



**REDEEMER'S
LEARNING
CENTER**



**REDEEMER'S
LEARNING
CENTER**

5371 E. 5th Street,
Katy Texas 77493

www.redeemerslearningcenter.org

OPERATIONAL AND POLICY PROCEDURE

PARENT & STUDENT HANDBOOK

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www.redeemerslearningcenter.org



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Welcome

Welcome to Redeemer’s Learning Center where we believe caring for your child is our first priority. We know you have many choices in childcare, and we value the trust you have placed in us to care for your child. We look forward to sharing our program by providing quality care in a clean, safe, nurturing, and academic environment.

Parents’ involvement is a very important part of a successful childcare program. Through parental involvement we are better able to serve and meet the needs of the children.

While Redeemer’s Learning Center is a place for your child, we encourage our parents to participate in our programs and find our school to be a wonderful place that continues to strengthen your relationship with your child This handbook has been developed to help facilitate a better relationship between the caregivers and the parents by providing them with specific information about our school. It includes description of our policies and procedures, program philosophy, role of the care givers, goals for the children, and our expectations from our parents.

School Philosophy:

At Redeemer’s Learning Center....

We believe that each child is unique in his/her own way and some may require some special attention. Our program is designed to stimulate the cognitive and meet the physical, emotional, spiritual, and social needs of each child. We also believe in Christian values; we believe in the growth development of each child through innovative learning techniques and right examples.

OUR GOAL IS TO RAISE CHILDREN IN HIGH STANDARD ACTS

A - ACADEMIC EXCELLENCE

C - CHARACTER DEVELOPMENT

T - TALENT BOOSTING

S - SPIRITUAL UPBRINGING

Building children up strongly and solidly knowing that they are the future. It takes the academic, moral, talent and spiritual development for a child to stand right.

Redeemer's Learning Center is Not Just a Day Care. We lovingly care for all the children in our care

Admissions

Redeemer's Learning Center provides a dynamic developmental program structured for children ages 6 Weeks- 12 years old. Enrollment is open to any child, provided the need of the child is met.

Parents must complete all enrollment forms and submit applicable fees prior to official enrollment.

Admission Requirements

Initial registration

First week's tuition

Enrollment application

Payment Agreement

Discipline & Guidance Policy

Supplemental Information

Physician Statement release – allows us to send off for immunization records/physical release to be part of our program School Age Statement (school age only)

Transportation Agreement (school age only) Photo release

Face book release

REGISTRATION

You must fill out an enrollment packet and provide all necessary documents to the admin office.

One time non-refundable \$50/child registration fee with 1st week tuition is due upon application and guarantee your child a space at RLC.

An annual supply fee is charged at the beginning of the school year First Week in September of every year.

However, if you enroll your child mid-school year, supply fee may be prorated

Late Payments and Refund Information

Tuition is due every Tuesday of the week by 6:30pm.

NO EXCEPTIONS. If failure to pay on Tuesday, a late FEE of \$25 will be charged for that week.

We accept all forms of payment: Check, Cash, Debit, Credit Card.

If an unforeseen arises that prevents you from paying your fees as agreed you must contact the school administration as soon as possible.

RLC reserves the right to terminate childcare services in the event of overdue charges, excessive late payments or returned checks.

DISCOUNTS: 10% Sibling discount and 10% for RCCG The King's Palace members

Returned Check: a fee of \$35 will charged for any returned check

***We will notify parents in writing of any change in Policy.

The Redeemer's Learning center reserves the right to make adjustments in tuitions as may be required by increased/decreased enrollment or increased operational expenses. Parents will be given a written 30-day advance notice of any tuition changes.

Tuition rates include breakfast, hot lunch, and snacks.

LATE CHARGES & PAYMENTS

A late charge of \$25.00 will be automatically calculated for payments not received on Tuesday by 6:30pm or in advance and \$5 PER DAY charge for each additional day unpaid.

LATE PICK-UP FEE

The center closes every day at 6:30pm. You are considered late at 6:31pm. There is a \$5 charge for the first 1 minute. Every other minute will be \$1. For example: if the child remains till 6:46 pm the late charges will be \$30/child,

PARENTS FEE NOTIFICATION

5371 E 5th Street, Katy Texas 77493

Re: Parent Fees

Dear Parent:

Be it known that the policy & procedures in the matter of parent fee payments are as follows: All payments are due Tuesday of each week a \$25 late fee will be applied to any accounts that are unpaid by the 6:30pm on Tuesday day of the week.

All delinquent accounts must be current by Friday of each week; including any late fees that have been applied to your account. All accounts that are unpaid by the 2nd week in a row will result in termination of child care services. In the event you are experiencing financial difficulties, please notify the admin office in handling your account. However, all late fees will apply.

Thank you,

Management

Redeemer's Learning Center

Dismissal & Termination

Your child may be TERMINATED from this program FOR ANY REASON. Most common termination is due to abuse and neglect of the parent rules and guidelines. If you are found to be in violation of these rules and guidelines, the following procedures will be taken:

1. Notice to bring situation to your attention
2. Verbal warning of termination
3. Termination from the program if the situation continues

Major Reasons for Termination

1. Unpaid fees
2. Medical requirements not met/up to date
3. Behavioral problems with a child/Parent , (in school or on van) disruptive, abusive, or otherwise.

ATTENDANCE & ABSENCES

Enrolling and paying tuition establishes and maintains your child's position in the school. As a childcare establishment licensed to care for a certain number of children, we hire staff and budget accordingly. If your child will be absent from the school, please notify us. If your child is absent for five (5) consecutive days without being notified or without payment being made, we may consider her/him to have withdrawn, and may give his/her space to an applicant on the waiting list.

Such dismissal would require re-admission (i.e., registration fee and new paperwork), if/when you choose to re-apply, and should space be available when we receive payment in full and the new application. If unforeseen circumstances make it temporarily difficult to pay your tuition, please see the Director.

DROP-OFF & PICK-UP CUT OFF TIME

Each day school begins promptly, door opens @ 6: 30a.m & Closes at 6:30pm. It is essential that all students are on time and in class to enhance their developmental needs. The cut off time to drop your child is 9:00 a.m. In the event that you are not able to meet the cut time, please notify the school.

We will not admit a child after 9:00am (Notify the front office if there be need to run late)

LATE TO PICK–UP IN EXCESS OF SCHEDULED CUT OFF TIME

In the event that your child (ren) remains in care in excess of scheduled cut off time, and no contact has been made, We may report to the nearest Marshall Police Department; this is our school’s policy.

SUPPLY FEE

A supply fee of \$75.00 per student is due September 1st of each school year compulsory for all children enrolled that school year.

EXTRACURRICULAR ACTIVITIES

Any charges incurred by these activities will be made known to you in advance. This fee must be paid directly to the office.

WITHDRAWAL/ SEPARATION PROCEDURES

Should it become necessary to withdraw your child from RLC, you are required to give 2 weeks advance written notice to administration you can email; admin@redeemerslearningcenter.org.

You are required to continue to pay tuition for the 2 weeks period after notification of withdrawal, regardless of your child’s attendance in the program.

By accepting this handbook and enrollment, you agree to pay two-week tuition if you choose to withdraw without giving this notice

INCLEMENT WEATHER

In the event of Inclement Weather or Natural disaster, we will follow Katy ISD closing Schedule.

We do not provide a reduction in tuition for Holidays, natural disasters, or illness unless child is out the entire week.

Should the child be out the entire week tuition is 50% of normal tuition rate.

IF ANY CHANGES ARE MADE TO THE DAYCARE POLICY, THEY WILL BE POSTED ON THE FRONT LOBBY, INFORMATION BOARD. A TEXT AND EMAIL WILL ALSO BE SENT TO PARENTS

HOURS OF OPERATION & HOLIDAYS

Monday – Friday

6:30 am to 6:30 pm.

We open all year round except the following Holidays...

The holidays taken yearly by Redeemer’s Learning Center are:

New Year’s Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

A day after Christmas

Good Friday,

When holiday falls on a Saturday we will be closed the Friday prior. If a holiday falls on a Sunday then we will be closed following Monday

Holidays that fall on the weekend day will be taken the Friday before or the Monday after.

All holidays will be posted by the Redeemer’s Learning Center and may not be deducted from weekly fees

VACATION LEAVE:

Families who are enrolled in the full-time preschool program and if pay their tuition fees on time will accrue TWO weeks of vacation leave at the end of each 12-month period.

In addition to the 2 weeks' vacation Our School also allows Spring Break holiday and Christmas/New Year Break.

PLEASE INFORM THE SCHOOL 2 WEEKS PRIOR IF YOU WISH TO TAKE THOSE HOLIDAYS OFF, WE WILL CHARGE YOU FOR TUITION IF WE DO NOT RECEIVE ANY NOTIFICATION FROM PARENT.

SUMMER BREAK: WE ALLOW STUDENTS ON PART TIME

SIGN IN & OUT OF CHILDREN

Parents you are expected to sign your child (ren) in & out each day using our checking system or Sign in Manually with your First & last name. This is extremely important because the sign in sheet is a legal document. The sign in system is placed at the front office, Paper sign in, sheet is also available

FIRE DRILL BELLS

Fire drills are conducted once a month and weather drills are conducted every 3 months. Designated doors are clearly marked as fire exits. A record of all drills is located outside the director's office.

3 bells: leave the building 1 bell: halt; stand at attention 2 bells: return to the classroom

TORNADO DRILL BELLS

1 continuous bell: move quietly but quickly to the designated locations

2 bells: return to the classroom

Emergency guides are posted in each classroom on the information boards.

All staff members are certified in First Aid, CPR, & Shaken Baby Syndrome.

Criminal background checks are performed by our licensing agency, on all staff members at time of employment.

Children's names and known allergies are posted so that all employees are made aware of their conditions.

RELEASE OF CHILDREN

Children are released only to the persons whom the center has written parental permission for. Identification is required from all parties retrieving children. **No exceptions**

Any child, whose age require a car seat, will need one, prior to leaving with your pick-up person, **STATE LAW**.

We will not release your child to anyone that appears to be intoxicated or under the influence of alcohol or drugs.

Please submit in writing, email admin@redeemerslearningcenter.org or call the center and inform the admin when someone else will be retrieving your child (ren).

PICK UP PERSONS MUST:

1) be on the parent pick up list 2) have a valid state I.D. or Drivers License

Law Enforcement Officers and Texas Department of Protective & Family Services. Also known as CPS, have the authority by law, to remove your child without parental permission. You will, of course, be notified by the center in the event that this should happen.

FAMILY PARTICIPATION(OPEN DOOR POLICY

We believe that positive communication between parents and staff is crucial. As a parent, you have the right to know about your child's conduct, behavior, and/or performance at anytime. We encourage you to address any concerns that you may have with your child (ren) teacher/director. We welcome your partnership in providing supportive, educational care to your child (ren.) We will notify parents of activities and events by posting them on bulletin boards and through notes given to the children.

Parents must cooperate with the school in carrying out all governmental laws, rules and regulations affecting the operation of the school.

Although we request cooperation in not disrupting our program, parents are welcome to visit the school any time your child is in attendance, without prior approval.

Teachers may meet with parents to review each child's progress through out the year. Parent/Teacher Conferences are encouraged and may be scheduled at any time by contacting the school office.

What a child is accustomed to in the home environment may affect the child's behavior away from home, because of a child's inability to report accurately these events, we would appreciate communication between parents and staff concerning unusual happenings or events such as illness, death, changes in living arrangements, extra stimulation, etc. It is essential that you keep all information regarding your child current. Please notify us of any changes in critical information. Any concerns a parent may have or assistance that's needed, please feel free to discuss these concerns with the director

VOLUNTEER POLICY

Any parent that chooses to be a regular volunteer must also meet the minimum standards requirements that apply to all employees. They are as follows: certified in First Aid & CPR; criminal background check; & complete application with state I.D. on file.

FOOD/SNACKS

Redeemer's Learning Center prepares all meals and snacks in our school's kitchen. Our facility has health and sanitation inspections annually. We follow all health & sanitation practices as stated in the minimum standards handbook.

Liquids and food hotter than 110 degrees F are kept out of reach, All staff are educated on food allergies and they take precautions to ensure children are protected, All served meals are prepared in a kitchen that is inspected by local health officials, also healthy snacks, milk, Vegetables are available for school aged children as children arrive.

We provide two well-balanced meals and one or more nutritious snacks to our children daily. These promote growth, good thinking, helps fight infections, and provide fuel for children bodies.

- *Water is always provided for students anytime of the day
- *Milk is served (3 times daily) with each meal
- *100% juices are served at least 3 times a week

Note : Please let the school know if you would like to provide lunch packed from home so we can insure the safety of it including refrigeration or heating to maintain the appropriate temperatures. Also we serve meals, milk, fresh fruit and vegetables are available for those who bring lunches from home.

SPECIAL DIET & EVENTS

Our school has adopted a "No Seal- No Service" policy. This means, any foods, you as the parent would send for class snacks or birthday parties would have to be in the container it was purchased in or it cannot be served. Such as: juices, snack cakes, birthday cakes, etc. No home-made items are permitted or allowed due to children with severe allergies.

FIELD TRIP & TRANSPORTATION POLICY

Safety of all children on field trips and during transportation provided by the school. Each outing must be posted at least 48 hours prior

The routine for each Field Trip outing is as follows:

Each child's name is listed on our roll sheet, we perform a roll check when leaving the building, when loading the van, when arriving/departing to and from our destination, and several head counts once we reach our destination. We maintain the teacher/staff ratio that's required by the State of Texas. All staff members have First Aid/CPR certification.

We must have the following for each child:

- * A signed permission slips
- * A transportation policy form signed and dated by the parent
- * Emergency consent and contact numbers
- * A school name, number, & location T-shirt (T shirt can be purchased from the school)

Please see attachment in back of booklet and sign...

WATER ACTIVITIES

All water activities will be participated in under the supervision of the school's director and staff and must be in ratio for water activities according to the Minimum Standards guidelines.

CHILDREN'S CORNER

It is important to us that your child remains happy and secure in your absence throughout the day. To ensure this we provide for them a variety of educational centers that is conducive to learning and social development.

Children are permitted to play outside daily, except in inclement weather. This helps to develop their large muscle skills. Each child will have an afternoon rest period (naptime), which is required by the state.

Each child needs to have a change of clothing left at the school in case of an emergency. Please mark all items with your child's name. Allow your child to have a jacket, sweater, hat, etc... This is done so that the child is not confused; always having to remember which jacket or coat he/she has worn that day.

We are not responsible for lost or unlabeled items

PARENTS' CORNER

Parents must cooperate with the school in carrying out all governmental laws, rules and regulations affecting the operation of the school.

Although we request cooperation in not disrupting our program, parents are welcome to visit the school any time your child is in attendance, without prior approval.

Teachers may meet with parents to review each child's progress through out the year. Parent/Teacher Conferences are encouraged and may be scheduled at any time by contacting the school office.

*What a child is accustomed to in the home environment may affect the child's behavior away from home. Because of a child's inability to report accurately these events, we would appreciate communication between parents and staff concerning unusual happenings or events such as illness, death, changes in living arrangements, extra stimulations, etc....

*Any concerns a parent may have or assistance that's needed please feel free to discuss these matters with the director.

THIRD PARTY ISSUES

We have multiple types of families enrolled in our school, (married, single, divorced, separated, & grand parents).

Parents please understand the role of the school. We are not to play third party in any of these relationships. The enrolling parent is the primary party that is financially responsible for tuition payments. It's not the school's job to locate or contact the absent parents, wait for you to receive your child support checks, alimony, etc..., before your tuition is paid.

COURT ORDERED ISSUES

Parents with court orders will need to submit a complete copy into the school's office to be kept on file. We will and must honor the request of the courts.

PET POLICY

No animals will be permitted on the school's property without:

- * A written notification to parents
- * Without ensuring the safety and sanitary conditions at all times
- * Without a current shot record of that animal of file
- * Ensuring that no children handles any animal that shows signs of sickness
- * Without ensuring that caregivers and children practice good hygiene and hand washing after utilizing items used by the animal

DISCIPLINE

Discipline and guidance at our school is consistent and based on the individual's need and development. With our positive guidance we try to promote self discipline & self-behavior. Alternatives to physical punishment are used such as: brief supervised separation from the group. Children are never subject to harsh treatment of any kind, such as, shaking, spanking, or embarrassment.

Please see attachment in back of booklet and sign...

IMMUNIZATION POLICY

We must have on file a complete and current copy of your child's immunization record at time of enrollment. For the parents who do not immunize their children, due to religious reasons or others, **MUST HAVE A NOTORIZED AFFIDAVIT FROM The Health Department on File.** All Parents must have a statement from your doctor stating that your child (ren) is in good and perfect health. TB screening is not required to be on file.

HEARING & VISION POLICY

All children 4 years of age must be tested for hearing and vision. It is required by the State of Texas as an early prevention. We must have on file, a copy for each student's screening completion within 120 days of school. Please schedule appointment through the local Health Department. These screenings are conducted by a licensed or certified screener.

EMERGENCY TREATMENT

Upon admission, you must sign an emergency medical treatment form. This gives us permission to take necessary and reasonable measures to ensure the health, welfare, and safety of your child (ren).

In case of accidental injury or sudden illness, we will make an immediate attempt to contact you. If we cannot reach you, or other emergency contact(s) as listed on your child's enrollment form, we will contact the child's physician, and/or arrange transportation to the hospital.

CONTROL OF COMMUNICABLE DISEASES

Unfortunately, in a childcare environment that serves a large number of children, communicable diseases frequently occur and spread. We do everything reasonably possible to minimize the spread of communicable diseases. This effort, however, requires the cooperation of parents and staff.

ILLNESS & EXCLUSION CRITERIA

We cannot provide care for your child if, during the past 24-hours, he/she has had any of the following symptoms:

Fever- We cannot accept a child with a temperature of over 100.4 degrees, without a known and non-contagious cause. If/when he/she presents with a fever of or above 100.4 we will call for you to take child home. In consideration for the health of others, we require that you keep your child out of the school until he/she has been free of fever, without the use of medications for 24 hours.

Diarrhea- We will call you to pick up your child if he/she has 2 or more loose bowel movements and/or nausea and vomiting. Your child must be free of diarrhea, nausea, and/or vomiting symptoms for 24 hours before he/she can return.

Colds- We understand that children will have runny noses and coughs.

However, if your child's mucous is thick and/or of unusual color, or is accompanied by congestion that inhibits resting, or if he/she acts or appears ill, he/she should remain at home until well enough to participate in all indoors and outdoor activities.

(The DFPS requires that children go outside for at least 45-minutes each day, weather permitting.) We reserve the right to request a doctor's written release if deemed necessary by the staff.

Other communicable diseases- Some diseases exclude a child from attendance at school. Some of these, and when a child can only return back to school when below requirements are met.

Disease	Can Return When:
Conjunctivitis (pink eye)-----	Doctor's statement assuring treatment has begun
Hepatitis A	Seven days after onset of illness
Chicken Pox	Seven days after onset of rash
Strep Throat	24 hours after start of antibiotic and fever has subsided
Fever over 100 degree	24 hours after fever is cleared

If your child develops symptoms of any of these, or other communicable diseases, please keep him/her home until no longer communicable, and notify the school. In this way we can notify other parents and limit the spread.

OTHER HEALTH CONSIDERATIONS

Biting- Unfortunately, at times, some young children bite. Biting presents a potentially serious health threat, especially in the rare instance when the bite breaks the skin.

If we know that your child has been bitten, we will inform you during the pick up of your child. If, however, a bite breaks the skin, we will treat the wound and will notify you immediately; in the event you wish to take further precautions.

Fingernails- Children sometimes get in the way of exploring, busy hands. When this happens, fingernails can become unwitting implements of injury. Please keep your child's nails as short and smooth as possible.

Other Skin Breaks- Whenever your child experiences a skin break we will apply first aid, or seek medical treatment as discussed elsewhere in this handbook. If this is a serious condition, we will attempt to notify you. Otherwise, we will provide an incident report when you pick up your child.

MEDICATION

Our medication policy follows the Texas State Minimum Standards for Childcare Facilities.

We keep all medications in a designated case in the office. We do not keep medications in the classrooms.

You must complete and sign the medication chart before we can administer any medication to your child. Each day update the chart with the time and amount to administer the medication.

Medications must be in the original container. Prescription medications must have the child's name and date typed on the label, as well as the name of the prescribing physician, and the name and phone number of the dispensing pharmacy.

The medication will not be given after the expiration date, or to another sibling with similar symptoms. We do not give any medication without the medication chart filled out completely. This is a licensing requirement to which we strictly adhere.

Parents do not send medication in your child's bag or backpack. Leave it with the nurse or staff member in the administration office labeled with your child's name in large print.

We cannot administer powders, creams, ointments or lotions without the parent's written consent.

GENERAL INFORMATION

Clothing: Children should be dressed in comfortable, easy to care for clothes. Clothing should be easy to play in and appropriate for the particular weather conditions. We do provide paint smocks for activities which are messy; however, children will get dirty. Comfortable play clothes are most appropriate. Tennis shoes are best. Open sandals expose the child to unnecessary injury and are prone to slips, splinters and stubbed toes.

It is also necessary to provide an emergency change of clothing for your child to be kept at the school in the event that it is needed. Please label all clothing and personal items that belong to your child.

Please be mindful of weather conditions to dress your child appropriately; children are permitted to go outside every day, unless the temperature is below 32-degrees, above 95-degrees, or when it is raining.

Open-toed sandals, flip flops; pointed shoes/boots are not permitted.

Personal Items

Please label all personal items such as: jacket, sweater, hat, diapers, wipes, blankets, back packs, school supplies, etc. with your child's full name. We are not responsible for unlabeled items.

TOYS FROM HOME

Please do not allow your child to bring toys from home. Personal toys often cause disruptions in the classroom, and we cannot be responsible for them. If a child brings a personal toy, the teacher will take it to the office, where it will be kept until claim is made.

NAPTIME

It is a requirement by the state for all children to have a daily rest period.

BREASTFEEDING FOR MOTHERS IN OUR CENTER

Since Human milk is the best source of milk for infants and breastfeeding supports optimal health and development. Redeemer's Learning Center will HELP to support this practice by:

Providing a comfortable area with a seat which enables mothers to breastfeed their child. Parents have the right to breastfeed or provide breast milk for their child.

- Providing a mother with a place to sit and breastfeed her child.
- There will be use of an adult-size chair in our Infant classroom to meet this requirement.
- We will also be providing the things written below for additional support include providing:
- A pillow to support your infant in your lap
- A stepstool for you to prop up your feet and prevent back strain,
- Water or other liquid to help you stay hydrated in the refrigerator.

EMERGENCY EVACUATION & RELOCATION

In the event, for any reason, we should have to evacuate the school, due to gas leaks, tornadoes, or any other emergency,

Walmart Super Center 25108 Market Place Drive Katy 77494.

IMPORTANT CONTACT NUMBER

Redeemer's Learning Center

5371 East 5th Street Katy ,77493

Office: 832 437 8918

Office : 346 387 9950

Fax :

Director cell: 8323387460

STATE OF TEXAS CHILD CARE LICENSING

9702 Bissonnet St. Ste #2200W

Houston, TX 77036

Mailing Address:

P.O. Box 16017, MC 182-6

Houston, TX 77222-6017

713-940-3009 office

Website: www.dfps.state.tx.us.

911

Poison Control 1-800-222-1222

Child Abuse Hotline 1-800-252-5400

New Requirements Regarding Gang-Free Zones

For Child Care Centers

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose 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 day care center?

A child care center must inform parents or guardians of children attending the 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 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

STAFF DEVELOPMENT

RLC staff are highly motivated and dedicated early childhood professionals. All staff are trained in principles of child development,

methods in early childhood programs and child guidance, as well as CPR and First Aid. Each year our staff members complete at least thirty hours of continuing education through professional conferences and in-service activities. We are committed to our staff and recognize them as vital components of a successful program for your children. We make every effort to ensure the work environment is pleasant and supportive of their needs. We value each staff member's life experience and want to empower him or her as individuals. We support staff development and continuing education because we believe that adults who are learning bring that same enthusiasm for learning to the children.

ABSENCES AND VACATIONS

RLC wants to assure the highest quality of staff personnel, equipment and supplies on a continuous basis, we cannot offer tuition reductions for absences due to illness, holidays, natural disasters, etc. RLC offers family who are enrolled either full-time or part-time a vacation credit. After 12 months of continuous enrolment, one week's vacation credit may be awarded at the written request of the family. The family will only be eligible for another vacation credit after another 12 months of continuous enrolment. To receive this credit, the child[ren] may not attend during this week. This credit only applies to tuition fees. If the vacation credit is not used in the calendar year, then it will not carry forward to future years. In addition, this credit is non-transferable. We require two weeks notification in writing.

CUSTODY ISSUES

Please let the Director or the Admin know if there are custody orders concerning your children. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child's file. The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. If the parents of a child are separated or divorced and both are authorized to pick-up, each parent may add his/her own additional pick-ups and contacts if necessary

Redeemer's Learning Center will not or cannot write any document for either of the Parents other than child's Progress report

DROP-OFF AND PICK-UP PROCEDURES

Parents may accompany their children into their classrooms. It is important that children are aware that their parents are leaving which may result in occasional emotional upset, parents should take comfort in knowing that such separation anxiety usually ends by the time the parent reaches the front door. We ask that you do not come in and drop-off or pick-up your child while on a cell phone. This allows parents and RLC staff to communicate any important information about your child. Parents are required to list the name, address, phone numbers and driver's license number of each person other than the parent who is authorized to care for their child in an emergency on the emergency form and enrolment application. Parents or any other person designated to pick up a child must be prepared to show picture identification to the RLC staff. Children are not released to any other person than named on the registration form, unless we have prior written request from the parent. Children are not released to anyone younger than eighteen years old unless specified in a letter that is signed by the parent. It is important that you sign your child in and out each day with your fingerprints at the front desk. Sign in and out Kiosk is located in the front lobby on the front desk. Teachers have attendance sheets located in each of the classrooms so they can take attendance as well. When you bring your child to school, you also certify that to the best of your knowledge, your child is in good health and can participate fully in all activities.

To update contact information, there are information change cards next to the tuition box. Please fill one out and drop it in the Administrator's office.

VISITORS

Parents and other authorized family and friends are always welcome at RLC. We do encourage you to consider the children and their work and ask that you enter their classroom with quiet respect.

PROCEDURES FOR HANDLING MEDICAL EMERGENCIES

ILLNESS

While we take precautions to protect your child against illness, most children experience a normal number of infections and illnesses throughout the year. In such cases, we provide a quiet, calm place for your child to rest in the classroom. We also notify you if it is necessary to take your child home or to the doctor. State licensing regulations state higher, or if they have uncontrollable diarrhea and/or vomiting. Should your child have any of these symptoms, they can return to RLC until they are symptom-free without

medication. Should your child become exposed to an infectious disease at RLC, we will notify you promptly. In return, we request that you report to us when your child has been exposed to or diagnosed with a particular infection or disease. In addition, we also ask that your child be symptom free for 24 hours before returning to school for an extended period of time due to an illness or contagion, we will not prorate your tuition.

In accordance with the Texas State Law, RLC regularly schedule fire and tornado drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the event of disease outbreak, RLC will contact the Texas Health Department and proceed according to their instructions. In the unlikely event that RLC has an intruder/volatile person, we will contact the local police department and follow their instructions.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency shelter to wait the arrival of a parent or guardian. In the event of inclement weather or a natural disaster [floods, tornadoes, hurricanes, etc,] we will follow KATY ISD closing schedule. Parents may review more details regarding our Emergency Preparedness Plan upon request.

In the event of a child choking or hurt badly, we will call 911 for emergency assistance and notify the parent immediately. Our staff is trained in CPR and First Aid to assist any injuries that may arise until the arrival of emergency services.

Parental Notifications

To provide emergency medical care to children at RLC, we require signed authorization by each child's parent or legal guardian. This form contains vital information about each child, such as parents' office and home phone number and addresses; and the name, address, and phone number of the child's physician. **The parents will be the first to be notified. If cannot be reached, then we will move on to the next emergency contact listed.** This form must be kept current and on file as long as the child attends RLC. Please notify us of any changes. We will request updated contact information on a quarterly basis. If there is any change to the childcare facility, parents will be immediately notified by phone call, posted letter, and letter sent home with child in regards to whatever the change may be. [i.e. hours, closings, illnesses, etc.]

CHALLENGING BEHAVIOR AND DISCIPLINE POLICIES

A critical area of our curriculum is helping children gain self-control. This goal is best achieved in a loving, supportive environment where children are treated with respect and fairness. RLC staff members are not permitted to use any form of physical punishment, including spanking. Staff members may not single out a child for ridicule, threaten harm to a child or to the child's family, and may not specifically aim to degrade a child or a child's family. They may not use harsh, demeaning or abusive language. We use the following disciplinary techniques which are age appropriate:

Logical Recognition

Problem solving

Positive Re-direction

At RLC, discipline does not mean punishment. Discipline is teaching a child how to be safe, how to behave on his or her own and how to know the difference between right and wrong. The staff will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of the children in the center. Limits may be set at times in order to keep children from losing control or causing harm to themselves or others.

The key to success for children is in preparing a supportive learning environment and using selective intervention to guide children in their behavior. We believe that when the environment and activities are prepared, children can initiate their own play and exploration, and the need for teacher control is reduced. Our policy in helping children gain self-control is to intervene and redirect energies before problems begin. When an unacceptable behavior begins to occur at RLC, we will first verbally communicate to the parent the concern of behavior. If the behavior continues, we will then ask that the parents participate in a conference to develop a plan to correct the behavior in a positive way. The plan will depend on the child and the situation. We recognize that children often respond to changes and situations they do not fully understand. It is important that you keep the RLC staff informed of matters that may be affecting your child's behavior. Our third attempt in correcting the behavior is to ask that the child withdraw from our program. Our goal is to assist you in raising a happy, well-adjusted child. We can accomplish this goal best through mutual respect and support. We are confident that you, as a parent, will give us that support.

PARENTAL DISCIPLINE PROTOCOL

RLC asks that when you pick-up your children from the classroom, if you notice a situation that warrants disciplinary action, please notify the teachers in the classroom or administration. Please do not take it upon yourself to discipline and students in our care. Parents entrust RLC and our teachers to discipline students according to our policies set forth in our Parent Handbook. Due to a conflict of interest, we kindly request that our families at RLC not befriend our teachers on any internet source [i.e. Facebook or Myspace] or texting.

BITING POLICY

As we know, biting is a common occurrence among children who do not have language to express their feelings. We understand that biting is normal, but it is not an acceptable means of resolving issues. At RLC, we will take immediate action in the classroom as well as with the family regarding any biting incidents. Immediate action includes, but is not limited to, documenting the biting incident with an incident report for both parties involved, in addition to observing, shadowing, or separating the children. Parent/Teacher/Director Conference on how we can collaborate to help the issue. If a specific biting continuously occurs, and if we do not receive appropriate cooperation from the family, we will withdraw the child from our facility.

PARENT-TEACHER CONFERENCES

We evaluate the child's developmental progress through notation during group as well as one-on-one interactions between the teacher and individual students. Parent-teacher Conferences are 2 times a year but also can be held at any giving time by appointment and requests. During these conferences, we take the time to answer any questions or concerns parents may have regarding their child's experience at the center. These conferences also enable parents and staff to work closely to meet each child's specific needs. We utilize the information gathered during children's assessments and parent-teacher conferences to improve and to update individualized curriculum for each child.

RESOLVING PARENTAL CONCERN

Occasionally, differences in philosophy or child-rearing practices may occur in the child care setting. All concerns about your child's care should be discussed promptly with a teacher or the administration to come to a

resolution that will best support your child. Please feel free to request a translator at any time to communicate in your preferred language.

FAMILY PARTICIPATION

We hope that RLC is one of many enriching experiences in you and your child's lives. Because we recognize that you are entrusting us with your precious family member[s], we want you to consider RLC as part of your extended family. Consequently, you are considered an essential element in every facet of your child's activities at RLC. Parents are encouraged to visit their child's classroom for added insight into our programs. You are also welcome to schedule a follow-up discussion with teachers or administration to offer comments or suggestions. We extend an open invitation to parents to observe or participate in their child's classroom whenever desired. Parents and volunteers are encouraged to accompany the children on field trips and offer assistance on special projects throughout the year. See the office to fill out the background check form in order to volunteer.

Some suggestions for parental involvement include:

Sign up to be a room parent or parent volunteer

Volunteer to visit the classroom and read a story

Donate a book

Attend a field trip.

RLC has a full open door policy. For the safety of all children, we do request that you make your presence known to the person in charge and that you cooperate in not disturbing any on-going programs. Parents are encouraged to eat breakfast or lunch with their child in our cafeteria. RLC is open to children between 6 weeks to 12 years of age without discrimination on the basis of political affiliation, religion, race, sex, and mental or physical disabilities. RLC reserves the right to change or revise any policies, procedures, or tuition/fee schedules when deemed necessary. Written notification will be provided to parents. To ensure the security of the children at RLC, administration is readily available at the front door to greet incoming guests. If administration does not recognize a guest, the guest will be asked to provide a photo identification card before they will be allowed to proceed through the building. If you have a concern or complaint, our doors are always open and you can schedule a conference with the Director/Teacher or you can email the Director

We also have a Parent/Survey/Comment card located near the tuition box for you to provide us with feedback on our center. This allows us to make sure we are providing you and your family with safe, happy and quality care in our facility. Just fill out the survey and place it in the tuition box. You may email, call by phone, or see us in person for any communication that may be needed. RLC uses Pro Care System to check in and out our students, billing, to communicate important events and any other important information regarding your child. Policies are reviewed annually and updated if necessary.

COMMUNICATION

Daily reports, student's portfolio binders and observations is how we keep track of our student's growth and development. These things will be discussed in parent conferences twice a year and on a need be basis. There are articles, community happening flyers, pamphlets, handouts and monthly newsletters that give great information on development and in our local area located in our parent resource area. Feel free to take a look and help yourself.

NEWSLETTER

A monthly newsletter to keep you informed of our activities. Please refer to our monthly calendar for events in which you would like to participate.

CURRICULUM GOALS

During these few years, it is extremely important to make sure your child is in an environment that is both challenging and rewarding. Through age appropriate activities, each child can master skills in the area of communication, cognitive and physical development, and social interaction. By experiencing success in each of these areas, a child becomes more confident and self-reliant. These positive learning experiences at an early age contribute to the child's sense of self and emotional well-being. We use a pre-planned curriculum that strives on the basic fundamentals of learning.

MEALS AND FOOD SERVICES

Good nutrition is an essential ingredient in our child development program. Therefore, we are active participants on the government CHILD FOOD PROGRAM OF TEXAS. Each meal is planned to meet a child's nutritional

requirements and is presented in an appealing manner. **We provide Breakfast from 7AM-9AM . Lunch is served at 11AM and 12PM Snacks at 2:00PM-3:00PM and Dinner at 4:30PM. There is a menu posted in the FRONT LOBBY of the Center!**

Any Prepared food that is brought into the program, to be shared among children should be commercially prepared or prepared in a kitchen that is inspected by the local health officials. There are healthy snacks readily available for school aged children as the students arrive. WE DO ALLOW HOME LUNCHESES PARENTS NEED TO INFORM US IF CHILD'S FOOD NEED TO BE REFRIDGERATED OR WARMED UP

FOOD ALLERGY All staff are educated on food allergies and they take precautions to ensure children are protected Liquids and food hotter than 110 degree F are kept out of reach.

We utilize mealtime to instill in children at an early age the long-term benefits and the joy of healthful eating habits. We make a special effort to encourage the children to sample new foods and to cultivate a taste for those that are nutritionally beneficial. Teachers eat with the children in a family-style manner. We do ask that you notify administration beforehand.

BREASTFEEDING POLICY

Parents have the right to breastfeed or provide breast milk for their child while in care. Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. If needed, a quiet and private room is provided for breastfeeding in the facility.

Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. Providing a mother with a place to sit and breastfeed her child helps to support this practice. Use of an adult-size chair in the classroom meets the intent of this requirement. Other things your operation may do to provide additional support including providing:

- A pillow to support her infant in her lap
- A stepstool for her to prop her feet and prevent back strain
- Water or other liquid to help her stay hydrated.

Upon Request , A Compilation of breastfeeding education and support resources in the community will be provided.

BIRTHDAYS AND OTHER PARTIES

Every child's birthday at RLC calls for a special celebration, and parents are encouraged to join in the festivities. For example, parents are welcome to prepare special snacks in recognition of a festive occasion, but we request advance notice. Also, please limit your celebration to a simple, store-bought snack and/or drink at our scheduled snack time. Unfortunately, we cannot allow gift exchanges, piñatas or excessive food. Please provide a party invitation to everybody in the class.

IMMUNIZATIONS

Immunizations are required for your child to have to start care in a childcare facility. We must have a current up-to-date shot record on file for your child at all times. It is important that you keep your child's record updated so there will be no suspension in care.

Immunization Schedule

Vaccines are listed under the routinely recommended ages. Some listings indicate a range of recommended ages for immunization. Any dose not given at the recommended age should be given as a "catch-up" immunization at any subsequent visit when indicated and feasible. The Hep B, MMR, and VAR vaccines noted in the 11-12 year range indicate vaccines to be given if previously recommended doses were missed or given earlier than the recommended minimum age.

HEARING AND VISION SCREENING REQUIREMENTS

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for the following children who are enrolled in a child care center: First-time enrollees who are four years old by September 1st of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.

SLEEPING ARRANGEMENTS

After lunch, restroom use, and hand washing, the children will take a nap or rest quietly on their individualized cots. A daily rest period is scheduled from 11:30 AM – 2:30P.M. to balance the active time. All children may not

sleep at this time however, we encourage them to lie down and rest

After forty-five minutes of resting quietly, those children who are not asleep may read a book for the duration of the rest time. The classroom will resume scheduled activities once the majority of the children in the classroom are awake. Please make sure that the blanket and pillow your child brings for nap is small for storage purposes. [i.e. a receiving blanket or small baby blanket and a small travel pillow are appropriate nap time supplies]. We ask that you please take your child's blanket and pillows home at least once a week to be washed and returned. If your child is in the infant room, you will provide a crib sheet for your infant and that will need to be taken home and washed at least once a week.

CLOTHING GUIDELINES

Please be sure that your child's name is clearly marked on all articles of clothing and mats so that we can minimize the loss of personal belongings. In the event of missing them, please notify us promptly. Clothing should be comfortable, easy for the child to manage [buttons in front, elastic waist banks, etc.] and appropriate for "messy" activities, such as creative arts and outdoor recreation. Clothing that comes on and off easily, without adult help, gives your child added confidence and avoids toileting accidents. Closed-toe shoes, sneakers or other soft-sole shoes are advised for the prevention of injuries. We ask that infants, pre-toddlers, and toddlers have two changes of clothing and a supply of disposable diapers and wipes. Preschoolers should have one change of clothing. A sweater or jacket should be brought to the center during the winter months.

PERSONAL BELONGINGS

It is difficult for young children to share toys and personal belongings with other children. Likewise, it is difficult for the staff to monitor all the many belongings children might bring from home. As a result, with the exception of show-n-tell, please leave all toys, gum, pets, and money at home. Personal items for naptime at RLC should be limited to a pillow or blanket for resting. Children are encouraged to bring a book or record/tape for the teacher to share during group times.

PHYSICAL ACTIVITY, WEATHER AND SCREEN TIME

Outdoor recreation for fresh air and exercise is scheduled daily, weather permitting. Each playground has developmentally appropriate climbing structures for each age group. We follow KATYISD on weather advisories.

If your child has been previously sick and cannot go outside, we ask that you keep them home from childcare. We do not allow screen time for children 2 years and younger only at RLC.

CHILDREN WITH SPECIAL NEEDS

At RLC, we believe that every child should have a successful and meaningful experience. We will do everything we can to include every child: however, administration and the parents will work together to decide if we are able to accommodate a child with special needs. Upon enrollment, we would like a copy of your child's IFSP, IEP, or any other individualized plans to enable the teacher to tailor your child's curriculum regarding any disabilities or other special learning needs.

FIELD TRIPS AND TRANSPORTATION

For children three years and older, field trips will be planned periodically throughout the school year. Information regarding the field trips will be presented in your child's monthly classroom newsletter and calendar. In addition, a sign-up sheet will be attached to the inside of your child's classroom door during the week prior to the field trip. This sheet serves as a permission slip to allow your child to attend the field trip. This sheet will need to be signed and initiated for your child to attend the field trip. Each child must wear a RLC shirt as well. During this field trips, the teacher and the bus driver will have cell phones to call for help whenever necessary, first-aid kits to address any injuries, and alternate transportation arrangements if there is a problem with the bus during the trip.

DRUG FREE AND GANG FREE ZONE

In our effort to provide a safe, healthy environment for each child to grow and develop, we maintain a facility free of alcohol, drugs and tobacco use.

The use or presence of alcohol, drugs, or tobacco is prohibited in the building or anywhere on the grounds by RLC staff, volunteers, parents or visitors. The use or presence of alcohol, drugs, or tobacco is prohibited during any outing or field trip, as well as, on any vehicle used by RLC to transport your child.

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes Section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians

of children in care at licensed childcare centers.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas Law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center.

What is the purpose of gang-free zones?

Similar to motivation behind establishing drug-free zones, the purpose 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 day care center?

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

DEPARTMENT FAMILY & PROTECTIVE SERVICES

It is your right to know everything about our childcare facility. Therefore, this letter is to inform you that the following documents and reports are available to you at any time.

Daycare license and permit number

The minimum standards for childcare facilities

The most recent DFPS inspection/investigation report

Documentation of liability insurance that complies with Human Resource code, section 42.0491

The most recent fire marshal's inspection report

The most recent Health Department's sanitation report

The childcare's operational policy

DFPS [Department of Family and Protective Services] website:
www.dfps.state.tx.us

DFPS phone number: 713-940-3009

PREVENTING AND RESPONDING TO ABUSE OR NEGLECT

Keeping children safe is our number ONE goal here at RLC and we need your help. If you ever see abuse or neglect going on in this facility or ANY facility, please report it. Also, unsafe children's products should be reported as well.

All of our staff are trained in reporting abuse and neglect, as well as ACPR/First Aid.

Call to report any abuse or neglect.

Here are some warning signs:

Physical Abuse

Physical Indicators:

- Has unexplained bruises or injuries
- Has linear bruising, especially when seen on the buttocks, legs, arms and back
- Has injuries where children don't normally – on the face, legs, bottom or torso
- Has bruising in various stages of healing especially when on different body parts
- Has bruises in the shape of an object, a hand, shoe, iron, stick, belt, etc.
- Has fading bruises or other marks noticeable after an absence from school.

BEHAVIORAL INDICATORS

- Reports injury by a parent or another adult caregiver
- Provides difficult to believe explanations for injuries
- Has difficulty sitting, complains of soreness, or moves uncomfortably
- Wears clothing to cover body especially when inappropriate to weather
- Reports mistreatment of animals in the home
- Becomes withdrawn, aggressive or self-destructive
- Is bullied or is a bully

- Routinely arrives at school early or stays late
- Is overly compliant, an overachiever or overly responsible
- Seems frightened of the parents; appears afraid of being at home
- Is always watchful and alert – as though preparing for something bad to happen
- Has learning problems
- Has behavior changes just prior to going home from school or when picked up
- Is wary of adult contact; cringes or flinches when others get close.

Additional Indicators For Adolescents

- Chronic runaway
- Engages in violent or dangerous behavior

NEGLECT

Physical Indicators

- Has not received attention for physical or medical problems
- Medical needs are only cared for when urgent, has untreated dental needs
- Has consistently bad hygiene, has unwashed matted hair and noticeable body odor
- Clothing is too large or too small or inappropriate for the weather
- Receives little or no support from family with homework and school activities
- Reports no caretaker, or inconsistent caretakers at home
- Has attended numerous schools with delays in enrollment
- Has no pets or many pets; describes pets as hungry or dying
- Routinely loses, or does not return school papers, permission slips, etc
- Does not have money for lunch, arrives to school in time for free meals
- Is accidentally hurt or abused by someone other than parent while unsupervised

Behavioral Indicators

- Is frequently absent from or late to school
- Is allowed to play in unsafe environments or with unsafe people
- Is responsible for household, cooking, cleaning, laundry, and care of siblings, not typically seen in children of the same age and family size
- Feels responsible for meeting the needs of parent
- Is tired; falls asleep in class
- Displays excessive need for affection or attention
- Exhibits self-soothing behaviors, thumb sucking, rocking
- Has learning problems, speech delays and delayed physical development
- Is self-destructive, engages in delinquent behavior at a young age
- Has difficulty making and keeping friends
- Begs or steals food or money from classmates.

EMERGENCY PREPAREDNESS PLAN

If an emergency situation develops, such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, we will evacuate the facility for the safety of your child and our staff. Parents will be notified to make arrangements for an early pick-up.

When local school systems are closed due to inclement weather, RLC is closed. Tune to the designated radio or television station for further information if in doubt as to whether or not the facility will be open. RLC is equipped with a weather band radio, a fire and smoke detector system and fire extinguishers. Fire and severe weather drills are conducted every 30 days. If an emergency situation develops and it is determined that the building or premises are unsafe, your child will be transported to a safe location. Parents will be notified of the situation and you will be required to pick-up your child as soon as possible.

EVACUATION PROCESS

When the decision is made to evacuate RLC, the Director will make the announcement in the most expeditious way possible that all persons are to

evacuate to their assigned assembly area and await further instruction. The building is to be evacuated completely. The Director will notify appropriate personnel and communicate what type of emergency is present. In the event of an evacuation, we will relocate the children to

In the event of an actual fire, the Director will be responsible to notify 9-1-1 of the emergencies from a cell phone outside the building once the evacuation is complete.

VOLATILE/ENDANGERING PERSONAL PLAN

In the event an intruder is in the building, the Director will notify teachers with a code word that will be said across the walkie-talkie system in their classroom for them to take cover and lockdown. In the event we feel the students need to evacuate the building and that they can safely exit. We will call out another code word that will motion for an evacuation of the building.

CENTER STAFF WILL EVACUATE THEIR CHILDREN AS FOLLOWS

Infants

The Infant Nursery Supervisor shall put infants in an evacuation crib and move to the designated evacuation assembly area. Upon arriving at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the Director immediately.

The Infant Nursery Supervisor is responsible to bring all attendance sheets, child rosters, and information sheets. For inclement weather, if possible, take appropriate supplies to protect the infants.

Toddlers and Preschool

The Toddler Group Leader and Preschool Group Leader shall be responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. The Group Leader is also responsible to bring all attendance sheets, child rosters, and information sheets. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log and the results reported to the Director immediately.

For inclement weather, if possible, take appropriate supplies to protect the

children, RLC staff and other available personnel will assist the staff with the evacuation and then proceed to perform their assigned duties.

Note: Under no circumstances is staff to stop for any of their own or children's personal belongings, including, jackets, shoes, purses, etc.

Procedures for conducting a Fire Drill

1. Inform the staff in advance. RLC Director informs the staff that there will be a fire drill later in the day/week.
2. Familiarize the children with the fire drill. Teachers talk to the children in their classroom about the bell/alarm, rules, and procedures for vacating the building.
3. Evacuate the building. The Director will sound the alarm and RLC will be evacuated.
 - a. Evacuating Infants and Toddlers: The designated member of the management team goes to the infant/toddler area.
 - b. Children in the Infant Nursery are placed in an evacuation crib and the crib is wheeled outside by the Infant Nursery Supervisor to the designated area.
 - c. Toddlers [walkers] proceed immediately with their Group Leader to the outside-designated area.
 - d. Group Leaders will count their children and take attendance sheets, emergency information and cell phones with them.
 - e. Director or designee checks bathrooms, closets, and "hiding places" for "lost children" and for possible sources of smoke or fire during a real alarm.
 - f. Director retrieves the official daily sign-in sheet and cell phone.
4. Time the drill. Director times how long it took to vacate the building.
5. Verify accurate recount of all persons. Director or designee checks with each group to verify an accurate recount of all persons.
6. Return to the building. Director or designee gives approval to reenter the building. Director or designee helps with infants and toddlers.
7. Document the completed fire drill. Director contemplates written documentation that contains the specifics of the drills: date, time and location of fire and the length of time required to vacate building.

Fire drill will be practiced at least once in a month, at different times of the day. All children should have the experience of a practice fire drill to be better prepared for a real emergency.

Key materials: Prepared Emergency Evaluation Kit [see Emergency Kits and Supplies, Attachment C] including some play materials.

1. Pick-Up Assignment: Establish an area away from the primary play area and first aid areas to control access.
 - a. Collect all the sign-in sheets to monitor family pick-ups.
 - b. Select a staff member to collect children and bring them to the pick-up point.
 - c. Report back to the Evaluation Supervisor with updates, needs, and problems during his/her rounds.

Key materials: Sign-in sheets; marker/pens and paper, highly visible cap.

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES

The following information serves as a quick reference to make decisions in a stressful emergency situation. This information is by no means intended to substitute for adequate first aid training. Staff involved in the direct care of children should maintain current certification in First Aid and CPR for infants and children. By applying standard principles of action in every medical situation, staff can prevent further harm and avoid overlooking factors that may affect a child. It is important for staff to recognize signs and symptoms requiring immediate action and ambulance transport to the nearest hospital emergency department, as opposed to those that are not emergencies and can be treated at the Center and/or while waiting for the child to be picked up. The teacher who is with the child should provide first aid according to the principles of emergency action.

MEDICAL EMERGENCY CONDITIONS

Listed below are some examples of conditions that are considered serious medical emergencies requiring immediate medical care by a health care professional. Call an ambulance and then notify the child's parent/guardian immediately for any of the following:

-Semi consciousness [able to arouse but extremely lethargic] or unusual confusion.

Breathing difficulties including:

- Rapid, noisy breathing [barking, gurgling or crowing sounds, severe wheezing]
- Labored breathing [takes so much effort that child cannot talk, cry, drink or play]

Severe bleeding [large or multiple wounds that cannot be controlled with direct pressure]

Unequal pupils

First-time seizure or seizure lasting more than 15 minutes in a child with known seizure disorder

Injury that causes loss of consciousness

Neck or back injury

Continuous clear drainage from the nose or ears after a blow to the head

Non-injury-related severe headache, stiff neck, or neck pain when the head is moved

Hives [a rash that looks like welts] that appear quickly, especially if hives involve face, lips, tongue, and/or neck

Very sick-looking or sick-acting child who seems to be getting worse quickly

Repeated forceful vomiting after eating in an infant under four months of age

Severe abdominal pain that causes the child to double up and scream

Abdominal pain without vomiting or diarrhea after a recent blow to the abdomen or hard fall

Possible broken bones, especially if the child shows symptoms of shock or the body part cannot be adequately splinted or otherwise immobilized for transport by parent/guardian.

The teacher should apply appropriate first aid measures for all medical emergencies and minor illnesses or injuries as outlined in publication received with approved First Aid training. The parent/guardian of a sick or injured child should be contacted by telephone as soon as possible. The Center Director or a staff member should continue to try to reach a parent/guardian or emergency contact. However, whether or not he or she is able to contact a parent/guardian, the child should still be taken to the hospital whenever a medical emergency exists.

Kindly Fill and return only this page along with your admission forms

PARENT HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have read the parent handbook. I am fully aware of the educational philosophy, discipline policy, and procedures for arranging conferences with the staff at RLC. I have read and understand the fee arrangements and conditions detailed in the parent handbook. I agree to these conditions and will abide by them. The Registration fee is \$50.00 and is non-refundable and is due upon enrollment.

This acknowledgment must be placed in our files. Please sign this form and return it to RLC.

Parent Signature

Printed Parent Name

Date
