



# Creative Corner

Child Development Center

335 Audrey Lane

Houston TX. 77015

713-450-3610

## Parent Policies and Procedures

Revised March 1, 2018

# **Table of Contents**

1. Welcome/Our Philosophy
2. Open Door Policy
3. Daily Procedures
4. Parent
5. Meals and Food Service
6. Outdoor Play
7. Discipline and Guidance Practices
8. Emergency Closing and Cancellations
9. Evacuations/Security Procedures
10. For Illness and Exclusion Criteria
11. Emergencies Medical
12. Medication Policies
13. Immunization Requirements
14. Hearing and Vision Screening Requirements
15. Enrollment Procedures
16. Fieldtrip & Transportation
17. After School Transportation and Drop Off
18. Summer Camp

19. School Parties
20. Children's Birthdays
21. School Equipment
22. Naptime
23. Breast feeding
24. Uniform and Tote bags
25. Financial and Policy Procedures
26. Parental Notification
27. Use of Cell Phone
28. Parking safety/building safety
29. Biting
30. Confidentiality Policy
31. Preventing and Responding to Abuse and Neglect of Children
32. Health Checks
33. Gang-Free Zone
34. Animal
35. Supplemental Information

## **1. Welcome/Our Philosophy**

Welcome to Creative Corner Child Development Center. We sincerely hope this will be the beginning of a rewarding and trusting relationship between our staff and your family. It is our belief that early childhood is a critical time in which children learn self-expression, self-worth, and trust. Based on a child's early experiences and environment they will learn the fundamentals of life. It is our goal for the children who participate in our program to leave knowing they are unique and creative individuals who possess the knowledge to create a foundation for a happy, successful, and capable adulthood.

## **2. Open Door Policy**

We welcome you to visit your child throughout the day if you choose to do so. You may observe or participate in classroom activities, but we ask you to avoid visits during naptime. If it is necessary for you to pick-up or drop-off your child during naptime, please let us know in advance, so we can help you minimize interruptions to the daily routine.

## **3. Daily Procedures**

### **Hours of Operation**

Creative Corner is open from 7:00 a.m. to 6:00 p.m., Monday through Friday year round. Our curriculum hours are 8:00 a.m. to 3:00 p.m. Each class's daily schedule is posted in our classroom. The school year calendar is also posted on our website and front office.

### **Early Drop Off**

Early drop off is from 6:45AM-7:00AM. The fee for early arrival is \$15 per month regardless of the number of times the student arrives early (one morning or 20 mornings in the month). We must have prior request to allow the student to be dropped off before 7:00 am. This will ensure that we are adequately staffed. The opening staff will have a list of the students who have paid for early drop off.

### **Early Dismissal**

Creative Corner will occasionally have an early dismissal day when we close early (5:30P.M.) to allow our entire staff to attend early childhood education training. Please see school calendar for dates.

### **Holidays**

Creative Corner will close on the following days:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (during the Christmas holiday Creative Corner is closed for 3 days; the day before Christmas, Christmas day and after Christmas)

Closings will be adjusted when the holidays are listed above fall on Saturday or Sunday. For specific dates, please refer to the school calendar.

**Vacation**

There are no tuition adjustments for vacations or scheduled holidays. This includes both summer and fall sessions.

**In/Out Log**

You'll notice our commitment to your child's safety begins the moment you step inside our center. In order to access the schools' interior classroom area, everyone must first sign in with your initial and time. You and the people you permanently authorize to pick up your child, after verification of their identification, will be permitted into the classroom areas. This weekly sign in sheet will be kept on file for a period of three months.

Each teacher will also keep an attendance sheet on a weekly basis. These sheets are for classroom use only.

**Pick-up/Check Out Procedures**

The staff can only release a child to a parent or guardian on the child's emergency card. Parents may designate friends or family members to pick-up their child. These persons must produce a picture I.D. (TDL accepted) and it must be compared to the notations on the emergency card. The I.D. number will be documented and placed in student file with the date the child was picked-up. If a person is not listed on the emergency card, the student will not be released until the parent is contacted by telephone. The parent must verbally approved the release of the child before the student leaves the building or send a note giving permission for the child to be picked up by that person. Email from the parent is also accepted.

All employees are aware of this policy and are instructed to follow verification protocol.

**Custody Disputes**

While it is preferable to avoid becoming involved in an access dispute, the protection and best interest of the child(ren) will always be our first priority. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Creative Corners' primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

**Person(s) appearing to be impaired or under the influence during pick-up**

Creative Corner will contact the custodial parent should a parent or person approved for pick up appear to the staff to be under the influence of drugs and/or alcohols. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Creative Corner staff will delay the impaired parent as long as possible, while contacting the other parent.

**4. Parent****Conferences**

No formal parent conferences will be scheduled. However, any time you feel a conference (for whatever reason) would help, please contact the assistant director or director. You may email the School Director at [1creativecorner@comcast.net](mailto:1creativecorner@comcast.net) or call the front office at 713-450-3610.

Telephone Conferences can also be scheduled if this is most convenient for you. Please contact us with your concerns. “We can’t fix it unless we know it’s broken.”

### **Visitation Opportunities**

Please feel free to come by anytime. Please be mindful of naptime and volumes of voices when conversing in the hallways and in the classrooms.

Please do not carry a lengthy conversation with any teacher when picking-up or dropping off your child since the teacher is responsible for the education and safety of all their students.

### **Participation and activities at center**

All parents are welcome to participate in activities in the classroom. We certainly enjoy your input and assistance whenever possible. Your children are thrilled to have you share in their accomplishments, and the teachers welcome the assistance.

### **Review of minimum standards**

The Minimum Standards are the state guidelines for all Licensed Day Cares in the state of Texas. Each parent is welcome to review the office copy of Minimum Standard Rules for Licensing Childcare or visit [www.dfps.state.tx.us/](http://www.dfps.state.tx.us/) or by calling the Child Care Information line at 1-800-862-5252 . Our center is required to meet these requirements in order to remain in operation.

The most recent licensing report is available for review.

### **Texas Child Care Licensing (CCL)**

The mission of Child Care Licensing is to protect children through regulations and education. Licensing staff inspect centers to be sure that minimum standards are met. To contact a local licensing office visit [http://www.dfps.state.tx.us/child\\_care/local\\_child\\_care\\_licensing\\_offices/#ccloffices](http://www.dfps.state.tx.us/child_care/local_child_care_licensing_offices/#ccloffices) or reach them at (713) 940-3009 Houston Area.

### **Review of Emergency Preparedness Plan**

Each parent is welcome to review the office copy of Creative Corner Emergency Preparedness Plan which includes:

- 1) Evacuation, relocation, and sheltering/lock-down of children
- 2) How children will be evacuated or relocated to the designated area
- 3) Staff responsibility
- 4) Communication

## **5. Meals and Food Services**

Creative Corner is not responsible for meeting the nutritional needs of students since we do not provide meals. Each parent is responsible for providing the nutritional needs of his own child.

When meals/snack are provided by Creative Corner (example: pizza day) parents must provide an alternate meal/snack if your child is not able to eat the meal/snack provided per school menu. Please see menu posted on bulletin board.

Creative Corner students must bring a lunch to school every day except Wednesday. Cheese Pizza lunch (includes snack and water) will be provided every Wednesday at no additional charge. Students should bring their lunch in a lunch kit with a cool pack, because we do not have enough refrigerator space to refrigerate the lunches. A snack is provided in the morning and afternoon.

Students must eat breakfast prior to arrival.

Notify the office or your child's teacher if you are bringing his lunch right at lunchtime. We must know in advance so we do not waste valuable time searching for a misplaced lunch. Make sure all lunch kits and containers are clearly labeled with your child's name.

There is a \$5 fee if you fail to provide a meal for your child. Creative Corner will provide a macaroni and cheese meal or a slice of pizza (depending on the availability.) This meal will include a snack and water.

### **Houston Food Bank**

Our center receives afternoon snack from the Houston Food Bank (see class schedule for snack time). Houston Food bank menu changes weekly. Please see bulletin board for menu.

During summer camp our center receives breakfast and afternoon snack from the Houston Food Bank (see class schedule for breakfast and snack time.)

### **Food Restrictions**

No Sodas or Candy. Do not send McDonalds toys when providing a Happy Meal.

### **Beverage**

Milk, juice, AND water. All student must have a serving of water during each meal time.

### **Warm ups**

We are not able to warm up lunches due to time constraints. Please send hot meals in insulated or thermos containers. Suggestions: soups, spaghetti, pre-cooked ramen noodles, sandwiches, fruit, vegetable.

### **Food Allergy**

If your child is allergic to specific foods we must have a 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; and
- 3) the steps to take if the child has an allergic reaction.
- 4) The child's health care professional and parent must sign and date the plan.

## **6. Outdoor Play**

We will go outside when it's very cold and very warm but may adjust the amount of time outside based on weather conditions. Students will need to dress accordingly with caps, gloves, and coats when it's cold (PLEASE LABEL ALL GARMENTS WITH YOUR CHILD'S NAME AND LAST INITIAL). Please keep in mind that children don't mind cold weather and according to pediatricians, cold weather does not make a child sick. Germs thrive in heated buildings.

Morning insect repellent spray/sunblock must be applied by parents either prior to arrival or upon arrival at the center if you feel that it's necessary. If you would like us to reapply insect repellent spray on your child prior to outdoor we will gladly do so year round provided you supply us with your preferred brand. Please make sure to write your child's name on all containers with a permanent

marker and give them to your child's teacher for safe storage. Under no circumstances may insect repellent be left in a child's tote bag.

## **7. Discipline and Guidance**

- Discipline must be:
  - 1) Individualized and consistent for each child;
  - 2) Appropriate to the child's level of understanding; and
  - 3) 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-directions, which includes at least the following:
  - 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
  - 2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - 3) Redirecting behavior using positive statement; and
  - 4) 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:
  - 1) Corporal punishment or threats of corporal punishment;
  - 2) Punishment associated with food, naps, or toilet training;
  - 3) Pinching, shaking, or biting a child;
  - 4) Hitting a child with a hand or instrument;
  - 5) Putting anything in or on a child's mouth;
  - 6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - 7) Subjecting a child to harsh, abusive, or profane language;
  - 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  - 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Disciplinary System / Take Home Folder:**

This system is color coded and easy to understand. Each class will have a pocket chart/or a wall chart with every child's name on a pocket or clip. In each child's pocket, a green, yellow, and red slip will indicate the behavior status for each child. The colors represent the following behavior and/or consequence:

- Green...Happy Face
- Yellow...Straight Face
- Red...Sad Face

Every child will have a "take-home" folder with a monthly chart enclosed. Parents must check their child's take home folder daily to verify what kind of day their child had. We encourage parents to have a time with their child at home to discuss the child's success or outstanding behavior and also address any behavior issues of concern if any. This Take Home Folder also includes your child's artwork and/or homework. If we have concerns about a child's behavior, we will inform his/her parents as soon as possible and collaborate on a plan of action for positive change.



**Expulsion/Dismissal from school**

Students must be able to follow advanced curriculum. Students must be able to follow directions and respect authority. Creative Corner reserves the right to exclude the new enrollment of or terminate the existing enrollment of a child at any time, including, but not limited to, children whose behavioral and education needs cannot be met at Creative Corner without fundamental alterations of or undue burden to our existing programs, procedures, or practices, as deemed by Creative Corner, and/or children whose fees and/or tuition payments are in arrears.

The following steps will be taken:

- Note to parent(s)
- Conference with parent(s)

If a student exhibits excessive aggression towards student or a staff member, the following steps will be taken:

- Parent(s) must pick-up child immediately
- Child will be suspended from the program for one day.
- Child is expelled from our program

**8. Emergency Closing or Cancellations**

Sign up for text alerts at [www.remind.com](http://www.remind.com) or text To: 81010 Message: @ccsailaway

Remind text alert will be our #1 source for communicating cancellations or other emergency conditions and early closures so it is imperative that you enroll immediately.

We will follow the same decisions as Galena Park I.S.D. for school closings in the event of extreme conditions such as flooding, icy road conditions, hurricane, etc. All news channels will post the decisions made by GPISD regarding these closures. It is extremely important that all work, home, cell numbers, and email addresses are kept up to date for this purpose so you can also be contacted via-text using [www.remind.com](http://www.remind.com) . We will also use the same service to contact you if we are able to return to school prior to Galena Park I.S.D.'s return.

There will not be a tuition credit or adjustment due to closures for extreme weather conditions or damage to the school facility due to the weather conditions up to five days, or power outages up to five days. You will not be charged for the additional days we are closed beyond the first school days (Monday-Friday).

**Power Outages**

In the event that our building loses power for longer than an hour and the electric company indicates that we will be without power for longer than ½ of the school day, you will be contacted through [www.remind.com](http://www.remind.com) (via-text) Students must be picked up as soon as possible or as indicated via the communications when the parents are contacted.

**9. Evacuations/Security Procedures****Off-site**

Parents will be contacted immediately through [www.remind.com](http://www.remind.com) (via-text) when the students must be evacuated off site. All students must be picked up at that location immediately. Please make sure your child's registration information is up-to-date at all times. It is extremely important we have your

current contact numbers as well as updated emergency contacts home, work, and cellular phone numbers.

Our evacuation site for Creative Corner:

1. Uvalde Baptist Church, 901 Uvalde Rd., Phone # 713-453-2235
2. Clarion Inn, 15157 East Freeway, Phone 281-452-7304
3. Fairfield Inn & Suite Channelview, 15822 East Frwy, Phone 281-457-0000

### **School Lock Down**

All doors must be locked and students will not be released until it is determined that it is safe to open the school in the event of a Chemical Release Disaster or any event outside of the school that might place the children at risk. Parents will be notified via email or [www.remind.com](http://www.remind.com) (via-text) of any emergency requiring a lockdown.

### **Emergency Contact**

Emergency contact number if school phones cannot be reached 713-557-2858 or 832-414-1913

## **10. Illness and Exclusion Criteria**

If the illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children in their care. To avoid the spread of disease, state licensing standards require ill children to be isolated from their group and picked up from school as soon as possible. Your child must be able to comfortably participate in all center activities, including outdoor play, to be able to attend school.

If the child exhibits any of the following symptoms, he/she must be excluded from attendance:

- An oral temperature of 101 degrees or higher accompanied by behavior changes or other signs or symptoms of illness.
- Is vomiting or has an upset stomach accompanied by diarrhea.
- Shows evidence of a communicable disease, such as chicken pox or pink eye.
- Has a undiagnosed rash.
- Has difficulty breathing.
- Has unusual lethargy, irritability, or persistent crying.
- Has discharge from the eye, ears, and/or profuse, colored nasal discharge.
- Mouth sores with drooling.
- Head lice
- Healthcare professional has diagnosed the child with a communicable disease

The child must have medical documentation indicating that they are not longer communicable or contagious. In order to return to school, your child needs to be free of all symptoms for 24 hours.

Children should not come to school unless they are well enough to participate in all school activities including outdoor playground. We will go outside when it's very cold and very warm but may adjust the amount of time outside based on weather conditions. Students will need to dress accordingly with caps, gloves, and coats when it's cold (PLEASE LABEL ALL GARMENTS WITH YOUR CHILD'S NAME). Please keep in mind that children don't mind cold weather and according to pediatricians, cold weather does not make a child sick, Germs thrive in heated buildings.

## **11. Emergencies Medical**

All teachers are CPR and First Aid certified. In the event, of a critical illness or injury that requires immediate attention of a physician, the center will:

- Contact the parent
- Care for the child apart from the other children
- Give medical first aid to the child until emergency services arrive, if emergency services are needed. At that time the child will be turned over to the emergency services personnel and/or the parent.

## **12. Medication Policies**

Our center does dispense medications to children whose parents meet the following criteria:

- Medication is only administered at 12:00P.M. And 4:00 P.M. with the exception of prescription on an as-needed basis. If the child requires medication at 12:00 and at 4:00, two separate forms will need to be filled out.
- An “Authorization to Administer Medication” form must be completed by the parent and given to the Director or the morning teacher. Forms are available in the front office inside wicker basket or on our website. For on-going medication, a new form must be submitted every week.
- The medication must be in the original container labeled with the child’s full name and date brought to our center.
- Prescribed medication must include: child’s name, date of birth, doctors name, prescription number, expiration date and full details on dosage.
- The employee must administer the medication in amounts according to the label directions as of amended by the physician.
- The medication must only be administered to the child for whom it is intended.
- Medication may not be administered after the expiration date.
- If an over the counter medication is brought to school, it must be designed for the age of the child it is intended.
- Non-prescription Topical Children’s Ointments: can be applied with authorization from the parent/guardian according to the manufacturer’s instructions for a period not to exceed one year.
- Creative Corner cannot administer acetaminophen or other fever reducing medicines so that a child can remain at the center. The center can administer fever-reducing medicines, at the parent/guardian’s request, to a child while he or she awaits for pick up, if written authorization from the parent/guardian and/or physician has been provided. The child cannot be readmitted to the center until he or she is fever free for a least 24 hours and has no other symptoms.

All medications must be kept in a pre designated area, out of reach of the children, and each medication must be labeled with the child’s first and last name.

Medication is stored in the kitchen in a cabinet labeled “medication”. This cabinet is to the right of the refrigerator.

Never leave any medication in a child's bag, locker, or cubby.

In the event that medication needs to be refrigerated, there is a container labeled "medication" in the refrigerator door.

ALL MEDICATION MUST BE TAKEN HOME EVERY FRIDAY. Any medication remaining at the school after Friday will be thrown away.

### **13. Immunization Requirements**

We require that all students have their immunizations entered with IMMTRAC. This may be filed through your child's pediatrician or health clinic. Each child enrolled or admitted to our center must meet the applicable immunization requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through seventeen years. Except as otherwise provided, all immunizations required for a child's age must be completed by the date of admission.

Visit [www.dshs.state.tx.us/immunize/Schedule/schedule\\_child.shtm](http://www.dshs.state.tx.us/immunize/Schedule/schedule_child.shtm) for required immunization and ages. Parents are required to provide center with updated immunization records. Your child will be excluded from attendance at Creative Corner if this information has not been submitted, is not current, or is incomplete unless your physician provides a waiver.

#### **Tuberculin Testing Requirements**

Requirements for Tuberculosis screening and testing vary across the state. Consult the Harris County Health Department requirements to verify if your child needs this immunization.

#### **Vaccine-preventable diseases for employees**

Employees are not required to receive vaccines for preventable diseases or flu shots.

### **14. Hearing and Vision Screening Requirements**

Children enrolled in programs who are four years of age by September 1<sup>st</sup> will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment. This test is required by the Texas Dept. of Family and Protective Services. The fee for the vision and hearing testing must be paid by the child's parent prior to testing and permission form must be signed and dated. If you prefer to have your child tested by his pediatrician, please submit the test results to the school director no later than November 30<sup>th</sup>.

### **15. Enrollment Procedures**

The center must have on file:

- Admission page with the following: child's name, birth date, home address, telephone numbers, date of the child's admission to the childcare center, name and address of the parents, telephone numbers at which both parents can be reached during the day, and in the evening.
- Name, address, telephone number and any additional contact information of another responsible individual friend or relative, who should be contacted in an emergency when parents cannot be reached.

- Name and telephone numbers of persons other than the parents who are authorized to pick-up or drop off the child.
- Name, address, and telephone number of the child's physician or an emergency-care facility.
- Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
- Statement of the child's health from a health-care professional
- Permission for transportation, if applicable.
- Permission for field trips ; if applicable
- Permission for participation in water activities; if applicable
- A statement of the child's special care needs. This includes, but is not limited to, allergies, existing illness, previous serious illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.
- Vision and hearing screening results, if applicable
- Immunization records
- A completed food allergy emergency plan for child; if applicable (see Food Allergy)
- The name and telephone number of the school that a school-age child attends; if applicable
- Permission for a school-age child to ride a bus; if applicable

#### **Updating Admission information**

Parents must update annually admission information, including information on special care needs. Updated admission must have parent signature and date.

#### **Policy Changes**

Creative Corner reserves the right to change, revise, supplement, or delete any of our policies and procedures, at any time. Parents will be notified of any changes to this policy by e-mail within five business days. Changes will be effective on the dates determined by Creative Corner.

### **16. Fieldtrips & Transportation**

- Goodman Bus Service and the Creative Corner buses will be used on occasion for transportation on field trips.
- Parents will be informed at least 48 hours prior to fieldtrip of departure, return, or any special needs.
- Parents may sign up to volunteer to attend fieldtrips. Parents please plan ahead since we are limited to space.
- Each child must have a fieldtrip permission form on file with current emergency numbers.
- School shirt and/or uniforms are required on all fieldtrips.
- Field Trips and Transportation charges are not included in tuition. Additional fees will be assessed.
- Children must be at school and be ready to leave at the designated time. Children are not allowed to meet the class at the field trip location.

### **17. After School Transportation and Drop Off**

Creative Corner offers after school pick up at designated schools within the Galena Park ISD to be determined each year.

## **18. Summer Camp**

### **Uniform**

School uniforms are not required during Summer Camp.

Friday T-shirt or summer camp T-shirt is required on all field trips.

### **Tuition**

Summer Camp tuition is posted on the registration forms.

### **Water Activities**

Splash pool under 2 feet of water will be used at Creative Corner during Summer Camp. Students that are old enough to attend field trips may participate in splash pad activity. Students 6 years and older may participate in swimming pool activity away from the center.

## **19. School Parties**

Seasonal parties are celebrated during the school year. To maintain successful parties, and for all children to participate, all parents are expected to contribute items for each party.

Kids N Action is a delightful company who comes to our school to provide crazy, fun, exciting activities. On our party days the company sends a coordinator who arrives with all the apparatus and music for more fun than you can imagine! She directs the many activities which change each time she comes: Balance beam, obstacle course, dancing, hula hoops, bubble blast, go fishing, ball explosion, scarf juggling and so much more!! Fee for Kids In Action is \$4 for each event.

## **20. Children's Birthdays**

We enjoy celebrating your child's birthday at Creative Corner. Parents are welcome to provide a treat for the class. Please limit it to small cupcakes, muffins, or cookies. For safety reasons, we do not allow candies and/or balloons to be brought to school. We ask you to make arrangements in advance directly with your child's teachers as to how much to bring and when. Special birthday treats will be served at our afternoon snack time. We also discourage the distribution of birthday party invitations at school unless you plan to invite the entire class.

## **21. School Equipment**

Sometimes a child will carry home an object used in our activities. We realize these are very tempting to a small child. However, they are a vital part to our prepared environment, and one missing piece can ruin an entire set of expensive and sometimes very hard to replace educational materials. Please work with us in seeing that these items return to school as soon as possible. Please do not allow your child to bring money or toys from home.

## **22. Naptime**

Pre-School and Pre-K will need a small camp pillow and a lightweight blanket, (no sleeping bags or quilts please). Children may bring a stuffed animal or doll to nap with. Please make sure that pillow, blanket, and doll have your child's name clearly marked on them. Blankets and pillows must be taken home and washed on Fridays.

### **23. Breast Feeding**

Creative Corner provides a private space for breast feeding mothers to nurse their child in our conference room.

### **24. Uniform and Tote bags (August-June)**

School uniforms are required. Please make sure all jackets, sweaters, blankets, bags, lunch boxes, etc., are marked with your child's name in permanent marker.

#### **Uniform Description:**

Creative Corner keeps a few shirts in stock. Inquire at the office or order with the companies below:

- [www.Frenchtoast.com](http://www.Frenchtoast.com): Source code QS5PKKK
- [www.Landsend.com](http://www.Landsend.com): Preferred School Number: 900067570
- Logo Monogramming Shiloh Printing (713) 451-9913, 904 Sheffield Blvd. Houston TX., 77015

#### **Girls:**

- Navy, khaki, or classic navy/evergreen plaid jumper with white collar blouse under jumper (jumpers must have logos monogrammed on them) see order form with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com)
- Navy or hunter green polo dress with logo see order form with [www.frenchtoast.com](http://www.frenchtoast.com) or [www.landsend.com](http://www.landsend.com)
- Navy, khaki, or classic navy/evergreen plaid shorts, skirts, skorts, or slacks with monogrammed polo shirt with CC logo.
- Navy, hunter green, or light yellow/maize monogrammed polo shirt with CC logo
- Navy bottoms with navy polo shirt not acceptable

#### **Boys:**

- Navy or khaki shorts or slacks
- Navy, hunter green, or light yellow/maize monogrammed polo shirt with CC logo
- Navy, hunter green, or light yellow/maize vest with white collar shirt under vest. Vest must be monogrammed with CC logo
- Navy bottoms with navy polo shirt not acceptable

#### **Fridays:**

Jeans allowed only with Creative Corner Friday T-shirt. Shirts may be purchased in the front office – cost \$15.00. Regular uniform is also acceptable on Fridays but with no Jeans.

#### **Shoe Description:**

- Shoes must be solid white, black, brown, or navy.
- Running shoes
- No boots

- No cartoon characters on shoes.
- No shoes that light up.
- No crocs
- No sandals

### **Sweat suits/Warm up suits**

May be worn on school days when the temperature in Houston is freezing (32degrees) the night before. Please check on the internet or the weather channel on TV. This does not include surrounding areas like Conroe, etc. Our guide is strictly Houston weather. Directors will send out a message through [www.remind.com](http://www.remind.com) (via-text) when sweat suits/warm up suits will be allowed.

### **Tote Bags/Backpacks**

All students are required to purchase a tote bag with CC school logo on it. We use these bags because they are uniform in size and readily identifiable. All tote bags MUST have your child's name clearly labeled on the outside. Tote bags can be purchased in the front office for \$8.

During the school year (August-June) backpacks will NOT be allowed. All parents are required to purchase a tote bag.

### **Change of Clothes**

All students MUST have a complete change of uniform clothes including socks and underwear in a Ziploc bag. Students must have a uniform as their change of clothes unless it is our summer camp.

### **Out of Dress Code**

The school will provide the required shirt and the shirt will automatically be billed to your account \$15.00.

We will provide Loaner Pants if available. Loaner Pants are clearly marked with a permanent marker Creative Corner on the outside of the pants. Pants must be washed and returned to the school by the following day. Failure to wash and return the pants by the following school day will result in your account being charged an additional \$15.00 which will not be refundable.

## **25. Financial and Policy Procedures**

Registration Fee: \$50-Annual Fee – School Year August-May for all students

- This fee must be paid at time of enrollment
- This fee is non- refundable

School Supply Fee: \$50- Annual Fee- School Year August-May for Early Preschool through Kindergarten

- See Calendar for Due Date (Month of September)
- This fee and workbook are non-refundable

Workbook Fee: \$50- Annual Fee- School Year August-May for Early Preschool through Pre-K

Workbook Fee: \$75-Annual Fee-School Year August-May for Kindergarten

- See Calendar for Due Date (Month of October)
- This fee and supplies are non-refundable



Tuition can be paid in one of two ways:

Early Preschool through Pre-Kindergarten

Four weeks \$440 (every fourth Monday, see calendar for due date)

or

Two weeks \$230 (every second Monday, see calendar for due date)

Kindergarten

Four weeks \$450 (every fourth Monday, see calendar for due date)

or

Two weeks \$235 (every second Monday, see calendar for due date)

After School (students who attend Galena Park I.S.D public school)

Four weeks \$230 (every fourth Monday, see calendar for due date)

or

Two weeks \$125 (every second Monday, see calendar for due date)

and

Full day during public school closing for holidays and additional school closings:

Additional \$10 per day (48 hour notice required). Students are not obligated to attend during public school closing.

**Penalty Fees**

- Late Tuition Payment: \$10 per day
- Late Pick-Up Fee: \$5 per five minute interval after 6:05 PM
- NSF fee \$50
- 30 day withdrawal notice \$50

**Non Sufficient Funds (NSF)**

Parents will be contacted immediately after we receive notice of a NSF payment. Your child may not return to Creative Corner without a money order payment of full tuition due including \$50.00 NSF fee. Money order payment can be handed to the director or morning teacher in charge.

**Tuition Procedures, Financial Agreement, and Withdrawal**

Tuition is due on Monday every two weeks (see calendar for due dates) unless paying every 4 weeks. Your child may not return to school the Wednesday following tuition due date without payment in full including late fee \$10.00 per day for late tuition. Please refer to your child's school calendar for tuition due dates and any additional fees. If the school is closed on the Monday that tuition is due, then tuition will be due the following day.

Four weeks' (30 days) notice is required for withdrawal. A \$50 penalty fee will be added to your account if you fail to provide the required notifications.

Creative Corner accepts two methods of payment:

- Tuition Express Automatic draft from your Bank account
- Tuition Express Automatic draft from a your Credit Card/Debit Card

## **26. Parental Notification**

Creative Corner reserves the right to change, revise, supplement, or delete any of our policies and procedures, at any time. Parents will be notified of any changes to this policy by e-mail within five business days. Changes will be effective on the dates determined by Creative Corner.

## **27. Use of Cell Phone**

Children come first at Creative Corner. Children benefit from the attention of parents during drop-off and pick up times. Therefore, the use of cell phones while you are with your children at the childcare center is not allowed. Children need the undivided attention of their families during pickup and drop-off times (office personnel must use their cell phone for school business just as they use the regular office phone. Please excuse us when accepting calls on cell phone.)

## **28. Parking Safety/Building Safety**

All children must enter the center accompanied by a parent or guardian/responsible adult. Children must be signed in upon arrival and be accompanied to class by a parent or guardian/responsible adult.

Parents must never leave a child unattended in a vehicle in the parking lot.

Please lock your vehicle when you enter the building to drop-off and pick-up your child. Never leave anything of value visible in your vehicle. Creative Corner is not liable for the theft of or damage of any property. Thefts in childcare parking lots can occur even when vehicles are locked

Students are NEVER allowed in the parking lot without close supervision of a parent, guardian or responsible adult.

When you pick up your child, keep the children in your presence again, never allowing your child to run ahead of you. If your child forgets something in the classroom, you must accompany your child back to the classroom to ensure that your child is safe and is doing what expected. The children must not leave the classroom or building unattended.

## **29. Biting**

One of the biggest challenges in childcare is the issue of children biting. Creative Corner has a policy regarding how we handle the situation, but we would like to emphasize that the policy is designed more for children approximately three years of age who are within the age of reasoning and understanding.

Biting is an unfortunate occurrence with young children who just don't have the language skills to say what they want or don't want. Many times one child will have a tendency to play too closely (in another child's space) and that creates an environment for biting if the other child needs more space. Sometimes one child will want a certain toy that the other child has, and they don't have any verbal skills so they take it resulting in the other child biting to get the toy back.

When a very young toddler or early preschooler bites, we will:

- Inform both parents via-email.
- Attend to the child who was bit with ice and lots of love and attention.
- Tell the other child, "No bites! Teeth are for smiling or chewing food."
- Closely observe the biter to make sure there isn't a possible sign of ear infection or new teeth coming in that might be causing discomfort.
- Keep a close eye on the biter to try to prevent a re-occurrence.
- If biter bites again, place the child in time out or in crib or playpen for a couple of minutes and always repeat above.
- When a teacher is aware that a child has a tendency to react by biting, she will watch that child very closely. If the teacher is alone in a classroom and has to attend to another child, which will take some of her attention away from the child who reacts by biting, she will place the child in a crib or playpen.
- Staff will do everything possible to prevent biting, but there are times when it is just unavoidable.
- We will also work with the parents of the child who is biting to make sure the child isn't sick or isn't getting enough rest.

We thank you in advance for your patience and understanding regarding this very challenging occurrence in childcare.

<http://www.parents.com/toddlers-preschoolers/development/behavioral/tough-toddlers-hitting-biting/>

### **30. Confidentiality Policy**

All personal records of children and families are kept in the strictest confidence. Information pertaining to admission, progress, health, or discharge of child shall be confidential, unless we have written permission for disclosure from the parent or guardian.

### **31. Preventing and Responding to Abuse and Neglect of Children**

In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, we post on our Parent and Staff info boards information from the DFPS website "Keeping Children Safe" and urge staff, parents and others to visit the site also [www.dfps.state.tx.us/itsuptoyou/default.asp](http://www.dfps.state.tx.us/itsuptoyou/default.asp). Creative Corner will also handout flyers annually in regards to reporting abuse and neglect.

All staff is required to complete one hour of annual training on Reporting Suspected Abuse and Neglect of a child. We have resources on site for training that includes DVD, self-instructional materials and online training at [www.dfps.state.tx.us/training/reporting/default.asp](http://www.dfps.state.tx.us/training/reporting/default.asp)

To report suspected abuse call 1-800-252-5400 or visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

If you are a victim of abuse and neglect and need help call 1-800-252-5400 or Harris County Women's Center- Domestic Violence- 713-528-2121

The strategy for coordination between Creative Corner and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative. For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online [www.txabusehotline.org](http://www.txabusehotline.org)

### **32. Health Checks**

Creative Corner does not perform daily health checks.

### **33. Gang-Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized gang-related criminal activity are subject to harsher penalty.

For more information visit

[file:///C:/Users/Owner/Downloads/J-800-2846%20\(4\).pdf](file:///C:/Users/Owner/Downloads/J-800-2846%20(4).pdf)

<https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=J-800-2846.pdf>.

### **34. Animal**

Creative Corner does not keep pets/animals on site on a daily basis. Occasionally we will have special guest with pets/animal for educational purposes. Parents will be notified via-email in advance of special guest.

### **35. Supplemental Information**

This Parent Handbook (Policies and Procedures) contains general information concerning the policies and procedures of Creative Corner Child Development Center. The policies and procedures described herein are not intended to be and should not be interpreted as a contract between Creative Corner Child Development Center and any other person. This information does not constitute a legal document, nor does it constitute a contract. It does not confer any legal rights, nor does it create any contractual obligations, expressed or implied.

By signing the Parent Acknowledgement application during enrollement, it is understood that all of the policies and procedures of Creative Corner Child Development Center handbook are understood and agreed upon.