



Parent Handbook

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

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Introduction

This Parent Handbook is intended to provide parents with information regarding policies, procedures, ethics, expectations and standards of the school. It is important that each parent is aware of the policies and procedures related to his/her child's education. Our primary business is the education of our children, and everything we do should be directed toward providing students with the best possible learning environment. In meeting our primary objective, all of our Teachers and Director must comply with reasonable rules and regulations intended to make the school as effective and safe for the children. Thus, everyone is expected to do his/her share to create and maintain a pleasant and safe environment conducive to our educational goals. The Director and Teachers shall care for and educate children in positive emotional and social environment that are cognitively stimulating and that support each child's culture, language, ethnicity, and family structure. Hopefully, these policies and regulations will assist us in reaching our objective. These policies and regulations are subject to change at the discretion of the Director.

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.

PURPOSE OF WEEKDAY MINISTRIES

The purpose of the program at League City United Methodist Church is:

1. To provide enriching 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.

GOALS

Our goal is to equip each child with strong academic foundations, encourage good character, and give the children nurturing love. Creative Corners sets up routines where children learn language skills, cooperation, sharing, taking turns, and most of all working in a group. Our goal is to provide the children a foundation they will need in their education

SPONSORSHIP/OWNERSHIP

This organization is a nonprofit organization sponsored by League City United Methodist Church and is operated by the Weekday Ministries Board of Directors. An agreement between the church and the program exists to allow the program

to operate independently from the Administrative Board. The Weekday Ministries Board of Directors has final authority over all aspects of the program.

BOARD OF DIRECTORS

Director- Amber Maurer

Chair- Denise Dobson

Pastor- Joel McMahon

Preschool Representative- Tammy Newman

Children's Day Out Representative- Dianna Wheeler

Parent Representative- Lorena Moreno

Parent Representative- Alison White

Church Representative- Mary Latulippe

LCUMC Children's Director- Andrea Pritchard

Creative Corners views parents as critical partners in supporting children's optimal development. The active involvement of families is important. Parents can be involved by participating with the Board, volunteering in your child's classroom, Box Top coordinator, donate supplies to your child's classroom, organize fundraising

STATE INSPECTIONS

Creative Corners maintains license for their programs to operate a childcare and education program. The license is administered by the Texas Department of Family Services. Creative Corners undergoes an annual unannounced state inspection. The inspector shall have the authority to observe the facility, the children, and staff. The inspector shall have the authority to inspect and audit child or facility records.

ENROLLMENT POLICY

Enrollment shall be open to any child within the age range provided by the program. Enrollment shall be granted without discrimination in regard to race, nationality, creed, sex, or handicapping condition. Enrollment for Children's Day Out is for children nine months through thirty-five months. Creative Corners Preschool is for three and four year old children. Kindergarten is for five and six year old children. Children must be the exact age for his/her respective program on or before September 1st of that year.

Enrollment is contingent upon the receipt of a good health report signed by the child's pediatrician or doctor one week prior to the first day of school. Parents must keep the program updated on the child's current immunizations.

LENGTH OF TERM

The Weekday Ministries Program will be conducted for nine months, beginning in August and ending in May. The Children's Day Out may operate an additional two months in the summer.

HOURS OF OPERATION

The hours for Creative Corners are Monday through Thursday 9am – 2pm and Friday 9am – 12pm.

DIRECTOR, TEACHERS, AND OTHER STAFF

Staff members undergo a background check, FBI fingerprinted, and retain the state required child development training per year.

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.

SUBSTITUTE TEACHERS

All substitute teachers will be paid by the hour, at \$10.00 and undergo background check and FBI fingerprinting. If you are interested in being a substitute teacher, please see the Director.

BREASTFEEDING

Creative Corners supports breastfeeding mothers by providing a private comfortable space where a mother may breastfeed her child.

DISCOUNTS

There are no discounts offered.

Creative Corner's Tuition:

Kindergarten	5 days per week \$450.00 Month	Monday – Thursday 9am-2pm Friday 9am.-12pm
Full-Time Preschool 4 Year Old	5 days per week \$445.00 Month	Monday – Thursday 9am-2pm Friday 9am.-12pm
Part-Time Preschool 4 Year Old	3 days per week \$265.00 Month	Monday & Wednesday 9am-2pm Friday 9am-12pm
3 Year Old	2 days per week \$220.00 Month	Tuesday and Thursday 9am-2pm

2 Year Old	2 days per week \$220.00 Month T/Th	Monday 9am-2pm Tuesday 9am-2pm
	3 days per week \$265.00 Month M/W/F	Wednesday 9am-2pm Thursday 9am-2pm
	5 days per week \$485.00 Month	Friday 9am-12pm
Purple 18 months-23 months	2 days per week \$220.00 Month T/Th	Monday 9am-2pm Tuesday 9am-2pm
	3 days per week \$265.00 Month M/W/F	Wednesday 9am-2pm Thursday 9am-2pm
	5 days per week \$485.00 Month	Friday 9am-12pm
Blue 12 months-17 months	2 days per week \$220.00 Month T/Th	Monday 9am-2pm Tuesday 9am-2pm
	3 days per week \$265.00 Month M/W/F	Wednesday 9am-2pm Thursday 9am-2pm
	5 days per week \$485.00 Month	Friday 9am-12pm

REGISTRATION FEES

The registration fee is non-refundable.

Registration per child due upon registration	\$150
Supply Fee per child Fall Semester due by May 10	\$50
Supply Fee per child Spring Semester due by May 10	\$50
Kindergarten withdrawal fee	\$500

LAST MONTH PRE-PAYMENT

The last months pre-payment is due on August 15th. Students accounts who are not in good standing by August 15th will be withdrawn from the school. The May pre-payment is non-refundable.

PAYMENT POLICY

Tuition is due on the first day of the month. After the 11th of the month, 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 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. Due to our nonprofit status we are unable to give refunds or credit for absences. In the event the school had to close to due severe weather or down utilities, no refund will be given, unless approved by the Board of Directors.

SCHOOL VISITS

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. 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

GANG-FREE ZONE

Under the Texas Penal Code, any area 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

CLASSROOM PROCEDURES

Each classroom shall have two teachers and a low ratio of children. Each classroom has a schedule that the teachers will follow daily. Each class will follow a curriculum set by the teacher and approved by the Director. Children will go outside everyday except on rainy days and temperature below 60 degrees. Children will be provided a health snack and water. Children's Day Out program offers napping period from 12:15-1:45 and Preschool offers a rest period of 15 minutes for the children to rest at the end of the day. Parents will sign their child(ren) in upon arrival and sign their child(ren) out upon departure.

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. Children who are returning to Creative Corners Preschool are placed with the same teacher from the previous year, unless other arrangements have been made with the Director.

ILLNESSES

Please keep your child at home if he or she is experiencing:

TEMPERATURE (should be free of temperature for at least 24 hours before returning to school)

DIARRHEA

VOMITING

HEADACHE

SORE THROAT

LICE (all nits 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.

IMMUNIZATION RECORD

All children need to meet the Texas Department of Human Resources immunization requirements. The health and immunization 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 on MEET THE TEACHER day. A child who has not turned in his or her forms will not be allowed in the classroom until it is returned. This is a Department of Human Resources rule which we must follow.

EXEMPTIONS OF IMMUNIZATIONS

Starting August of 2020-21 school year, Creative Corners will not allow exemptions of immunizations.

MEDICATION POLICY

All medication must be marked with your child's name, in the original container, and has 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) enrolled in Preschool. You must see your Pediatrician for these screens 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.

ARRIVAL

Doors open at 9:00 a.m., Parents of Children's Day Out will drop their child off in the classroom; Preschool & Kindergarten Parents will be greeted at the car by the teachers. Details on the appropriate entrance to use will be given. **Do not leave your child's classroom until the teacher has acknowledged your child, do not let your child wander the halls, into the classroom, or outdoor areas unattended.** Preschool please remain in the car line to ensure the safety of all the children arriving or departing, pull up to the entrance, and the teacher will help your child from the car. If you should arrive after the teachers have gone into the School building, please park and bring your child into the classroom. Do not bring children into the class before 9:00 a.m. **Upon arrival a daily visual health check will be performed by your child's teacher. The purpose of the health check is to determine if your child is well enough to attend school.**

DEPARTURE AND LATE PICKUP POLICY

Please be **prompt** in picking up your child. There is a \$1.00 per minute late pick-up fee. At the time of late pick-up, you will be asked to sign a late pick-up notice, which will be filed in your students file. Kindergarten and Preschool children will be brought out to your car and helped into your car by the teacher.

AUTHORIZED RELEASE AND SECURITY CODE

No child will be released to any unauthorized person without parental authorization stated on the Enrollment Agreement and the security code. Your child's security code number is the last 4 digits of your Driver's License. Any unfamiliar person picking up your child must state the security code and show a valid driver's license. The driver license name must match the name on the enrollment agreement.

WITHDRAWAL FROM SCHOOL

Weekday Ministries is a church-sponsored 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, as soon as possible.

SUPPLIES

Most supplies are furnished by Creative Corners. There will be items that the teachers will request from you throughout the year.

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.

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. In an event we have a child with food allergies in the room, you will be notified. In that event, please be sure not to send in items containing to the allergy. Thank you for your cooperation with this important rule. Parents may provide bibs for your child. Please do not send in any soda, candy, or glass.

SNACKS

The children will be served a healthy snack and a drink 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 which include eating what they have cooked.

PACIFIERS & BOTTLES

Children will be able to have access to personal pacifiers when enrolled in the School. A safety precaution precludes any pacifiers outdoors or during physical activity indoors (gym). Children may ask for their pacifiers or bottles during rest or quiet times. Pacifiers and Bottles are not recommended for children over the age of 12 months. Children cannot lie down with a bottle, per State Licensing.

TOLIET TRAINING

Teachers may let a parent know when the child shows signs of readiness (cognitive and emotional). Communication between parents and teacher 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 at the time of School starting. (Unless the child has special needs).

SAFE SLEEP

Infants not yet able to turn over on their own must be placed in a face up sleeping position. Children's faces shall not be covered with blankets, linens, or clothing. Children are not required to sleep, however, if the awake child is putting sleeping children in danger (ie: stepping on sleeping child, on top of sleeping child, screaming, etc.) parents will be asked to pick-up awake child.

CHAPEL

Chapel takes place under the direction of the Director of Christian Education. It is an ecumenical experience for children in that concepts of love, sharing, worship, and teachings of Jesus and the familiar Bible stories are combined to create an attitude of understanding that God's Church is one faith. Kindergarten and Preschool children attend chapel once each week.

SPANISH

The Preschool and Kindergarten will attend Spanish once a week.

MUSIC

The Preschool and Kindergarten will attend Music once a week. Music is taught by the Director of Children Ministries. Children will learn beat counts, high and low notes, and to play numerous preschool musical instruments.

TOYS

Please leave toys at home unless it is your child's Show-N-Tell day. Each child has a special time set aside to show something brought from home. Please leave gum and candy at home, too.

OUTDOOR PLAY

All children will be given an opportunity to participate in Outdoor play. Parents must apply sunscreen or insect repellent to their child before school. Teachers will not apply sunscreen or insect repellent.

HOMEWORK

Pre-K 4's will send home a work sheet on Friday's as homework, if the child completes and brings back to school, the child will place a marble in the jar to go toward a class party. Kindergarten parents please spend time reading with your children every evening. As their reading skills develop, invite your child to read along with you. The Teacher will provide tips on practicing reading at home with your children. Occasionally your children will have other assignments to complete at home.

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

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 that teachers use to purchase books for their classroom library.

Section 3. School Functions**CLASS PARTIES**

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

BIRTHDAYS

Birthdays are special for children, and we help them celebrate. Kindergarten and Preschool will be asked to send a special treat for birthdays. Cookies, muffins or cupcakes are fine, but no chocolate and preferably little to no icing. 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 or a "Pretend Birthday". ***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 help with transportation. Special visits from community resource people are also provided. Teachers are not allowed to put car seats in cars.

MEET THE TEACHER

In August, children and parents are invited to meet the Teacher. 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, see your child's day on video, and view work the children have done at this time. 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 performance will be held on a Tuesday evening. The Preschool 4's and Kindergarten will have a graduation after the performance. A reception will follow in the gym, Creative Corners will offer Cookies and Punch.

SCHOOL PICTURES

School pictures will be offered to all children. Pictures will be taken by Kids in Focus Photography. Photographs will be displayed in the gym and can be purchased through Kids in Focus.

FUNDRAISERS

Creative Corners offers a Fall and Spring Fundraiser. Proceeds from the fundraisers go toward each classroom to purchase needed supplies such as tables, chairs, toys, or other specified purchase etc.

CONFERENCES

Parents are invited to schedule conferences as often as needed. Kindergarten

and Preschool will have a formal conference held toward the end of the school year. You are welcome to call the Director and set up a conference **at any time that you feel one is needed**. We schedule conferences in the morning before the children come into the room.

INFORMATION

For answers to other questions, please contact the Director on the LCUMC **Weekday Ministries Phone Line (281) 332-8936**. If the Director is unable to take your call, please leave your name, phone number, and message on the answering machine, and she/he will return your call as soon as possible. If you call after school hours, the Director may not be able to return your call until the following school day. Or you can email the Director at amber@lcumc.tv If there is an **emergency** or **extremely urgent** message, please call the church office at (281) 332-1557.

TEXT REMINDER MESSAGES

Join Remind.com to receive text messages.

Text to: 81010

Subject message: @ccorners

Or to receive messages by email.

Email: ccorners@mail.remind.com

Subject: leave blank

Section 4. Behavior Management Policy

OVERVIEW

Children are individuals with unique personalities, feelings, needs and backgrounds. Conflict resolution, teachable moments and developmental opportunities form the foundation of our approach to behavior management and discipline. Our goals in behavior management are to:

- Maintain consistency in expectations.
- Develop the child's understanding of his/her limits.
- Set appropriate expectations to avoid frustration.
- Encourage self-discipline.
- Use conflict resolution techniques when unacceptable behavior involves another child.
- Redirect a child when unacceptable behavior occurs
- Allow for appropriate consequences.

Creative Corners take seriously a child who exhibits behavior that is injurious to her or him, peers, and adults and is continually destructive to school property. Such a child may require special assistance and supervision that the School may not be able to provide.

Decision-making regarding appropriate action will include.

1. Written documentation of observed inappropriate behavior.
2. Conference with parent to share observation and explanation of what the

classroom teacher's plan of action to move further will be.

3. Conference with Director.

Behavior Management needs of Infants and Toddlers will be addresses in a manner that includes age appropriateness of behavior, consequences and the environment, as well as parent needs and cooperation in subsequent procedures.

BITING

Due to potential health hazards of biting we have developed specific guidelines to deal with these situations. As a child gains verbal skills, biting, which has been used to show anger and frustration, should begin to lessen.

When a child bites for the first time, assessment by the teacher of the events that led to the behavior will be discussed with the biting child's parent. All efforts will be made to monitor the child's subsequent behaviors and interactions in order to redirect the child when possible to prevent another incident. In a busy classroom biting incidents may not be preventable. If the child bites a second time the parent will be called and asked to make time, that day, for a conference. If the child bites a third time, that parent will be called to pick up the child. Anytime during this process if an agreement on necessary strategies cannot be reached between all parties that child may be dis-enrolled from the School.

DISCIPLINE AND POSITIVE GUIDANCE

Discipline must be:

- 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.

TERMINATION OF SCHOOL SERVICES

Creative Corners School reserves the right to terminate child care and development services 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.

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.

You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse?

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is Neglect?

Neglect includes failure to provide a child with food, clothing, shelter and/or medical care also leaving a child in a situation where the child is at risk of harm.

How do I make a report?

- Call the abuse and neglect hotline at 1-800-252-5400
- When you make a report, be specific in how and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep the information secured.
- Reports should be made no later than 48 hours. It is important for the investigators to be able to see the physical signs.
- Give the agency any information you have about the relationship between the child and the suspected abuser.
- Provide at least the following in the report, Name, age, and address of the child; Parents names and names of any siblings in the home.

Will the person know I made the report?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith.

Section 6. Emergency Preparedness Plan

Hospital	Clear Lake Regional	281-332-2511
Poison Control		1-800-222-1222

Abuse Hotline	Child Abuse	1-800-252-5400
Texas State Licensing	Central Office	512-438-4800

Restoring Child Care Services	<ul style="list-style-type: none"> • In the event of a disaster to the child care 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. • Creative Corners School & League City Methodist Church reserves the right to make the decision to permanently close the business in the event the facility is 'unrepairable'. Families will be notified in the event of permanent closure. • Families will not be charged while the child care facility is closed due to disaster closing. • While the child care facility is closed due to disaster parents may go to the following DPFS website to find alternate care.
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Lock Down

In the event that the child care facility needs to be locked down no child or adult is allowed in or out of the child care center.

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

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 CHILD CARE HOME:**

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

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

Evacuation

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

Evacuation Routes/exits:	<ul style="list-style-type: none">• Children are cared for on the main level of the building only and are not permitted on second level.• Exits (all windows and doors are checked regularly to ensure opening):<ul style="list-style-type: none">○ Front door, Side door and Back door		
Evacuation of infants/toddlers:	<ul style="list-style-type: none">• Children will be evacuated together. Children that are able to walk will be escorted out the nearest exit. Children that are immobile (infants or children with disabilities) will be carried by the provider and placed on a blanket once outside.• Child contact binder will be taken		
Notification:	Once all children are safely evacuated: <ul style="list-style-type: none">• 911 will be called• Parents will be notified of the evacuation		
Emergency Kits/Information	<ul style="list-style-type: none">• Emergency kits will be taken when possible.• A copy of children's emergency contact information will be taken.		
Evacuation Sites:	Neighborhood Reunification Site:	West of Town Reunification Site:	East of Town Reunification Site:

	<p>Back of Parking Lot</p> <p>1601 West League City Parkway League City, Texas 77573 Ph. 281-332-8936</p>	<p>Bay Area Christian School</p> <p>4800 West Main Street League City, Texas, 77573 Ph. 281-332-4814</p>	<p>Bay Harbour Methodist Church</p> <p>3459 FM 518 League City, Texas, 77573 Ph. 281-334-1100</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Children will be pushed in buggy or walk to the neighborhood evacuation site. • Children will be transported in a personal vehicle to the out of town location. 		