



## CHILDRENS LIGHTHOUSE LEARNING CENTERS Texas Center Specific Information

Childrens Lighthouse of Sienna

6155 Sienna Ranch Road, Missouri City, TX 77459

Childcare Licensing Phone Number: (713) 940-5200

Childcare Licensing Address: 9702 Bissonnet Street, Houston, TX 77036

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

Abuse & Neglect Hotline: 1-800-252-5400

**Operational Hours and Days Closed:** Childrens Lighthouse of Sienna is open Monday – Friday from 6:00 am to 6:30 pm from January through 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, Friday of Thanksgiving week, 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.

Our center closes early at 3:00 pm on the Wednesday of Thanksgiving Week, and Christmas Eve, and at 4:00 pm on New Year's Eve.

**Drop Off Time:** Children may be dropped off between the hours of 6 am and 10 am Monday through Friday. We do not allow children to be dropped off after 10 am unless accompanied by a doctor’s note. If your child has a doctor’s appointment, dental appointment, etc., please call the office to inform the management of the delayed arrival and provide documentation of the appointment for your child’s file. If you visit the doctor’s office for vaccinations, please remember to request a copy of current vaccinations for your child’s file. The reason this policy is in place is to ensure that children learn to function in a structured environment, and are also able to participate in learning activities.

**Field Trips:** Please ensure that your child has been registered for each field trip by signing the parent field trip authorization form posted on the school age door the day before the field trip. Please do not send any form of monies with your child for the field trip. All children will receive the same craft activities, lessons, food items and souvenir items as this will allow all children to have the same positive experience. If the field trip requires a “take-along” lunch, please ensure that the “PEANUT FREE” policy is strictly followed for the safety of all children in care which includes no food products processed in a plant with peanut products and their lunch must be in a sealed zip lock gallon bag with their name and date written on the bag.

**Staff Immunizations:** Preventable disease immunizations for staff are not required.

**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 1st 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.

**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.

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

**Water Activities with Splash Pad:** Childrens Lighthouse of Sienna operates a splashpad water feature. These policies are effective throughout the year.

1. Written parental consent is required for any child to be allowed to use the splashpad.
2. There will be a 30 minute maximum usage time per child per day.
3. All children MUST wear rubber shoes and suitable clothing to participate
4. All children must bring their own towel.
5. There will be no more than 12 children on the Splash Pad at a time.
6. Sunscreen will be applied with signed parent permission.
7. Children must follow to participate.

**Outside Food:** To ensure the safety of children in our care with food allergies, Children's Lighthouse provides breakfast, snacks and lunch for each child in care. Outside food items are not allowed in the classrooms without a doctor's note stating that your child has specific dietary restrictions requiring you to provide their meals. If you have the doctor's note, you must provide meals that comply with licensing standards and meet the nutritional requirements outlined by the state of Texas.

Please note that we understand the hurry in the morning to get your child to school and yourself to work on time. Therefore, if your child still has breakfast from home, you are welcome to sit in the lobby with your child to allow them to finish any food items before you

take them to their class. Special exception is allowed for school age children during the summer field trips that require a take-a-long lunch. However, they must adhere to the "PEANUT FREE" policy for the safety of all children in care which includes no food products processed in a plant with peanut products and their lunch must be in a sealed zip lock gallon bag with their name and date written on the bag.

Special Occasions: Birthday and seasonal parties are part of the fun culture at Children's Lighthouse. However, we must put the safety of our children at the forefront of all celebrations. Therefore, only food that has been prepared in a licensed kitchen will be allowed in the classroom and it must adhere to the "PEANUT FREE" policy which includes no food products processed in a plant with peanut products. All food must come in the original package with the ingredients listed and have a legible expiration date. Please communicate with the Center Director to confirm best food choices for your child's classroom. All food must be age appropriate and cut/sliced/diced accordingly to avoid choking hazards.

For example, an infant room would adhere to none of the following food products:

- Hot dogs
- Nuts/Seeds
- Chunks of meat and cheese
- Whole Grapes
- Hard/Goosey Candy
- Popcorn
- Raw Veggies

**Jewelry:** Due to the choking hazards and opportunity for injuries, Children's Lighthouse has adopted the policy that children should not wear jewelry at school. Please be advised that if a parent brings their child wearing jewelry, they are accepting all responsibility for the loss of or damage to the jewelry as well as any injury caused by the jewelry.

#### **Discipline, Suspension and Expulsion Policy:**

- At Childrens Lighthouse we use a method of diversion as a form of discipline. Our staff do not use negative or harsh forms for discipline.
- Our staff utilize an incident form to report to school management and to the parent any and all incidences of aggressive behavior in the classroom on an incident-by-incident basis. Incidents are reported daily to the parents. This incident form must be signed by the Teacher, School Management and Parent.
- In addition, School Management will get written input form the parent(s) regarding the child's behavior, and possible suggestions for redirection and guidance of the child upon enrollment or upon first incident.
- As deemed necessary, School Management and Parent will have a conference to place child on a corrective action plan. Upon additional incident, the parent will be called to pick up the child from the school. Depending upon the severity of the incidences, parent may be asked to keep child at home for one or more days.
- If disenrollment is necessary, School Management will give the family one-week notice unless there is a safety risk to the child or other children in the classroom. If there is a safety risk, the child will be disenrolled immediately.
- Childrens Lighthouse reserves the right to expel or suspend a child for any reason

(behavior-related or otherwise) of its choosing, and without notice for any period of time. Typical reasons for this could include child behavior, child illness, child at risk of causing serious injury to other children or to himself/herself, child's inability to adjust to the school after a reasonable amount of time, threatening behavior or language towards other children or staff, parent behavior, late payments, and parent refusal or delay in completing required forms.

**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.

**Safe Sleep Policy:** All staff, substitute staff, and volunteers will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315].
- Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the risk [§746.2415 and §747.2315].

- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

**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:

**Childrens Lighthouse**

6155 Sienna Ranch Road  
 Missouri City, TX 77459  
 Ph: (281) 778-2133  
 Emergency Alt Ph: (832-766-7180)

Alternate Shelter

Schiff Elementary School  
 7400 Discovery Lane  
 Missouri City, TX 77498  
 Ph: (281) 634-9450  
 Relocated by Walking

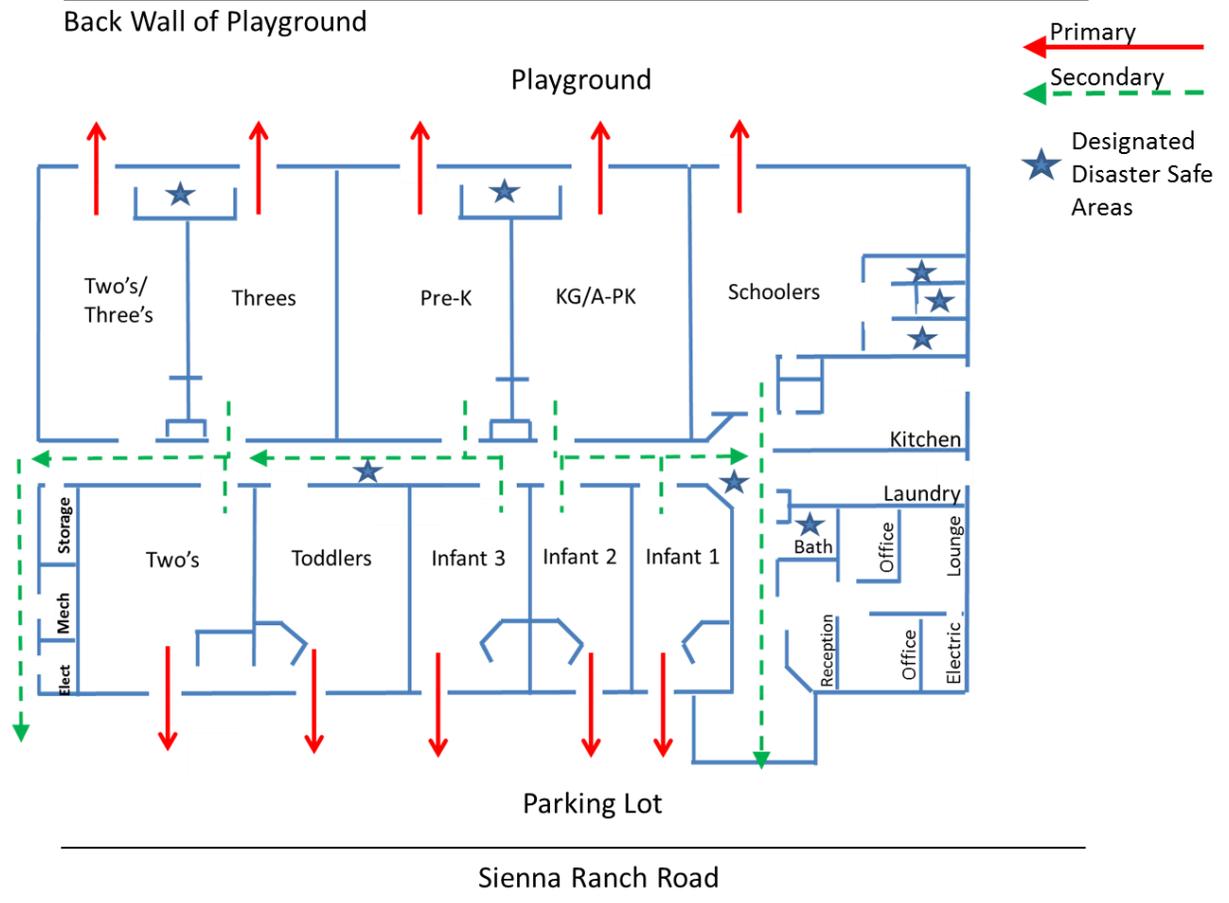
**In case of an Emergency Call - 911**

Designated Safe Areas - Fire

Parking lot near Sienna Ranch Road  
 Back wall of the Playground

Designated Safe Areas - Disaster

Hallway Restrooms and Hallway



- 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 identified 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 of 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 insure 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.
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 are 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. (Available on Center Connect per State Regulations)
- Once the drill or storm threat has passed, management will give the "all clear" signal and everyone then returns to their classrooms.

**School Uniform Policy:** Children's Lighthouse of Sienna requires its students in Rooms 6, 7, 8 and 9 to wear uniforms. The guidelines below cover the major aspects of our uniform policy. Students will be dressed in the official uniform from Monday through Thursday of every week. Students may wear casual clothing on Fridays and any special days designated by the school. School polos may be purchased from the school's front office. These shirts will be provided at cost.

The uniform consists of the following components:

#### **Shirts**

- The Children's Lighthouse logo shirts are blue in color with the school logo embroidered in white.
- Students are allowed to wear solid-blue colored long sleeve shirts under their Children's Lighthouse shirt.
- FRIDAYS ONLY---any casual top.

#### **Shorts, Slacks, Skorts, and Skirts**

- Solid Khaki color and style are required and may be obtained from any outside vendor.
- Cargo-style, excessively baggy or skinny khaki pants will not be permitted.
- Khaki skirts may be straight or pleated with the hemline falling from just above the knee to mid-calf.

- Solid-color leggings, tights, or shorts are required to be worn under skirts.
- FRIDAYS ONLY – any casual bottom

### **Shoes**

- Closed sneakers, tennis shoes and loafers are acceptable shoes to wear and strongly recommended.
- Socks must be worn at all times along with shoes.
- Sandals, slippers, flip-flops, crocs and any form of open toe shoes are not permitted.
- On splashpad days, students are required to wear water shoes.

### **Coats and Outer Garments**

- Students are permitted to wear any sweatshirt/windbreaker/sweater/jacket.

**Child Abuse and Neglect:** 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 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.

**Reporting of Suspected Child Abuse and/or Neglect:** Parents should be aware that licensed daycare centers staff and administration is required, under penalty of law, to report all suspected cases of child abuse and/or neglect. All caregivers and staff undergo training on how to detect child abuse and/or neglect, report child abuse and/or neglect, and protect children from child abuse and/or neglect. They are mandated reporters and shall report child abuse or neglect. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately.

To make a report of suspected abuse and/or neglect by phone: 1(800) 252-5400

To make a non-urgent report of suspected abuse and/or neglect via the web: <http://www.txabusehotline.org/Login/Default.aspx>

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

**Physical Abuse:** Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

*Suspect Physical Abuse When You See:*

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

**Neglect:** Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

*Suspect Neglect When You See:*

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

**Sexual Abuse:** Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

*Suspect Sexual Abuse When You See:*

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play

- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

**Emotional Abuse:**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

*Suspect Emotional Abuse When You See:*

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

**Local Resources:**Crime Victim Liaison

Phone: 281.403.8738

National Sexual Assault Hotline

- Call 1-800-656-4673

Texas Abuse Hotline

- By Phone: 1-800-252-5400
- Online: Texas Abuse Hotline [External Link](#)

Children's Advocacy Center

6415 Reading Rd, Rosenberg, TX 77471

- The National Hotline for Domestic Violence: 1-800-799-7233
  - The United Way Crisis Helpline: 211
  - RAINN National Sexual Assault Hotline: 1-800-656-HOPE (4673)
  - Texas Advocacy Project Family Violence Legal Line: 1-800-374-HOPE
  - Texas Advocacy Project Family Law Hotline: 1-800-777-FAIR
  - Texas Advocacy Project Sexual Assault Legal Hotline: 1-888-296-SAFE
-