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We strive to see that all the programs offer a balanced, well-planned curriculum, with lots of actual experiences for the child. Through the involvement in many activities and experiences, the child will grow and mature in many areas of his/her development. These areas will include cognitive (knowledge), creative, social, emotional, language,

A. MISSION STATEMENT

The school's mission is to provide and insure that young children have opportunities to learn, grow, develop, enjoy, and experience in a well-planned, developmentally appropriate and caring environment.

informed. If a child's actions cause destruction of property, the parent will be informed and may be asked to replace or cover the cost of repairing the property.

BEHAVIORAL MANAGEMENT

Behavior management techniques used by the staff will not involve corporal punishment or humiliation of the child. The school/center reserves the right to withdraw its services if a child's behavior has continued to be destructive, hurtful, or inappropriate after the parent has been told and reasonable efforts have been used by staff and parents to improve the behavior. We may also withdraw services if the parent(s) refuse to work with our staff to improve the child's behavior, or to seek professional services.

Children, who exhibit recurring unmanageable behavior, which endangers the safety of the other children in the program or significantly disrupts the educational curriculum, may be withdrawn from the program if the negative behavior cannot be extinguished in a reasonable period of time. Withdrawal of students will be made only in very rare circumstances, and after other reasonable alternatives have been explored. The needs of the child in question, the parents of the child and the other children enrolled in the Center will be considered before withdrawal of a child is required.

When negative behavior is exhibited on a recurring basis, the caregiver will discuss the situation with the parents and inform the parents of the strategy chosen to help the child resolve the problem. The staff will need the cooperation and participation of the parents in following through with the chosen methods at home and provide consistency in the solution strategy. If improvement in the child's behavior is not achieved in a reasonable amount of time, the Director will hold a conference with the teacher and parents.

All children are very important to us at Light House and we will do all we can to see to it that each child's experience here is a positive, rewarding and memorable one. To ensure this goal, we will ask for the removal of any child from Light House who is intent upon harassing, ridiculing or mistreating anyone because of their race, beliefs, the way they dress or their handicapping condition.

Withdrawal of a Child for Problem Behavior

If improvement is not shown in the child's behavior following the conference, the Director will consult the Center's owner to determine if withdrawal of the child from the program is appropriate. If the withdrawal is approved, the Director will notify the parents that they need to withdraw their child. When possible, a (1) one-week notice will be given before the withdrawal goes into effect. However, if the problem behavior exhibited by

the child drastically endangers the safety or the well being of the other children in the program, immediate withdrawal may be required. A pro-rated portion of any tuition will be refunded if withdrawal is necessary.

Withdrawal of Parents for Problem Behavior:

If a parent of a child enrolled in the Center exhibits unnecessary harassment towards a teacher or group of teachers, the Director can evict the parent and child from the Center immediately, which will result in the loss of any moneys paid. Unruly behavior of any kind will not be tolerated by the Center; therefore, the Director has the final authority in removing the parent and child from the Center.

If Your Child is Bitten

Child development research indicates that approximately fifty percent of all children enrolled in childcare centers will be bitten. Toddlers especially will often use biting as a form of communication. Light House will strive to minimize biting accidents. If this should occur, we will do our best to comfort your child and care for his/her needs immediately. We will also inform the parents of the biter and work with them and their child to change this behavior.

If Your Child Bites Another Child

Biting is very serious and is unacceptable. If your child bites, Light House Center will work with you to develop a plan to correct the problem.

OUTDOORS PLAY

Outdoor play in the fresh air contributes to a child's good health and overall development. To that end, Light House plans daily outdoor activities. It is generally our policy that a child who comes to the center must be well enough to participate in both indoor and outdoor play. If there are medical reasons that your child cannot play outdoors, but is well enough to be at the center, we will be happy to comply with your physician's request when presented with a note from your child physicians

CLASS TIMES

Breakfast -----	7:45 – 8:15 a.m.
Class -----	8:15 – 11:45 a.m.
Lunch -----	11:45 – 12:30 p.m.
Rest -----	1:00 – 3:00 p.m.
Class -----	3:00 p.m. – 6:00 p.m.

CLOSING POLICY DUE TO WEATHER

If School District closes due to severe weather, we will close as well. If we find that the weather conditions do not warrant closing, we will open at a later hour to give the Director time to staff.

ARRIVAL AND DISMISSAL

Try to be prompt in bringing and picking up your child. All kids must arrive at school not later than 9:30 a.m. No kid will be admitted for the day after the cut off time. Arrival at

the scheduled time is very helpful to the staff and insures that your child does not miss out on planned activities. If your child is going to miss school, please call the school (after 7:00 a.m.) as soon as you know of the absence.

Arrival Times:----- 6:30 am; 3:30 pm (afterschoolers)

Dismissal Times: ----- 5:50 p.m.

Children receiving full-care services and staying at LIGHT HOUSE until 6 p.m. must be picked up as promptly as possible. The staff is dismissed to go home at 6:05 p.m. After this time, parents arriving late to pick up children will be charged \$1.00 per minute (after 6:05 p.m.).

NUTRITION

B. FOOD PROGRAM

Light House participates in the Child And Adult Care Food Program (CACFP). We serve nutritious meals to all children enrolled in our center. We receive federal support to help pay the cost of the meals at no cost to the parents. This nutritional program meets the U.S. Department of Agriculture (USDA) nutritional standards. Weekly Menus are posted for review. All substitutions are of the same food group and posted. Our goal is to ensure that all children are served meals that comply with the recommended daily dietary allowance.

We provide Breakfast, Lunch, and Afternoon Snacks with items selected from the four food groups (grains, proteins, dairy, and fruits/vegetables). The center provides snacks and meals that contribute to the daily food needs. If the child is in care for four hours or less, we will serve one snack. If the child is in care for four to seven hours, we will serve one meal or one meal and one snack equal to 1/3 of their daily needs. If the child is in care for more than seven hours, we will serve two meals and one snack or one meal and two snacks, equal to 1/2 their daily food needs.

1) Breakfast

Our breakfast is served between 7:45 and 8:15 a.m. If not arriving between 6:30 am and 8:00 am, please be sure your child eats a balanced breakfast prior to arriving at the center. We serve three of the four food groups (grains, dairy, and fruits/vegetables) at breakfast.

Lunch

Our lunch is served between 11:45 and 12:30 p.m. We serve all of the four food groups at lunch.

PM Snack

We serve afternoon snack at 3:00 pm, with two items selected from any of the four food groups. Snacks for twos and threes are carefully selected to prevent choking by the children.

CELEBRATIONS AND PARTIES

We can celebrate your child's birthday at school. On that day, you will be asked to send birthday cups, napkins, and plates (optional), as well as the food and beverage. Please do not send favors for birthdays. We do need you to send the snack, beverage, birthday cups and napkins for that day. You are welcome to come to school when we celebrate your child's birthday. We also celebrate Thanksgiving, Christmas, Valentine's Day and Easter with parties at school. Other special events are Open House Night, School photos, Spring Art show, field trips, and graduation ceremonies for P3, Pre-K, and K classes. A special activity is planned on the last day of school for the Two's.

HEALTH INFORMATION AND POLICY

TB Testing is no more required for your child but vision and hearing screening is required for children four years and older.

C. SICK CHILDREN

Please inform the school's staff if the child comes down with something that might have spread to other people. This includes strep throat, flu, pinworms, lice, scabies, impetigo, childhood diseases, ringworms, etc. If LIGHT HOUSE staff notifies you that your child is ill, you should pick up your child within one hour of notification. Because we do not have a nurse on staff, we may request that your child see a physician and/or have a physician's release to return to school, in certain situations.

For the protection of all children and staff, we ask that you notify the center within 24 hours after your child has developed a known or suspected communicable disease, or if any member of the child's immediate household has a communicable disease. When your child has disease requiring exclusion, we ask that you inform the Center Director of the diagnosis. If we become aware of communicable disease-affecting children in the center, a health alert will be posted. We will attempt to indicate the earliest symptoms so that additional exposures can be avoided.

2) Exclusion of Sick Children from activities

If one or more of the following exists, the child may not be included in the center's activities:

- Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Rectal temperature of 101.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs of illness;
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea; two or more vomiting episodes in 24 hours; rash with fever; mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
- A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Stay Home Guidelines for Sick Children

When a child has a strep infection, he/she should not return to school unless he/she has been on antibiotics for at least 24 hours. When a child is exposed to chickenpox, the incubation period is 7 to 21 days, with most children breaking out between 10 – 14 days. The child is contagious 24 – 48 hours before breaking out occurs. If the child has been exposed, please check the child carefully for fever and/or spots, from the 7th day on. If the child has the disease, he/she may not return for at least 7 days or until all the sores are crusted over. Apply these Guidelines for the Management of Illnesses in determining when your child should not attend the center.

1. Do not bring your child to the center if he or she is not well enough to participate in a normal day's activities or is exposed to a contagious disease, develops symptoms of a contagious disease or is diagnosed by a physician as having a contagious disease
2. Please keep your child at home if he or she develops any of the following symptoms of contagious disease until symptoms disappear or your physician decides your child can return to the center:
 - Diarrhea (more than one loose stool or increased number of stools)
 - Difficult or rapid breathing (especially in infants under 6 months)
 - Yellowish skin or eyes (may be signs of Hepatitis)
 - Mouth sores with drooling
3. If your child has one of the following symptoms and a fever of 100⁰F or above (oral thermometer), 101⁰F or above rectal thermometer):
 - Unusual spots or rashes
 - Headache
 - Sore throat or trouble swallowing
 - Infected skin patches
 - BACTERIAL MENINGITIS
 - CHICKEN POX, DIPHTHERIA, HEPATITIS A
 - IMPETIGO, INFESTATION
 - MEASLES, RUBELLA, MUMPS
 - PERTUSSIS (Whooping Cough), TUBERCULOSIS (TB)
 - CONJUNCTIVITIS
 - HAEMOPHILUS INFLUENZAE TYPE b (Hib, Pneumonia, Meningitis, Epiglottitis)
 - STREP THROAT
 - PIN WORM & RINGWORM

KEEP YOUR CHILD AT HOME Until child physician / Health Department says it is safe.

This Center does not administer medicines to keep a fever down or anti-diarrhea/vomiting medicines. Your child must be free of fever, diarrhea, vomiting for 24 hours without the need of medicine for these.

Medication

If your child requires medication at school, an authorization form (usually found on the microwave in the kitchen) must be completed, signed, and sent to school. It is extremely helpful when you can administer medication before or after center hours. There may be times, however, when your child needs medication during the day. Light House staff will administer medication prescribed by your child's health care provider if you have completed a CHILD MEDICATION AUTHORIZATION AND LOG. Designated staff may administer medication only. Please give all medication to the Director or designated person-in-charge, who will see that it is stored and administered properly and safely. Please do not send medication in your child's bag or coat pocket, or leave medication in your child's storage space.

For prescribed medications, give the Director or designated person-in-charge the medication in the original, child-resistant container, labeled by a pharmacist with your child's first and last names, date prescription was filled, medication's name and expiration date, administration, storage and disposal instructions.

For over-the-counter medications, provide the Director or designated person-in-charge, with a note from your child's health care provider recommending the medication, indicating the dose, frequency, method of use, and administration duration. The medication should be in a child-resistant container, with the child's first and last names,

displaying instruction for administration and storage supplied by the manufacturer, and the expiration date. Be sure to check with the Director on additional local health department requirements.

Light House logs each instance of medication administration, as well as any adverse reactions, spills or refusals to take.

Cough drops. The director reserves the right to refuse to administer medication, which may include breathing treatments, controlled substances, due to liability and risk, involved.

ALLERGIES

If your child has allergies, please discuss this with the Center Director and your child's caregiver. We will make every effort to accommodate your child's special needs.

ENROLLMENT AND FEES

D. ENROLLMENT

Light House is an equal opportunity provider of Private school and childcare services. Applications for enrollment are accepted without regard to race, religion, sex or national origin. We request that you read "our philosophy" chapter, which delineates our policies and procedures. You must also complete and sign all enrollment forms. The registration fee and the first week's tuition are due on or before the first day of your child's attendance. Light House requires a pre-admission conference with parent and child to acquaint the new family with the center environment, child's caregivers, and schedule for care.

3) Enrollment forms

The following forms need to be completed at enrollment:

1. Admission and Health Information form
2. CACFP enrollment form
3. CACFP income eligibility form
4. Emergency contact form
5. Media permission form
6. Financial agreement form

Prior to child's first day of enrollment the following must be completed:

- 1) Enrollment form completed
- 2) Current immunization record signed by physician and stating that child is able to participate in a childcare program. For school age children, a dated statement signed by parent that the child's immunization record is current and on file at the school the child attend — this must include name, address and telephone number of school in the statement; or A notarized statement signed by parent/guardian stating that the immunization conflict with the rules and practices of a recognized religious organization of which the parent is a member

Confidentiality

Light House respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child. Various federal and states statutes, local ordinances, and regulatory rules protect these rights to privacy and confidentiality. If your child is involved in a biting incident with another child, Light House cannot reveal the biter's identity to the parents of the other child without prior written consent from the biter's parents, except as required by law.

FEES

4) Registration Fee

All new students to LIGHT HOUSE will be registered for \$50.00. Returning students shall be registered for another year at LIGHT HOUSE for \$30.00. After the March deadline, current students are no longer given priority in registering and registration is open to the public. In order to ensure reserving a place for the next year for a currently enrolled LIGHT HOUSE student, it is wise to register on/before the March deadline. Registration fees are non-refundable.

Tuition

The tuition fee depends on the program the child is enrolled for. The following programs are available at Light House :

1. Full time preschool program (includes care from 6:30 a.m. to 6:00 p.m.)
2. Half day preschool program
3. Private Kindergarten
4. After school program
5. Summer program

For all programs at SOLID ROCK, tuition is assessed on a weekly basis. Tuition may be paid for the week, for two weeks, or for four weeks as may be convenient for the parent, and is due at the first day of the week.

Tuition will not be reduced due to holidays in the month or due to family trips or an illness of the child. Tuition may be paid in cash, by check or by money order, and they should be enclosed in an envelope labeled with the child's first and last name, the class group the child is in at school, and an indication of what the money is being paid. (For example: Jones – week of 4/3 – 4/7 Twos tuition). Ask the director for the tuition amount for your child. If you choose to pay the total year's tuition charges in advance by June 15, you'll receive a 5% discount. .

Supply Fee

Supply fee is non-refundable and is charged once in an academic year. It can be paid once or twice. The supply fee, like tuition, depends on the program in which the child is enrolled. Typical supply fee charges for full-time students in year 201__ are: Twos, Threes (\$160); Pre-K (\$200); Kindergarten (\$210). These amounts are not fixed every year. They are provided just to give you an idea.

Tuition Late Fees

Tuition for the week is due on Mondays. If payment is not made by Wednesday, a \$5.00 late fee is added. The grace period is extended to 7 days if the parent is paying for four weeks tuition. If tuition and the late fee are not paid after 10 days, the school will discontinue services until the payment is received. This policy also holds for those who have to co-pay for NCI program. LIGHT HOUSE will send out billing reminders for the previous week's charges.

Returned Checks

A \$35 per check fee will be assessed for each returned check -- in addition to the amount of the returned check. Both the \$25 fee and the regular payment must be paid in cash. After (3) three returned checks, future payments must be made in cash or money order. If a returned check has not been paid within (3) three working days, your delinquent account will be presented for collector. if your bank made the error; a letter from the bank must be presented for a credit of the return check charge.

Late Pickup

Your child should be picked up at or before 6:00 p.m. The LIGHT HOUSE staff is released at 6:05 p.m. You will be charged \$1.00 per minute for every minute your child stays past 6:05 p.m.

DELINQUENCY

To maintain the quality childcare facility that your child deserves and that you expect, the Center cannot and will not attempt to operate on delinquent tuition payment. We will pursue every means of collecting on delinquent accounts, including dis-enrolling your child.

SAFETY POLICIES

E. EMERGENCY EVACUATION

Evacuation drills are held regularly at Light House Center. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible, and you will be asked to pick your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children. Please check with the Director for center specific information related to evacuation and natural disaster emergency procedures.

TRANSPORTATION POLICY

Light House van is used to transport children for field trips and to pickup afterschoolers from schools. All students in the van must remain seat-belted for the entire duration of the trip, should not move around to distract the driver for safety of all in the vehicle and they may not ride in the front seat of the vehicle. New state regulations will require us to

use child safety seats for all children and children under a certain height must use booster seat. You will be required to bring such a seat on announced field trip dates.

SIGNING IN AND OUT

The parent should sign in and out at the front table (entry area) to register the child's time at LIGHT HOUSE daily. Children arriving should be brought inside and given to the appropriate staff for supervision. Please do not drive up and drop children off to go inside alone. You should accompany the child inside the school and take him/her to the childcare room and to a LIGHT HOUSE staff. Please say your good-byes before leaving your child.

When it is time for the students to be dismissed from school, we want to accomplish this as safely as possible. If someone that is not on your child's enrollment information needs to pick up the child, please inform us in writing or by phone and the person will need to show identification when he/she arrives at the school.

PROCEDURES FOR RELEASE OF CHILDREN

We can release children only to a person designated by the parent or guardian in the Enrollment form. Parents (guardians) must inform us in writing, in person, or by phone if a change will occur in who will be picking up the child. Please tell us what the person looks like, what type of vehicle he/she drives, and what time the child will be picked up. We will ask for and make a copy of the person's photo ID. If we suspect a person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.

PARENTAL (GUARDIAN) VISITS TO THE CENTER

Parents or guardians (legal custodians) of children enrolled at LIGHT HOUSE are welcome to visit the school during our hours of operation to observe their child, the school's operation, and program activities without having to secure prior approval.

PARENTAL PARTICIPATION IN THE CHILDCARE CENTER'S OPERATION/ACTIVITIES

You may volunteer by contacting the staff or director to inform them of your desire to participate. There are field trips, special events, and other times when we need parent volunteers. If you know you'll be volunteering, regularly or frequently, we will need to do a criminal history check and have a notarized Licensing Affidavit on file. Please see the director about these requirements.

MINIMUM STANDARDS OF LICENSING

Our center is state-licensed, and we have to comply with a set of state-mandated minimum standards. To review a copy of these standards, you may check with the director to checkout LIGHT HOUSE copy. The website to review these standards is www.tdprs.state.tx.us/child_care

You may contact the local Licensing office by dialing 713-940-3009. The PRS Child Abuse Hotline is: 1-800-252-5400.

WHY A FAMILY AND THEIR CHILD MIGHT BE ASKED TO LEAVE LIGHT HOUSE

Though this is a difficult decision for the staff and the family, sometimes circumstances make it a necessary step. First, the LIGHT HOUSE staff and director would communicate with the family about the problems as they occur. In most situations, the staff would make suggestions, gather information from the family, and work out a cooperative plan of action between the family and the staff. Most of the time, this is all that is needed to bring about improvement. However, if after a reasonable (specified) period of time, the family has not taken steps to cooperate with the staff, the family will be asked to withdraw the child from the LIGHT HOUSE program.

Situations that might warrant such a step as withdrawal:

Bringing a child to school who is chronically sick, destructive, or abusive to other children or staff;

Regularly resisting, ignoring, or breaking of the school's policies;

Being constantly negative, as in chronic complaining, having unrealistic expectations of the staff;

Failure to seek outside, professional help for the child with reoccurring negative behaviors, after the staff who work with the child and the director have suggested this to the family;

Failure to pay for services, as outlined in the financial section of the LIGHT HOUSE handbook

GENERAL POLICIES

F. CLOTHING

Each child, ages 2 – 5, should bring a set of clothes to leave at the school. These should be bagged and labeled with the child's name. In the case of an accident at school in which we have no clean clothes for your child, we will be using extra clothes and underwear that we keep at school. If your child comes home with clothes/underwear supplied by SOLID ROCK, please return them clean within two days or you will be billed. (\$1.00 for underwear)

DRESS CODE

Please dress your child in appropriate play clothes, as we will often be involved in messy activities at school. We do use cover-ups for painting and some other messy activities. We also use washable tempera paints, washable markers, and stamp pads. Also, send appropriate outerwear when the weather gets cooler. We do take them outside on cooler days for playtime and walks. Please label your child's outerwear with the child's name. Clothes with drawstrings may be hazardous outside on certain equipment.

FIELD TRIP POLICY

Let teacher know by specified deadline or at least 48 hours in advance if you wish to go on trip. Light House van is used to transport children for field trips. However, children are allowed to ride in their parent's vehicle, if the parent is a chaperone.

All LIGHT HOUSE students must wear Light House T-Shirt and must remain seat-belted for the entire duration of field trip, and they may not ride in the front seat of the vehicle. We try to accommodate a parent's wishes regarding where a child rides.

PARENTAL NOTIFICATIONS

Parents will be informed of any changes in center's policies by individual notes. These changes will be posted in our entry area as well

Parents will be notified of field trips in advance by notes sent home and one will be posted in our entry area as well.

Parents will be notified of medical emergencies, involving their child, as outlined in Medical Emergencies

Parents will be notified of minor accidents, incidents by phone and/or by report forms. The parent will be given a copy of the incident form and will need to sign the center's copy

RESPECT OF PROPERTY

If your child is responsible for the loss or destruction of LIGHT HOUSE property, you will be notified and you may be asked to compensate for or replace the item with one that is comparable. This includes LIGHT HOUSE library books, readers, stuffed animals, toys, and equipment.

DIAPERS AND WIPES

Parents of two-year-olds, who are not toilet-trained, will need to provide disposable diapers and wipes. Refills for these items should be brought the next day after notification. The staff uses disposable gloves, disposable paper on the changing table, and washes their hands after each diaper change.

BATHROOM VISITS

The LIGHT HOUSE staff will be encouraging your child to wash his/her hands after each visit to the bathroom. We will also be encouraging the child to develop independence and self-help skills during bathroom visits for students four and older. Please support us by teaching your child self-help skills at home as well.

NAPS AND MATS

A rest time will be part of the day's schedule for twos, threes, and fours. For those taking naps, naptime is from 1:00 to 3:00 pm daily and a rest mat is required. You may send one or pay LIGHT HOUSE \$15.00 to provide one. For the older children, a quiet or rest time will be included if they are in care for seven or more hours each day. If you do not wish your child to take a nap, we need a written note to include in the child's records stating that and signed by you. Each child that will be resting at LIGHT HOUSE should bring a small lightweight blanket, and a small pillow (16x16 or smaller) for use on the mat at rest time. Please label all nap items with child's name. We provide and launder

(weekly) mat covers. Blankets and pillows shall be sent home once a week for laundering and should be returned the next week with the child. Each child will have a personal mat, labeled with his/her name, and the mat will not be used by anyone at Solid Rock. Parents of these children will be asked to pay a mat fee (\$15.00) in addition to the regular supply fee. At the end of the year, you may take the mats home.

ENVIRONMENT

LIGHT HOUSE maintains a smoke-free environment.

LIGHT HOUSE is a gang free Zone. Gang activities are prohibited within 1000 ft of this facility

CONCERNS/QUESTIONS ABOUT POLICIES/PROCEDURES

If you, as a parent, have a concern or question concerning a policy or procedure, you should follow the outlined steps listed here.

Call the director or Leave a note in a sealed envelope on the director's desk.

The director will contact you by phone within 24 hours.

The director and staff also appreciate verbal and written words of positive appreciation and validation.

And finally to the parents...

Again, thank you for entrusting your child to our care. We will do our best to serve you as well.

Light House Academy

3 Cravens Road Stafford, TX 77477



Parents Handbook