



# The LightHouse School

Parent Handbook

[www.lighthousewillis.com](http://www.lighthousewillis.com)

“Sailing for Success....”

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## **Our School**

### **A Letter from the Owners**

Dear Parents,

We wanted to take a moment to thank you for choosing The Lighthouse School for your blessed little child or children. As parents of three grown children, we understand the importance of trusting a provider to care for your child. As parents, we love our children so deeply, and we need the peace of mind that we have found a center where the staff genuinely cares about our children. At The Lighthouse School, this is absolutely the peace of mind you will get with your child enrolled at our center.

We recognize environment is so important for children, and we really take pride in being able to make a difference. Our center is unique. We provide a home-like environment for children to be exposed to each and every day. Surrounding children with beautiful classrooms that are safe and educational is a priority for us as owners and as parents. We also understand that maintaining a clean center is a must to ensure that children are healthy as possible and that the center feels wonderful for our little ones to be a part of everyday.

We are proud of the remarkable teachers that work for our school, as many of them have been a part of our family for many years! I understand you, the parents, count on our center to have teachers who are loyal, educated and caring, and I assure you that is just what we have and strive for every day! Our employees have been right by our side helping The Lighthouse School grow and bloom into the outstanding childcare facility it is today.

I thank you for sharing your child with us, and I look forward to the pleasurable days we will all have together at The Lighthouse School sailing to success!

Cecilia Sanchez/Gerardo Quevedo

### **Welcome to All Parents**

Welcome to our center! We are excited to have you as a part of our family. At The Lighthouse School, every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing The Lighthouse School for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at The Lighthouse School, your child may visit and be introduced to his/her new teacher. This will give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at The Lighthouse School in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them in the afternoon to pick them up, then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call anytime during the day to see how your child is adjusting. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.

The Lighthouse Parent Handbook (which is available on our website, by email or printed upon request) will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child received the best education possible. Please look over the information given, so that you are familiar operation and guidelines. Call us if you have any questions.

We are required by the state to have current and updated information on each child in our center. This is also for your safety. We require all the Enrollment Package to be filled out on each child prior to their initial attendance at The Lighthouse School. Your annual registration and material fees will also be due prior to their initial attendance at The Lighthouse.

Please let us know of any area in which we can be of assistance to you. We are looking forward to getting to know you and your child and providing a rich learning environment where all our children develop to their full potential.

### **Our Mission**

The Lighthouse School is an independent, Christ-centered preschool and day care center that integrates learning with biblical faith and challenges our students to reach their highest potential- spiritually, academically, physically, and socially.

Our mission is to provide the children of Willis, Conroe and surrounding communities with a unique program that will allow them to develop their cognitive, social, emotional, physical, and aesthetic abilities in a caring and friendly environment. Our faith is centric to all that we do, inspiring excellence, discipline, and hard work.

### **Our Approach**

At The Lighthouse School, children learn by doing while having fun. Active involvement and meaningful experimentation are combined with systematic instruction provided by warm, dedicated, and qualified teachers. We provide an excellent early education and childcare experience for children and families.

We focus on all stages of a child's growth and development including physical, emotional, cognitive, and social. Establishing the foundation of learning for your infant. Guiding your toddler through preschool. Preparing your child for kindergarten. Before and after school enrichment for your older child. We offer age-specific and developmentally appropriate programs and curriculum to meet the needs of all learners. Our objective is to develop active minds, healthy bodies, and happy children.

At The Lighthouse School, we are here to:

- Inspire inquisitiveness and develop a love for learning in students of all ages.
- Provide individualized care and active learning opportunities for every child.
- Provide an active and vibrant learning environment that offers room to grow and play.
- Collaborate with families to ensure they stay involved in the learning process.
- Partner with our parents and families to ensure happy, healthy, and great development.

## Curriculum

The Lighthouse School approach is to engage students in order that they may discover a passion for learning. We believe that we must play a strong role in helping parents make a positive impression of the daily lives of children.

The school has chosen the FrogStreet Curriculum as its academic and learning curriculum and Abeka curriculum as our bible guide.

The Lighthouse School uses FrogStreet Curriculum from infants through pre-k. The curriculum provides intentional activities and support in four developmental areas: language, cognitive, social-emotional, and physical. It encourages teacher-child interaction to develop rich oral language and vocabulary as well as strong social and emotional connections. It values individual differences. FrogStreet provides materials and strategies for maintaining healthy parent partnerships. Most important, it embraces the joy of learning each day.

We start early with our infants using creative learning experiences to teach them important communication and social skills they will need to reach developmental benchmarks. This child-centered program includes easy-to-use activities that:

- Equip caregivers to nurture the little ones in their care
- Optimize key windows of opportunity for growth and development
- Are designed with intention and purpose and organized around developmental learning domains
- Feature Dr. Becky Bailey's Conscious Discipline® strategies to enhance social and emotional development

We continue with toddlers promoting academic excellence. The toddler curriculum offers:

- Activity choices organized around five developmental domains
- Differentiated instruction options to meet the needs of all learners
- Easy infusion into daily routines, such as diaper changing, transitions and outdoor play
- Designed with intention and purpose to move children forward in their development

We then continue with preschool and pre-K with learning as well as fostering moral character, giving your child a springboard for success throughout life. Frog Street provides intentional instruction in key areas of development so children can effectively continue the path to kindergarten readiness.

Key components of the preschool curriculum include:

- Easy-to-use activities developed around early brain development research
- Well-rounded scope of activities that address all developmental domains
- Intentional instruction that optimizes key windows of opportunity for growth and development
- Social and emotional emphasis featuring Dr. Becky Bailey's Conscious Discipline®

The cornerstones of the Pre-K program include:

- An extensive integration of theme, disciplines, and domains
- Social and Emotional development includes Dr. Becky Bailey's Conscious Discipline®

- Differentiated instruction
- Joyful approach to learning

Our Kindergarten curriculum is based on the Texas state education guidelines. We offer smaller teacher-student ratio than a traditional public-school program. Your child will learn through hands on activities, group, and individual lessons and through play!

### **Daily Schedule and Lesson Plan**

In each classroom, you will find a daily schedule that the teacher's follow. Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

- **Activity Time:** Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.
- **Group Time:** Group times are child-centered participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.
- **Outdoor Time:** The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events or celebrations will occasionally affect the scheduling of outdoor time.
- **Snacks and Mealtimes:** Staff sits with the children while they are eating, encouraging, and participating in quiet conversation.
- **Rest Time:** Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room. Schedules may change at any time based on the needs of the children.

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children. Outdoor play is an essential part of your child's day. The school provides scheduled supervised outdoor activities on age-appropriate equipment. Please check the weather and dress your child accordingly. Children also participate in water activities during the summer.

### **Class Divisions and Class Size**

We strive to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three criteria: the individual developmental needs of each child, state set student-teacher ratios, and the overall enrollment management plan of the center. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student-teacher ratios easy to calculate. In most cases, it is our target to have children together with the children with whom they will be attending Kindergarten, meaning typically children are grouped by their birthday being before or after September 1<sup>st</sup>.

During the school year, all classes are grouped by age, and class offerings may change from year to year, depending on enrollment and need. For the most part, children remain in their assigned classes during the school year (August through May).



During the summer months, children and classrooms may change based on the school's class divisions and class size policies.

Children's placement is the responsibility of the director who will receive input from former teachers, parents, and outside professionals, when necessary, when placing children in classes.

### **Transition Plan**

The Lighthouse School will create an individualized transition plan to help children transition from one class to the next. This is to help the children become familiar with the new program, teachers, and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility for us to best meet the needs of each child. Each child's individual needs are different; therefore, the transition plan may vary quite a bit from child to child. Your child's teacher or the director will communicate with parents to inform, coordinate, and provide more details about transitioning when your child will move to another classroom.

### **Our Classrooms**

The Lighthouse School classrooms are set center based. This allows the children to learn where each activity takes place and keeps children engaged. Classrooms have the following centers:

- Welcome Center where each child has their place to set their backpack, jacket, and lunch box.
- Art Center where each child can enjoy sensory experiences, create, and innovate, release emotional tensions and frustrations, improve social skills, practice small and large motor skills which cutting, squeezing, pounding, rolling, painting, and drawing, develops hand eye coordination, experiments with color, shape, size, design, and texture and explores spatial relationships.
- Reading Center where the child is exposed to rhymes, develops listening skills, learns to care for books, strengthens language and literacy skills and learns word recognition.
- Circle Time Center where each child enjoys group participation, uses intellectual skills, develops listening skills, has exposures to diversity issues, learns to respect classroom rules, learns to develop self-control, strengthens language skills, has exposure to music and movement and engages in literature and stories.
- Dramatic Play where the child enjoys exploring different roles and cultures, acts out feelings, uses imagination and initiative, plays alone or with others, cooperates with others, develops language skills, and develops muscular coordination.
- Block Center where the child develops large muscles while lifting, carrying, and stacking, creates and expresses emotions, develops math concepts, experiments with shape and sizes, works cooperatively with others, plans, and implements projects, reasons, imagines, and problem solves, explores spatial relationships, and engages in conversation.
- Manipulative/Math Center where a child feels a sense of completion of achievement of finishing a puzzle or game, develops small muscle skills, develops hand-eye coordination, explores spatial relations, stretches attention span, works independently, makes choices, things about reason and problem solving, cooperates with others, experiences concepts of size, shape, quality and position, and experiences counting.

- Music Center where a child enjoys music, rhythm, and movement, creates music rhythm and movement, experiments with various instruments and their sounds, releases tension and frustration, practices small and large motor skills, cooperates with other children and can play alone.
- Science/Discovery Center where a child enjoys the sensory experiences of seeing, hearing, and smelling, observes, asks questions, makes inferences, conducts experiments, learns respect for the environment and learns to care for animals and plants.
- Writing Center where a child develops fine motor skills, experiments with lines, shapes, letters, and words as readiness occurs, uses imagination to create stories, dictates or writes stories, illustrates stories with a variety of art media and connects the spoken word to the written word.

All centers finish with a cleanup routine which allows them to experience cooperation, group responsibility, sequencing, sorting, and following instructions.

To complement our classrooms, we have a gym and playgrounds that allow the child to do:

- Directed activities where a child enjoys the open space and plays freely, releases emotional tensions and frustrations, practice and develops large motor skills like balancing, climbing, running, throwing, sliding, and swinging, practices social skills such as cooperating in waiting and taking turns.
- Outdoor activities give a child an opportunity to give a child an opportunity for free expression, large muscle skills, physical coordination, energy release, fine muscle skills, respect for people and property, natural science exploration, creativity, group interaction skills and learns about nature and outdoors.

All classrooms have their own water station. The Lighthouse School provides a water bottle to each child. The bottle is labeled with the child's first name and last initial. Bottles are washed, disinfected, and sanitized daily.

For infants, The Lighthouse School provides sippy cups that allow children to transition from bottles into sippy cups. They are labeled individually and washed, disinfected, and sanitized daily. We provide one sippy cup for milk, one sippy cup for water and one can be provided for juice as needed.

### **Our Staff**

At The Lighthouse School, we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified staff are an integral part of providing this environment. Our staff has had:

- A detailed interview and screening process
- Approval by state through a background analysis that cross references state and federal criminal records, as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled and renewed as necessary
- Receive 24 hours of in-service training yearly which include Recognizing and Preventing Child Maltreatment and SIDS with head trauma

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training. We emphasize training and encourage all our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

Our staff works directly with our director on a weekly basis in developing weekly lesson plans for their classroom. The school has quarterly staff meetings and two work/training days a year.

## **Enrollment and Tuition Guidelines**

### **Non-Discriminatory Policy**

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex, or national origin.

### **Registration**

Parents wishing to enroll their children in the center are encouraged to set up an appointment with the office to come and tour the center and meet the director and their children's teacher. Parents must bring their child to be enrolled with them so their child can also become familiar with the facility and staff prior to their first day of school. Tours are scheduled at the parent's convenience and school's schedule which considers peak hours of operation. The purpose of the tour is to answer any questions you might have concerning our policies and procedures and make you aware of the schedule and activities your child will have daily.

Only the child's parent or legal guardian may enroll a child (proof of custody may be required). The Lighthouse School must be informed of any custody situation in advance and will request that the proper paperwork be in the child's file.

In case a spot is not available due to lack of space, a waiting list will be maintained for those interested in enrollment. As a space become available, parents will be contacted in the order the names appear on the list.

At this time, we will give you online enrollment instructions to enroll your child in the center. You will find the online enrollment instructions, additional enrollment forms, and our parent handbook on our website ([www.lighthousewillis.com](http://www.lighthousewillis.com)).

An annual, non-refundable registration fee is due upon registration to secure their place in the program. It is important to note, that a spot may be available at the time of the tour or inquiry, but it is not guaranteed unless all enrollment requirements are met (see below).

The center requires that someone listed on the relationship list in the enrollment package of each child be available within 45 minutes notice to come and pick up a sick child or a child that The Lighthouse School has determined needs to go home.

### **Enrollment Requirements**

All families must complete The Lighthouse enrollment packet (manually or online) before your child may attend The Lighthouse School. All requested personal information is kept confidential. These forms must

be filled out completely and truthfully, including emergency contacts, medical emergency, and health acknowledgements, etc. Current immunization information and a health statement both signed by the doctor must be submitted to the center upon enrollment, and all immunizations must be current.

An annual, non-refundable, registration fee, an annual, non-refundable, supply fee, and the first tuition fee must be paid to be able to attend the first day of school.

Texas State Law requires that each student's parent update the information on file. It is particularly important that the school office and your child's teacher have up-to-date telephone numbers where parents can always be reached.

### **Re-Enrollment**

Each year during our re-enrollment period, May-June-July, we will have you renew and refresh all your paperwork and all forms (manually or online). The deadline to complete the re-enrollment process is the second Monday of the month of August. Annual registration fees and annual curriculum and supply fees will also be added each year at the same time, according to the newest published rates. Failure to renew and refresh paperwork will result in your child(ren) losing their spot, as well as not being able to attend the school.

### **Information Change Requirements**

Parents are to notify the center of any change in home or work phone numbers as well as addresses. This is for your safety so that we may reach you in case of an emergency. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

### **Financial Agreement**

#### Tuition

It is our philosophy that clients are paying for their spot in their child's class, not actual days of care in our center. This is not based on attendance, but rather on a set weekly, semi-monthly, or monthly fee that is due regardless of the attendance habits of the child who has the spot.

Families may decide to pay tuition wither weekly, semi-monthly, or monthly. Weekly payments are due on Monday, semimonthly tuition payments are due on the first day of the month and the 15<sup>th</sup> of the month (day after if it is a weekend or holiday). Monthly tuition payments are due on the first day of each month.

No allowances, credits or refunds shall be made for absences-including vacations, illness, or other holidays; nor is credit given if the school must be closed due to weather events, national emergencies, or any other events beyond the school's control. In case of national emergencies due to hurricanes, pandemics, etc., you will be charged for the first five days of closure.

Tuition rates and all other fees are published in The Lighthouse School Tuition Rate Sheet published yearly and are a part of the Financial Contract.

### Payment Policies and Procedures

Families may pay by check, credit card or cash. All check payments will be payable to The Lighthouse School. Payments made by credit card may be made directly at our front desk or online through Tuition Express. Upon enrollment, you will be sent a link to set up online payments through Tuition Express.

The Lighthouse School also accepts payments through some childcare subsidy programs. For children enrolled in these programs, they will still need to pay registration fee, curriculum and supply fee and late fees.

Any portion of tuition paid five or more days after the due date will be subject to a late fee of \$5 per day. Failure to pay on time may result in termination of services. No account will ever be allowed to carry a balance unless arrangements have been approved by the director. There will be a \$35 fee added on all returned checks. After two NSF checks are received, payment will be required by credit card or cash.

All tuition is non-refundable, except for prepaid tuition that is over and above any additional charges. Registration fees and supply fees are non-refundable. The Lighthouse School may seek collection of fees due, and clients may be required to pay any collection costs and attorney's fees incurred by The Lighthouse School to collect this amount. If The Lighthouse School elects, it may immediately terminate all services provided by it, including but not limited to the immediate dismissal of the children from the facility.

### Registration, Curriculum and Supply Fees

There is a registration fee and a curriculum and supply fee that are due prior to the child's first day at The Lighthouse School. These fees are due upon initial enrollment and annually each August.

These fees shall suffice for the school year materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program, but whose parents continue to pay their full weekly fees to retain the spot in our program.

The curriculum and supply fee covers all material, water bottle/sippy cup, blanket and all other supplies needed for all activities.

### Discounts

The Lighthouse School is pleased to offer the following discounts: 10% off tuition for the first sibling and 15% off tuition for any other siblings.

### Refunds

We do not issue refunds. In the event you have over paid, the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, The Lighthouse School will provide a refund if the two-week notice was provided. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

### Acknowledgment

I acknowledge and understand the fees described herein, and agree to pay any such fees, as incurred, by me or my child, in accordance with The Lighthouse School Handbook. Acknowledgement is required in the Enrollment Application Form.

### **Service Agreement**

I/we have read and will abide to the policies and requirements in both The Lighthouse School Enrollment Application and The Lighthouse School Parent Handbook. I further affirm that all information provided by me in the Application is true and accurate to the best of my knowledge, including all information pertaining to my child's medical records and/or history. I/we further understand that The Lighthouse School may, from time to time, and, at its sole discretion, add, change, delete, and/or modify any provisions of the Application and/or Handbook without prior notice. I also understand that The Lighthouse School may make exceptions to, deviate, interpret, and implement such provisions in the Application and/or Handbook as it sees fit in its sole judgment and discretion. I understand that the Handbook can be printed upon request or be found online at [www.lighthousewillis.com](http://www.lighthousewillis.com). I/we understand that my child will not be released from the school to anyone except the persons designated. Any change or additions must be given in writing to the director or representatives in the School Office. I/we hereby give approval for my child's participation in any and all of the activities during the school year. I understand that every precaution will be taken to ensure the safety and well-being of my child. I/we do assume all the risks and hazards incidental to the conduct of the activities; and I/we do further hereby release, absolve, indemnify and hold harmless The Lighthouse School and all of its employees. In case of injury of my child, I hereby waive all claims against The Lighthouse School and any of its employees. Acknowledgement is required in the Enrollment Application Form.

### **Receipts and Statements**

Receipts are available upon request. Annual statement for tax and accounting purposes are available upon request for all accounts with a zero balance.

### **Vacations, Absences and Leaving the Center**

Vacations and illness will be charged at the regular weekly rate. We request that all absences be reported to The Lighthouse School office prior to or the day of the absence.

The Lighthouse School provides each family with two weeks unpaid. We require a one-week written notice for them to be applicable. It is important to remember that a three-day week is considered a full week in terms of tuition.

In the case of your child leaving the center, we require a two week notice prior to your child leaving.

The center reserves the right to require the dis-enrollment of a child according to our Discipline Policy and Biting Policy. The Lighthouse School also reserves the right to require the dis-enrollment of any child whose parent and/or guardian has become a problem at the center or who has developed an un-cooperative, aggressive, dissatisfied, or angry demeanor towards the center, policies, or staff.

### **Operational Policies**

#### **Services**

The Lighthouse School is a year-round program that offers all day care for children 6 weeks to children 12 years old.

We offer the following programs:

- Full Time: any child at the daycare from 6:30am-6:30pm
- Full Time 2 Days a Week: any child at the daycare two days from 6:30am-6:30pm
- Full Time 3 Days a Week: any child at the daycare three days from 6:30am-6:30pm
- Before and After School: School age children
- Summer Camps

Our full-time program consists of drop off as early as 6:30am and pickup as late as 6:30pm. We provide breakfast from 7:30am-9:00am when the kitchen closes. Hot lunch is provided from 10:50am-12:00am. In the afternoon, we provide a fist snack between 2:10pm-3:30pm. A second afternoon snack is also provided after 4:00pm.

We encourage all our parent to drop off their children before 9:00am, unless there is a specific reason, such as a doctor's visit, so the child can participate in the early curriculum activities and to ensure the child is able to adjust the daily routine of meals and rest/nap time.

Our before school program consists of drop off as early as 6:30am-7:45am. Buses load and leave at 7:45am. Breakfast is served from 7:25am-7:40 am. As children arrive, they gather in a classroom where they can choose to rest or do center-based activities, such as coloring, puzzles, blocks, etc.

Our after-school program consists of The Lighthouse School picking up the children at the approved schools (see list) and bringing them to the school. Children are welcomed and directed into the cafeteria to have a snack. After snack, they are directed into the schoolers space area and/or playground. Our teachers always ask the children if they have homework to do to ensure they do it and assist them. Children leave as parents come to pick up.

As part of our after-school program, we also pick up children when schools have early release days, staff days and holidays where the children do not attend their normal school. On those days, an extra fee will be charged (see The Lighthouse School Tuition Rate sheet). The school will provide the meals and items needed for them to spend the day at the school as well as have a daily schedule with activities for them to do.

A summer camp program is offered during the summer month for children of all ages. The camp is built around bi-weekly themes. Activities include various art projects, music, water fun, sports, cooking, theatre, and field trips. A separate summer program fee is generally charged to help cover transportation costs, activities outside the school and a summer camp t-shirt.

### **School Calendar**

The school calendar can be found on our website or at the center. The school year runs August through May. We follow Willis ISD school year, but we also cater to Conroe ISD calendar. Summer camps are held June and July.

### **Hours and Days of Operation**

The Lighthouse School is open from 6:30am-6:30pm, Monday through Friday. We are closed for the following holidays: New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Black Friday, Christmas Eve, Christmas Day, and New Year's Eve.

If holidays fall on a weekend day, the weekday closest to that day will be observed as the holiday (i.e., if Christmas Eve falls on a Sunday and Christmas falls on a Monday, The Lighthouse School will be closed on Monday and Tuesday. The days will be decided in January of each year and will be posted for your convenience. All holidays will be charged at the regular rate.

## **School Closures**

### *Weather, Natural Disasters and Other Closings*

For any weather or national community emergency, The Lighthouse School will follow Willis ISD guidelines for the safety of our children, families, and staff. The school will communicate via texts, emails and signage at the school entrance which will include the dates the school will be closed as well as the date when the school plans to reopen. In the event communication is restricted, we ask parents to also follow the Willis ISD Facebook page, consult Willis ISD webpage as well as follow radio and television for school district closures and openings.

In the event we must close, the school after the school day has begun due to weather, a national emergency, electrical outage, plumbing, water cut-off, or for any other reason, the school office will call and notify parents that they must immediately pick up their child. Parents should pick up or decide for them to be picked up as early as possible. It is mandated by the health department that for the school to open, there needs to be electricity and running water.

As previously mentioned in the tuition section, there will be no refund for the first five days of closure due to a weather, natural disaster, or any other closings.

### *Training*

Due to state training requirements, The Lighthouse School will be closed:

- A minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided before each new school year and will be posted for your convenience. You will be charged at the regular rate for the week that these days fall.
- Once a month, the school will close at 5:00pm to provide training. These days will be decided before each new school year and will be posted for your convenience. You will be charged at the regular rate for the week that these days fall.

## **Rest-Quiet-Nap Time**

It is our philosophy that children under 5 years of age need adequate quiet time and/or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on cots after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap.

The Lighthouse School provides the following for each child during rest-quiet-nap time:



- Cot that is labeled for their own use if they are enrolled. Cots are cleaned and sanitized daily.
- Blanket and a cot sheet which is assigned to each child and washed at least weekly or as needed.

## **Personal Items and Dress Code for Children**

### *Toys*

The Lighthouse School has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show and tell or sleep toys which should be labeled with the child's name. The Lighthouse School is not responsible for stolen, lost or broken toys or clothing. For show and tell, the following toys are not allowed: toy guns, war toys or other toys of destruction.

### *Clothing*

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration, your child WILL get dirty! Children will have opportunities for outdoor play, twice a day, weather permitting. Weather is determined based on the Child Care Weather Watch Sheet, which is posted in our school and on our website. It is required that you bring two sets of extra clothes for your child, in case of a spill or accident. The clothes will stay at the school and will be returned at the end of the school year. Once the extra clothes have been used, parents should replace the set of extra clothes, so the child always has two sets.

We have some extra clothes available at the school, but we may not have the item your child needs in their size. If your child comes home in center clothes, please wash them, and return them as soon as possible.

It is strongly suggested that all clothing brought or worn to the center have the child's name on it. Some specific guidelines are:

- Closed shoes are required.
- No hats are allowed.
- No sunglasses are allowed (unless there is a medical justification provided and signed by a doctor).
- Do not bring your child in expensive clothes to avoid getting it dirty or lost.

### *Backpacks*

Children are required to bring a backpack (labeled) every Monday. Backpacks will stay at the school for the rest of the week and will be returned on Friday, or the last day the child attends before the end of the week. We will use backpacks to send back and forth dirty and clean clothes, sweaters, jackets, and schoolwork on Fridays.

### *Insect Repellent and Sunscreen*

The Lighthouse School requires a signed authorization for the application of sunscreen or insect repellent. On that form, parents will indicate if they approve the use of the brand the school provides, or they provide their own brand. Any insect repellent or sunscreen will have to be labeled with the children's first and last name.

### *Diapers, Diaper Ointment and Pullups*

Please provide pullups, diapers, and diaper ointment for your non-potty-trained child. All items must be labeled with the child's first and last name. You can bring a package of diapers or pullups to leave at the center. You will be notified when your child is running low on pullups, diapers, or diaper ointment.

### *Wipes*

Wipes are provided by the school. In case your child requires a specific type, you will be asked to provide them. Please label them with the child's first and last name. You can bring several packages of wipes to leave at the center. You will be notified when your child is running low on wipes.

### *Infants*

Diaper bags should be labeled. Please do not bring any extra items in your diaper bag the children could get into and cause a safety hazard. This includes, but not limited to additional medicines that are not checked in, any item that has a diameter smaller than two inches, and any item that has a sharp edge.

Sleeping positioning in infants: sudden infant death syndrome (SIDS), the unexplained death of an infant, is the major cause of death in babies between one- and four-month-old. Research has found the risk of SIDS may be reduced by placing a healthy infant on their back to sleep. We require all infants to be placed on their back to sleep. If your infant has a special condition that requires them to sleep in another position, we will require a note from the child's physician.

Pacifiers: Pacifiers can only be given and naptime and/or when the child is in their crib to avoid cross contamination.

Bottles: If using the formula provided by the center, parents are asked to provide enough bottles to use once each throughout the day. Parents who are providing their own formula are asked to provide accurate number of prepared bottles to last throughout the day. The infant rooms are equipped with refrigerators and warmers for prepared bottles.

Accessories: For the safety of the infants in our classrooms, please avoid sending your child with the following items: barrettes, rings, bracelets, dangling earrings and/or necklaces. These items can fall off or be pulled off your child and become a potential choking hazard.

### **Birthday Parties and Special Events**

Birthdays are special days for children. If you wish to celebrate your child's birthday at The Lighthouse School, please make early arrangements with your child's teacher. Any snack provided by a parent on a special occasion, such as birthdays, must meet the needs of children who require special diets. The Lighthouse School require parents to notify the school in advance of any outside food being brought in so that we can ensure that it is peanut free and safe for all children. Please do not distribute your child's birthday party invitations at school, unless all the children in the class are invited. For the safety of the children, we ask that you do not bring balloons or hard/chewy candy.

### **Meals and Snacks**

Our meal and snack service consists of breakfast, hot lunch and two PM snacks. All food that is served will be nutritious, healthy, and enjoyable. Each child will be encouraged to eat what is prepared and to

try new items as introduced. Please alert our staff of any food allergies or restrictions as we want to accommodate and respect individual preferences. The menu will be posted on our website and on our parent notifications board.

Meals and snacks follow the meal patterns established by the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that is administered by the Texas Department of Agriculture.

If a parent chooses to provide their children meals and/or snacks, we encourage parents to provide a healthy lunch. All toddlers should bring finger foods for self-feeding. Some suggestions are sandwich, crackers and cheese, raw vegetables and dip, fresh fruits and juices, yogurt, and milk. Carbonated beverages are not allowed. Unfortunately, we do not have the facilities to reheat food, so all foods must be able to be eaten straight from the lunch box. The school is not responsible for the nutritional value of the lunch each child brings to school.

The Lighthouse School is a PEANUT-FREE school, which means that no peanuts, peanut butter, or other peanut related foods should be brought to school as part of your child's lunch or special snacks.

It is stated in the Minimum Standards under 746.3317 that children under 4 years of age should not be served the following foods that present a risk of choking: hard candy, marshmallows, whole grapes, nuts, seeds, popcorn, hotdogs sliced into rounds and chips.

The Lighthouse School is in the Child Food Program with the state of Texas that provides guidelines for our center to ensure the children are getting the nutrition their bodies need. Each parent will be asked to complete a Child Care Enrollment Form that is required for us to participate in the Texas Department of Agriculture Food and Nutrition Program.

### **Food for Infants**

The Lighthouse School provides Similac Advance formula as a part of our food program. If your child uses a different formula, then the parents must provide it. The infant rooms are equipped with bottle warmers and refrigerators. All bottles are required to be labeled with the child's name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet (use the Infant Care Sheet Form which needs to be updated monthly). Do not bring open baby food jars. Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

### **Discipline and Guidance Policy**

We believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline and Guidance Policy is an organized classroom and prepared staff members. At The Lighthouse School, we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

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 teacher may only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-directions which includes 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 expectations
- Using brief, supervised separation of time out 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.
- Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only

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 instrument
- 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 or open
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age
- Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used
- Withholding active play or keeping a child inside while the rest of the classroom is outside
- Take away blanket during naptime
- Do more than 1 lap at the playground
- Any punishments related to "Jump until I say so"

The following is considered unacceptable behavior by children:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Throwing toys, rocks, or sand
- Using toys and material inappropriately
- Aggressive behavior
- Abusive, or inappropriate language

- Arguing with staff or other children
- Lack of cooperation
- Behavior determined by the director to be unacceptable
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

The teacher has the prime responsibilities when dealing with inappropriate behavior:

1. Redirection- Encourage child's good behavior and/or redirect their activity.
2. "Quiet Time" or "think time" within their area-
  - a. If a problem still exists, the child is then removed from the situation
  - b. One minute per year of age, no more than three minutes after the child has regained control or composure
  - c. The child will be allowed to return to the group as soon as possible.
  - d. The teacher will not only decide if the child is ready to return but will encourage them to be ready.
  - e. If redirection and "quiet time" or "think time" away from the group
3. "Quiet time" or "think time" away from the group
4. Behavior report or meeting with parents- If the child's behavior is continuously inappropriate, according to our Discipline Policy and/or a situation arises with a child where the severity is necessary, a behavior report will be sent to parent. If the situation continues, the school will call a meeting with the parent to address the situation and make an action plan. This action plan will be followed and monitored on a weekly basis to address any changes necessary.

### **Suspension/Dismissal**

If the child's behavior does not improve, The Lighthouse School will determine if a suspension is appropriate. Suspension will be from one day to one week, where tuition fees will still be paid. When the severity of a problem is great enough that it could endanger the safety of the child's welfare, termination may be effective immediately. In that case, the parents will be notified immediately.

Dismissal: In certain circumstances, it may be necessary to ask that a child leave the school. This decision will only be taken as a last resort after all other efforts of working with the child and their family have proven unsuccessful. Dismissal of a child may come because of their behavior being a danger to themselves, other children, the staff and/or the school property. Other incidents that may cause a family to be dismissed could be, but are not limited to:

- Disrespect toward staff members by child or parent
- Continued violation of school policies
- Non-payment of tuition
- Inability of the school to meet the child's health or educational needs
- Any child who is absent for more than 30 consecutive days without prior approval from the director and/or written communication from the parent will be automatically withdrawn and the deposit will not be refunded.

The school reserves the right to an immediate suspension or expulsion of a child depending on various circumstances dealing with the child/family at the discretion of the director.

### **Toilet Training**

The goal of The Lighthouse School is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. Toilet training is best accomplished with the cooperation of teachers, parents, and children. Children learn toileting skills through consistent, positive encouragement from adults and home and at the school.

Toilet training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers will coordinate in how they will cooperate to encourage toilet training. This plan is a commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training.

Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at The Lighthouse School. Several complete changes of clothes should be kept in the classroom during this process.

Children need to be potty trained and be able to use the restroom independently to be able to enroll in the Preschool 2 program, Pre-K and Kindergarten. No exceptions.

### **Biting Policy**

Biting is a common and developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly because of a child's incapacity to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, the behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, to protect the privacy of all families, parents will not be informed of the biter.
- If a child bites frequently, the staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

To ensure safety of all children, if all attempts to stop chronic biting fail, we reserve the right to remove the biting child from the program. The protocol for a child who is biting will be determined on a case-by-

case basis. However, if for any reason, a child bites more than twice and there have been no parent support in rectifying the situation, it will be cause for dismissal at the director's discretion.

### **Lost and Found.**

Please be sure to label everything that your child brings to school including clothing, backpacks, and lunch boxes. It is much easier to return a lost item if it is labeled. If your child is missing anything, please inquire at the school as soon as possible. The school is not responsible for lost items.

### **Breastfeeding**

The Lighthouse School provides a comfortable sitting area for a mother who breastfeeds their infant in our Employee Resource room. It is a private and quiet place if you choose to nurse your infant. All mothers have the right to breastfeed or provide breastmilk for their infant while in our care at the center. The Lighthouse School also provides storage for breastmilk in the infant room's refrigerator. Breast milk should be brought each morning in a bottle labeled with the infant's name. It will be kept in the infant room all day, and any extra breastmilk will be sent home with your infant at the time of pickup.

### **Transportation Policy**

Parents are responsible for their child's transportation to the center and for arranging their own carpools. The Lighthouse School will provide transportation for school-aged children to and from elementary school at the locations that is service is offered (see list below). The Lighthouse School will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The center complies with all state laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare center. As part of the enrollment process, the parent will give consent for transportation.

Schools to which The Lighthouse School provides transportation are:

- AR Turner
- Cannon
- CC Hardy
- Meador
- New Waverley Elementary
- Parmely

We are committed to maintaining safe vehicles and procedures to meet and/or exceed all standards set by state law.

We will ensure that our vehicles:

- Are registered by the state Department of Transportation and have been approved by the state for transportation.
- Have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.

- Will include a fire extinguisher and first aid kit.
- Are kept clean and mechanically safe.

We will ensure that our staff/drivers:

- Shall be at least 25 years of age and shall hold a valid Texas driver's license. They shall also meet all standards set by Texas law concerning the class of vehicle being driven.
- Accompany the children while in the vehicle. They also shall receive adequate training required by minimum standards on a yearly basis.
- Shall be CPR & First Aid certified and shall be familiar with the use of all emergency equipment and procedures.

We shall ensure the safety of the children by:

- All children under the age of 4 years or who weighs 40lbs or less shall use an approved child passenger restraint system.
- All children over 4 years and 40lbs shall be provided an adjustable lap belt or an integrated lap and shoulder belt. The exception to this is vehicles defined as exempt from this provision, such as school buses.
- Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.
- All children shall always be attended by an adult while in a vehicle. No child will ever be left alone in a vehicle for any reason.
- All children shall not be allowed to open or close any door or window of the vehicle.
- The emergency parking brake shall be set, and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
- All doors of the vehicles shall be locked whenever the vehicle is in motion.
- All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside in a driveway, parking lot or other location designated for this purpose.
- In the case of an accident while transporting children, the Texas Department of Health Services Office of Child Care Licensing will be notified by phone within 24 hours, and a written report will be submitted to them within 7 days.

We will implement the following procedures:

- A copy of each child's emergency information shall be carried in the vehicle in addition to a passenger log stating the name of each enrolled child being transported.
- Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- The passenger log shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- Upon unloading the children from the vehicle, the passenger log shall be transferred to the person designated by the center who shall provide additional review and verification that the children have been unloaded from the vehicle and properly accounted for.



- All passenger logs shall include the names of the persons who complete the passenger log and a separate attendance record of that event. These records shall be kept at the center for one year or until the next annual license re-evaluation.
- After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicles interior to ensure no children have remained on the vehicle. They will press the safety alarm button to ensure this process has been done.
- All children who are picked up by parents during field trips or while be transported shall be checked out according to the center's policy concerning drop off and pickup.
- All children transported to school shall be released in accordance with the school's procedures for this. This includes dropping them off and picking them up at the agreed upon place and time. The center staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- We will ensure that children never spend more than 45 minutes traveling one way. The exception is if we choose to attend a field trip that exceeds this. We will get prior written permission for each instance.
- We will maintain acceptable adult to children ratios when transporting children who are school age.

### **Field Trip Policy**

We are interested in all areas of growth and development in our students. Due to this fact, field trips are an important part of meeting this goal. These are to be learning experiences as well as trips for enjoyment and to offer a change of pace. The following criteria are applied to create uniformity and structure and ensure the safety of our students.

The school will notify parents when and where the field trip will take place, and when the child is expected to return to the childcare facility. This information will be given to parents and posted at the school with at least 48 hours in advance. The posting will remain until all children return to the facility and are accounted for.

Parents must fill out permission slips for the children to be released to participate in the field trip. The permission slip will include the date and purpose of the field trip, the times of departure from and return to the facility, the name, street address and telephone number of the field trip destination, and the cost.

Before leaving the facility, staff members must make sure they have notified the office of the time they left and the time they will return. Also, staff members must have the following items with them: first aid kits, medications (if needed), a copy of each child's emergency card (including allergies) and a cellphone/radio. Staff members are required to make sure the office knows which form of communication they have. Water in an amount sufficient for each participating child during the field trip should also be taken in a water cooler and cups for drinking. If the field trip spans a snack and/or lunch time, staff members are responsible to take snack and/or lunch with hem. If something special is needed in the way of supplies or food, the staff member planning the field trip must notify the office team at

least one week prior to the field trip. Children must be wearing in plain view, a written identification stating the facility's name, address, and telephone number. Children must also be wearing a written identification stating the child's first and last name that is out of view. Staff will have transportation available in case of an emergency. All staff members have CPR and First Aid Training.

The ratios established and used for each class and age group shall be followed and exceeded by at least one qualifying team member. Each staff member shall ensure that each child on the list is always present and place a checkmark next to the name of each child present at the following times:

- At the beginning of the field trip or when boarding the motor vehicle
- Upon arrival and each hour while at the field trip destination
- When preparing to leave the field trip destination or when boarding the motor vehicle to return to the facility
- When reentering the facility at the conclusion of the fieldtrip

In case of an emergency while on a field trip:

- We will make sure that all the children are kept together in a safe place.
- We will take a headcount and keep all the children calm.
- Staff members will use their cell phone/radio to contact the center, and then 911 if necessary. They will also contact the child(ren)'s parent if necessary.
- Staff members will follow the directions given by either the most senior supervisor on duty at the center or 911.

## **Health and Medication**

### **Emergency Medical Consent Form**

The Emergency Medical Consent is part of the enrollment process. The school requires your authorization to call an ambulance or your child's doctor or dentist if they need emergency care. Within the enrollment form, you will be required to give your acknowledgement and provide the following information:

- An emergency contact person different from the parents/guardians and provide name, address, and phone number
- Your child's doctor's name, address, and phone number
- Preferred hospital name, address, and phone number

### **Immunization Requirement and Health Statement**

A health statement, provided in the enrollment packet, must be completed, and signed by your child's physician every year. This statement together with your child's updated shot records must be kept on file in accordance with Texas licensing requirements. Immunization records must include a signature by the doctor in the form of a rubber stamp or electronic signature.

You have the right to waive immunizations. To do so, a notarized state-required waiver must be provided in your child's enrollment packet.

When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photocopy of it so that we can update your file.

The Lighthouse School reserves the right to stop services if immunizations are not updated in a timely manner. Having immunizations updated is a state mandate which The Lighthouse School needs to comply.

For school age children, parents will give their acknowledgement through our enrollment form that their child is enrolled in a public school and that all their health and shot records are on file at the school.

### **Vision and Hearing Screening**

The state of Texas states that children enrolled in a facility who are four years of age on or before September 1 of that school year requires a vision and hearing screening performed by a licensed professional. The results of the screening must be submitted to the school.

### **Medication**

In the case medication needs to be provided to a child, parents must stop at the center's office and fill in the Permission to Give Medication Form. All medicine must be personally handed to the center's office personnel.

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including prescribed and unprescribed medications must:

- Be in an up-to-date bottle and not be outdated or post-dated.
- Be in its original container.
- Be labeled with the full pharmacy label (if prescription medicine).
- Be in such condition that the name of the medication and the directions for use are clearly readable on the container (if non-prescription medicine);
- Have the child's first and last name clearly appear on the container.
- Include directions to administer the medication; and
- Be administered to the child with written parental permission and as stated on the label directions or as amended by written notice of a physician.
- All prescription medication must have a permanent sticker with the child's name and the date the medication was left at the center.

Medication will be stored in the school office in a drawer, or in the school's refrigerator in labeled containers. Teachers and/or front office staff will administer medication from the school office.

The use of sunscreen or repellent can only be administered with written authorization from the parents.

The Lighthouse School reserves the right not to give medicines if the dosage is questionable or not according to the label. The Lighthouse School reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications.

## **Illness**

These guidelines are for the welfare of all our children. To provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Your child's health is a matter of major importance to us. Licensing requires that precautions be taken to safeguard the health of all children enrolled.

All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the drop-off section.

If your child becomes ill at school, the front office will immediately contact you. Your child will be separated from the class and taken to the office where they will be given the appropriate attention and supervision until you arrive to take them home.

The child will be sent home if they are running a fever of 100 degrees or above, if they are vomiting, have three or more loose bowel movements, or if it is suspected that they have a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 45 minutes. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the pick-up permission form.

Children must stay at home until they are free of all symptoms, without medications, for 24 hours or until a child's physician indicates, in writing, that the child is free from an excludable disease and is able to return to school.

A child must stay home if:

- The illness prevents the child from participating comfortably in activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child shows symptoms and signs of possible severe illness such as lethargy, green nasal discharge, sore throat, eye drainage, abnormal breathing, diarrhea, vomiting, rash, fever, mouth sores with drooling, and/or behavior changes.
- The child has a temperature of 100 degrees or above

The center reserves the right to request the child to see a physician or have a physician's note prior to returning.

Parents, please notify the office if your child is out sick due to a communicable disease so that the school can take the necessary precautions. The school will immediately notify parents, in writing, if any of the staff or a child has contracted a communicable disease that the local health department requires us to report.

## **Student Accident/Incident Reports**

Safety is a top priority of The Lighthouse School. Yet, there are times when a child will have an accident/incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident/incident report, signed by the teacher in charge at the time of the accident and by the front

desk, will be provided to you and a copy filed with the front desk. We ask that you sign the copy provided to you and return it to the front desk to confirm that you were notified of your child's injury.

This system is aimed at ensuring communication at all levels and can be an incredibly good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could also cause a confrontation between our families. We will handle all behavior problems in a professional and appropriate way.

### **Emergency Medical Procedures**

In the case of a more severe injury, the appropriate first aid measures will be taken immediately to care for the child, the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is especially important that all telephone numbers and emergency information be kept current so that parents can be reached. If cell phone numbers have been provided to the school, please be sure cell phones are turned on while your child is attending school. The Incident/Illness Report (Form 7239) should be completed and signed by the parent within 48 hours.

Should your child have an injury that results in them coming to school with any type of medical device, such as a boot, cast, helmet, etc., the school will require orders from the doctor and these orders must be followed.

### **Children with Allergies**

The Lighthouse School will make every reasonable effort to meet the needs of children with severe allergies. However, we cannot guarantee that your child will not meet allergens. Please let the front desk know, as well as your child's teacher, if your child has severe food allergies that require specific protocols such as antihistamine and/or epi-pen. Per the State of Texas licensing division, any child with a documented allergy must have an allergy plan signed by a physician on file. Any required medication is to be provided by the parent in its original container and the school's Medication Authorization form must be completed for us to administer treatment for the child to attend school.

Any snack provided by a parent on a special occasion such as birthdays, must meet the needs of children who require special diets.

### **Lice**

If a child is sent home with lice/nits, they will need to be treated at home and may return to school once treatment has been administered and there are no signs of lice/nits anymore. Once they return to school, they will be checked upon arrival for 3 consecutive days to ensure that they are free of lice/nits. If any lice/nits are found, they will need to go home.

### **Washing Hands**

The most important thing teachers and children can do to prevent the spread of illness is to wash hand thoroughly and often. Teachers are given guidelines regarding how and when to wash their hands. They teach the children to wash their hands:

- After any visit to the restroom or diaper change
- Before and after eating
- After using the sand/water/discovery table
- After they meet soiled items
- After coming back from the playground
- After handling any pets or animals
- Any other occasion when hands may become dirty

Each classroom and work area has the hand washing procedure posted.

### **Health Information**

As part of the enrollment form, you must list, inform, and explain to us the following:

- Any dietary, medical, medications, supplements or restrictions which may cause adverse reactions or restrict any normal activities
- Any special needs that your child may have, such as existing illness, injuries, and hospitalizations during the past 12 months
- Any medication prescribed for long term continuous use, and any other information which caregivers should be aware
- If your child has any known food allergies or reactions that affect your child and give consent to post them in a visible place to all staff members

Knowing this information about your child allows us to alert all our staff and be able to avoid and/or handle any situation as well as prevent it.

For the school to document your child's reactions as an allergy, you are required to provide a doctor's note which include the cause, the symptoms and the treatment in writing and signed. The form must be updated annually. If a doctor's note does not meet these requirements, the school will consider it a reaction, but still avoid the cause. Parents will still need to inform through the Enrollment Form the cause, symptoms, and treatment.

## **Parent Communication**

### **Communication with Parents**

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Posting bulletin board at the front desk and in the classrooms. It is updated with current information about The Lighthouse School and Curriculum. Daily written communication in the

form of “Daily Report” forms, “Incident/Accident” forms, and classroom memos will be sent from time to time.

- Parents always have the option of requesting specific parent/teacher interaction to aid in the child’s development.

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pickup time may not be the individual who has spent most of the day with your child. This is since many children spend 10 hours a day at the center, and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for most of the classroom development for the earlier hours and most of the day. We suggest that you go to your child’s primary teacher to obtain detailed information about your child’s growth and development. You can call to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone.

As part of our commitment to communicate with parents we invite them to create a My Procure account and to download the Procure Childcare App.

The My Procure account will allow parents to:

- Generate your own account statements as well as end of year tax statement.
- See your account balance and recent transactions.
- Make payments via credit card which will reflect in the next 24-48 hours.
- See your contact information and edit your information. You can edit information that you have input. You are not able to add a new person or assign the relationship status.
- You can see the center information and contact information.
- You can see immunization records, and which immunizations may be due.
- You can see the names of the persons listed for pick up and emergency contacts.
- History of enrollment
- Allows for the enrollment and re-enrollment process to take place- enroll for the first time and re-enroll for next school year

Procure Child Care App:

- Allows you to check in and out your child
- Receive notifications of your child’s day
- Message school
- See upcoming events in the school’s calendar
- See your personal profile as well as edit your notifications preferences
- See child’s information, profile, parent and guardians, and authorized pickup list.
- You will not be able to update the information. You will need to call the school or do it through My Procure.

## **Parental Involvement**

We encourage all parents and/or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. We welcome parental visits. We have an open-door policy that allows parents access to the center during operating hours. We have an enclosed a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact The Lighthouse School office with their suggestion.

- Parent Meetings/Conferences
- Fall Open House
- Programs and special activities, such as Christmas program, end of school year program
- Special parent's involvement activities such as Thanksgiving Feast
- Come and eat lunch with your child
- Classroom volunteer
- Send special treats for snack or meals (please notify the teacher in advance)
- Help with center fundraiser
- Field trips

### **Social Media and Website**

A school Facebook page has been set up and important school information is posted. We encourage parents to check the page for updates and important event information.

The Lighthouse School's website ([www.lighthousewillis.com](http://www.lighthousewillis.com)) is where you will find the most updated information on:

- School calendar
- Menu
- Enrollment forms/link
- Forms
- Etc.

### **Family Expectations**

Just as we set guidelines for appropriate behavior of children, we must also ensure that parents and other adults who come to our schools know what our expectations are in terms of their interactions with our staff, other children, and parents.

Appropriate Language in School. Parents/guardians and their guests must use appropriate language while on school property. Foul language of any type is not permitted on school grounds, which includes our parking lots and playgrounds.

Appropriate Behavior in School. Threats of any kind will not be tolerated against employees, children, or other parents. Any threat will be reported to the appropriate authorities and will be prosecuted to the full extent of the law. While apologies for such behavior are appreciated, The Lighthouse School will not assume the risk for a second chance. Parents must always be responsible and in control of their behavior.

Smoking. Smoking is prohibited on all school property, including parking lots and playgrounds.



Physical and Verbal Punishment of Children on School Property: We do not allow parents or their guests to use any type of corporal punishment on any child, whether enrolled in our program or not, while on school property. This includes our parking lots, playgrounds, and bathrooms. Further, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse their child while on our premises. Doing so can cause undue embarrassment and emotional distress to a child. Violations of this policy will result in immediate disenrollment from our program. Parent and their guests are also prohibited from addressing or disciplining a child that is not their own. If you have a concern about the behavior of another child at our school, please bring your concern to a member of management who will address your concern and resolve the issue.

Firearms and Weapons Ban on School Property: At no time is any person permitted to possess firearms, ammunition, or other weapons on school property, or at events sponsored by the school. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the period when you are in the school. Any violation of this policy may result in immediate disenrollment from our program, as well as criminal prosecution.

Custody and Visitation Issues: It is our policy not to interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick up/drop off, visit, or request documents about their child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents/guardians. We will follow the last dated court documents, without prejudice, to either parent/guardian. We ask that parents/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

Staff Hired by Parents: If you enter into an agreement with a company employee to babysit for your family outside of the employee's normal work hours and/or outside of the school hours, it must be done away from the school and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a company employee. We cannot be responsible for our employees away from the school, outside their working hours, and will not be liable for their acts or omissions when not on our property. In addition, staff are absolutely prohibited from transporting any children to or from the school in their personal vehicles without a signed release of liability form from the parent/guardian.

Persons Appearing to be Impaired by Drugs or Alcohol: If a parent or other adult enters the school to pick up a child and appears to be intoxicated by either the smell of alcohol or their actions appear to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, the Director may notify the local authorities.

### **Resolution of Disputes**

It is in the best interest of children, families, teachers, and the school for concerns and complaints to be addressed in a timely and professional manner. For parents who have a concern or complaint about a school-related issue, please follow the procedure in this order:

1. Speak to your child's teacher. If not resolved to your satisfaction,

2. Speak to the Director. If not resolved to your satisfaction,
3. Speak to the Owner.

## **School Safety**

### **School Security and Safety**

The Lighthouse School has Video-Audio Surveillance Cameras (VASC) in the facility. VASC are installed only in classrooms and areas including hallways, playgrounds, and the parking lot. Bathrooms and changing areas where staff and children would expect privacy will not be equipped with VASC.

Because we respect the privacy of all children, parents, and staff in our daycare center, our 24-hour Video-Audio Surveillance Cameras (VASC) are for internal use, training purposes, and will only be viewed by the Owner/Director. The VASC SYSTEM is not monitored by an external security company.

To go in and out of the building, the school's front door is locked and opens with a code which is given to parents upon enrollment.

### **Drop-Off**

Parents will check in their children at the entrance of the building by using Procure Connect check in options: QR code or the kiosk. Parents must accompany their children into their appropriate room where they will drop them off. Children are not allowed to enter the building by themselves. We require that all children have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or group. If any of these things are determined, the child must go home immediately. Children or parents will not be permitted in the building prior to opening hours or after closing hours.

### **Pick-Up**

Children must be picked up in their assigned classroom, depending on the time parents pick up. Parents are required to check out their children as they go into the school entrance of the school using Procure Connect check out options: QR code or the kiosk. All children must be clocked out before being picked up from their classroom.

Anyone, including all parents, who are to be allowed to pick the child up, must be approved to pick up the child in the relationship section of the Enrollment Form.

In an emergency, parents may call the school and ask for someone to be added by giving verbal approval of an alternate individual and/or they can add a person through Procure Connect. It is the parent's responsibility to notify the front desk and make changes on this form whenever necessary. The Enrollment Form is re-done annually but can be updated by the parent at any point in time through My Procure.

The center reserves the right to not allow any individual onto The Lighthouse School property for drop-off or pick-up if they have created a problem or seemed to be impaired by drugs or alcohol. Anyone not recognized by sight will be asked for a picture ID.

In a custody situation, the parent signing the child into our center takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment

forms if any limitation of rights is suggested. If a parent who is not listed, or who believes the information given to us was inaccurate or contests the authorization agreement, they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The center reserves the right to not allow any individual onto our property.

### **Late Pick-Up Fee**

There will be a \$5 fee added for the first five minutes and each minute thereafter \$1 per minute if pick-up takes place after closing (6:30pm). The fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up are required to call ahead if they feel they are going to be later than 6:30pm. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the center later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

### **Parking Policy**

Parents must park in one of the parking spaces and walk their child(ren) to the school. We strongly urge you to turn off your car and lock it when you come into drop-off or pick-up your child(ren). The Lighthouse School is not responsible for items lost or stolen from the cars, parking lot or facility.

On rainy days, parents may drive under the canopy allowing space for two cars to be under and pick up their child as quickly as possible to allow for other parents to do the same.

### **Open Door Policy**

Parents are welcome to visit any area of the school at any time during the day if the visit does not interrupt the child's ability to function with the class. All visitors will be asked to sign in at the front office and receive a pass before visiting the school.

Persons not listed on the Pick-Up Permission form, will not be allowed to visit your child. Parents are encouraged to pre-arrange opportunities to visit the class. Extended family members such as grandparents and aunts are also welcomed to visit in certain pre-arranged situations. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

In a custody situation, please note that the same procedure will be followed as listed in the pick-up section.

### **Classifications**

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- Scheduled employee during the regular course of their workday
- Child who is in our care (all paperwork has been filled out)
- Parents or others during regular drop-off or pick-up. This is to be approximately 15 minutes.
- Delivery personnel from a regular or expected company delivering items to the center (should be always in eyesight of an employee at an expected time)

- Visitors- must be approved by the office and should be always accompanied by an employee
- Volunteers- anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” for more than once a month or for over 2 hours
- Intruder- action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period must be considered either a “visitor”, a “volunteer”, or an “intruder” including parents and employees who are off the clock.

### **Volunteers**

A parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our center. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to:

- Signed statement indicating whether they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state
- Signed statement indicating whether they have a communicable disease or other health concern that could pose a threat to the health, safety, or well-being of the children
- Undergoing fingerprinting and background check
- Signed statement regarding child abuse
- Going through new teacher orientation. Any “visitor” who spends extended periods of time in the center will be considered a volunteer and be required to go through the screening and training listed above.

### **Intruders**

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by the state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and steps will be taken according to the “intruder” portion of our “Safety and Evacuation” policies.

### **Photographs and Video**

Pictures and video taken of children during the school year will be used for school purposes only with written authorization from the parent or guardian. There is a Photo Release Acknowledgement in your enrollment package to either approve or not to take your child’s picture or include them in short video footage.

### **Portraits**

We offer school pictures once a year. The photos usually include two sittings. You will receive proofs before purchasing.

### **Insurance Requirements (Liability Insurance)**

The Lighthouse School complies with all state requirements regarding insurance coverage for children enrolled in a licensed facility. Coverage is reviewed yearly. For more information concerning policies and liability see management.

### **Fire/Emergency Evacuation Drills**

The safety of children at The Lighthouse School is of the utmost importance. An Emergency Preparedness Plan has been designed to ensure the safety of children during an emergency. Procedures are in place for emergencies such as fires, severe weather, medical emergencies, intruders, release of children, playground safety, and national alerts. Drills are conducted regularly by employees and children. A copy of the Emergency Preparedness Plan is available for review at the front office.

In the unlikely event that the children must be evacuated from the school building for any reason, AR Turner Elementary School will be the place of relocation. Parents will be called to pick up children from there, and staff will remain with the children until all are picked up. AR Turner Elementary is located at 10101 N Highway 75, Willis, TX, 77378

### **Licensing and Legal Regulations**

#### **State Licensing**

The Lighthouse School is licensed by the Department of Family and Protective Services of the State of Texas. All the guidelines for operating procedures, administration of the school, and laws are outlined in the Minimum Standards for Child Care Centers.

Each licensed center is responsible to a licensing representative who visits the facility on a regular basis. A copy of the Minimum Standards and the most recent inspection report are available for parents' review and are posted at the entrance of our school.

If you have questions about the services provided by this center, or Childcare Licensing, you may call the Childcare Information Line at 1-800-862-5252 or visit their website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us), or the Child Abuse Hotline at 1-800-252-5400.

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your children. The Lighthouse School complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

#### **Reporting Child Maltreatment**

If you suspect any child is being neglected or abused, Texas Law requires you to report it immediately to the Texas Department of Family and Protective Services. An anonymous and confidential report can be made by calling 1-800-252-5400. Per state requirement, The Lighthouse School director or owner must report to Child Protective Services any situation which it appears a child is being neglected or abused outside of the facility. All staff are required to have annual training on Child Maltreatment as required by DFPS. Methods for parent awareness, prevention techniques, strategies for coordination between community organizations and how to obtain assistance and intervention are offered throughout the school year via email and are posted at our school.

#### **Student Information Confidentiality**

All requested personal information is kept confidential and is only used by the school in the best educational interest of your child. Before sharing information with an outside agency, the school must receive written consent from the family.

### **Unsafe Children Products**

Recalls of unsafe consumer products including children's products are available. It is easy and free to find out. Just go to United States Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov) or you may access the recall information at the Texas Department of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

The Lighthouse School monitors the US Consumer Product Safety Commission recall list for any unsafe products that may need to be removed from the center. You may review all current and past recalls through their website at [www.cpsc.gov](http://www.cpsc.gov).

### **Changes to School Policies**

The Lighthouse School reserves the right to edit or adapt the policies in this handbook, enrollment package, and any other form as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

### **Gang Free Zone Information for Child Care Centers**

Information about gang-free zones will be distributed to parents and guardians of children in care at The Lighthouse School. The following is a tip sheet to assist in complying with the new law.

#### *What is a gang-free zone?*

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific location where certain gang related criminal activity is now prohibited include, but not limited to, public schools, playgrounds, video arcade facilities, and daycare centers. The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang related criminal activity that occurs within 300ft of a video arcade facility is a violation of the law, whereas certain gang related criminal activity that occurs within 1000ft of a school or daycare center is a violation of the law.

#### *How do parents know where the gang-free zone ends?*

The gang-free zone is within 1000ft of the school. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

#### *Why are gang-free zoned needed?*

Like the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

#### *What does this mean for my daycare center?*

Childcare providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000ft of your program is a violation of this law and is therefore subject to increased penalty.

### **Emergency Procedures/Drills**

If an emergency develops at The Lighthouse School, and it is determined that the building or premises is unsafe, the children will be transported to AR Turner Elementary School. The use of cell phones would keep the director in contact with the teachers if relocation were necessary. The director will designate the front desk person to make calls to the proper authorities. The front desk person will be responsible for the attendance log and emergency notification book on all children enrolled. Our employees are trained on our Emergency Preparedness Plan at the time of orientation.

The Lighthouse School is equipped with cell phones, emergency lighting, fire alarm system, and fire extinguishers. Fire and severe weather drills are conducted at the center in compliance with Texas Department of Family and Protective Services Minimum Standard 746.5201-746.5537. Parents are welcome to review these standards at any time. They are available at the front desk.

### *Emergency Safety Folder*

Each teacher has been given an Emergency Safety Folder which should remain in the room to be used by the teacher, teacher's assistant, or substitute on duty. This folder should contain the following documents:

- Emergency procedures and evacuation routes for the classroom (also should be posted on the wall)
- Emergency form for each child which includes parent contact information, proper authorization for release of child, and important medical information
- Classroom roster or class list of students
- Schedules for motor development, music, and daily activities
- Special information relating to the proper release of children
- Any forms or information needed to successfully complete a day of teaching
- Information related to educating special needs students in the classroom
- Information related to medical needs or allergies of students in the classroom (also should be posted on the wall)

These folders are to be kept up to date with information which would be made available to a substitute in the event of staff illness. Please replace the forms in the folder as they get low and update the rosters and lists when necessary. These folders are kept at the entrance of each classroom and are never to be taken home.

These folders must be taken with you when you leave the building for any emergency (such as fire drill).

### *Escape Plan*

An escape plan is posted in each classroom, consisting of written instructions and a map with red arrows showing the quickest way out, as well as alternative exits.

### *Emergency Phone Numbers*

Emergency phone numbers are kept in the folders and posted at the front office. Included are fire, police, ambulance, child abuse and poison control. Our address is also included so it can be quickly recited in an emergency. You can dial 911 from the classroom.

### *Emergency Procedures*

Teachers follow their evacuation and relocation diagram in each classroom. Fire drills are performed monthly to ensure children and staff know where to go and what to do in case of emergency. A copy of the plan is in each classroom and in the office. The local fire department will be asked to come periodically to advise and update staff and children on fire safety. The EMS are always willing to visit the center and teach helpful hints on safety and how to prevent accidents.

You can expect at least one fire drill per month. The administrative staff strives to hold fire drills during different program segments of the day so that all staff are efficient in proper evacuation procedures. The school is on a monitored fire alarm system, which communicates directly with the fire department. If a child accidentally pulls a fire alarm, you must notify the school office and immediately evacuate the building just as if it was a real fire.

1. At the sound of the fire alarm, gather all children in your class together and proceed out of the classroom according to the evacuation route posted on the wall. If you are not in your classroom, please follow the route posted in the room where you are.
2. Please note that there are primary and secondary routes. Follow primary route unless instructed to do otherwise. In the case of an actual fire, follow the route that leads your class to safety the quickest way.
3. Once at your safe destination, be sure to account for all children and staff members in your class. Remain at your destination until the danger has passed and you have been given the signal to return to the building. The director or their designee will tell you when to return to the building.

The evacuation procedures are posted in every classroom. Please familiarize yourself with the primary and secondary evacuation routes. If the evacuation procedures are not in the classroom, please notify the front desk immediately for replacement.

The fire extinguishers, flashlight, smoke detectors, smoke alarms, and first aid kits are checked by the administrative staff monthly to be sure they are in good working order. If you find that one of these items is not working properly or is missing prior to the monthly check, notify the front desk immediately so they can be replaced. The fire extinguishers and smoke detectors are inspected on an annual basis by the fire department and authorized personnel.

Also, have children practice "Stop, Drop, and Roll" in case their clothes catch on fire. Tape a large cloth or paper "flame" to their clothes to make the experience more concrete.

Other emergency drills should be role played with your children. For example, let them know what to do when they get hurt outside.

### *Medical Emergency Procedure*



An ambulance will be summoned and directed to St. Luke's Woodlands Hospital unless otherwise specified by parent or physician.

In case of an emergency, we will follow these procedures:

1. Remain calm. Reassure victims and others at the scene.
2. Remove uninjured children from the scene.
3. Stay at the scene, administer appropriate first aid until director arrives.
4. Do not move a severely injured or ill person except to save a life.
5. If necessary, call 911. Give all important information slowly and clearly. To make sure that you have given all the necessary information, wait for the party to hang up first.
6. Arrange for transportation of the injured person by ambulance or another vehicle, if necessary. Do not drive unless accompanied by another adult. Bring your emergency forms with you.
7. The director will notify parents of the emergency and agree on a course of action with the parents.
8. If a parent cannot be reached, notify the parent's emergency contact person, and call the physician shown on the child's emergency form.
9. Be sure that a responsible individual from the program stays with the child until the parents take charge.
10. Fill out the emergency information sheet and give a copy to the EMS personnel to take with them.
11. Fill out an Incident/Illness Report form (Form 7239) immediately and give it to the director. A copy must be given to the parent after the director's review.
12. Director must contact the Texas Department of Protective & Regulatory Services within 48 hours regarding any incident requiring treatment by a health care professional.

#### *Other Emergency Procedures*

**BAD WEATHER/SEVERE WEATHER/SHELTERING** Staff and teachers will move the children to the designated safe area inside our facility for bad weather upon direction of the director to shelter in place or relocate. Staff and children will bring nap mats, blankets, and pillows (if time allows for) to the middle classroom of the center and stay there until it is safe to leave. In most cases, parents will be asked to come and pick up their children before the weather gets too dangerous. The Lighthouse School may be forced to close during times of dangerous weather. We will follow Willis ISD's decision on whether to stay open or not. The decision and circumstances will be out of our hands, and therefore we will not refund tuition due because of a closure due to weather. Severe weather drills are practiced once every three months. Shelter in place is the main building middle classroom and two main hallways. Our relocation shelter is AR Turner Elementary School, 10101 Highway 75 South, Willis, TX, 77378 and the phone number is (936)856-1289.

**CHEMICAL RELEASE** In the event of any toxic chemical release, air conditioners will be turned off and doors and windows closed. Any air leaks will be sealed with towels, blankets, coats, etc. until further instructions are received from civil defense.

**GAS LEAK** Staff and teachers will follow evacuation and relocation diagrams posted in each classroom to proceed outside of the building. The front desk person would contact Center Point Energy gas leak emergency phone number 1-888-876-5786 and call 911 for emergency assistance from the fire

department. Front desk should also call Miller Brothers, who is our vendor who performs gas checkups. Miller Brothers contact information is (936)756-5133.

**HAZARDOUS MATERIAL SPILL** Staff and teachers will shelter in place in their classroom. Person at front desk will call 911 for emergency assistance from the fire department. The center would bus the children to the alternate shelter (AR Turner Elementary School), which is across the street from the center.

**LOCK DOWN** In the unlikely event of an intruder entering our facility, teacher discretion will require immediately securing the children in a locked room or evacuating through the windows. If possible, notify the school office and wait for help to come to you. Emergency directions from public safety officials would be followed. The school conducts lockdown drills every 3 months.

Teacher responsibilities:

1. Remain calm.
2. Stay with your students. If you are not with them when an emergency lock down is signaled, immediately return to your students.
3. Locate your emergency supplies (Emergency Folder, flashlight, diapers and wipes, purses, cell phones/radio, keys, etc.).
4. Close your windows, blinds and doors and evacuate to your assigned location. Bring emergency supplies.

Office staff responsibilities:

1. Signal the emergency and notify the authorities (call 911) unless they notify us first.
2. Lock exterior doors.
3. Locate emergency supplies (keys, duct tape, purses, cell phones, first aid kit, megaphone, etc.).
4. Fill cart with available snacks and beverages.
5. Confirm all rooms have been evacuated.
6. Seal exterior doors, if possible.
7. If time permits, post emergency message on website and reception phone.
8. Signal all clear when emergency has passed.