

CREATIVE CARE CHILDRENS SCHOOL PARENT HANDBOOK



WE MAKE LEARNING FUN!

Creative Care Children's School

Director: Mary Lopez
Assistant Director: Jane Aguilar

1639 Blalock Rd.
Houston, Texas 77080
713-465-0011
www.CreativeCareCS.com

Creative Care Children's School

Early Learning Program

Philosophy and Mission Statement

Creative Care Children's School is dedicated and committed to our children by providing educational and quality child care. It is our philosophy to focus on the needs of the individual child by providing a stimulating atmosphere for learning along with a secure loving environment. It is our belief that a childcare facility should be an extension of each child's family. Creative Care teachers and parents are encouraged to work together to provide the love and support needed as your child reaches developmental milestones and his/her own personal achievements! We are passionate about education and providing our children with the tools to be successful in life.

Curriculum

WHAT SETS US APART!

- *Our curriculum has been developed over 45 years and is the most innovative available. We have compiled the best material from National Programs! Our curriculum includes elements from Frog Street, Scholastic, Sesame Street, DLM by McGraw Hill, and Teacher's Friend Publications.
- *Our curriculum is complete and prepared for the entire year by our Curriculum Director!
- *Our curriculum focuses on improving social, emotional, physical, and intellectual abilities of the child. Our educators provide a nurturing and caring place for early childhood education. By playing, exploring and learning with others in a fun, safe and healthy environment, each child will be successful.
- *We provide a balanced approach to learning so that every child has the opportunity to grow. Each activity is designed with a special lesson in mind. We love all our children and provide a safe educational environment for them to learn!
- *Our teachers are trained professionals that focus on implementing the curriculum and focus on the needs of the individual child. Each teacher receives 24 hours of annual training each year and additional curriculum training by our Curriculum Director! All teachers are First Aid & CPR certified.
- *Our Curriculum is posted outside each classroom door for you review weekly.
- *WE MAKE LEARNING FUN!**

ENROLLMENT PROCEDURES & REQUIRED RECORDS

Tour our Facility

Complete Enrollment packet

Pay Registration Fee \$50 (Reserves your child's placement/spot)

Tuition Payment – **Tuition is due in full on or before 1st day of Preschool**

Email Address

Records Required:

(All records must be received before your child's 1st day of care)

1. Completed Enrollment Packet/Admission Information
 - a. Emergency contact persons, address, and numbers
 - b. Pick-up information
 - c. Doctor's name and phone number
 - d. Emergency medical authorization signature
 - e. Signature of parent or guardian
 - f. Doctor's "statement of good health"
& Hearing and Vision Screening for Pre-School
2. Current Immunization Records for each child
3. Policies & Rates Form
4. Child Nutrition/Meal Program Form
5. School Photo/Video Release Form
6. Transportation & Medical Emergency Form
7. Food Allergy Emergency Health Plan signed by Doctor (if applicable)

*****Please keep all records up to date!*****

Creative Care Children's School Tuition Rates & Policies:

Infant:	6 weeks to 12 months	
	Full Time Rate:	\$ 169.00 week
One's:	13 to 23 months	
	Full Time Rate:	\$ 164.00 week
Toddler:	24 to 36 months	
	Full Time Rate:	\$149.00 week
	Part Time Rate:	\$ 99.00 week
Three's	36 to 48 months	
	Full Time Rate:	\$ 144.00 week
	Part Time Rate:	\$ 99.00 week
Pre-K:	4 to 5 years	
	Full Time Rate:	\$139.00 week
	Part Time Rate:	\$ 99.00 week
School Age:	Full Time Rate:	\$ 87.00 week
	Part Time Rate:	\$ 64.00 week
Christmas/Spring Break/Summer:		\$134.00 week

Part Time = 1 or 2 Days

SUPPLY FEE OF \$50.00 IS DUE ANNUALLY ON CHILD'S ANNIVERSARY DATE AND IS NON REFUNDABLE

Payment Due Date and Late fees

Payment is due by Monday and late on Tuesday at 6:30PM. A late fee of \$10.00 will be charged to your account on Wednesday morning if payment is not received and/or a balance due. Your child cannot attend daycare after the 7th day of non-payment until a payment is made in full. If payment is not received by the 15th day your child's spot is lost. Families have the option to pay on a bi-weekly or monthly basis **in advance**.

Drop-In Rates

The hourly Drop in rate is \$10.00 with the maximum daily amount of \$40.00. If a Drop-in Child attends 3 times, then an Enrollment Fee must be paid.

Holidays

Your tuition reserves your child's enrollment for the week. Full tuition is due regardless of absences or holidays. This applies to both full-time and part-time children. Days may not be switched or substituted to avoid holidays.

Vacation

Each child receives two weeks vacation per year, after completion of 12 months of enrollment. Vacation is accrued upon your child's anniversary date. Vacation must be taken on a weekly basis.

Discounts

Only one discount per family

Two or more children will receive 10% off oldest child. Military, Police, Fireman, or Teacher 10% off tuition.

Other Fees

At the start of each summer your child will be assessed a summer fee that will include all field trips, activities, crafts, and food. This fee is non-refundable. Parents will be given a Summer Calendar with all the fun and exciting activities planned.

Parents will be notified in advance of any FUN opportunities for their child to participate in such as school pictures, fundraiser's, etc.

During the year, School Age children who attend all day will be assessed an additional fee of \$8 per day, does not apply to Christmas Break, Spring Break, or Summer Rates.

Return check fee - \$35.00 (all late fees apply)

Creative Care Children's School Policies and Procedures

Policy and Procedures

Welcome to Creative Care Children's School and we would like to thank you for giving us the opportunity to serve your family and your child care needs. This handbook describes our policies and procedures. We reserve the right to change policies, procedures, or fees and tuition at any time. Any changes will be printed and handed out to each family to read, sign and return and a copy will be placed at the Kiosk sign-in station for your convenience.

Hours of Operation & Arrival Time

We are open for your convenience from 6:00AM – 6:30PM, Monday – Friday

Children should arrive no later than 9:00am to experience the most from our Curriculum. Class time starts promptly at 9:00am and any later is disruptive to the other children and child/staff ratios. Children over 12 months may not be dropped off during naptime.

Holiday Schedule

We are closed New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving Day and the Day after Thanksgiving, and Christmas Day. In addition, we close at 3pm on Christmas Eve.

With the exception of President's Day and Columbus Day:

If the holiday falls on a Saturday, we will close the Friday before the Holiday.

If the holiday falls on a Sunday, we will close the following Monday after the Holiday.

Bad Weather Policy

In most circumstances we follow public school closures and schedules, please check your local TV station or websites for announcements of closings.

Transportation Policy

Children attending Public School must arrive by 7:00am to be transported to school. Notification of Non Pick-up in the afternoon must be made no later than 1:00pm to avoid \$10 Penalty Fee.

All safety procedures of the Texas Department of Family and Protective Services are followed and our Drivers receive annual training. Our vehicles are equipped with a fire extinguisher, first aid kits, and receive regular maintenance.

Sign- In and Out Procedures

Parents are required to sign-in and out their child/children each day. This is an additional way of keeping accurate counts of our children in each classroom in case of an emergency.

Release of Children & Late Pick Up

Safety is our number one priority and only individuals who are listed on your child's enrollment packet will be permitted to pick up your child from the facility. If a person other than yourself comes to pick up your child they must present a Driver's License at the front desk. This is for the safety of your child! If a person is not on the pick-up list, we must have a written signed statement from the Parent that gives permission for the Individual to pick up the child. Children will not be released to a minor.

The school closes at 6:30 PM. You will be charged \$3 per min., per child after 6:30 PM which must be paid at time of pickup. We are not licensed for after hour care, therefore our employees are not allowed to take custody of your child by removing them from school premises.

Custody Situations

This is a difficult situation for all parties involved and especially the children. Every Parent has rights under Texas Law and we cannot deny access to a child without a court order. If a court order is present and an unauthorized Parent comes into our school, we will deny access to the child, contact the Custodial Parent, and call the authorities.

Medical Emergencies

In the case of a medical emergency, we will call 911 and then notify parents. As appropriate, our staff will administer the necessary medical attention, first aid or CPR, until emergency medical assistance arrives. If a child comes in contact with a poisonous substance the staff will contact Poison Control 1-800-222-1222.

Parent Notifications and Communication

*Parents will be notified by phone in case of emergency. Please make sure all contact phone numbers are current at all times.

*Parents are called in the event of an injury, bite, or unusual behavior by a child.

*Daily Sheets are provided to our Parents of infants outlining the events of the day.

*All other communication will be in writing and sent home with your child on a weekly basis.

Visitor Procedures

Our parents are welcome anytime, but please let your child's teacher know if you plan on participating in lunch or curriculum. Please **do not** visit during naptime if your child is in the pre-toddler, toddler room or Pre-K room, unless absolutely necessary.

Meal Service

Breakfast, Lunch, & Snack is included in your weekly tuition.

We provide healthy meals and a daily snack for our children. Menus are posted monthly. Breakfast is served from 6:30am – 8:30am. Parents of infants may choose to provide their own food/formula for their infant.

NO OUTSIDE FOOD OR DRINKS PERMITTED.

IF YOUR CHILD HAS A FOOD ALLERGY– any child with a food allergy or special dietary needs must have an individualized Food Allergy Emergency Plan prepared by the child's health care professional that includes:

- 1.) list of each food the child is allergic to;
- 2.) possible symptoms if exposed to a food on the list; and
- 3.) the steps to take if the child has an allergic reaction

This statement must be signed and dated by the Doctor and Parent.

IF YOUR CHILD HAS SPECIAL DIETARY NEEDS – any child with special dietary needs must have an individualized plan and statement from the child's health care professional that includes:

- 1.) medical diagnosis and statement
- 2.) detailed special dietary plan for Center

This statement must be signed and dated by the Doctor and Parent.

This school participates in the Texas Department of Agriculture's Food Program

"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, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 1 (866) 632-9992 (toll free), 1 (800) 877-8339 (Federal Relay Service) or 1 (800) 845-6136 (Spanish Speaking Assistance). USDA is an equal opportunity provider and employer."

For Breastfeeding Mothers & Infant Room Blanket Policy

You have the right to breastfeed or provide milk for your child. A comfortable chair in the infant room is available for your convenience.

Blankets and soft bedding is prohibited for infants up to 12 months by Child Care Licensing in the State of Texas for prevention of Sudden Infant Death Syndrome. To keep your infant warm we suggest parents provide at least two blanket sleepers, as needed these items will be given back to you to be laundered throughout the week.

Field Trips & Water Activities

During the summer months children 12 months and older have water play in wading pools and/or sprinklers. Extra staff is by their side during these activities. All teacher/child wading pool ratios are met.

Parents will be notified in writing of all scheduled field trips. Field Trips will be posted on the parent board as well. **Parents must sign and date a permission slip for their child to participate in any activities off school premises.**

Holidays & Birthdays

We celebrate four Holidays with class parties, Thanksgiving, Christmas, Valentine's Day, and Easter. Each Holiday will be celebrated with a Christian emphasis. Halloween will be recognized in a non-scary form. The teacher and room parent will plan all holiday parties. Parents are welcome to sign up at any time to help with the celebrations.

Simple parties in celebration of birthdays are welcome. Please notify your child's teacher of your plans prior to his/her birthday. Every child will be recognized on his/her birthday.

Parent Participation/Volunteer

We believe that having the best Child Care Facility possible for children directly involves our parents. We are a team working for the same goal providing our children with the best care. We implement many programs, long and short term, family promotion as well as community involvement. This takes a lot of manpower and is well worth every bit in our opinion. We need your help and encourage each parent to become involved in any way they are able. Please inquire at the office.

Clothing & Personal Belongings

We strongly recommend parents send their children in play clothes and weather appropriate clothing. We also recommend clothing that your child can manage as this enables your child to learn independence and develop self-help skills. Close toe shoes are required at all times.

WHAT TO BRING:

Change of Clothing (Please label all clothing)

Small Blanket or Beach Towel for Naptime (must fit inside bin)

No Pillows Please

No outside toys or electronic devices allowed – this includes cell phones, ipads, game systems, and any hand-held electronic device. These items could get lost or stolen and we are not responsible for prohibited items brought into the school. In addition, most of these devices have cameras and we must protect the identity and safety of all children who attend our school. Any prohibited items collected from the child can be picked up in the front office. Second violation will result in a \$15 fine and the Third violation the item is collected permanently.

Transitions into a New Classroom

What a big step for our little ones! We want this transition to be a positive experience and the transition successful. The transition is determined by the Director and Teacher. The child's age, developmental level, and maturity level will be key determining factors.

The transition will begin on Monday and the child will start with 2 hours in the morning. Tuesday will be the same. Wednesday we will add 2 hours in the afternoon. Thursday we will include lunch & naptime and Friday will be the first full day in his/her new classroom.

As with any new change if the child is struggling we will always communicate with the Parent and extend our transitioning time into the following week.

Photographs

We believe in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program they may only photograph their child, unless written permission is given by the other parent. Please note: during certain parent events, such as Pre-K graduation, Christmas programs, and Carnivals, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

Cameras

Our Center provides closed circuit cameras in all classrooms. A monitor is located in our front lobby or entrance for parents to view at any time. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

Outside Employment & Social Networking

Employees of our school are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny-type jobs.

Cyber identity and social networking are very exciting these days. However, please understand that our employees are prohibited from participating in social networking with our parents and children. This includes but not limited to, Facebook, Twitter, and MySpace.

Questions or Concerns

It is our goal to provide excellent customer service and have happy Children and Parents! Our team of Professionals are ready to answer any questions or concerns you may have. Please feel free to call or email the Director. Director - Mary Lopez: Phone: (713) 465-0011

The Director and Assistant Director are responsible for most of the school operations. Each will make sure all minimum standards, philosophies and procedures are carried out daily. Mary Lopez will assign a director in charge when both are off of school premises.

Parent Conferences Parents are welcome to set up a parent/ teacher or parent/ director conference at any time. Director - Mary Lopez: Phone: (713) 465-0011

Minimum Standards

A copy of the DFPS Minimum Standards is kept at the school at all times. If a parent wishes to review the minimum standards they may ask the director for the copy to review.

Licensing Inspection Report

The most recent copy of the licensing inspection report is posted in the office on Parent Board.

- **Licensing Office** (713) 940-3009
- **Department of Family and Protective Services Website:** www.dfps.state.tx.us

Dismissal Policy

Our Director and Staff will work with each child to create a positive learning experience. However, if it is determined that we can no longer meet the needs of your child, we reserve the right to terminate services at any time. Any unpaid tuition or fees could result in the termination of our services. If a child or parent endangers the health or safety of a child, we reserve the right to terminate services.

Preventing and Responding to Abuse and Neglect

We take great care to protect our children. We want our Caregivers and Parents to be educated and informed about preventing and responding to the abuse and neglect of children. The latest posters and flyers from the Texas Department of Family Protective Services are posted at our Parent Information Board. We will work closely with local authorities and community organizations to keep our children safe.

All staff is required to complete annual training on Reporting Suspected Abuse or Neglect of a Child.

Link for Training: www.dfps.state.tx.us/training/Reporting/default.asp

Link for information on learning the signs of abuse and neglect:

<http://www.dfps.state.tx.us/itsuptoyou/recognize.asp>

To report suspected abuse call 1-800-252-5400 or visit www.dfps.state.tx.us

If you are a victim of abuse and need help call 1-800-252-5400 or

Harris County Women's Center – Domestic Violence - 713-528-2121

Gang Free Zone Policy Our school is a gang free zone. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing penalties. This means that certain gang-free related activity or engaging in organized criminal activity within 1000 feet of a Child Care Facility is a violation of this law and is therefore subject to increased penalty under state law. The Texas Department of Protective and Regulatory Services website is: www.tdprs.state.tx.us

Creative Care Children's School **Discipline and Guidance Policy**

We strive to provide a secure loving environment for our children.

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 at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is 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 toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting or yelling at a child;
 - Subject a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

SUSPENSION AND DISMISSAL POLICY

If a child is sent to the office due to disciplinary problems, an incident report will be completed and signed by the parent.

Disciplinary problems could result in the need for the parent to pick up the child for the day and ultimately dismissal if the problem persists. We will make all reasonable efforts to avoid this by providing communication with the parent, parent meetings, and any other resources available.

Health, Illness & Exclusion Policy

Children who are ill should not attend preschool. We observe the standards set by the Texas Department of Family and Protective Services for ill children. Children should not attend if their illness prevents the child from participating in child care activities and **outdoor play**.

Student Absences

Please call the school (713) 465-0011 before 10am to notify us if your child will be out for the day.

Hearing and Vision Requirements

The Texas Health and Safety Code requires children to have screening for possible hearing or vision problems. Children enrolled for the first time four years or older, must be screened within 90 days of enrollment. Parents of school age children must sign and date the admission form stating their hearing and vision screening is on file with the school.

Child & Adult Immunization Policies

Your child must have all immunizations required by Texas Department of Health **before** your child can attend our school. From time to time we may have a child that is not immunized due to religious beliefs.

Policy on Adult Immunizations:

Creative Care Children's School does not require Adult Immunizations for its employees. We follow the Texas Department of Health **requirements** and will update our policies in accordance with the Department of Health's. A Parent/Employee may find information on recommended immunizations for Adults at:

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

Well/Health Checks

Well/Health checks are conducted to identify potential concerns about a child's health, such as signs or symptom of illness and injury, in response to changes in the child's behavior since the last date of attendance. A visual well/health check will be performed for each child by the child's teacher upon arrival to the school in your child's classroom.

Throughout the day

If your child displays any of the following symptoms and/or accompanied by a fever of 100.4 degrees orally or above, you will be notified to pick up your child **within one hour**. Children may return **after 24 hours** only if symptom-free or if accompanied by a doctor's note stating the child is not contagious.

- **Excessive cough or discolored nasal discharge**
- **Unusual spots or rashes**
- **Vomiting/Diarrhea**
- **Loss of appetite**
- **Severe itching of body or scalp**
- **Unusual behavior**
- **Cranky or less active than normal**
- **More crying than usual**
- **General discomfort**

Fever reducing medications may be given only for the following reasons:

- **If prescribed by a doctor**

Medication

We prefer not to administer medication unless absolutely necessary. We will only administer medication prescribed by a doctor. If this is unavoidable, all policies must be strictly followed. The medication must be labeled with the child's name with measuring spoon or syringe provided. **The medication authorization sheet must be completed with the dosage, current date, and parent's signature. This includes diaper rash, teething ointment, and sunscreen. The Director or Assistant Director will administer all medications prescribed by a doctor.**

Diseases and Illnesses:

Intestinal Diseases:

If a child has two diarrhea bowel movements, the parents will be notified by our staff to pick-up their child **within one hour**. To eliminate the spread of infection, children who are sent home with diarrhea may not return to the center until 24 hours **after** the child is symptom free or has a doctor's note stating the child is not contagious.

Hepatitis

If a child is diagnosed with Hepatitis, the center must be notified immediately. That child will be temporarily excluded from the center. **A child may return only if we have a doctor's note stating it is safe for the child to return to the school.**

Bacterial Meningitis

If your child is diagnosed with H-Flu or Meningococcus, you must notify the center immediately. **The child will be temporarily excluded from the center and may not return until the health department and/or doctor give written permission for a safe return.**

Chicken Pox

Our staff will call you to pick up your child if your child is displaying a medically undiagnosed rash. If the doctor's diagnosis is chicken pox, please notify the Director and the child may not return until all blisters are scabbed over and there is no fever present. A letter will be sent home notifying all families if a chicken pox case occurs.

Colds & Flu

If a child's cold leads to pneumonia, bronchitis, infectious croup, or ear infections, the child must remain out of the center until a proper medical treatment has begun. **A child may return only if accompanied by a doctor's note stating the child is not contagious.** Please remember that plenty of rest and fluids are the remedy for a cold.

Strep Throat

If your child is diagnosed with Strep Throat, **he/she may not return to the center until 24 hours after antibiotic treatment has begun.**

Conjunctivitis ("Pink Eye")

Any child with redness, swelling or pus discharge of the eyes will be sent home. "Pink eye" is highly contagious. **A child with "Pink Eye" may return only after prescription medication has been administered for a period of 24 hours and a doctor's release has been given to return to school.**

Head Lice

Any child with lice parasites or nits (lice eggs) in their hair and scalp will be sent home immediately. **A child with lice will be required to remain out of center until 24 hours after proper treatment has begun.**

Emergency/Disaster Preparedness Plan **Creative Care Children's School – Blalock**

Our Program's Address Is: 1639 Blalock
Houston, TX. 77055

Our Nearest Cross-Streets Are: Longpoint, Campbell

Our Program's Phone Number Is: (713) 465-0011

Our Out-Of-Area Contact Is: Cheryl Blair
Phone Number: (972) 740-5700

Center's Planned Evacuation Sites

Off Site – St. Christopher Episcopal Church
1656 Blalock
Houston, Texas
(713) 465-6015

On Site – By Large Oak Tree in Rear Yard Playground

Off-Site Evacuation and Relocation:

- Your primary responsibility is to keep children safe.
- The Director will lead the evacuation process and is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Asst. Director will be the First Aid Coordinator and carry First Aid Kit
- The Asst. Director and each Lead teacher will take their prepared Health & Emergency Binder that contains all necessary documentation in the event of an emergency, and follow the directions of the Emergency Preparedness Plan. Our offsite location is, St. Christopher's, the Asst. Director and Teachers will walk the children across the street. All children under 24 months of age or any child who needs assistance or any child who cannot walk will be placed in an emergency crib for transportation to the designated area.
- The Director will instruct the Communication Coordinator to contact parents and notify them of the situation.
- Teachers will continue to supervise children and take care of their needs.
- The Assistant Director will supervise the staff and take care of their needs.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site (only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID).
- With the direction from the Director or Person in Charge the children will be released to their Parents based on the direction from the Fire Department or Local Authorities

Emergency Preparedness Plan

EMERGENCY EVACUATION DIAGRAMS ARE LOCATED IN EACH CLASSROOM AT EACH EXIT

FIRE EXTINGUISHERS ARE LOCATED AT THE FRONT & REAR EXITS AND IN KITCHEN

Stay Calm, gather children, follow directions

Fire Evacuation Drill- Relocating to Safe Area (practiced monthly):

- Fire Alarm Bell will sound.
- Lead teacher to get roll sheets and Health and Emergency Binder (which contains Parent and Emergency contact telephone numbers for each child in care, Authorization for emergency care for each child and the child tracking system information for children in care).
- Each classroom will walk and exit to the designated door to a point 75' from the building (or the Alternate Shelter if communicated by the Director).
- The Director and Lead Teacher will implement the child tracking system in their Grab & Go Bag to account for all children, they will be counted per the attendance list as they leave the classroom and when they arrive to the safe area.
- Watch the children, not the situation. Children must be supervised at all times.
- The Teachers will stay in the designated area and the Fire Department, Director, or person in charge will tell you when you and the children can re-enter the building or begin Off-Site evacuation procedures.

Severe Weather Drill (practiced every 3 months):

- A bell will sound 3 times.
- Lead teacher to get roll sheets and Health and Emergency Binder.
- Each class to exit classroom doors and walk to center hallway and sit down and have children duck and cover. Additional room is available at kitchen pantry. I
- Infant classroom: place infants in emergency cribs and roll to the hallway.
- Teacher to have children singing or tell them a story.
- Teachers to remain with children until further instructions are given by Director.
- The Director in charge will monitor local weather stations and the weather alert stations for updates.

Reverse Evacuation Drill (practiced every 12 months):

A whistle will blow to signify a Reverse Evacuation when children are outside. Teachers are to gather children, walk, and enter hallway door where Director will alert them to danger and provide instructions.

Shelter in Place/Lock Down Drill (practiced every 3 months):

A lockdown is to keep children safe from potential violent circumstances.

- Director to notify teacher verbally and call 911.
- Director or person in charge will ensure all building entrances and exits are locked and that no unauthorized individuals enter the building.
- Close all doors and turn off all lights if possible.
- Teacher to gather children and Health & Emergency Binder and take children to the designated safe place.
- Teacher to keep children calm and whisper and remind children that "we are to be very quiet."
- Infant Classroom: Place babies in two or three cribs with a few quiet toys. Place another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Teachers will await further instructions from the Director, person in charge, or emergency personnel.

Explosion, Chemical Spill, or Gas Leak:

That occurs **INSIDE** the facility –

- See procedure for Fire and Off-Site Evacuation & Relocation

That occurs **OUTSIDE** the facility –

- Close doors and lock, turn off air conditioner/heater, turn off anything that could cause a spark (lights, computers, TV, CD player, etc.).
- Keep children seated on the floor and calm.
- Be prepared to evacuate if told by the Director, or Person in Charge, or emergency personnel.
- If told to evacuate consider crawling to avoid strong fumes that are floating higher in the air, ask for clarification if time.

Bomb Threat or Other Threat:

Write down everything the person says. Ask where the bomb is. Ask when the bomb (or other threat) will “go off” or “happen”. Write that down, too. Notify Director, or person in charge, to call 911 immediately.

Accident:

- Breathe and stay calm.
- Make sure all children are supervised. If your alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed. Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child’s shirt and use that.)
- If injury is to the head or face, report it to the office immediately – even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Director before you leave on the same day. Keep the Accident/Incident Report confidential.
- In the event of serious illness or injury involving an adult, contact the office and the Director will call 911 and/or the person’s emergency contact.

Illness:

- Ask the Child, “What doesn’t feel good?”
- Contact the office and have the child’s temperature taken. If the fever of over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him/her.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after second episode.

Management and Cook Responsibilities:

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department. She proceeds to each classroom to ensure that everyone is out of the building.
- When aware of fire, or when alarm sounds, the Asst. Director takes possession of the Emergency Binder and says aloud, “I have the Binder!” and then proceeds to assist the infant classroom to safely exit the building.
- When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted 1 child/staff ratio), she will assist the young toddler classroom.

Chain of Command

Director

Assistant Director

Communication Coordinator

First Aid Coordinator – Asst. Director

CRITICAL PHONE NUMBERS

- Police 9-1-1
- Fire/Medics 9-1-1
- Poison Control Center 1-800-222-1222
- Child Protective Services 1-800-252-5400
- Hospital Emergency Room
Memorial City Emergency Room 713-827-7093
- Electric/Gas Company
Centerpoint Energy 713-371-1400
- Water/Sewer Provider
City of Houston 713-371-1400
- Insurance Agency
Hibbs-Hallmark Company
Auto Policy #: 01-CA-019655977-2
Facility Policy #: 02-LX-019660080-2
- KTRH Radio-740 AM 713-212-8740
- Director Cell Phone
Mary Lopez 832-339-8705
- Center's Out-Of-Area Contact
Cheryl Blair 972-740-5700

Creative Care Children's School Receipt of Policies & Rates

*SIGN & RETURN BEFORE START DATE

_____ I have received a Parent Handbook. I have read and agree to all policies and procedures. I have received all information on how to contact the local licensing office, PRS abuse hotline, and PRS website. My signature also verifies I have read and received a copy of our Discipline and Guidance Policy.

_____ I have reviewed and understand the rates and late payment penalty policy. I understand Tuition is due in full regardless if my child is absent from school. I understand a nonrefundable fee of \$50 will be assessed annually upon my child's anniversary date.

_____ I understand vacation is accrued annually upon my child's anniversary date and after completion of one year.

_____ I understand that no Outside Toys, Cell Phones, Ipads, or any hand held devices are allowed on school premises.

_____ I understand No Outside Food is Allowed – Breakfast is served from 6:30am-8:30am.

_____ I also understand that Friday's are cubby clean out day and I must take all clothing and linens home to launder.

_____ I acknowledge receipt of the Health, Illness & Exclusion Policy. I agree to provide a doctor's note to the CCCS staff per request and/or in compliance with the Health, Illness & Exclusion Policy, due to my child being ill. **I agree that if I am called to pick my child up from school due to illness, I will do so within one hour from the time that I am contacted by school staff.**

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

Diaper Rash Ointment Omission Form:

I, _____ do / do not give Creative Care Children’s School permission to apply diaper ointment to my child as they feel necessary.

Parent’s Signature: _____

Date: _____



Teething Ointment Omission Form:

I, _____ do / do not give Creative Care Children’s School permission to apply teething ointment to my child as they feel necessary.

Parent’s Signature: _____

Date: _____



Sunscreen/Insect Repellant

I, _____ do / do not give Creative Care Children’s School permission to apply Sunscreen/Insect Repellant to my child as they feel necessary when going outside. I understand that I must provide the Sunscreen for my child.

Parent Signature: _____

Date: _____



**Creative Care
Children's School**
www.CreativeCareCS.com

SCHOOL PHOTO/VIDEO RELEASE FORM

Creative Care Children's School may occasionally want to use photograph's taken of students on the school website, school Facebook page, or in school advertisements. Creative Care Children's School will only use a student's first name and age if anything at all is attached to a particular image.

Please review the photograph/video consent options below and choose ONE box that best represents your request regarding the use of photographs/videos at Creative Care Children's School.

_____ **PUBLIC DISPLAY APPROVED.** By selecting this box, you **approve** of internal and external use of photos/videos for Creative Care Children's School promotional purposes such as print advertisement, school website, school Facebook page, newspaper articles, or newsletters.

_____ **MEDIA RESTRICTIONS.** By selecting this box, you **do not approve** of external use of photos/videos for Creative Care Children's School promotional purposes such as print advertisement, newspaper articles, newsletters, school Facebook page, or the school website.

Signed by Parent/Legal Guardian

Student Name

Print Name

Date

******* This Form will be kept on file and referenced until otherwise noted*******