



Offered by The Education Valet INC.

Adding Purpose to Play!™

OUR PHILOSOPHY

Welcome to The Crayon Club, where we add Purpose to Play!™ You and your child are in for a rewarding and enriching experience. We are a child development center that is committed to nurturing and developing your child's spiritual, mental, physical, social, and emotional needs by instilling at an early age the importance of a relationship with God, love for others, and love and respect for ourselves.

OUR MISSION STATEMENT

The mission of The Crayon Club is to add purpose to children's play through engaging activities that foster academic and social development. The mission is accomplished through research-based activities designed to stimulate children's intellectual and social development in a loving environment. Our innovative curriculum stimulates children's natural curiosity and desire to learn, encourages self-discipline, and promotes positive self-esteem. Enrollment Procedures and Requirements We attempt to be flexible in our enrollment policies to suit the individual needs of our families; however, enrollment is based on space availability.

Mailing Address * 13334 Wallisville Road, Houston, Texas 77049*Physical Address * 13334 Wallisville Road, Houston, Texas 77049 (832) 356-4378 * FAX (281) 459-9207 Email * info@crayonclub.org

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Policies & Procedures

The Crayon Club is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care licensing per The Minimum Standards for Child Care Centers.

- HOURS OF OPERATION The Crayon Club has 2 locations:

1) Northshore (13334 Wallisville Rd)

2) Humble (600 Charles St.)

All locations have the same operating time.

The Crayon club is open from 6:00am to 6:30pm, Monday- Friday, year-round.

We close to observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Fourth of July
- Juneteenth
- Labor Day

Additionally, we are closed during The Rhodes School's Fall break, Winter Break, Thanksgiving and Christmas break (please refer to the Rhodes School's school calendar).

We reserve the right to amend operating hours or close our facility due to inclement weather or dangerous road conditions. Because our school is in the Sheldon Independent School District, please stay tuned to your local weather broadcast to follow The Rhodes School's closing schedule. You may also contact our school (a recording will be left as soon as information is made available to us).

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2. RELEASE OF CHILDREN

Parents or guardians should list the names and driver's license numbers of all adults authorized to pick up their child. The information should be listed on the child's registration form. Authorized adults listed on the registration form should be prepared to show a picture I.D. upon arrival. To ensure the safety of children in our care, children will NOT be released to minors for any reason. In the event of an unplanned pick up by a person not on the authorized list, the parent must personally contact the office and speak with the director and must fax over a signed authorization that indicates the full name and driver's license number of the adult who will be picking up the child. Adults not listed on the registration form should only pick up children in the event of an emergency or other unforeseen circumstance that prevents an authorized individual from picking up the child. Anyone picking up children will need to present a picture ID.

3. TUITION AND FEES

Tuition Rates: per week School year (refer to The Rhodes School calendar) - Monday- Friday - 6:00am- 6:30pm \$125.00 (pk3 all day is \$205 per week) –

1 Day Drop In – 6:00am- 6:30pm \$50.00 (paid the day services are rendered)

- Sensational Summers (June- August) - Monday- Friday 6:00am-6:30pm \$125, per child with a \$15 discount per additional child. All students require a \$75 non- refundable registration fee before the child can begin the program. Being out of the program for 30 days or more will require another \$75 registration fee to re-enroll the student.

- Late fees: a \$35 late fee when tuition is not paid by the close of business on Monday of the week that tuition is due.

- A \$35 insufficient fund fee will be assess for all returned payments

- Students are not permitted to be in care if the full week's fee is not paid by Tuesday of the week services are being rendered.

- **Tuition Schedule:**

- Tuition is due each Friday of the week prior to services being rendered with no deductions for holidays or inclement weather closures. However, tuition is processed every Monday of each week, depending on your financial institute, the payment may take 2-3 days to be debited from your account.

- Only full, on-time payments will prevent a late fee. Partial payments will still incur the late fee.

• **Methods of payment:**

Tuition will only be accepted automatically using Tuition Express. Money orders, cash, or debit cards will not be allowed for weekly tuition. Registration fees are the only fees that may be paid with cash or money orders, personal checks will not be accepted under any circumstances.

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In the event of an unexpected closure of your bank account on file and you need to do a onetime change in the method of payment, contact the director by phone or email at ambermontgomery@rhodesschool.org right away to avoid a \$35.00 insufficient funds fee. Failure to stop your automatic draft will result in a \$35 returned fee if the payment is returned.

After 6:30pm A fee of \$15.00 for the first five minutes and \$5.00 thereafter per minute is charged for late pickups.

Late fees must be paid in cash at the time of pick up or the child will not be admitted the following day. WE ARE UNABLE TO PROVIDE ANY EXCEPTIONS TO THIS POLICY and calling ahead to let the center know that you are running late will not waive the late fee.

To ensure the safety and wellbeing of all children in our care, children whose parents do not arrive to pick them up by 8:00 p.m. will be turned over to Child Protective Services.

The Crayon Club reserves the right to administratively withdrawal a student due to frequent late or returned payments.

4. VACATION/ ABSENCES

• **Absences:**

o If your child attends 0-5 days, full tuition is due.

• **Vacations:**

o Parents are allowed 5 vacation days per school year. The vacation days must be taken consecutively and 50% of the tuition is required to hold your child's spot

o Parents are allowed one full week of vacation during the summer to where you are not responsible of paying the weekly tuition.

o Additional weeks out will require the parent paying 50% of the weekly fee to hold the child's spot. Spots will be held for a maximum of two weeks (10 consecutive business days).



Parents must notify the center IN WRITING at least one week in advance before vacation is taken. Failure to do so will result in the full week's tuition being automatically drafted. Tuition credits will not be transferred to other weeks under any circumstances. In the event Crayon Club is open for a specific break or holiday and you choose to not let your child attend, 50% of the weekly tuition is due to hold your child's spot. When the center is closed for breaks and or holidays, tuition is not due.

5. PARENT RESPONSIBILITIES

• Arrival & Departure:

-All students arriving at the facility must be escorted into the facility by a parent or guardian, signed in, and left in the care of a staff member. Children not signed into the facility are considered not in care. Children are not allowed to enter the center and sign themselves in or out. Please understand that due to liability issues, staff members are not permitted to take children home from our center.

• Parent code of conduct:

- Please understand that young children are always present in our building. Some adult languages are not appropriate for young children. The Crayon club prohibits swearing or cursing on our property.

- Threatening staff, children, or other parents will not be tolerated in the Texas Department of Family and Protective Services. **The Crayon Club has the right to terminate care in the event of disruptive behavior from a parent or guardian.**

-Whenever a parent or guardian needs to updated payment information, application or pick up arrangement etc revisit the website www.crayonclub.org/enrollment and fill out an updated form with the information.

- The Crayon Club must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care centers. All adults, including parents, must follow these rules while on our property.

Dress code:

Tops – **Light blue button-down OXFORD SHIRT ONLY with collar. (Long or short sleeve)**

Tie – **Plaid Blue and White OR Plaid Blue and Gold**

Bottoms – **Navy blue (khaki material) pants, capris, shorts, skirts, pleated skirts, or dresses (must be no more than two inches from the knee).**

Shoes – **Shoes must be closed-toe and must fully cover the feet. Students are also required to wear socks along with their shoes.**

Socks – **White Knee Socks.**

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6. PERSONAL BELONGINGS

- All children in PK3 & 4 are required to always have an additional set of clothing at the school. In the event of an accident with a child who does not have an additional set of

clothing on property, the parents will be notified. If the staff is unable to get in touch with a parent and the child does not have an additional set

of clothes, clean, gently worn clothes will be placed on your child. All clothing, backpacks and jackets should be clearly marked with the child's first and last name.

- **Toys:** In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Electronics of any kind including cell phones are prohibited. The Crayon Club will not be responsible for any lost, stolen, or damaged personal items.

7. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend the program. The Crayon Club observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

- 1) Illness that prevents a child from participating in child care activities, including outdoor play.

- 2) The illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children.

- 3) Oral temperature above 101, rectal temperature above 102, or armpit temperature above 100.

- 4) Symptoms and signs of possible severe illness such as: - Lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours, rash with fever, mouth sores with drooling, behavior

changes, heavy green or colored nasal discharge, open or running sores, has symptoms of a communicable disease or any other visible signs that the child may be severely ill.

5) 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

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If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1 hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, The Crayon club may call for an ambulance. By signing to acknowledge receipt of this handbook, you are giving The Crayon Club authorization to consent to medical care for your child if he or she has to be transported to a medical facility. If a child is sent home sick from our program, they may not return until the child is symptomfree for 24 hours.

8. COMMUNICABLE DISEASE OUTBREAK

- - In the event of an outbreak, The Director, or person in charge, will notify the Health Department and Child Care licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.

- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow them.

- The Director will notify parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.

9. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

10.PARENT NOTIFICATIONS

Open communication with parents is vital for successful relationships. The following methods of communicating with parents will be used:

1) Email notifications

2) The One call system

3) Parent bulletins

4) Crayon-club's website www.crayonclub.org

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5) Verbal communication with director and or teacher Parents will always receive policy changes in writing. Parents can always reach the Director anytime by emailing ambermontgomery@rhodesschool.org

6) REMIND 101 **HUMBLE LOCATION** TEXT: 81010 , Text this message @be33c49 / **NORTHSHORE LOCATION** TEXT 81010, Text this message @cvcra

11. DISCIPLINE & GUIDANCE POLICY

The Crayon Club's staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. The Crayon Club does not condone negative or physical punishment of any kind. Children are disciplined by loss of privilege, redirection, and positive reinforcement. If a behavioral problem persists, we will work closely with the parent to resolve the problem. Positive cooperation is required and expected from the family when dealing with disruptive behavior. Reoccurring behavioral problems can result in administrative withdrawal.

If and when we do notices a child behavior is disruption to the classroom more than 2 times, we will call home.

After the call home and the child continue to act out or start to being a distraction to the class we will schedule a conference with the child's parent to see how and what can we do to improve.

12. FOOD SERVICE & MEALS

The Crayon Club will provide breakfast, lunch, and snack during the summer months. During the school year, pre-school students not enrolled in any other public school will receive breakfast, lunch, snack, and an early supper. Suppers are provided through a partnership with the Houston Food Bank. The Crayon Club proudly participates in and remains in good standings with Child and Adult Care Food Program

under the Texas Department of Agriculture. The suppers will be provided as long as the partnership with the food bank remains in place. Students attending The Rhodes School will receive breakfast & lunch from the school they attend and be provided an after school snack and an early supper in The Crayon Club. Parents are welcomed to send students with their own snacks. Parents with children who are lactose and tolerant are asked to provide their own milk, otherwise the students will be provided water during meal time.

- Program Practices:

- liquids and food hotter than 110 degrees F are kept out of reach
- Staff are educated on food allergies and they take precautions to ensure children are protected

- On days that meals are served, prepared food that is brought into the program is commercially prepared or prepared in a kitchen that is inspected by local health officials.
- Healthy snacks (as listed by the Texas Department of Agriculture) are available for all students during snack time.
- Staff DO NOT reward good behavior or clean plates with foods of any kind.
- Milk, fresh fruit, and vegetables are available to students even if they bring their lunch.
- Lunches brought from home must be ready to eat, the center will not refrigerate or microwave lunch for students.
- Strategies to educate children and parents on nutrition, as well as information about food that may cause allergic reactions are available upon request.



- Weekly menus are issued to not only inform parents of what meals are being served, but to encourage parents to provide a meal with adequate nutritional values.

13. IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in The Crayon Club. Preschool students not enrolled in any other public school must submit a current copy of the child's immunization record upon registration. Students enrolled in The Rhodes School are not required to present immunization records.

However, parents must indicate on the registration form that the child attends The Rhodes School. Parents must also indicate that the Rhodes School has a current copy of vision and hearing screening, and all required immunizations and or tuberculosis test results. Each pre-school student enrolled in The Crayon Club that is four years or older by September 1st must be screened for vision and hearing within 120 days of admission.

14. MEDICATION

We apologize for any inconveniences this may cause, in attempt to assure your students safety, The Crayon Club will no longer administer any medication. Knowing this, many doctors will order longer acting medications. Therefore, please administer medication before the child arrives.

15. ENROLLMENT PROCEDURES

Parents interested in enrolling their children in The Crayon Club must complete ALL REGISTRATION STEPS, Registration steps include

- **Completing the registration form IN ITS ENTIRETY**, if something does not apply to your child please fill in not applicable, PLEASE DO NOT LEAVE ANY LINE BLANK.
- Acknowledging receipt of the parent handbook which outlines policies and procedures.

- Submitting a completed Tuition Express form which provides the center with your bank account information for tuition purposes. Parents must attach a voided
- check or printout from their financial institution verifying the bank account information.
- Paying a \$75 non-refundable registration fee in the form of a money order or via zelle to MLBONTON@GMAIL.COM . (all money orders are to be made to The Crayon Club)
- Attach a copy of the parent or guardians Driver's license to the application. Parents who submit incomplete registration packets will not be allowed to bring their children to The Crayon Club until all registration steps are complete. Once parents complete the registration process, there is a 48 hour turnaround BEFORE the child can start the program, NO EXCEPTIONS!!!

16.TERMINATION OF SERVICES/ WITHDRAWLS

Administrative Withdrawals:

Reasonable steps will be taken to avoid termination of service; However, The Crayon Club may terminate services for any of the following reasons:

- Financial: Reoccurring late or returned payments or any problems related to the child's tuition and or fees.
- Adverse Actions: Any actions by parents or children that adversely affect the program.
- Failure to Cooperate: Failure to cooperate with The Crayon club's policies and procedures.
- Continual misbehavior from a child.

Parent Withdrawals: Parents who wish to discontinue childcare service with The Crayon Club must give TWO WEEKS notice of withdrawal in writing. Your child's withdrawal date will be two weeks from the date written notice is given, and you will be billed accordingly REGARDLESS OF ACTUAL ATTENDANCE. If your child is withdrawn without notice, tuition for one week is charged from the child's last day of attendance. Your child will be considered withdrawn without notice if you do not inform The Crayon Club of any absences in excess of 1 week excluding holidays. Please inform us (in advance if possible) of any absences

17.ANTI-DISCRIMINATION POLICY

THE CRAYON CLUB is an equal opportunity facility and welcomes families of any race, color, sex, religion, nationality, creed, sexual orientation, marital status, age, or the presence of any sensory, mental or physical disability. The families are not prohibited from rights, privileges, programs and activities that are available to the students. We do not discriminate in any way within the administration of our educational policies, enrollment policies, financial plan or any other school-administered program.

18.TRANSPORTATION

- School year: Transportation to and from the Robert E. Lee campus is available daily for students in the Crayon Club. Parents can grant transportation authorization on the registration form to take advantage of this service.
- PK students who are enrolled in Crayon Club only and no other public school only will be transported along by Ellis Industries transportation services for monthly field experiences.

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- Sensational Summers (summer months): all students are transported by Ellis Industries transportation, or The Rhodes School services for our weekly field trips. Permission slips giving written authorization must always be given before a child can be transported.

19.WATER ACTIVITIES

Students enrolled in Sensational Summers will have the opportunity to participate in a weekly splash day. Splash day is held here on the property in inflatable pools and inflatable slides. Water related field trips will always be scheduled in advance and require a signed permission slips

20.FIELD TRIPS

Pre-school students enrolled in our all day preschool program and not enrolled in any other public school will have the opportunity to attend monthly field experiences with The Rhodes School during the school year. There is a \$150 annual field experience fee that must be paid in 3 installments for children to attend field trips. Children enrolled in Sensational Summers will attend a field trip each Friday. Most field trips are free; however, some will require a small parent fee.

21.OPEN DOOR POLICY

We encourage parent involvement, especially on field trips and large special planned activities. During school hours parents are welcome to visit the classroom for 15-minute observatory intervals. To always arrange for appropriate supervision, we will not be able to accommodate unscheduled conference requests. To visit a classroom, please sign in at the front office and obtain a visitor's badge. A Driver's license is required, and the parents will be escorted by a staff member. Parents who want to volunteer will have to undergo a background check and complete a parent volunteer form. - We welcome the opportunity to celebrate your child's birthday. Please coordinate your child's special day with the Director.

22.PARENT CONCERNS

It is in our best desire to resolve issues and concerns at the lowest level possible and as in the speediest manner possible. Initial concerns or questions should be addressed with the child's caregiver if it involves a situation related to the class. Issues not resolved with the caregiver or that relate to operational or procedural policies should be addressed with the center Director. To address concerns with the director, please provide your name, child's name, and caregiver's name, the nature of the concern and two methods of contacting you to the receptionist. The director will contact you the next business day.

Additionally, parents may at any time schedule a conference with the Director to express concerns or have questions answered concerning policies and or procedures. Please contact the receptionist to schedule an appointment. If the issue is still unresolved after speaking with the caregiver and director, please contact the owner at mlbonton@gmail.com



Parents may contact the local licensing office at: 2221 West Loop S, Houston Tx. 77027 Houston, Texas 77027 (713) 940-5200 The internet address for the Texas Department of Family and Protective Services Child Care Division is www.dfps.state.tx.us/Child_Care

22. GANG- FREE ZONE

Pursuant to the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone; here criminal offenses related to organized criminal activity are subject to harsher penalty.

23. EMERGENCY PREPAREDNESS PLAN

- In the event of an emergency, the first responsibility for staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers.
- The Director will notify staff of the situation and give them specific instructions relating to that emergency. The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. He/ she will be the last person to leave the building.
- If the center must relocate, all individuals will be transported to The Rhodes School at 13334 Wallisville Rd Houston, Texas 77049 by school bus or van.
- The Director will access the student emergency binder which includes parent and emergency contact numbers for each child in care, authorization for emergency care for each child in care, along with a copy of each classroom roster. - Teachers should have a copy of their roster on hand if they should ever have to leave their classroom in an emergency.
- Teachers should call roll and report if any student is missing to the Director or Administrative Assistant.

• DISABILITIES

Each person has different skills and abilities. This reality calls for specific provisions for individuals with disabilities in the event of an emergency.

- All staff members should study and remain aware of the features of each building they are in, including stairways, exits, and phone locations. At times, assistance from others may be needed. Individuals with disabilities may seek assistance (escorts) from others in their class or work area if emergency evacuation becomes necessary. Faculty members who have students with disabilities in their classes should discuss emergency evacuation procedures with these students ahead of time.

- If a student with a disability is injured the teacher should remain with the student while help is being called. The teacher should instruct a student to call the front office for help using the telephone or walkie talkie. If either is not available the teacher should send a student to the front office to get back help. It is extremely important that the individual not be moved unnecessarily and improperly, possibly causing further physical injury. If there is imminent danger and evacuation cannot be delayed, persons with disability should be carried or helped from the building in the best and fastest manner possible. The individual is the best authority

- to how to be carried or helped from the building. Professional emergency personnel should assist in the evacuation if time permits.

- Most people with vision limitations will be familiar with their immediate area at a given time. In the event of an emergency, tell the individual how and where to exit. Have the person take your elbow and escort them. As you walk, tell the person where you are and advise them of any obstacles. When you reach safety, orient the person to where they are and ask if any further assistance is needed.

- Since a person with impaired hearing may not perceive audio emergency alarms, an alternative warning techniques is required. **Two methods of warning are:**

1. Write a note advising them of the emergency and the nearest evacuation route.

2. Turn the light switch on and off to gain attention, and then indicate through gestures or in writing what is happening and what to do. It may be prudent to escort the person with a hearing impairment as you leave the building

• RESPONDING TO EMERGENCIES

Each emergency requires a different response. In bomb treatment, hazardous material spill or tornado emergencies, employees may be sheltered in place. At other times building evacuation is the appropriate action. Following is information to summon emergency personnel and/or evacuate the building:

- To summon assistance, teachers will telephone extension 2001 or 2002. The Director or administrative assistance will telephone **911** to report an emergency.

- Fire Procedures:

To evacuate the buildings upon seeing smoke/fire or hearing the fire alarm:

- The signal for a building wide evacuation will be the sound of the fire alarm. All employees are required to evacuate the building, unless otherwise assigned or authorized to remain by the emergency agency in charge.

- Tornado or Severe Thunderstorm Procedures:

In the event of a tornado or severe weather warning, the following procedure should be put into effect.

1). Listen for latest advisories on commercial and/or weather radio (i.e. am 162.4)

- **Tornado or Thunderstorm Watch:** Weather conditions are favorable for the possible development of tornadoes or severe thunderstorms. We will continue normal activities while the Director monitors the situation and notify others if conditions begin to deteriorate. If conditions continue to deteriorate the Administrative Team will decide if it is necessary to do

- an emergency shutdown of the center. In this case all teachers will be responsible for contacting a parent/guardian to pick up the student immediately.

- **Tornado or Thunderstorm Warning:** The Director and our person in charge will initiate emergency procedure drill by making a center wide announcement, all staff is to assist in moving students to the meeting locations. The Director will check the building to make sure that everyone has heard the announcement. Then will perform a final check in their area then proceed to the meeting locations.

- If necessary, initiate emergency shutdown procedure.

- After a tornado passes, restore calm and check for injuries.



- Emergency Operation Leader will call 911 to summon assistance for an injured person. Report injuries and damage to administrative assistant.

- **Flood**

1. Be ready to evacuate as directed by the Emergency Operation Leaders. 2. Time permitting, move vital material and equipment to higher ground. 3. If conditions continue to deteriorate the Administrative Team will decide if it is necessary to do an emergency shutdown of the school if time permits. In this case all teachers will be responsible for contacting a parent/guardian to pick up the student(s) immediately.

• PROCEDURE FOR EMERGENCY SHUTDOWN OF OPERATIONS

An emergency shutdown of the center can be ordered by the Owner, Director, local law enforcement, or local fire department.

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- If an emergency shutdown has been ordered teachers will be responsible for contacting a parent/guardian to pick up the student (s) immediately.
- All staff will assist in the dismissal of students.
- The Director will dismiss all employees' contingent on the amount of students remaining on school grounds.
- All doors including the entrance of the building will be locked, lights will be turned off, and the windows will be covered. No one will be allowed to enter or exit the building during a shutdown until it is lifted.

24.NAP TIME

Students enrolled in the preschool all day programs will take a nap after lunch daily. Each child will be assigned to a mat for the entire school year. The mats will be sprayed with Lysol daily and wiped down at the end of each week or in the event of an accident. Blankets and pillows are not allowed!

25.CUSTODY ISSUES

The Crayon club prefers not to get involved with custody disputes. The Crayon Club will follow a court order exactly as written. If your family has a court order on file, please

provide us the most recent copy. **PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.** With this being said, it is imperative that all enrollment forms are completed with **BOTH** parents information. If a custody dispute takes place on our property, the local police will be called and asked to handle the situation. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, The Crayon Club has the right to terminate care.

26.CURRICULUM

The Crayon Club's preschool all day program has 4 classrooms that operate under the Texas School Ready program using the Scholastic Curriculum. The Texas School Ready Project is implemented by The Children's Learning Institute as an early education approach that serves at-risk preschool-aged children through shared resources between public and private early childhood education programs.

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Texas School Ready is a comprehensive early childhood teacher training program that combines a research-based, state-adopted curriculum with ongoing professional development, coaching, and child progress monitoring tools. Teachers are provided with quick assessments to track children's progress in critical early learning areas, and tools to help them adjust their lessons to meet children's individual needs.

Planning period time: While the children are gone to fine arts from 11:00am-1:00pm

The design of the Texas School Ready project increases children's school readiness through five evidence-driven components: research-based curriculum, technology-driven child progress monitoring, facilitated teacher professional development, ongoing teacher mentoring, and sustainability.

Resources: CLI ENGAGE

Workforce Solutions

Texas Early Childhood Professional Development System

Child Assessments: CLI ENGAGE (gmail account)

Child Assessment Data: CLI ENGAGE (gmail account)

Staff development

27.Physical Activity and Screen Time

- Each class will have recess on their daily schedule to ensure students receive some outdoor physical activity daily. During the summer months, each day starts with a light morning exercise.

- Fridays are movie days where each class can watch one movie. Students in grades 2nd and up are given one hour of electronic game play with prior parent consent. Educational video clips may be shown in moderation on Fridays only. During the summer months, school aged children are allowed 45 minutes 3 times a week to play educational games on the computer and or I-Pads.

28.MINIMUM STANDARDS AND LICENSING INSPECTION REPORTS

The Crayon club is licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. The latest copy of our compliance inspection report can always be found on the parent's information board at the Northshore campus. Mailing Address * 13334 Wallisville Road, Houston, Texas 77049*Physical Address * 13334 Wallisville Road, Houston, Texas 77049 (832) 356-4378 * FAX (281) 459-9207 Email * info@crayonclub.org

A copy of The Texas Minimum Standards is always available upon request and can also be found at www.dfps.state.tx.us/Child_Care



DIRECTOR: Amber Montgomery – AMBERMONTGOMERY@RHODESSCHOOL.ORG

FOUNDER/OWNER: MICHELLE BONTON – MLBONTON@GMAIL.COM

CO-OWNER & MANAGER: ASHLEY MILLER- ADBONTON@GMAIL.COM

Website: www.crayonclub.org

If you need additional information email: info@crayonclub.org

We always love to hear feedback here's our survey link: [Customer Feedback - Google Forms](#)

(Updated July 2023)