



Creative Corner

Child Development Center

335 Audrey Lane

Houston TX. 77015

713-450-3610

Parent Policies and Procedures

Revised August 2024

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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.

Curriculum Goal

The Creative Corner Curriculum is designed to meet the needs of a very diverse community of learners while instilling the joy of learning in every child. Our goal is to inspire a lifelong passion for learning while preparing our students for Kindergarten /1st grade through 12. We build the foundation of education on social-emotional development which is critical to students being successful in life

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 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.

Absences

If your child will be absent from the center for any reasons you must call and let someone in the office aware.

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 or text via remind.com. The parent must verbally approve 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 or text message using remind.com 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.

Black Out

Children may not be dropped off between 10:00AM and 2:00PM to avoid classroom disruption and/or arriving during lunch, nap preparation and naptime. In the event of a doctor's appointment a note MUST be provided during our black out time.

4. Parent

Conferences

Any time you feel a conference (for whatever reason) would help, please contact the director/manager. You may email the school Director at creativecornerwoodforest@gmail.com 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."

Parents are their child's first and primary teacher. To encourage their involvement with their child in their school experience, a minimum of two Parent/Teacher conferences will be scheduled during the program year.

Family Participation

All parents are welcome to participate in activities in the classroom. We certainly enjoy your input and assistance whenever possible. Assistance is always needed during the following: field trips, parties, annual activities and programs. Your children are thrilled to have you share in their accomplishments, and the teachers welcome the assistance.

Review of Minimum Standards online, Texas Abuse and Neglect hotline; and HHSC Website

The Minimum Standards are the state guidelines for all Licensed Day Cares in the state of Texas. Each parent is welcome to review Minimum Standard Rules for Licensing Childcare online at <http://www.dfps.state.tx.us/default.asp>

To report suspected abuse call 1-800-252-5400 or visit http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

You can review the following website Texas Health and Human Services at <https://www.hhs.texas.gov/>

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
- 2) How children will be evacuated or relocated to the designated area
- 3) Staff responsibility
- 4) Communication

Surveys/Evaluations

Creative Corner is always open to suggestions and we offer an annual evaluation/survey to give parents the opportunity to provide input to help improve our program. If at any time you need additional parental resources, we have a QR code in the office that has plenty of helpful information.

Rights of Parent or Guardian

- 1) Enter and examine the child care facility during the facility's hours of operation without advanced notice;
- 2) File a complaint against the child care facility by contacting the local Child Care Regulation office.
- 3) Review the child care facility's publicly accessible records;
- 4) Review the center's written records concerning the parent's child; 746.601
- 5) Receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- 6) Have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian child;
- 7) Be provided the contact information for the child care facility's local Child Care regulation office; 1425 E.40th St. Houston TX 77022, 713-692-3236
- 8) Inspect any video recordings of an alleged incident or abuse or neglect involving the parent's or guardian's child, provided that:
 - a. Video recordings of the alleged incident are available;
 - b. The parent is not allowed to retain any portion of the video depicting a child who is not the parent's child; and
 - c. The parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- 9) Obtain a copy of the child care facility's policies and procedures; 746.503
- 10) Review, at the request of the parent or guardian, the facility's;
 - A. Staff training records; and
 - B. Any in-house staff training curriculum used by the facility;
- 11) Be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian rights.

5. Meals and Food Services

Creative Corner is not responsible for meeting the nutritional needs of students since we do not provide meals but we do recommend visiting CDC healthy school and use the reference available at www.cdc.gov/healthyschools/nutrition/facts.htm . We also recommend whole grains, vegetables and fruit. For the safety of your child please prepare and cut food to help prevent any choking hazards.

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 a snack) 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. During summer camp Houston Food Bank will offer breakfast (see Houston Food Bank for more info.)

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 substitution meal depending on the availability.

Students will need to bring their own water bottle to school each day. Please label with first name and last initial.

Houston Food Bank

Creative Corner 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.) Please see bulletin board for menu.

Food Restrictions

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

Beverage choices for lunch

Milk or juice, with water. All students must have a serving of water during each mealtime.

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, chicken nuggets, and vegetables.

Food Allergy

If your child is allergic to a specific food 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.
- 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.
- 5) The food allergy emergency plan must be updated annually.

Creative Corner teachers receive a minimum of 1 hours of training annually in regards to food allergies.

6. Physical Activity

The facility should promote all children's active play every day. Children should have ample opportunity to do moderate to vigorous activities, such as running, climbing, skipping, and jumping, to the extent of the abilities.

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle

development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Preschoolers through School agers should be allowed 60 and 90 total minutes of outdoor play. These outdoor times can be reduced somewhat during adverse weather conditions in which children may still play safely outdoors for shorter periods, but the time of indoor activity should increase so that total amount of exercise remains the same.

Preschoolers through School agers should be allowed 60 to 120 minutes per 8-hour day of moderate to vigorous physical activity, including running.

Preschooler's daily physical activity will take place in shaded areas in the small playground. Prekindergarten-School agers daily physical activity will take place in large playground.

Students should wear comfortable and appropriate clothing and shoes for the weather. 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 is cold.

Children have opportunities for daily moderate physical activity indoors and outdoors, depending on the weather and outdoor air quality.

To determine when extreme weather conditions pose a significant health risk that prohibits or limits outdoor play, there are a few criteria to consider. Here's a list of factors and criteria to consider:

- 1) Heat Index
 - **Threshold Values:** The heat index combines air temperature and humidity to indicate how it feels. Consider setting threshold values where outdoor play is prohibited or modified.
 - **High Risk:** Heat index at or above 90°F (32°C) may warrant significant caution.
 - **Extreme Risk:** Heat index at or above 105°F (40°C) typically suggests that outdoor activities should be canceled or heavily modified.
- 2) Air Quality Index (AQI)
 - **Threshold Values:** Air quality can impact health, especially during heat waves. Use AQI levels to guide decisions:
 - **Unhealthy for Sensitive Groups (AQI 101-150):** Consider limiting outdoor activities for sensitive individuals.
 - **Unhealthy (AQI 151-200):** Consider canceling or significantly altering outdoor activities for all participants.
 - **Very Unhealthy (AQI 201-300) or Hazardous (AQI 301+):** Cancel outdoor activities to protect health.
- 3) Severe Weather Alerts
 - **Weather Alerts:** Pay attention to severe weather alerts issued by local meteorological services, such as:
 - **Heat Advisory or Excessive Heat Warning:** Indicates a high risk of heat-related illnesses.
 - **Severe Thunderstorm Warning or Tornado Warning:** Indicates immediate danger, suggesting the need to postpone or cancel outdoor activities.

- 4) Humidity Levels
 - **Threshold Values:** High humidity levels can exacerbate heat stress. Consider guidelines such as:
 - **High Humidity:** Relative humidity above 70% can increase the risk of heat-related illnesses. Monitor and adjust activities accordingly.
- 5) Duration and Intensity of Activity
 - **Activity Type:** The risk level may depend on the nature of the activity:
 - **High Intensity:** Activities that are strenuous or prolonged increase risk during extreme weather conditions.
 - **Low Intensity:** Less strenuous activities might be safer but still require adjustments and monitoring.

Decision-Making Process:

- a) **Monitor Conditions:** Regularly check weather forecasts, heat index, AQI, and other relevant factors.
- b) **Apply Criteria:** Compare current conditions against the established thresholds for each criterion.
- c) **Make Decisions:** Based on the criteria, decide whether to proceed, modify, or cancel outdoor activities.
- d) **Communicate:** Inform participants and their families of decisions and any changes to scheduled activities.

By using these criteria, we can make informed decisions to protect the health and safety of participants during extreme weather conditions.

To ensure physical activity on days when extreme weather conditions prohibit or limit outdoor play, we will consider a comprehensive plan that incorporates alternative strategies and activities.

Indoor Activity Options

- **Fitness instruction:** Offer and encourage activities such as aerobics and yoga and other circuits; jumping jacks, push-ups, or stretching.
- **Dance:** Encourage participants to try dance or movement-based activities.
- **Games:** Organize indoor games that offers physical movement.
- **Streaming Workouts:** Offer live or recorded fitness classes that participants can follow with teachers.

Implementation Steps:

1. **Develop an Indoor Activity Schedule:** Create a schedule of available indoor facilities and activities that can be quickly implemented.
2. **Prepare Resources:** Ensure necessary equipment, instructors, and resources are available for indoor activities.
3. **Train Staff:** Train staff on how to manage and supervise indoor activities effectively.
4. **Monitor and Adjust:** Continuously monitor conditions and feedback, making adjustments to the plan as needed.

By having a well-thought-out plan and a range of alternative activities, we can ensure that physical activity continues even when extreme weather conditions prevent outdoor play.

7. Insect repellent & Sunblock

Morning insect repellent spray and/or sunblock must be applied by parents either prior to arrival or upon arrival at the center if you feel it's necessary. If you would like us to reapply the following on your child prior to outdoor play 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. Insect repellent and sunblock must be aerosol or pump spray (no lotion.) I understand I cannot hold Creative Corner liable for any insect bites, reactions to insect bites or repellent, or disease related to insect bites.

8. 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) Grabbing or pulling a child;
 - 4) Putting anything in or on a child's mouth;
 - 5) Humiliating, ridiculing, rejecting, or yelling at a child;
 - 6) Subjecting a child to harsh, abusive, or profane language;
 - 7) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - 8) Placing a child in a restrictive device for time out;
 - 9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out.

Disciplinary System /Take Home Folder/Collaboration in regards to Challenging Behavior:

Each class will have a clip chart for the disciplinary system. A clip chart is an effective tool for displaying behavioral progress and adherence classroom rules.

Every child will have a “take-home” folder with a monthly calendar 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 any concerns about a child’s challenging behavior, we will inform his/her parents and collaborate on a plan of action for positive change and follow the following steps:

- Conference with parent(s)
- Collaborate on a plan that includes shadowing the child
- Daily communication via Remind text, phone calls, or note home with the parent until the issue is resolved.

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 who’s fees and/or tuition payments are in arrears.

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

- Parent(s) will be notified
- If behavior continues the child must be picked-up immediately
- Child will be suspended from the program for one day.
- Child is expelled from our program

9. Emergency Closing or Cancellations

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 . 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 (4 hours) of the school day, you will be contacted through 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.

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

Parents will be contacted immediately through 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 (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

11. 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 axillary (armpit) above 100 degrees or higher accompanied by behavior changes or other signs or symptoms of illness.
- An infrared temporal (forehead) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness; or
- 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 with fever
- 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 (see physical activity for more info.)

12. Emergencies Medical

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

- Care for the child apart from the other children
- Staff will perform CPR and/or First Aid if needed
- Call 911 and wait for emergency protocol if needed
- Contact parent
- Secondary person (if needed) will complete an incident report
- Continue to care for child apart from the other children until emergency services and/or parent arrive.

13. 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.

- If your child becomes very ill with fever during the day, Creative Corner can administer fever-reducing medicines, at the parent/guardian's request, to a child while he or she awaits for pick up. Parents can give authorization over the phone to allow for one dose. 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. If no signs of approval after 45 minutes and temperature continues to rise we will follow the next procedure; call 911 for emergency services.

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. Creative Corner can/will store needed medication that must remain at school at all times per physician statement while the child is enrolled in our program.

Epinephrine Auto-injector

Creative Corner does not provide an Epinephrine auto-injector in case of an allergy reaction.

Children with an allergy who are required to have an Epinephrine onsite must adhere to our medication policy.

14. 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 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.

15. Hearing and Vision Screening Requirements

Children enrolled in programs who are four years of age by September 1st 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 30th.

16. 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
- 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
- Permission for transportation, if applicable.
- Permission for field trips ; if applicable
- Permission for participation in water activities; 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. You can update your admission information anytime by emailing us at creativecornerwoodforest@gmail.com or via-remind text.

Policy Changes

Policies and procedures are reviewed annually. 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.

Accommodating Families and children

Consideration is given to the individual needs of every child and the ability of the program to meet those needs. Please meet with the school director if you or your child has special needs requiring accommodation during the enrollment process, before their first day of the program. This information allows Creative Corner to better meet your needs or those of your child, within available resources.

17. Fieldtrips & Transportation

- Creative Corner buses will be used 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 depart at the designated time. Children are not allowed to meet or be dropped off at the field trip location.
- Creative Corner staff will not wait on late arrivals due to field trip schedule, we apologize in advance.

18. After School Program and Transportation

Our students at Creative Corner enjoy a healthy balance of play, homework support, creative arts, technology, music and physical activities. The activities offered at Creative Corner promote health, physician activities, and cognitive reasoning through active outdoor game play. Sportsmanship and cooperation are reinforced through indoor and outdoor activities, sports and games. Students will be offered an afternoon snack provided by Houston Food bank (see Houston Food Bank for more info.)

Creative Corner offers after school pick up at designated schools within the Galena Park ISD to be determined each year. Creative Corner staff will pick up from designated school and return to center.

Creative Corner is limited to the number of spaces available for school age students. We can accommodate the entire day when school districts close for Staff Workdays, Staff In-service and Holidays. Parents will be required to register at least one week prior to public school closings and must pay the non refundable fee for extended days requested of \$15.00 per day. You must respond or notify the office if you will need full service for full days. Creative Corner does not credit vacation days or holidays when the school district is closed.

19. Summer Camp

Every day is an exciting adventure at Camp Creative Corner. Students enjoy summer theme curriculums, art, crafts and games. Reading and Math skills are incorporated in the curriculum

projects to keep students prepared for the upcoming school year. Creative Corner is filled with creativity, excitement and enthusiasm.

Our school agers enjoy weekly trips to the park and water activities away from the school, including fun and exciting major field trips.

Dress code during Summer Camp (June & July)

- School uniforms are not required during Summer Camp.
- Friday T-shirt are required for Field Trips away from school. Shirts may be purchased in the front office – cost \$15.00.
- NO cowboy boots.
- We prefer closed in shoes or running shoes for outdoor play.
- Water shoes or sandals are recommended on water activity days.
- Any style tote bags or back pack to allow children to transport daily items. Please label tote bags/back packs

Tuition

Annual registration fee of \$30. Registration fee is non-refundable
Summer Camp tuition is posted on the registration forms.

Water Activities

Splash pool under 2 feet and sprinkler play 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.

Transportation & Field Trips

See #17 Fieldtrips & Transportation

20. 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. Special snacks including juice will be provided during these events. As always please update any changes to your child's food allergy to the front office

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 \$5 for each event (see school calendar for dates fee will draft).**

21. Children's Birthdays

We enjoy celebrating your child's birthday at Creative Corner. Parents are welcome to provide a treats, goodie bags, cupcakes and/or lunch. Please limit it to small cupcakes, muffins, or cookies. For

safety reasons, please avoid placing hard candy and balloons in goodie bags. 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.

22. 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.

23. Screen Time

Creative Corner cares about the health and well being of the children in our care, we follow the best practice recommendations on screen time:

- Children under 2 should have no screen time
- Children age 2 and over should watch less than 2 hours a day

Screen time includes the use of television, videos, computers, and tablets during care. Too much screen time may lead to; sleep problems, mood problems and

24. 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 labeled on them. Blankets and pillows must be taken home and washed on Fridays.

25. Breast Feeding

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

26. Uniform and Tote bags (August-May)

School uniforms are required during the school year August-May. 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: Source code QS5PKKK
- www.Landsend.com: Preferred School Number: 900067570
- Logo Monogramming
 - Shiloh Printing (713) 451-9913, 904 Sheffield Blvd. Houston TX.,77015
 - RPM (713) 921-7828, 13451 Woodforest 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 or www.landsend.com
- Navy or hunter green polo dress with logo see order form with www.frenchtoast.com or 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 with uniform:

- Preferred colors; solid white, black, brown, or navy.
- Any style running shoes (avoid characters and light ups)
- No Cowboy boots
- No cartoon characters on shoes.
- No shoes that light up.
- No crocs
- No sandals
- Winter boots (only on Fridays)

Sweat suits/Warm up suits

May be worn on school days when the temperature in Houston is freezing (32degrees or below) 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 (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.

27. Financial and Policy Procedures

Registration Fee: \$50-Annual Fee – School Year August-May for all students.
Summer \$30-Annual Fee

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

School Supply Fee: \$60- Annual Fee- School Year August-May for Early Preschool through Kindergarten

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

Workbook Fee: \$75- Annual Fee- School Year August-May for Early Preschool through Pre-K
Workbook Fee: \$100-Annual Fee-School Year August-May for Kindergarten

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

Tuition can be paid in one of two ways:

Early Preschool through Pre-Kindergarten (2 YEARS THROUGH 4 YEARS)

Four weeks \$520 (every fourth Monday, see calendar for due date)

or

Two weeks \$275 (every second Monday, see calendar for due date)

Kindergarten

Four weeks \$530 (every fourth Monday, see calendar for due date)

or

Two weeks \$280 (every second Monday, see calendar for due date)

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

Four weeks \$290 (every fourth Monday, see calendar for due date)

or

Two weeks \$160 (every second Monday, see calendar for due date)

Creative Corner is limited to the number of spaces available for school age students we can accommodate the entire day when school districts close for Staff Workdays, Staff In-service and Holidays. Parents will be required to register at least one week

prior to public school closings and must pay the non refundable fee for extended days requested of \$15.00 per day.

Summer Camp for Kindergarten-School Age

Please call Creative Corner for summer rates

Penalty Fees

- Late Tuition Payment: \$10 per day
- Late Pick-Up Fee: \$5 per five minute interval after 6:04 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

Credit Card/Debit Card (Visa, MasterCard, Discover)

A 3% credit card processing fee will be applied towards tuition and/or other transactions.

28. 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. Policies are reviewed annually and updated if necessary.

29. 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.)

30. 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.

31. 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/>

32. 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.

33. 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"

https://www.dfps.state.tx.us/Child_Protection/Child_Safety/documents/Keep_Children_Safe-ENG.pdf . We also urge staff, parents and others to visit the following sites to increase awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect:

- https://www.dfps.state.tx.us/About_DFPS/Annual_Report/2003/annual_report/pdf/2003PEI.pdf
- http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Office_of_Child_Safety/documents/Keeping_Children_Safe_ENG_2015.pdf
- https://www.dfps.state.tx.us/About_DFPS/Annual_Report/2002/annual_report/pdf/2002PEI.pdf

All staff is required to complete one hour of annual training on Reporting Suspected Abuse and Maltreatment 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

To report suspected abuse call 1-800-252-5400 or visit http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

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

34. Health Checks

Creative Corner does not perform daily health checks.

35. 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.

36. Weapons

At no time is any person permitted to carry any type of firearm, ammunition and/or weapon on Creative Corner property, with the exception of a person(s) who is in law enforcement.

37. Animals

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.

38. 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 enrollment, it is understood that all of the policies and procedures of Creative Corner Child Development Center handbook are understood and agreed upon.