



## Texas Center Specific Information

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Childrens Lighthouse of Lake Houston

14505 W. Lake Houston Pkwy.

Houston, TX 77044

281-594-7008

Childcare Licensing Phone Number: 713-940-3009

Childcare Licensing Address: 9702 Bissonnet St. Ste. 2200W Houston, TX 77036

Website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Child Maltreatment (Abuse and Neglect) Hotline: 1-800-252-5400

**Operational Hours and Days Closed:** Childrens Lighthouse of Lake Houston is open Monday – Friday from 6:00am to 6:30pm from January to December. We are closed for observance of the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday is on Saturday, we will be closed on Friday for observation of the holiday. If holiday is on Sunday, we will be closed on Monday to observe the holiday. We will close at 3:00pm on the Wednesday before Thanksgiving and New Year's Eve. Full tuition is due for holidays and in-service days observed by Childrens Lighthouse of Lake Houston.

**Immunizations:** Our center follows the TX immunizations recommendations. *TB tests may be required for children and staff in accordance with state and local regulations.* Vaccine -preventable disease immunizations required for staff meet state and local regulations.

**Outside Food:** At Children's Lighthouse of Lake Houston, we do not allow any outside food or beverages to be brought into the school and served to children unless previously approved by the Center Director. Children's Lighthouse of Lake Houston is responsible for your child's daily nutritional needs and we follow state and local regulations regarding the nutritional food being served. If your child is in a classroom where there are food allergies; for the protection of all children in that classroom, certain foods will not be allowed in the classroom. Please do not bring any products containing nuts into the school. Thank you for helping to keep our children safe. During holiday parties, certain foods are not allowed according to licensing requirements. ex: grapes, celery.

**Hearing & Vision Requirements:** Children four years of age or older, who are enrolled in any facility for the first time, should be screened for vision and hearing within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the summer, the child's vision and hearing must be tested by December 31 of that year. Children previously enrolled in a facility that is four or five years of age on or before September 1<sup>st</sup> must be screened for vision and hearing by December 31.

**Health and Safety:** To minimize the spread of illness and maintain the health of all children at the center, Childrens Lighthouse trains employees on health checks if applicable to look for signs of illness. We may, if applicable, conduct health checks on the children prior to arrival or throughout the day at the center. A health check is defined as a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last day of attendance. We will observe the child and look for signs of illness and parents will receive documentation on either the daily communication sheet or incident/accident/illness report.

**Illness Policy:** If a child misses any days due to sickness or is sent home due to illness, full weekly tuition is still due regardless of the amount of days that are missed. We do not offer "sick" days when it comes to tuition. We do not offer make-up days for any days missed. If a child is sent home with fever, diarrhea, vomiting, or any other signs of illness we have a 24-hour return policy. A child cannot return to school unless fever free for 24-hours **WITHOUT** fever reducing medicines, 24-hour free from vomiting, 24-hour free from diarrhea, etc. If we have a doctor's note that a child may return to school, we will honor the doctor's note. For the safety of all our children and staff, we abide by this illness policy and as outlined in our parent handbook on p. 22.

**Attendance:** For our part-time program we offer 2 days/week and 3 days/week. Our 2-day program is Tuesdays and Thursdays and our 3-day program are Mondays, Wednesdays, and Fridays. We do not allow a change of schedule for part-

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NAME OF CHILD

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PARENT SIGNATURE

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DATE

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MANAGEMENT SIGNATURE

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DATE



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time enrollment. If a child misses a day for any reason, we do not allow "make-up" days. Tuition is still due for any missed days or any school closures.

**Child Maltreatment:** Children's Lighthouse trains employees on the prevention, recognition, and reporting requirements for child abuse situations. This training is required to be completed during their first 90 days of employment and each subsequent year of employment. The training includes opportunities for feedback and a written questionnaire to insure an understanding of the information presented.

We will inform parents of information on child abuse and neglect prevention methods as well as warning signs of abuse for our employees and parents through the following methods: memos, monthly newsletters, and on the center website, Facebook, and Twitter. The information provided might include local child advocacy websites that give extensive information for preventing and/or detecting abuse.

Parents of children who are/have been victims of abuse or neglect and/or maltreatment should contact the local child advocacy center, child protective services or law enforcement to obtain assistance and intervention. A list of your community child advocacy websites or other information on child abuse can be obtained from your Center Director.

**Parent Communication:** Parent participation for events such as class parties, class activities, school events, etc. is communicated through postings in the classrooms, school activity board, front area, Facebook, newsletters, parent calendars, emails, and parent handouts. Policy changes in the center's operational policies related to child enrollment will be communicated to parents through postings in the classrooms, school activity board, newsletters, emails, and parent handouts. If you have any questions or concerns, please contact the Center Director at: lakehouston.director@childrenslighthouse.com

**Animals:** Children's Lighthouse of Lake Houston does not allow animals into the facility unless they are approved by the center's management.

**Water Activities with Splash Pad:** Children's Lighthouse of Lake Houston operates a splashpad water feature. These policies are effective throughout the year.

1. There will be a 30-minute maximum usage time per child per day.
2. All children MUST wear rubber shoes and suitable clothing to participate
3. All children must bring their own towel.
4. There will be no more than 12 children on the Splash Pad at a time.
5. Sunscreen will be applied with signed parent permission.
6. Children must follow conduct rules while on the Splash Pad to participate.

**\*\*\*PLEASE NOTE:** By signing this addendum you are giving written parental consent for your child to be allowed to use the splashpad.

**Insect Repellent and Sunscreen Policy:** On occasion, we may apply over-the-counter insect repellent or sunscreen spray or lotion to your child. An appropriate approval form will need to be signed by the parent before we will apply said repellent or sunscreen to your child. Parent may opt to provide their own insect repellent and/or sunscreen spray or lotion to be applied to their child. In such instances, the spray or lotion container must be provided to the school management, labelled with the child's name, and a parent release form signed before the spray or lotion is applied to the child.

**Emergency Preparedness:** In the event of an emergency, the alternate location below is a safe place if there is a need to move the children off property. Our center has an emergency plan for a safe evacuation of children that need special accommodations. Please see your center director for information regarding our emergency evacuation plan.

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NAME OF CHILD

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PARENT SIGNATURE

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DATE

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MANAGEMENT SIGNATURE

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DATE



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### **Place of Alternate location:**

Lakeside United Methodist Church 14303  
W. Lake Houston Pkwy.  
Houston, TX 77044  
281-225-7022

**Emergency Evacuations:** In the case of a real fire or other emergency evacuation of the center, after local authorities have notified us of the situation, we will evacuate the center premises and move to our emergency evacuation location site. And following the steps indicated below:

- All management team members and Lead Teachers will be notified that the building will be evacuated to the designated evacuation location.
- The Center Director will take the front office Emergency Evacuation Binder. This binder contains a copy of the enrollment forms containing emergency contact phone numbers for every child.
- The Emergency Evacuation location site listed above is contacted that we will need their facility
- All classrooms take all the children from the room and bring along the attendance and sign in/out sheets and undertake a complete name to face attendance prior to leaving the class and again at the evacuation site. Management staff or other auxiliary staff may be asked to assist in the evacuation if there are children with special needs who require additional assistance.
- The management team will then walk the building after the evacuation to ensure that no person is left behind.
- The center then proceeds to the emergency alternate location, which is listed above. Once the children and staff are settled in and accounted for, the Center Director must proceed in coordinating the management team to contact all parents. Parents will be informed of the situation and where to pick up their child.
- The Center Director will also inform state licensing and the local authorities about the evacuation and provide details of the site of evacuation and the situation of the children.
- Group activities take place until management has been informed that the threat has passed.
- When parents are allowed to reach the evacuation site to pick up their child, proper identification will be required to be provided by the parent or authorized person, before the child is released to them.

**\*PLEASE NOTE:** Children who are under 24 months of age or unable to walk be placed in cribs and rolled to a safe area. Children with mobility impairments will be assisted by the staff. These cribs must be clearly marked with red tape and the wheels should never be in the locked position. Four children can be transported in each designated evacuation crib.

**Center Lock-down Safety Procedures:** These lock down procedures may be used in the event of a severe storm, natural disaster or threatening individual.

**What is a Lock-Down?** A lock down occurs when there is a severe natural disaster, storm, or threatening individual at the premises. The center will have all the children and staff members congregate indoors in their individual classrooms in a secure place as far away from all of the windows and doors as possible. Where available, all curtains are drawn or blinds closed, windows and exterior doors locked. The intent of the lock-down is to ensure that a threatening individual cannot enter the building. In the case of a chemical spill, it may be necessary to close windows and turn off the heat and air-conditioning. Group activities take place until management has been informed that the threat has passed.

**Emergency Lock-Down Procedures:** Staff are provided the following guidance on emergency lock-down procedures.

1. Don't Panic - Sound whistle or code word through the speaker system, established by center management and given to staff members during orientation.
2. Notify Manager/ office staff to call appropriate emergency services.
3. Manager to delegate staff member to lock all exterior doors leading into the building and to disable the security door at the entrance.

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NAME OF CHILD

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PARENT SIGNATURE

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DATE

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MANAGEMENT SIGNATURE

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DATE



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4. Commence lock down.
5. Bring all children indoors immediately.
6. Draw all curtains and/or blinds, lock all windows and exterior doors immediately.
7. Lead Teachers will gather attendance sheets and daily sign in/out sheets.
8. Teachers will gather all children to a secure area of the room, which has been previously designated as a "safe area" away from windows and all doors.
9. Teachers will complete a head count of all children staff and students- alert Center Director if anyone is not present.
10. Teachers need to begin group activities with children to keep them calm.
11. Center Director will communicate and update staff until it is safe and appropriate to resume normal play.

**Tornado Safety Procedures:** Children's Lighthouse will follow the instructions of local authorities during the time that a tornado is approaching. (Tornado Drills are practiced twice a year at the center.)

- All teachers take current roll sheet and calmly direct children to interior hallway.
- Infants are placed into emergency evacuation cribs and taken into the interior staff restroom.
- Any children with mobility impairments are assisted by staff to the interior hallway
- The number of children is counted, and an eye-to-eye attendance taken.
- Children are lined up in the hallway facing the wall in the "duck and Cover" position. (Sitting with criss-crossed legs, head between knees and hands folded to protect their head.)
- To calm the children, teachers sing familiar songs to engage and reassure them.
- Management Team members do a swift walk-through of all classrooms to assist with stray and frightened children.
- Center Director or person in charge documents on the CLLC Monthly Fire / Safety Practices log.
- Once the drill or storm threat has passed, management will give the "all clear" signal and everyone then returns to their classrooms.

### Photo Use and Internet Video Monitoring:

CLLC staff often take photos of our children in the classrooms and/or playground. While most of these photos are used solely for classroom projects, some may be used on our website, in marketing materials such as brochures or flyers, in center publications such as the parent handbook, and/or for staff development purposes. If you prefer that your child not be included in these latter categories, please check the appropriate box on your Enrollment Form.

Children's Lighthouse of Lake Houston offers internet video monitoring for parents. These "real-time" videos not only offer parents the comfort of knowing their child is in good hands, but also provides a unique glimpse into their child's daily work and play. Naturally, the security of our children and center are a primary concern; therefore, any use of these videos—including reproduction, printing, or image duplication—is prohibited without prior consent by the Center Director.

**\*\*\*PLEASE NOTE:** By signing this addendum, you are authorizing Children's Lighthouse of Lake Houston to utilize our video monitoring for your child.

**TX LICENSING STANDARDS:** A copy of STATE licensing Standards for childcare centers is available for review from your Center Director.

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NAME OF CHILD

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PARENT SIGNATURE

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MANAGEMENT SIGNATURE

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DATE