



# Parent Handbook

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League City, Texas  
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[www.creative-corners.org](http://www.creative-corners.org)**

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## **NAME OF ORGANIZATION**

The name of this organization is the Weekday Ministries Program, which consists of Creative Corners Preschool, Kindergarten, and Children's Day Out. Creative Corners Children's Day Out program is open to 18 months to 2-year-old children; Preschool is open to all 3- and 4-year-old children and Kindergarten includes children who are school age at 5.

## **LEAGUE CITY UMC MISSION**

**Creative Corners is a mission of League City UMC. Through their time, prayers and gifts we have flourished for over 50 years. The families of Creative Corners are welcome at the programs at LCUMC. Twice a year the children perform at a church service and families are invited for the service.**

## **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- Mary Latulippe

Chair- Carey Worrell

Pastor- Joel McMahan

Staff Representative- Misty Post

Parent Representative- Casey Gerondale

Church Representatives- Rebecca Prather, Cynthia Watkins, Lindsay Alexander, Sid Worthy, Cherie Singleton, Dawn Black, Tom Mooney

LCUMC Children's Director- Andrea Pritchard

## **PHILOSOPHY OF PROGRAM**

Creative Corners' early childhood program teaches children to think creatively so they will be successful in their future learning and education. Purposeful, intentional play is a mainstay in our program; emphasizing the importance of play in cognitive, emotional, social and physical development. A Christian focus is of additional importance at Creative Corners to support all learning. Bible stories and chapel encourage positive, moral decisions from a young age.

## **MISSION**

The mission of Creative Corners is to equip each child in the program with strong academic foundations, encourage good character, and provide children nurturing love in a Christian environment.

## **GOALS**

1. To provide enriching educational experiences for young children through a planned, concrete, experiential program that is appropriate for each child's stage of development.

2. To provide a Christian atmosphere for the care and nurturing of young children.
3. To inspire a sense of self-worth and creativity.
4. To help each child develop Christian attitudes and a respect for others in a group relationship.
5. To serve children of any race, nationality, creed, sex, or religion.

## **CURRICULUM**

Creative Corners for the 2022-23 school year will incorporate the Texas School Ready Program (TSR). TSR is a comprehensive, research-based professional development program for early education teachers that ensures at-risk children receive targeted instruction in critical school readiness skills.

Children will be taught using the CLI Engage program through TSR. CLI Engage (<https://public.cliengage.org/>) research based early learning resources for educators and families of children birth through kindergarten. Throughout the school year teachers and the director will send information and at-home lessons for families.

## **HOURS OF OPERATIONS**

**Creative Corners is open during school year (August-May) 9:00-2:00 Monday thru Thursday and 9:00-12:00 on Friday.**

**Camps are held at Creative Corners during holidays, i.e., Christmas, Spring Break and Summer. Those times and dates are announced during the month prior to camp.**

## **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 staff. The inspector also has the authority to inspect and audit child or facility records.

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

Staff members, including substitutes teachers, are subject to a TDFS background check, fingerprinting, and complete the yearly state-required child development training.

Our Staff is trained and experienced in the prevention of accidents and to administer first aid, including CPR or use a defibrillator. If an injury requires medical attention, we will call 911, and immediately call a parent. At registration, a parent completes an emergency release that grants permission for the school to seek medical attention. Creative Corners under no circumstance will transport a child.

Substitutes are hired throughout the school year. They are required to have the same emergency training as full-time teachers; 8 hours of pre-training required by the state and have a background check and be fingerprinted prior to starting work.

### **ACCOMMODATIONS FOR CHILDREN**

We welcome children who may need extra support and additional accommodations to be successful. These accommodations may include, home language/English language support, special needs and cultural backgrounds. Children with severe needs will be referred to the Child Find program in their local districts for the more appropriate support.

### **REGISTRATION FEE**

Registration is announced at the start of the Spring Semester each school year. The following is the fee structure for the 2022-23 school year. **Registration is \$150 per child and is due at the time of registration. The registration fee is non-refundable.**

### **SUPPLIES**

The supply fee will cover most everyday supplies for the entire school year. Supplies include such things 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 \$200 and is due on or before August 1<sup>st</sup> or the first day of attendance. The supply fee is non-refundable.

### **DOWN PAYMENT**

The down payment is the May tuition. This down payment is used to ensure a full year of tuition is paid. The May tuition is non-refundable.

### **KINDERGARTEN WITHDRAWAL FEE**

If a kindergarten student withdraws prior to the end April a \$500 withdrawal fee is charged.

### **TUITION PLAN**

Tuition may be paid in full on or before August 1, 2022 or paid in monthly installments. monthly payments are due on the 1<sup>st</sup> of each month August – April.

<b>Class</b>	<b>Tuition</b>	<b>Monthly Installment</b>
Kindergarten	\$6000	\$600
Full time (Mon-Fri)	\$5000	\$500
Three days/week	\$3250	\$325
2 days/week	\$2750	\$275

### **LATE PAYMENTS**

Payments not made on or before the 10<sup>th</sup> of the month will result in a \$25.00 late fee will be charged. If the tuition is not paid by the end of the month, the child will

not be allowed to attend until the late and current month's tuition is paid in full. Please feel free to discuss any problems or financial issues with the Director. Scholarship assistance may be available to qualified families, and additional information is available upon request.

### **REFUND POLICY**

Due to our nonprofit status, we are unable to give refunds or credit for absences. In the event the school had to close due to severe weather or downed utilities, no refund will be given, 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. As long as 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 prior to your withdrawal from school. The registration fee, supply fees, and last month 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.

### **COMMUNICATION WITH PARENTS**

Parents are extremely important to the teachers, director and staff at Creative Corners. The director has an open-door policy and welcomes parents' input. The school began using the Procure system in 2020-21 school year during the height of the COVID-19 pandemic. This program uses a phone app whereby parents and teachers can message, reports from the school are entered for parents, activity reports and pictures are sent to parents, attendance is taken, parents sign children in and out and billing invoices and payments are made. This program has opened the doors of communication even as our campus has been closed to parents during the pandemic.

### **PARENT/CHILD CONTACT INFORMATION**

When registering a child the parent should give accurate phone numbers, emails and addresses. If any contact information changes during the school year the parent should make the changes on the Procure app to keep all contact information up to date.

### **SCHOOL VISITS & TOURS**

Parents are permitted to drop by the center unannounced. However, there are stipulations such as looking through the observation window that are in every classroom, 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, why you are there, and keep the visit brief.

School tours will be given when scheduled with the director and after school hours.



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

At this time, we are not allowing parent visits or tours because of COVID-19 protocols. The director will inform parents when it is possible again.

### **PARENT SURVEYS**

**Parents are asked for input through surveys several times a year. At the end of the year a survey is sent to rate the program in several domains.**

### **GANG-FREE ZONE**

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

## **Section 2. Classroom Procedures**

### **TEACHER TO STUDENT RATIOS**

Other than our kindergarten and classes smaller than 10 students has two teachers and a student-teacher ratio that is equal to or lower than that required by state guidelines. Our kindergarten class has one teacher and a maximum of 12 students.

### **CLASS ROOM SCHEDULES**

Each classroom has a schedule that is posted. The teachers follow a common curriculum. Schedules will be sent home at the beginning of the school year.

### **CHAPEL**

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

### **HOLIDAYS**

Creative Corners follows the CCISD academic calendar. A school calendar will be provided at the start of the year, posted in the Directors office, and posted on the school website.

### **CLASS PLACEMENT**

Class placement is made by the Director. Parents may not request teachers.

### **ARRIVAL PROCEDURES**

Dropoff begins at 8:45 a.m. Parents should **remain** in their car and, pull up to the entrance. Upon arrival, a daily visual health check will be performed by a teacher. The purpose of the health check is to determine if your child is well enough to attend school. A teacher will take the child's temperature. Children with a temp

above 100.4, a cough or runny nose will not allowed to come to school. The Director/Asst. Director will make final decisions about the child's ability to attend school. Parents should sign their child(ren) in using the Procure app.

### **LATE ARRIVAL**

School begins at 9:00a.m. It is important that your child arrive on time as the start of the day is very important. Not only, does it set the tone of the day but important procedures and lesson focus is done beginning at 9:00a.m. If you should arrive after 9:00, and the teachers have already entered the building, please park and bring your child into the church. Ring the doorbell at the school entrance, and someone will come and meet you. The teacher who meets you at the door will do the complete health check prior to allowing the child into the building.

### **DEPARTURE**

Pickup begins at 2:00 on Monday through Thursday and 12:00 on Friday. Please be **prompt** in picking up your child. Parents should sign their child out using the Procure app. Children will be brought out to your car and helped into your car by the teacher. Parents are responsible for buckling children into their safety seat. Parents should pull up out of the way to buckle seats. Children will not be put in a car without the appropriate safety seat for the child.

### **LATE PICK UP**

There is a \$1.00 per minute late pick-up penalty for each minute after 2:15 on Monday through Thursday and 12:15 on Friday. At the time of late pick-up, you will be asked to sign a late pick-up notice, which will be filed in your student's file.

### **AUTHORIZED RELEASE AND SECURITY CODE**

Children will only be released to those authorized by parents in the Procure app. The app will assign a pickup code that must be provided at pickup. Anyone who is not listed as a "parent" on Procure will need to show a driver's license to the Director or Assistant Director before the child will be released.

### **ATTENDANCE**

The best way to prepare your child for school is to have them in attendance daily. Attendance and success in school are closely correlated. It is important that this "habit" of attending school, except when ill, begins at an early age. Children who miss school on a regular basis, feel they are missing out and have a hard time catching up to the other children. Although, there is not a required number of days your child must attend, frequent absences will affect your child's performance.

### **EARLY CHECK OUT**

Anytime a parent needs to check a child out early they should contact the teacher via the Procure app so the child will be ready when the parent arrives. Parent should ring the bell at the door at the front of the school. The Asst. Director will bring the child to the parent. Parent should sign child out at time of pick up.

## **ILLNESSES**

Please keep your child at home if he or she is experiencing any of the following:  
Fever (a fever is a temperature over 100.4 degrees. Students must be fever-free, without fever reducing medication for at least 24 hours prior to returning to school.)

Diarrhea

Vomiting

Headache

Sore Throat

Lice (all nits must be removed before the child may return to school.)

Any contagious or communicable disease (Please contact the Director immediately so that other parents may be notified.) If the health department is involved, we must follow their guidelines exactly so as not to be cited for noncompliance. When your child returns to school after having any contagious or communicable illness, they must have a note from a physician clearing them to return.

The director will contact the parent to pick up the child if he/she develops any of the above symptoms while at school. We ask that the parent pick up the child from the director's office within 30 minutes.

Anytime your child is sent home with an illness suspected to be contagious they must have a note from a physician clearing them to return

## **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, prior to the first day of school. Children missing these forms will not be allowed in the classroom. **THERE ARE NO EXCEPTIONS TO THIS RULE.**

## **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 cannot administer medication. The Director is the only State authorized person who can administer medication.

## **VISUAL AND AUDITORY SCREENING**

Visual acuity and auditory screening are required by the state for children who are age 4 by September 1 and are enrolled in preschool. You must see your pediatrician for these screenings or take advantage of area screenings that are provided as a public service. After school begins, a copy of the hearing and vision screenings report will need to be turned in for your child's file.

## **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 left in their backpacks.

### **BACKPACKS**

Your children should bring a roomy backpack to school to transport notices, papers, lunch and art. Please label all of your children's belongings in case they get misplaced.

### **NUTRITION EDUCATION & PROCEDURES**

Creative Corners does not provide meals or snacks to the children in our care. We do encourage our parents to send nutritious foods and drinks with their children daily. A list of healthy lunch foods and snacks will be sent home at the beginning of each school year. Sugary, non-nutritious drinks, will not be allowed. Children are required to bring a reusable water bottle every day. Water intake is encouraged throughout the day. For more information concerning Health & Nutrition Practices refer to links on the website.

### **LUNCH**

Children should bring a healthy lunch. There will be plenty of time for them to eat their lunch. Children eat their lunches in the classroom. Parents may provide bibs for their child. Please do not send in any soda, candy, or glass containers. There are no refrigerators or microwaves available for storing or heating lunches.

### **SNACKS**

The children will have a snack time each day. Children under 2 years will need to provide a sippy cup, which will be kept for the school year. Preschool children participate in nutritional cooking experiences that may include eating what they have cooked.

### **FOOD ALLERGIES**

Children with food allergies should complete a Food Allergy & Anaphylaxis Emergency Care Plan, and have the child's physician sign it. Any medication needed to treat the allergy should accompany the child to school. Medication and plan will be kept in the child's classroom. The form can be found on the website and should be completed yearly.

In the event we have a child with food allergies in a classroom, you will be notified. In that event, please be sure not to send in items pertaining to the allergy. Thank you for your cooperation with this important rule

### **TOILET TRAINING**

Teachers may let a parent know when the child shows signs of readiness for toilet training. Communication between parents and teachers is essential to a successful and stress-free process. In order for children to be enrolled in the preschool program (3-5 years old), they must be potty trained (no pull-ups) at start of the school year. (If your child has special circumstances, please talk to the director,

and we will attempt to work towards a beneficial solution.)

### **NAPPING**

Children's Day Out program offers napping period from 12:15-1:45. Children must be quiet during this time and not disturb other children. If a child continually disrupts other children the director will encourage the child to lay down in the office. If the disruptions are continually over a period of time, the director may request the parent pick up the child

### **PACIFIERS**

Pacifiers are not recommended for children over the age of 12 months. However, children may have access to personal pacifiers during naptime at a parent's request.

### **SAFE SLEEP**

Children's faces shall not be covered with blankets, linens, or clothing. Children are not required to sleep. However, if an awake child is endangering or disturbing sleeping children, parents may be asked to pick-up their child.

### **TOYS**

Please leave toys at home unless it is your child's show-and-tell day. Each child has a special time set aside to show something brought from home. Teachers will give you more information on specific requirements.

### **BREASTFEEDING ACCOMMODATIONS**

Although, Creative Corners does not have programs for children younger than 18 months, we will still offer a private space for moms who are breastfeeding, if needed. The parent should contact the director and she will show the parent to the appropriate space.

### **SUNSCREEN AND BUG SPRAY**

Teachers will not apply sunscreen or bug spray. Parents should apply these items prior to bringing them to school.

### **TAKE HOME FOLDERS**

Kindergarten and Preschool children will be bringing home a two-pocket folder, supplied by the Teachers for notices, papers, etc. Please work with your child to establish a daily routine for checking the folder and keeping it in the backpack so that it comes back to school every morning.

### **SCHOLASTIC BOOK CLUB**

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

### **SCREEN TIME POLICY:**

We do not offer any independent screen time to our children. Any screen time is supervised and lead by a teacher who uses the information seen in an educational manner. For example, a tablet may be used to assist the teacher in a music lesson during warm up in the morning.

Per §746.2207 in Texas Minimum Standards:

Screen time activities offered should not exceed one hour per day. These screen time activities may not be used during mealtimes, snack times, naptimes, or rest times, do not include advertising or violence, and are turned off when not in use.

### **PHYSICAL ACTIVITY PLAN**

Children will participate in planned teacher led activity daily. Children will go outdoors when weather permits, twice for a total of 40 minutes daily. If the weather is not appropriate the children will be in the gym. *See attached activity plan for details.*

## **Section 3. School Functions**

### **CLASS PARTIES**

The children celebrate Fall, Christmas, Valentine's Day, and Easter with parties at school. Parents are asked to donate party goodies and paper goods. A sign-up sheet for parties and volunteering will be available from the teacher.

### **BIRTHDAYS**

Birthdays are special for children, and we help them celebrate. Kindergarten and Preschool children 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 GIVEN OUT AT SCHOOL UNLESS EACH CHILD IN THE CLASS RECEIVES ONE.***

### **FIELD TRIPS**

Field trips are wonderful learning experiences, and we plan several each year. Parents must provide transportation. Teachers cannot transport children. Special visits from organizations from within the community may occur throughout the year.

### **MEET THE TEACHER**

In August, children and parents are invited to meet their teachers. The intent of Meet the Teacher is to allow children accompanied by parents to quickly find their classroom, meet their teacher, and visit with new friends. We hope that this short visit will help children feel more comfortable beginning the first day of school. More information about this day will be sent to you.

### **KINDERGARTEN & PRESCHOOL OPEN HOUSE**

Parents are invited in October to visit the classroom, speak to the teachers, view

children's work, and learn more about your child's day at school. This is not a conference time. If you would like a conference, please schedule a time with the Teacher.

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

Kindergarten and Preschool will sing and play musical instruments in May. The Preschool 4's and Kindergarten will have a graduation after the performance. A reception will follow in the gym.

### **SCHOOL PICTURES**

School pictures will be offered to all children in the Fall and Spring. Our portraits are done by Photography by Rhonda.

### **FUNDRAISERS**

Creative Corners occasionally offers fundraisers for special projects.

### **CONFERENCES**

Parents are invited to schedule conferences as often as needed. Kindergarten and Preschool will have conferences held twice a year during 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.

### **COMMUNICATION**

For answers to other questions, please contact the Director on the LCUMC **Weekday Ministries Phone Line (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 [Mary.Latulippe@lcumc.org](mailto:Mary.Latulippe@lcumc.org). If there is an **emergency** or **extremely urgent** message, please call the church office at (281) 332-1557. There is also an option to communicate with your child's teacher through the ProCare app.

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

### **OVERVIEW**

Creative Corners uses positive strategies when teaching appropriate classroom behavior. Creative Corners strives to:

- Maintain consistency in expectations.
- Develop the child's understanding of his/her limits.
- Set appropriate expectations.
- Encourage self-discipline.
- Redirect a child when unacceptable behavior occurs
- Allow for appropriate consequences.

### **DISCIPLINE IS:**

- Individualized and consistent for each child
- Appropriate to the child's level of understanding

- Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Using brief supervised separation from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

### **DISCIPLINE IS NOT:**

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Hitting a child with a hand or an object
- 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 with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

### **CONSISTENT INAPPROPRIATE BEHAVIOR:**

Creative Corners takes seriously a child who exhibits behavior that is injurious to him or herself, peers, and adults and/or is destructive to school property. Such a child may require special assistance and supervision that the school may not be able to provide. Such a decision will be made by the director after consultation with parents and teachers.

### **BITING**

A young child who bites is trying to communicate their wants and needs and don't know how to express it. We understand that and teach the child to use their words to express what they want. The teacher will inform the parents of both students involved via Procure. The director will phone or request a parent conference if the behavior continues. In the event where the child's biting occurs more than three times in a school year and there does not seem to be improvement and/or the necessary strategies cannot be reached between all parties that child may be withdrawn from the school.



### **WITHDRAWAL FROM PROGRAM PROCEDURE:**

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.

Procedure for removal:

1. Reminder to parent per the policies
2. Teachers will send incident reports to parents in the event the child's behavior or participation is not appropriate.
3. Director will request a meeting with parents to discuss the situation.
4. A plan to assist will be put into place if warranted by the director
5. Dismissal from program.

## **Section 5. Child Abuse**

### **CHILD ABUSE**

The staff members of Creative Corners are legally mandated reporters. Staff must report any reasonable suspicion of child abuse or neglect to Child Protective Agency. Knowledge of child abuse and not reporting is punishable by the law and will result in a misdemeanor or fine. All Staff members receive annual child abuse training. A report must be made within 48 hours of the time abuse or neglect is suspected. If you feel a child is being abused or neglected, you can report it at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Section 6. Emergency Preparedness Plan**

### **INCLEMENT WEATHER:**

Inclement weather includes, tornados, hurricanes, torrential rain and floods. Children have drills during the school year to prepare them for this type of emergency.

On days when inclement weather is approaching close to dismissal time we may dismiss early or after the weather has passed. Parents are notified through Procure.

### **DRILLS**

Drills are done monthly on campus and include fire, lockdown, shelter in place, and inclement weather drills.

***Attached you will find an emergency plan.***

***The parent handbook is reviewed and updated as necessary. If a parent has any questions about policies, here in, they should contact the director or any board member.***