

# CREATIVE CARE CHILDREN'S SCHOOL PARENT HANDBOOK



**WE MAKE LEARNING FUN!**

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# **Creative Care Children's School**

## **Early Learning Program**

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

### **Philosophy and Mission Statement**

Creative Care Children's School is dedicated and committed to our children by providing educational and quality childcare. 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 program celebrates what makes each child unique and inspires the growth of leadership and independence. With the balanced approach of playing, exploring, and learning in a fun and safe environment, your child is guaranteed to be successful.
- Our teachers are trained professionals who focus on implementing the curriculum and prioritizing the needs of each individual child. Each teacher receives 24 hours of annual training every year. All teachers are First Aid & CPR certified.
- Our curriculum has been developed over 45 years and is the most innovative available. We have compiled the best material from National Programs like Scholastic and Frog Street. It is prepared in advance for the entire school year and is posted outside each classroom door weekly for you to review.
- Our daily curriculum is inspired by the S.T.E.A.M (Science, Technology, Engineering, Art, and Math) approach. These are teacher monitored activities that emphasize balanced learning, so each child can grow. We focus on developing the social, emotional, physical, and intellectual abilities of the child using the processes of inquiry, creativity, and innovation.
- Our After-School Enrichment Program provides children with a fun and engaging opportunity to continue learning through hands-on experiences and developmental play.

**WE MAKE LEARNING FUN!**

# Enrollment Procedures and Required Records

1. Tour Our Facility
2. Complete Enrollment Packet
3. Pay Registration Fee \$100 (Reserves your child's placement/spot)
4. Tuition Payment- Tuition is due in full on or before 1<sup>st</sup> day of attendance

## Enrollment Packet:

All records must be received before your child's 1<sup>st</sup> day of care and must be completed annually. Please keep us updated in any change of information.

1. Admission Forms
  - a. Emergency contact persons, address, and phone 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"
    - 1) Hearing and vision screening for preschool-aged children
    - 2) Current immunization records for each child
    - 3) Food Allergy Emergency Health Plan signed by Doctor (if applicable)
2. Policies & Rates Form
3. CACFP Meal Benefit Income Eligibility Form
4. School Photo/Video Release Form

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

## Creative Care Children's School Tuition Rates & Policies

Age	Full-Time Price/Week	Part-Time Price/Week*
<b>Infant</b> (6 weeks to 12 months)	\$210.00	N/A
<b>Ones</b> (13 to 23 months)	\$190.00	N/A
<b>Twos</b> (24 to 36 months)	\$175.00	\$125.00
<b>Threes</b> (36 to 48 months)	\$160.00	\$120.00
<b>Pre-K</b> (4 to 5 years)	\$155.00	\$115.00
<b>School-Aged</b> (6 to 12 years) **	\$100.00	\$75.00

\*Part-Time= 1 or 2 days/week

\*\*Christmas/Spring Break/Summer: \$150.00/week

\*\*\*Part-Time Summer Rate: \$95.00/week

### Payment Due Date and Late Fees

Payment is due each Monday and late on Tuesday at 6:00 P.M. A late fee of \$25.00 will be charged to your account on Wednesday morning if payment is not received and/or a balance is due. Your child cannot attend daycare after the 7<sup>th</sup> day of non-payment until a payment is made in full. If payment is not received by the 15<sup>th</sup> day, your child's spot is lost. Families have the option to pay on a bi-weekly or monthly basis in advance.

A Registration Fee of \$100.00 is due annually on your child's anniversary start date and is non-refundable.

\*\*\*Returned Check & Declined Credit Card Fee- \$35.00 (all late fees apply)

### Drop-In Rates

The drop-in rate is \$12.00/hour. If a drop-in child attends more than three times per week, an Enrollment Fee must be paid.

### Absences, Holidays, Closures

Your tuition reserves your child's enrollment for the week. Full tuition is due regardless of absences, holidays, or unexpected closures. This applies to both full-time and part-time children.

### 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

Two or more children enrolled by one family will receive 10% off the oldest child's tuition. Military, police, firefighters, and teachers receive 10% off one child's tuition. Only one discount per family.

### 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 your child can participate in and will be notified in advance of any other opportunities such as school pictures, fundraisers, etc. During the year, school-aged children who attend all day (e.g. teacher-in-service day, etc.) will be assessed an additional fee of \$10 per day. This fee does not apply to Christmas break, spring break, or summer rates.

# Creative Care Children's School Policies and Procedures

## Hours of Operation & Arrival Time

We are open for your convenience from 6:00 A.M.-6:00 P.M., Monday-Friday. Children should arrive no later than 9:00 A.M. when class time starts to experience the most from our curriculum. Any arrivals later than the start time are disruptive to the other children and child/staff ratios. Children over 12 months of age may not be dropped off during naptime.

## Holiday Schedule

We are closed New Year's Day, President's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Columbus Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. In addition, we close at 3 P.M. on Christmas Eve.

### **Apart from President's Day and Columbus Day for staff training:**

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, our website, or your Center's Facebook for announcements of closings.

## Transportation Policy

Children attending public school must arrive by 7:00 A.M. to be transported to school. If your child will not need transportation in the afternoon from school to Creative Care, notification must be made no later than 1:00 P.M. that day to avoid a \$25 Penalty Fee. All safety procedures of the Texas Department of Family and Protective Services are followed and our Drivers receive annual training. Our vehicles receive regular maintenance and are equipped with a fire extinguisher and first-aid kits.

## Sign-In and Out Procedures

Parents are required to sign-in and sign 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 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 and that person must present a valid driver's license to the front desk. Children will not be released to a minor. **The school closes at 6:00 P.M. You will be charged \$3 per minute per child after 6:00 P.M., which must be paid at time of pick-up.** We are not licensed for after-hour care, and 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 parental 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. Our staff will administer the necessary medical attention to the best of our ability including first aid, or CPR, as appropriate, until emergency medical assistance arrives. If a child comes in contact with a poisonous substance, the staff will contact Poison Control at 1-800-222-1222.

## **Parent Notifications, Communication, & Contact Information**

Parents will be notified by phone in case of emergency. It is very important to make sure all contact phone numbers are current at all times. To update contact information please contact the front desk. 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 ones-Pre-K room, unless 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, meet USDA guidelines, and the meals provide adequate nutritious value. Breakfast is served from 6:30 A.M-8:30 A.M. Snack is served to school-aged children upon arrival. Parents of infants may choose to provide their own food/formula for their infant. Liquids and foods hotter than 110 degrees are kept out of reach. Our staff does not use food as a reward or punishment. Outside food and drink is not permitted unless the facility is provided with a statement from a health care professional.

This school participates in the Texas Department of Agriculture's Food Program, which states, "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."

**Food Allergies** - Our staff is educated on food allergies and take precautions to ensure children are protected. Information on foods that may cause allergies is available. Any child with a food allergy must have an individualized Food Allergy Emergency Plan prepared by the child's health care professional that includes:

1. A list of each food the child is allergic to.
2. Possible symptoms if exposed to a food on the list.
3. The steps to take if the child has an allergic reaction.
4. Statement signed and dated by the doctor and parent.

**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 our facility.
  3. Statement signed and dated by the doctor and parent.
- Lunches brought from home are not to be heated up but can be refrigerated if needed. Milk, fruit, and vegetables that are on the menu for that day will be available for children who bring lunches from home upon parent request.

### **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. Breastfeeding education and support resources are available. Blankets and soft bedding are 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.

### **Physical Activity, Screen Time, Water Activities, & Field Trips**

Children will have opportunities for physical activity for a minimum of 30 minutes each day through outdoor play, music and movement, and other activities.

Screen time is not permitted for children under the age of three. Thirty minutes of screen time is permitted for ages 4-12 years. At the director's discretion, movies will be permitted in our school age program.

During the summer months, children 12 months and older have water play in wading pools and/or sprinklers. Extra staff is on duty 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 is 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.

Special treats for birthdays to be shared with classmates must be store bought and in sealed, original package.

### **Parent Participation/Volunteer**

We believe that having the best possible childcare facility for our children directly involves parents. We are a team working toward the same goal of providing our children with the best care. We implement many programs supporting family promotion and community involvement. We encourage each parent to become involved in any way they are able! Please inquire at the office if you are interested.

### **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 the development of independence and self-help skills. Closed-toe shoes are always required. Please label all items with your child's name.

#### **What to bring:**

- Change of clothing
- Small blanket or beach towel for naptime (must fit inside bin)
- No pillows please

No outside toys or electronic devices allowed including 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. A second violation will result in a \$15 fine and the third violation will result in the item being collected permanently.

### **Transitions into a New Classroom**

What a big step for our little ones! We want this transition to be a successful and positive experience. The transition is determined by the director and teacher after assessing the child's age, developmental level, and maturity level. The transition will begin on Monday and the child will start with two hours in the morning. Tuesday will be the same schedule. Two hours will be added in the afternoon on Wednesday and Thursday will include lunch and naptime. 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 do not wish for your child to 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 at the entrance of the facility for parents to view at any time. Because the privacy of our children is very important to us, the cameras are not available to view online.

### **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. Our employees are prohibited from participating in social networking with our parents and children. This includes but not limited to, Facebook, Twitter, and Instagram.

### **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, Mary Lopez, at (713) 465-0011.

The Director and Assistant Director are responsible for most of the school operations and makes sure all minimum standards, philosophies, and procedures are carried out daily. Mary Lopez will assign an interim Director when both she and the Assistant Director are off school premises.

### **Parent Conferences**

Conferences will be scheduled twice a year per the Centers request in the months of September/October and April/May to review with parents. But parents are welcome to set up a parent/teacher or parent/Director conference at any time by calling Mary Lopez at (713) 465-0011.



### Minimum Standards

A copy of the Department of Family Protective Services (DFPS) Minimum Standards is always kept at the school. 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 the Parent Board.

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

### Suspension & Dismissal Policy

Our Director and staff 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. As well if a child or parent endangers the health or safety of a child, we reserve the right to terminate services.

Dismissal Procedure for discipline problems:

1. An incident report will be completed and given to the parent to sign the day of the incident.
2. Our staff will have ongoing conversations with parents regarding challenging behaviors to express concerns, discuss strategies in addressing the challenging behaviors, and to keep parents informed of their child's progress.
3. If disciplinary problems continue a call to the parent to pick up the child for the day will be set in place.
4. Suspension will be enforced with a time frame per the Directors decision.
5. Dismissal from the facility if the problem persists.

We will make all reasonable efforts to avoid this by providing communication with the parent, parent meetings, and will use any other resources available. Your cooperation will be required to avoid dismissal.

### Withdrawal Policy

If you wish to withdraw your child from our program, please give your director two weeks' notice. All outstanding tuition and fees must be paid in full before withdrawal.

**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 childcare 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](http://www.tdprs.state.tx.us)

### Preventing and Responding to Child Maltreatment Abuse & Neglect:

We take great care in protecting our children and keeping them safe by working with local authorities and community organizations. 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 on our Parent Information Board. All staff is required to complete annual training on Reporting Suspected Child Maltreatment.

- Link to Training: [www.dfps.state.tx.us/training/Reporting/default.asp](http://www.dfps.state.tx.us/training/Reporting/default.asp);
- Information on learning the signs of abuse and neglect and child maltreatment:

Abuse:

**Physical abuse** is deliberate actions resulting in injuries to a child or genuine threats of such actions or concerns about physical injuries of an unexplained or suspicious nature.

**Sexual abuse** includes: Sexual indecency, sexual assault, or aggravated sexual assault.

- Failing to make a reasonable effort to prevent sexual conduct to a child.
- Using the child for the creation of obscene or pornographic material.

**Emotional abuse** is an emotional or mental injury caused by the parent or caregiver that results in an observable effect on the child.

- Psychological state - Concerns about the child's mental stability, as demonstrated by mood, behavior, and thoughts.

**Trafficking**

- Labor trafficking - parent or caregiver forcing a child into labor or services that are unhealthy or harmful to the child.
- Sex trafficking - parent or caregiver receiving compensation for forcing a child to engage in prostitution or other sex acts.

Neglect:

**Neglectful supervision** means improper supervision of a child left alone which could have resulted in substantial harm.

**Medical neglect** is failure to seek, obtain or administer medical treatment that could result in substantial harm.

**Physical neglect** is the failure to provide a child with the necessary food, clothing, and shelter to maintain a healthy life.

**Abandonment and refusal to accept parental responsibility** are where the parent or caregiver left the child in a potentially harmful situation and did not plan to return for the child.

- Refusal to accept parental responsibility - Child has been out of the home for any reason, and parent/caregiver refuses to allow the child to return home.

- If you are a victim of abuse and need help call:

DFPS Abuse Hotline: 1-800-252-5400, Harris County Women's Center: 713-528-2121, or 911.



Texas Department of  
**Family and Protective Services**  
Statewide Intake

**Reporting Abuse, Neglect and Exploitation**

**If you suspect:**

- A child is being abused or neglected.
- An adult with a disability or 65 or older is being abused, neglected, financially exploited, or is in a state of self-neglect.

medical professionals, social workers, and mental health professionals.

**Preparing to Make the Report**

**Please – gather your notes, files or documentation before making your report.** This will help us move through your report efficiently in order to best serve you and vulnerable Texans.

As much as possible, please have the following information ready:

**Identification:**

- Names
- Dates of Birth
- Social Security Numbers

**Relevant Locations:**

- Home address
- School or daycare
- Employer

**Additional Details:**

- Primary Language
- Disability
- Other special needs

Partial information is still useful for locating the people involved. Even an approximate age or street name helps.

**Report by:**

**Phone: 1-800-252-5400**

Call the Texas DFPS Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.

**Online** at [Texas Abuse Hotline Website](#)<sup>1</sup>

Report online if victim is not in immediate danger.

If the person is in immediate danger, call 911 or local police first. Then call the Texas Abuse Hotline.

**Mandatory Reporting**

By law, everyone in Texas is a mandated reporter. Professionals may not delegate the duty to report to anyone else. The mandatory reporting requirement applies without exception to an individual whose personal communications may otherwise be privileged, including attorneys, clergy,

# Creative Care Children's School

## Discipline and Guidance Policy

We strive to provide a secure and 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 for 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

## Health, Illness & Exclusion Policy

Children who are ill should not attend school. 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 childcare activities and outdoor play.

### Student Absences

Please call the school at (713) 465-0011 before 10 A.M. 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 the Texas Department of Health **before** he/she can attend our school. We may occasionally 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 employee. We follow the Texas Dept of Health requirements and will update our policies in accordance. A parent/employee may find information on recommended immunizations for adults at <http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

### Wellness/Health Checks

Wellness/health checks are conducted to identify potential concerns about a child's health, such as signs or symptoms 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 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
- Vomiting/Diarrhea
- Severe itching of body or scalp
- Cranky or less active than normal
- General discomfort
- Unusual spots or rashes
- Loss of appetite
- Unusual behavior
- More crying than usual

### 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 and a measuring spoon or syringe must be 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. Fever reducing medications may be given only if prescribed by a doctor.

## Diseases and Illness

### 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 Meningococcal Meningitis, 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.**

### Chickenpox

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 chickenpox 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 and is accompanied with a doctor's note.**

### 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: 1639 Blalock Road  
Houston, TX 77080

Nearest Cross-Streets: Longpoint, Campbell

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

Out-Of-Area Contact: Cheryl Blair (972) 740-5700

## **Center's Planned Evacuation Sites**

Off Site - St. Christopher Episcopal Church  
1656 Blalock  
Houston, Texas 77080  
(713) 465-6015

On Site - Large oak tree at rear yard playground

## **Off-Site Evacuation and Relocation:**

- Our 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 Assistant Director will be the First Aid coordinator and will carry the First-Aid kit.
- The Assistant 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 Assistant Director and teachers will walk the children across the street. All children under 24 months of age, 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 THE KITCHEN.**

**Stay Calm, gather children, follow directions!**

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

- Fire Alarm Bell will sound.
- Lead teacher will 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.
- Staff will watch the children, not the situation. Children will always be supervised.
- The teachers will stay in the designated area and the fire department, Director, or person in charge will tell them when they and the children can re-enter the building or begin off-site evacuation procedure.

## **Severe Weather Drill (practiced every 3 months):**

- A bell will sound 3 times.
- Lead teacher will get roll sheets and Health and Emergency Binder.
- Each class will exit classroom doors, walk to center hallway, sit down, and have children duck and cover. Additional room is available at kitchen pantry.
- Infant classroom: infants will be placed in emergency cribs and rolled to the hallway.
- Teacher will have children singing or will tell them a story.
- Teachers will remain with children until further instructions are given by the 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 will gather children, walk to building, and enter the hallway door where the Director will alert them of 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 will 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.
- All doors will be closed, and all lights will be turned off.
- Teacher will gather children and Health & Emergency Binder and take children to the designated safe place.
- Teacher will keep children calm and whisper to remind the children to stay very quiet.
- Infant Classroom: babies will be placed in two or three cribs with a few quiet toys. Another empty crib or two will be placed in front of the classroom door. This might cause an intruder to change his/her mind about entering the 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 -

- Doors will be closed and locked, air conditioner/heater or anything that could cause a spark (lights, computers, TV, CD player, etc.) will be turned off.
- Children will be seated on the floor and calmed.
- Teachers will be prepared to evacuate if told by the Director, person in charge, or emergency personnel.
- If told to evacuate, teachers will consider crawling to avoid strong fumes that are floating higher in the air.

### **Bomb Threat or Other Threat:**

The staff will write down everything the person says, ask where the bomb is and when the bomb (or other threat) will "go off" or "happen", and write that down, too. Then, they will notify the Director, or person in charge, to call 911 immediately.



**Accident-** The teacher will:

- Make sure all children are supervised and have them sit down near her.
- Comfort the children by speaking in a low, quiet voice.
- Apply first aid as needed; Call the office if further assistance is needed 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).
- Report injury to the head or face 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 into the Director before leaving 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-** The teacher will:

- 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.
- Make the child comfortable and keep an eye on him/her if no fever is present.
- If the child complains of pain, ask him/her 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, the director will sound the alarm 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 Assistant Director will take possession of the Emergency Binder and will say aloud, "I have the Binder!" and then will proceed 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 in 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

I have received a Parent Handbook and have read and agree to all policies and procedures. I have received all information on how to contact the local licensing office, DFPS abuse hotline, DFPS website, Child & Adult Care Food Program, along with Texas Rising Star programs.

- \_\_\_ I have had the opportunity to tour the facility as well as being introduced to the staff along with my classroom caregiver.
- \_\_\_ I understand hours for drop off & pick up are from 6:00am-6:00pm arriving no later than 9am. Parents are allowed an extended visit during drop off, pick up, or to participate in extracurricular events. Please be consistent with arrival time benefiting your child’s learning and preparing for the transition to Kindergarten.
- \_\_\_ Tuition is due on Monday, late Tuesday at 6:00pm. I understand a late fee of \$25 will be charged to my account on Wednesday morning for all accounts with a balance due.
- \_\_\_ I understand that after the 7<sup>th</sup> day of non-payment my child will not be able to attend until my balance is paid in full. I understand Tuition is due in full regardless if my child is absent from school.
- \_\_\_ I understand a Registration fee of \$100 will be assessed annually upon my child’s anniversary date along with a Summer Fee that will be charged to my child’s account at the beginning of June that will cover all field trips, activities, crafts, and food. These fees are non-refundable.
- \_\_\_ I understand vacation is accrued annually upon my child’s anniversary date and after completion of one year.
- \_\_\_ I have read our Holiday Schedule and I am aware we are Closed Presidents Day, Columbus Day, New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day and the day after, and Christmas Day.
- \_\_\_ I understand No Outside Food is Allowed – Breakfast is served from 6:30am-8:30am.
- \_\_\_ 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.
- \_\_\_ I acknowledge the Family Support Resource area in the entrance way with helpful resource information and any upcoming events in the community.
- \_\_\_ I understand my child’s developmental milestones will be recorded and discussed during Open House, throughout the year, along with any preferred time of my choice.
- \_\_\_ I understand that technology, screen time is limited per age group to improve communication between staff, children, & families.
- \_\_\_ I have read and received a copy of our Discipline and Guidance Policy.

We encourage parents to share information of CCCS enrollment for any needed assistance. My signature also verifies all the above information has been verified.

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Child’s Name	Parent’s Email
<hr/>	
Parent’s Signature	Date
<hr/>	
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.

Child's Name (printed): \_\_\_\_\_

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.

Child's Name (printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Sunscreen/Insect Repellent

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

Child's Name (printed): \_\_\_\_\_

Parent's 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 photographs 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\*\*\*\*\*