desk before bringing your child to class. Additionally, if you need to pick up your child more than 10 minutes early, we ask that you check in at the front desk before picking up your child. This simply helps us to keep track of the children in our care and is very important in ensuring your child's safety. Also, depending on how early you are picking up your child and your child's class schedule, we may have a staff member bring your child to the front desk to reduce interruptions in the classroom.



Absences

If your child is absent due to a contagious disease, please inform us so we can notify other parents as appropriate.

There will be NO refund or reduction in payment if your child is absent from school. We are committed to paying our teachers' salaries and other overhead expenses even when children miss a day of school. Tuition is charged, regardless of attendance, in order to support the enrollment space guaranteed for your child. We hope you understand our need to provide for continuity of care and education for your child, and we greatly appreciate your cooperation in the matter.



Illness/Medications

In the interest of every child's well being, every effort is made to prevent the spread of disease. Therefore, only healthy children will be cared for at Cornerstone Mother's Day Out. If your child is demonstrating any of the following symptoms, please do not bring your child to school until they have been symptom free, without medication, for 24 hours. This will help protect both your child and others from contagious diseases.

- temperature of 100.4 degrees or higher
- drainage from eyes
- discolored nasal discharge
- vomiting or diarrhea
- rash or skin irritations of unknown origin

Should any of these symptoms appear during school hours, your child will be separated from the other children and a parent or designee will be contacted to pick up your child as soon as possible. No medicine will be dispensed at Cornerstone Mother's Day Out unless it is an emergency medication and only when the Cornerstone Medication Authorization Form has been completed and submitted to the director.



Snacks

Please be sure to give your child a healthy breakfast each morning and if necessary a snack before arriving at school. Since the school day is only 4 hours with lunch scheduled between 11:30 and 12:00 each day, Cornerstone MDO believes a morning snack disrupts lunchtime appetites.



Lunches

Parents are responsible for providing lunch for their child. One of the goals at Cornerstone Mother's Day Out is to encourage good, healthy eating habits. As a result, we try to encourage the children to eat a healthy portion of their lunch first, saving the chips and sweets for last. Our teachers will always try to send home un-eaten portions of your child's lunch so you can see what your child has eaten. Please try to send finger foods and drinks in containers that are easy for your child to open and eat while keeping the candy and sweets to a minimum. While your child's teacher will encourage your child to eat, they cannot feed each child individually. In addition, we do not have the facilities to refrigerate or heat up lunches.



Release of Children

Children will only be released to a parent or a person designated by the parent. If someone other than the designated person is picking up your child, you must inform Cornerstone Mother's Day Out by completing an authorization form at least one school day in advance and notifying your child's teacher; or contacting Cornerstone MDO at (512) 589-8274 via text or sending a message via brightwheel and must include the person full name according to their picture identification. The person picking up your child must come to the front desk and show picture identification, which will be copied, signed and dated then stored with your child's registration paperwork before your child will be released. This policy is for everyone's safety.



Volunteers

Cornerstone Mother's Day Out periodically asks for volunteers to help with special events or to work as a substitute when one of our employees is absent. In addition to completing the Cornerstone Mother's Day Out Volunteer Form, each volunteer must also meet the following criteria in accordance with Texas Health and Human Services:

- Valid background check including FBI fingerprint,
- Be free of active tuberculosis,
- Completed Notarized Regulation *Affidavit for Applicants for Employment* form; and
- Orientation to the child-care center.



Change in Personal Information

In the event of an emergency situation, it is very important that we are able to reach you. Therefore, if any information on your child's enrollment form changes during the school year, please inform Cornerstone Mother's Day Out as soon as possible. This includes information such as your home address or phone number, cell phone number, work location or phone number, or emergency contact information.

Clothing



Children should come dressed in play clothes and ready for fun and activities. Select clothing that is washable, sturdy, and free of complicated fastenings. On colder days, please dress your child warmly and send a coat since we anticipate playing outside every day weather permitting. We will go outside if the temperature or wind chill factor is above 40°.

Each child should keep a change of clothing (shirt, pants/shorts, underwear and socks) in a ziploc baggie labeled with their name in their bag. Children in diapers need at least 3 disposable diapers daily.

Please be certain that all diapers, cups, pacifiers, coats, lunchboxes, and other personal belongings are labeled with your child's name. This includes your child's spare change of clothes.

Potty Training



If your child is beginning to potty train, please discuss it with your child's teacher so she will know to begin asking and taking your child to the bathroom. During this time, we ask that you send your child in disposable training pants. However, if your child is not actively potty training, please keep them in diapers during school hours.

Beginning with the 3-year-old class, all children should be potty trained. Exceptions will be made on a case-by-case basis. Please do not send your child in underwear until they are fully potty trained and able to communicate their need to go to the bathroom. If you have any questions or concerns, feel free to discuss them with your child's teacher.

Discipline and Guidance



Discipline and guidance practices are directed toward teaching acceptable behavior and self-control in accordance to each child's level of understanding. The staff at Cornerstone MDO ensures children understand behavioral expectations, provides support and guidance to meet those expectations, and provides loving and enriched environments of learning, thus reducing the need for negative behaviors. If the child is in danger of harming him/herself and/or others, we will briefly separate the child while we work together to maintain self-control and begin to work through the immediate issues before rejoining a group of children.

Should a child exhibit behaviors that a teacher is unable to handle in the classroom, the teacher will work directly with the parents and the director to create a plan to address the behavior. The plan will discourage these behaviors by helping to teach the child alternative coping mechanisms or ways to handle the frustrations that are causing the negative behavior, as well as rewards for positive behaviors. As a team, the teacher and child, parents and the director will work together to execute this plan to help the child overcome the negative behavior. At any point should the child become a danger to himself or other children or adults in the classroom, the parents will be called to pick-up the child early from school. While extremely rare, if the behaviors cannot be resolved in a timely manner, the parents will be asked to withdraw the child from the program.



Transportation, Water Activities, Field Trips

Cornerstone MDO does not provide transportation for children to and from the center. Parents will be notified in advance of a planned field trip and will request your signature of acknowledgement. Private vehicles will be used for transportation, if needed. Water activities will be offered in the form of small splash pools, water tables, and sprinklers. Parents will be notified in advance of the activities.

Topical Medications

Cornerstone MDO does not apply any type of insect repellants, sunscreen or other lotions to children. Parents should apply these before bringing their child to school.



Animals

Parents will be notified in writing when animals will be present. Staff will ensure animals do not create unsafe or unsanitary conditions, including contact with animals that show signs of illness. Hand washing and good hygiene practices will be followed.



Fire Drills

In order to be prepared for emergency situations, Cornerstone MDO practices fire drills on a monthly basis, as well as lockdown and severe weather drills 4 times a year.



Center-Wide Emergency

In the event of a center-wide emergency, the children will be relocated to the hallway, which is the safest location in the building. If the emergency requires a building evacuation, the children will be moved to the YMCA soccer field following the emergency evacuation procedures posted by the door of each classroom. When indoor shelter is required, the children will be relocated to the YMCA (next door to CrossPointe Church). The parents will be notified of the emergency, the current location, and the process for pick up.

Teachers and staff are trained in first-aid and CPR. In the event of a medical emergency, first-aid and CPR protocols will be followed. Training for fire safety and evacuations are held regularly. A copy of Cornerstone MDO Emergency Preparedness Plan is posted in the lobby with all other required postings. A copy is available upon request from the office.



Birthdays

If you would like to celebrate this special occasion with your child, you are more than welcome to join us. In addition, parents may also provide their child's class with a birthday snack (cookies, cupcakes, etc.) and/or juice. However, this needs to be arranged in advance with your child's teacher. Birthday party invitations may only be distributed if the child's entire class is invited. Gifts should not be given to your child at school, nor should you bring a gift for another child to school.



Toys

We request that you leave your child's toys at home or in your car, unless it is specifically requested for show-and-tell. We cannot be responsible for toys brought to Cornerstone Mother's Day Out. During the first few months of school, if your child has a security blanket or a "lovey" that is calming, you may bring it. However, please label it clearly. Your child's teacher will get it out for your child if the need arises.



Notice

In event of a policy change, parents will be notified in writing prior to implementation of the change. Texas State Minimum Standards for child-care centers, Cornerstone MDO's operational policy and our latest inspection report is on file at the Cornerstone MDO office and open for review. In addition, a copy of the Texas State Minimum Standards can also be viewed online at:

https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf

Parents are welcome to discuss any policy, procedure, and/or concerns with the owner and/or director at anytime.

In addition, Cornerstone MDO uses the "Brightwheel" application to keep parents informed about Cornerstone MDO special events as well as their child's day in school. All parents are expected to download and install this application on their smart phones. If a parent does not have a smart phone, the office must be notified in writing so an alternative notification method can be agreed upon.

Gang Activity

Under Texas Penal Code and in accordance with Texas Health and Human Services, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Pest Control

As part of our commitment to provide your child with a safe, pest-free learning environment, CrossPointe Church (the building owner) may periodically hire a professional service to apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our integrated pest management (IPM) program, which relies largely on non-chemical forms of pest control. Only trained and licensed technicians make pesticide applications at Cornerstone MDO. Should you have any questions about this pest management program or wish to be notified in advance of pesticide applications, you may contact the director.

Miscellaneous

In accordance with Texas Health and Human Services, Cornerstone MDO must provide a comfortable place for mothers to breastfeed their child. If you have a need to breastfeed while at Cornerstone MDO, please see the director who will offer you several places where you will be comfortable breast feeding your child.

Cornerstone Mother's Day Out is also responsible for increasing parent awareness regarding child abuse and neglect. A brochure is available in the entryway. Please help yourself and if you have any further questions, please feel free to speak with the director who will provide additional information.

Covid Health Protocols

Covid-19 is monitored closely on a daily basis. The protocols can change frequently depending on the current levels of spread in our area. Cornerstone MDO follows the guidance of Austin Public Health and Texas Health and Human Services Child Care Regulation. Refer to our Covid Health Protocols document for details on our current policies regarding Covid-19. All of these procedures must be followed when your child is enrolled at Cornerstone MDO.



Contacts

Cornerstone Mother's Day Out:

Phone: (512) 589-8274

Email: director@cornerstonemdo.com

Website: <http://www.cornerstonemdo.com>

Address: 5703 McNeil Drive

Austin, TX 78729

Mailing Address: 14829 Cordero Drive

Austin, TX 78717

Child-care Regulation office:

Phone: 512-438-4800

Website: <http://www.dfps.state.tx.us/>

Address: 701 W. 51st Street,

Austin, Texas 78751

Mailing Address: PO Box 149030,

Austin, Texas 78714-9030

Child abuse hotline: 1-800-252-5400

Reporting Abuse and Neglect

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Health and Human Services (HHS) Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b))* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

There are two options for reporting abuse, neglect and exploitation to the Texas Health and Human Services.

By Phone: Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free **1-800-252-5400** from anywhere in the US to report abuse or neglect that occurred in Texas.

By Secure Internet Website: From your internet browser, go to <https://www.txabusehotline.org>. When you get to the web site, there will be directions to the links to report abuse or neglect against children or to report abuse against elderly or disabled adults. Recent improvements to the site include a registration page, ability for the user to print the report, left side navigation, and spell check. If you have trouble or questions about making a report on the website, call (512) 929-6784 or **1-800-252-5400** for help. (You *MUST* include the "s" in "https://" to access the site.)

Types of Abuse/Neglect/Exploitation What is Abuse?

- Abuse is mental, emotional, physical, or sexual injury to a child or person 65 years or older or an adult with disabilities, or failure to prevent such injury.

What is Neglect?

- Neglect of a child includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/ or (2) leaving a child in a situation where the child is at risk of harm.
- Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under-medication, unsanitary living conditions, and lack of heat, running water, electricity, medical care, and personal hygiene.

What is Exploitation?

- Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child or person 65 years or older or an adult with disabilities.
- Your name and contact information.
- A brief description of the situation and the child or vulnerable adult.
- Current injuries, medical problems, or behavioral problems.
- Parents' names and names of siblings in the home (for a child).
- Names of relatives in or outside the home and name of perpetrator (for an adult).
- Explain how you know about the situation.

* Texas Family Code Chapter 261.101 (b)

