

# Parent Handbook



**LITTLE CREEK**  
AT TEXSTAR

Updated February of 2025



**Parent Handbook for Little Creek at TexStar  
After School Care & Summer Day Camp  
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## **Mission Statement**

### **Policy No. 1**

Our mission at Little Creek is to provide an After School Care and Summer Day Camp environment where children can feel safe & loved. We have small teacher to student ratios to ensure each child is receiving one-on-one care and attention from our passionate caregivers.

**NON-DISCRIMINATION:** Little Creek at TexStar does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.



## **Welcome**

### **Policy No. 2**

Little Creek at TexStar is locally owned and operated. The company started in 2023 by Dawn and Bill Murphy.

The Program Director is responsible for the daily management of the facility. In the absence of the Program Director, there will be a qualified caregiver as the designated person in charge.

Throughout this Parent Handbook, the designated caregiver will take the place of the Program Director when the Program Director is not available.



## Philosophy Policy No. 3

At Little Creek at TexStar, we feel it is of the utmost importance that children feel safe and loved. Our teachers are highly trained and selected with our philosophy in mind. They are committed to loving and nurturing each and every child and to make learning fun! We also believe that physical activity is an important part of learning.

Exercise stimulates BRAIN GROWTH, improves FOCUS & COGNITIVE PERFORMANCE.

Our students will be able to participate in:

- Outdoor play on our brand-new playground
- Outdoor play in our activity area designated for sports activities
- Friday Tumbling (Included in tuition)
- Indoor play in our gym



## Licensing Information Policy No. 4

### **1. State Licensing Authority**

#### *Minimum Standards for School-Age and Before or After-School Programs*

Little Creek at TexStar (Little Creek) abides by all standards regulating childcare as prescribed by Texas Department of Health and Human Services.

A full printed copy of the licensing regulations/standards can be found at the front desk. Parents may also find the licensing regulations on the internet at the following link

[www.txchildcaresearch.org](http://www.txchildcaresearch.org) Parents may also review a copy of the child-care centers' recent licensing inspection reports posted on the Parent Communication board in the front entry of on the licensing website listed above. Parents may reach child care licensing by using the website above or calling the local office at 806-354-5307.

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand and follow these regulations.

Employees are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Child Care Minimum Standards at all times.

Employees are required to immediately notify the School Director of any violations of licensing regulations by any person in the organization.





## Enrollment Policy No. 5

Enrollment at Little Creek at TexStar is open to children from five to eleven years. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

When visiting our facility for the first time, parents will be asked to complete a Little Creek at TexStar Inquiry Form. A state/government issued ID will be required to verify information on the Inquiry Form before a tour will be given and prior to enrollment paperwork passed out to the parent. Little Creek at TexStar front office staff will make a copy of the state/government ID for our records.

Parents can apply for enrollment of their child in Little Creek at TexStar by completing the Enrollment Application and paying the Enrollment Fee. The Enrollment Fee is non-refundable. In the event that a court order is on file for the child being enrolled, a certified copy of the court order must be attached to the Enrollment Application. Little Creek at TexStar front office staff may once again ask for a state/government ID to verify that the information on the Enrollment Application matches the birth certificate and/or Court Orders.

Initial enrollment is contingent upon receipt of the completed Enrollment Application, Emergency Release Form, Food Program Enrollment Form, signed Tuition Agreement, Registration fee, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

Little Creek at TexStar reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Little Creek at TexStar is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Little Creek as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Little Creek immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any registration fee and/or tuition.

Parents will be notified within 30 days of any policy change in writing. Signatures from parents will be required stating they understand the policy.



## Tuition For After School Care Policy No. 6

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Little Creek. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

### 1. Payment

Payment for my child's program is due on the first of each month as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not the child attends. All parents must be set up on ACH draft for tuition payments. Tuition does not include fees for field trips.

### 2. Late Fees

A \$10 per day late fee will be added for all non-payments. If tuition and/or late fees are not paid by the 10th of each month, then the child cannot return to care the following day until paid. There is no credit given for vacations less than 5 consecutive days, scheduled school holidays, or for closings due to emergency situations, inclement weather or acts of God. Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Little Creek, however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

### 3. Multiple Child Discounts

Little Creek offers a multiple child discount for one or more siblings enrolled. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted 10% per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

### 4. ACH Returns

Per Policy 6.1, all families are required to be set up on ACH draft for tuition payments. ACH drafts are automatically run on any account with a balance on Monday mornings. In the event that a draft is returned by the bank, a \$35 insufficient return fee will be automatically added to the account. Upon notification of the return, the family will be notified and payment by credit card or money order will be immediately due. If payment is not received upon notification of the return, then a \$10 per day late payment penalty will be added to the account for each day the balance is not paid starting with the day tuition was originally due.

Families will be unable to return to care the following day the notification of the return until the account is paid in full. In the event that the family has three or more ACH returns in a 12-month period, a deposit equal to two weeks tuition will be required to continue care. In the event that the family has five ACH returns in a 12-month period, enrollment will be terminated.



## Tuition for Summer Day Camp Policy No. 6

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Little Creek. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$2.00 per page copying fee will be charged accordingly.

### 1. Payment

Payment for my child's program is due two weeks prior to the week enrolled as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not the child attends. All parents must be set up on ACH draft for tuition payments. Tuition will be due by the Monday two weeks prior to your Camp Date. Tuition will be drafted the Monday two weeks before for the registered camp week if it has not already been paid. If tuition has not been paid two week prior to camp date, late sign up tuition rate will apply. Once you are registered, tuition will be due whether your child is able to attend or not. We are limited on availability, so your child will be holding that spot. No refunds or makeups available. Online Registration will be turned off 1 week prior to camp date. Price will then increase to Late Sign up Rate. You must contact the front office for availability and to enroll.

### 2. Late Fees

**If tuition has not been paid two week prior to camp date, late sign up tuition rate will apply.**

There is no credit given for scheduled holidays, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Little Creek, however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

### 3. Multiple Child Discounts

Little Creek offers a multiple child discount for one or more siblings enrolled during the same week for the entire week. The youngest sibling pays the full tuition rate and each additional child's tuition are discounted \$15 per child. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.



## Confidentiality Policy No. 7

Within Little Creek, confidential and sensitive information will only be shared with employees of Little Creek who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Little Creek strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, or other health related information of anyone associated with Little Creek.

Outside of Little Creek, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Little Creek, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may not observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Little Creek are strictly prohibited from discussing anything about another child with you.



## Mandated Reporting of Suspected Child Abuse and/or Neglect Policy No. 8

*Minimum Standards 746.501 (25(A))*

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Little Creek are considered mandated reporters, under this law. The employees of Little Creek are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Little Creek take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Little Creek cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping of or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

All staff are required to abide by the same policy and are required to have annual trainings regarding prevention and responding to abuse and neglect of children.



## Parent Code of Conduct Policy No. 9

Little Creek requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Little Creek is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Little Creek but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

### 1. SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### 2. THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH Little Creek:

Threats of any kind will not be tolerated. In today's society Little Creek cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### 3. PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Little Creek:

While Little Creek does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Director. Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.



#### **4. SMOKING:**

For the health of all Little Creek employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Little Creek. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### **5. VIOLATIONS OF THE SAFETY POLICY:**

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Little Creek. Please be particularly mindful of Little Creek entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Director.

#### **6. CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF Little Creek:**

While it is understood that parents will not always agree with the employees of Little Creek or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### **7. VIOLATIONS OF THE CONFIDENTIALITY POLICY:**

Little Creek takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Little Creek. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

#### **8. Cell Phone Usage**

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our Little Creek staff can properly communicate with you.

#### **9. Questions or Concerns**

Minimum Standards 746.501(20)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the Director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.



## Parent's Right to Immediate Access

### Policy No. 10

*Minimum Standards 746.501(b)(1)*

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Little Creek, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Little Creek must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with Little Creek, **both** parents shall be afforded equal access to their child as stipulated by law. Little Creek cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Little Creek suggests that the parent keep the child with them until a court order is issued, since our rights to retain your childcare are secondary to the other parent's right to immediate access. Little Creek staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the childcare facility only at the discretion of the School Director. An employee of Little Creek will accompany visitors at all times, throughout the center.

Little Creek will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Little Creek cannot have a child at the school when the child's parent is prohibited access. Little Creek will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.





## Dismissal Policy No. 11

Little Creek reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the school's legal counsel for collection.

The Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. Little Creek will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Little Creek.



**Withdraw/Cancellation  
After School Care  
Policy No. 12**

A 30 day written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the Director. A withdrawn child and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following the last day of enrollment at Little Creek. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at Little Creek Academy, must submit a request to do so 30 days in advance of the proposed change. Schedule changes are subject to a change fee of \$100.

The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new Tuition Agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request the Director receives the schedule change for will be used to toll the 30 day notice required for withdrawal.

**Withdraw/Cancellation  
Summer Day Camp  
Policy No. 12**

**We are not able to offer makeup days or refunds due to limited space.**

Parents who wish to change their child's days or times of enrollment at Little Creek, must submit a request to do so at least 14 days in advance of the proposed change. Schedule changes are subject to a change fee of \$100.

The Director will notify the parents in writing if the new schedule is available. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available. Tuition for the week originally enrolled in is non-refundable.



## Court Orders Affecting Enrolled Children

### Policy No. 13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Little Creek must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Little Creek administration, both parents shall be afforded equal access to their child as stipulated by law.** Little Creek cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to

have access to their child, Little Creek suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Little Creek is obligated to follow the order for the entire period it is in effect. Employees of Little Creek cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Little Creek will report any violations of these orders to the court.



## Arrival Procedures Summer Day Camp Policy No. 14

Upon arrival at Little Creek, the parents or the adult dropping the child off must sign the child into care on the sign-in tablet located at the front door. A health check will be completed on the child/children. If present with a temperature above normal or signs of possible illness, the child will be excluded from care.

In order for all enrolled children to benefit from the curriculum and activities planned, **all children are encouraged to arrive by 9:00am.**

### Parent Communication

*Minimum Standards 746.501(26)*

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

Parents must drop off their child by 11:00am in order for the child to be served lunch. Lunch will not be available or saved for any child arriving after 11:00am.

### 1. NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30 am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the parent does not notify the school of a child's absence, Little Creek will contact the parent. A \$5 No-Call fee will be charged anytime a parent fails to notify the school of an absence. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.



If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Little Creek will take all measures necessary to protect your child’s confidentiality.

## **2. SCHOOL’S RIGHT TO REFUSE ADMISSION**

Little Creek reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Little Creek if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents’ failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.



## Arrival Procedures After School Care Policy No. 14

Students will be picked up from their school by our Little Creek Staff Members in our Little Creek Vans. The employees will check the students in once they have been picked up. Once students arrive at our facility, they will have a snack and start the daily schedule.

### Parent Communication

*Minimum Standards 746.501(26)*

Parents are required to notify the child's teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

### 1. NOTIFICATION OF ABSENCE

Parents are required to inform the center by 8:30 am if a child will not be at the center on a scheduled day. This will enable the center to be aware for pickup, and to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. If the parent does not notify the school of a child's absence, Little Creek will contact the parent. A \$5 No-Call fee will be charged anytime a parent fails to notify the school of an absence. Parents who fail on three occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our center. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Little Creek will take all measures necessary to protect your child's confidentiality.



## **2. SCHOOL'S RIGHT TO REFUSE ADMISSION**

Little Creek reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Little Creek if the child were to be present at the center.
4. Parents failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.



## Pick Up Procedures

### Policy No. 15

*Minimum Standards 746.501(2)*

Parents or other authorized adults are required to sign their child out of care on the sign-out tablet located at the front door. Once a parent signs their child out and the child is handed over to the parent, the parent is then solely responsible for supervising their child while on the premises.

Parents or persons designated to act “in loco parentis” are required to sign any incident/ accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or other authorized adult at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

#### **1. LATE PICK-UP:**

Our schools are licensed to care for children from 7:30am to 6:00 pm during the summer and 3:30-6:00 during the School Year. Parents must pick up their children no later than 6:00pm. All measurements of time are to be according to the Little Creek clock located at the front desk.

A late fee of \$25 for the first minute per child plus \$1 for each additional minute per child will be charged for late pick-ups. Late fees must be paid at the time of pick up. The child will not be allowed to return to care until all late pick-up fees are paid in full.

A child’s services will be terminated should the child be picked-up late on three occasions in one summer session or five occasions within one school year regardless of the reasons for the late pick-up. It is the parent’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

#### **2. PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP**

The staff of Little Creek will contact local police and/or the other custodial parent should a parent appear to the staff of Little Creek to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Little Creek staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child and appears to the staff of Little Creek to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Little Creek will contact the child’s parents, local police and Child Protective Services to notify them of the situation.





### 3. EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Little Creek in an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the emergency contact list. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "In Loco Parentis." In Loco Parentis status affords the pickup person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick up list are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a Government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Employees of Little Creek are prohibited from being listed on the emergency/alternate contact list.

Little Creek reserves the right to refuse/ban any person listed on the emergency/ alternate contact list for any reason, including but not limited to violations of the policies/ procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.



## Calendar & Hours of Operation

### Policy No. 16

*Minimum Standards 746.501(1)*

Little Creek Adventure Day Camp is open from 7:30am-6:00pm, Monday-Friday, June through mid August. We close to observe Independence Day. Full tuition is due for holiday weeks.

Little Creek After School Program is open from 3:30-6:00pm, Monday-Friday mid-August through the end of May. We close to observe the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. Full tuition is due for holiday weeks.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Little Creek Academy may close the day before or the day after the holiday. Little Creek Academy may close early on certain days during the holiday season. Policy 15.1 (Late Pick-Up) will apply for late pick-ups on these designated days. Parents will be updated on each year's holiday schedule in January.



## Emergency Closings and Inclement Weather Information Policy No. 17

In most cases, Little Creek is open during inclement weather. In the event that significant events accompany severe weather, such as a loss of power or water, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by Facebook, News outlets and by Brightwheel or IclassPro (text/email).

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days.



## Schedule Information Policy No. 18

### 1. Daily Schedule of Activities

Little Creek classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a **sample** of your child's typical day:

#### Summer Day Camp

- 7:30-8:00: Drop off begins/ Child Centered Activities
- 8:00-9:25: Exploratory play in the gym
- 9:25-10:00 Outdoor play
- 10:00-11:00: Morning snack/craft
- 11:00 -12:30: Stations (Exploratory/outdoor play/Adventure Playhouse)
- 12:30-1:30: Lunch sessions
- 1:30-2:30: Rest Time
- 2:30-4:00 Exploratory play in the gym
- 4:00-4:30: Snack
- 4:30-5:00: Outdoor play
- 5:00-6:00 Activity Centers
- 5:45-6:00: Pickup begins

#### After School Care

- 3:30-3:45 Arrival
- 3:45-4:15 Snack and craft
- 4:15-5:15 Indoor/Outdoor play
- 5:15-6:00 Activity Centers
- 6:00 Pickup



## **2. Staff to Child Ratios**

Little Creek the staff to child ratios established by the National Accreditation Commission, which is lower than the state licensing ratios. From time to time, due to staffing shortages or other operational challenges, the school may default to state designated ratios. Little Creek will never run higher ratios than established by the Texas Department of Health and Human Services Child Care Licensing Unless a significant event or emergency arises.

## **3. Nap and Rest Time (Summer Day Camp)**

Supervised rest periods are provided for all children who remain at Little Creek after lunch time and are in care for more than five consecutive hours. For Summer Day Camp, your child will be provided a mat to rest on. We recommend parents provide a blanket, pillow, or sleeping bag for your child. Nap and rest times are required by the Texas Department of Health and Human Services Child Care Licensing. Due to these regulations, parents cannot request that their child be exempt from nap or rest time.

## **4. Personal Care Supplies Needed**

Children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. For safety reasons, boots, sandals and flip flops are prohibited.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Little Creek cannot be responsible for broken or lost items.

## **5. Birthday and Holiday Celebrations**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a "store bought" treat to share with the class. Please make arrangements with the teacher three days in advance when planning a special occasion.

Little Creek believes in inclusion and celebrating each child's beliefs and important days.

In the event that a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.



## **6. Parent/Teacher Conferences/Communication**

*Minimum Standards 746.501(6)*

Open Communication with parents is very important to children's success. Little Creek has multiple ways of communicating with parents. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Signing such documents is not an admission or agreement in any way, yet acknowledgement that communication took place. Failure to sign documents is grounds for immediate dismissal from the program.

Listed below are ways that Little Creek may communicate with parents: - Our bulletin board located in the front lobby

- Through email notifications
- Written memos placed in your child's weekly folders
- Social media site such as Facebook
- Smart phone notifications through IclassPro & Brightwheel
- Verbal communication with the child's teachers and director



## Discipline Policy No. 19

*Minimum Standards 746.501(7)*

Little Creek staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: 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 and redirecting behaviors. Little Creek does not use "time out" as a form of managing behavior. Little Creek staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. Little Creek reserves the right to terminate care for the child for discipline problems at any time.

Little Creek employees are trained in Conscious Discipline. Conscious Discipline techniques and beliefs are used at all times in the classroom. These techniques and beliefs include:

- Our role is to teach behavior, not stop behavior.
- Adults see themselves as role models in the classroom. Adults are to behave in the same manner expected of the children.
- Using active calming techniques for both children and adults
  - Understanding that all behavior is a form of communication. When children act out, it's an opportunity to teach, not punish.
- Meeting the needs of the children so that they can meet the needs of their peers.
- Allowing children to express their emotions while supporting and comforting children in distress.
- Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our program.
- Greeting each child every morning in a positive and impactful way.



Little Creek wants to ensure a fun and safe environment for all participants, so we have a ZERO tolerance bullying policy. Parents or guardians will be informed of the incident to discuss corrective solutions. There will be a “three-strike” policy for repeated disruptive behavior. Camp staff has the right to immediately dismiss a child from camp due to violent or disruptive behavior. This includes any inappropriate physical and verbal behaviors (examples: hitting and cursing)

- **First instance:** The child will receive a verbal warning and parent or guardian will be informed at the end of the day.
- **Second instance:** The parent of guardian will be notified immediately and asked to pick the child up from camp for the day.
- **Third instance:** The child will be dismissed from the remaining days of camp with no refund for prepaid programs.

## 20.1 Suspension and Expulsion of Children

Minimum Standards 746.501(8)

Little Creek is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support.

Little Creek will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. Little Creek is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Any child who is a safety threat to themselves or to others will be subject to suspension/ exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the center may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

Through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, Little Creek will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are in place.





## Items from Home Policy No. 20

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys and/or electronic items from home, unless specifically requested by the classroom teacher for use as part of the curriculum. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the Director should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item.

Little Creek will provide a mat/cot for the children ages 5-6 in classrooms with nap/rest time for Summer Day Camp. Students are encouraged to bring blankets/pillows/sleeping bags from home for nap time.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Little Creek staff for safety and appropriateness and may be prohibited at the sole discretion of Little Creek.



## Dress Code Policy No. 21

### 1. CHILDREN Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Little Creek is not responsible for lost or damaged items of clothing.

### Jewelry/Accessories:

Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Little Creek will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it is discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violations of SAFETY POLICIES and will result in dismissal from the program.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending Little Creek.

Little Creek is not responsible for damage to or loss of and articles of clothing.

### 2. PARENTS Clothing:

Parents are required to be dressed in appropriate clothing while at Little Creek or involved in any Little Creek sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.



**Field Trips  
Summer Day Camp  
Policy No. 22**

*Minimum Standards 746.501(16)*

Little Creek Summer Camp will offer field trips for Summer Day Camp. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip and will be posted in a prominent place 48 hours before the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the Director.

Little Creek provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own, on a Little Creek sponsored trip.

If you choose for your child to not participate in a field trip, they will not be allowed to attend school on that day. No reduction in tuition or fees will be granted in these situations.

Due to safety risks and child tracking procedures, children may not be dropped off or picked up on a field trip. Parents must schedule appointments around the field trip schedules.

All children under the age of 8 are required to use an updated Child Safety Seat/Booster Seat provided by Little Creek.

All Little Creek Drivers are licensed, background checked, trained, and insured.



**Parent Participation/  
Volunteers Policy No. 23**  
*Minimum Standards 746.501(21)*

Parents may visit Little Creek at any time during the hours of operation without having to secure prior approval.

Any parent who volunteers will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.



## Health and Safety Policy No. 24

### 1. PRE-ENROLLMENT REQUIREMENTS

*Minimum Standards 746.501(11,13)*

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office 3 business days prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at Little Creek. This is per our licensing regulations. If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician. Immunizations may be waived for certain reasons. Please discuss this with the School Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

### 2. CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. This form can be obtained by request from the Director.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 3. COMMUNICABLE DISEASES /Illnesses

*Minimum Standards 746.501(3)*

Little Creek follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual is on file with the Director and is available upon request for review. Additionally, copies can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

Parents are required to pick up an ill child within 1 hour of notification by phone. If a parent is reached but cannot pick their child up within 1 hour, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable



disease; including, but not limited to the following: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea that cannot be contained in diaper, vomiting, temperature measuring greater than or equal to 100.0 degrees, rash or sores. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. Little Creek reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program.

When children are ill, they must not return to the facility until they are symptom free without medication for 72 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100 degrees Fahrenheit or more as taken under the arm.

Diarrhea is defined by stools that are more frequent or less formed than usual for that child and not associated with changes in diet. Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children if the diarrhea is causing "accidents". In addition, diapered children with diarrhea should be excluded if the stool frequency exceeds two stools above normal for that child during the time in the program day or whose stool contains blood or mucus. Readmission after diarrhea can occur when diapered children have the stool contained by the diaper and when toilet-trained children are not having "accidents" and when stool frequency is no more than two stools above normal for that child during the program day.

Parents will be notified at the time of pick up if their child has the presence of head lice. Parents of the affected child must treat the child for head lice before they can return to care.

If your child will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Little Creek will take all measures necessary to protect your child's confidentiality.

## **5. DISPENSING MEDICATION**

*Minimum Standards 746.501(4)*

Our staff is not permitted to and will not administer any medication for any reason. Please ensure your child has had all scheduled medications prior to coming to our facility. The only exception is life saving medications such as Epi-pens and asthma inhalers.



## **6. FIRE/EMERGENCY DRILLS**

*Minimum Standards 746.501(5)(23)*

Little Creek conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 1 hour of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/ emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/ emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Parents may review the complete Little Creek Emergency Preparedness Plan posted in every classroom and on the Parent Communication Board.

## **7. ALTERNATE SAFE LOCATION**

*Minimum Standards 746.501(24)*

Should the administration of Little Creek or any emergency services personnel determine the building which houses the childcare agency to be too dangerous to be occupied, the staff and children will be taken to an alternate location detailed in the Little Creek Emergency Preparedness Plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

## **8. INCIDENT/ACCIDENT REPORTS**

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher.



Parents or persons designated to act “in loco parentis” are required to sign any incident/ accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

## 9. FOODS

*Minimum Standards 746.501(10)*

**All age groups:** For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Little Creek never uses food as a punishment or reward. Children will never be denied participation in breakfast, lunch, or snack time for behavior reasons.

Little Creek will provide a healthy morning and afternoon snack for all children at age of eating table food, including water, fruit juice and/or milk. A list of the daily snacks available to the children will be posted in the classroom on a monthly basis.

## 10. NUT FREE CENTER

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, Little Creek prohibits nuts and/or foods containing nut products on Little Creek property, and/or at Little Creek sponsored events. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone’s breath or touching nut oil residue left on a countertop, not only from consuming nuts or nut products. This includes, but not limited to, milk made with nuts such as almond milk.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with nuts, or nut products), Little Creek does not allow homemade snacks at the center. While Little Creek understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at Little Creek.





Since Little Creek is a nut free environment, parents can purchase the items to make homemade snacks and make arrangements with the classroom teacher to make the snacks as part of a classroom lesson. Only Little Creek utensils, bowls, and bakeware may be used to prepare these foods.

## **11. FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

## **12. Water Activities**

*Minimum Standards 746.501(15)*

Parents will be notified in advance of swimming and other water play activities. Splash/ Sprinkler Play is offered at all locations during the summer months. Parents are asked to bring in a swimsuit, water shoes and a towel on their child's assigned splash day. Children wearing regular diapers will not be allowed to participate in Splash Day.

## **13. Animals**

*Minimum Standards 746.501(17)*

From time to time, Little Creek may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

## **14. Insect Repellent and Sunscreen**

*Minimum Standards 746.501(18)*

Little Creek will apply sunscreen and/or bug repellent as needed. Sunscreen And bug repellent must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellent Permission Slip" must be completed by the parent before these items can be applied.

## **15. Health Checks**

*Minimum Standards 746.501(27)*

Little Creek staff will do a visual check of the children upon arrival each morning for camp or after school for during the year. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A Little Creek staff member may complete an "Incident Report" to document these situations.



## 16. Vaccine-Preventable Diseases

*Minimum Standards 746.501(27)*

All Little Creek employees are encouraged to receive an annual flu shot and are required to be current on their Pertussis vaccine to help protect children from illnesses. Staff will turn in their immunization records, which will be recorded in their files. Files will be checked quarterly to notify and ensure educators are aware of when their next vaccine is due.

## 17. Gang-Free Zone

*Minimum Standards 746.501(b)(2)*

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## 18. Indoor and Outdoor Physical Activity

Little Creek strongly believes and supports the need for physical and outdoor activity each day.

When children participate in physical and outdoor activity every day, multiple health benefits accrue. Regular physical activity and outdoor activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

Little Creek will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits for Summer Day Camp. One for After School Care.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom, in the gym at TexStar Athletics or on the playground, when



weather permits. When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the gym at TexStar Athletics during the scheduled outside time. Classroom teachers have activities planned in advance for “rainy days”.



## **Staff Employment by Client's Policy Policy No. 25**

The staff of Little Creek is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Little Creek staff will have their services terminated and any tuition or registration fees will be forfeited. Staff who become employed by current or former clients of Little Creek will have their employment with Little Creek terminated.

Employment refers to any relationship outside of the school's services which involves an employee of Little Creek to interact with a current or former clients of Little Creek. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Employees of Little Creek are prohibited from participating in social networking relationships with clients of Little Creek. This includes, but not limited to, accepting or requesting friend requests on media sites such as Facebook, Twitter, Snapchat or Instagram.



## Cameras and Photographs Policy No. 26

Little Creek has closed circuit cameras in all classrooms. Due to privacy laws recorded camera footage is for Little Creek reviewing only. Parents may not request to view previous footage from the Director. Little Creek will cooperate with local law enforcement. Available camera footage will be released to local authorities with a court order. Camera footage will be available to licensing upon request without a court order. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

### 27.1 Photographs

Little Creek believes in the benefit of using real life pictures in our program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. Please note: during certain events, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.



**School Contact  
Information Policy  
No. 27**

*Minimum Standards 746.501 (1)*

**Little Creek at TexStar**

5505 132<sup>nd</sup> Street

Lubbock, Texas 79424

(806) 999-0685 phone

Email: [info@littlecreeklubbock.com](mailto:info@littlecreeklubbock.com)

Hours: 7:30am to 6:00pm Monday – Friday During the Summer

3:30pm-6:00pm Monday-Friday During the School Year (Except for full day camp during School Holidays)