



SUMMER PARENT HANDBOOK 2025

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OUR PROGRAM

OUR MISSION

We are a Christ-centered early childhood program where teachers and parents teach and strengthen each child's emotional, social, physical, intellectual, and spiritual skills while we are all playing and learning together.

PHILOSOPHY

The philosophy of St. Luke's Day School is to focus on research-based, enriching, developmentally appropriate activities so that each child may attain emotional, social, physical, intellectual, and spiritual strengths. Play is valued as a vehicle for learning. through playing and learning together. This will:

- Enhance their sense of identity
- Encourage them to be active learners and problem solvers
- Enable them to develop emotionally satisfying relationships with other children and adults
- Provide them with knowledge and experiences to develop a healthy body
- Encourage them to develop a sense of responsibility for their own ever-expanding community.

St. Luke's Day School is committed to the development and enhancement of the whole child. In support of this we view the family as the main source of security and identity for the young child. It is our ultimate goal, therefore, to achieve a fellowship of Christian love and understanding between parent, child, and school.

ENVIRONMENT AND CURRICULUM

The administrators, teachers, and parents of St. Luke's Day School share a common commitment to provide a secure and nurturing early childhood education program that fosters each child's independence, curiosity, and development of age-appropriate skills.

The following elements are part of our program:

- Busy, noisy, happy, creative classrooms where play is valued as a primary vehicle for learning and advancement in all areas of development
- Comfortable children relaxed and involved in a variety of activities
- Encouragement of the spiritual development of love for God and love for one another
- Daily schedules that provide a balance of individual/group activities, active/quiet play, large/small muscle exercises, and indoor/outdoor learning experiences
- Self-initiated and staff-initiated "hands on" learning experiences to allow children to learn by doing
- Age-appropriate classroom learning centers include art, science/discovery, blocks, dramatic play, table games, book corner, and sensory table. These activities give children opportunities to enhance skills, make choices, solve problems, and experience autonomy while interacting with teachers and peers
- "Circle Times" or "Together Times" planned each day for participation in group activities such as listening to stories, singing songs, or sharing ideas while building vocabulary, hearing correct language, and developing concepts
- Care given to maintain good health, sound nutrition, and cleanliness practices

The positions of the United Methodist Church, the National Association for the Education of Young Children, and Cognia concerning developmentally appropriate practice are followed daily.

CLASS SPACES, WELCOMING LEARNING PLACE

At SLDS we believe that the physical classroom environment plays an important role in supporting growth and learning. In 2012, we began an initiative to re-envision our classrooms based on our investigation of how the environment affects learning. Our well-established strategies have proved meaningful and exciting.

We've identified three important values to guide our decisions for ongoing environmental design in our classrooms:

- **Child-Centeredness** – thoughtful selection of materials, equipment, furnishings, and lessons that support our mission
- **Visual Order** – uncluttered space to set the tone for appropriate play and learning and for peaceful interactions
- **Natural Elements** – physical reflections of our Creator, God, who made all this beauty with great love for us

Specific elements to observe in our classrooms include:

- Beautiful, calming aesthetics
- Age-appropriate furnishings including chairs that allow children to place their feet firmly on the floor
- Few or no toys with product placement/advertising logos
- Equipment, toys, and books that reflect children's home life and introduce them to various world cultures
- Carefully selected furnishings and classroom materials that promote hands on, open-ended, sensory experiences
- A setting in which children of differing abilities can progress with guidance toward increasing levels of autonomy, responsibility, empathy, and self-regulation

NATURE EXPLORE OUTDOOR CLASSROOMS

St. Luke's Day School outdoor playgrounds became certified Nature Explore Outdoor Classrooms in the fall of 2019 and are recertified annually.

SLDS joins the Nature Explore network in a mission to connect children and families to the wonders of nature and the benefits of intentionally designed outdoor spaces for children. Nature Explore is a national nonprofit program of Dimensions Educational Research Foundation, which works collaboratively with a national network of organizations. Their goal is to help nature become an integral and joyful part of children's daily learning. Nature Explore provides research-based workshops for teachers and parents, design consultations, and resources designed to support programs as they continue to create opportunities for nature education and play-based learning outdoors.

Classes visit the Outdoor Classrooms daily, weather permitting. Classes stay inside if it is raining, or if the heat index reaches 100 degrees or above. Teachers make sure that children stay hydrated before, during, and after outdoor play, and may shorten outdoor time if it gets too hot.

The Value of Time in Nature

- Facilitates Social Development and Well-Being
- Improves Physical Fitness
- Supports Creativity and Imaginative Play
- Inspires Collaborative Play
- Reduces Violence and Bullying
- Reduces Stress
- Creates Empathy for Plants and Animals

Outdoor Classrooms Benefit Many Areas of Child Development

- Critical Thinking
- Problem Solving
- Science and Sensory
- Language and Literacy
- Math and Reasoning
- Visual-Spatial Thinking
- Construction and Engineering

Learn more at <https://natureexplore.org>.

STAFF

Lead teachers have a degree, generally in Early Childhood or a related field, and/or current or in progress Child Development Associate Certification, plus experience in early childhood education.

Other teaching staff may have the same as above or have a plan of continuing education, plus practical experience working with young children.

All regular staff are certified in Basic First Aid and CPR.

TUITION, FEES, AND RECEIPTS

The registration fee is for new campers only and is not refundable once paid. Session tuition will be charged on the following schedule: Session 1 on 5/19, Session 2 on 6/16, and Session 3 on 7/7. Luke's Place Summer and Summer Ones tuition will be split into three payments and charged on the same dates. Summer tuition is **not refundable once paid**.

Parents were required to confirm acceptance. Session cancellations **must be in writing** and the deadline is 5 business days prior to the payment date (5/12 for Session 1, 6/9 for Session 2, and 6/30 for Session 3). Email Sarah Scott at sscott@stlukesmethodist.org and put "Summer Cancellation" in the subject line.

Parents needing receipts for summer tuition payments should submit a written or email request to Sarah Scott at sscott@stlukesmethodist.org. Please put "Summer tuition Receipt" in the subject line and include your child's name in the email. Receipts will be emailed within two weeks of payment.

ENROLLMENT FORMS

All forms necessary for enrollment must be complete and received in the office prior to the child being admitted to camp. **There are no exceptions.** Forms include:

- Medical Information / Parent Authorization for Emergency Treatment
- Emergency Information Cards
- Authorization to Pick Up
- Payment of Fees Agreement and Parent Permission Form
- Introduce Us to Your Child
- Discipline and Guidance Policy

PROBLEM RESOLUTION

If you have any concerns about your child or our program, please feel free to contact Debbie Weymouth, Director of Day School, Christy Dulaney, Assistant Director, or Bianca Davis, Program Coordinator, at 713-402-5030.

LICENSING AND ACCREDITATION

St. Luke's Day School is licensed by the Child Care Regulation division of Texas Health and Human Services. More information may be found on their website: <https://www.hhs.texas.gov/services/safety/child-care>

St. Luke's Day School is accredited by Cognia. More information may be found on their website: <https://www.cognia.org/>

DAY TO DAY

START OF CAMP

Parents will be informed of their child's teachers, classroom, and other important information prior to the start of camp.

ADDRESSING YOUR CHILD'S TEACHER

Please remember that all teachers at St. Luke's Day School should be addressed using their last name. Even though some names may be difficult to pronounce, we ask that you help us uphold this respectful tradition.

WHAT TO WEAR

Camp is meant to be fun! Send your children in:

- Washable play clothes
- Rubber soled shoes with closed toes (no cowboy boots, Crocs or sandals; they are unsafe on the Outdoor Classrooms)
- Old clothes for Wet and Wonderful (messy play) play days, a full change of clothes, and a plastic bag for wet/messy clothing. (Please consult monthly calendar for scheduled messy play days.)

WHAT TO BRING TO CAMP

Each child should bring a nutritious snack for mid-morning (in a **labeled** zip-lock bag) and a lunch of a carbohydrate, fruit and/or vegetable, protein, juice, milk, or water. All foods should be ready to eat. No candy, soft drinks, or glass containers, please.

Please send an extra set of clothes in a large zip lock bag, a blanket for rest time, and a minimum of 4 diapers for children who are not toilet trained. Little ones learning to use the toilet need extra underwear, shoes, and socks in addition to the extra set of clothes. (If applicable, see **page 9** for more information regarding toilet training.)

We ask that all toys be left at home. Exceptions include toys that are needed to help ease a child's transition from home to school, or for nap time. **Label everything: St. Luke's is not responsible for any unlabeled items.**

Rest Mats

All children are encouraged to rest or relax for a short time after lunch. Approved, washable, fire-retardant rest mats are provided for children in Summer Twos as well as any child in Summer Threes, Fours and Fives who is new to St. Luke's for the summer. Children enrolled for the 24-25 school year should bring their rest mat to their summer classroom. Per Licensing, torn mats must be replaced. **Roll up, cloth mats and sleeping bags are not allowed due to storage and disinfecting issues.**

What Not to Bring

- Pretend guns, war toys, or other toys
- Money, coins, gold jewelry, or makeup
- Candy and gum
- Party invitations

Prohibited items will be secured by the teacher and returned to the parent at the end of the day.

ARRIVAL

Proper Entrance to the Building

The main entrance for all classrooms is the Activity Center porte-cochere. Parents should always park in a parking space the main parking lot south of the building. Do not park in handicapped spaces unless you have proper authorization and never park in porte-cocheres or along curbs. Drop off and pick up are at the classroom.

The children's wing is secured with a controlled access system. Entrances to the school will be unlocked from 9-9:30am for drop-off and 2:10-2:30pm pick-up and are locked at all other times. If you are dropping off after 9:30am or picking up before 2:10pm, please show your SLDS key tag and the receptionist will buzz you through the secure doors.

All exterior doors along the Edloe and Westheimer sides of the building will remain locked during school hours—7:30am to 5:30pm. An intercom button by each interior entrance may be used in the case a door is unattended.

Luke's Place Participants

Arrival begins at 7:30am. You will take your child directly to their Luke's Place classroom and sign in at the door. Any special instructions for the day should be written down in advance and given to the teacher with a brief explanation as needed.

Summer Camp Participants

Bring your child to his/her classroom between 9:00 and 9:15am. Be sure to sign in daily. **No child will be accepted before 9:00am as teachers are preparing for the day.** If you arrive early, you will be asked to wait with your child outside the room until the teacher is ready. Any special instructions for the day should be written down in advance and given to the teacher with a brief explanation as needed.

Teachers report that children who arrive late often have difficulty assimilating into the group. Older children may miss greeting rituals and instructions for the day. You can help us ensure the best possible beginning for your child's day by arriving on time.

Children must be escorted by an adult to the classrooms and left with the teachers.

Other Important Arrival Information

Support your child's emerging independence during the arrival routine by having him carry his own lunch kit and school bag and put away personal things in his cubby. Similar practices should be observed at pick-up time as well.

DISMISSAL

At dismissal all children are picked up at the classroom door. Before leaving, make sure the teacher is aware that you are taking your child out of the room and sign your child out daily.

A child may only be released to a parent or other authorized individuals listed in our records. If a person who is on the pick-up list, but unknown to staff comes to pick up a child, the teacher will ask for photo identification. If you need to make a change to your Authorization to Pick Up form, email Sarah Scott at sscott@stlukesmethodist.org or come to Welcome Desk.

When arrangements are made for your child to go home with a friend, a written note to the child's teacher is required.

Parents are expected to pick up their children on time. Pick up times are as follows:

- Camp classes: 2:10-2:30pm
- Luke's Place classes: by 5:30pm

If you know that you are going to be detained, please notify the Day School immediately so that we can reassure your child. There is an overtime charge per child of \$1.00 per minute. Your child will be waiting for you in the Activity Center lobby. Children who have been picked up late two or more times may be asked to leave the program.

DISCIPLINE/GUIDANCE

Our staff is trained in Conscious Discipline, a method that emphasizes empowering adults to create safe, connected, problem solving schools and homes. Learn more at <https://consciousdiscipline.com/>.

Behavioral guidance is handled in a very positive way. We are committed to helping children learn to express and manage their feelings, cooperate with other children, and negotiate their own conflicts.

Teachers need to be informed of any special circumstances that may contribute to a child's behavior, such as a move, a new sibling, etc.

When interventions are necessary, they will be clearly defined and consistently maintained. Techniques are:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

We rely on positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. Some of our techniques include:

- Using encouragement and appropriate praise of good behavior instead of focusing on unacceptable behavior
- Communicating behavioral expectations in clear, positive statements
- Redirecting behavior by diverting attention to constructive pursuits
- Compromising or arbitrating differences and encouraging children to seek alternatives
- Using brief supervised separation from the group when appropriate for the child's age and stage of development after which a reassuring adult helps the child re-enter the classroom activity

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

- Corporal punishment or threats of corporal punishment including hitting a child with a hand or instrument
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting a child
- Putting anything in a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Serious behavior problems are referred to the Director.

WATER ACTIVITIES

During the warm weather months, children will participate in “wet and wonderful” play that may include water activities. Children are carefully supervised during water play. Guidelines from Child Care Licensing are used to determine the number of children one teacher may supervise during this kind of water play. The number is based on the age of the youngest child in the group. Sprinkler play does not require additional teachers.

ANIMALS

From time to time, child-friendly animals may come to school for a visit. Parents will be notified in writing beforehand, and care will be given to ensure that the animals do not create unsafe or unsanitary conditions. Teachers and children will practice good hygiene and hand washing after handling or coming in contact with an animal and/or items used by an animal, such as water bowls, food bowls, and cages. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Children will not handle animals that show any sign of illness.

SECURITY, HEALTH & SAFETY

A PLAN FOR EVERY CHILD FOR EVERY DAY

Children are under adult supervision at all times. There is specific accountability for each child by one or more staff members. Systems are in place for accounting for children's whereabouts at regular intervals, especially during transition.

Our staff is well trained in cleaning, sanitation, and safety procedures that help protect the children and staff from illness and injuries. Our goals are to promote and protect children's health and nutritional well-being, control the spread of infectious disease to the best of our abilities, and maintain a healthy environment.

Children are taught good health and safety procedures. According to age and ability, each child is encouraged to practice health and safety procedures independent of adult help.

Staff are alert to the health of each child. Individual medical problems and accidents are recorded and reported to staff and families.

SUN AND MOSQUITO PROTECTION

Protection from overexposure to the sun is an important consideration for children. The children's daily schedule includes outdoor time. While our outdoor classrooms have shaded areas, we also suggest that you apply sunscreen for your children before school. Our teachers will encourage the children to wear hats if you choose to send them. Please label the hat clearly with your child's name.

SLDS has a mosquito extermination system to cover our outdoor play areas. This system is water and plant based, will not harm friendly insects, and is safe for children. It is administered at dawn, dusk, and as needed when the children are not outdoors. If you wish to take added precautions, we ask that you apply insect repellent before school.

If your child is in our part-day summer camp, please do not send sunscreen or insect repellent to be self-administered or for the teachers to apply to your child. Families with children in our Luke's Place full-day classes may send sunscreen or insect repellent, in lotion form only, to be applied in the late afternoon. Permission slips, available in the office and Luke's Place classrooms, must be signed before the teachers can apply these products.

LUNCHES AND SNACKS AT SCHOOL

Snacks and lunches are brought from home daily. We want to work with you to make sure that all food served at our school meets the USDA's food guidelines. The latest information can be found at the United States Department of Agriculture Center for Nutrition Policy and Promotion at <http://www.cnpp.usda.gov/default.html>.

To ensure the safety of food brought from home, all foods and beverages should be labeled with your **child's name and date**. Almost all lunches can be kept cold with an ice pack, kept hot in a thermos, or served room temperature! We are unable to heat any lunches.

Child Care Licensing requires that parents bring food cut into small, bite sized pieces which are the appropriate size for the child's ability to chew and swallow. If the food is not the correct size, then the staff will cut foods into pieces no larger than ¼ inch square for infants and ½ inch square for toddler/twos, according to each child's chewing and swallowing capability.

Extra snacks are kept on hand if needed.

For all infants and for children with disabilities who have special feeding needs, teachers keep a daily record of the type and quantity of food the child consumes and provide families with that information.

We support infant breast feeding and will coordinate the feedings and servings of expressed milk with the infant's mother as requested. St. Luke's has a comfortable Nursing Nook that may be used if desired.

Choking Hazards

If not properly prepared, some snacks and foods are choking hazards for children under the age of four. Others should never be served to children under four for safety reasons. **Please make sure the snacks and lunches you send to school meet the following guidelines:**

	Infants/Toddlers	Two Year Olds	Three year olds	Four year olds
Choking hazards Dried fruit (raisins, apricots, etc.), nuts of any type, sticky foods (gummy fruits, Fruit by the Foot, etc.), popcorn , raw peas , hard pretzels , hard candy , marshmallows	DO NOT SEND	DO NOT SEND	DO NOT SEND	
Hard/crunchy fruits & vegetables (such as apples, carrots, celery, etc.)	Cut in ¼" dice	Cut in ½" dice	Cut into small bites	
Round foods (such as grapes, cherry tomatoes, hot dogs, etc.)	Cut lengthwise then cut in ¼" dice	Cut lengthwise then cut in ½" dice	Cut lengthwise then cut into small bites	
Goosey foods (such as nut butter, cream cheese, etc.)	Spread very thinly; no spoonfuls	Spread very thinly; no spoonfuls	Spread thinly; no spoonfuls	Spread thinly; no spoonfuls

TOILET TRAINING

Children do **not** need to be toilet trained to attend camp at St. Luke's Day School. If you think this important milestone will occur during the summer, please come to the Day School office and request a *Potty Training Handbook* and speak to your child's teachers. The handbook is a helpful tool for parents and teachers to work together in the best interest of the child.

Please note: if your child is only attending for a short time, or their sessions are not consecutive, we recommend that you wait until your child is on a more consistent schedule before beginning toilet training.

ILLNESS POLICY

Staff are alert to the health of each child. Upon arrival and throughout the day, teachers observe children for behavior changes or signs of illness. Individual medical problems and accidents are recorded and reported to staff and families.

An ill child needs to be at home. The following symptoms are to be used to determine when a child should not be brought to school:

- The child cannot participate comfortably in routine activities.
- The child needs more care than the teachers can provide while caring for the other children.
- The child has one of the following:
 - An ear (tympanic) temperature of 100 or greater,
 - Uncontrolled diarrhea,
 - Two or more vomiting episodes,
 - Excessive coughing,
 - Rash with fever,
 - Mouth sores with drooling,
 - Behavior changes or other signs that the child may be severely ill.

If a child becomes ill during the day, we will care for that child until the parent or authorized adult can arrive. **All parents must have emergency plans established to care for ill children. Children must be fever/symptom free without medication for 24 hours or one program day, whichever is longer, before returning to school.**

Notices will be emailed from the Day School office concerning children who have been exposed to communicable diseases. Please notify the school at once if your child has a communicable disease or has been exposed to one (communicable disease list is available in the office).

Hand washing is our number one defense for preventing the spread of illness. Children and teachers wash hands upon arrival to school, after diapering or using the toilet, before meals and snacks, after playing in water that is shared by two or more people, after handling any visiting pets, after outdoor play, and other times as necessary. The teachers assist the children as needed and work towards each child learning to do this independently. As a final step in hand washing and prevention of the spread of germs, we teach the children to turn off the water faucet with a paper towel. We appreciate your support of these practices at home.

Allergies

Parents of children with severe allergies must submit an Allergy Action Plan form signed by a doctor and the parent. Copies of the completed form will be kept in the classroom, in the office, and with any rescue medications. We also request consent to post information about each child's allergy so that it is a visible reminder to all who interact with these children during the program day. An allergy alert sign will be posted inside the classroom. All common areas, such as Outdoor Classrooms, the Children's Chapel, and the Children's Library are allergy alert areas. No food of any kind may be consumed in these areas. Parents and staff must strive to prevent these areas from becoming contaminated.

Due to the severity of some food allergies, such as peanuts and tree nuts, we will prohibit all classmates from bringing food items that are life threatening to an individual child. In such cases we appreciate your understanding and cooperation.

MEDICATIONS

According to state licensing regulations, all medication administered by St. Luke's Day School staff must meet the following guidelines:

- If prescription medication, it must be in the original container labeled with the child's full name, name of clinician, expiration date, and manufacturer's instructions.
- The medication can only be given according to the labeled directions. If you are sending an over-the-counter medication, it must have your child's age/age range printed on the bottle.
- If the over-the-counter medication does not have administering directions for your child's age, you must bring in a doctor's note or have one faxed to the school with the specific administering directions relative to your child's age.

All medications **must** be brought to the Welcome Desk (Activity Center lobby) and parents will fill out a medication dosage form that gives written permission for Day School staff to administer the medication. Two staff members will administer the medication according to directions at the designated time. Please bring a dispensing spoon, cup, or dropper along with the medication. Be sure the dispenser is marked properly for the prescribed dosage (for example, if dosage is 1.875 ml, we cannot use a dispenser that is marked 1.25 ml and 2.5 ml).

Do not send any medication in your child's school bag or lunch kit. To do so would compromise the safety of the other children in the class.

Medication with expired dates will be discarded.

MEDICAL/DENTAL EMERGENCIES

In the case of illness or injury during school hours, the following procedures will be followed:

1. Office staff will attempt to contact one or both parents.
2. If parents cannot be reached, designated persons in the child's file will be contacted.
3. When a child needs medical/dental attention and a parent cannot be reached, a staff member will attempt to contact the child's doctor and upon recommendation will take the child to the doctor's office or the recommended emergency room. All expenses incurred are the responsibility of the parents.
4. In emergency circumstances, the staff will call 911.
5. Parents will be notified immediately if it is suspected that a child has sustained a concussion. School personnel will follow 911 emergency personnel recommendations for transport to emergency room in the event of this or other serious injury when a parent or guardian is not present or cannot be reached.

PARKING LOT SAFETY

For the safety of our SLDS children, we ask that everyone observe the following safety rules at all times:

- **The speed limit in the parking lot is 5 m.p.h. at all times.**
- **Do not use cell phones (including Bluetooth) for talking or texting while driving or walking in the parking lot!** Please adhere to this important rule so that your complete attention will be focused on the safety of your child and others in our parking lot while you are driving!
- **Do not park in the porte-cocheres or along any curbs in the parking lot.**
- **There is no parking in the coned parking areas at any time during the school day.** The cones create a safe traffic pattern and increase visibility of children and adults as they cross through the parking lot to the building.
- Do not park in spaces reserved for handicapped individuals unless you have the proper permit.

Please do not leave any valuables in your car at any time. St. Luke's, along with other churches and schools in the area, is subject to car break-ins from time to time.

If you witness a suspicious or dangerous situation on campus, please don't hesitate to report it to the school office (713-402-5030). We will pass the report on to the proper church and/or law enforcement authorities.

SECURITY

In addition to the previously mentioned controlled access system, St. Luke's United Methodist Church employs contract security personnel and HPD who routinely patrol the campus building and grounds. In the parking lot, the security officer is primarily concerned with the safety of parents and children. The campus is also monitored via security cameras.

Please do not leave valuables in your car at any time. St. Luke's, along with other churches and schools in the area, is subject to car break-ins from time to time.

CLOSING DUE TO WEATHER

It is possible that we may have to close due to bad weather conditions. Unless you are specifically notified otherwise, the school will be closed when HISD makes the decision to close. Listen to local news media for word of HISD's, and therefore our, decision to close.

We reserve the right to close school if conditions in the church area become treacherous for children and their families. In this event, you will be informed as quickly as possible via REMIND "urgent" text messages and checking the SL website updates.

Parents are given information regarding our text alert system and may choose to participate or not. Text alerts are sent in case of school closing, emergencies, or helpful information to know in the most time-sensitive manner.

EMERGENCY DRILLS

In accordance with Child Care Licensing regulations, the school practices emergency preparedness drills: Fire Drills (monthly) and Severe Weather Drills (quarterly). Additionally, administrators review alert, lockout, and lockdown procedures with teachers QUARTERLY and as needed.

EMERGENCY EVACUATION PLAN

Certain emergency circumstances might lead the School to release students quickly and safely to their homes. Parents will be notified of an emergency dismissal through the following communication network: an emergency notification text, a recorded message on the School's main telephone line, as well as, notification on the School website if time permits the website update. In the event of an emergency dismissal the School will release a student directly to the parent(s) or to others authorized by the parent(s) as per the child's current release form.

Should extreme circumstances require the evacuation of our campus, St. Luke's Day School maintains a reciprocal agreement with St. John's School (2401 Claremont Lane, 713-850-0222) and River Oaks Baptist School (2300 Willowick, 713-623-6938). In some scenarios, children could be evacuated across Edloe Street from our main campus to other property that is owned by SLUMC. Parents will be notified regarding the pickup location for children.

Emergency contact information for each child is issued to the classroom teachers at the beginning of each school year. Parents must advise the office of any changes so we may contact you in case of emergency.

During emergency evacuation, teachers are responsible for their assigned group of children. We will transport children via church vans, private automobile, or on foot, with assistance from all school and church staff. Children under 24 months, those with limited mobility, or otherwise needing assistance will be transported via evacuation crib, buggy, or may be carried by an adult.

SHELTER IN PLACE in case of community disaster

We have a **Shelter In Place** plan in the event of a biological or chemical emergency in our city. **We will lock down the building for the safety of the children.**

In the event of an actual chemical/biological emergency, the children will be moved to a designated area of our building. Once we have accounted for each child and staff member, this area will be secured and not opened until we receive an all-clear from the proper authorities.

Should an emergency occur, we urge all parents to follow instructions given by the local authorities. If you arrive at St. Luke's after the children are secured in the building, there will be instructions posted giving you directions to a safe place in our building where you may wait for your child to be released.

While we hope never to use this plan, we understand that it is our highest priority to care for the children you have entrusted to us.

ALERT/LOCKOUT/LOCKDOWN

In case of suspicious yet unconfirmed dangerous activity in proximity to our campus, we will initiate **Alert** campus status. This is not a Lockout or Lockdown. Administrators will inform teachers of such activities in the area, so that the teachers' awareness will be heightened. Activities will proceed as normal. In case of confirmation from our security team of dangerous activity in the area, we will move to Lockout or Lockdown status as appropriate for the situation.

In the event that we are alerted of a dangerous situation in our area, St. Luke's will implement a **Lockout** response. During a Lockout all students are recovered from outside the building, and our security team locks all outside doors. This would be implemented when there is a confirmed threat or hazard outside of the building. Criminal activity, dangerous events in the community, or even a vicious dog on campus would be examples of a Lockout response. Students and teachers remain in their locked classrooms with window blinds closed until the all-clear is given. While the Lockout response calls for greater staff situational awareness, it allows for classroom activities to continue with as little interruption or distraction as possible.

In the case of an unwelcome intruder or imminently dangerous situation, teachers are trained in **Lockdown** response. This is a classroom-based protocol that requires not only locking the classroom door and closing blinds, but also turning off the lights, placing students out of sight of any corridor windows, and blocking entrance doors as able. During Lockdown teachers help students to remain quiet. Lockdown does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

In either Lockout or Lockdown, parents will be notified in a timely manner via REMIND, email, or by a phone call as the situation warrants. **Please remember that our first priority during any emergency situation is the safety of the children.**

ADDITIONAL PARENT INFORMATION

COMMUNICATION

The teachers in each SLDS class will communicate regularly with class parents via a platform called REMIND. Information sent via REMIND includes class news and reminders, photos, and links to class sign-ups such as parent-teacher conferences, party helpers, and other volunteer opportunities, and more. The platform is also used for school-wide reminders, notices, and emergency communications.

School-wide communications are sent to all parents of enrolled children via email blasts and REMIND. A monthly calendar is distributed to parents and posted in the classroom to keep you informed. Important notices will be emailed. Please read them as they are usually of a timely nature.

Summer Ones and Twos receive written daily reports informing parents of nap times, food intake, diaper changes, and daily activities. Lesson plans and daily schedules are posted on the Class Welcome Page for your information.

Parents MUST advise the office of any change of residence, email address or phone numbers, including cell and work phones. It is critical that we be able to reach you in case of an emergency. This information may be emailed to Sarah Scott at sscott@stlukesmethodist.org.

Your suggestions and comments are important to us. Please feel free to share them with us.

BIRTHDAYS

A birthday is an important event in each child's life, and it is a joy to celebrate with him or her. On each child's special day, or designated day if the birthday falls on a weekend, they will be celebrated in the classroom by their teacher and classmates in a variety of ways. Please respect this plan by saving cookies, cupcakes, or other traditional birthday foods for home celebrations. **Do not** send these to school. We want to save families the time and expense it takes to provide birthday party food and paper goods at school, as well as respect any food allergies present and cut down on exposure to sugary treats so many families wish to avoid.

CHILD CARE LICENSING INFORMATION

A copy of the minimum standards and the school's most recent licensing inspection report are available for review in the main office. For more information about childcare regulations and other services for children, see the Texas Health & Human Services website: <https://www.hhs.texas.gov/> or call the state office at 512-424-6500. For any additional inquiries, contact the local Child Care Regulation office at 866-885-2247. The address is 1330 East 40th Street, Houston, TX 77022.

To access St. Luke's Day School's compliance history, visit https://childcare.hhs.texas.gov/Child_Care/ and click on "Information for Parents." Search by provider for "St. Luke's Weekday Ministries." Our operation number is 223116.

There will be no retaliation against families if parents exercise their right to file a complaint.

St. Luke's Day School is a gang-free zone. In compliance with Chapter 42 of the Texas Human Resource Code, more information on designated gang-free zones is available in the office.

Thank you for choosing St. Luke's Day School Summer Camp.

May your children's days here be joyful and enriching!