



[9908 Beechnut suite I Houston, Texas 77036]  
[713-269-2513]

# Family Handbook

## Welcome

Welcome to Crayola Learning Center located at 9908 beechnut suite I Houston Texas 77036. Our school is open to the families/guardians at any time. The owners for this location are Miracle and Marlon Rivers.

Welcome to the Crayola Learning Center family! We hope this family handbook will be a guide to help you understand our program, what you can expect from us, and what we will expect from you in meeting your child's needs. Working together, we know your child's experiences with us will be what you expect - challenging, exciting, loving and positive. Our preschool wants to provide a happy and comfortable environment for your child. Our educational program is designed to meet the developmental needs of each individual child in our program. We believe that children need experiences in all areas of development (physical, social /emotional, cognitive, language, and creative experiences) in order to become well-rounded individuals.

This handbook is a basic reference concerning policies and procedure, privileges and opportunities, and obligations and responsibilities affecting the children and families of Crayola Learning Center. Information contained in this handbook does not create any contractual rights for enrolled families. Policies contained in this handbook do not increase or diminish the legally enforceable rights of the Texas Department of Family Protective Services. The misapplication or failure to follow any specific provision in this handbook should not be grounds for setting aside or modifying any enrollment decision when it has been determined by appropriate administrative authority that the decision was fairly made and in the best interest of Crayola Learning Center. Because Crayola Learning Center is the initiator of change and is subject up to various external legal and regulatory forces requiring change, the information in this handbook will be revised as the Crayola Learning Center determines that conditions warrant.

## Vision Statement

Our mission is to provide a high-quality early childhood experience that will equip children with the skills necessary to be successful. We will foster a positive relationship with the families and our community by providing conferences, family events and parent education workshops.

We believe:

- children learn best when they are engaged and having fun.
- parental and community involvement creates a sense of community.
- culturally responsive teaching strategies increase academic success.
- cultural pride should be celebrated with our young children.
- the learning environment should be conducive for academic, social, and physical growth.

## School Hours and Days of Operations

The school hours are from 6am-7pm, Monday through Friday. The school is closed on the following days of each year:

1. New Year's Day
2. MLK Day
3. Memorial Day
4. Juneteenth Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Day until New Years Eve

## Enrollment Procedures

### Procedures for Enrollment

1. Attend preschool tour and parent orientation.
2. Submit a completed Student Application for Admission By 12pm on Thursday (one per child)
3. Submit the Non-Refundable Student Application Fee (registration plus one week tuition)
4. Submit a copy of child's birth certificate, immunization records and health care statement.
5. After the application fee and all documents have been received the application will be sent for processing.

Crayola Learning Center admits students of any race, color, religion, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Crayola Learning Center does not discriminate based on race, color, disability, national or ethnic origin in the administration of its education policies, admissions policies, scholarship, or school-administered programs.

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

Crayola Learning Center reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Crayola Learning Center is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Crayola Learning Center as outlined in this handbook including, but not limited to, timely payment of all fees and tuition. Parents are required to notify Crayola Learning Center immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being disenrolled from the program and forfeiture of any deposit.

### Clothing Guidelines

All scholars 18 months and up are required to wear school polo uniforms. Uniform slips are given within the application packet and provide a visual. The shirts are purchased through another party and the polo uniform shirt will be worn with khaki/navy pants. An example of an acceptable uniform is located in the front.

### Monday-Thursday: School Uniform

Everyone: Red or Blue **Polo** Logo Shirt

Khaki/Navy Knee Length Dress/Shorts/ Skirt/ and Khaki Pants

Boys: Khaki/Navy Knee Length Shorts and Khaki/Navy Pants

3. *Signed form that family has received a copy of the Family Handbook;*
4. *Statement of the child's health from a health-care professional.* This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
5. *Immunization Records.* Your child must be current on all required immunizations. If a family chooses not to immunize or under-immunizes their child due to a medical condition or family's beliefs documentation from a licensed health professional will be required in order for the child to attend the program. If a vaccine preventable disease to which the child may be susceptible occurs at our program, our staff will exclude the child promptly. The child will remain excluded until danger of infection has passed. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
6. *Hearing and Vision Screening Results* for students 4 years of age or older. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application);
7. *Transportation Agreement.* This form must be signed for emergencies, field trips, and/or elementary school drop off and pickup;
8. *Health and Emergency Agreement Form.* This form authorizes us to provide medical care in case of emergencies, which includes allergies.
9. Tuberculosis screening and testing information, if required by your regional Texas Department of State Health Services or local health authority;
10. Medication administration records, if applicable;
11. *All other forms* found in enrollment packet;and
12. Texas Rising Star Documents.

The above mentioned documents contain vital information about each child, such as family's work and home telephone numbers and addresses, as well as the name and address of the child's physician. These forms must be kept current and on file as long as the child is attending the school. Emergency information will be updated every year. Please notify us of any changes. **Texas Minimum Standards for Child Care requires that ALL forms must be completed BEFORE the child's start date.**

#### **IMMUNIZATIONS**

If your student is under-immunized because of a medical condition or the family's beliefs, the following is our plan for admission for your child.

1. Parents are responsible for keeping immunizations current. Please submit an updated shot record each time your child receives an immunization. At this time, Harris County does not require TB test for children.
2. Parents or guardians need to request a vaccine exemption affidavit form in writing or via a secure online request form. Each child's name and date of birth must be included in the request. Written requests must be submitted through the U.S. Postal Service, commercial carrier or fax to **(512)776-7544**

#### **Mailing Address:**

Department of State Health Services  
 Immunization Branch (MC 1946)  
 P. O. Box 149347  
 Austin, TX 78714-9347

#### **Hand Deliver:**

Texas Department of State Health Services  
 Immunization Branch  
 1100 West 49<sup>th</sup> Street  
 Austin, TX 78756

#### **Secure online request form for exemption affidavit:**

<https://www.dshs.texas.gov/immunize/school/exemptions.aspx#affidavit>

3. If a child has not attended school by Wednesday, and we have not been notified by parents, the front desk staff will contact the parents to determine if the child is out sick.
4. Each classroom will post a note on the door identifying any communicable diseases found in that classroom. This note will be posted by the front desk staff, as we are notified by parents.

5. The administration staff will keep a list of children with immunizations exemptions. If a child is out sick with a communicable disease, the parents of children with immunization exemptions will be contacted.
6. The child with immunization exemption will have to provide a doctor's note prior to returning to school.

#### **HEARING AND VISION SCREENING**

The Texas Minimum Standards for Child Care requires a screening or professional examination for possible vision and hearing problems for children of 4 years of age or older by September 1<sup>st</sup> of each year. We must keep one of the following at the school for each child required to be screened:

1. The individual results of the screening. Our school partners with a vendor at least once during the school year that provides these services at the school. We will send family notifications home prior to screening for sign-up.
2. A signed statement from the child's family that indicates that the screening records are on file at the child's elementary school. This signature is included on our enrollment application.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the family is a member.

## **Family Information Center**

Family Information Center will contain current events, special events, additional programs offered in the school, book fairs, lunch menus, licenses, inspections, food and clothing drives, etc. All money from school fund raisers (book fairs, carnivals, etc.) and extracurricular programs (dance, fitness, computer classes, etc.) will be included in the school's budget to enhance our classrooms and/or activities for the curriculum.

#### **FAMILY NOTIFICATIONS**

Families will be notified anytime any of the following occur:

1. child has a fever of 100 degrees or higher.
2. child has 3 occurrences diarrhea and/or vomiting. We will try to contact the family on the second occurrence to warn that the child will need to be picked up on the third occurrence;
3. child receives injury to neck or above (even minor bumps or bruises).
4. child has severe discipline issues that are not age appropriate (see student section of the Discipline and Guidance Policy);
5. Evacuation of building due to weather or safety issues;
6. Any injury that requires band aid or ice pack, as well as other incidents we feel require family notification.

We will attempt to contact families via the numbers provided on the child's Emergency Contact Information. Please ensure that you keep your child's emergency information updated.

#### **FAMILY CONCERNS**

We welcome families to talk with teachers, front desk staff, directors, and/or owners, if they have any concerns about their child, the classroom, and/or staff. We believe that families, children and staff should work together to ensure the safety and well-being of all our students. We have an open-door policy and will work with you on any and all concerns. We encourage our families to raise concerns. We work collaboratively with our families to find mutually satisfying solutions that staff can incorporate into classroom practice.

#### **FAMILY/PARENT ORIENTATION**

Welcome to Crayola Learning Center. We are so delighted to have you and your child(ren) join our preschool family. To ensure all parents are aware of our policies, we would like to provide you with a detailed parent orientation.

The following topics will be discussed during the tour or within the Parent Handbook, as applicable:

- Tuition Fees & Policies
- Meals & Infant Feedings
- Daily schedules
- Arrival and Pickup policy/ procedures
- Academic Goals for child's applicable age and Parent Conferences
- Texas Rising Star certification
- Importance of family involvement & Family Resource Area
- Partnership with WF Board – Gulf Coast for subsidy childcare and requirements as a participating family
- School Calendar & Closures
- Brightwheel Etiquette
- Potty Training
- Parent Concerns
- Limited Technology Use on Campus

I acknowledge that I received a tour and that I was provided the above opportunities and/or information prior to completing enrollment for my child.

**PARENT ACTION COMMITTEE**

The best way to be involved in our school and meet other families is to attend the *Parent Action Committee (PAC)* meetings. The PAC gathers twice during the school year, in the months of May and September. PAC members offer input, ideas and suggestions to the school administrators and discuss issues of importance to the school, our families and students. In addition to the PAC meeting, we also have a presentation as a part of our *Mommy/Daddy University*. These presentation subjects are those of special interest to our families and based on family suggestions. A few examples include positive behavior guidance for families, saving for your child's college years, common childhood illnesses, and potty training. Free childcare is offered to make it easier for families to attend. We encourage all our families to be involved and regularly join us at Family Action Committee meetings.

**HOME-SCHOOL PARTNERSHIP**

The building of a relationship between parents and teachers is the foundation for the child's positive experiences at the center. We encourage you to talk openly with teachers to establish this relationship. Continuity between home and Crayola Learning Center is essential to providing a meaningful experience for your child. The more familiar we are with your family, the more understanding, supportive and helpful we can be. You are invited to drop by and visit unannounced as frequently as you like.

Please inform teachers of any changes (e.g., one parent must take a trip, illness in the family, moving even a short distance, parents changing jobs, etc.) before they happen. Changes at home often lead to changes in behavior at the center. We can care for and work better with your child if we are aware of the changes at home. That you notify the director/lead teacher of any changes address, phone numbers at home and at work, caregivers or emergency numbers is of the utmost importance.

Parent conferences will be held twice a year. One in August and January. Please feel free to arrange additional meetings as needed. Also, the administrators may request a parent conference outside of these times when needed.

## **PARENTAL INVOLVEMENT**

Parent involvement is vital to children's success in school. Crayola Learning Center strives to involve parents in as many ways as possible. Parents who are involved in their child's education create a connection between the home and school.

There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our preschool will be a great one!

Opportunities for parent involvement include: Class parties, Parent/teacher conferences, Parent Education Seminars, School Events (see monthly calendar), Annual fundraisers, Graduation, and more.

## **VISITATION AND VOLUNTEER TIME**

Families may visit any our school at any time during our regular hours of operation. We encourage our families to become volunteers for their child's classroom. [not counted in ratio] Some duties of a volunteer can include, but is not limited to:

- Assisting with field trips;
- Watching the classroom during nap time for teacher planning time;
- Assist teachers with circle time;
- Assist teachers with making curriculum related items for the class;
- And much, much more.

In order to become a volunteer, the Texas Minimum Standards for Child Care requires that you complete the following:

1. Complete a background check. The total cost is \$5.00. Make check payable to [School Name].
2. Complete required volunteer paperwork (see front desk for details).
3. Complete an Orientation about our school;
4. Complete 8 hours of pre-service online training;
5. Must be 18 years of age
6. Must have at least a high school diploma or equivalent.

## **TEXAS MINIMUM STANDARDS FOR CHILD CARE (LICENSING) INFORMATION**

Families may review a copy of the Texas Minimum Standards and our school's most recent inspection report at any time. It is posted in our Family Information Center or you may review online.

You may contact the local Licensing Office, DFPS child abuse hotline, by visiting the DFPS website at [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care).

The State of Texas has rules and guidelines that all daycare centers are lawfully required to follow so the daycares can maintain their daycare license. These laws are referred to as 'the minimum standards.' We keep a copy located in the front office for anybody to review. Please feel free to ask for the minimum standards and they will made available. Every daycare is inspected by a state representative annually with no notice. After each inspection, there is a report generated. We keep our annual reports located in the front office, which is also available for you to review. The following are phone numbers and a website if you, for any reason, need to find more information or speak to a representative from the state licensing office. Included is also the number to the abuse hotline for any of your concerns.

Children bite for a variety of reasons: simple sensory exploration, panic, crowding, attention seeking, or an intense desire for a toy. Repeated biting becomes a pattern of learned behaviors that is often hard to extinguish because it does achieve results: the desired toy, excitement, or attention. Children may be teething, and biting is pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet a part of a child's brain development, so the "cause-effect" relationship is not yet developed. Our teachers plan activities and supervise carefully in order to try and prevent biting. There are times however, when a teacher cannot be within immediate reach to prevent a bite.

## Child Assessment Plan

### **PURPOSE**

At Crayola Learning Center we believe that assessing and teaching are inseparable processes. Implementation of the curriculum is best accomplished through purposeful play facilitated by highly intentional teaching practices. Assessments are conducted during naturally occurring instructional activities or when children are engaged in tasks that are personally meaningful. Linking curriculum and assessments is an ongoing cycle in which teacher collects facts, analyze and evaluate facts, plan for each child and the group and share children's progress. Crayola Learning Center believes that assessing individual and group progress is the key to planning programs that respond to the needs, interests, and abilities of children in any classroom. With ongoing assessment, teachers can focus on all aspects of a child's development.

**CLC uses CIRCLE Progress Monitoring Pre-K through CLI Engage to access all children. Assessments are done twice a year.**

### **Curriculum**

CLC uses Frog Street Curriculum for children ages birth through Pre-School. After schoolers uses a summer curriculum. We provide the necessary tools for children to allow them to learn by utilizing play, planned activities and exploration and the foundation. See [Frogstreet.com](http://Frogstreet.com) for more information.

### **CONFIDENTIAL AND ACCESS TO CHILDREN'S RECORDS**

At Crayola Learning Center we respect the privacy of children and their families. All records relating to children and their families will be treated in a strictly confidential manner. We will ensure that all families can share information in confidence and all information will only be used to enhance the welfare of their children. We will only share information with other professionals or agencies with consent from guardians. In the case of a Child Protection issue only, information will be shared without family consent.

The only individuals with access to student records including screening and assessments are as follows:

- The owners, directors, managers, and front desk staff of Crayola Learning Center for purposes of recordkeeping and organizing child files. Each of these individuals has signed detailed confidentiality agreements.
- The licensing inspector for the State of Texas for the purpose of assuring that all necessary information is present and up to date.
- The classroom teacher, only for the children in their particular classroom, and only for the purpose of assessment and keeping track of children's progress.

- With written permission of the family or legal guardian, be shared with outside agencies for the purpose of offering assistance to the families and/or teaching staff in the matter of behaviour guidance, speech and language development, occupational or physical therapy or educational support.
- Children's confidential files are kept in locked file cabinet in director's office . The files drawers are locked at all times.
- The results of individual children's assessments and screenings are used only for the purposes of keeping track of children's educational progress and for making individual modifications to the curriculum to better meet the educational needs of individual children.

The school maintains two kinds of records on children:

1. **Developmental records:** These include observations, work samples, progress records, and records of achievement. These records are secured in child's classroom. Access is granted to the child's family, all members of the classrooms' teaching staff, and management staff. This allows for the ongoing collaboration, which is integral to our planning and assessment process.
2. **Personal records include:** Enrolment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with Families and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

Personal information about children, families and staff is stored in a lockable file cabinet at the front desk. Administrative staff, management staff, state licensing, and direct care teachers have access to child file when necessary.

Families have access to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by families with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

#### **FAMILY COMMUNICATION**

Families want to know how their child is doing in school, and family members appreciate specific examples of student progress. Showing examples from their child over time enables families to personally assess the growth and progress of their child. It is essential to tell the whole story when reporting information about performance progress. Talking with families about learning goals, sharing student work samples, using a developmental continuum in conferences, and differentiating between performance and progress are some ways to ensure that families are given an accurate picture of their child learning.

- **Daily Verbal:** Teachers communicate verbally with families each day during drop-off and pick-up.
- **Daily Brightwheel:** Teachers provide electronic communication to families daily via BW app for infant and toddlers. BW documents the child's arrival, meals, diapers, medication, child's mood, etc.
- **Weekly Friday Folder Notes:** Teachers provide written communication to families weekly in the Friday folder. Families also have an opportunity to provide written communication to teachers via the small Friday folder notes.
- **Progress Report:** Annual progress reports are provided to families. Reminders will be provided to teachers when dates are approaching.

- **Family Questionnaire:** Family will be afforded the opportunity to give feedback to the teaching staff. The questionnaire will serve the purpose of providing staff pertinent information to aid them in meeting each child's need and to aid staff in preparing for the Family Teacher conferences.
- **Family-Teacher Meetings:** Families, teachers or management may request to have a meeting as needed. If there are concerns about a child's development or behaviour a meeting may be held to ensure that teaching staff and Families understand the child's needs. These meetings are documented and placed in the child's portfolio.
- **Family Teacher Conferences:** Conferences are held 713.269.2513 times per year. All children have portfolios which include written observations, work samples, a completed developmental continuum and individual child planning forms. Teaching staff will share the written observations, explain how the facts are analyzed, and activities planned based on the observations and child's individual needs.

#### **ACCOMMODATING FAMILIES AND CHILDREN**

CLC lessons plans are design with every child in mind. Each child is given the chance to meet developmental milestones with our curriculum. Children that may require additional assistance will be accommodated accordingly. We at CLC make sure to accommodate each child with development needs by providing 1;1 with child (ie extra story time, extra time in learning center, and more. CLC is setup to offer adequate one on one with children that needs it daily.

Cultural events we events we offer include Hispanic Heritage, Black History, African Pride, Disabilities Month and More. For Cultural Celebrations we provide a wide variety of things with monthly celebrations to go along with different holidays/celebrations, visitors to come a talk with kids on different cultures and more.

#### **USES OF CHILD ASSESSMENT**

Assessment can provide four types of information for and about children and their families, teachers, and programs. Child assessment can:

1. *Identify children who may be in need of specialized services.*
2. *Plan instruction for individuals and groups of children.*
3. *Identify program improvement and staff development needs*
4. *Evaluate how well a program is meeting goals for children.*

#### **ASSESSMENT PROCESS**

The primarily purpose of the assessment process is to seek information on eligibility for special services or when collecting information for overall program effectiveness. An assessment is conducted by specialized services representatives after referral has been made. Trained professionals may use norm-referenced and standardized test to assess a child. Teachers will make the child's portfolio available as needed. The child portfolio will include observations, developmental continuum, work samples, and progress reports to help with determining if services are needed.

#### **REFERRAL SERVICES**

A child should be referred to Early Childhood Intervention (ECI) Program, local school districts, or community partners as soon as there is a concern about a developmental delay. Teachers, Families or Management Staff can refer a family for specialized services. Prior to referral the child's portfolio will be reviewed and every attempt will be made to communicate concern to families in a sensitive and respectful way. Only facts will be discussed based on observations and work samples referencing learning goals and developmental milestones. Teachers will state that they have a concern that they would like to bring to their attention.

**ECI Program:** The ECI Program serves babies and toddlers, aged birth to 36 months, with developmental delays or disabilities. ECI has a staff of early childhood specialists, therapists, social workers, and other professionals that work in homes, childcare facilities, and other community settings to conduct evaluations and provide services to children and their families. Service coordination with other agencies is provided at no cost and is an essential component for integrating services around family-centered goals. Services offered through ECI are: developmental services, physical, occupational, and speech therapy, family education, counseling services, screenings and assessments, and activities to prepare children for the “next step” in their development. Families and staff work as a team to develop individualized plans of care for children and their families.

**Local School Districts:** Provides services to children 3 years of age and older. To be eligible for special education services, students must meet certain criteria requirements. If they also demonstrate an educational need, students may be eligible as having or being a student with a learning disability, an orthopedic impairment, a visual impairment, an auditory impairment, a deaf/blind impairment, mental retardation, emotional disturbance, autism, a speech impairment, a traumatic brain injury, an other health impairment or multiple impairments. The school districts provide a continuum of special education offerings and settings ranging from full inclusion with non-disabled students and only minimal special education support to full-time special school instruction.

## Nutrition

Breakfast is served from 7 to 8:30a.m. Breakfast, lunch, afternoon snack and dinner are included in the tuition price. A copy of the monthly menu will be posted in the Family Information Center each week. Special diets for medical or religious reasons should be coordinated with the director and/or front desk staff.

Meals and Food Service Practices

Crayola Learning Center is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S.

Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410, or call (800) 795-3272.

Crayola Learning Center supplies cereal, baby foods, and iron fortified formula for infants. Parents are asked to complete an " Infant Feeding Sheet" at the end of each month. This instructs us on how to feed your baby according to your directions.

Crayola Learning Center provides breakfast for all children present by 8:30am. Lunch is served at 11:00am - 12:00pm. Afternoon snack is served after the rest period around 2pm-3pm and again at 3:45-4:15pm for the school-age kids as they arrive after school. A light dinner is served at 5:00pm. Menus are posted at the center info center and posted on BW if changes occur. It is also posted in all the classrooms.

Please advise the center of any allergies and submit an allergy action plan signed by the doctor and parent. Crayola Learning Center is a Nut-Free School. If a child requires an alternative milk, a milk preference form must be completed and added to their files. We offer Lactose Free and Whole Milk.

Fruits and vegetables are served family dining styles for all scholars in Pre-K and Kinder Prep. Children receive gloves to assist teacher in passing out forks, spoons, and napkins. During COVID restrictions, family dining is suspended due to health and safety concerns.

Food will never be used as punishment or reward. Each child shall be encouraged, but not forced to eat or taste his or her food. Sufficient time shall be allowed for each child to eat. As developmentally appropriate, opportunity will be

provided for the involvement of children in food related activities. Liquids and foods hotter than 110 degrees are kept out of reach.

When children are served meals, all food brought into the facility is commercially prepared or prepared in a kitchen that is inspected by health officials.

#### **FOOD ALLERGIES**

We ensure all staff are aware and educated on food allergies to take necessary precaution to protect children. Food Allergies are posted in each classroom to ensure each teacher is aware of all allergies. The monthly menu includes a provision for allergies to notify teacher and cook of the special meal. Emergency food plans are posted in the kitchen with parent and doctor's signature. Meals are LABELED with a colored plate with their name written on them to signify it is a special meal plate. Students with food allergies will be seated with teacher and receive their plate first to ensure there is no mix up. Please Note: All children must receive their plate before children start eating.

#### **HOME LUNCH PRACTICES**

We do not allow outside food. Crayola Learning Center is funded by Cool Kids which is a federal food program that allow students to receive a healthy and balanced meal. Once a year, parents are required to complete another food program application.

## **Transportation**

Transportation is provided to and from local elementary schools. All children are transported in our Crayola Learning Center school bus or vans. Please notify us each day your child does not need transportation to or from school. If we take your child to school in the morning, we will pick up your child at dismissal time unless we are providing morning transportation only or notified otherwise.

If we take your child to school in the morning, please have your child at the school no later than 7a.m. for school transporting. If your child will eat breakfast, please have your child at the school no later than 6:30 a.m.

#### **TRANSPORTATION**

Crayola Learning Center provides fee-based pick-up service to schools within a 15-minute driving distance. Crayola Learning Center is responsible for each child from the time they are picked up until they are returned to the parent or to a responsible person designated by the parent. Children are always supervised. After transporting a child, an adult shall accompany the child into the building. When children are transported in a vehicle. Please make sure your child is in the daycare line at dismissal time when the driver comes to pick them up; if not there's a possibility that your child could be left at school and you will need to pick him/her up.

Each child under four years of age being transported in a vehicle with a seating capacity of twelve or fewer shall be seated and properly restrained in an individual child car safety seat. Each child weighing less than 60 pounds, less than 49 inches tall, or less than eight years of age shall be properly restrained in an approved safety seat or booster seat. Passenger doors will always be locked when the vehicle is moving. Smoking is prohibited in the vehicle. The director will submit a copy of any accident report to the Department of Family and Protective Services within 24 hours after the occurrence of an accident involving a vehicle transporting children. The following emergency information is carried in the vehicle for each child transported:

The emergency cards.

Written consent from the child's parent for emergency medical treatment.

When regularly scheduled transportation is provided by Crayola Learning Center, we shall maintain the following information in writing at the center and in the transportation vehicle:

1. A list of children transported.

2. The transportation route and scheduled stops.
3. Emergency kit (first aid, fire extinguisher)
4. Individual child's enrollment information.
5. Cell phone.
6. When transportation services are contracted or chartered, the name, address, and telephone of the contracting person and the name of a representative of the firm who may be contacted after hours shall be on file at the center.

When Crayola Learning Center uses a center-owned or leased vehicle or arranges for operation of a vehicle by other than a licensed contract motor carrier, the following additional requirements shall be met:

1. The vehicle shall be:
2. Registered in Texas.
3. Clean, uncluttered, and free of obstructions on the floors, aisles, and seats.
4. Enclosed.
5. Equipped with a first aid kit.
6. Equipped with a list of children transported.
7. Carry all insurance required by law.

The vehicle shall be in safe operating conditions and at 12-month intervals the licensee shall provide the Department of Family and Protective Services with evidence of the vehicle's safe operating condition on a form provided by the department or current yearly inspection sticker.

Crayola Learning Center has on file a copy of the driving record of each driver of a Crayola Learning Center provided vehicle. Each driver shall:

1. Be at least 18 years of age.
2. Hold a valid Texas operator's license for the type of vehicle driven.
3. Have at least one year of experience as a licensed driver.

#### **BUS AND VAN RIDER RULES**

The following guidelines should be followed by all students riding the bus and/or van. These rules will help ensure the safety of all students when riding the vehicles.

1. While getting on and off the bus or van, please stay in line, watch your step, and board one student at a time.
2. Remain seated with seatbelt on until vehicle is parked and comes to a complete stop.
3. Please keep feet and belongings out of the walkway.
4. Students are not allowed to change seats after bus/van is moving.
5. Be nice to all riders and allow others to sit with you.
6. If necessary, the driver may assign seats. Please sit in your assigned seat if you are given one.
7. Please use low voices, and refrain from yelling or calling out. This can cause distractions to the driver.
8. No fighting, rough play, and/or bad language allowed. NO EXCEPTIONS.
9. Do not throw objects inside the bus /van or out of the windows or doors.
10. Ensure you have all personal belongings before leaving the bus/van.
11. Do not touch, pull, or lean on the RED emergency handles. The emergency handles should only be touched during an emergency, when asked by the driver and/or teachers.
12. No food or drinks allowed on the bus, unless approved by CLC management.

Your child's safety and the safety of the other children on the bus and van is our number one concern. Please review these rules with your child and ensure that they understand the importance of these rules.