



Parent Handbook

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

**Director: Mary Latulippe
creativecorners@lcumc.tv**

Contents

Section 1. Overview

Introduction.....	4
Name of Organization.....	4
Purpose of Weekday Ministries.....	4
Goals.....	4
Sponsorship/Ownership.....	4
Board of Directors.....	5
Inspections.....	5
Enrollment.....	5
Length of Term.....	5
Hours of Operation.....	6
Director, Teachers, and Other Staff.....	6
Substitute Teachers.....	6
Breastfeeding.....	6
Sibling Tuition.....	6
Registration Fees.....	7
Last Month's Pre-Payment.....	8
Payment Policy.....	8
Scholarship Fund.....	8
School Visit.....	8
Gang-Free Zone.....	8

Section 2. Classroom Procedures

Classroom Procedures.....	8
Holidays.....	9
Class Placement.....	9
Illnesses.....	9
Immunization Records.....	9
Exemption of Immunization.....	9
Medication Policy.....	9
Visual and Auditory Screening.....	10
Arrival.....	10
Departure and Late Pick-Up.....	10
Authorized Release and Security Codes.....	10
Withdrawal from School.....	10
Supplies.....	10
Clothing.....	11
Backpacks.....	11
Lunch.....	11
Snack.....	11
Pacifiers and Bottles.....	11

Toilet Training.....	11
Safe Sleep Policy.....	11
Chapel.....	12
Spanish.....	12
Music.....	12
Toys.....	12
Outdoor Play.....	12
Homework.....	12
Take Home Folder.....	12
Scholastic.....	12

Section 3. School Functions

Class Parties.....	13
Birthdays.....	13
Field Trips.....	13
Meet the Teacher.....	13
Kindergarten and Preschool Orientation.....	13
Open House.....	13
Graduation and Performance.....	13
School Pictures.....	14
Fundraisers.....	14
Conferences.....	14
Information.....	14

Section 4. Behavior Management Policies

Overview.....	14
Biting.....	15
Discipline & Positive Guidance.....	15
Termination of School Services.....	16

Section 5. Child Abuse

What is Abuse.....	16
What is Neglect.....	16
How to Report.....	16
Confidential Report.....	16

Section 6. Emergency Preparedness Plan

Information.....	17
Lock Down.....	17
Shelter in Place.....	17
Evacuation.....	18

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.

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 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.

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 McMahon

Staff Representative- Nancy Williams

Parent Representative- Alison White

Church Representatives-Rebecca Prather, Cynthia Watkins, Lindsay Alexander

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 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.

ENROLLMENT

REGISTRATION FEES

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

Registration per child due upon registration*	\$150
Supply Fee per child	\$200
Down Payment May 2022 Installment**	May's Installment
Kindergarten withdrawal fee	\$500

*The registration fee is non-refundable.

**LAST MONTH PRE-PAYMENT--The last months pre-payment is due on August 1st. Students accounts who are not in good standing by August 1st will be withdrawn from the school. The May pre-payment is non-refundable.

MONTHLY INSTALLMENTS

Tuition is due on the first day of the month. After the 10th of the month, a \$25.00 late fee will be charged for each calendar day payment is late. 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, and additional information is available upon request. 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.

TUITION PLAN

Class	Tuition	Monthly Installment
Kindergarten	\$5500	\$550
Full time (Mon-Fri)	\$4500	\$450
Three days/week	\$3000	\$300
2 days/week	\$2500	\$250

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.

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 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

CLASSROOM PROCEDURES

Other than our kindergarten class, each classroom 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. Each classroom has a schedule and curriculum that the teachers will follow daily. Children will go outside every day that weather permits and will have

time to have a snack each day. 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 on the Procure app.

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.

ILLNESSES

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

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.

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.

ARRIVAL

Dropoff begins at 8:45 a.m. Parents should **remain** in their car and, pull up to the entrance. Teachers will help your child from the car. If you should arrive after 9:00, please park and bring your child into the church. Ring the doorbell at the school entrance, and someone will come and meet you. **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

Pickup begins at 2:00 on Monday through Thursday and 12:00 on Friday. Please be **prompt** in picking up your child. 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. Children will be brought out to your car and helped into your car by the teacher. Parents are responsible for buckling kids into their cars.

AUTHORIZED RELEASE AND SECURITY CODE

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

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.

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 the 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 pertaining 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 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.

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.

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.)

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.

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.

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.

RECESS

Children will participate in recess daily. Children will go outdoors when weather permits, but teachers cannot apply sunscreen or insect spray. If your child needs sunscreen or insect spray, it must be applied by the parents prior to arrival at 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 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 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.

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 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.**

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 creativecorners@lcumc.tv. 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.

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

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. 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 withdrawn from the school.

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.

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.

Section 6. Emergency Preparedness Plan

Creative Corners has an Emergency Preparedness Plan posted in each classroom. A copy of the plan will be distributed to all parents.