



Parent Handbook and Operating Procedures

**1601 W. League City PKWY
League City, Texas
281-332-8936
www.creative-corners.org**

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Welcome to Creative Corners Preschool! We are absolutely thrilled to have you embark on this wonderful journey of learning and discovery with us. Our preschool is designed to provide a warm, nurturing, and faith-based environment where children can explore their interests, grow emotionally and socially, and feel a genuine sense of belonging.

At Creative Corners, we strive to create an atmosphere that encourages creativity and nurtures curiosity. Our engaging curriculum is thoughtfully crafted to promote cognitive, physical, and emotional growth, all rooted in Christian values.

Our dedicated and experienced teachers are passionate about each child's development. They work closely with families to ensure personalized attention and support. By fostering a love for learning through hands-on activities, interactive play, and meaningful experiences, we aim to help your child reach their fullest potential.

We believe the early years are crucial to laying the groundwork for a lifelong passion for learning, and we are committed to partnering with you on this important journey. Thank you for choosing Creative Corners Preschool, where your child's educational adventure begins!

NAME OF ORGANIZATION

The name of this organization is Creative Corners, Weekday Ministries Program, which consists of Creative Corners Preschool, Mothers' Day Out, and Kindergarten.

MISSION

The mission of Creative Corners is to provide each child in the program with a solid academic foundation and to promote good character and creativity within a Christian environment.

PROGRAM PHILOSOPHY

Creative Corners' early childhood program focuses on nurturing children's creativity to support their future learning and education. We emphasize purposeful, intentional play, highlighting its significance for cognitive, emotional, social, and physical development. Additionally, our program incorporates a Christian foundation, enhancing the overall learning experience. Through Bible stories and chapel activities, we encourage children to make positive moral decisions from a young age.

GOALS

- To provide enriching experiences for young children through a structured, hands-on developmental program tailored to meet each child's unique growth stage.
- To establish a nurturing and supportive environment based on Christian values for all young children.
- To promote a sense of self-worth and inspire creativity in every child.
- To guide each child in cultivating Christian values and fostering respect for others in a collaborative group setting.
- To serve a diverse community of children, welcoming individuals of all races, nationalities, creeds, genders, and religions.

BOARD OF DIRECTORS

A Board of Directors governs Creative Corners in collaboration with the church leadership. The members of this year's Board are:

Director- Misty Post

Chair - Cynthia Watkins

Pastor- Pat Bell

Director Assistant -Torrie Hollenshead

Staff Rep - Kassi O'Brien

SPRC - Barbara Brittle

Parent Rep - TBD

Church Representatives are (Chairman) Cyndy Watkins, (Lay Rep) Tina Harrell, (Trustees) Dan Depeaux, (Finance) Jennie Urban

LCUMC Children's Director- Andrea Pritchard

STATE LICENSING

Creative Corners maintains a license with the Texas Department of Family Services (TDFS). Creative Corners undergoes an annual unannounced state inspection by an inspector authorized to observe the facility, children, and staff. The inspector is also authorized to inspect and audit child or facility records. The most current reports are in the director's office or available online at [the Compliance Details List](#) on the child care licensing website.

For more information and to read the Minimum Standards for Child Care facilities, go to [Texas Health & Human Services for Child Care Minimum Standards](#). The director has a hard copy of Minimum Standards and can email it to you upon request.

The local office of Texas Health & Human Services can be contacted at 713-287-3238. The inspector for Creative Corner is Mr. Christopher Guajardo, who can be reached via email at christopher.guajardo@hhs.texas.gov. The mailing address for the local office is:

PO Box 16017

Mail Code: 182-6

Houston, TX 77222-6017.

SECTION 1: SCHOOL PROCEDURES

GANG FREE ZONE

Creative Corners and LCUMC are gang-free zones. There shall be no gang activity within 1000 feet of our building. Violation of this policy is subject to police involvement and prosecution by the state of Texas.

COMMUNICATION

For any inquiries regarding school-related matters or specific concerns, please feel free to reach out to the Director Misty Post using the Creative Corners Phone Line at (281) 332-8936. We want to ensure your questions are addressed promptly, but please keep in mind that if you call after school hours (generally 8:00 AM to 4:00 PM), the Director may not be able to return your call until the following school day.

If you prefer to communicate via email, you can reach the Director at misty.post@lcumc.org, where she will make every effort to respond as quickly as possible during her office hours.

In case of emergencies or urgent matters requiring immediate attention, please contact the church office directly at (281) 332-1557.

Furthermore, to stay connected with your child's progress and communicate directly with their teacher, you can utilize the Brightwheel app. This platform allows for convenient messaging and updates, helping you stay informed about your child's experiences and achievements at school.

PARENT RIGHTS

What rights does a parent of a child in care at Creative Corners have?

A parent of a child has a right to:

1. Enter and examine the center during hours of operation without advance notice.
2. File a complaint against the center (see childcare regulation below).
3. Review our publicly accessible records.
4. Review our center's written records concerning the parent's child.
5. Receive from the center:
 - a. HHSC's inspection reports by asking the director or contacting the local office for access.
 - b. Information to access the center's compliance history at <https://childcare.hhs.texas.gov/Public/InspectionAndComplianceHistory>
6. Creative Corners will follow a court order signed by a judge that prevents another parent from visiting or removing a child from the center.
7. Be provided with contact information for **Child Care Regulation**, including the department's name, address, and telephone number. This information is posted in the school foyer.
 - a. Website: hhs.texas.gov
 - b. Phone number: 713-287-3238.
 - c. Inspector Name: Christopher Guajardo
 - d. Inspector's Phone: 832-454-7297
 - e. Inspector's Email: christopher.guajardo@hhs.texas.gov
 - f. Address: PO Box 16017 Mail Code 182-6, Houston, TX 77222-6017

8. View any recordings of an alleged incident of abuse or neglect involving the parent's child while at Creative Corners, as long as:
 - a. Video recordings of the incident are available. Creative Corners uses cameras in the hallways and on outdoor sidewalks. There are no cameras in the classrooms.
 - b. Parents may not keep any part of the video.
 - c. Parents of other children in the video must be notified before allowing another parent to inspect the video.
9. Obtain a copy of Creative Corners' policies and procedures. Parents are given a copy of the Parent Handbook at the beginning of each school year. The handbook is also posted on the website.
10. Parents may review upon request to the director:
 - a. Staff training records
 - b. In-house training curriculum
11. Be free from any retaliatory action by Creative Corners for exercising any of the parent's rights.

CONCERNS & COMPLAINT PROCESS

Parents can reach out to the Director at 281-332-8936 to review and discuss the child-care center's policies and procedures. Meetings can be scheduled on weekdays. If parents would like to view the minimum standards online, they can visit www.hhs.texas.gov and search for Chapter 746, which pertains to child-care centers.

STEPS TO TAKE IF A PARENT IS CONCERNED

Parents need to communicate openly about their child's education. Here is a helpful approach to addressing any concerns.

1. Start by reaching out to your child's classroom teacher to discuss the situation and gain a clearer understanding.
2. If you feel your concerns have not been met after speaking with the teacher, you are welcome to bring them to the Director for further support.
3. For issues related to the school, follow this escalation process: begin by contacting the Director, then speak with the Pastor, and if necessary, approach the Board of Directors for resolution.

STAFF BACKGROUND CHECKS, CPR/FIRST AID & TRAININGS

All staff members, including substitute teachers, undergo thorough background checks through TDFS and are fingerprinted to ensure a safe environment for our students. Each employee also completes annual state-required training in child development, equipping them with up-to-date insights and techniques. Our staff is well-trained in accident prevention and holds certifications in first aid, CPR, and defibrillators used to respond effectively in emergencies.

Teachers and the Director must complete 24-30 hours of specialized training annually, covering essential topics such as emergency procedures, curriculum development, safe sleep practices, and more.

CONFERENCE

We encourage parents to take an active role in their child's education by scheduling conferences whenever they feel it's necessary. For Kindergarten and Preschool students, official conferences will be held in February. These structured meetings provide an opportunity to discuss your child's progress, strengths, and areas for improvement. Open communication between parents and educators is essential for fostering growth. If parents have specific concerns or need additional guidance, they are welcome to arrange a conference with their child's teacher or the program director at any time throughout the school year. We value these interactions and believe they play a crucial role in supporting each child's development and success.

PARENT NOTIFICATIONS

We prioritize keeping parents well-informed about important procedures, policy updates, and upcoming events through the Brightwheel app, which is a user-friendly platform designed for our community. Through this app, you will receive personalized notes and pictures of your children. These updates will be sent either after school hours or just before the school day begins, as our teachers focus on supervising the children during class time.

In addition to individual communications, we will provide a comprehensive monthly update via Brightwheel that highlights upcoming activities and special events, ensuring you are aware of everything happening in our school community.

Furthermore, each month, your child's teacher will send out a detailed calendar outlining the specific subjects and activities your child will explore in class. This calendar is more than just a schedule; it will also include information about any special events, projects, or field trips planned for the month. By sharing these details, we aim to keep you actively informed and involved in your child's educational journey, fostering a collaborative atmosphere between home and school.

BREASTFEEDING

Moms who need to breastfeed their children are welcome to use the library located across from the director's office in the administration hallway.

ILLNESSES

Please keep your child at home if they are experiencing any of the following symptoms:

- Fever: A fever is defined as a temperature over 100.4 degrees. **Students must be fever-free for at least 24 hours without fever-reducing medication before returning to school.**

- Diarrhea

- Vomiting

- Headache

- Sore throat

- Lice: All nits must be removed before your child may return to school.

- Any contagious or infectious disease: Please get in touch with the Director immediately so that other parents can be notified. If the health department is involved, we must follow their guidelines strictly to avoid noncompliance.

Parents will be called to pick up their child if the child exhibits any of the symptoms above.

Once a child has been sent home, they shall not return for at least 24 hours unless the child is seen by a doctor and returns with a note authorizing their return to school.

MEDICATION POLICY

All medication must be marked with your child's name, in the original container, and have the doctor's instructions included on the labeling. Children receiving medication must have a written permission form, available in the Director's office. Creative Corners staff will not administer medication. The Director is the only State-authorized person who can administer medication.

EPI-PENS

Students who use EPI-Pens for severe allergic reactions must complete a FARE form (ADDENDUM #3) and have it signed by both parents and physicians. The form and prescribed EPI-Pen are in the child's classroom. This must be done yearly. Any unused EPI-PENS will be sent home at the end of each school year. **We do not use or have unassigned EPI-PENS.**

ACCIDENT OR SEVERE ILLNESS

Creative Corners operates during the school year, from mid-August to mid-May. The preschool is open Monday to Friday, from 8:45 AM to 1:50 PM. Suppose your child suffers a serious accident or becomes severely ill while in the care of Creative Corners, the Director will first call 911 and then notify the parents. With the parents' permission, the Director may take the child to the nearest emergency room (UTMB/League City). In critical situations, staff members may perform CPR or provide first-aid treatment and will contact the physician listed on the enrollment form.

The Director will immediately inform a parent by phone if the child is injured and requires medical attention from a healthcare professional, exhibits any signs or symptoms that necessitate exclusion from the facility, experiences any situation that poses a risk to the child, or encounters any circumstance that endangers their well-being, or if the childcare center is unsafe. Parents will be notified of less serious injuries by phone or via an incident report on Brightwheel.

Parents must name an emergency contact on their child's enrollment. This should be someone that you trust and/or can get in touch with you quickly. This person will be called if neither parent is reachable.

NOTIFICATION OF INFECTIOUS DISEASE

If a child in your child's class or an employee at the childcare center contracts an infectious disease, a message will be sent via Brightwheel describing the symptoms. Parents must inform the director if their child is diagnosed with an infectious disease. Furthermore, children must have a doctor's clearance to return to school. We are also required to report cases to the Texas Department of Health and the Galveston County Health District when mandated by law.

CHILD ABUSE & NEGLECT

Staff receive annual training on recognizing signs of child abuse and neglect. This training focuses on increasing awareness of warning signs that may indicate a child is a victim, as well as factors that put a child at risk for abuse and neglect. In Texas, teachers are mandatory reporters of suspected abuse and neglect. Failure to report even suspicions of abuse can result in the loss of teaching certifications and employment. Parents should be informed of any reports made.

If a teacher, staff member, or parent believes a child is in danger due to abuse, neglect, or mistreatment, they can contact the Texas Abuse and Neglect Hotline at 1-800-252-5400. For emergencies, please call 911.

If a parent or family is/are a victim of abuse and neglect, they may report to the Department of Family and Protective Services

- By phone: 1-800-252-5400 or
- Online:

The Abuse Hotline is toll-free and available 24 hours a day, 7 days a week, nationwide. Report via our website and get a response within 24 hours. *Emails are not accepted as a means of reporting.*

Parents are sent highlighted and new information for signs of child abuse and neglect in the Brightwheel app and/or the Creative Corners website under the tab PARENTS.

CALENDARS

Creative Corners uses the Clear Creek Independent School District (CCISD) academic calendar as a framework for developing our own school calendar. This ensures that our schedule aligns closely with important dates such as the start and end of the school year, holidays, and other significant events outlined by CCISD.

OPERATING HOURS/DAYS

Creative Corners operates during the school year, from mid-August to mid-May. The school is open Monday through Friday, from 8:45 AM to 1:50 PM. We do have a summer camp that runs from June to July.

ARRIVAL

Drop-off begins at 8:45 a.m. Parents of all classes, except the purple and blue classes, should park and walk their children to the classroom door along the outside sidewalk. **These doors are for student drop-off/pick-up ONLY and are not points of entry for parents.** Parents of students in the Purple 16-month to 24-month class and the Blue Full-Time 2-Year-Old class should use the main entrance to drop their children off inside the school, directly in their classroom.

If you arrive after 9:00 a.m., the outside doors will be locked, and **teachers are not allowed to open them until 1:50 p.m. for pickup.** If you arrive after 9:00 a.m., please park your vehicle and bring your child into the church. Ring the doorbell at the school entrance, and someone will come to assist you.

When your child arrives, the teacher will perform a daily visual health check to assess if they are well enough to attend school.

DEPARTURE AND LATE PICKUP POLICY

Pickup starts at 1:50 PM, Monday through Friday. Please be prompt; if you are late, there is a **\$1.00 penalty per minute after 2:05 PM.** Your child will go to the director's office if you are late.

Parents must sign in their child(ren) upon arrival and sign them out upon departure using the QR code for the Brightwheel app located on the door of each classroom and on the school's main door.

AUTHORIZED RELEASE AND SECURITY CODE

Children will only be released to individuals authorized by their parents through the Brightwheel app. The app will generate a pickup code and require a driver's license for identification at pickup. Anyone not listed as a "parent" on Brightwheel must show their driver's license to the Director or Assistant Director before the child can be released. If an adult arrives to pick up a child and is not in the app, the child **will not be released** to that adult. In such cases, the Director will contact the parents by phone.

Upon receiving a valid court order signed by a judge that prohibits a parent from removing the named child or children from the center, we must take the following actions:

- Comply with the court order immediately and continue doing so until either:
- We receive a subsequent court order that revokes the original order, or
- The initial court order expires, as specified in the document.
- Maintain a copy of the court order in the children's file.

If there is a suspicion that a person picking up a child is under the influence of drugs or alcohol, the teacher must report this to the director. The director will then contact the police for assistance. If the person taking the child is authorized to do so, we are unable to legally prevent the child from leaving; however, we will make every effort to contact the parent.

SCHOOL VISITS

Parents are welcome to visit the center without a prior appointment, but there are important guidelines to follow. Please use the observation window available in every classroom and avoid being seen by the children during your visit. Entering the classroom can disrupt ongoing activities and may upset the children, who might think it is time to be picked up. Visitors and parents must not be under the influence of alcohol, controlled substances, or tobacco while on the childcare premises, playground, or during field trips.

STUDENTS WITH SPECIAL NEEDS

Creative Corners is committed to fostering an inclusive environment for children with diverse needs. We provide individualized support based on recommendations from healthcare professionals or qualified experts from local school districts or early childhood intervention programs.

When parents provide an Individualized Educational Program (IEP) or an Individualized Family Service Plan (IFSP), our staff works to incorporate these plans into daily activities. While we do not cover the purchase or maintenance of adaptive equipment, we prioritize collaborating with Early Childhood Intervention (ECI) and other service providers to help caregivers learn effective techniques to support their child's development.

If we believe we cannot meet a child's specific needs, the director will arrange a meeting with parents to discuss alternative options.

REFERRAL FOR TESTING

Our teachers and staff will communicate with parents whenever there is a concern about a child's development, such as speech or hearing issues. A referral to the child's pediatrician or local school district may be appropriate. Early referrals for developmental issues are crucial for a child's future success in school. Programs like Early Childhood Intervention are available for specialized testing if needed. Local school districts also have certified testing professionals, and our staff will recommend an evaluation if they identify a need.

ENROLLMENT PROCEDURES

SCHOOL TOURS

Parent school tours are available Monday through Thursday at 9:30 AM or 1:00 PM. No appointment is necessary, but it is advisable to call 281-332-8936 to confirm that the school is open.

REGISTRATION

Families wishing to register their child(ren) at Creative Corners should visit www.creative-corners.org. The registration button is located on the front page of the website. A non-refundable registration fee of \$150 per child is due at registration and must be paid online via the Brightwheel App.

Once registered, the director will send a message through the Brightwheel app outlining the next steps:

- Accept the Brightwheel app invite and read the message confirming your registration.
- Schedule a checkup with your child's pediatrician as soon as possible.
- Download the Good Health Form from the Brightwheel App and take it with you to the appointment.
- Request a complete and up-to-date immunization record during your visit.

IMMUNIZATION RECORD

All children must meet the immunization requirements set by the Texas Department of Health and Human Services. You will receive a Good Health Form in the enrollment packet. This form must be completed and signed by your child's physician and returned to the school along with an up-to-date immunization record before the first day of school. Children who do not provide these forms will not be allowed to start school.

In Texas, parents may request a vaccine exemption for their child based on personal beliefs, including religious reasons. However, unvaccinated students may be prohibited from attending school during an epidemic or emergency. The individual applying for the child's admission must meet the criteria established by the Department of State Health Services (DSHS) under 25 TAC §97.62 regarding compliance exemptions. To submit an affidavit, please visit <https://co-request.dshs.texas.gov/>.

HEARING AND VISION SCREENING

In Texas, licensed childcare centers are required to have a copy of a vision and hearing test on file for children who are 4 years old or older by September 1. These children must receive vision and hearing screenings within 120 days of enrollment, according to 25 TAC §37.25.

FORMAL ENROLLMENT

To complete your enrollment, you must submit the following by July 1st:

1. Submit the child's enrollment form.
2. Pay for August tuition, the down payment (May's tuition), and the full supply fee.

(Submitting the Good Health Form and Immunization Record is mandatory for every child to attend school.)

Registration per child due upon registration*	\$150 The registration fee is non-refundable.
Supply Fee per child	\$200
Down Payment (May Installment)	May's tuition Non-Refundable
August installment	August tuition
Kindergarten withdrawal fee	\$500

LAST MONTH'S PREPAYMENT: The prepayment for last month is due July 1st. Students with outstanding accounts as of July 11th will be withdrawn from the school.

Please note that May's prepayment is **non-refundable**.

TUITION PLAN 2026-27 SCHOOL YEAR

Tuition can be paid either in full for the year or in 10 monthly installments.

Class	Tuition	Monthly Installment
Kindergarten	\$6500	\$650
Full-time (Mon.- Friday)	\$5500	\$550
Three days (M, W, F)	\$3750	\$375
Two days (T, TH)	\$2750	\$275

MONTHLY INSTALLMENTS

Tuition covers the 10-month school year. We offer parents the option to pay tuition in monthly installments, due on the first day of each month. If payment is not made by the tenth of the month, a **late fee of \$25.00** will be charged for each school day that the payment is overdue. If the tuition for the current month, along with any previous months and all late fees, is not paid by the end of the month, the child will not be allowed to attend school until all outstanding payments are settled.

We encourage parents to discuss any financial issues or concerns with the Director. Scholarship assistance may be available for qualified families, and additional information can be provided upon request. **Due to our nonprofit status, we are unable to offer refunds or credits for absences.** In the event of school closures due to severe weather or downed utilities, no refunds will be issued unless approved by the Board of Directors.

WITHDRAWAL FROM SCHOOL

Weekday Ministries is a nonprofit church mission program and is not funded by the church. Families are responsible for paying tuition if their child is enrolled in the program.

If you plan to move or decide to withdraw your child from the program, you must notify the Director in writing at least **30 days before the withdrawal date. Please note that the registration fee, supply fees, and last month's tuition are non-refundable.** However, any tuition prepaid for the period from the withdrawal date through April 30th will be refunded on a prorated basis.

Kindergartners who withdraw from the school will **pay a \$500** withdrawal fee unless otherwise approved by the Board of Directors.

CLASS SCHEDULES

Daily schedules are posted in each classroom. They will include circle time, opening activities (pledge, morning prayer), centers, reading, writing, and math. Most of the day is "play to learn" activities and lessons from the CIRCLE curriculum. In addition, the following subjects are included:

CHAPEL

The chapel takes place under the direction of the LCUMC Children's Director. Chapel incorporates songs and stories to teach familiar Bible lessons and the basics of the Christian faith. Kindergarten and Preschool children attend chapel once each week.

ART & MUSIC

Students will have art and music at least 30 minutes per subject each week, taught by their classroom teacher. Full-time (5-day) classes will have two 30-minute sessions each week.

PHYSICAL ACTIVITY

Children aged two will have one scheduled 20-minute session of active play each day. Preschoolers and kindergartners will participate in two 20-minute sessions daily. At least one of these sessions must be held outdoors, weather permitting. Additionally, one session must be a teacher-led, organized activity. If weather conditions do not allow for outdoor play,

physical activities will take place in the gym. Every child will participate each day and have continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

It is important for children to wear appropriate clothing and shoes for active play, as unsuitable clothing or footwear can lead to injuries. Clothing should protect against sun exposure and allow for free movement. Shoes should be suitable for running and climbing; flip-flops, crocs, and sandals are not acceptable. Hats may be worn for sun protection. Parents are asked to apply sunscreen or bug spray before dropping their children off at school, as teachers cannot apply these.

CURRICULUM

The kindergarten class is taught by a Texas State-certified teacher who uses a curriculum aligned with the Texas Education Knowledge & Skills (TEKS) standards used in public schools statewide.

Creative Corners pre-kindergarten teachers use the CIRCLE curriculum from CLI Engage & UT Health Science. The State Board of Education voted to approve the adoption of the CIRCLE Pre-K Curriculum in November 2020. Creative Corners began using this curriculum in the 2022-23 school year. Evaluation by the Texas Resource Review (TRR) found the curriculum fully addresses all Texas Prekindergarten Guidelines. High scores were awarded for each criterion of quality included in the [prekindergarten systems rubric](#) used during TRR's [quality review](#).

The 16-month / 2-year-old teachers use the Infant-Toddler CIRCLE curriculum. The Infant & Toddler CIRCLE toolkit includes high-quality caregiving and instructional behaviors that support language and communication, early literacy, cognitive skills, social and emotional development, and physical development for infants and toddlers.

The CIRCLE activities include a Family Activity section at cliengagefamily.org. Parents will find plans and activities to incorporate at home to enhance the curriculum used at school.

SECTION 2: Classroom Procedures

TEACHER/STUDENT RATIO

Each classroom has two teachers, depending on the total number of students enrolled, ensuring that the student-teacher ratio meets or falls below state guidelines. In our kindergarten class, there is one teacher for up to twelve students. Other classes may also have just one teacher if the number of students is still within the state guidelines.

SUPPLIES

The supply fee covers a variety of materials and resources that enhance children's learning experiences. These materials include:

- Learning materials: Items such as blocks, puzzles, age-appropriate toys, board games, and educational manipulatives like counters and lacing cards.
- Art and craft supplies: This includes markers, crayons, colored pencils, paint, brushes, construction paper, glue sticks, scissors, and stickers.
- Classroom essentials: Items such as tissues, hand sanitizer, disposable gloves, paper towels, disinfectant wipes, and other cleaning supplies.
- Outdoor play equipment: This includes balls, bubbles, sidewalk chalk, and other recreational supplies that support physical development and outdoor learning.

CLOTHING

Please put your child's name on each article of outside clothing that might be misplaced. Children should wear comfortable play clothes (they can get dirty) and closed-toed, rubber-soled shoes to enable them to participate freely in painting, gluing, sand-and-water play, and playground activities. Children will also need a change of clothes, including shoes and socks, left in their backpacks. Put the change of clothes in a large zip-lock bag with your child's name on it. If clothes are changed, the soiled clothes will be put in the ziplock to be returned home.

BACKPACKS

Please bring your children a **full-sized backpack** to school. This will be used to carry their class folders, lunch, water bottles, snacks, and a change of clothes. If your child is in the 16-month-to-2-year-old class, please also include diapers. Creative Corners supplies the wipes. To help prevent loss, remember to label **all your children's belongings**.

TOILET TRAINING

Toilet training is an important milestone for your little one, and we're here to support you through it! Our teachers will communicate with you when they notice signs that your child is ready to start this journey. Keeping the lines of communication open between parents and teachers really helps make this process smooth and stress-free.

To enroll your child in our preschool program for ages 3 to 5, **they must be fully independent and potty-trained**. This means that children should be able to pull their pants up and down on their own and manage to wipe themselves. Additionally, all children aged 3 and older must come to school wearing regular underwear instead of pull-ups. If your child needs assistance, our teachers are available to help.

If a child aged 3 years or older experiences multiple (3 or more) accidents in a month, we will reach out to the parent or guardian to have them come to the facility to change the child. Unfortunately, our classrooms for children in this age group lack designated changing areas, which limits our ability to manage such situations on-site. We appreciate your understanding and cooperation in helping us maintain a comfortable environment for all children.

LUNCH and SNACKS

Children should bring a healthy lunch, snack, and water bottle each day. Lunches should be nutritious and should include only one dessert. To prevent choking hazards, all foods should be cut lengthwise or into small bites. Children will have ample time to eat their lunch in the classroom. Note that we do not provide lunches or snacks, and Creative Corners is not responsible for the nutritional value of lunches or for meeting your child's daily food needs.

Each day, the children will also have a designated snack time. Snacks should be nutritious and suitable for the child's age. Please do not send popcorn, hard candies, or whole nuts for children under the age of 4. **Additionally, all fruits and vegetables, hot dogs, and cheese sticks must be cut into quarters.**

A reusable water bottle should be sent daily. Children under 2 years of age will need to provide a sippy cup. Please label all lunch boxes, snacks, and water bottles with your child's name. Parents may also provide bibs for their children.

If there is a child with food allergies in the room, you will be notified. **We ask that you do not send in any foods that children are allergic to.** Teachers will contact parents if there are any food restrictions in the classroom.

We kindly request that you do not send soda, candy, or glass containers in lunches. Please be aware that there are no refrigerators or microwaves available for storing or heating food.

SAFE SLEEP

Our nap time policy for our little ones, ages 2 and under. Each afternoon, we kindly ask the children to lie down for a nap, although they aren't required to sleep. It's important to ensure their faces remain uncovered by blankets or clothing for safety reasons. If a child is awake and making a disturbance to others who are trying to rest, we may need to move them to a quieter area, such as the director's office. In some cases, we might ask parents to pick up their child if the situation persists.

We recommend using a vinyl nap mat, such as the Kinder Mat, for the children because it is much easier to clean and disinfect. Parents may send a king-size pillowcase to cover the mat. Children can also bring a favorite blanket or toy to help them calm down for sleep, but these items will remain in their backpacks except during nap time.

PACIFIERS/BOTTLES

Pacifiers are not recommended for children older than 12 months. However, at a parent's request, children may use personal pacifiers during naptime. Children are **not allowed** to have bottles at nap time, and they may not walk around with a bottle per state requirements.

TOYS

Please leave toys at home unless it is your child's show-and-tell day. Each child has a designated time to share something from home. Teachers will provide more information regarding specific requirements.

TAKE HOME FOLDERS

Your child will receive a two-pocket folder from their teachers for notices, papers, and other important items. Please help your child establish a daily routine for checking this folder. Ensure that they keep it in their backpack so it can be returned to school every morning. If the folder is lost or misplaced, we kindly ask that you replace it.

SCHOLASTIC BOOK CLUB

Once a month, a Scholastic Book Club order form will be sent home. It is an inexpensive way to build your home library and expand your children's literacy experiences. When you order, our school earns bonus points that teachers use to purchase books for their classroom library.

Section 3. School Functions

CLASS PARTIES

The children celebrate Fall, Christmas, Valentine's Day, and Easter with school parties. Sometimes parents will be asked to donate supplies and sign up for parties, and your child's teacher will provide volunteer opportunities.

WATER DAYS

In May, all classes participate during the last week of school. Permission slips will be sent home and must be signed for your child to participate. All volunteer parents. All activities are in water 18 inches deep or less. Parent volunteers will supplement activities for the child's age group that are supervised by teachers, and the ratio of adults to children will be maintained on these days.

The following chart shows those ratios:

Age of child	Number of Adults	Number of Children
2 years of age	2	5
3 years of age	1	6
4 years of age	1	16
5 years of age	1	20

BIRTHDAYS

Birthdays are special for children, and we help them celebrate. Your child may send a special treat for birthdays, such as cookies, muffins, or cupcakes, to the class. If your child's birthday falls in the summer, a special day may be chosen during the school year to celebrate. Please notify your child's teacher at least one week in advance to schedule a special snack to celebrate.

PARTY INVITATIONS MAY NOT BE HANDED OUT AT SCHOOL UNLESS EACH CHILD IN THE CLASS RECEIVES ONE.

SCHOOL PRESENTATIONS & EVENTS

Special visits from community organizations may happen throughout the year. For instance, each spring, a petting zoo visits the school, allowing students to see farm animals up close. A permission slip will be sent home for parents to sign, and children who are not usually at school on the day of the event are also welcome to attend.

MEET THE TEACHER

In August, we invite children and their parents to meet their teachers. The purpose of the "Meet the Teacher" event is to provide an opportunity for children and their parents to locate their classrooms, meet their teachers, and make new friends. We hope this visit will help children feel more comfortable as they prepare for the first day of school.

KINDERGARTEN & PRESCHOOL OPEN HOUSE

Parents are invited to visit the classroom in October to meet with teachers, view students' work, and learn more about their child's daily activities at school. Please note that this is not the time for conferences. If you would like to schedule a conference, please arrange a time with the teacher.

PRE-SCHOOL & KINDERGARTEN CHURCH PERFORMANCES

Dates TBD

KINDERGARTEN/PRESCHOOL 4'S GRADUATION

In May, the Kindergarten and Preschool 4's students will showcase their musical talents by performing songs they have learned in class. Following this performance, the Kindergarten and Preschool 4 classes will hold a graduation ceremony to celebrate all their achievements.

SCHOOL PICTURES

School pictures will be offered to all children in both Fall & Spring. The school is not involved in ordering and paying for photos.

FUNDRAISERS / PIZZA DAYS

Starting in mid-September, we will host pizza days on the 2nd and 4th Thursdays and Fridays of each month. A signup sheet will be available at the beginning of each month for parents to register their children. Please note that we will not accept late sign-ups.

The cost of pizza will be \$6.00 per meal, and **you** will be invoiced through Brightwheel. Each meal includes **one** slice of cheese pizza, pretzels or Goldfish, fruit, and a cookie. If you would like your child to have a second slice of pizza, you can purchase it for \$1.00. Unfortunately, we cannot issue refunds if a child is absent on pizza day, as the pizzas will have already been ordered.

Additionally, Creative Corners plans to organize fundraisers throughout the academic year to support special projects, with the pizza fundraiser contributing to our electronics fund, which supports the updating and maintenance of smart boards, tablets, and televisions.

Please note that if a child is absent on the day the pizza has been ordered, we regret to inform you that we will not be able to issue a refund, as the payment for the pizza will have already been processed. Furthermore, participation in this fundraiser is entirely voluntary; purchasing pizza on designated days is not mandatory.

PLAYGROUND SAFETY

To ensure a safe and enjoyable experience for all children, please adhere to the following guidelines while using the playground:

- **Supervision:** Children must always be accompanied and supervised by a parent or adult in the play area. Sitting on the bench outside the playground is not permitted.
- **Playground Equipment:** The large playground is meant for children aged 3 and older. For younger children, aged 2 and under, we offer a smaller playground. Please note that children aged 3 and above are not allowed to use the smaller playground. If you take toys out of the toy box on the big playground, please return them to the toy box when you leave.
- **Footwear:** All children are required to wear shoes and socks while using the playground.
- **Slide Safety:** Only one child is permitted on the slide at a time. Children should always slide down in a seated position and feet first. Climbing up or on the slides is not allowed.
- **Personal Items:** To maintain a clean and safe environment, please refrain from bringing outside toys or food onto the playground.

Section 4. Guidance and Discipline Policy

At Creative Corners, we recognize the importance of creating a supportive learning environment. We utilize positive strategies to help our students learn and practice appropriate behavior in the classroom.

Creative Corners aims to:

- **Maintain clear and consistent expectations.**
- **Help children recognize their limits.**
- **Set appropriate and achievable goals.**
- **Promote self-discipline among children.**
- **Redirect children when inappropriate behavior occurs.**
- **Implement suitable consequences for actions.**

The following types of discipline and guidance are prohibited:

- **Corporal punishment or threats of corporal punishment.**
- **Punishment related to food, naps, or toilet training.**
- **Grabbing or pulling a child.**
- **Putting anything in or on a child's mouth.**
- **Humiliating, ridiculing, rejecting, or yelling at a child.**
- **Using harsh, abusive, or profane language.**
- **Placing a child in a locked or dark room, bathroom, or closet.**
- **Using a restrictive device for time-outs.**
- **Withholding active play or keeping a child inside for behavioral reasons, unless the child is exhibiting behavior during active play that requires brief supervised separation or a time-out.**
- **Requiring a child to remain silent or inactive for excessively long periods beyond what is appropriate for their age.**

When a child has been redirected and disciplined in the classroom several times, they are taken to the director's office. The director takes the time to talk with the child to help them find positive solutions. Following this conversation, an incident report will be sent to the parents through the Brightwheel app to keep them informed.

HITTING / SCREAMING

We are dedicated to creating a safe and nurturing environment where all children feel valued. To foster a positive atmosphere and address challenging behaviors like hitting and screaming, we adhere to the following guidelines:

- Positive Reinforcement: We encourage appropriate behavior through praise and rewards, focusing on kindness and cooperation.
- Clear Expectations: Children receive clear, age-appropriate explanations of expected behaviors to ensure understanding.
- Redirection: When disruptive actions occur, we redirect children to alternative activities to promote positive expression.
- Calm Down Area: For intense situations, children can use a calm-down area to regain composure and reflect on their behavior.
- Parent Communication: If disruptive behaviors persist, we will communicate with parents to collaborate on strategies to improve.
- Behavioral Plan: For ongoing issues, a behavioral support plan may be developed with the family, detailing goals and strategies.
- Safety Policy: Any behavior posing a risk to others will be addressed immediately. In such cases, parents may need to pick up their child for the day.

BITING

When a child bites for the first time, the teacher will assess the events that led to the behavior, discuss them with the child's parent, and enter an incident report in Brightwheel. We will make every effort to monitor the child's subsequent behaviors and interactions and, when possible, redirect them to prevent another incident. If the child bites a second time, the parent will be contacted and asked to schedule a conference that day. If the child bites a third time, the parent will be called to pick up the child. Throughout this process, if an agreement cannot be reached among all parties, the child may be withdrawn from the school.

SUSPENSION AND EXPULSION

At Creative Corners, we care deeply about the well-being of every child and take any behavior that may be harmful to themselves, others, or school property seriously. Our approach is collaborative; we work closely with teachers, parents, and children to support positive behavior and help them thrive. If needed, the director may suggest additional assistance or supervision tailored to the child's needs, ensuring that everyone involved shares their thoughts and insights.

If a child's behavior doesn't improve, we may need to consider a temporary suspension of up to three days. Our goal is always to foster change and growth. However, if suspensions don't lead to the desired improvement, we may have to look at expulsion for the rest of the school year. We want to let you know that in the event of expulsion, there will be no refunds for fees already paid. We aim to create a safe and supportive environment for all our students.

TERMINATION OF SCHOOL SERVICES

Your child may be removed from Creative Corners, based on a decision by the Director if:

- A parent is delinquent in payments.
- A parent fails to comply with the school policies.
- A parent is uncooperative or hostile.
- If a child's behavior becomes a hazard to teachers or students.
- Creative Corners cannot meet the child's needs.

EMERGENCY PREPAREDNESS PLAN

Creative Corners has an Emergency Preparedness Plan displayed in each classroom. For more details, please visit our website at www.creative-corners.org.

EMERGENCY DRILLS

- Fire Drills: Conducted monthly, these drills are scheduled by the director and assistant director. An alarm is activated to simulate a real emergency, allowing children and staff to practice their response.
- Lockdown, Severe Weather, and Shelter-in-Place Drills: ** These drills take place four times throughout the school year.

DEFINITIONS:

- Lockdown: This drill is initiated if there is a dangerous individual in or near the school or upon notification from local police or fire departments. During a lockdown, children and teachers move to a locked area and remain there until an all-clear signal is given. No one is permitted to enter or exit the building.
- Severe Weather: During severe weather, such as a tornado, children and staff will be relocated to the school's interior hallway until the danger has passed.
- Shelter-in-Place: In a shelter-in-place scenario, children and staff remain where they are. All rooms will be locked, and no one is allowed to enter or exit the building. This procedure may be used in response to nearby chemical leaks or explosions. Children will only be released when authorities declare it safe.

Please note that if a parent arrives at the start of a drill, they will be integrated into the drill. However, if they arrive during a drill or emergency, they will not be allowed to enter.

CREATIVE CORNERS EMERGENCY PREPAREDNESS PLAN

Basic Information:

Provider's Name:	Creative Corners School, Misty Post, Director
Child Care Address:	1601 West League City Parkway
Phone Numbers:	281-332-8936 or 281-332-1557
Emergency Kit Location(s):	Workroom
Number of children enrolled:	102
Secondary Contact Person:	MISTY POST

Emergency Contacts:	Contact Name	Phone
Police/Sheriff	LCPD	911 Non-Emergency 281-332-2566
Fire/Gas Leak	LCFD	911/ 281-332-2566
Ambulance/EMTs	LCFD	911/ 281-332-2566
Hospital	UTMB 2240 Gulf Fwy S. League City, 77573	409-772-1011
Poison Control		1-800-222-1222
Abuse Hotline	Child Abuse	1-800-252-5400
Childcare Licensing	Caron Barley Ashley Brough	832-454-7927 512-919-7806
Texas State Licensing	Central Office	512-438-4800

Other important information:

Back-Up Records:	<ul style="list-style-type: none"> • Child records will be kept on the BRIGHTWHEEL App • Backup Business records will be stored (Network Server)
Restoring Child Care Services	<ul style="list-style-type: none"> • In the event of a disaster to the childcare facility (fire, flood, etc.), the program will be closed until further notice. Families will be notified of an approximate reopening date after the damage is evaluated. • Creative Corners School & League City Methodist Church reserves the right to decide to permanently close the business in the event the facility is 'irreparable'. Families will be notified in the event of permanent closure. • Families will not be charged while the childcare facility is closed due to a disaster. • While the childcare facility is closed due to the disaster, parents may go to the following DPFS website to find alternate care.

LOCKDOWN

Lockdown: If the childcare facility needs to be locked down, no child or adult is allowed in or out of the childcare center.

Location:	<ul style="list-style-type: none"> Bathroom area, all doors and windows to the childcare facility will be locked.
Procedure/Notification:	<ul style="list-style-type: none"> The provider will ensure all children and staff are safe inside the childcare facility. All doors and windows are closed and locked. The provider will keep children away from doors and windows, move to the bathroom area, and lock doors. Parents will be notified that a lockdown has occurred but remind them that they will not be allowed inside until the lockdown has lifted. The provider will wait for an all-clear from an emergency official to lift the lockdown.
Release:	<ul style="list-style-type: none"> Parents will be notified that lockdown has been lifted, and they may come to pick up their children at that time.

SHELTER IN PLACE

Shelter in place: In case we need to stay put, the following procedures will be followed for TORNADO, SEVERE WEATHER, NOTIFICATION FROM AUTHORITIES, and HAZARDOUS MATERIAL OUTSIDE THE CHILDCARE CENTER:

Location:	Children will be taken to the gathering room located in the teacher's workroom, the teacher's bathroom area of the building.
Emergency Supplies:	<ul style="list-style-type: none"> The school's first aid kit is stored in the teacher's workroom. A battery-powered radio and a NOAA radio are stored with emergency supplies. Tablets/Cell phones will be brought to the gathering room. Emergency contact binder will be taken. *Note: see a full list of emergency supplies listed below
Notification:	<ul style="list-style-type: none"> Parents/guardians will be notified once the immediate threat has passed.

Parent Reunification: In the event of an evacuation or when parents/guardians are unable to reach their children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parents) as soon as it is safe.

Notification:	<ul style="list-style-type: none"> Parents are provided: <ul style="list-style-type: none"> Information on each evacuation site (listed above) Contact information for Provider, cell phone, and home phone (listed above) Parents' contact numbers are: <ul style="list-style-type: none"> Stored in the BRIGHTWHEEL App on the director's phone. In the evacuation emergency contact binder
Release:	<ul style="list-style-type: none"> Children will only be released to the contact listed on the child's enrollment form with proper identification.

EVACUATION: FIRE and EXPLOSIONS, FLOOD, and GAS LEAK

Evacuation: In case of the need to evacuate our site, the following procedures will be followed for FIRE and EXPLOSIONS, FLOOD, and GAS LEAK:

Evacuation Routes/exits:	<ul style="list-style-type: none"> Children are cared for on the main level of the building only and are not permitted on the second level. Exits (all windows and doors are checked regularly to ensure opening): <ul style="list-style-type: none"> North Entrance: Door Classrooms: Doors/Windows East Entrance: Door Main Entrance: Door Gym Entrances (West Side): Doors 		
Evacuation of infants/toddlers:	<ul style="list-style-type: none"> Children will be evacuated together. Children who can walk will be escorted out to the nearest exit. Immobile children will be placed in the multi-carrier (infants or children with disabilities will be carried by the provider, if necessary, and placed on a blanket once outside) In case of the need to evacuate through the windows, children will be placed out the window first, using any items available to place them on the ground. Emergency Child contact binder will be taken Teachers should have phones and tablets 		
Notification:	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> 911 will be called Parents will be notified of the evacuation 		
Emergency Kits/ Information	<ul style="list-style-type: none"> Emergency kits will be taken when possible. A copy of children's emergency contact information will be on the BROGHTWHEEL APP 		
Evacuation Sites:	<p>Neighborhood Reunification Site: Back of Parking Lot</p> <p>1601 West League City Parkway League City, Texas 77573 Ph. 281-332-8936</p>	<p>West of Town Reunification Site: Bay Area Christian School</p> <p>4800 West Main Street League City, Texas, 77573 Ph. 281-332-4814</p>	<p>East of Town Reunification Site: Bay Harbour Methodist Church</p> <p>3459 FM 518 League City, Texas, 77573 Ph. 281-334-1100</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> Children will walk (or ride in a wagon) to the neighborhood evacuation site. Children will be transported in a personal vehicle and/or church van to the west and east of town relocation sites. 		

CHILD-RELATED EMERGENCY

Child-Related Emergency: In the event of a child-related emergency, parents of the other children will be notified to come pick up their children after the situation is handled. The provider will most likely be too shaken to provide care for the remainder of the day. At that time, the provider will inform parents whether the center will be closed beyond the current day.

Missing or Abducted Child:	<ul style="list-style-type: none"> Anytime a child is unaccounted for, search the premises. Each area where a child could hide will be searched, as will the facility's outdoor areas. If the childcare facility has a pool, pond, or water feature on-site or in the near vicinity, the provider will check there first for the missing child.
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	<ul style="list-style-type: none"> • The provider will double-check with other staff in case the child is in another location (e.g., the child is picked up by a parent). • If the provider has searched all potential hiding spots and outdoor areas and the child is not found, begin lockdown procedures. <ul style="list-style-type: none"> ○ All exits are locked and monitored by staff. ○ No one is let in or out of the childcare facility. • Call 911. • The provider will be prepared to provide the following information about the child: <ul style="list-style-type: none"> ○ Child’s name, age, height, weight, date of birth, and hair color ○ Child’s clothing that he/she was wearing that day, along with any other identifying features ○ The time at which the child was noticed missing ○ If child abduction is suspected, were there any suspicious vehicles and/or people around the childcare facility? • The provider will call the child’s parents to tell them that the child is missing. • While waiting for law enforcement, the provider will continue to search for the missing child. Look in every cabinet, cubby, closet, and other location where a child might hide. • Once law enforcement arrives, the provider will provide the necessary information. • <u>The provider will contact your DHS childcare compliance staff person.</u>
Unresponsive child or child death:	<ul style="list-style-type: none"> • If the provider finds a child unresponsive, they will start CPR (Cardio-Pulmonary Resuscitation) and continue until relieved by another adult certified in CPR. • Call 911. • Calm the other children and move them away from the area. Listen to children’s concerns and provide honest, developmentally appropriate answers. • Once emergency officials arrive, provide the necessary information. • As much as possible, the provider will leave the area where the child was found undisturbed. The provider will not clean or tidy anything in the room until investigators tell you that it is okay to do so. • Contact the child’s parents. • The provider will document treatments and any actions they take when caring for the child before finding the child unresponsive. The Child Injury/Incident Report Form is a form you can use to document any treatments and actions. • Provider will contact DPFS and Licensing to report the child death that happened in your childcare program.

SUPPLY KIT

Short- and long-term emergency supply kits: Items listed below are updated/reviewed every 3 months.

Category	Short-Term Kit (Red Backpack) This is appropriate for evacuation for up to 24 hours	Long-term kit (Stored in Workroom) This is appropriate for lockdown or shelter-in-place for up to 72 hours
Contact information/ Important documents	<ul style="list-style-type: none"> • Emergency plans and numbers • Medical releases 	<ul style="list-style-type: none"> • Emergency plans and numbers • Medical releases

	<ul style="list-style-type: none"> • Evacuation site agreements and maps • Emergency files 	<ul style="list-style-type: none"> • Evacuation site agreements and maps • Emergency files
Food and Water	<ul style="list-style-type: none"> • One Gallon of water for every 4 children/staff • Non-perishable food items such as granola bars and crackers • Formula/appropriate food for infants • Disposable cups, plates, bowls, utensils 	<ul style="list-style-type: none"> • ½ gallon of water per child and 1 gallon per adult per day • Non-perishable food items such as granola bars and crackers • Non-perishable food items such as canned fruit and veggies • Formula/appropriate food for infants • Disposable cups, plates, bowls, utensils • Non-electric can opener
First Aid	<ul style="list-style-type: none"> • Small First Aid Kit • Medications (monitor expiration dates) 	<ul style="list-style-type: none"> • Large First Aid Kit • Medications (monitor expiration dates)
Hygiene Sanitation	<ul style="list-style-type: none"> • Disposable diapers • Wet wipes • Hand sanitizer • Toilet paper 	<ul style="list-style-type: none"> • Disposable diapers • Wet wipes • Hand sanitizer • Toilet paper • Paper Towels • Plastic Bags • 5-gallon plastic bucket: to be used as a toilet for staff and children in case of shelter-in-place or lapse in water availability
Safety	<ul style="list-style-type: none"> • Whistle • Flashlight • Twine or tape • Pair of work gloves • Adult face coverings 	<ul style="list-style-type: none"> • Whistle • Flashlight • Extra batteries • Twine or tape • Pair of work gloves • Duct tape • Dust/filter mask (1/person)
Comfort	<ul style="list-style-type: none"> • Emergency Cash (small bills) • Emergency blanket • Activity items: card games, crayons, paper, toys, and books • Emergency comfort item 	<ul style="list-style-type: none"> • Emergency Cash (small bills) • Emergency blanket (1/person) • Activity items: card games, crayons, paper, toys, and books • Emergency comfort item • Change of clothing for each person
Communication	<ul style="list-style-type: none"> • Cell phone 	<ul style="list-style-type: none"> • Cell phone

GOOD HEALTH FORM

**GOOD HEALTH REQUIREMENTS
Pre-K 4 & Kindergarten**

A copy of an immunization record signed and stamped by a physician or health professional is required.

ADMISSION REQUIREMENT FOR ALL STUDENTS:

Child's Name: _____ DOB: _____

Physician Statement

Physician Statement: I have examined the above-named child within the past year and find that he/she is physically able to take part in Creative Corners School. I also certify that this child's immunizations are current and up to date.

Food Allergies: No food allergies are currently present.
_____ Diagnosed food allergy see EPI Pen Form.

Hearing and Vision Screening: All children who are 4 years old by September 1st of the current school year are required by the State Minimum Standards to have Hearing and Vision Screening. Have your doctor complete the following form to verify that the screening has been completed.

VISION	R 20/ _____	L 20/ _____	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL	
HEARING	1000 Hz	2000 Hz	4000 Hz	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
R				<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
L				<input type="checkbox"/> PASS <input type="checkbox"/> FAIL

Parent Signature _____

Date _____

Physician's Signature _____

Phone Number _____

Creative Corners School
1601 W. League City Parkway, League City, Texas 77573 Phone (281) 332-8936



Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

Directions: Parents will review these rights upon enrolling their child.

Rights of Parent or Guardian

A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) 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;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of 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 or guardian of the child does not retain any part of the video recording depicting a child that is not their own; 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;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature of Parent or Guardian

Date

Resources

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information: <https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>

Please Sign and Return to Your Child's Teacher

(Please print)

Child's Name: _____

Class: _____

Age: _____

I have reviewed the Parent Handbook and the Provider's Guide to Parents' Rights. I acknowledge my responsibility for the information and policies contained in these documents. I understand that a copy of the handbook is available online at www.creative-corners.org.

Parent Signature: _____

Date: _____

Director's Signature: Misty Post

