



Idea Lab Kids - Northwest Austin
13642 Research Blvd. Austin, TX 78750
Operation Number:

Operational Policies and Procedures Manual **(Updated May 1st, 2024)**

The following are the Operational Policies outlined in the Minimum Standards of Child Care Centers for the State of Texas.

1. Hours, Days, and Months of Operation

Summer Camp Hours - Idea Lab Kids in Northwest Austin operates from Monday to Friday, from 7:30 AM to 6:00 PM, during the months of Summer Camp, except for designated holidays.

School Year Hours - Idea Lab Kids in Northwest Austin operates from Monday to Friday, from 2:30 AM to 6:15 PM, during the months of the school year, and from 7:30-6:00 pm during school holiday breaks (ex. Thanksgiving, Winter, and Spring Break).

2. Procedures for the Release of Children

- Children will only be released to authorized individuals listed on the child's enrollment form, which is kept online and in paper form, accessible to all staff.
- Authorized individuals must present valid identification and sign the release form upon pickup.

3. Illness and Exclusion Criteria

- Children showing signs of illness will be excluded from attending the center.
- Parents will be notified immediately if their child exhibits symptoms of illness while at the center.
- Please see **Appendix A** for more information regarding this policy.

4. Procedures for Dispensing Medication

- Medication will only be administered with written consent from parents and in accordance with physician instructions.
- Medication will be stored securely and administered by trained staff members.



- Should we not have a trained staff member in the facility, we will not administer medication, and parents will be notified to keep their child's medication, and return to the facility when necessary to administer it.

5. Procedures for Handling Medical Emergencies

- In case of a medical emergency, emergency medical services will be contacted immediately.
- Parents will be notified promptly, and staff will administer first aid as needed.
- Please see **Appendix B** for more information regarding our Procedures for Handling Medical Emergencies.

6. Procedures for Parental Notifications

- Parents will be notified of any incidents, policy changes, or important updates via email or phone call.
- Regular newsletters will also be sent out to keep parents informed about center activities and events.

7. Discipline and Guidance

- Discipline practices will be consistent with Idea Lab Kids' philosophy of fostering positive behavior through encouragement and reinforcement.
- Staff will use redirection and positive reinforcement techniques to guide children's behavior.
- Our center's Discipline and Guidance Policy is in our Handbook and available upon request.

8. Suspension and Expulsion of Children

- Suspension or expulsion of a child will occur only after consultation with the parent/guardian and will be implemented as a last resort after all other interventions have been exhausted.
- Our in depth policy is in **Appendix D**

9. Safe Sleep Policy for Infants

- Being a school age program, Idea Lab NW Austin does not provide care for infants, and there is no nap policy.

10. Meals and Food Service Practices



- Idea Lab Kids in Northwest Austin provides snacks as part of its programs.
- For the after-school program, a snack is provided at 3:30 PM.
- For the Summer Camp Program, a snack is provided at 10:15 AM. Additionally, children participating in the Summer Camp after-care receive a second snack at 3:30 PM.
- We do not provide meals. Parents are required to pack a nut-free meal for their child.
- During the summer camp months, we partner with Cravelt Nutrition, a catering program. Parents have the option to select a catered lunch option for their child, which is delivered close to lunchtime. These lunches are packed in a food-safe manner. For more information and options, parents can visit the Cravelt Nutrition website.

11. Immunization Requirements

- Children must be up-to-date on immunizations as required by the Texas Department of State Health Services.
- Upon registration for any of our programs, parents are prompted to answer the following question: “Are your child’s Immunization Records, Hearing and Vision Records, and Health Statements on file at my child’s school, and the contact information for the school is included in my child’s profile.”
- If the answer is “Yes”, then no further action is necessary.
- If the answer is “No”, then Immunization records must be submitted upon enrollment.

12. Hearing and Vision Screening Requirements

- Upon registration for any of our programs, parents are prompted to answer the following question: “Are your child’s Immunization Records, Hearing and Vision Records, and Health Statements on file at my child’s school, and the contact information for the school is included in my child’s profile.”
- If the answer is “Yes”, then no further action is necessary.
- If the answer is “No”, then Immunization records must be submitted upon enrollment.

13. Enrollment Procedures

- Parents enroll in our programs (After School & Camps) by actively registering using our online system. Through this system, they are prompted to provide all the necessary information that Child Care Regulation requires.
- Our Registration System is called LexaClass

14. Transportation

- Idea Lab Kids in Northwest Austin offers transportation services from local schools to our facility.



- Trained staff members will ensure the safe transportation of children to the center.
- Parents must provide written consent for their child to use the transportation services.
- Transportation schedules and routes will be communicated to parents in advance.
- Transportation services from our facility to other locations are not provided. Parents are responsible for picking up their child from the center at the end of the day.

15. Water Activities (Not applicable)

- Idea Lab Kids in Northwest Austin does not offer water activities as part of its programs.
- All programs and activities are designed to be conducted in a safe and dry environment.
- Safety protocols and guidelines focus on activities that do not involve water-based elements.
- Any updates or changes to this policy will be communicated to parents in advance.

16. Field Trips (Not applicable)

- Idea Lab Kids in Northwest Austin does not organize or conduct field trips as part of its programs.
- All learning experiences and activities are conducted within the safe and controlled environment of the center.
- Our curriculum is designed to provide engaging and enriching experiences without the need for off-site excursions.
- Any updates or changes to this policy will be communicated to parents in advance.

17. Animals (Not applicable)

- Animals are not present on the premises of Idea Lab Kids in Northwest Austin.

18. Promotion of Physical Activity

- Indoor and outdoor physical activities will be incorporated into daily schedules to promote healthy development.
- Weather-appropriate attire and footwear will be recommended for outdoor activities.
- Our after school program will allow for 20-30 minutes of active play should a child stay for the entire 3 hour period
- Our summer camp program will allow for 45-60 minutes of active play during our camp day (9-3pm) and an additional 20-30 minutes if children stay in the after care program (3-6pm)

19. Procedures for Insect Repellent and Sunscreen



- Parents will be informed of the time and duration of their child's outdoor activities during active play.
- We encourage parents to provide their children with sunscreen and insect repellent, using their own discretion.
- Staff will assist in the administration of sunscreen and insect repellent only with parental consent and in accordance with the manufacturer's instructions.
- Parents are responsible for providing these products for their child and ensuring they are appropriate for their child's skin type and age.

20. Procedures for Parental Review and Discussion:

- Parents are encouraged to review and discuss center policies and procedures with the director at any time.
- Contact our Child Care Director with the following information.
 - Email - nwaustin@idealabkids.com
 - Phone - (512) 291-7510

21. Parent Participation

- Opportunities for parent involvement in center activities, events, and decision-making will be communicated regularly.

22. Access to Licensing Inspection Reports

- Parents can request access to the center's most recent licensing inspection report from the center director.
- They can also be found online at: https://www.dfps.texas.gov/child_care/

23. Contact Information and Resources

- Contact information for local Licensing offices, the Texas Abuse and Neglect Hotline, and HHSC websites will be posted at our facility in the lobby.

24. Emergency Preparedness Plan:

- A detailed emergency preparedness plan is in place and regularly reviewed by staff members.
- Our plan can be reviewed by: Staff, Parents, and Child Care Regulation Staff upon request. In addition, it is located in **Appendix E** of this document.
- Emergency drills will be conducted periodically to ensure readiness.



25. Breastfeeding Support

- Idea Lab Kids in Northwest Austin supports breastfeeding mothers and provides a comfortable space for breastfeeding.
- We will offer breastfeeding mothers a space with an adult-sized chair

26. Preventing and Responding to Abuse and Neglect

- Idea Lab Kids in Northwest Austin is committed to following all regulations set forth by the Texas Department of Family and Protective Services (DFPS) regarding the prevention and response to child abuse and neglect.
- Staff members receive annual training to recognize signs of abuse and neglect and are mandated reporters.
- We actively promote awareness among staff and parents regarding the identification and prevention of child abuse and neglect.
- Any suspected cases of abuse or neglect will be promptly reported to the appropriate authorities as per DFPS regulations.
- Parents will be informed of our procedures for reporting abuse and neglect, and we encourage open communication and collaboration in ensuring the safety and well-being of all children under our care.

27. Health Checks

- Idea Lab Kids in Northwest Austin prioritizes the health and well-being of all children under our care.
- In accordance with guidelines from the Texas Department of Family and Protective Services (DFPS), we will implement health checks as necessary.
- These health checks may include assessments for illness symptoms, temperature checks, or other measures to safeguard the health of our community.
- Any findings from health checks will be documented and communicated to parents as appropriate, and we will follow DFPS guidance for further action when necessary.

28. Information on Vaccine-Preventable Diseases

- Idea Lab Kids in Northwest Austin adheres to the Minimum Standards of Child Care Centers set forth by the Texas Department of Family and Protective Services (DFPS) regarding vaccine-preventable diseases.
- Our center maintains policies in accordance with §746.3611 of the Minimum Standards, which includes requirements for protecting children from vaccine-preventable diseases.
- Employees are informed about vaccine-preventable diseases and their responsibility to maintain up-to-date immunization records.



- We prioritize the health and safety of all children in our care and encourage parents to ensure their children are immunized in accordance with state regulations.
- Any questions or concerns regarding vaccine-preventable diseases or immunization requirements can be addressed by referring to the Minimum Standards or by contacting our center directly.

29. Unassigned Epinephrine Auto-Injectors

- Idea Lab Kids in Northwest Austin does not maintain or administer unassigned epinephrine auto-injectors.
- As such, we do not have policies for the maintenance, administration, or disposal of unassigned epinephrine auto-injectors.
- If a child under our care has a known severe allergy requiring the use of an epinephrine auto-injector, parents are responsible for providing the necessary medication and ensuring that staff members are trained in its administration.
- We prioritize the safety and well-being of all children in our care and work closely with parents to ensure that appropriate measures are in place to address any medical needs or emergencies.

30. Inclusive Services for Children with Special Care Needs

- Idea Lab Kids in Northwest Austin is committed to providing inclusive services for children with special care needs in accordance with the Child Care Minimum Standards outlined in §746.2202.
- When planning activities for children with special care needs, our center ensures that each child's individual needs, abilities, and preferences are taken into consideration.
- Our staff members receive training on how to effectively plan and adapt activities to accommodate children with diverse abilities and needs.
- We collaborate closely with parents and any relevant professionals, such as therapists or educators, to develop personalized plans and strategies to support each child's participation and engagement in activities.
- Modifications and accommodations are made as necessary to ensure that all children can fully participate and benefit from the activities provided.
- We strive to create a supportive and inclusive environment where all children feel valued, respected, and included in all aspects of our programs and activities.
- Any updates or changes to our inclusive services policy will be communicated to parents, and we welcome feedback and collaboration to continuously improve our practices in this area.



Additional Information for Parents/Guardians:

- Parents are informed that they are welcome to visit the child-care center at any time during operating hours to observe their child, the program activities, the building, premises, and equipment without needing prior approval.
- Additionally, parents are advised that under the Texas Penal Code, any area within 1,000 feet of a child-care center is designated as a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.
- This information is provided to parents through multiple channels:
 - It is included in our operational policies for easy reference.
 - Written notices containing this information are distributed to all parents.
 - Parents are verbally informed during individual or group parent orientations conducted by our staff.



Appendix A: Policy Including Illness and Exclusion Criteria

Illness and Exclusion Criteria:

- At Idea Lab Kids in Northwest Austin, the health and well-being of all children is our top priority. To maintain a safe and healthy environment for everyone, we have established clear illness and exclusion criteria.

Exclusion Criteria:

- Children will be excluded from participating in our programs if they exhibit any of the following symptoms:

Fever: A child with a fever higher than 99.9 degrees Fahrenheit will be excluded from attending the center until they are fever-free for at least 24 hours without the use of fever-reducing medication.

Vomiting: Children who have vomited within the past 24 hours will be excluded from attending the center until they have remained vomit-free for at least 24 hours.

Diarrhea: Children with diarrhea, defined as three or more loose stools within a 24-hour period, will be excluded from attending the center until they have had no diarrhea for at least 24 hours.

Other Major Illness: Children exhibiting symptoms of other major illnesses, such as persistent coughing, difficulty breathing, rash with fever, or severe pain, will be excluded from attending the center until they are deemed well enough to return by a healthcare professional or until symptoms have resolved.

Observation by Staff:

- Our staff members are trained to observe children for signs of illness throughout the day. If a child exhibits any symptoms of illness while at the center, such as lethargy, excessive fussiness, or other noticeable changes in behavior or appearance, they will be evaluated by a staff member, and parents will be promptly notified.

Communication with Parents:

- We understand that illness can occur suddenly and unexpectedly. In the event that a child becomes ill while at the center, we will communicate promptly with parents to arrange for their child to be picked up as soon as possible.
- Parents are encouraged to keep emergency contact information up-to-date and to notify the center of any changes in their child's health status or symptoms.

Return to the Center:



- Children who have been excluded from attending the center due to illness may return once they meet the criteria outlined above and are no longer considered contagious or at risk of spreading illness to others.
- Our center follows strict sanitation and hygiene protocols to minimize the spread of illness and ensure the safety of all children and staff members.
- By implementing these illness and exclusion criteria, we aim to create a healthy and safe environment for all children at Idea Lab Kids in Northwest Austin.



Appendix B: Procedures for Handling Medical Emergencies

Procedures for Handling Medical Emergencies:

- At Idea Lab Kids in Northwest Austin, we prioritize the safety and well-being of all children under our care. In the event of a medical emergency, our staff members are trained to respond quickly and effectively to ensure the best possible outcome.

Staff Training:

- All staff members receive training in CPR (Cardiopulmonary Resuscitation), AED (Automated External Defibrillator) use, and first aid techniques as part of their orientation and ongoing professional development.
- Training sessions are conducted regularly to ensure that staff members are equipped with the necessary skills and knowledge to respond to medical emergencies confidently and competently.

Emergency Action Plan:

- Our center has a comprehensive Emergency Action Plan in place, which outlines specific procedures to follow in the event of various medical emergencies, including but not limited to:
 - Choking
 - Severe allergic reactions (anaphylaxis)
 - Asthma attacks
 - Seizures
 - Falls or injuries requiring medical attention
- The Emergency Action Plan is prominently displayed throughout the center and reviewed with staff members regularly to ensure familiarity and readiness. It is also attached in **Appendix C** of this document.

Emergency Supplies:

- We maintain well-stocked first aid kits and emergency supplies on-site, including bandages, gauze, adhesive tape, antiseptic solution, disposable gloves, and other necessary items.

Communication and Notification:

- In the event of a medical emergency involving a child, staff members will immediately assess the situation and take appropriate action to ensure the safety and well-being of the child.



- Emergency services (911) will be contacted immediately if necessary, and parents will be notified promptly of the situation.
- Staff members will provide ongoing support and assistance to the child and communicate with emergency responders to ensure continuity of care.

Documentation and Follow-Up:

- Following a medical emergency, staff members will complete incident reports detailing the nature of the emergency, actions taken, and any follow-up required.
- Parents will be provided with a written summary of the incident, including any care provided and recommendations for follow-up care as necessary.
- Our center will conduct a thorough review and debriefing of the emergency response to identify any areas for improvement and update our procedures accordingly.

By implementing these procedures for handling medical emergencies, we strive to ensure a safe and supportive environment for all children at Idea Lab Kids in Northwest Austin.



Appendix C: Idea Lab's Emergency Action Plan

Idea Lab's Emergency Action Plan

1. Choking:

- If a child is choking and unable to breathe, staff members will immediately intervene using the appropriate techniques based on the child's age and size.
- For conscious choking victims, the Heimlich maneuver will be performed by trained staff members, if available.
- If the child becomes unconscious, CPR will be initiated immediately, and emergency services (911) will be called.

2. Severe Allergic Reactions (Anaphylaxis):

- Children with known severe allergies will have individualized action plans on file.
- If a child exhibits signs of anaphylaxis (e.g., difficulty breathing, swelling of the face or throat, hives), staff members will administer epinephrine using an auto-injector.
- Emergency services will be called immediately, and CPR will be initiated if necessary.
- Parents will be notified immediately, and the child will be monitored closely until emergency responders arrive.

3. Asthma Attacks:

- Children with known asthma will have individualized action plans on file.
- If a child experiences an asthma attack, staff members will assist the child in using their prescribed inhaler or nebulizer as directed in their action plan.
- If symptoms do not improve or worsen, emergency services will be called, and CPR will be initiated if necessary.
- Parents will be notified immediately, and the child will be monitored until emergency responders arrive.

4. Seizures:

- If a child experiences a seizure, staff members will ensure the safety of the child and those around them by gently guiding them to the floor and removing any nearby objects that may cause harm.
- Time the duration of the seizure.
- Do not restrain the child's movements or place anything in their mouth.
- Once the seizure has ended, place the child in the recovery position and provide comfort and reassurance.



- If the seizure lasts longer than five minutes or if multiple seizures occur without regaining consciousness, emergency services will be called, and CPR will be initiated if necessary.
- Parents will be notified immediately, and the child will be monitored until emergency responders arrive.

5. Falls or Injuries Requiring Medical Attention:

- If a child experiences a fall or injury requiring medical attention, staff members will assess the severity of the injury and provide first aid as necessary.
- If the injury is minor, appropriate first aid will be administered, and the child will be comforted.
- If the injury is more serious or if there are any concerns about the child's well-being, emergency services will be called, and CPR will be initiated if necessary.
- Parents will be notified immediately, and the child will be monitored until emergency responders arrive.

General Procedures:

- In all medical emergencies, staff members will remain calm, assess the situation quickly and accurately, and take appropriate action to ensure the safety and well-being of the child.
- Staff members will communicate effectively with each other, emergency responders, and parents to provide timely and accurate information.
- Following the emergency, incident reports will be completed, and a thorough review will be conducted to identify any areas for improvement in our emergency response procedures.

By following this Emergency Action Plan, we aim to provide a safe and supportive environment for all children at Idea Lab Kids in Northwest Austin.



Appendix D:

Suspension and Expulsion Policy

- At Idea Lab Kids in Northwest Austin, we strive to create a safe and supportive environment where all children can thrive and reach their full potential. However, in rare instances where a child's behavior poses a risk to themselves or others, we may need to implement disciplinary measures such as suspension or expulsion. Our suspension and expulsion policy is designed to ensure the safety and well-being of all children in our care while promoting positive behavior and learning experiences.

1. Grounds for Suspension or Expulsion:

- Suspension or expulsion may be considered in cases where a child engages in behavior that:
- Poses a threat to the safety or well-being of themselves or others.
- Violates our center's code of conduct or policies.
- Disrupts the learning environment or impedes the ability of other children to participate in activities.

2. Decision-Making Process:

The decision to suspend or expel a child will be made by the center director or designated administrator after careful consideration of the circumstances surrounding the behavior. The decision will be based on the severity of the behavior, the child's age and developmental level, any previous incidents, and the best interests of the child and the other children in the program.

3. Notification Process:

- If suspension or expulsion is deemed necessary, parents will be notified immediately of the decision, the reasons for the decision, and the duration of the suspension if applicable.
- Parents will have the opportunity to discuss the decision with the center director or designated administrator and provide input or additional information if needed.

4. Re-Entry Plan:

- Following a suspension, the child and their parents will be required to meet with the center director or designated administrator to discuss a re-entry plan.



- The re-entry plan may include specific expectations for the child's behavior, additional support or resources, and follow-up meetings to monitor progress.
- The goal of the re-entry plan is to ensure a smooth transition back into the program and to address any underlying issues that may have contributed to the behavior.

5. Appeal Process:

- Parents have the right to appeal the decision to suspend or expel their child.
- The appeal process will involve a review by the center's management team or governing body, who will consider any additional information or evidence provided by the parents.
- The decision of the appeals panel will be final.

6. Expulsion:

- In cases where expulsion is necessary, the child's enrollment will be terminated, and they will no longer be able to attend the program.
- The decision to expel a child will be made only after all other options have been exhausted, and the safety and well-being of the other children in the program cannot be ensured.

By implementing this suspension and expulsion policy, we aim to maintain a positive and nurturing environment where all children can learn, grow, and succeed. We are committed to working collaboratively with parents to address any behavioral challenges and to support the development of positive social and emotional skills in all children.



Appendix E: Emergency Preparedness Plan

EMERGENCY PREPAREDNESS PLAN

Location: Idea Lab NW Austin

Address: 13642 Research Blvd, Austin, TX 78750

Last Updated: April 18th, 2024

The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the Center in the event of an emergency. Care must be taken to ensure that all occupants are aware of the following basic procedures.

Emergency Preparedness

Monthly fire drills are mandatory

Upon hearing a siren and seeing flashing lights by the exit doors, staff must IMMEDIATELY ask children to stop what they are doing and line up at the primary exit route door, see map.

Remember to take your roll sheet, check the classroom and bathrooms for children in your care. COUNT the children as they leave the room, and have them line up. Check your roll sheet and make sure you have the correct number of children. Always know which children are in enrichment activities. The enrichment teacher is responsible for their safety. Once outside COUNT AGAIN and wait for the office staff to instruct you to reenter the building.

Practice for Emergency Evacuation and Relocation Plans

Each campus will hold a practice fire drill once a month. The children must be able to safely exit the building within three minutes. Children must be counted upon exit and upon arrival at the safe designated area.

Center will practice a severe weather drill at least once every three months.

All drills, including the date of the drill, time of the drill, and length of time for the to take place will be documented by the Director and Emergency Officer.

Emergency evacuation and relocation diagram Show the following:

A floor plan of the campus

Two exit paths from each room

The designated location outside of the childcare center where all caregivers and children meet to ensure everyone has exited the childcare center safely; and The designated location inside the childcare center where all caregivers and children take shelter from threatening weather.

DIRECTOR DUTIES DURING EVACUATION

The Center Director is designated to call the appropriate fire / emergency department in case of fire, explosion, toxic fumes, or any other medical or other emergency.



The Center Director makes the determination to evacuate the childcare center and make the call from another location in the event of toxic fumes or other chemical release inside the Campus.

The Center Director is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during the emergency.

The Center Director must ensure all children in attendance at the time of the emergency are accounted for at the designated safe area.

The Center Director checks hallways and rechecks all rooms behind each class evacuation. Once the room is thoroughly checked, the door is closed.

INDOOR EVACUATION

Evacuation or Relocation

All indoor evacuations utilize the Gym.

Take attendance and immediately proceed to the Indoor evacuation location as directed by the Center Director or designee. The director will grab the emergency bag with emergency supplies during an evacuation as well as the list of class roll. Once at the indoor Evacuation location, the Director, in consultation with the Emergency personnel will determine when it is safe to return to the homerooms.

OUTDOOR EVACUATION

Upon direction/instruction of the Child Care Director or designee, immediately evacuate the building upon hearing the building alarm or being notified by Security Personnel. Proceed to the safe haven/assembly area located at the west side of the building. **Specifically, everyone is to meet on the grass to the right of the dumpsters in the back of the facility.** Take attendance and immediately proceed to the Safe Haven as directed by the Center Director or designee. Each classroom takes the emergency bag with emergency supplies during an evacuation as well as the list of class rolls.

Once at the Safe Haven, the Director, in consultation with the Emergency Personnel will determine if parents should be notified and/or asked to pick up children. The decision to have parents pick up their children will be made based on expected time out of the Center or the nature of the emergency. In case of emergencies that do not warrant evacuation onto the street (natural disasters [tornadoes, for example], chemical spills, bombings, etc.), proceed to the outside designated area.

In each classroom an evacuation diagram will be posted indicating the following:

- a. Primary and secondary routes
- b. Locations of the assembly areas
- c. Fire Alarm Manual Pull stations
- d. Fire extinguishers
- e. Fire detection and suppression devices



1. Smoke detectors
2. Heat detectors
3. Sprinkler heads
4. Sprinkler control valve

The Director will assign a staff member/Safety Coordinator to inspect the Center each morning to ensure the following:

- a. All exit doors are unlocked and accessible to Center occupants
- b. All exit lights are working properly
- c. All corridors and doors leading to exits are clear
- d. Fire alarm devices and sprinkler heads are not obstructed
- e. All signs are in place and up to date

In case of emergency or drill, all personnel should leave the building in an orderly manner.

Walk, Don't Run. The faculty should search their rooms in the Center, closing all doors before leaving. Additionally the Director or other assigned personnel will search all areas within the Center and ensure that all occupants have been safely evacuated. The Faculty is instructed to refuse assistance from anyone not previously identified as a support person. This does not include Fire, Police or emergency personnel.

Physically challenged children will be provided with assistance to help them exit the building.

At the assembly area, the faculty shall immediately take a head count of each classroom group to ensure that everyone is present and accounted for. Head Teachers shall report the final head count to the Director or designee. Names of any missing children or missing personnel must be given to the Command Center.

Parents will not be allowed to remove a child from the custody of the center during the evacuation. Once all children are accounted for parents may be allowed to sign out their children