

**Creative Corners**  
**Preschool, MDO and Kindergarten**

**Parent Handbook  
and  
Operating Procedures**

**1601 W. League City PKWY  
League City, Texas  
281-332-8936  
[www.creative-corners.org](http://www.creative-corners.org)**

**Director: Misty Post**  
[Misty.post@lcumc.org](mailto:Misty.post@lcumc.org)

**Director Assistant:  
Torrie Hollenshead**

Revised 07/25/25

## TABLE OF CONTENTS

CONTENTS	PAGE#	CONTENTS	PAGE#
NAME OF ORGANIZATION	3	WITHDRAWAL FROM SCHOOL	13
GOALS	3	<b>CLASS SCHEDULES &amp; CURRICULUM</b>	13 -14
PROGRAM PHILOSOPHY	3	<b>CLASSROOM PROCEDURES</b>	14
BOARD OF DIRECTORS	4	TEACHER: STUDENT RATIOS	14
STATE LICENSING	4	SUPPLIES	15
GANG-FREE ZONE	4	CLOTHING	15
COMMUNICATION	4	BACKPACKS	15
<b>PARENT'S RIGHTS</b>	5	<b>POTTY TRAINING</b>	15
CONCERNS & COMPLAINTS	5	LUNCH & SNACKS	15
DIRECTOR, TEACHERS, & STAFF	6	PIZZA DAYS	16
PARENT INFORMATIVE MEETINGS	6	SAFE SLEEP	16
CONFERENCES	6	<b>PACIFIERS</b>	16
PARENTAL NOTIFICATIONS	6	<b>TOYS</b>	17
BREAST FEEDING	6	TAKE HOME FOLDERS	17
ILLNESSES	7	SCHOLASTIC BOOK CLUB	17
MEDICATION POLIICY	7	<b>SCHOOL FUNCTIONS</b>	17
EPI-PENS	7	CLASS PARTIES	17
ACCIDENT OR SEVERE ILLNESS	7	WATER DAYS	17
INFECTIOUS DISEASES	8	BIRTHDAYS	18
CHILD ABUSE & NEGLECT	8	SCHOOL PRESENTATIONS	18
<b>SCHOOL PROCEDURES</b>	8	BLESS OUR PETS	18
CALENDARS	8	MEET THE TEACHER	18
OPERATION DAY & TIME	9	OPEN HOUSE	18
ARRIVAL	9	CHURCH PERFORMANCES	18
DEPARTURE & PICK UP	9	GRADUATION & PERFORMANCES	18
AUTHORIZED RELEASE	9	SCHOOL PICTURES	19
SCHOOL VISITS	10	FUNDRAISERS	19
STUDENTS W/SPECIAL NEEDS	10	<b>GUIDANCE &amp; DISCIPLINE POLICY</b>	19
REFERRAL FOR TESTING	10	SUSPENSION & EXPULSION	20
<b>ENROLLMENT PROCEDURES</b>	10	TERMINIATION	20
SCHOOL TOURS	11	BITING	20
REGISTRATION	11	<b>EMERGENCY PLAN</b>	20 -26
IMMUNIZATIONS	11	GOOD HEALTH FORM	27
HEARING & VISION	11	TXHHS PARENT'S RIGHTS	28
FORMAL ENROLLMENT	11	PARENT SIGNATURE	29
TUITION PLAN	12		
MONTHLY INSTALLMENTS	12		

**WELCOME to Creative Corners preschool! We are so excited to have you join us on this journey of learning and discovery. Our preschool provides a safe and nurturing environment for your child to explore and grow. We believe that each child is unique and special, and we strive to create an atmosphere that encourages creativity, curiosity, and self-expression. Our teachers are passionate about helping your child reach their full potential and develop a lifelong love of learning. We look forward to getting to know you and your family.**

### **NAME OF ORGANIZATION**

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

### **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 and intentional play, highlighting its significance in 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**

1. 1. To offer enriching experiences for young children through a structured, hands-on, and developmental program tailored to each child's individual stage of growth.
2. 2. To create a nurturing and caring environment rooted in Christian values for young children.
3. 3. To foster a sense of self-worth and encourage creativity in each child.
4. 4. To help every child cultivate Christian values and respect for others within a group setting.
5. 5. To serve children of all races, nationalities, creeds, genders, or religion.

## **BOARD OF DIRECTORS**

The school is governed by a Board of Directors working in conjunction with the leadership of the church. The members of this year's Board are:

Director- Misty Post  
Chair - Cynthia Watkins  
Pastor- Peter Cammarano  
Directors Assistant-Torrie Hollenshead  
Staff Rep - Kassi O'Brian  
Parent Rep - Nicole Dues  
Church Representatives are Tina Harrell, Sid Worthy, Bob Dempsey, Dawn Black  
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 with the authority to observe the facility, the children, and the 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 give parents a hard copy upon request.

The local office of Texas Health & Human Services can be reached at 713-287-3238. Creative Corner's inspector is Ms. Caron Barley. She can be reached at [caron.barley@hhs.texas.gov](mailto:caron.barley@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 answers to any questions, please contact the Director on the LCUMC **Weekday Ministries Phone Line at (281) 332-8936**. If you call after school hours, the Director may not be able to return your call until the following school day. You can email the Director at [Misty.post@lcumc.org](mailto:Misty.post@lcumc.org). If there is an **emergency** or **extremely urgent** message, please call the church office at (281) 332-8936. There is also an option to communicate with your child's teacher through the Brightwheel app.

## 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 comply with 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](https://hhs.texas.gov)
  - b. Phone number: 7132873238
  - c. Inspector Name; Caron Barley
  - d. Inspector's Phone: 832-454-7297
  - e. Inspector's Email: [caron.barley@hhs.texas.gov](mailto:caron.barley@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 use cameras in the hallways and outdoor sidewalks. There are no cameras in the classrooms.
  - b. The parents may not retain 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. All parents are given a hard 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 are welcome to contact the Director to review and discuss the child-care center's policies and procedures by calling 281-332-8936. Meetings can be scheduled on any weekday.

If parents wish to refer to the minimum standards online, they can visit the website [www.hhs.texas.gov](http://www.hhs.texas.gov) and search for Chapter 746, which covers centers.

## **\*\*Steps to Take If a Parent Is Concerned About an Occurrence in Their Child's Classroom or School. \*\***

Parents are encouraged to first contact their child's teacher or the director for assistance.

1. Reach out to the classroom teacher for an explanation of the situation.
2. If the parent feels their concerns are not adequately addressed, they can escalate the issue to the Director and then to the Pastor.
3. If the concern is about the school itself, the escalation process is as follows: first, contact the Assistant Director, then the Director, followed by the Pastor, and finally the Board of Directors.

### **DIRECTOR, TEACHERS, AND OTHER STAFF**

Staff members, including substitute teachers, are TDFS backgroundchecked and fingerprinted, and complete the yearly state-required child development training. Our Staff is trained and experienced in the prevention of accidents and trained to administer first aid, including CPR, or use a defibrillator. Teachers must have 24 hours of training in emergency procedures, curriculum, safe sleep, and other subject-highlighted training. The director must complete 30 hours in their area each year.

### **PARENT INFORMATIVE MEETINGS**

Meetings for parents are scheduled during each school year. A parent meeting is scheduled for the same day as Meet the Teacher before school starts in August to introduce parents to the policies, procedures, and operations of the school.

### **CONFERENCE**

Parents are invited to schedule conferences as often as needed. Kindergarten and Preschool will have conferences held twice a year in February and May. If a parent would like to have a conference at any other time, they may schedule it with the child's teacher or director.

### **PROCEDURES FOR PARENTAL NOTIFICATIONS**

Parents are contacted and notified about any procedures, changes to policy or upcoming events through the Brightwheel app. Individual notes and pictures of your children will be sent in the app. Upcoming events and special events will be posted on the private Facebook page—Creative Corners Parents Group.

### **PARENTS WHO ARE BREASTFEEDING**

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

## **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 the use of 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 contact 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 they exhibit any of the symptoms above. Once a child has been sent home, he/she shall not return for at least 24 hours unless they are seen by a doctor and the child returns with a note releasing them to 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, which can be found in the Director's office. Creative Corners staff will not administer medication. The Director and Assistant Director are the only State-authorized people 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 at Creative Corners.**

## **ACCIDENT OR SEVERE ILLNESS**

If 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 a phone call or 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: [Texas Abuse Hotline](#)

Abuse Hotline is toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure 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 CCISD academic calendar as a guide for our school calendar. A Creative Corners school calendar will be provided at the start of the year, posted in the Director's office, and posted on the school website at [www.creative-corners.org](http://www.creative-corners.org) (Addendum #2)



## **OPERATION**

Creative Corners operates during the school year, from mid-August to mid-May. The preschool is open Monday through Friday, from 9:00 AM to 1:55 PM.

## **ARRIVAL**

Drop-off begins at 8:45 a.m. Parents of all classes, except for the Purple class and Blue class, should park and walk their children to the classroom door along the outside sidewalk. Parents of students in the Purple 18-month class and the Blue Full-Time 2-Year-Old class should 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.

Upon arrival, your child's teacher will conduct a daily visual health check. This health check is to determine if your child is 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 past 2:05 PM, there is a \$1.00 penalty per minute. Your child will go to the office if you're late.

Parents will sign their child(ren) upon arrival and sign their child(ren) out upon departure using the QR code for the Brightwheel app that is on the door of each classroom and the main door of the school.

## **AUTHORIZED RELEASE AND SECURITY CODE**

Children will only be released to those authorized by parents in the Brightwheel app. The app will assign a pickup code and driver's license that must be provided at pickup. Anyone who is not listed as a "parent" on Brightwheel will need to show a driver's license to the Director or Assistant Director before the child will be released. Any adult who comes to pick up a child and is not listed in the app will not be released to that adult. The director will contact parents by phone in this situation.

Upon receipt of a valid court order signed by a judge that prohibited a parent from removing the named child or children from the center, we must:

- Comply with the court order immediately and until:
  - Receipt of a subsequent court order that revokes the primary order; or
  - The court order expires as defined in the document; and
- Maintain a copy of the court order in the children's file.

If it is suspected a person is picking up a child under the influence of drugs or alcohol, the teacher will report to the director. The director will call the police and request assistance. If the person picking up the child has been authorized to pick up the child, we cannot legally keep the child here but will make every effort to contact the parent.

## **SCHOOL VISITS**

Parents are welcome to visit the center without a prior appointment. However, there are a few important guidelines to follow. Please use the observation window, which is available in every classroom, and try not to let the children see you during your visit. Entering the classroom can disrupt ongoing activities and may upset some children, as they might think it is time to be picked up. If you need to enter the classroom, please inform the teacher about the purpose of your visit and keep it brief. Additionally, 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 dedicated to welcoming children with diverse needs. We offer individualized support for children with special care requirements, following recommendations provided by healthcare professionals or qualified experts from the local school district or early childhood intervention program.

If a parent has provided their child-care center with an Individualized Educational Program (IEP) from a school district or an Individualized Family Service Plan (IFSP) from ECI, the staff will make every effort to incorporate these plans into the child's care plan, where applicable, into the child's daily activities.

Creative Corners is not responsible for the purchase or maintenance of adaptive equipment recommended for a child. We also do not ensure that Early Childhood Intervention (ECI) or another qualified service provider visits our facility to provide services. However, the child will benefit from services in a natural environment, and caregivers will learn effective methods for supporting the child when Creative Corners encourages our staff to collaborate with ECI or other service providers in the classroom.

If Creative Corners is unable to meet the child's needs, the director will meet with the parents to discuss alternative options.

## **REFERRAL FOR TESTING**

Our teachers and staff will report to parents whenever there is a question about a child's developmental processes, i.e., speech, hearing, etc. A referral to their pediatrician or local school district may be appropriate. Early referrals for developmental issues are very important for the child to be successful later in school. Programs such as Early Childhood Intervention are available if a child needs testing in a specialized setting. Local school districts also have professionals certified for testing and it will be recommended to parents if the staff identifies a need for an evaluation.

## ENROLLMENT PROCEDURES

### SCHOOL TOURS

Parent school tours are available Monday through Thursday at 8:30 AM or 2:00 PM. No appointment is necessary, but it is advisable to call 281-332-8936 to ensure the school is open.

### REGISTRATION

Families wanting to register their child(ren) into Creative Corners should go to [www.creative-corners.org](http://www.creative-corners.org). The registration button is on the front page of the website. The registration fee of \$150 per child is due upon registration and is paid online by credit card. This fee is non-refundable.

Once registered the director will send a message on the Brightwheel app stating the next steps:

- Accept the Brightwheel app invite and read the message of acceptance of registration
- A checkup should be scheduled 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 current immunization record while there

### IMMUNIZATION RECORD

All children need to meet the Texas Department of Health and Human Services immunization requirements. A **Good Health Form** will be given to you at registration. This form must be filled out and signed by your child's physician and returned to school, along with a current immunization record, before the **first day of school**. **Children missing these forms will not be allowed in the classroom.**

In Texas, parents can request a vaccine exemption for their child based on conscience, including religious beliefs. However, students who don't receive required immunizations may be unable to attend school during an epidemic or emergency.

The person applying for the child's admission must meet the criteria specified by the Department of State Health Services (DSHS) rule at 25 TAC §97.62 (relating to Exclusions from Compliance). To file an affidavit, go to <https://co-request.dshs.texas.gov/>.

### HEARING AND VISION SCREENING

Once children reach the age of four, the pediatrician should conduct a hearing and vision screening. There is a designated area for the physician to record the results.

## FORMAL ENROLLMENT

To complete enrollment, the child's enrollment form should be submitted by July 1<sup>st</sup>. August tuition, down payment (May's tuition), and supply fee must be paid in full by July 1<sup>st</sup>. The **Good Health Form** and Immunization record must be submitted before the child is allowed to attend.

Registration per child due upon registration*	\$150
Supply Fee per child	\$200
Down Payment (May Installment**)	May's tuition
August installment	August tuition
Kindergarten withdrawal fee	\$500

\*The registration fee is non-refundable.

\*\*LAST MONTH'S PRE-PAYMENT--The last month's down payment is due on July 1<sup>st</sup>. Students' accounts who are not in good standing by July 11<sup>th</sup> will be withdrawn from the school. The May pre-payment is non-refundable.

## TUITION PLAN 2025-26 SCHOOL YEAR

***Tuition may be paid in full for the year or in 10 monthly installments.***

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

## MONTHLY INSTALLMENTS

Tuition covers the 10 - months of the school year. We offer the option for parents to pay tuition in monthly installments, which are 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 church-mission program, not church funded program, and is non-profit in nature. If a child is enrolled in the program, the family is responsible for paying tuition. If you are planning to move, or you decide to withdraw your child from the program, you must notify the Director, in writing, 30 days before your withdrawal from school. The registration fee, supply ~~fee~~ and last month's tuition will not be refunded. However, any tuition that has been prepaid for the period from the date of withdrawal 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 & CURRICULUM**

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**

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk of developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology. (Tym the Trainer)

Two-year-old students will have one 20-minute session of scheduled active play daily. Pre-schoolers and Kindergarten will participate in two 20-minute sessions a day. At least one session must be outdoors (weather permitting). One session must be organized teacher-led activity. When the weather conditions prohibit outdoor play, physical activities will occur in the gym. All children will participate each day and have continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Appropriate children's clothing and shoes should enable children to participate in active play. Inappropriate clothing/footwear can potentially lead to injuries. Clothing should protect from sun exposure and permit each movement. Shoes should be for running and climbing. Flipflops, crocs, and sandals are not appropriate. Hats may be worn. Parents should apply sunscreen or bug spray before dropping off at school as teachers do not apply these.

## **CURRICULUM**

The kindergarten class is taught by a Texas State-certified teacher who uses the same curriculum based on the same Texas Education Knowledge & Skills (TEKS) used in public schools across the state.

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 18 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](https://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 a maximum of 12 students. Other classes may also have just one teacher if the number of students is 10 or fewer.

## **SUPPLIES**

Your supply fee will cover most everyday supplies for the entire classroom, such as glue, crayons, paper, etc. Your child's teacher may ask for voluntary donations for special events and activities throughout the year. The supply fee is non-refundable.

## **CLOTHING**

Please put your child's name on each article of outside clothing that might be misplaced. Children should wear comfortable play clothes that they can get dirty and closed-toed, rubber-soled shoes to enable them to participate freely in the painting, gluing, sand, 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 zip lock 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 18-month to 2-year-old class, please also include diapers. 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 in our preschool program for children ages 3-5, we require that they are **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, we ask that children come to school in regular underwear and not in pull-ups. If your child needs assistance, our teachers are there to help.

If your child has special circumstances that might make potty training a little different, please don't hesitate to reach out to the director. We're happy to work together to find the best solution!

## **LUNCH and SNACKS**

Children should bring a healthy lunch, snack, and water bottle daily. Lunches should be nutritional and contain only one dessert. Snack food is not acceptable for lunch. Foods should be cut in lengthwise or in small bites to prevent a choking hazard. There will be plenty of time for them to eat their lunch. Children eat their lunches in the classroom. We do not have warm lunches or snacks. Creative Corners is not responsible for the nutritional value of lunches or meeting the child's daily food needs.

The children will have a snack time each day. Snacks should be nutritional and healthy. The snack should be appropriate for the age of the child. The parents may send snacks with their child's name on them for the week rather than sending something every day.

A reusable water bottle should be sent daily. Children under 2 years will need to provide a sippy cup, which will be kept for the school year. Lunch boxes, snacks, and water bottles should have the child's name on them. Parents may provide bibs for their children.

In the event we have a child with food allergies in the room, you will be notified. **Please do not send in foods that children are allergic to.** Teachers will contact parents if their classroom has any food restrictions

We kindly ask you to avoid sending soda, candy, or glass containers with lunches. Please note that there are no refrigerators or microwaves available for storing or heating food.

### **PIZZA DAYS**

We will have pizza days on the 2nd and 4th Thursdays and Fridays of each month, starting in mid-September. A signup sheet will be available at the beginning of each month for parents to register their child for pizza day. Please note that we will not accept late sign-ups; you can only sign up for the following month's pizza days. The cost of the pizza will be invoiced to parents through Brightwheel.

### **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 make sure that their faces remain uncovered by blankets or clothing for safety reasons. If a child is awake and creating a disturbance for others who are trying to rest, we may need to move them to a quieter area, like the director's office. In some cases, we might ask parents to pick up their child if the situation persists. Thank you for your understanding and support in making nap time a peaceful experience for everyone!

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**

Pacifiers are not recommended for children older than 12 months. However, at a parent's request, children may use personal pacifiers during naptime.



## **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. Make sure they keep it in their backpack so it can be returned to school every morning.

## **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 those 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. Parents are requested to donate, and a sign-up sheet for parties and volunteering will be available from the teacher. Parents are encouraged to attend, unless stated otherwise.

## **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 water activities are for the child's age group and are supervised by teachers and volunteer parents. All activities are in water 18 inches deep or less. Parent volunteers will supplement the number of adults to children ratio on these days.

The following chart shows those ratios:

<b>Age of child</b>	<b>Number of Adults</b>	<b>Number of Children</b>
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 for 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**

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 presentation are also welcome to attend.

## **BLESS OUR PETS AND PET PARADE**

Parents are invited to bring their favorite pets to school in the spring for a special blessing by Pastor Bell, followed by a pet parade. Children must be able to control their pets during the event. **All pets must be registered in advance, and proof of current immunizations must be submitted before the day of the event.**

## **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, along with their parents, to locate their classrooms, meet their teachers, and connect with new friends. We hope this brief 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**

The preschool classes will perform during the service on Palm Sunday, followed by an Easter egg hunt.

## **KINDERGARTEN/PRESCHOOL-4 PERFORMANCE AND GRADUATION**

In May, Kindergarten and Preschool students will showcase their musical talents by singing and playing various instruments. Following this performance, the Preschool 4's and Kindergarten classes will hold a graduation ceremony to celebrate their achievements.

## **SCHOOL PICTURES**

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

## **FUNDRAISERS**

Creative Corners organizes fundraisers at various times during the school year to support special projects.

## **Section 4. Guidance and Discipline Policy**

### **OVERVIEW**

At Creative Corners, we understand the importance of fostering a supportive learning environment. That's why we use 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 expectations.
- 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 associated with 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.
- Subjecting a child to harsh, abusive, or profane language.
- Placing a child in a locked or dark room, bathroom, or closet.
- Placing a child in a restrictive device for a time-out.
- Withholding active play or keeping a child inside for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out.
- Requiring a child to remain silent or inactive for inappropriately long periods for the child's 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 for the future. Following this conversation,

an incident report will be sent to the parents through the Brightwheel app to keep them informed.

## **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 the 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 do want to let you know that in the event of expulsion, there won't be any 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:

1. A parent is delinquent in payments.
2. A parent fails to comply with School policies.
3. A parent is uncooperative or hostile.
4. If a child's behavior becomes a hazard to teachers or students.
5. Creative Corners cannot meet the child's needs.

## **BITING**

When a child bites for the first time, the teacher will assess the events that led to the behavior and discuss them with the child's parent. We will make every effort to monitor the child's subsequent behaviors and interactions, redirecting them, when possible, 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.

## **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](http://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.

## **ADDENDUM #1 CREATIVE CORNERS EMERGENCY PREPAREDNESS PLAN**

### **Basic Information:**

<b>Provider's Name:</b>	Creative Corners School, Mary Latulippe, Director
<b>Child Care Address:</b>	1601 West League City Parkway
<b>Phone Numbers:</b>	281-332-8936 or 281-332-1557
<b>Emergency Kit Location(s):</b>	Workroom
<b>Number of children enrolled:</b>	141
<b>Secondary Contact Person:</b>	Misty Post

<b>Emergency Contacts:</b>	<b>Contact Name</b>	<b>Phone</b>
Police/Sheriff	LCPD	<b>911</b> <b>Non-Emergency</b> <b>281-332-2566</b>
Fire/Gas Leak	LCFD	<b>911/ 281-332-2566</b>

<b>Emergency Contacts:</b>	<b>Contact Name</b>	<b>Phone</b>
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"> <li>Child records will be kept on BRIGHTWHEEL App</li> <li>Backup Business records will be stored (Network Server)</li> </ul>
Restoring Child Care Services	<ul style="list-style-type: none"> <li>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 approx. reopening date after evaluation of damage.</li> <li>Creative Corners School &amp; League City Methodist Church reserves the right to decide to permanently close the business in the event the facility is 'unrepairable'. Families will be notified in the event of permanent closure.</li> <li>Families will not be charged while the childcare facility is closed due to a disaster.</li> <li>While the childcare facility is closed due to the disaster parents may go to the following DPFS website to find alternate care.</li> </ul>

## LOCKDOWN

**Lock Down:** 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"> <li>Bathroom area, all doors and windows to the childcare facility will be locked.</li> </ul>
Procedure/Notification:	<ul style="list-style-type: none"> <li>All adults will wear a face covering when within 6 feet of children/others.</li> <li>The provider will ensure all children and staff are safe inside the childcare facility.</li> <li>All doors and windows are closed and locked.</li> <li>The provider will keep children away from doors and windows, move to the bathroom area and lock doors.</li> <li>Parents will be notified that a lockdown has occurred but remind them that they will not be allowed inside until lockdown has lifted.</li> <li>The provider will wait for an all-clear from an emergency official to lift the lock down.</li> </ul>

Release:	<ul style="list-style-type: none"> <li>Parents will be notified that lockdown has been lifted, and they may come to pick up their children at that time.</li> </ul>
----------	---

## 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 CIHLD CARE CENTER:**

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

**Parent Reunification:** In case of the need to evacuate or when parents/guardians are unable to get to 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"> <li>Parents are provided: <ul style="list-style-type: none"> <li>Information on each evacuation site (listed above)</li> <li>Contact information for Provider, cell phone and home phone (listed above)</li> </ul> </li> <li>Parents contact numbers are: <ul style="list-style-type: none"> <li>Stored in BRIGHTWHEEL App on the directors' phone</li> <li>In evacuation emergency contact binder</li> </ul> </li> </ul>
Release:	<ul style="list-style-type: none"> <li>Children will only be released to the contact listed on the child's enrollment form with proper identification.</li> </ul>

## 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"> <li>Children are cared for on the main level of the building only and are not permitted on the second level or in the basement</li> <li>Exits (all windows and doors are checked regularly to ensure opening): <ul style="list-style-type: none"> <li>North Entrance: Door</li> <li>Classrooms: Doors/Windows</li> <li>East Entrance: Door</li> <li>Main Entrance: Door</li> <li>Gym Entrances (West Side): Doors</li> </ul> </li> </ul>
Evacuation of infants/toddlers:	<ul style="list-style-type: none"> <li>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.</li> </ul>

	<ul style="list-style-type: none"> <li>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.</li> <li>Emergency Child contact binder will be taken</li> <li>Teachers should have phones and tablets</li> </ul>		
Notification:	Once all children are safely evacuated: <ul style="list-style-type: none"> <li>911 will be called</li> <li>Parents will be notified of the evacuation</li> </ul>		
Emergency Kits/ Information	<ul style="list-style-type: none"> <li>Emergency kits will be taken when possible.</li> <li>A copy of children's emergency contact information will be on BROGHTWHEEL APP</li> </ul>		
Evacuation Sites:	Neighborhood Reunification Site: Back of Parking Lot  1601 West League City Parkway League City, Texas 77573 Ph. 281-332-8936	West of Town Reunification Site: Bay Area Christian School 4800 West Main Street League City, Texas, 77573 Ph. 281-332-4814	East of Town Reunification Site: Bay Harbour Methodist Church  3459 FM 518 League City, Texas, 77573 Ph. 281-334-1100
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> <li>Children will walk (or ride in a wagon) to the neighborhood evacuation site.</li> <li>Children will be transported in a personal vehicle and/or church van to the west and east of town re-location sites.</li> </ul>		

## 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 if the center will be closed for more than the current day.

Missing or Abducted Child:	<ul style="list-style-type: none"> <li>Anytime a child is unaccounted for, search the premises. Each area that a child can potentially hide will be searched, as well as outdoor areas of the facility. 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.</li> <li>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).</li> <li>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"> <li>All exits are locked and monitored by staff.</li> <li>No one is let in or out of the childcare facility.</li> </ul> </li> <li>Call 911.</li> <li>The provider will be prepared to provide the following information about the child: <ul style="list-style-type: none"> <li>Child's name, age, height, weight, date of birth, and hair color</li> <li>Child's clothing that he/she was wearing that day, along with any other identifying features</li> <li>The time at which the child was noticed missing</li> <li>If child abduction is suspected, were there any suspicious vehicles and/or people around the childcare facility?</li> </ul> </li> <li>The provider will call the child's parents to tell them that the child is missing.</li> </ul>
----------------------------	--



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Once law enforcement arrives, the provider will provide the necessary information.</li> <li>• The provider will contact your DHS childcare compliance staff person.</li> </ul>
Unresponsive child or child death:	<ul style="list-style-type: none"> <li>• If the provider finds a child unresponsive, they will start CPR (Cardio-Pulmonary Resuscitation) and continue until relieved by another adult certified in CPR.</li> <li>• Call 911.</li> <li>• Calm the other children and move them away from the area. Listen to children's concerns and provide honest, developmentally appropriate answers.</li> <li>• Once emergency officials arrive, provide the necessary information.</li> <li>• 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.</li> <li>• Contact the child's parents.</li> <li>• 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.</li> <li>• Provider will contact DPFS, Licensing to report the child death that happened in your childcare program.</li> </ul>

## 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"> <li>• Emergency plans and numbers</li> <li>• Medical releases</li> <li>• Evacuation site agreements and maps</li> <li>• Emergency files</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency plans and numbers</li> <li>• Medical releases</li> <li>• Evacuation site agreements and maps</li> <li>• Emergency files</li> </ul>
Food and Water	<ul style="list-style-type: none"> <li>• One Gallon of water for every 4 children/staff</li> <li>• Non-perishable food items such as granola bars and crackers</li> <li>• Formula/appropriate food for infants</li> <li>• Disposable cups, plates, bowls, utensils</li> </ul>	<ul style="list-style-type: none"> <li>• ½ gallon of water per child and 1 gallon per adult per day</li> <li>• Non-perishable food items such as granola bars and crackers</li> <li>• Non-perishable food items such as canned fruit and veggies</li> <li>• Formula/appropriate food for infants</li> <li>• Disposable cups, plates, bowls, utensils</li> <li>• Non-electric can opener</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Small First Aid Kit</li> </ul>	<ul style="list-style-type: none"> <li>• Large First Aid Kit</li> </ul>

	<ul style="list-style-type: none"> <li>• Medications (monitor expiration dates)</li> </ul>	<ul style="list-style-type: none"> <li>• Medications (monitor expiration dates)</li> </ul>
Hygiene Sanitation	<ul style="list-style-type: none"> <li>• Disposable diapers</li> <li>• Wet wipes</li> <li>• Hand sanitizer</li> <li>• Toilet paper</li> </ul>	<ul style="list-style-type: none"> <li>• Disposable diapers</li> <li>• Wet wipes</li> <li>• Hand sanitizer</li> <li>• Toilet paper</li> <li>• Paper Towels</li> <li>• Plastic Bags</li> <li>• 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</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• Whistle</li> <li>• Flashlight</li> <li>• Twine or tape</li> <li>• Pair of work gloves</li> <li>• Adult face coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Whistle</li> <li>• Flashlight</li> <li>• Extra batteries</li> <li>• Twine or tape</li> <li>• Pair of work gloves</li> <li>• Duct tape</li> <li>• Dust/filter mask (1/person)</li> </ul>
Comfort	<ul style="list-style-type: none"> <li>• Emergency Cash (small bills)</li> <li>• Emergency blanket</li> <li>• Activity items: card games, crayons paper, toys, and books</li> <li>• Emergency comfort item</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Cash (small bills)</li> <li>• Emergency blanket (1/person)</li> <li>• Activity items: card games, crayons paper, toys, and books</li> <li>• Emergency comfort item</li> <li>• Change of clothing for each person</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Cell phone</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phone</li> </ul>

## ADDENDUM #2 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 allergy is present currently.

\_\_\_\_\_ Diagnosed food allergy see EPI Pen Form.

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

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

## ADDENDUM #3 PARENT'S RIGHTS

### Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88<sup>th</sup> Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

#### Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

#### Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.



## SIGN AND RETURN TO CHILD'S TEACHER

CHILD'S NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_ AGE: \_\_\_\_\_  
(please print)

I have reviewed the Parent Handbook and acknowledge my responsibility for all information and policies contained within it. I understand that a copy of the handbook is available online at [www.creative-corners.org](http://www.creative-corners.org).

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

DIRECTOR'S SIGNATURE: *Misty Post*



