




# CHILDREN'S WEEKDAY MINISTRIES

First Methodist Humble  
800 East Main Street  
Humble, TX 77338  
281-540-7000

# PARENT HANDBOOK



*“Our mission is to provide creative learning experiences to stimulate our children socially, emotionally, spiritually, Intellectually and physically in a loving Christian environment.”*

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CWM operates under the auspices of First Methodist Humble. We are licensed by the Texas Department of Human Resources and serve all races and denominations.

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If you are unable to locate what you are looking for, please give us a call at 281-540-7000 or email us at [karmour@humblemethodist.com](mailto:karmour@humblemethodist.com)

## 1 WELCOME

Children's Weekday Ministries prides itself on its well-rounded program. Our classes are purposely kept small. All of our teachers are highly qualified through experience and professional training, as well as being warm, loving Christian women. All of our teachers are required to attend yearly on-going in-service training including first aid & CPR for infants and adults.

CWM offers several options from which you may choose.

→ **Preschool (6 weeks-3 years)**, classes are available Monday through Friday 9:00am-2:30pm and you may pick 2, 3, 4 or all 5 days in any combination that you choose. Once your days are set they must stay the same for the continuation of your registration year.

→ **PreK (3 years-5 years)**, classes are offered 3, 4 or all 5 days in any combination that you choose. Once your days are set they must stay the same for the continuation of your registration year. All children registering for PreK **MUST be completely potty trained before start date.**

→ **Tuition Rates**, for each option, along with the annual registration fee, are shown on the School Year & Summer [Registration Form](#).

→ **Registration Fees**, cover classroom start-up costs, classroom supplies, class parties and special events brought in during the year. Family discount does not apply to registration fees.

**Payment or Payment Plan of the registration fee is required at the time of registration & is non-refundable. Registration Fees must be paid in full by the last day of the Summer Session.**

You have two options for your child when registering them.

→ **Traditional School Year** Your child will continue with the same days and tuition amount from August-May. You may also sign your child up for the summer session with this option. You will need to fill out the Summer Registration Form.

→ **Summer Session** Your child will continue with the same days (may be different than the regular School Year) and tuition amount from June 3rd-Aug 2nd. You will need to fill out the Summer Registration Form along with your School Year Registration Form.

**The Summer Program is only available for children also registering for the next school year.**

## ENROLLMENT

→All students who will be attending CWM need to have completed Enrollment Packet before beginning preschool. This paperwork may be found by clicking the ENROLLMENT PACKET BUTTON.



## ENROLLMENT PACKET

→The following forms and information must be in your child's school file and be kept current. It is the parent's responsibility to update the CWM office of any changes, such as, but not limited to: address, phone number, shot records, doctors, pick up list, credit/debit card etc.

Enrollment Form

Well Statement Signed By Doctor

Parent Acknowledgement & Release

Current Shot Records

Authorization for Emergency Medical Treatment

Vision & Hearing (4yr olds)

Financial Agreement

Food Allergy Plan (If child has allergy)

School Year Registration

Summer Registration Form (If attending)

→CWM will inform parents of any changes to the Enrollment Packet or Parent Handbook through a message in the Brightwheel App.

→The Registration Fees : These fees cover snack, classroom start-up costs, classroom supplies, class parties and special events brought in during the year. All Registration Fees are due at the time of enrollment by either paying in full or setting up a payment plan.

**Registration Fees are non-refundable and discounts do NOT apply.**

→Special Needs : The CWM staff is not trained in specialized techniques to meet the needs of every child. Due to the complex nature of this training, CWM is not equipped to offer enrollment to children with some special needs. If you have a question about if we are able to accept your child, please call the office to schedule an appointment.

→Removal from CWM : CWM reserves the right to remove a child from the classroom or program. We will work with the parents and teachers to avoid removal from school when at all possible. When making these decisions, we take your child and the other children into consideration.

Reasons for removal may be any of the following, but not limited to

Non Payment of Tuition

Unresolved Parent Issues

Behavior Issues

Biting

Running from Classroom

Needs One on One

## 3 IMMUNIZATIONS

→All children are required to have a current signed and dated copy of shot records in his/her school file. If you need more information about immunization schedule please visit:

[www.dshs.texas.gov/immunize/schedule/](http://www.dshs.texas.gov/immunize/schedule/)

→Due to the age of our students, they will be getting booster shots often. Please remember to bring a signed current copy of immunizations after each booster to the CWM office.

→If your child is deferring shots, please have your pediatrician note that.

→CWM does not require Tuberculin testing unless it is recommended by the Child's Physician.

## 4 HEARING & VISION SCREENING

→Texas Department of Regulatory and Protective Services requires all children that are 4 years old by September of each year to have their vision and hearing screened.

→Your child must have this done and signed by your doctor. You may take the Well Statement to your doctor to complete or they may provide you with a signed form.



**WELL STATEMENT FORM**

→We ask that, when you take your child in for their 4 year old checkup, you ask your doctor at that time to do the exam. Some doctors will only do if you ask them for it. This may be turned in and we will keep in your school file.

## 5 TUITION

→Tuition is due on the first day of each month unless a different date is approved by the office. Please note the day of the month and amount on your Financial Agreement. This agreement must be signed and placed in your child's file. This signed agreement will be active until we receive 2 weeks written notice.

→Monthly tuition is based on attendance for the entire school year based on the CWM Yearly Calendar. Some months have more or less days than others, however, the monthly tuition remains constant both for your convenience and CWM budgeting.

→ Automatic Recurring Payment is required for all students. (Auto Pay through Brightwheel)

Brightwheel offers two options for how to set your payments up.

Bank Account (ACH) No Fee to Parent       Credit Card-2.95% Fee to Parent

→ As long as your child is enrolled in our program, you will need to pay the full monthly charge. If your child is absent during any portion of/or the entire month, you will be charged the full monthly amount.

→ If your payment is declined through Brightwheel you will incur a \$25 late fee on your account.

→ If tuition payments are more than a week behind, you will need to keep your child home until tuition is current. You will have one month to make good on tuition before your child is removed from the CWM roster.

→ We do not offer make-up days or trading days due to class numbers & staffing.

## 6 ADDITIONAL DAYS & RATES

→ Every child is registered for certain days & times and is assured that space is held for them. However, we do understand that things come up and you may have a need for occasional additional care. In that case, it is necessary that you contact the CWM office for prior approval. We can not guarantee that we will have space for the day or time that you need.

→ In order to provide adequate staffing for the safety of all, please do NOT leave your child without this approval.

→ Your account will be charged separately from your tuition for the additional day or hours.

→ The cost for Additional Day or Hours:

Early Care   7:00am-9:00am	\$15 per child
<i>NO SIBLING DISCOUNT IS APPLIED</i> <i>FOR EXTRA DAY/HOURS.</i> Daily Rate   9:00am-2:30pm	\$35 per child
Late Care   2:30pm-5:30pm	\$20 per child

## 7 WITHDRAWING

→ If it becomes necessary for you to withdraw your child from the program, you are required to notify the CWM office in writing two weeks in advance. This serves a dual purpose in that it relieves you from incurring monthly tuition, and it allows us to fill the vacancy in that particular classroom.

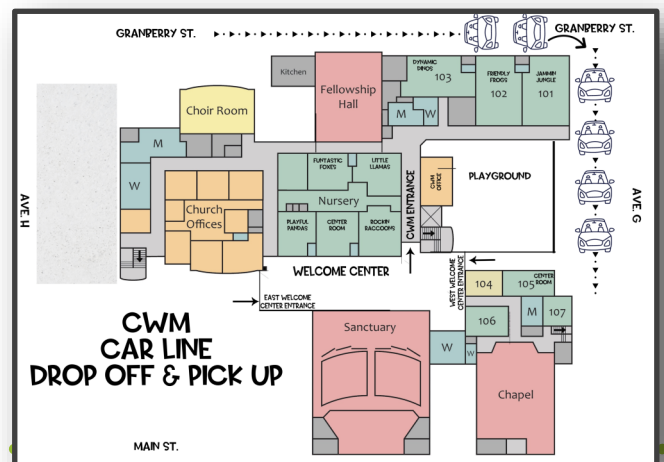
## 8 HOURS OF OPERATION

- CWM offers classes Monday through Friday.
- CWM offers hours from 7:00am-5:30pm
- Preschool and PreK Class time is 9:00am-2:30pm
- Please observe the school hours, as a child is more comfortable settling into the activities with the other children rather than entering a classroom that is already involved in an activity.
- WE WILL NOT ACCEPT children after 10:00am without prior approval.** Reasons that will be accepted to come after **10:00am** need to be appointments with doctor/dentist with note and prior approval from the CWM office. If you have prior approval to go to doctor/dentist, the child must be at school by **11:00am**, we will not accept children after **11:00am**. CWM is a preschool and not a daycare, bringing a child in late can be disruptive to the classroom and not a good transition for your child.

## 📍 DROP OFF (9:00AM)

- CWM uses a car line for drop off each day for the 9am drop off time. (Map Below)
- Drop off begins at 9:00am in the car line. Stay in your car, we will come to you.
- A Teacher will come to your car and take your child out of the car seat.
- Parent is responsible for checking in your children on the Brightwheel App.
- Teachers go inside at 9:15am. If you drop off later than 9:15am, you need to call the office to let us know. You will need to walk your child in to class.
- Children will NOT be accepted after **10:00am** without prior approval from the office. Reasons that will be accepted to come after **10:00am** include appointment for the child with doctor/dentist with a note and prior approval from the CWM office.
- If you have prior approval for the doctor/dentist, the latest you may drop off is **11:00am**.
- During drop off the teachers will not have time for a conversation. If you need to have longer than a 2 minute conversation, please call the CWM office to schedule this time.

### CAR LINE MAP





## 10 PICK UP (2:30PM)

- CWM uses a car line for pick up each day for the 2:30pm pick up time. (Map Above)
- Pick up begins at 2:15pm and ends at 2:30pm. Stay in your car, we will come to you.
- A Teacher will bring your child out to the car.
- We will only put a child in a properly installed car seat.
- Parent are responsible for checking out your children on the Brightwheel App.
- Class ends, at 2:15 and all children must be picked up by 2:30pm. Any child who is still here at 2:30pm will be brought to the office and a \$20 fine will be added to your account. Please call the office at 281-540-7000 to let us know you are going to be late but are on your way. It is extremely helpful to us to be able to put your child's worries to rest.
- Release of Children: Your child can only be released to those who are listed in the Brightwheel App, they will need to have their 4 digit code when dropping off & picking up. We realize that emergencies do occur and that you may need to make alternative plans. If this occurs, call the CWM office if something unforeseen happens. Please let the person picking your child up know that we will ask for a picture ID before we release your child. This includes parents and grandparents, if we do not know them.

## 11 EARLY CARE DROP OFF

- Early Care is from 7:00am-9:00am
- Teachers are ready for students at 7:00am.
- Please park your car and come to the West Welcome Center entrance. Ring the Door Bell and a member of the office staff will buzz you into the Welcome Center. Ring the inside Door Bell on the Main CWM entrance and a member of the office staff will buzz you in.
- Only children registered & paying for Early Care should be dropped off during Early Care.
- If you are sending breakfast with your child, please remember breakfast time ends at 8:30am. At this time the teachers are preparing for the school day.
- If you are later than 8:55, please go through the car line at 9:00am.

## 12 LATE CARE PICK UP

- Late Care is from 2:30pm-5:30pm
- Only children registered & paying for Late Care should be here after 2:30pm.
- Late Care pick up begins at 2:30pm.
- Please park your car and come to the West Welcome Center entrance. Ring the Door Bell and a member of the office staff will buzz you into the Welcome Center. Ring the inside Door Bell on the Main CWM entrance and a member of the office staff will buzz you in.
- Our late care staff has to leave at 5:30pm, please do not be late. A late fee of **\$20** will be charged to your account if you are later than 5:30pm.

## 13 CALENDAR

CLICK HERE 

## CWM YEARLY CALENDAR

- CWM follows the guidance from Humble, New Caney & Splendora ISD for closing.
- CWM publishes a yearly calendar with holidays and activities. These calendars can be found on the school website and inside your child's daily folder.
- CWM closes at 2:30pm on 4 days throughout the school year, **NO LATE CARE.**  
*(Oct. 31st : Halloween, Dec. 3rd : Humble Parade, Dec. 20th : Christmas Break, May 22nd : Last Day of School)*
- Each class has a monthly calendar that will be inside a page protector in your child's daily folder. This calendar should be kept inside the folder for quick reference. On the school website you can download a class calendar to your phone for quick reference.

**REMEMBER TO SEND YOUR CHILD'S FOLDER TO SCHOOL DAILY!**

## 14 CWM WEBSITE

- CWM is a page within the Humble Methodist website.

<https://www.humblemethodist.com/cwm-day-school>

- The CWM website is a major form of communication. Including but not limited to: *Enrollment Packet, Parent Handbook, Yearly Calendar, Class Packet, Class Monthly Calendars, Teacher Info.*
- School Calendar at a glance can be found on the top right of the CWM website. If you click on the picture you will find out more information about the day/activity.

## 15 CHILDREN'S PERSONAL ITEMS

→Please label ALL articles with your child's first and last name.

→Items that need to be labeled and are sometimes forgotten: (Not limited to just these items.)

Jackets & Sweaters

Lunch Box

Nap Mats

Backpack/Bag

Cups/Bottles

Pacifiers

Breast Milk Bags

Formula/Water Jug

## 16 SCHOOL ATTIRE

→Dress your child in comfortable and practical clothing each day. Remember, we play and get messy! We use washable paint, but can not guarantee it will not stain your clothing.

→Label all removable articles of clothing. Jackets and sweaters have a way of becoming separated from their owners; an item with a name on it is more likely to find its owner!

→ALL children need to have two changes of clothing in a labeled zip lock bag in their cubby. Remember Socks and underwear, some will leave a small pair of shoes.

**(Highly encouraged for those who are potty training)**

→For your child's safety on rain slick sidewalks and playground climbing toys, we do not allow the following shoes at CWM.

Rainboots, Flip Flops, House Shoes, Cowboy Boots, Clogs or Heeled Shoes.

ALL CHILDREN MUST HAVE SHOES TO GO OUTSIDE!

## 17 TOYS BROUGHT TO CWM

→Children are not allowed to bring toys from home to school. This creates a sharing problem with the other children and it is difficult to keep track of individual toys.

→Please check your child's backpack each day, sometimes toys sneak inside.

→Do not send tablets or iPads with your children.

→We can not be responsible if toys are broken or lost.

→Toys brought to school will be put into their backpack. If it becomes an issue, toy will come to office to be picked up by parent at the end of the day.

→A small lovey is allowed for those who nap to have during naptime only.

## 18 SNACK

- CWM will provide a morning snack that will meet the daily requirements set forth by the State of Texas. If your child has any food allergies, please inform the CWM office and your child's teachers.
- You are welcome to provide your own snack from home each day. Please send in a zip lock bag labeled with Name & Snack.
- Llamas & Foxes will need to complete a snack permission form or send a snack each day. These children are all at different dietary needs based on their ages.

## 19 LUNCH

- Parents will provide their child's lunch from home. It is the parent's responsibility to meet their child's nutritional needs and not CWM. Teachers will encourage children to eat the main part of their meal before opening treats.
- Make sure that all food is cut into appropriate sizes for your child's age.
- We ask that you send plastic spoons for your child, to eliminate the loss of good utensils.
- All containers should be clearly labeled with child's first and last name. NO GLASS CONTAINERS
- Pack your child's lunch with a cold pack each day, if needed.
- The refrigerator & microwave are only available for the Llamas & Foxes.
- CWM is NOT an ALLERGY FREE LUNCH school. However, if your child's class has a student with a severe food allergy, we will ask that class to not send that item for lunch.

## 20 POTTY TRAINING

- Our teachers are not responsible for potty training, however they will aid the parents.
- We will not stress a child out over potty training at school.
- We will encourage children with positive praise, we use Personalized Sticker Charts.
- We are not allowed to use potty seats or potty chairs for children.
- Sometimes potty training works at home and not at school. We ask that you talk with the office if you have any questions or concerns.
- If you choose to send pull-ups for this process, you must send the ones with side Velcro tabs.

## 21 CURRICULUM

→We have found that using multiple sources for our curriculum works best for our students. The entire school works with the same weekly theme, colors, shapes, numbers, letters, and Bible lesson. With that information, each set of teachers is given the task of picking out activities for their class needs in the following five areas: Story Time, Craft, Daily Activity, Circle Time, Table Time/Free Play. The PreK Classes will also have Kids in the Kitchen & Science. These will be posted on the monthly calendar inside your child's daily folder. This calendar should stay in the folder for quick reference.

→Music & Movement Class: Each class will enjoy Music & Movement for 15-30 min each day depending on age. The children will learn songs & play with different musical instruments.

→Chapel Time: We attend chapel everyday for 20-30min in the Sanctuary. We teach the love of God through bible stories, songs & prayer.

→All classes are designed to help aide in Social, Emotional, Spiritual, Intellectual and Physical Development.

## 22 PHYSICAL ACTIVITY & OUTDOOR PLAY

Playing outdoors allows children to develop self-confidence, independence and self-esteem. They also become aware of limits, boundaries and challenge in their play. When children are used to playing outdoors, they are more likely to try new activities.

→Playground: All classes go to the playground each day ranging from 20-30 min.

-Children have stairs, slides, rock wall, play houses, pedal bikes and grass to be physically active during outdoor time.

-We also have drums, chimes, balls, and hula hoops to play with outside.

-We recommended children wear close toed shoes for safety on the playground.

→Outside Weather: If it is too hot or too cold for the safety of the children we will remain indoors and use the Fellowship Hall, this space is open for the children to have physical activity and work on gross motor skills.

-This is Texas, temperatures can change every 30 min. We will monitor the weather and watch for heat advisories. Texas typically does not get too cold, but there are days when stepping outside just doesn't seem like a good idea. When these days happen, we will use the Fellowship Hall for physical activity.

→Sunblock & Insect Repellant: If you would like us to put either on your child, please call the office at 281-540-7000 so we can discuss if you will be providing or if you would like us to provide. We will also need in writing how often and when you would like us to apply.

## 23 ACTIVITIES AT CWM

→ Activity Days : Throughout the year we have activity days for the entire school. The money for these activities comes from your Registration Fees. If your child does not attend school on an activity day, you are welcome to bring your child up to join his/her class during the activity. However, you will need to stay with them throughout activity.

**Parents are WELCOME & ENCOURAGED TO COME FOR ACTIVITY DAYS.**

Example of Activities: *Back to School Bash, Pumpkin Patch, Thanksgiving Family Breakfast, Snow Day, Community Helpers, Rodeo Day, The Cat in the Hat, Easter Bunny, Water Day, Bike Day*

→ Class Parties : Throughout the year we have party days for the entire school.

**We will send a Brightwheel Message asking for Volunteers for Each Party.**

→ Budget: The money for parties comes from your Registration Fees. If your child does not attend school on a party day, you are welcome to bring your child up to join his/her class during the party. However, you will need to stay with them throughout activity.

→ Birthdays: We believe your birthday is very special and we celebrate them accordingly. If you wish to bring a special treat or lunch for your child's class, please notify the teacher at least one day in advance. All treats brought must be store bought. **NO HOMEMADE food is allowed.**

## 24 DISPENSING OF MEDICATION

→ If it is necessary for your child to be administered medication while at school, you will need to bring the completed Authorization for Dispensing Medication form along with the original medication with your child's name on it.

[CLICK HERE](#)

**AUTHORIZATION FOR MEDICATION FORM**

→ Under NO circumstances should medicine be kept inside your child's backpack or lunch box.

→ Medicine may not be mixed inside a drink cup or bottle. We can not guarantee another child will not drink out of the cup or bottle.

→ All medication must be in the proper container with the child's name on it.

→ If medication needs to go home daily, it is the parents responsibility to pick it up in the office.

## 25 CHILD'S HEALTH

→The Health and Wellness of our students is very important. We ask that you adhere to the CWM policies on your child's health. We realize that staying home with a sick child may be an inconvenience, but please consider the other children and the staff at CWM. A child can not actively participate if they do not feel well and we are not set up for sick care. If your child is not feeling well, or is in an infectious stage of cold or other illness, do not send them to school.

→We do NOT accept children who are running a fever of 100 or greater.

→Children need to be fever free for 24 full hours before attending school. If you have given any fever reducing medicine within the last 4 hours there is no way to know if they are fever free. Please make sure your child is fever free without the aid of medicine for 24 full hours before returning to school. This will aid in keeping illness from spreading.

### CHILDREN ALSO NEED TO BE KEPT HOME FOR 24 HOURS IF THEY HAVE ANY OF THE FOLLOWING, WITH OR WITHOUT FEVER!

Thrown up in the last 24 hours for any reason	Had 2 or more Diarrheas in the last 24 hours
Pink Eye or Goopy Eye	Rash of any kind
Cough or Runny Nose	Sore Throat

→Please notify the CWM if your child has a communicable disease so that we may notify other parents regarding exposure and symptoms to watch for.

*Including but not limited to: Flu, Strep, Covid, Chicken Pox, Hand, Foot & Mouth, RSV*

→In the event that your child becomes ill at school, a parent or authorized person will be notified. We do not have a sick area, so we will need someone to pick up quickly.

→In case of serious injury, we will seek emergency medical treatment and you will be contacted as soon as possible via the phone and Brightwheel.

→COVID POLICY | Please use the CDC Isolation & Exposure Calculator for the amount of time you will need to stay home. <https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html>

**CWM RESERVES THE RIGHT TO MAKE CHANGES TO THE HEALTH POLICY  
WHEN CONTAGIOUS ILLNESS BECOMES AN ISSUE AT CWM. WE ASK THAT  
YOU BE PATIENT AND HELP US TO PREVENT THE SPREAD OF ILLNESS.**

- An infant is described as a child Birth-17months of age.
- All Infants (Birth-17month) will need to have a signed and dated safe sleep form in school file.

### OPERATIONAL POLICY ON INFANT SAFE SLEEP

- Breastfeeding: CWM invites moms who breastfeed to join us to spend time with your infant.
  - We have multiple options for you to use and are happy to tour all of them with you.  
*Welcome Center, Foxes Nap Room, and one of the Sunday School Classrooms Upstairs*
  - It is very important to us that you feel safe and supported while here at CWM, please let us know if we can help in any other way.
  - If you choose to leave us with pumped breast milk, please put inside baggies with name and collection date. If you leave multiple baggies, please put in one large bag that is also labeled with first and last name.
- Outside Time: When weather permits we will go on walks outside in our 6 seater stroller.
- Physical Activity: We will offer time for tummy time, reaching, grasping, pulling up, creeping, crawling, and walking in a safe area.
- Small Muscle Development: We will offer opportunities with age-appropriate equipment including busy boxes, rattles, teething toys, grasping toys, shaking or squeezing toys.
- Sleep Sacks: Sleep sacks must follow the below guidelines.
  - Arm and neck openings sized appropriately for a safer fit.
  - Select a material that will not be too warm. Infants overheating is a SIDS risk.
  - Sleeveless to reduce the risk of overheating.
  - Inverted Zipper for easy changing.
  - Roomy sack promotes healthy hip development
- Restrictive Infant Equipment: Infants may not sleep in any restrictive equipment.
  - Such as-Bouncer Seat, Swing, Car Seat, Boppy Pillow
  - If infant falls asleep while in restrictive infant equipment, transfer the infant to a crib ASAP.
- More Info for Infants: May be found in the appropriate class packet on the CWM website.



## 27 DISCIPLINE & GUIDANCE

→We have created a positive classroom environment where self discipline is learned and creativity is expressed. It is our feeling that a child who is stimulated by the surrounding environment will be happier, more secure, and eager to cooperate.

<https://hhs.texas.gov/sites/default/files/documents/laws-regulations/forms/1099/1099.pdf>

→This information is provided per Texas Administrative Code (TAC) minimum standards.

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the Child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A Caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. 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.

→CWM Discipline: With the above State Discipline and Guidance Policy in mind, CWM will use the following steps.

1. Redirect Child
2. Redirect and remind child of behavior expectations
3. Time out in classroom (1 min per child's age), remind child of behavior expectations. Step will be done twice before separation from classroom.
4. Separations from the Class: Time out in the Office (1 min per child's age), remind child of behavior expectations.
5. CWM office reserves the right to call parent to pick up child for the day or given period of time.

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. Grabbing or pulling a child;
4. Putting anything in or on a child's mouth;
5. Humiliating, ridiculing, rejecting, or yelling at a child;
6. Subjecting a child to harsh, abusive, or profane language;
7. Placing a child in a locked or dark room, bathroom, or closet;
8. Placing a child in a restrictive device for time out;
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 746.2803
10. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## 28 COMMUNICATION

### → Communication with the Director

Our Director, Melissa Audirsch, loves to meet with parents/guardians. If you are interested in chatting with her, please call the office at 281-540-7000 to schedule a time.

Feel free to email: [maudirsch@humblemethodist.com](mailto:maudirsch@humblemethodist.com)

### → Open Door Policy

CWM has an open door policy, parent's may visit CWM at anytime during hours of operation to observe your child, program activities, the building, the premises, and equipment without prior approval.

### → Parent & Teacher Communication


-Our primary concern is loving and working with your children. Our teachers and staff are more than willing to talk with you. Please help us to work more effectively with your child by sharing your concerns.

-Our teachers are not able to talk at drop off or pick up with you for the safety of all children. If you would like to schedule an appointment to meet with the teacher, please contact the CWM office to schedule.

-You may message your child's teachers anytime on the Brightwheel App. Please give them time to respond, we have many fun activities going on during the day.

→CWM will communicate with parents in many different ways. Please take a moment to get familiar with them.

-Brightwheel: Brightwheel is the #1 platform for early education! We will be using this platform to replace multiple tasks at CWM. *Including but not limited to- Electronic Files, Daily sheets, Check In-Check Out, Attendance, Tuition Statements, Tax Statements, Monthly Auto Pay, Messaging*

-You will need to download the Brightwheel app to your cell phone. 

-Create an account (use your cell phone number to create account-NOT EMAIL)

-Click on the Brightwheel Logo for instructions on how to create your account.

-CWM Website | CWM is part of the Humble Methodist website. Use the website to find information for your child's class. <https://www.humblemethodist.com/cwm-day-school>

-Facebook | CWM has a Facebook that we will post on occasionally.



Children's Weekday Ministries  
@childrensweekdayministries

## SECURITY

→CWM has a security system on ALL doors.

→The CWM office has a screen so we may see who is at the door.

→Please understand if we ask “Can we Help you?” this typically means we can not see clearly.

→We have a one push EMERGENCY button on all three office computers to lock down the building within 3 seconds. At this time no one will be able to come in any door, even with a fob.

## KEY FOB FOR DOORS

→Each family may purchase 2 key fobs to get in and out of the building.

→Key fobs are \$5 each, we will add the charge to your Brightwheel Account.

→If you lose a key fob, please tell the office immediately. This lets us know we need to deactivate the fob. A replacement fob is \$5 each.

→From time to time the key fobs will just stop working, please come to the office and let us know. We can issue you a new card for no charge.

→Please do not share your fob with family or friends who are picking up. We would prefer they walk to the door and ring the doorbell. This gives us a chance to ID them and help them to class.

→Parent fobs only work between 7am-10am & 2pm-5:30pm, during other times, please ring the door bell and we will let you in.

# 31 EMERGENCY RESPONSE PLAN

We have developed general operating guidelines and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

- CWM follows the guidance from Humble, New Caney & Splendora ISD for making decisions.
- We use the Brightwheel app to notify parents as soon as we have the information.
- CWM's Planned Evacuation Sites

## On-Site Evacuation

- West Parking Lot on Ave G & Main Street
- East Parking Lot on Ave H & Main Street

## Off-Site Evacuation

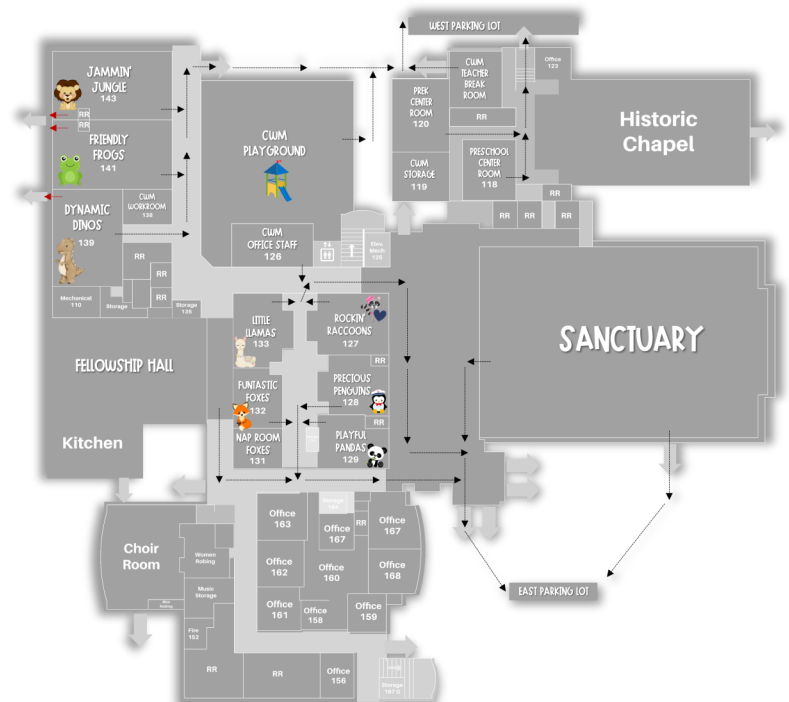
Lot 801 N Ave. G | Humble, TX 77338

## →WEATHER EMERGENCY WHILE AT SCHOOL

- Severe Weather Warning such as Tornado, Hurricane, High Wind Etc.
- All Children will be moved to the 3 interior classrooms with no windows.
- CWM reserves the right to push back car line pickup due to weather safety.
- Teachers will have access to Brightwheel for Parent & Emergency Numbers if needed.
- Office staff will notify all parents that we are placed in shelter rooms and we are safe.

## →FIRE EVACUATION

- Children who are not walking will be taken out in a crib with wheels.
- Parent's will be notified via Brightwheel.
- Office Staff will notify if pick up is required.
- Fire Evacuation Map →





→ SUSPICIOUS PERSON OR CAR IN THE AREA

- Key Fobs will not work to get in the building.
- The Security System will go on Complete Lockdown.
- Office Staff will notify parents we are on lock down and no one will be allowed in building. We will use the Brightwheel App to send an alert out to everyone.
- We have a one push EMERGENCY button on all three office computers to lock down the building within 3 seconds. We will use the button for a suspicious person or car in the area.

→ INTRUDER IN BUILDING

- All classes will close and lock doors
- If it is safe to remove children out the back doors and to our second building we will do that.
- All employees will have the Brightwheel app with them to communicate with parents.
- Office Staff will notify parents we are on lock down and no one will be allowed in building.

→ MEDICAL EMERGENCY

- Assess the situation and determine if 911 needs to be called.
  - If yes, call 911 and talk with the operator and follow all instructions.
  - Students: Notify parent/guardian of the situation, including type of injury or illness.
  - Staff or Adults: Notify emergency contact of the situation, including type of injury or illness.
- If it is deemed necessary to transport via ambulance, a member of the office staff will accompany the student, staff or adult. We will bring the student file or personnel file with us.

→ ABUSE AND NEGLECT

- CWM will make every effort to keep children safe and free of harm from abuse and neglect.
- Below you will find the information from the Texas Health and Human Service covering Abuse and Neglect along with other information.
- The Staff at CWM are required to receive one hour of continuing education annually on the prevention, recognition and reporting of child abuse and neglect.

# KEEPING CHILDREN SAFE

## Report Abuse and Neglect

Texas law requires a person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person to immediately make a report to the Texas Department of Family and Protective Services or law enforcement.

Call **800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith.

## Protect Children

- Never shake a baby.
- Shaken baby syndrome is the result of violently shaking a young child. Injuries can include brain swelling and damage, subdural hemorrhaging, reduced cognitive function and death.

## Sudden Infant Death Syndrome

- SIDS is the unexplained death of a sleeping baby.
- Always place infants to sleep on their backs in a bare crib or play yard with a firm surface.
- Do not place soft bedding, including blankets and stuffed toys, inside the crib of an infant under 12 months.

## Keep Children Healthy

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn pediatric CPR and first aid.
- Make sure children drink plenty of water.
- Discuss special needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions, from your child's health-care provider.

## Water Safety

- Always maintain active supervision and stay within reach of children in the water.
- Secure water areas with fences, alarms or other means to ensure children don't access the areas unsupervised.
- Have an emergency plan and ensure caregivers are trained in pediatric CPR.
- Don't assume children will use good judgment around the water and make safe choices.
- Require each child who is unable to swim, or at risk of injury or death when swimming, to wear a properly fitted and fastened U.S. Coast Guard approved life jacket before entering and while in a swimming pool.

## Transportation Safety

- Use car seats and booster seats according to Texas law. All children under 8-years-old who are 4'9" or shorter must be in an appropriate child safety seat system installed according to manufacturer's instructions.
- Before closing car doors, make sure that arms, fingers, legs and toes are all inside to avoid accidental injury.
- Children should not be left in a car unattended for any period. Have a system in place to ensure all children have safely exited the car.
- Keep car doors locked and the keys out of children's reach.
- Educate adults and children about car and transportation safety, especially about getting in and out of a vehicle, loading and unloading curbside.
- Maintain active supervision when children are around cars.
- More information can be found at: <https://www.dps.texas.gov/section/media-and-communications-office/child-passenger-safety-information>

## Unsafe Children's Products

Visit the U.S. Consumer Product Safety Commission website at [cpsc.gov](http://cpsc.gov) to see recalls of unsafe children's products. Sign up for email updates at [cpsc.gov/newsroom/subscribe](http://cpsc.gov/newsroom/subscribe).



TEXAS  
Health and Human Services

### Texas Health and Human Services Commission Child Care Regulation Department

\* Texas Family Code, Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E. Protection of the Child, Chapter 261. Investigation of Report of Child Abuse or Neglect, Subchapter B. Report of Abuse or Neglect; Immunities

## Requirements regarding Gang-Free Zones

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### *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.

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→We are a licensed child care center and information on [Minimum Standards](#) is provided by the Texas Department of Protective and Regulatory Service.

→If any parent would like to review the [Minimum Standards](#) or the most recent licensing inspection report, please come to the CWM office. We have a copy that you are welcome to review.

Local Licensing Office | 1-800-862-5252

PRS Child Abuse Hotline | 1-800-252-5400

PRS Website | <http://www.dfps.state.tx.us/>

Children's Weekday Ministries  
800 East Main Street | Humble, TX 77338  
Phone | 281-540-7000  
Office Hours | M-F 9:00am-5:30pm