

**FIRST PRESBYTERIAN CHURCH  
EARLY CHILDHOOD PROGRAM  
WELCOME TO ALL PARENTS**

Welcome to our center! We are excited to have you as a part of our family. At FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM every child is important. Our program is academically rich and designed to promote your child's growth and development. Thank you for choosing FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM for your child.

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

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

This handbook will help you understand our center goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Please sign the Acknowledgement form and return to office for your child's record.

We are looking forward to another great year and we are so pleased you are with us!

Best Wishes,

Carrie Reed  
Director

## **FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM PARENT'S HANDBOOK**

### **FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM MISSION STATEMENT:**

First Presbyterian Church Early Childhood Program recognizes the individual needs and differences of each child. The program's purpose is to promote a Christian education which will emphasize God's love and love of others. We will provide a nurturing environment in which a developmentally appropriate curriculum will provide for physical, emotional, social, and cognitive growth through an integrated approach. The Early Childhood Program will prepare an environment where children will learn through active exploration of materials and through interactions with other children and adults.

### **STATEMENT OF SERVICES:**

FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM is a 9 month program that offers classes for children ages 3 months to 5 years. We offer small class sizes and children are grouped according to their ages. Children entering the 3year old Early Pre-K class are required to be potty trained. Enrollment is presumed to be for the entire school year. A child may be enrolled in a program that meets two, three or five days a week. Monday/Wednesday/Friday classes meet from 9am to 12 noon and Tuesday/Thursday classes meet from 9am to 2pm. Our school year typically begins in September and finishes in May. The school generally follows the holidays taken each year by Pasadena Independent School District.

### **STATE LICENSING**

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. First Presbyterian Church - Early Childhood Program complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. Parents are welcome to view the minimum standards and centers reports any time with the director. The information is available online as well at HHSC website

### **ADMISSION REQUIREMENTS:**

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM. All requested personal information is kept confidential. Parent's are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the center upon enrollment, and all immunizations must be current. FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and center rules as set forth in this Parent's Handbook or otherwise be subjected to dismissal from program.

### **PAPERWORK, FORMS and ANNUAL RENEWAL:**

We are required by the state to have current and updated information on each child in our center. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at First Presbyterian Church - Early Childhood Program. Also, each year in August we will have you renew and refresh all your paper work and all forms. This process is done through the Procure Software application.

### **DROP-OFF:**

Parents must accompany their child(ren) into the FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM area every morning and sign in their child(ren) immediately after dropping their child(ren) off in the

appropriate room. Children will not be permitted in the building prior to opening hours. The children are not allowed to come into the FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM area alone or to sign themselves in or out. We require that all children have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately. The school doors will be unlocked at 8:55a.m. each morning.

**PICK-UP:**

All children must be picked up and signed out by an adult and/or person approved by the parent and the center. Anyone, including all parents, who are to be allowed to pick the child up, **must** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the center and give verbal approval of an alternate individual. The center reserves the right to not allow any individual onto First Presbyterian Church - Early Childhood Program property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

**\*\*LATE PICK UPS** will result in a late fee of \$25.00 Picking up your child late is considered 10 minutes past the scheduled dismissal. If you are late picking up your child, there will be a one-time initial warning given. After that, you will be charged \$25.00 per child each day you are late.

**EMERGENCY MEDICAL CONSENT FORM:**

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or non food allergy forms. All of these forms will be re-done annually. Immunization cards need to be presented on or before the first day the child attends the center. A photo copy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photo copy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

**INFORMATION CHANGE**

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

**IMMUNIZATION REQUIREMENTS:**

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If First Presbyterian Church - Early Childhood Program is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee. Employees of ECP are not required to have annual immunizations. The Board of Directors does; however, encourage each employee to discuss immunizations with his/her personal doctor.

**MEDICATION:**

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

must be in an up-to-date bottle and not be out-dated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the center. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM reserves the right not to give medicines if the dosage is questionable or not according to the label. FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications.

#### **ALLERGIES:**

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement" (form on page Z-21). This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies you will need to fill out a "Non-Food Allergy Medical Statement" (form on page Z-22) which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out an "Authorization to give Medication" form (Example on page Z-23) if your child requires an Epi-pen or other emergency treatment.

#### **ILLNESS AND CONTINUED HEALTH:**

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy we rely on our parents to monitor their children with these guidelines in mind. A child that is ill or has a temperature of 100 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the center shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. The center reserves the right to request the child to see a physician or have a physician's note prior to returning.

#### **ACCIDENT REPORTS:**

Safety is a top priority of FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

#### **HEARING & VISION SCREENING**

The school will offer hearing and vision screening for children 4yrs and older. Parents may choose whether or not to use the school service. FIRST PRESBYTERIAN CHURCH ECP is required to report hearing and vision information on all 4 yr olds., the information can be sent to the school from the child's doctor.

#### **FIRE DRILLS**

We will begin early in the school year to instruct the children in the correct procedures for fire emergencies. Fire Drill procedures will be explained and practiced a number of times during the school year.



### **EMERGENCY AND BAD WEATHER DAYS**

Classes are subject to cancellation due to bad weather or hazardous conditions. Every effort will be made by teachers to phone parents to them of such cancellations. The school uses Procure to send text messages notifying you of any cancellations.

### **DISCIPLINE:**

At FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. These policies begin on page E-18.

### **SAFETY:**

When the orange cones are in place connecting the playground to the program entrance, please do not drive over them. The children cross there to enter in and out of the building. We ask that you be aware of your speed in the church parking lot. Please help us keep your child safe!

### **TOYS:**

FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM has a wide variety of toys, games and other resources to offer children during center time. Personal toys are not permitted in the center, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. Please do not bring toy guns, war toys or other toys of destruction. FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM is not responsible for stolen, lost or broken toys or clothing.

### **CLOTHING:**

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will go outside weather permitting. Please make sure your child has shoes or appropriate footwear for his/her age. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in center clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the center have the child's name on it.**

### **DIAPERS:**

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

### **SUPPLIES:**

Each child will be provided with all the instructional supplies necessary here at FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM. Additional personal items may be required for each class. Please see your child's teacher for a complete list.

### **SNACKS**

Snacks will be served to children at mid-morning each class day. In most cases, teachers will provide a sign-up list for parents to furnish appetizing snacks. Water will be offered several times throughout the day and always after outside play. All children will be encouraged to try the snack items each day but will not be forced to eat anything they do not like. The children will say "Grace" before snack and lunch times.

**INSECT REPELLENT AND SUNSCREEN:**

The center will not apply any insect repellent or sunscreen to your child without your written consent. If there is an activity outside or conditions where these products need to be used, we must have a signed permission slip on file for each child. We will use the products provided by the parent or guardian.

**CURRICULUM:**

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration.

**PHYSICAL ACTIVITY:**

All our classes will participate in some type of physical activity each day. It will be outside unstructured play when the weather allows or indoor activities in the church fellowship hall. The school will follow recommended weather guidelines such as, heat index, warnings, and insect warnings. All classes will also engage in some form of structured physical activity, such as music. The activities generally last about 15 – 20 minutes.

**OUR STAFF:**

At FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff is an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to insure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

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

**STAFF AND CLIENT RELATIONSHIPS:**

FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM.

**COMMUNICATION AND PARENT PARTICIPATION:**

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. The director's office is always open during business hours for parents to come and review or discuss questions/concerns about policies and procedures. Parents are welcome to visit the center during the hours of operation. We ask that you check in at the director's office first. Parents wanting to participate in the operation or activities will need to contact the director for further instruction. The program must remain a safe environment for the children and staff. The director will ensure the proper procedures and covered for each activity. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM.
- Daily written communication in the form of "Daily Report" forms, "Incident/ouch" forms, and classroom memos will be place in the child's "cubby" from time to time.

The school will provide each child with a folder for communication as well. The folder will included any daily activity reports and children's papers as well as any information from the school office. Please check your child's folder daily!

### **CHILDREN'S BIRTHDAYS**

Birthdays are special days for children. If you wish to celebrate your child's birthday at FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM, please make early arrangements with your child's teacher. We will only distribute birthday invitations for a private birthday party for your child if all the children in the class are included. Children are unable to understand why some are invited and others are not. We appreciate your understanding regarding this matter.

### **HOLIDAYS AND SPECIAL CELEBRATIONS**

We will celebrate Holidays and other special days during the year. Parties will be held for Costume Day (October), Christmas, Valentine's Day, and Easter. Specifics about party days or other celebrations will be given as the particular day approaches by the teacher.

### **INTRUDERS:**

The safety of the children is our first concern. The doors at the entrance for the Early Childhood Program will be locked at approximately 9:30a.m. and will remain locked until appropriate pick-up time. Parents can ring the bell located to the right of the door for special assistance.

### **FOOD FOR INFANTS AND CRAWLERS:**

Parents must provide food/ formula/ liquid/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with refrigerators. All bottles are required to have a sticker with the child's name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away. Parents have a right to come and breastfeed their child during school hours. There is a rocking chair in the classroom for their convenience. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all bottles and cups with your child's name and labeled breastmilk.

### **SAFE SLEEP PRACTICES FOR INFANTS:**

Our center follows the safe sleep practices as outlined by the State licensing agency. This policy includes the following:

- Back to sleep for every sleep. To reduce the risk of SIDS, infants should sleep on their backs until the age of 12 months.
- We can offer a pacifier but no strings or cords attachments.
- Babies will be placed on a firm sleep surface and will be 1 infant per crib. The center does not allow wedges, infant positioners, blankets, toys or any other restrictive devices
- The center does not allow smoking in the infant room at all or inside the building.
- Babies will be allowed tummy time daily with supervised staff to help strengthen their muscles.
- Any infant that cannot sleep in the above-mentioned manner must have an infant sleep exception form filled out and signed by his/her doctor.

### **PORTRAITS AND PICTURES:**

We offer school pictures two times a year, in the spring and fall. The fall photos usually include one sitting per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. The portraits are completely optional and only offered as a service to you. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" (page Z-14) with your paperwork giving us permission to take your child's picture or include them in short video footage.

**MONTHLY TUITION AND REGISTRATION FEES AND POLICIES:**

It is our philosophy that clients are paying for the spot their child will take in our center. This is not based upon attendance but rather on a set monthly fee that is due regardless of the attendance habits of the child who has the spot. A child will not be considered officially enrolled until the registration fee is paid in full. This amount is due before school begins in September and again in January. REGISTRATION FEES ARE NON-REFUNDABLE. Monthly statements will be given at the beginning of every month. The tuition is due by the 10<sup>th</sup> of every month. Payment received after the 10<sup>th</sup> will be accessed an additional \$25.00 late fee. An additional fee of \$10.00 will be added for each week the payment is late. A \$25.00 fee will be charged for all returned checks. For your convenience, the tuition may be paid by semester or monthly.

**RECIEPTS AND STATEMENTS:**

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

**CHILD ABUSE REPORTING POLICY:**

The State of Texas requires that FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM our center and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment. If a parent is in need of assistance for their child, the office will assist them in getting the proper information to help report the abuse.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the Center and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the Center, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.



**INSURANCE REQUIREMENTS:**

FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability see management.

**ADDITIONS AND CHANGES:**

FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM reserves the right to edit or adapt the policies in this handbook as the needs arise. The center will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the center at the time they are made effective.

# FIRST PRESBYTERIAN CHURCH – EARLY CHILDHOOD PROGRAM

## DISCIPLINE POLICY

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

**According to licensing rules for child care centers in the state of TEXAS:**

**Rule 1240-4-6-,09, (2) Behavior Management and Guidance.** (Insert Your State's Law here)

- (a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
- (b) Discipline shall be reasonable, appropriate, and in terms the children can understand.
- (c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
- (d) Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- (e) Punishment shall not be related to food, rest or toileting.
- (f) Spanking or any other type of corporal punishment is prohibited. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

**The following is considered unacceptable behavior:**

Running in the classroom	Leaving the area or group without permission
Becoming disruptive	Removing shoes or other articles of clothing
Throwing toys, rocks, sand	Using toys and materials inappropriately
Aggressive behavior	Using toys and materials inappropriately
Abusive, or inappropriate language	Arguing with team members or other children
Lack of Cooperation	Behavior determined by the director to be unacceptable
Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair	

**The teacher has these prime responsibilities when dealing with inappropriate behavior:**

- 1) **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
- 2) **"Time out" or "think time" within their area**
  - A) If a problem still exists, the child is then removed from the situation
  - B) One minute per year of age, no more than three minutes after the child has regained control or composure.
  - C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within their area.
  - D) The child will be allowed to return to the group as soon as possible.
  - E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.
  - F) If redirection and "time out" / "think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.
  - G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives
- 3) **"Time out" or "think time" away from the group**
  - A) If the child continues in the inappropriate behavior
  - B) And/or the "time out" / "think time" with-in the area becomes either inappropriate or ineffective
- 4) **Behavior Report**
  - A) If the child's behavior continues to be inappropriate
  - B) OR the severity denotes an un-resolved problem.
- 5) **Behavior Intervention Meeting**
  - A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
  - B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
  - C) This may be called by any of the individuals listed above.

**6) Sending a child home**

- A) When the child becomes out of control
- B) And/or when the child fails to respond to the measures taken by the **FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD PROGRAM** Team
- C) This is at the discretion of the most senior Leadership Team member present

**7) Suspension**

- A) Three written behavioral reports within a nine week period constitute the child's being suspended from the child care program for one week.
- B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
- C) Fees will still be paid for this week to retain the child's space in the **FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD** program.
- D) If the child does continue in the program and does receive a fourth behavioral report within a 30 day period, termination of services may occur.

**8) Termination of services**

- A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
- B) Termination may be effective immediately after consulting the most senior Leadership Team member present
- C) The parent or guardian will be notified.
- D) The Center considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

**In addition to the above, the center will use three methods to track behavior and communicate with parents.**

- 1) Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- 2) Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
- 3) The “Behavior” Report – These are the “Incident Forms” and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each “Behavior” Report counts as one of the three that would result in suspension.

**FIRST PRESBYTERIAN EARLY CHILDHOOD PROGRAM** expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

## **FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD PROGRAM BEHAVIOR INTERVENTION POLICY**

At **FIRST PRESBYTERIAN EARLY CHILDHOOD PROGRAM**, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At **FIRST PRESBYTERIAN EARLY CHILDHOOD PROGRAM** we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. **If inappropriate behavior does occur, we begin with a positive approach.**

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the center will use three methods to track behavior and communicate with parents.

1. Daily Reports – a parent/center communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
2. Observation Form – an inner center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any center team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
3. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

**FIRST PRESBYTERIAN EARLY CHILDHOOD PROGRAM expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.**

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

## **FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD BITING POLICY**

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

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

In order to ensure the safety of all children, if all attempts to stop chronic biting fail, we reserve the right to remove the biting child from the program.



# FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD PROGRAM

## FIRST AID/MEDS POLICY

FIRST PRESBYTERIAN CHURCH EARLY CHILDHOOD PROGRAM daily designates someone to be the “First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

### Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.

### Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child’s temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

### Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child’s parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

### Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child’s parent and alert a teacher to watch for fixed, glossy, or dilated pupils for 30 minutes following the injury.

### Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child’s parent as soon as possible.

### **Bite Marks**

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

### **In an emergency**

1. Contact the on-site supervisor.
  2. Instruct a team member to call 911, as well as the child's parents.
- Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

### **Head Lice**

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the Center.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

### **Contagious Disease**

1. Parents are required to notify the Center when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5<sup>th</sup> disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the Center was notified, and the date that it was posted.
4. The child may return to the Center as stated by the health alert.

## **MEDICATION:**

### **Receiving and Storing Medication**

1. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the Center
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than one week must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days. We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

### **Administering Medications**

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.
- 2-3. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to insure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.
4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

### **Disposing of Medication**

1. When the duration for administration of medication is up, as noted on the "Authorization to Give Medication" form, the empty bottle (after being washed out) should be placed in the child's bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

### **Recording Information**

1. All incidents must be recorded the correct forms as needed, i.e. "Authorization to Give Medication", "Incident Report".
2. All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. ¼ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child's bucket and the original to the child's file.

## Guidelines: When a Child Can Return

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the center prior the guidelines listed.

<b><u>Fever Free:</u></b>	Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
<b><u>Vomit Free:</u></b>	Must not have vomited for 24 hours.
<b><u>Uncontrolled Diarrhea:</u></b>	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).
<b><u>Conjunctivitis (Pink Eye):</u></b>	24 hours after documented treatment for conjunctivitis has begun.
<b><u>Mouth Sores:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Rash:</u></b>	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
<b><u>Infestations (e.g. head lice, scabies):</u></b>	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
<b><u>Tuberculosis:</u></b>	Must have a doctor's note stating that the child is non-infectious.
<b><u>Impetigo:</u></b>	Cannot return until 48 hours after treatment has begun.
<b><u>Strep Throat:</u></b>	24 hours after documented treatment has been initiated.
<b><u>Varicella (Chicken Pox):</u></b>	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
<b><u>Shingles:</u></b>	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
<b><u>Whooping Cough:</u></b>	Cannot return until 5 days of appropriate treatment has been started.
<b><u>Mumps:</u></b>	Cannot return until 9 days after onset of swelling of glands near the ear.
<b><u>Hepatitis A:</u></b>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<b><u>Measles:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Rubella:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Ringworm:</u></b>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

**FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM  
MANDATORY REPORTING OF CHILD ABUSE  
And Gang Free Zone**

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report, and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.
- b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations

To report child abuse anytime, day or night, call:

**Nationwide CHILD  
ABUSE HOTLINE**

**1-800-252-5400**

[www.txabusehotline.org](http://www.txabusehotline.org)

or Pasadena Police Department: 713-477-1221 or 911.

**Mandatory reporting that this is a "Gang Free Zone" policy is posted outside the Director's Office.**



## **CHILD CARE CENTERS AND PRESCHOOLS LICENSING STANDARDS AND PROCEDURES**

This facility is regulated by the STATE Department of Human Services; Adult and Family Services Division.

Our Child Care Facilities Licensing Coordinator can be reached at:  
STATE Department of Human Services

Texas Department of Human Services  
P.O. Box 16017  
Houston, Texas 77222-6017  
Office: 713-940-5117  
Web: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

A copy of the state's minimum standards is in the director's office along with the Early Childhood Program's most recent inspection report. Parents are welcome to review the documents at any time upon request.

# FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM EMERGENCY PLANS

## FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. Children younger than 24 months of age, who have limited mobility or who otherwise, need assistance will be placed in the rolling cribs to be evacuated from the building. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, Turner Elementary School. In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the center will notify Pasadena Police Department and/or local radio/TV stations. Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

## FIRE EXTINGUISHER USAGE: P.A.S.S

**P**ull the pin/ **A**im at the base of the fire/ **S**queeze the level slowly/ **S**weep from side to side

## TORNADO AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made. The center keeps a weather radio on alert at all times. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, Turner Elementary School. In the case of an actual tornado or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

## BAD WEATHER AND POWER FAILURE PROCEDURE:

If Pasadena Independent Public Schools are closed for the day due to inclement weather, FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM will also close. Parents should call the center prior to dropping off their children. If the cities Public Schools dismiss early due to a bad weather, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, FIRST PRESBYTERIAN CHURCH - EARLY CHILDHOOD PROGRAM will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, Turner Elementary School. The only exception to this policy will be in the event that flood warnings are issued for Southeast Harris County, which include Pasadena, Deer Park & La Porte. Regardless of PISD's decision, the Early Childhood Program will NOT have school that day.

## CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the center is considered unsafe, children will be loaded into bus/vans and in staff member's vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then local Radio or Television station to have them notify the parents of our location.

## INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, center staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick up plan. If the center staff is unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

## INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be insuring the safety of the children and will respond accordingly.

## LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the center would contact the parent and then the police. Staff would then proceed as directed by the police.



## In the event of Evacuation, the Director/Supervisor in charge will assure the following procedures take place:

- The Teachers in each classroom are responsible for the students under their supervision and should take attendance, accounting for each child by that day's sign in sheet. Children who are unaccounted for are to be reported to the Director immediately.
- The Director will bring the Emergency Medical Consent binder/student emergency contact phone numbers and cell phone.
- Once all children and staff are accounted for, we will walk to the designated location, Turner Elementary. The route is shown on the attached diagram. Should our evacuation site be destroyed as well, we will transport the students to the closest designated shelter according to local emergency authorities.
- Upon arrival to the appropriate site, the director/supervisor in charge will contact the parents, state licensing department, and all local authorities via cell phone as to the safety and location of the children. In the event all phone communications are down, the emergency system of the church building will automatically dispatch the Pasadena Police Department. We will notify the officer where we will transport the children.

**IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-AMBULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STROLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.**

### **Evacuation Site:**

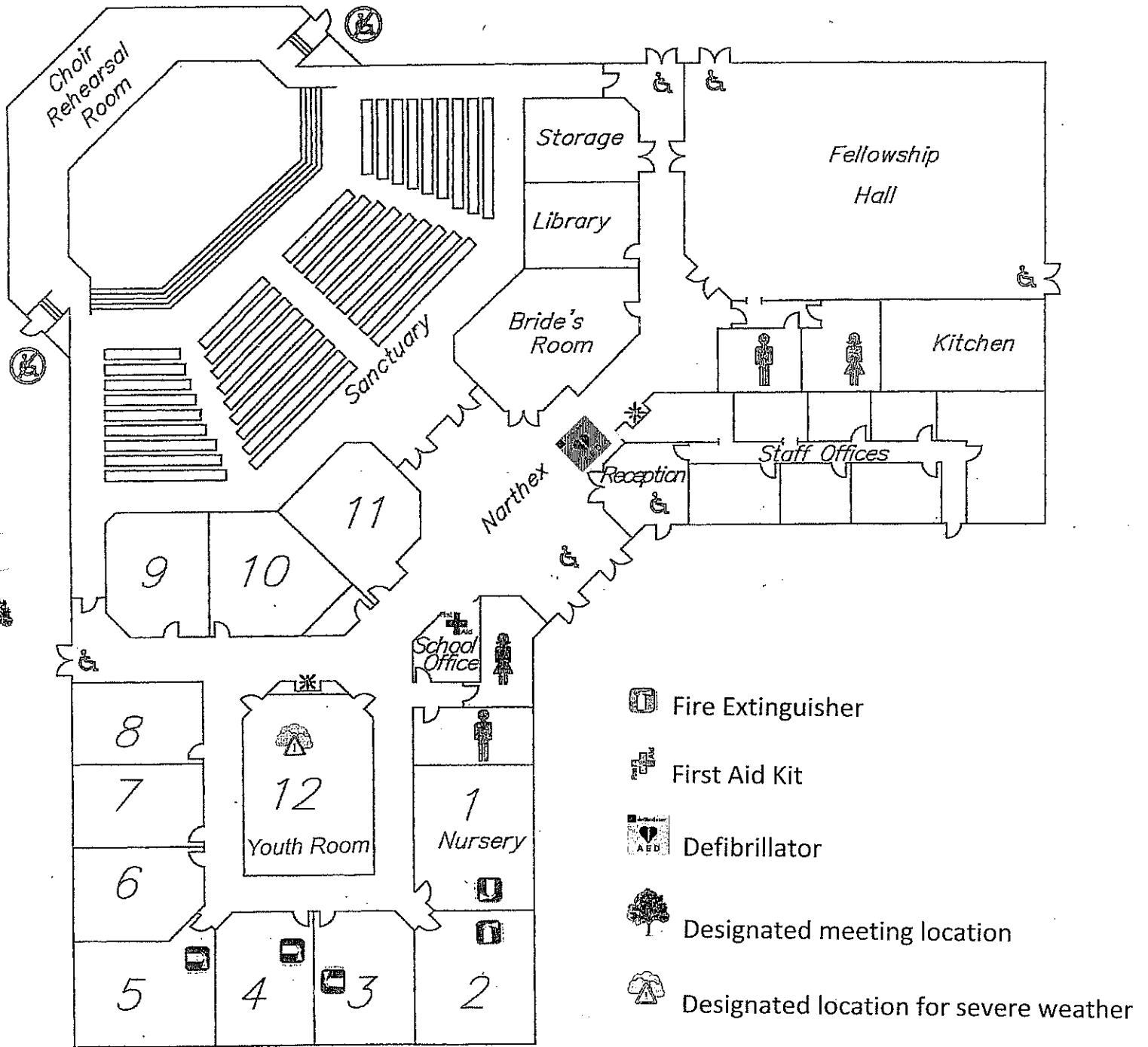
**Turner Elementary School (gym)**

**(713)740-0768**

**4333 Lily, Pasadena, TX 77505**

**Pasadena Police Department: 713-477-1221**

# Emergency Evacuation and Relocation Diagram



\* Water Fountains

Relocation site: Turner Elementary  
 4333 Lily Street  
 Pasadena, Texas 77505  
 713-740-0768