



# *Operating Procedures*

Creative Corners is in operation from 9:00 a.m. to 2:00 p.m. Monday through Thursday and 9:00 a.m. to 12:00 p.m. Friday. We begin school late August and end mid May.

Children are released ONLY to parents or other persons specified on the enrollment form. If there is an emergency and these people cannot pick up the child, the person must present the security code and their driver's license. Parents must call the office to inform the director of the child being picked up by someone not listed on the enrollment form.

Children are excluded from school for the following:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:
  - Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs of illness
  - Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs of illness
  - Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs of illness
  - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episode in 24 hours, rash with fever, mouth sores with drooling, behavior changes, headache, sore throat, or other signs that the child may be severely ill
  - Lice (nits must be removed before returning to school)
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious

Teachers are not permitted to dispense medication. If your child *must* have medication at school, a form must be filled out, the medication must be in the original container and left with the Director.

If your child is involved in an accident or gets severely ill while in Creative Corners care, the Director will first call 911 or take the child to the nearest emergency room (Clear Lake Hospital), give the child CPR or first-aid treatment, contact the physician identified on the enrollment form, and then the parents will be contacted.

The Director will notify a parent immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional
- Has a sign or symptom requiring exclusion from the facility
- Has been involved in any situation that placed the child at risk or
- Has been involved in any situation that renders the child-care center unsafe

Parents will be notified of less serious injuries when the child is picked up from the center.

Parents will be notified in writing within 48 hours of becoming aware that a child in our center or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health.

Parents will be notified in writing with 48 hours of an outbreak of lice or any other infestation in the classroom.

Parents are to provide lunches with a drink in a labeled lunchbox. The lunch should be nutritional and contain only one dessert. Snack foods are not acceptable lunches. For the infants and toddlers, hot dogs and grapes must be cut lengthwise so that it isn't a choking hazard. Creative Corners is not responsible for the nutritional value of lunches or meeting the child's daily food needs. Creative Corners does provide a healthy snack with water in the morning.

Each child enrolled or admitted to Creative Corners must meet applicable immunization requirements specified by the Texas Department of Health. This requirement applies to all children in care from birth through 17 years of age.

Creative Corners is in a county that does not require TB testing by the Galveston County Health District.

Hearing and Vision screening will be performed in the spring for children entering Kindergarten as required by State Licensing.

Children's files are kept in the office for at least 3 months after the child's last day in care. Files include but are not limited to the following records:

- Parent signed form stating they received a copy of the Operational Procedures
- Enrollment Form
- Immunizations
- Good health statement signed by a physician
- Hearing and Vision screening results
- Licensing Incident/Illness report form
- Sign-in and sign-out logs

Parents will be notified in writing of any changes in policy.

Creative Corners does allow the children to partake in water activities which include water tables in the classroom or outdoors. The tables are off the ground at the child's chest level and have about 3-5 inches of water in them.

Creative Corners provides opportunities for the parents to participate in their children's activities. Parents may provide for and participate in birthdays, holiday parties, field trips, fall carnival, ice cream social, and other opportunities throughout the year.

Creative Corners does not provide transportation for field trips. The 3 and 4 year old classes will go on a few field trips and parents must drive and chaperone their child. Car seats are required for all children. If you car pool, the parent must install the child's car seat. The teachers are not allowed to install car seats.

The 3 and 4 year old class designates a day for their pets to come to school as show and tell. All pets/animals must be vaccinated before being handled by the children.

Parents are permitted to drop by the center unannounced. However, there are stipulations such as looking through the observation window that are in every door, and try not to be seen by the children. Going into the classroom disrupts the activities and some children begin to become upset thinking it is time to be picked up. If you feel you need to visit in the classroom, please let the teacher know who you are, why you are there, and keep the visit brief.

Visitors and parents must not be under the influence of or impaired by alcohol, controlled substances, smoke or use tobacco on the child-care premises, playground or on field trips.

Parents may review a copy of the minimum standards which are guidelines regulated by the state for all daycare centers and our Licensing inspection report in the Director's office.

Parents may contact the local Licensing office at 713-940-3009 or their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Child Abuse Hotline number is 1-800-252-5400.

Any question or concerns about Creative Corners policies and procedures should be addressed to the Director.

In the event that Creative Corners must be evacuated to another location due to unsafe conditions at the center, the children will be taken to a safe location and the parents will be called to pick them up. If there is a problem on the east side we have designated Hope Lutheran Church, 1804 S. Friendswood Drive, 281-482-7934, if there is a problem west of the freeway we have designated our teacher Cherie Dupre's house 2448 Hewitt (just off 96 and FM 270). Each child's enrollment form and sign-in sheets will be taken with us for contact information. The children's safety is the main concern for all of us.