

5810 3rd St. Katy, Texas 77493 (281) 391-0172 Fax (281) 391-7579 www.mlckaty.com

# Parent Handbook 2021-2022

Index	2
Philosophy / Mission Statement	3
Mission & Ministry Statement	3 3 3
Statement of Belief	3
Non-Discrimination Clause	4
Teachers	4
Board of Preschool	4
Curriculum	4
Student Assessment	4
Programs	5
Days of Operation	5
Entrance Requirements	6
Immunization Requirements	6
School Records	6
Tuition & Fees	7
Tuition Reduction Policies	7
Arrival	8
Dismissal and Pick-up Procedures	8
Procedure for Release of Children	8
Cell Phones	8
Attendance Policy	9
Health Check	9
Illness & Exclusion Criteria	9
Medications	9
Discipline and Guidance Policy	10
Suspension and Expulsion Policy	10
Physical Activity	11
Appropriate Dress	11
Animals	12
Special Event / Field Trips	12
Snack and Lunch	12
Birthdays	12
Parent Notification / Involvement	12
What to Bring to School	13
What Not to Bring to School	13
Notification of Policy Changes	13
Breastfeeding	13
Reporting Child Abuse or Neglect	14
Emergency Procedures	15
Medical Emergencies	15
Fire Extinguishers / First Aid Kits	15
Gang Free Zone	16
Vaccine – Preventable Diseases for Employees	16

# PHILOSOPHY STATEMENT

Growing in God – Learning in Love – Connecting Families to Christ

- † Every child is a gift from God.
- † Every child should know Jesus loves him or her.
- † Every child has the unique potential to learn.
- † Jesus is the foundation of everything we teach.
- † Every family has a place and a purpose in the Community of Christ.

<u>MISSION AND MINISTRY STATEMENT</u> Memorial Lutheran Preschool exists to support, encourage, and connect families to Jesus, by providing a foundation of Christ-centered academic learning, equipping them to be His witnesses and make disciples wherever they go.

### **STATEMENT OF BELIEF**

Founded on the mission statement of Memorial Lutheran Church and desiring that children will:

- † go and make disciples of all nations (Matthew 28:20)
- † grow in the grace and knowledge of our Lord and Savior Jesus Christ (2 Peter 3:18)
- by loving and serving one another (Galatians 5:13)

### We believe...

- the Holy Scriptures are the inerrant Word of God, to be used for the teaching and equipping of saints of all ages.
- the spiritual dimension is of paramount importance and that it is also essential to develop the emotional, social, intellectual and physical dimensions of the child.
- the Law shows us our sin, but the Gospel brings forgiveness and the power to love and treat others as Christ loves and treats us.
- † Christ-like, loving and caring staff members are essential to the growth of the child.
- + our school is an integral part of our church's mission and ministry to young children and their families.
- † our school is a partnership that involves our church, community, staff, the family and the child.
- † play is important to a child; therefore we teach through play and developmentally appropriate activities.

### **NON-DISCRIMINATION CLAUSE**

Memorial Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. Memorial Lutheran Preschool does not discriminate on the basis of race, creed, age, sex, color, national origin or on the basis of handicaps or disabilities in its procedures of employment, promotion, demotion, lateral reassignment, transfer, recruitment, layoff, termination, salary, rate of pay or other compensation, selection for training or any other benefits. Memorial Lutheran Preschool will employ personnel in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

# **TEACHERS**

All MLP staff participate in an on-going training plan including 24 hours of annual training. A portion of this required training is Recognizing Child Abuse and Neglect which includes:

- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect (warning signs that a child may be a victim of abuse or neglect);
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- Strategies for coordination between the center and appropriate community organizations; and
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

### **BOARD OF PRESCHOOL**

The Board that governs the school meets monthly on a regularly scheduled basis. Board meetings are open to staff and parents unless an executive session is called. The Board Policy Handbook is available for review in the school office.

### **CURRICULUM**

In accordance with our philosophy and purpose statements, Memorial Lutheran Preschool's curriculum is permeated by a longing for children to know and grow closer to their Lord and Savior, Jesus Christ.

For the Toddlers, Twos and Threes, we have developed age appropriate curriculum that includes language development, social-emotional components, rhymes and songs, number sense, fine motor skills, process art and hands-on science. Our four- and five-year-old classes use Learning Without Tears. The curriculum components include Language & Literacy, Numbers & Math and Readiness and Writing. There is also a weekly chapel and weekly sessions with music and gross motor development for all ages.

### STUDENT ASSESSMENT

Each age level has a staff-created evaluation tool to assist in determining the child's achievement of desired learner outcomes in the following areas: spiritual, emotional, social, intellectual, and motor skills. Assessments and parent conferences are conducted throughout the year. Additional conferences may be set up any time as needed.

### **PROGRAMS**

Our program offerings vary based on your child's age. Please see the registration form for current program offerings.

### **HOURS & DAYS OF OPERATION**

Our school year is August through May, 6:30 a.m. until 6:00 p.m. The current Memorial Lutheran Preschool calendar showing the first and last day of school and all school holidays is posted on our website at <a href="https://www.mlckaty.com/preschool">www.mlckaty.com/preschool</a>.

Memorial Lutheran Preschool considers the Katy Independent School District school calendar in planning our calendar including the scheduling of holiday breaks, start and end dates. MLP considers the decisions of KatyISD Office of Emergency Management regarding inclement weather or other school closures. Parents will be notified of school closures via email and social media.

There will be no reduction in tuition for child absences or school closures including unplanned closures.

Please check the current School Calendar for important dates including planned closures.

# **ENTRANCE REQUIREMENTS**

Memorial Lutheran Preschool admits students of any race, color, creed, nationality or ethnic origin. See Nondiscrimination Clause (page 4).

The child must be the age for the class in which they are enrolling by September 1<sup>st</sup> of that school year. Children enrolling for a Threes classroom should be toilet trained as these classrooms are not equipped with changing areas.

# **Immunization Requirements for Children**

The child <u>must be current</u> on all vaccinations as required by the Texas Department of Health. More detailed information regarding immunizations may be found at <a href="https://www.dshs.texas.gov/immunize/school/default.shtm">https://www.dshs.texas.gov/immunize/school/default.shtm</a>

It is MLP's policy not to accept the State of Texas Exemption from Immunizations.

Members of Memorial Lutheran Church and families already enrolled in our program are given opportunity to enroll prior to registration being open to the community. If a program is full, a waiting list is maintained, and openings are filled in the order in which registration forms have been received.

After careful consideration of the levels of support necessary for a student to be successful in the preschool environment, the Director and Preschool Board will make the final decision to admit or decline the enrollment of a student. The student must be able to cooperate/participate with the typical class routine without requiring more adult assistance than their peer group. As with all students, the Director and the Preschool Board reserve the right to terminate a student's enrollment if/when it is determined this is not the best setting for the student to learn or if the safety of the student, peers, and/or staff is compromised in any way.

# **SCHOOL RECORDS**

All forms must be on file in the school office by the due date stated on the Enrollment Packet.

- Admission Information
- Getting to Know You
- Pictures and Information Authorization
- Parent Handbook Acknowledgement
- General Authorization and Release
- Financial Agreement
- Physician's Statement
- Immunization Records
- Food Allergy Emergency Plan

If your child has received a diagnosis of any food allergies, this form must be signed by a physician stating an action plan and medications required in case of a reaction. If your child has no known food allergies, we ask that you write "NONE" on this form and sign. Any life-saving medications require a separate "Authorization to Dispense Medication" form as well.

Hearing and Vision Screening (must be received by December)

We must have documentation of hearing and vision screening for <u>all 4 year olds and 5 year olds</u>. A registered physician or registered screener must do this screening during the current school year.

### **TUITION AND FEES**

**Registration Fee -** Due at the time of registration. Registration fee is non-refundable.

### **Tuition**

Our annual tuition is divided into ten equal monthly payments. Tuition payments are due on the 1<sup>st</sup> of the month and late after the 10<sup>th</sup>. A \$25 late fee will be assessed on all late payments. If tuition is not paid in full by the 15<sup>th</sup> of the month, your student will not be permitted to return to school.

A non-refundable tuition deposit equal to one month's tuition payment is due by July 1 (or an agreed upon date if enrolling after July 1). This tuition deposit may only be applied to May 2022 tuition.

There will be no reduction in tuition for child absences, holidays or school closures.

A \$40 fee will be assessed for payments resulting in insufficient funds/ returned checks.

# Late Pick-Up Fee

A charge of \$1 per minute will be assessed after the designated pick-up time.

# **Refund Policy**

All tuition and fees, including registration, are non-refundable.

### **TUITION REDUCTION POLICIES**

Preschool parents who regularly attend and participate in the congregational life of Memorial Lutheran Church (MLC) will be entitled to a 30% reduction in preschool tuition. Qualification for the discount is determined twice each calendar year in **July** and **January** by looking back at the previous six-month record.

To qualify for this tuition reduction, a parent/family must demonstrate their active involvement in the Memorial Lutheran community by the following criteria:

- Family maintains an average worship attendance rate of twice per month for the previous six months. Statistics are determined from the church attendance records.
- Family supports the ministry of Memorial Lutheran Church through a pattern of regular financial giving.
- Senior Pastor acknowledges that the family is in good standing with the church.

<u>Note</u>: New families may qualify for the discount by maintaining active participation (as defined above) for at least a three-month period prior to the start of the Fall or Spring term.

To determine eligibility, the preschool office will direct parents to contact the church office for approval of the discount qualification. Parents who do not qualify will be assessed the monthly regular tuition rate until the next qualifying period. The tuition reduction committee will consist of the Head or Associate Pastor, Chairman of the Preschool Board and Preschool Director. This committee will address any questions that may arise concerning this policy.

For the church to keep accurate records, always fill out an attendance card when you attend worship at MLC.

All staff, persons involved in full-time ministry and those who serve our country in the active military are eligible to receive a 20% reduction in preschool tuition.

### ARRIVAL

Drop off areas for each class will be assigned and shared prior to your child's first day of school. A health check will be conducted for each child prior to entry.

# **DISMISSAL AND PICK-UP PROCEDURES**

Pick up your child from their classroom at the designated pick-up time. Any parent or guardian picking up a child will be expected to show photo identification or their school pick-up tag.

### PROCEDURE FOR RELEASE OF CHILDREN

When children are to be released to adults other than parents or guardians, please abide by the following guidelines:

Students may be picked up by any authorized person identified on the child's enrollment forms.

Students may be released to adults other than parents if any of the following exist:

- The person shows the child's pick-up tag;
- A written note, email or text message from the child's parent or guardian stating the name, phone number and driver's license number of the pick-up person for that date;
- A phone call from the child's parent or guardian stating the child's code word (for identification purposes) and the name, phone number and driver's license number of the pick-up person for that date

Students who became ill at school and whose parents cannot be contacted will be allowed to leave the school grounds with anyone authorized on the child's enrollment forms.

# **CELL PHONES**

For the safety of you, your child and the preschool staff, cell phone use is prohibited on church and preschool property during school hours. Your full attention is necessary as we are transferring supervision of your child.

### ATTENDANCE POLICY

Please contact the office if your child is unable to attend class. There are no make-up days.

### **Health Check**

A staff member will conduct a health check of each child upon arrival and whenever a change in the child's behavior or appearance is noted while the child is in care. The health check may include reported or observed illness or injury, reported or observed changes in behavior or appearance from the previous day, skin rashes/ itching/ scratching, a temperature check, other visible signs or symptoms of illness or injury as well as a symptom and exposure questionnaire.

### Illness and Exclusion Criteria

Children will not be admitted in to care if they have any of the following:

Cough Loss of taste or smell

Shortness of breath Diarrhea Unexplained rash Vomiting

Chills Feeling feverish or a fever that is equal to or

Headache greater than 100.0 degrees Fahrenheit

Sore throat

\*If your child becomes ill during the school day, a parent or authorized pick up person must be available to pick up the child **within 30 minutes** of being notified.

# **Return to School Policy**

A child or staff member who tested positive for the current epidemic/ pandemic (OR is presumed to be positive due to symptoms) may return to school when all 3 of the following criteria are met:

- -3 days (at least 72 hours) have passed since recovery with no fever-reducing medications needed
- -At least 10 days have passed since symptoms first appeared
- -The individual no longer has any signs or symptoms of illness

# **Exposure to Epidemic/Pandemic**

Children or staff who have known close contact to a person who is confirmed to have a current epidemic/pandemic illness must self-quarantine for a period of 14 days.

The individual must monitor their health for any signs or symptoms of the illness during the 14-day quarantine and follow the criteria for returning if any signs or symptoms appear.

I will immediately notify the Memorial Lutheran Preschool Office if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness.

Despite all school precautions taken, children, families or staff could come in contact and be exposed to illness or disease. Memorial Lutheran Preschool and Memorial Lutheran Church are not responsible for possible exposure or contracting any illness or disease.

### **MEDICATIONS**

Memorial Lutheran Preschool will not be responsible for dispensing medications. Exceptions will be reviewed on an individual basis.

# **DISCIPLINE AND GUIDANCE POLICY (from Texas Department of Family & Protective Service)**

Discipline must be:

- Individualized and consistent for each child;
- 2. Appropriate to the child's level of understanding;
- 3. Directed toward teaching the child acceptable behavior and self-control; and
- 4. A positive method of discipline and guidance that encourages self-esteem, self-control and self-direction, including the following:
  - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
  - Reminding a child of behavior expectations daily by using clear, positive statements;
  - Redirecting behavior using positive statements; and
  - Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

\*Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.

\*Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1. Corporal punishment or threats of corporal punishment;
- 2. Punishment associated with food, naps or toilet training;
- 3. Pinching, shaking or biting a child;
- 4. Hitting a child with a hand or instrument;
- 5. Putting anything in or on a child's mouth;
- 6. Humiliating, ridiculing, rejecting or yelling at a child;
- 7. Subjecting a child to harsh, abusive or profane language;
- 8. Placing a child in a locked or dark room, bathroom or closet with the door closed; and
- 9. Withholding active play or keeping a child inside as a consequence for behavior unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with the above guidelines.

Requiring a child to remain silent/ inactive for inappropriately long periods of time for the child's age including requiring a child to remain in a restrictive device.

Classroom guidelines are fair and consistent. Positive techniques such as modeling appropriate behaviors, redirection, positive reinforcement and use of natural consequences are employed.

In cases involving physical misbehaviors (such as biting, hitting, kicking, etc.) the following measures will be applied: First offense- explain expectation to child and a note to the parent or a phone call to the parent by the teacher. Second offense- the director will talk with the child and call the parent to discuss the incident. Third offense- the director will arrange a meeting with the parents.

# **Suspension and Expulsion**

To ensure a safe learning environment for all staff and students, it may be necessary for the director to dismiss a child from school. If at any time the child is dismissed from the school, a written notice indicating the specific duration and reasons for the dismissal will be sent by the director to the parents. Parents will be asked to sign the notice indicating they have received and understand the arrangement.

# PHYSICAL ACTIVITY

Memorial Lutheran Preschool recognizes the importance of indoor and outdoor physical activities. From the CDC: Regular physical activity can help children improve cardiorespiratory fitness, build strong bones and muscles, control weight, reduce symptoms of anxiety and depression and reduce the risk of developing health conditions such as heart disease, cancer, Type 2 diabetes, high blood pressure, osteoporosis, and obesity.

Benefits of Physical Activity & Outdoor Play (NAEYC 2019):

- Invites children to learn about science
- Creates opportunities for social interaction and collaboration
- Builds gross motor skills
- Develops a habit of being active
- Provides a new context for learning
- Promotes better sleep
- Gives children a chance to take appropriate risks
- Promotes STEM skills
- Anchors children to the real world.

Children will be provided with structured and unstructured physical activity both indoors and outdoors for a portion of their day. A minimum of:

One 30 minute outdoor play time will be scheduled between 9am and 12pm

One 15 minute outdoor play time will be scheduled between 12pm and 2:30pm

One 30 minute outdoor play time will be scheduled between 2:30pm and 6:00pm

5-10 minutes per day of dancing, hopping, jumping indoor activities

Types of physical activity may include structured and unstructured activities such as playing on playground equipment (climbing, crawling, hanging, swinging, jumping, balancing), running/skipping/hopping, pedaling a tricycle, kicking/throwing/catching a ball, and playing ageappropriate games with their class.

Physical activities may take place in the classroom, hallway, gym, playground or gross motor areas. In cases when extreme weather prohibits or limits outdoor play, classes will use the gym for physical activities.

### **APPROPRIATE DRESS**

Please dress children in washable play clothes that allow for freedom of movement. If your child chooses to wear a dress to school, please have the child wear a pair of shorts underneath the dress.

Shoes should be rubber soled and have closed toes, i.e. tennis shoes. No sandals or Crocs. Cowboy boots are not allowed except for announced rodeo days.

The children will play outdoors during all seasons, except in rainy or dangerous weather, and should bring necessary outerwear. If you do not feel your child should be outside for whatever reason, please do not send him/her to school that day.

All clothing, backpacks, water bottles, lunch boxes, etc. should be **labeled** with the child's name.

# **ANIMALS**

Memorial Lutheran Church Comfort Dog, Damaris, visits our preschool. During these visits, she sits with her handler in the Welcome Center during the 9:00 a.m. arrival time and sometimes attends chapel.

Parents will be notified ahead of time if any animals will be visiting the classroom as part of a learning experience. Good hygiene will be practiced after coming in to contact with any animals. Reptiles such as snakes, turtles, iguanas and amphibians such as frogs and toads will be in closed containers.

Do not bring pets into the school when dropping off or picking up your child.

# **SPECIAL EVENTS AND FIELD TRIPS**

On-site enrichment activities or walking field trips will be held throughout the school year. Permission forms will be sent prior to such events for parental consent. Parents are invited to attend.

# **SNACK AND LUNCH**

Due to the number of our students who have moderate to severe nut allergies, Memorial Lutheran Preschool strives to be a "NUT FREE ZONE". This includes peanuts and tree nuts.

Send your child with a daily snack labeled with their name and the date. These snacks should be ready-to-eat and able to be self-fed. Your class teacher can provide you with a list of healthy snack options.

Only those who are registered for Afternoon Adventures will eat lunch at school. Please send lunch items that are ready to eat and easy for your child to manage. Include a straw, napkins, and any needed utensils as well as a frozen "cold-pack" in your child's lunchbox to ensure freshness. We will send home any leftover food.

Please <u>do not</u> send the following foods that are listed as choking hazards: hot dogs, whole grapes, popcorn, raw peas, hard pretzels and chunks of raw carrot

### **BIRTHDAY TREAT**

Your child's teacher may schedule birthday snacks to coincide with the children's birthdays. These must be store bought with a list of ingredients. If you do not send the list of ingredients, the snack will not be served to the children. This is for the safety of the children who have food allergies.

### PARENTAL NOTIFICATION

A monthly newsletter will be sent home by your child's teacher to keep you informed of the monthly activities. The director will email information regarding school-wide events. Staff and parents also communicate by email or phone call as necessary. You may reach your child's teacher by email or by leaving a message at the school office. Please allow 24 hours for a response as teachers do not answer email or phone calls when in supervision of children.

### PARENT INVOLVEMENT

Parents are welcome to visit Memorial Lutheran Preschool at any time during our hours of operation to observe your child, our school's operation and program activities. You need not have prior approval to visit.

You will be encouraged to become involved with your child at MLP. Opportunities include being room

parent, volunteering to assist in on-site learning experiences, helping teachers with project preparation (cutting, etc.) and volunteering to be a parent storyteller. Contact your child's teacher or fill out the volunteer form included in the Enrollment Packet.

Parents are invited to discuss any questions or concerns about Memorial Lutheran Preschool's policies and procedures with our director or any member of the preschool board by emailing or calling the school office.

A copy of our school's most recent Child Care Licensing inspection report is posted outside the front office for parents to review at any time.

Parents may review a copy of the "Minimum Standard Rules for Licensed Child Care Centers" published by the Texas Health and Human Services at the school office or view online at: <a href="https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf">https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf</a>

The following contacts are available for parents:

Child Care Licensing Office: 713-287-3238 TDFPS Child Abuse Hotline: 1-800-252-5400

Texas HHS Website: <a href="https://hhs.texas.gov/services/safety/child-care">https://hhs.texas.gov/services/safety/child-care</a>

### WHAT TO BRING TO SCHOOL

- A sturdy, full-size backpack (labeled with their name) for carrying home their school folder, belongings and artwork.
- 2. An extra set of clothing (labeled with their name) in a zip lock bag in their backpack in case of spill or accident.
- 3. A water bottle labeled with their name.
- 4. A healthy snack <u>labeled with their name and the date</u>.

<u>Toddlers and Two-year-olds</u>, who are not yet potty trained, should wear and bring disposable diapers or pullups with re-closeable sides and a labeled container of wet wipes. You will be asked to replenish the wet wipes and diapers as needed.

### WHAT NOT TO BRING TO SCHOOL

Leave all personal toys at home unless a part of a classroom Show and Tell day. Guns, swords, knives and other war toys are <u>not</u> allowed in our school. Money, jewelry and other valuable items are to be left at home to prevent loss.

Medication should be given at home. Sunscreen and bug repellent should be applied at home.

### **NOTIFICATION OF POLICY CHANGES**

Parents will be notified via email or written notification of any changes to the operational policies stated in this Parent Handbook as soon as a policy or procedure changes. You must sign, date and return this notice.

## **BREAST FEEDING**

Parents have the right to breastfeed or provide breast milk for their child while in our care. Those needing to breastfeed or pump may use the Loomis Center Ladies' Locker Room.

# REPORTING CHILD ABUSE AND NEGLECT

In accordance with Texas State law, staff who directly supervise children are obligated under penalty of law to report if they have reasonable cause to believe that a child has suffered physical, sexual, or emotional abuse, exploitation or neglect. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises and poor hygiene. Our staff receives annual training on recognizing and preventing abuse and neglect, as well as providing awareness and prevention techniques to employees and parents through trainings, memos and newsletters. We will also make parents aware of community trainings and/or workshops.

In this serious and legally binding area, the school will not contact parents when making a report to appropriate authorities except on the recommendation of CPS or the police. School staff shall also be responsible to use reasonable and appropriate disciplinary or child management actions that would not cause physical abuse or neglect on students under their direct supervision. In the state of Texas, it is a felony not to report a suspected case of child abuse to Children's Protective Services (CPS). The penalty for failure to report can be up to \$500 and 6 months imprisonment.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 (1-855-44PARENT) or visit <a href="https://www.helpandhope.org">www.helpandhope.org</a>.

To report suspected abuse, parents may contact the DFPS child abuse hotline 1-800-252-5400 or use the DFPS website www.txabusehotline.org

# **EMERGENCY PROCEDURES**

**Emergency Telephone Numbers** 

Fire Department 911
Police 911
Medical 911

Poison Control Center 1-800-222-1222
DFPS Child Abuse Hotline 1-800-252-5400
Child Care Licensing Office 713-287-3238

1330 E. 40th, Houston, TX 77022

Licensing Permit # 500471

Emergency procedures are designed to ensure the safety of the children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in our area, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies and human-caused events such as intruder, explosion or chemical spill.

\*In case of Evacuation, children may be evacuated to one of the following locations:

On site: MLC Loomis Center, MLC Welcome Center, or MLC Parking Lot at 5801 3rd Street, Katy

OR Off site: Amegy Bank Parking lot at 919 Avenue C, Katy.

<u>Medical Emergencies</u>: In case of a medical emergency where the child requires immediate attention by a health care professional the following steps will be taken:

- The child will be given first aid treatment or CPR if needed;
   The child's parent will be contacted;
- Emergency medical services will be contacted or the child will be taken to the nearest emergency room by a staff member;
- The teacher will continue supervision of other children in the classroom or with her group if on a field trip.

Memorial Lutheran Preschool has procedures in place for the following events. These procedures are available for review upon request from the Preschool Director.

Fire

<u>Utility Failure</u>

Severe Weather

• Hazardous Material Shelter In Place

Intruder Lock Down

Bomb Threat

# **Location of Fire Extinguishers:**

- In the hallways of the Preschool classroom area.
- In the hallway between the Preschool classroom area and the Loomis Center.
- In the hallway between the Preschool classroom area and the Welcome Center.

# **Location of First Aid Equipment:**

- First aid kits are located in each classroom.
- Additional first aid supplies are located in the cabinets of the reception office.
- Defibrillators are located in the Welcome Center next to the 3<sup>rd</sup> Street entrance doors, and in the Loomis Center hallway by the Jesus Story Room..

# **GANG-FREE ZONE**

# What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

# How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

# What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

# What does this mean for my day care center?

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

### **Vaccine-Preventable Diseases for Employees**

MLP does not require any staff member to receive any adult immunizations.