

# Parent Handbook

## 2026-2027

IMMANUEL LUTHERAN CHURCH AND SCHOOL



And all the children shall be taught of the LORD;  
and great shall be the peace of the children.

*ISAIAH 54:13*

1440 Cortlandt Street • Houston • Texas • 77008-4239 • Phone: 713-861-8787 • Fax: 713-863-8163  
• [www.ilshouston.org](http://www.ilshouston.org) • [ecesecretary@immanuelhouston.org](mailto:ecesecretary@immanuelhouston.org)

# Immanuel Lutheran School Academic Calendar 2026-2027

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
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27	28	29	30			

October 2026						
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November 2026						
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29	30					

December 2026						
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27	28	29	30	31		

January 2027						
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31						

February 2027						
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28						

March 2027						
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28	29	30	31			

April 2027						
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May 2027						
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23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

July 2027						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Calendar Key**

- Teacher Workdays (School Closed)
- All Day Students on Campus (No Classes)
- Campus Closed
- First or Last Day of Semester

Calendar and dates subject to change. 03.15.26



1440 Cortlandt St, Houston, Texas 77008

School Office: 713-861-8787

[www.ILSHouston.org](http://www.ILSHouston.org)

Date	Description
August-17-18	Teacher In-Service
August 18	Ice Cream Social/Meet the Teacher
August 19	First Day of School (Early Dismissal 11:30am - No Day Care)
September 7	Labor Day Holiday (No School - Campus Closed)
October 9	Grandparents' Day - Noon Dismissal
October 12	Columbus Day Holiday (No School - Campus Closed) End of Quarter 1
October 13	Beginning of Quarter 2
October 19	Parent/Teacher Conferences (No School - Campus Closed)
November 8	ILC&S Thanksgiving Feast
November 23 - 27	Thanksgiving Break
November 23	Thanksgiving Day Care (All-Day Program Students On Campus)
November 24	Thanksgiving Day Care (All-Day Program Students On Campus; Noon Dismissal)
November 25 - 27	Campus Closed Christmas Program
December 18	End of Quarter 2
December 21 - January 1	Christmas Break
December 21 - 22, 28 - 29	Christmas Day Care (All-Day Program Students On Campus)
January 4	Beginning of Quarter 3
January 18	MLK Jr Day Holiday (No School - Campus Closed)
February 15	Presidents Day Holiday (No School - Campus Closed)
TBD	Professional Development
March 1 - 5	Lutheran Schools Week
March 5	End of Quarter 3
March 8 - 12	Spring Break Day Care (No School - All-Day Program Students On Campus)
March 15	Beginning of Quarter 4
March 26 - 29	Easter Break (No School - Campus Closed)
May 19	Last Day of School - Noon Dismissal
May 31	Memorial Day Holiday
June 1	Start of Summer Program

**1st Quarter**  
(August 19 - October 12)  
37 Days

**2nd Quarter**  
(October 13 - December 19)  
43 Days

**3rd Quarter**  
(January 4 - March 5)  
42 Days

**4th Quarter**  
(March 15 - May 19)  
44 Days

**Total Days: 166**



Dear Immanuel Lutheran School Parents and Families:

We welcome you to our school family here at Immanuel Lutheran School. Enrolling your precious little one in an educational and childcare program is an important time in the life of your child. Soon your child will have one of his or her first experiences with formal education. To be effective, this education should be complementary to the efforts of the home in directing childhood development. Please familiarize yourself with this handbook for the benefit of our parent-school relationship.

Your child will experience the joy of home, school, and church working together in nurturing educational, social, spiritual, and physical growth. Your child's full God-given potential can be developed through Christian education under the guidance of our caring and experienced teachers and staff. At Immanuel Lutheran, children will grow in faith, love, and academic knowledge as they interact in Christian fellowship within the classroom throughout the school day.

As parents, you have made an important decision by choosing Immanuel Lutheran School to join you in caring for the greatest gift God has given you. That gift is your own child.

May the Lord bless your home, your family, and our joint efforts in Christian Education.

In Christ,

Cathy Swanstrom  
Head of School  
ecedirector@immanuelhouston.org

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# Table of Contents

Immanuel Lutheran School Mission Statement.....5

Operational Information .....5

Dress Code Policies.....8

Food Policies .....9

Parental Involvement.....9

Communication Policies.....12

Enrollment/Re-Enrollment Information.....13

Other Policies and Important Information .....16

Organization Information .....17

Our Three-Fold Goal .....18

Spiritual Life.....18

Academic Life.....20

Appendix.....21

# Immanuel Lutheran School Mission Statement

Immanuel Lutheran School, a ministry of Immanuel Lutheran Church, provides a Christ-centered education that nurtures young hearts and minds. Rooted in God's Word, we cultivate a strong academic foundation and instill Christian values to equip students for lifelong faith and learning.

## **2026-2027 Bible Verse**

*"The Lord is my helper, I will not fear; what can man do to me?" Hebrews 13:6*

## Operational Information

### **Non-Discrimination Policy**

Immanuel Lutheran School does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational, scholarship, disciplinary and admissions policies or other school-administered programs. All children are afforded the rights, privileges, programs, and activities generally accorded or made available to children at the school.

### **Admission Policy**

Immanuel Lutheran School has the right to dismiss any student at any time for any reason. Priority admission is granted to members of Immanuel Lutheran Church. State Licensing requires children to be able to participate in ALL activities in their age/class. The Head of School has the final say as to whether a child may be admitted to our facility.

### **Immanuel Lutheran School Hours/Days and Months of Operation**

1. Immanuel Lutheran School is a ten-month program; with Summer Programs offered in June and July. Day Care for the All Day Program will continue until the last week of May.
2. Immanuel Lutheran is open Monday-Friday 7:00 a.m. - 6:00 p.m.; School Office is open 7:30 a.m. - 4:00 p.m.
3. The following schedule is observed Monday - Friday on days when Immanuel Lutheran School is in session:
  - a. Half Day Program hours are 8:00 a.m. until 11:30 a.m.
  - b. School Day Program hours are 8:00 a.m. until 3:00 p.m.
  - c. All Day Program hours are 7:00 a.m. until 6:00 p.m. This includes Day Care.

### **Drop off and Pick up Procedure**

1. All pick-up and drop-offs, except for After Care, should be done in the child's classroom. Drop-off will be from 7:15 a.m. - 8:15 a.m.
2. After Care (3:00 - 6:00 p.m.) pick up Information will be provided by your child's teacher.
3. Only the following will be allowed access to our campus: operations staff; persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services staff; professionals providing services to children enrolled at Immanuel. Other than authorized individuals designated for child pick-up/drop-off, Church Members that have a purpose will be allowed to access our campus.
4. If you need to re-enter the campus after you drop off or pick up, you must enter through the school office.

5. After signing child out, parents must immediately take their child off campus. You and your child may not stay to use other facilities, including the gym/playground.
6. If someone other than yourself is dropping off/picking up, please provide them with a copy of these procedures.

## **Authorization for Release of Children**

1. All parents must complete a Day Care Enrollment Information Form.
2. It is the parent's responsibility to add or delete people from this form, if necessary. This may be done at any time.
  - a. If you need to add an authorized person to pick up your child, a form or a note must be given or sent to the teacher or school office before the child can be released.
  - b. The authorized person must enter campus through the school office and supply a copy of their driver's license which will be put in the child's file. The teacher will ask to see the driver's license upon pickup.
3. Any person to whom a child is released must be either a parent or a person designated by the parent. A driver's license or picture I.D. will be required to verify the identity of a person not known to the staff who is authorized to pick up a child. This information will be recorded and retained.

## **Child Access Policy**

1. Enrollment forms must be completed with information on both parents. No exceptions.
2. Both the custodial and non-custodial parents have the right to visit/remove their child from Immanuel Lutheran School and both have the right to access their child's records, in cases where no court orders have been issued or are not on file in the school office regarding the custody of a child.
3. The custodial parent must provide the Immanuel Head of School with a certified copy of a court order denying the non-custodial parent these rights (record access, removal, visitation or other specifically addressed issues) for Immanuel Lutheran School to comply with the order of the presiding court.
4. Immanuel Lutheran School will not become embroiled in custody/possession issues but will, instead, follow the certified copy of the order of the presiding court exactly as it is written.
5. If you have concerns regarding special circumstances outlined in your custody orders, please schedule a conference with the Head of School. You must present a certified copy of your court order to the Head of School at the time of the conference.
6. Custody/possession/visitation disputes between custodial and non-custodial parents must not take place on the campus or in the vicinity of the campus of Immanuel. Such disputes will immediately necessitate a call to the local police for disposition. If any such event should create risk for the children entrusted to our care, the facility or our staff, Immanuel Lutheran School has the right to immediately terminate care.

## **Security Gates**

Parent(s)/Caregiver(s) should enter and exit through the two walk-in gates located on Cortlandt Street. A security access code/fob is required to gain entry. There are red exit buttons at each gate.

At no time should your child be allowed to use the security fobs or push the red buttons to enter or exit the campus. Children are instructed not to use these devices for safety and security reasons. Discipline will be incurred if your child attempts to use the "red exit buttons" while at school.

The School Office is not a regular access point for the campus. This mode of entry should only be utilized if you do not have access to your own personal access code/fob. Each family should use their

own code/fob to enter the campus and refrain from sharing codes/fobs with other parents/caregivers. A code/fob will be assigned and charged accordingly if a parent (family) is using the office as a regular access point.

## Attendance Guidelines

1. Please contact the School Office if your child is going to be absent, will not be dropped off prior to 8:15 am or if your child will be leaving early for any reason.
2. Children should not be dropped off between the hours of 9:30 a.m. - 2:00 p.m. without prior approval. Children enrolled in School Day or All Day Programs may not be picked up between 11:30 a.m. - 2:30pm due to napping.
3. Excessive tardiness will result in an agreement being made between the Head of School and parents.
4. When dropping off All Day Program students before 7:15 a.m., please contact your teacher.

## Physical Health and Well-Being

If your child is sent home from Immanuel, they must have a doctor's note to return to school OR be kept home fever free for twenty-four (24) hours; meaning, temperature must be less than 100°F for 24 hours without medication. Parent/guardian should monitor their child's health. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL if they display any illness or a temperature of 100°F or greater.**

A child may not be admitted for care if one or more of the following exists:

1. Temperature of 100°F or above;
2. Signs or symptoms of a respiratory infection (i.e., cough, shortness of breath, sore throat, low-grade fever, chills, repeated shaking with chills, muscle pain, headache, loss of taste or smell, and diarrhea);
3. Rash with fever, mouth sores with drooling, behavior changes which require medical attention;
4. An illness that prevents the child from participating comfortably in all daily activities;
5. An illness that results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.

If your child has a medical concern that takes more than the normal amount of care/attention, we require a doctor's note with written instructions stating that your child can attend school.

Children must be able to participate in all activities (Toddlers must be walking).

The presence of persons whose behavior and/or health status endanger the health and safety of the child will not be allowed while children are in our care.

Hand washing will be promoted for children and staff at bathroom trips and meal breaks.

Due to allergies, Immanuel is an animal free zone. All animals must remain outside the fence and gates of the campus.

In case of the onset of a critical illness or injury, the physician named by the parent will be called. The child will be taken to the hospital specified in their file by emergency vehicle.

Mothers have the right to breastfeed or provide breast milk for their child while in our care. Immanuel Lutheran School will provide comfortable accommodations enabling a mother to breastfeed.

All caregivers will be certified in CPR and First Aid. It is recommended, but not required, that all staff and employees have current immunizations.

## Medication

1. Medication may be administered with a doctor's note, including a physician's authorization if an alternative dosage is required, if the child is not included in dosage amount on label, or medication is shared between siblings. A physician's authorization is also required for any medical equipment, including nebulizers and epi pens, required to dispense medication or provide medical assistance to a child. Medication will only be administered when the form is completed. Documentation of dosage and the time of administration will be kept by the designated staff member.
2. Written authorizations from physicians and parents must be updated regularly. A copy of the pharmacy instructions are required to accompany the medication. Prescription medicine must be in the original container and include:
  - a. Child's Name
  - b. Type of medicine
  - c. Dosage and administration requirements
  - d. Physician's name
  - e. Purpose of medicine, prescription number and expiration date
3. Food and Allergy and Anaphylaxis Emergency Care Plan Form must be on file for any EpiPen or inhaler usage. Please request a form from the School Office, if needed.
4. The school will not give medication to children who are enrolled for less than 4 hours, except in the event of an emergency. Medication should be administered to the child, by the parent, prior to bringing the child to school.
5. Designated faculty will administer parent-provided prescriptions and over-the-counter medications, in accordance with written instructions from the parents and/or the child's physician. This includes insect repellent and sunscreen.
6. Medication will not be stored for more than 30 days without usage.

## Dress Code Policies

### Dress Code

We recommend clothing for children that is clean, comfortable, and weather appropriate. Play clothes are acceptable. No costumes, pajamas/nightgowns, or capes. Shorts are required to be worn under a skirt/dress. All children should always wear proper undergarments for sanitary reasons.

Children are encouraged to wear their Chapel Polo every Wednesday and Spirit Shirt every Friday. Throughout the year, children will have the opportunity for special dress days, which will be communicated in advance.

### Footwear

Children must wear socks and properly fitting shoes with a closed toe and a closed heel. We encourage tennis shoes and socks. Sandals, Crocs, soft-sole ballet slippers, and cowboy boots are not permitted. Although not recommended, top-siders, Toms and Bobs may be worn without socks if your child is able to put these types of shoes on by themselves. If these types of shoes become problematic, you may be asked to refrain from use. On inclement weather days, your child may wear rain boots to and from school but will need a change of shoes for the classroom.

## **Backpack**

Please provide a backpack with dimensions in the range of 17'' tall, 13.75'' wide and 7.5-9.5'' deep.

## **Food Policies**

Immanuel Lutheran School does not regularly provide meals, drinks, or snacks. All children are requested to provide a regular meal each day with morning and afternoon snacks. Please no glass containers. Food should be in separate containers or bags. Please note that only the Toddler Room has refrigerator facilities. All other snacks and lunches should be placed in a lunch box/bag with cold packs if refrigeration is required. Teachers may microwave foods sent in a microwavable container. Please only send foods that need to be heated, not cooked.

Immanuel Lutheran School is not responsible for the nutritional value of any food or drinks provided from home.

If a child must be served a special diet, there shall be written approval from a medical professional which will be given to all persons preparing and serving food, to help the child remain compliant.

Children will be encouraged but not forced to eat. Recurring eating problems will be discussed with the child's parent.

Snacks/Lunch - All classes are allotted time for a morning snack. All Day Program also has an afternoon snack. Please check your child's classroom "Daily Schedule" for information on snacks and lunches.

Water - Your child must bring a sippy cup, drinking cup or water bottle containing water to school each day. Cup/bottle must have a lid and cannot be glass. This is required by the State of Texas. If you send anything other than water in your child's cup, please send an extra cup for water.

## **Classroom Parties**

Birthdays and baptismal anniversaries are special days. Your child may treat their classmates to cupcakes, cookies, ice cream, and juice drinks these days. All food brought to be shared must list ingredients on packaging. The teacher should be notified at least one week in advance if you intend to provide treats. Your child's teacher will inform you at this time of any special dietary requirements or food allergies of children in the classroom.

## **Parental Involvement**

### **Parental Responsibilities and Expectations**

To provide the best possible education for the child, home and School must work together toward the same goals. We feel these goals can best be accomplished when parents:

1. are regular participants in worship and Bible class
2. pray for our church and school
3. support the efforts of our entire staff
4. support Immanuel-sponsored activities and programs
5. encourage their children to be conscientious in everything they do

It is expected that all parents read this handbook, familiarize themselves with the contents, and support the policies. In any of the handbook issues, the school administration reserves the right to make the final decision and will always do its best to make decisions based on what is best for the entire student body. Immanuel Lutheran School reserves the right to modify this handbook as the school sees fit throughout the school year.

## **Suggestions For How You Can Help Your Child at Home**

Encourage your child to:

- assume responsibility for getting dressed, putting on own outerwear and shoes
- hang up own clothes
- create things independently
- keep regular hours of sleep
- watch non-violent and parental-approved television
- give all school papers to you to check each day

Teach your child to:

- know their full name, address, and phone number
- have good safety habits such as crossing streets only at corners
- have good hygiene i.e., cover mouth when coughing or sneezing, washing hands
- practice proper and sanitary use of the bathroom

Enjoy:

- taking a genuine interest in the activities your child does in school
- reading books to your child
- celebrating your child's accomplishments
- listening to your child's important news
- sharing your child's learning experiences with others

## **Suggestion For How You Can Help Your Child Enjoy School**

- Discuss the things your child has learned, including Bible lessons and Chapel songs
- Pray with your child
- Be proud of your child's growth in all areas
- Emphasize that the school and home work together to help your child
- Help your child look forward to school as a place that is exciting and interesting

## **Child Development and Parenting Resources**

<https://www.focusonthefamily.com/>

### **Parent Behavior**

The best possible educational environment is only possible when the school, parents, and child(ren) work together in the best interest of the child(ren). Therefore, if the school determines in its sole discretion that a child's parent(s) or guardian(s) are not being supportive of the school or the child, the school may take actions up to and including child disenrollment because of the behavior of the parent or guardian.

## **Volunteers**

Effective and responsible volunteers are essential to the success of Immanuel. This requires volunteers who have a professional attitude, an interest in education, and a real desire to help the children become responsible, productive Christian citizens. Because we take your child's welfare and safety very seriously, all volunteers must meet prerequisites before they are permitted to interact with children in the classroom. Volunteer opportunities will be available throughout the year and will be shared by the Head of School or your child's teacher.

## **Classroom Parties**

Volunteers to assist with or provide food for classroom parties may be needed and will be communicated to you by your child's teacher. Please see Food Policies for more information regarding food brought for sharing.

## **Class Visits**

Parents may wish to visit their child's classroom. For security purposes, please check in with a staff member at the School Office before proceeding to your child's classroom.

## **Grievances**

The grievance policy of Immanuel Lutheran School is based on Matthew 18.

*If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.*

If you have a concern or complaint about any policies and/or procedures of Immanuel Lutheran School, any individual employed by Immanuel, or anyone connected with Immanuel, that concern should be discussed with the individual responsible.

If the situation is not resolved, further meetings will be scheduled with the two parties and the Head of School. If necessary, the matter may be referred to the Board of Christian Education.

For example, if a parent/guardian should have questions or complaints about grading, classroom procedure, or discipline, they should first speak to the teacher involved during their designated conference period or outside regular hours and in private. In case a settlement is not reached, the matter may be taken to the Head of School. A conference between the Parent, Teacher, Head of School, and the child may be held if necessary. If differences still exist, the parent or teacher may then request, in writing, that the Head of School include this grievance on the agenda of the next Board of Christian Education meeting. This policy is in accordance with God's Word as stated in Matthew 18 and applies to grievances concerning school policies and procedures, staff, and administration.

In settling grievances parents, Immanuel employees and the Board of Christian Education are expected to speak and act respectfully. Any verbal or physical assault on an Immanuel employee or Board of Christian Education member will result in the immediate termination of the contractual agreement between Immanuel and the child enrolled. Likewise, appropriate disciplinary action will be taken against any Immanuel employee or Board of Christian Education member who speaks or acts in an inappropriate manner with Immanuel Lutheran School parents or guardians.

## Communication Policies

Staff will immediately notify a parent or other person authorized by the parent when:

1. The child is injured.
2. The child has a sign or symptom requiring exclusion from the facility such as an oral temperature of 100°F or greater, breathing difficulty, uncontrolled diarrhea, vomiting, rash with temperature, mouth sores with drooling, wheezing, or behavior changes which require medical attention.
3. The child has been involved in any situation which placed the child at risk.
4. The child hits or kicks one of our staff. You may be asked to pick up your child if such an incident occurs.
5. There is an outbreak of a communicable disease that is required to be reported to the Texas Department State Health Services.
6. There is an outbreak of lice or other infestation.

### **ChildPilot Parent App**

All families are required to create a Parent Portal Account and download the app “ChildPilot Parents.” ChildPilot is a user-friendly app that has the following features:

1. Ability to sign your child in and out of school through your phone
2. Messaging communication with Head of School and Teachers
3. View photos/videos of your child throughout the day
4. Make online payments
5. View your account and print receipts
6. Document sharing

ChildPilot will be the messaging system to alert Parents in case of inclement weather, emergencies, etc.

### **Progress Reports/Report Cards**

Progress Reports for all classes are issued at least twice a year. Report cards are issued four times per school year for Pre-School, Pre-Kindergarten and Kindergarten.

A Parent-Teacher Conference is scheduled at the end of the first quarter. The purpose of this conference is to evaluate your child’s goals for future growth. All parents are expected to participate in parent conferences.

We believe in strong communication between home and School and encourage additional conferences whenever deemed necessary. Parents or teachers may request special conferences.

### **Emergencies & Inclement Weather**

Immanuel Lutheran School has policies in place to respond to emergencies, such as fire, tornado, lockdown, bomb threat, shelter-in-place, etc. In the event of an emergency, the administrators and staff are trained to manage the situation and will work closely with the proper authorities.

Our Emergency Procedure (Crisis Management Procedure) is available in the school office. The Emergency Evacuation Relocation of children will be at either **Heights High School, 413 E 13<sup>th</sup> St., Houston, TX 77008**, or **Heights Library, 1302 Heights Blvd., Houston, TX 77008**. You will be notified via ChildPilot if emergency relocation is needed.

Should it be in the best interest of our children to close Immanuel Lutheran School due to threatening weather, we will notify you via the ChildPilot app/messaging system.

## Enrollment/Re-Enrollment Information

### Admission Requirements and Enrollment Information

1. All children will be automatically re-enrolled for the following school year. If you elect not to re-enroll you must complete an opt-out form, available in the School Office, by February 1.
2. The registration fee, copy of the child's birth certificate and current immunization records must accompany the completed application, if not already on file. The child will not be enrolled or able to attend class until the required information has been provided. The registration fee is non-refundable.
3. Children that are new to Immanuel Lutheran School have a 90-day probation period.
4. Requests for specific teachers are accepted but may not be honored.
5. All children must have reached the proper age for enrollment in Immanuel Lutheran School on or before September 1 of the school year for which they have enrolled.
  - a. Toddler Class- Children must be at least 18 months of age to attend our Toddler Program. However, it is possible to reserve a place for your child in this class by paying an enrollment fee and \$200 per month advance tuition to hold your space until your child is 18 months old.
  - b. Two-Year-Old Class - If child is in a pull up, they must be Velcro pull-apart with tabs.
  - c. Three-Year-Old, Pre-Kindergarten and Kindergarten Classes- Child must be potty trained. All Two-Year-Olds moving to the Three-Year-Old program must be potty trained by May 31<sup>st</sup>. At the discretion of the Immanuel Head of School, if your child is not potty trained by May 31<sup>st</sup> you may be asked to keep your child home until he or she is potty trained. Please contact the Head of School if you have questions or concerns about this policy.
6. Applications for new student admission to the school are accepted throughout the year.
  - a. Families presently enrolled will have priority registration for the new school year prior to new applications being processed.
7. Should you wish to withdraw after your child has been officially registered at Immanuel Lutheran School, a Formal Withdrawal Exit Form is required at least one (1) month in advance. Failure to submit this form will result in payment responsibility for the following month's full tuition.
8. Enrollment maximums are established by the Board of Christian Education in accordance with the standards of the Texas Department of Family and Protective Services (DFPS).

### Summer Program Information

The Immanuel Summer Program is an extension of the Ministry of Immanuel Lutheran School. It is accredited by the Lutheran Church-Missouri Synod and fully licensed by the Texas Department of Family and Protective Services under the control of the Immanuel Lutheran Board of Education through the Head of School.

Summer enrollment fee: \$100.00 per child, due in April. All monthly payments are due on the 1<sup>st</sup> of each month.

The center is open from 7:00 a.m. to 6:00 p.m. Monday through Friday, unless otherwise stated. Children arriving after 9:30a.m., without prior approval, may be prohibited from entering the classroom. Children should not be dropped off at school between the hours of 9:30a.m. and 2:30 p.m. due to napping.

Children will stay in their currently enrolled program. If you would like to request a program change for the summer, please contact the school office. A program change fee of \$150.00 will apply.

All payments are non-refundable. All previous fees from Immanuel Lutheran School must be paid in full before the Summer Program.

For children who are not registered to return for the following School Year, the last day of Summer Program is July 31<sup>st</sup>.

Parents who do not pick up their children by the end of their program time (Half Day 11:30a.m., School Day 3:00 p.m. All Day Program 6:00p.m.) will be charged \$25.00 per child per 15 minutes.

All Day Program: Please provide lunch and two snacks unless otherwise notified.

Half Day and Three-Day Programs: Please provide a snack unless otherwise notified.

All children must bring a sippy cup, drinking cup or water bottle (which must have a top) containing water to school each day. This is required by the State of Texas.

All clothing and personal belongings should be marked with the child's name. Every child should have an extra set of clothes, underwear, socks, and shoes.

The Summer Program is not responsible for broken or lost toys/games brought from home.

Sick children will not be permitted into the Summer Program. Parents must make arrangements for the child's care away from the Summer Program during illness. Children should be free from fever or sickness for 24 hours without medication before bringing them back to the Summer Program after an illness. If a child goes home for any fever or illness, they cannot return the next day. Medication forms must be signed, and a designated Day Care Worker will administer medication.

The staff, facilities, equipment, and curriculum of the Summer Program will, always, be geared toward consistent and positive acceptable behavior patterns of the children in our care. Children shall be disciplined in various ways so that safe, decent, and moral attitudes will be developed.

Conferences may be requested by either the Head of School or parents/guardians. Continued discipline problems with a child will necessitate a probation period and dismissal if there is no cooperation or improvement in a child's behavior.

## **Immunization and Examination**

A record of inoculations required by the State of Texas must be on file in the school office for each child. It is the parent's responsibility to keep the child (ren) up to date with vaccinations. All children of Immanuel Lutheran School are required to have the following inoculations:

<u>Age</u>	<u>Minimum Number of Doses Required</u>
By 19 months old	HepB #1 #2 #3 (Hepatitis B)
	DTaP #1 #2 #3 #4 (Diphtheria, tetanus/pertussis)

	Polio #1 #2 #3
	Hib #1 #2 #3 (Haemophilus influenzae type B)
	PCV #1 #2 #3 #4 (Pneumococcal conjugate vaccine)
	MMR #1 (Measles, Mumps & Rubella)
	Var #1 (Varicella)
By 25 months old	HepA #1 (Hepatitis A)
By 43 months old	HepA #2 (Hepatitis A)

Consult your family physician for your child’s record of vaccinations and immunizations. According to state law, a doctor must sign this record. Individual health records are kept for each child in our Immanuel Lutheran School files and must be submitted at the beginning of each school year with the Annual Required Forms.

The State of Texas now requires that all Pre-Kindergarten children receive vision and hearing examinations.

## Fee and Tuition Policies

1. An Annual Registration Fee is due in full when you register for the school year. All Fees and Tuition are non-refundable. If paid in full, tuition is non-refundable should you withdraw from the school.
  - a. Tuition is an annual fee with equal installments over a 10-month period beginning with the return of the yearly required information forms in July and ending in May. Tuition and any other fees are due on the first day of the month.
  - b. Tuition is due whether a child is in attendance or not. Tuition will be assessed until we have received a notification of termination of enrollment through our Withdrawal Exit Form
  - c. After registration, a Formal Withdrawal Exit Form is required at least one (1) month in advance if your child(ren) will not be attending Immanuel Lutheran School. Failure to submit this form will result in payment responsibility for the following month’s full tuition; we do not prorate tuition.
2. Tuition payments are administered through ChildPilot and may be made by credit card (extra fee) or automatic bank account withdrawal. Please contact the office if you need to make any special arrangements.
3. Continued enrollment and attendance is contingent on payment of tuition, fees, and late charges as due.
4. Discounts:
  - a. Family Discounts: Second child in a family attending Immanuel Lutheran School receives 10% off tuition. Family discounts only apply when both enrollments are 5-day programs.
  - b. Full Tuition Payment: A 5% discount is given for one payment of the full 10 months school year tuition. This payment must be made by the start of the new school year. The family discounts do not apply.
  - c. Immanuel Lutheran Church Member: A 30% discount is given to families that are members of Immanuel Lutheran Church. Additional Church Member tuition incentives may be available.

- d. Referrals: Currently enrolled families may be eligible for a one-time \$250.00\* tuition discount as a thank you for any family they refer to Immanuel. The tuition deduction will be applied January 1 or May 1. Restrictions to this incentive are as follows: 1) The new family must complete one full semester in good standing 2) the "sponsoring family" must also be here half a semester 3) It is the responsibility of the new family to declare who was responsible for leading them to Immanuel Lutheran School. This is done in writing on the application form and cannot be altered after it has been submitted. 4) Faculty and staff are included in the above incentive.
- 5. Late Fees and Outstanding balances:
  - a. A \$50.00 late fee will be assessed to any account with an outstanding balance after the fifth day of the month. August late fees will be assessed on any amounts due at the end of the first day of the new school year.
  - b. Parents will be contacted by telephone or e-mail on the sixth day of the month to make payment arrangements on past due accounts. Once notified, total payment of the statement must be made within two business days.
  - c. If the account is not current by the 10<sup>th</sup> day of the month, parents will be notified that the child(ren) will not be allowed in class until the account is made current. Records will not be issued for any child with a delinquent account until the account is paid in full.
- 6. The Annual Summer Program Registration Fee is due in full by the first day of the summer program.
- 7. Children must stay within the original program in which they enrolled at the beginning of the Immanuel Lutheran School year, which includes the Summer Program. Any changes to your child's program must be approved by the Head of School and are subject to a \$150.00 Program Change Fee.
- 8. Late Pick up Fees: \$25.00 for every 15-minute late for program pick up. An additional charge will be incurred for each additional 15 minutes.
- 9. Early Arrival Fees: A grace period will be provided from 7:30am-7:45am. Arrivals prior to 7:30am will incur a \$25.00 fee for every 15 minutes for program drop off. An additional charge will be incurred for each additional 15 minutes.

## Other Policies and Important Information

### **Rest Period**

The State of Texas Child Care Licensing Board requires Children aged 18 months or older who are in care for five or more consecutive hours to have a supervised sleep or rest period not to exceed three hours per day.

A supervised rest period after lunch will be provided for children in 18 months through Pre-Kindergarten programs. Children are not required to sleep during naptime. For children who cannot sleep, an alternative quiet activity after the child has rested or slept for one hour will be provided. Each child should bring a rolled nap mat (not a sleeping bag). These should be taken home on Fridays to be laundered and returned on the next school day. As a courtesy to our nappers, children will not be accepted for drop-off at school between 11:30 a.m. and 2:30 p.m. (except for emergencies).

All children will have time outdoors each day, as weather permits. Indoor and outdoor time periods will include alternating active/quiet activity times and opportunity for individual/group activities.

## **Toys**

Toys can be lost, stolen, broken, and may become a disruptive factor in the classroom. Therefore, we ask that children leave their personal toys at home. Immanuel is not responsible for broken or lost personal toys. Toys and games are provided in the classroom.

## **Abuse, Neglect, and Exploitation of Children**

All Immanuel Lutheran employees have specific legal responsibilities to report suspected abuse, neglect, or exploitation of children. An employee's failure to report suspected abuse, neglect, or exploitation is a misdemeanor punishable by fine, jail time, or both.

Reports must be made for any type of suspected abuse or neglect and the obligation to report includes abuse or neglect that may occur in the future. Under state law, these responsibilities are triggered when an employee has reasonable cause to believe that either (1) a child has been adversely affected by abuse or neglect or (2) an adult was a victim of abuse or neglect as a child, and disclosure of the information is necessary to protect the health or safety of another child. Employees who suspect abuse, neglect, or exploitation shall follow the procedures described in the Employee Handbook. Employees will not contact a student's family regarding a disclosure by a student that he/she may have been a victim of abuse or neglect by any member of that student's family.

## **Alcohol, Drugs and Tobacco**

Alcohol, Drugs and Tobacco in any form (including e-cigarettes) are prohibited on Immanuel Lutheran School's campus and at any School-sponsored activity or event, unless express permission is granted.

## **Procedure for Notification of Policy Change**

When any modification, addition or deletion is made to the Immanuel Lutheran School Parent Handbook, the Head of School will notify every parent/guardian of currently enrolled children as soon as possible:

1. If the implemented change applies to the current school year, notices will be sent as soon as possible to parents via ChildPilot. This notification will be followed by written notice. The written notice will include a Receipt of Notice with a signature page. Parents will be required to return the written Receipt of Notice Signature Page within ten days of notification.
2. Any changes affecting the upcoming school year will be included in the Immanuel Lutheran School Parent Handbook that is revised annually.

# **Organization Information**

## **Administration**

Immanuel Lutheran School operates in cooperation with Immanuel Lutheran Church-Missouri Synod. It is under the supervision and control of the congregation and the direct care of the congregation's Board of Christian Education.

The Board of Christian Education determines school policies and informs other responsible boards of the various needs of the school. The Board members keep themselves informed on matters of policy and practice through reports from the Head of School.

The immediate administration of Immanuel Lutheran School rests with the Head of School. The Head of School, in cooperation with the staff, is responsible for the execution of all policies established by the Board.

## **Accreditation**

Immanuel Lutheran School is accredited by the National Lutheran School Accreditation (NLSA), which is a division of the Texas Private School Accreditation Commission (TEPSAC). These commissions are recognized by the Texas Education Agency (TEA).

## **Our Three-Fold Goal**

### **Spiritual Development**

*Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. Colossians 3:16*

We daily teach the love of Christ through participation in worship, sharing of God's Word and providing opportunities to put faith into action.

### **Character Development**

*So as to walk in a manner worthy of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God. Colossians 1:10*

Teachers will help children to discover and develop their God-given talents and abilities and will promote an attitude that values life-long learning. Godly habits promoting virtues such as respect, promptness and orderliness will be emphasized and children will have opportunities to interact with each other regularly to promote social development.

### **Academic Excellence**

*Let the wise hear and increase in learning, and the one who understands obtain guidance. Proverbs 1:5*

Immanuel Lutheran School maintains the highest possible standards of education, meeting or exceeding the requirements of the State of Texas. Teachers assist children in the mastery of language arts and mathematics along with hands-on experiences that guide the total curriculum.

Immanuel believes that young children learn best by doing. Thus, our staff will facilitate the development of these goals through the use of play. Play provides the foundation for academic or early childhood education "ECE" learning. It is the preparation children need for learning highly abstract symbols such as letters and numbers.

## **Spiritual Life**

### **Integrating the Faith**

We believe "religion" should not be something that occurs for only 30-60 minutes per day. We cannot separate our spiritual life from the rest of our life, and we cannot accomplish our objectives unless

the spiritual dimension of your child's life permeates all they do. We strive to integrate the Christian faith into all subjects taught, and to help the child apply God's Law and Gospel to everything they do.

## **Worship Services**

A weekly Children's Worship Service (Chapel) is held on Wednesday mornings. The children learn from experience how to conduct themselves in the House of God. Children are encouraged to take an active part in the service. Children's offerings are dedicated to missions or other charities.

## **Immanuel Church Attendance**

If you have not established a strong relationship in a church home, Immanuel Lutheran Church warmly invites you to join us! Divine Service, Sundays at 9 a.m. and Bible Class/Sunday School at 10:30 a.m. on Sundays. Additionally, we have a mid-week Bible Study on Wednesdays at 10:30a.m. Mid-Week Bible Study concludes before 11:30 a.m. pick-up.

If the Pastor or a member of the faculty can assist you in any way (i.e., devotional material, study helps, classes in Christian Doctrine or Christian parenting), do not hesitate to contact us.

**Attendance Policy Information:** Any Immanuel Lutheran School child who has at least one parent qualifying as an active member of Immanuel Lutheran Church may be eligible for a tuition discount.

An "active" member is defined as one who regularly attends worship service and Sunday School/Bible Class with their child, one who tithes and one who regularly participates in congregational ministries and programs. Regular attendance is defined as 2 Sundays per month.

Each spring, the member family can apply for the tuition discount/scholarship offered by the church. Following approval, the family will be granted the discount for the upcoming school year, subject to review by the Pastor and Board of Elders every three months.

## **Statement of Faith**

We believe, teach, and confess:

- The entire Bible is the inspired Word of God, without error, and reveals His plan of love and salvation. (II Timothy 3:16, 2 Peter 1:21, John 3:16)
- God is Triune-three Persons, one eternal God - Father, Son, and Holy Spirit (I Corinthians 8:6, II Corinthians 3:17)
- Sin (separation from God through disobedience) places all people under God's eternal judgement (Romans 6:23)
- Through the redeeming death and Resurrection of Jesus Christ, and through Him only, the curse and threat of sin is completely removed and salvation is possible. (John 14:6, John 3:16)
- Salvation is a gift of God offered at the initiative of His love, not based on the merit of people. (Ephesians 2:8-9)
- This gift of salvation is offered to all who, by God's grace through faith in Jesus Christ, receive Him as Savior and Lord. (Ephesians 2:8-9)
- The church of Jesus Christ consists of those faithful people who rely on Him for forgiveness and strongly hold to His teaching and the Sacraments of Baptism and Holy Communion.

## **Expected Christian Behavior**

The Biblical and philosophical goal of Immanuel Lutheran School is to develop children into Christian individuals who strive to live a Christian life. This involves the schools' understanding and belief of what qualities or characteristics exemplify a Christ-like life. While enrolled at Immanuel Lutheran School all children and families are expected to exhibit the qualities of a Christ-like life espoused and taught by the

school and to refrain from certain activities or behavior. Immanuel Lutheran School retains the right to refuse enrollment or employment to anyone who engages in sexual immorality as well as anyone who promotes such practices. Any sexual activity outside of marriage is Biblically considered a sin, and marriage as defined by Christ is between a man and a woman.

## Academic Life

### Curriculum

Immanuel Lutheran School:

- follows a Christ-centered curriculum as the basis for our philosophy and teaching
- supports the development of safety, wellness, and healthy living
- is a place for that seed of faith, planted in baptism, to be watered and nourished so that seed may grow and bloom as the young Christian matures

Your child will be encouraged to understand:

- the joy of "talking with God" through prayer and group worship
- the joy of expressing a simple but trusting faith in Jesus as a Savior and Friend
- the joy of being loving, forgiving and helpful
- the joy of living together responsibly with each other and with family and friends

In social activities the child will be encouraged to:

- work, play, share with and respect playmates
- develop independence
- assume responsibility for respect to self and others
- take turns both talking and listening
- learn to clean/pick up after themselves

In the developmental process, the child will be helped to:

- develop more confidence and pride in self and work
- recognize right from wrong
- learn appropriate ways to express feelings and response to other's feelings

In physical activity, the child will develop skills in:

- coordinating large and small muscles, finding out more about how the body moves and works
- identifying and learning through the senses
- eating, dressing and toileting
- accepting and recognizing uniqueness of self and others
- accepting of and being willing to try something new

Cognitively, the child will continue learning:

- active listening and following directions
- speaking clearly
- conceptualizing and generalizing
- sequencing of events and sense of time
- refining spatial concepts
- refining organizational skills and classifying
- reading and math readiness
- printing their name in manuscript (not all capitals)

- music and rhythmic activities
- creating one's own "masterpieces" and recognition of colors
- scientific exploration to find out more about the world God created
- being aware of different jobs, people, services, and processes that make God's world special
- understanding the meaning of safety at home, on the streets and at school

## Appendix

### Appendix A - Information on Reporting Child Abuse

- Child abuse and neglect are against the law in Texas, and so is failure to report it.
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to law enforcement.
- You are required to make a report within 48 hours of the time you suspect the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

**What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

#### How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Explain exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and times of day, and keep this information secure.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - a. Name, age, and the address of the child
  - b. Brief description of the child
  - c. Current injuries, medical problems, or behavioral problems
  - d. Parents names and names of siblings in the home

**Will the person know I've reported him or her?** Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, if your report is made in good faith. Your identity is kept confidential.

**Finally, err on the side of caution.** If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

Failure to report child abuse is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

## Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Anyone can confidentially report suspected abuse or neglect by calling 1-800-252-5400.

Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith. For more information, please see Appendix A. As required by Minimum Standards for Child-Care Centers Immanuel Lutheran School will:

1. Require all teachers and child caregivers to have annual training in identifying and responding to abuse and/or neglect of children. Special attention will be given to the warning signs of abuse and/or neglect. Employees will learn about techniques for the prevention of abuse and/or neglect. Classes will be conducted throughout the year at teacher meetings.
2. Provide parent(s) with an awareness flyer regarding the warning signs of abuse and/or neglect.
3. Provide parent(s) with articles regarding prevention techniques for child abuse and/or neglect.
4. Assist parent(s) and child caregivers in coordinating between Immanuel and appropriate community organizations by providing contact information for these organizations.
5. Assist parent(s) of any child who may be a victim of abuse and/or neglect by providing support, assistance and intervention through law enforcement as warranted, community agencies, pastoral support, and Christian counseling.

## Child Abuse Assistance

National Child Abuse Hotline: 1-800-4-A-CHILD [www.childhelp.org](http://www.childhelp.org)

The National Domestic Violence Hotline: 1-800-799-7233 [www.thehotline.org](http://www.thehotline.org)

Texas Department of Family and Protective Services Abuse, Neglect and Exploitation Hotline (24-hour assistance): 1-800-252-5400 [www.texasabusehotline.org](http://www.texasabusehotline.org) [www.dfps.state.tx.us/https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/24-hr-res/keeping-children-safe-color.pdf](http://www.dfps.state.tx.us/https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/24-hr-res/keeping-children-safe-color.pdf)

Texas Department of Family and Protective Services 713-940-3009; 713-940-5200  
5425 Polk Street Houston, TX 77023 [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Houston Area Women's Center Offices (HAWC): 713-528-6798; 1010 Waugh Dr. Houston, TX 77019

Domestic Violence Hotline: 713-528-2121; 1-800-256-0551

Sexual Assault Hotline: 713-528-7273; 1-800-256-0661

Joyful Heart Foundation: [www.joyfulheartfoundation.org](http://www.joyfulheartfoundation.org)

Poison Control 1-800-222-1222

**CALL 911 if a child is in immediate danger**

## **Appendix B - Requirements Regarding Gang-Free Zones for Child Care Centers**

Child Care Licensing/jr DFPS Form 2846 8/31/2009

As a result of House Bill 2086 that passed during the 81<sup>st</sup> 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 childcare centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare 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 childcare 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 courthouse 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 daycare center?***

A childcare 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.

### ***When do I have to comply with the new requirements?***

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

*For further information please contact your licensing representative or your local licensing office.*

## Appendix C - Parental Rights

You are entitled to see the following information. You may ask the Immanuel Head of School to show you the most recent copy of:

1. Minimum Standards for this Licensed Child-Care Center (also available on the web at <http://www.dfps.state.tx.us/> or at your local Licensing office)
2. The most recent Department of Family and Protective Services Inspection / Investigation Report, (compliance information is also available on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from your local Licensing office)
3. Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
4. The most recent Fire Marshall's Inspection Report
5. The most recent Health Department's Sanitation Inspection Report
6. The most recent Gas Pipe Inspection Report
7. The Child-Care Center's operational policies