



ST. ANGELA'S ANGELS PARENT HANDBOOK



2025-2026

ST. ANGELA'S ANGELS MOTHER'S DAY OUT PROGRAM
9009 Sienna Ranch Rd. Missouri City, Texas 77459

THE ACADEMIC YEAR 2025 - 2026 SCHOOL CALENDAR

August	18	MDO 1st Day of School
September	1	No School Labor Day
September	4 and 5	Purple Day
September	26	No School FBISD Holiday (Teacher Work Day)
October	2 and 3	Yellow Day
October	13-20	No School Fall Break
October	23 and 24	Picture Day
October	30 and 31	Orange Day / Halloween Party
November	13	Dad's Night
November	19 and 20	Brown Day/ Thanksgiving Day Feast
November	24-28	No School Thanksgiving Break
December	6	Project St Nick
December	17 and 18	PJ Day/Christmas Party/Green&RedDay
December	22 - Jan 7	No School Christmas Break
January	8 and 9	Return to School
January	19	No School FBISD Holiday (Martin Luther King Day)
January	22 and 23	Blue and White Day
February	10 and 11	Red Day / Valentine's Day Party
February	13	No School FBISD Holiday (Teacher Work Day)
February	16	No School FBISD Holiday (President's Day)

February	18	Ash Wednesday
February	25 and 26	Go Texan Day
March	6	No School FBISD Holiday (Teacher Work Day)
March	16-20	No School Spring Break
March	24 and 25	Green Day/ St. Patrick's Day
April	3	No School - Good Friday
April	6 and 7	Pink Day / Easter Party
April	16	Mom's Night
April	30	Spring Performance
May	3	May Crowning
May	14 and 15	Crazy Color Day
May	18 and 19	Year-End Splash Day
May	20	4's Graduation
May	21 and 22	MDO - Last Day of School

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St. Angela's Angels Parent Handbook 2025-2026

"Train up a child in the way he should go, and when he is old he will not depart from it."

Proverbs 22:6

PROGRAM OVERVIEW

The Program

St. Angela's Angels offers a Catholic centered Mother's Day Out program for children between the ages of 2-years-old and 5-years-old.

Our Purpose

St. Angela's Angels Mother's Day Out Program (MDO) was created by St. Angela Merici Catholic Church in response to a need identified in our community for quality religious early childhood education programs.

Our Mission

St. Angela's Angels Mother's Day Out Program is a ministry of St. Angela Merici Catholic Church. St. Angela Merici Catholic Church in Missouri City, TX is a diverse community, united in the Mission of Christ through the Eucharist, proclamation of the Gospel, and service to the people of God.

Programs Offered

Four-year-olds – 3 days a week (Monday/ Wednesday/ Friday) or 2 days a week (Tuesday/ Thursday); Maximum of 18 students

Three-year-olds – 3 days a week (Monday/ Wednesday/ Friday) or 2 days a week (Tuesday/ Thursday); Maximum of 14 students per class

Two-year-olds – 3 days a week (Monday/ Wednesday/ Friday) or 2 days a week (Tuesday/ Thursday); Maximum of 12 students per class

Our school day begins at 9 am and ends at 1 pm. Optional PlayHour is from 1:00-2:00pm. We follow the Fort Bend Independent School District Calendar.

Curriculum

MDO uses "*Frog Street*", which is a curriculum designed to ignite the minds of young children by fostering their academic, social, and emotional growth through programs filled with songs, music, hands-on materials, and activities designed to stimulate a child's imagination. Frog Street provides a seamless and comprehensive approach to early childhood development through its module series: *Frog Street Toddler Curriculum*, *Frog Street 3's*, and *Frog Street Pre-K*.

Through *Frog Street*, we address the needs of both the individual child and the classroom as a whole. Our goal at MDO is to support a child's social, emotional, physical, language, and cognitive growth and development as well as a child's spiritual development.

Our teachers plan activities appropriate for the age and development level of each classroom. Such activities include daily prayer, center play, art and painting activities, Lego and block building, story time, and outdoor play. These activities foster an exploration of math and science concepts, the development of early literacy skills and social skills, and an appreciation for the arts.

MDO also follows the Archdiocese of Galveston-Houston recommended “*Allelu*” and “*Stories of God’s Love*” curriculums for our religion lessons. In addition to teaching the Sign of the Cross, we also teach the following prayers: Our Father, Hail Mary, and Glory Be.

Teacher Qualifications

Our teachers have experience working with groups of children and are committed to providing our students with developmentally appropriate activities. Each teacher is certified in CPR and Early Childhood Care.

Our teachers are required to stay up to date, as well as broaden their knowledge with respect to developments in early childhood education by participating in professional workshops and other continuing education opportunities.

All MDO teachers and staff members respect, value, and care for children as unique individuals.

Privacy Policy

We respect the privacy and confidentiality of our students and their families. Access to information is restricted to administrators and teaching staff. Electronic information is located on the parish server and access is restricted to authorized users only. Written parental permission is required before the release of any information. Any observation or information concerning children and their families which may be gained while volunteering at MDO is to be kept confidential, and should not be shared with other parents in the class or in the MDO program.

Social Media Policy

“Social media” is the term commonly given to websites, online tools, and other interactive communication technologies which allow users to interact with each other by sharing information, opinions, knowledge, practice, interests, images, and videos. As the name implies, social media involves the building of online communities or networks, encouraging participation and engagement. Parents should be aware of the consequences of making “public” comments related to St. Angela Merici Catholic Church and St. Angela’s Angels Mother’s Day Out Program. “Public” is defined as anything which can be openly accessed by others. We encourage you to take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to St. Angela Merici parish or St. Angela’s Angels Mother’s Day Out Program. We ask that your postings be respectful to our parish and our leaders, employees, volunteers, and families.

Vision and Hearing Screenings

The Special Senses and Communication Disorder Act requires screening for vision and hearing for all children 4 years of age by September 1st. This should be done by the child's physician at a 4-year well visit.

Assessments

To monitor the progress and needs of our students, we perform assessments in the Fall and in the Spring. We use a variety of methods – including observations and written work - to assess a student's development. Results will be provided to parents.

APPLYING TO ST. ANGELA'S ANGELS MOTHERS DAY OUT PROGRAM

Application Process

Parents fill out an application form and submit it with an application fee. Returning students are placed first and then remaining openings are filled on a "first come, first serve" basis when registration opens to the general public.

MDO seeks to include children with special needs in our program to the extent that the needs of the child can be met within the scope of our program and the resources we have available. It is unrealistic to serve all categories of special needs students, so each admission is reviewed on an individual basis.

Enrollment Procedures and Admission Requirements

The following information is required for the admission of children:

- A signed registration form and paid registration fee
- Student Information and Emergency Form
- Medical Release Form and Health Information
- Consent and Liability Waiver
- Video/ Photography Consent
- Walking Field Trip Permission Form
- Parent Handbook Acknowledgement
- Immunization record and Physician's Statement
- FARE Form

All paperwork information must be on file in the MDO office for the child to begin attending the Program. All admission is on a 30-day probationary period. St. Angela's Angels MDO reserves the right to unenroll a student based on continued behavioral issues after a 30-day probationary period.

Immunization Requirement

It is the policy of the Archdiocese of Galveston-Houston to require all children under the age of five enrolled in Mother's Day Out and early childhood programs at the parishes of the Archdiocese to be immunized against vaccine-preventable diseases caused by infectious agents by the immunization schedule adopted by the Texas Department of State health

Services. Current immunization requirements can be found at www.dshs.state.tx.us/immunize/default.shtm. A child who fails to produce the required evidence shall not be accepted for enrollment. The ONLY exception to the foregoing requirement is an affidavit (on the signing physician's letterhead) signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas. The affidavit must state that in the physician's opinion, the immunization required would be injurious to the child's health and well-being or any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES. (See Attorney General Opinion Ga-0420 at <https://texasattorneygeneral.gov/opinions/opinions/50abbott/op/2006/htm/ga0420.htm>)

Tuberculosis Test

The Fort Bend County Health Department does not require TB testing for young children at this time.

Updating Information

The Program requires updated forms annually, before the beginning of the academic year. Parents are required to notify the Program in writing if changes are made in their enrollment information. Examples: allergy action plans, expired medication, new phone number, new address, new employer, new physician, changes in authorization for release.

Class Placement

Classroom placement is done according to a child's age on September 1st of the school year to align student ages and class placement with FBISD standards. Our goal is to give children continuity over time.

Orientation and Transitions

At the beginning of each academic year, parents are encouraged to attend the Meet the Teacher event with their children. This event is designed to help parents become acquainted with the Program and for the children to visit the classroom with their parents present before their first day of school. Children who are having difficulty separating will be given additional support during the transition. Plans for additional support will be formulated with input from families, teachers, and administration on a case by case basis. Our goal is to provide for a smooth transition between home and the Program. Regular attendance will help children adjust quickly to their classrooms and teachers.

A DAY IN OUR PROGRAM

Arrival and Dismissal Policies

Arrival time for all classrooms is 8:55 am to 9:00 am. Our day begins at 9:00 am and at 9:15 am the building doors will be locked for the safety of our students and staff. Once the doors are

locked, access to the building can be gained by buzzing in through the front door. Upon arrival, please use the Brightwheel App to sign in your children. At the start of the school year, parents will be given a card with the QR code to scan and each person will create their own 4-digit code. Parents will walk their child to their classroom. **Please do not stay longer than 5 minutes for drop off.** If you feel you need more than 5 minutes at drop off, please contact your child's teacher for a conference call to discuss.

Our day ends at 1:00 pm. All dismissal will be through the carpool lane in front of the Parish Life Center building. A staff member or teacher will walk your child to your car. **You will then pull forward to buckle your child's car seat.** MDO teachers and staff cannot buckle your child. You will use the Brightwheel App to sign out your children following the same process used to check in your child.

Optional PlayHour

"Play Hour" is an optional hour from 1:00-2:00pm, Monday through Friday. Please see the section labeled "PlayHour" for more information.

THE FEES

Financial Responsibilities

SAM MDO is a ministry of St. Angela Merici Catholic Church which is a non-profit entity. Tuition is based on the actual cost of operating the program. No credit will be given for absences, family vacations, or partially attended months due to illness or weather-related closures. Fees are paid through Brightwheel.

Tuition

SAM MDO monthly tuition is due on the first day of each school month (August through May). Tuition received after the 10th of the month will be subject to a \$50 late charge. All tuition is paid through Brightwheel Billing. You may pay through your bank or you may use a credit card. If you choose to use a credit card, a 3.0% transaction fee will be charged to you by Brightwheel, for every credit card transaction. If you choose to pay through bank ACH, a 0.6% transaction fee will be charged to you by Brightwheel, for every transaction. Checks will no longer be accepted.

2 days – Tues/Thur - \$290/ monthly

3 days – Mon/Wed/Fri - \$360/monthly

**Discounted tuition for any child attending 2 classes is \$600.

Failure to Pay – After 1 month - If tuition is not paid after 1 month, the administration will send a letter detailing tuition requirements. After 2 months – If tuition is not paid after 2 months, the child will be unenrolled from the program. Please speak to the director if special accommodations need to be made.

Registration Fee

A registration fee is due at the time of registration. This fee is non-refundable.

Refunds and Adjustments

In the event the program experiences closure due to public health issues, severe weather events, facility damage, or required quarantine by the local health department, there will be no tuition/ fee refunds or adjustments. If there is a circumstance requiring extended closure, the situation will be evaluated by the Program Director and the Parish Administrator.

Receipts and Tax Information

You can access your receipts, and tax information, through your Brightwheel account.

Fundraising

The monies collected from monthly tuition are used for the daily operation of the program. To provide for major additions and enhancements, SAM MDO holds fundraising events during the academic year. We urge all families to participate as fundraising is a great way to get involved and meet other families and staff. Proceeds received from fundraising events are used for program improvements such as classroom equipment and/ or playground equipment. Proceeds are also used to further the program's efforts to grow and expand in terms of classrooms and student enrollment.

Monetary Donations

Monetary donations from friends, parents, and grandparents are welcome and appreciated. Donations can also be designated for playground equipment and curriculum materials. For additional information concerning these opportunities, please contact the Program Director.

Withdrawal

Thirty days written notice must be given in advance of the student's withdrawal. In the event proper notice is not given, parents are held responsible for the tuition.

St Angela's Angels - PlayHour

PlayHour is an optional hour of play after Mother's Day Out. PlayHour runs from 1pm to 2pm. You can sign up for PlayHour on an annual basis, or each month. Registration forms can be submitted at the beginning of each school year, or monthly on the 1st from August through May. PlayHour is only available on days that Mother's Day Out has class.

Activities - PlayHour will consists of the following activities:

- Playground time - 25 minutes from 1-1:25pm
- Potty Break - 5 minutes 1:25-1:30pm
- Snack and a Show - 10 minutes from 1:30-1:40pm
 - Snack provided
- Open Play - 20 minutes from 1:40-2:00 pm
- Dismissal - 2:00-2:10pm
 - Late fee - \$1.00 for every minute after 2:15pm

Fees - Paid through Brightwheel App on the first of each month

Fees for PlayHour are as follows:

- 2 Days – Tues/Thur - \$9/hr
- 3 Days – Mon/Wed/Fri - \$8/hr
- 5 Days – Mon-Fri - \$7/hr

Attendance

We encourage all children to attend every class. This ensures continuity in their learning and social development. FIVE or more unexcused absences may result in termination of enrollment. Notify staff via Brightwheel if your child will be absent.

Late Arrival Fee

On-time drop-off at the beginning of the day is very important. Class instruction begins at 9:15am each day. It is important that children have a regular routine each day. Drop off is from 8:55am - 9:15am.

Drop off after 9:15am will incur a late fee. This fee will begin at 9:16 am. At 9:16 am, we will begin counting late minutes. We will charge \$1 per minute that you are late dropping off your child. We understand that things happen, the first time you are late is a freebie.

1-3 incidents	\$15 for any part of every 15 minutes;
Fourth incident	\$25 for any part of every 15 minutes;
Fifth incident	\$50 for any part of every 15 minutes;
Sixth incident	\$50 for any part of every 15 minutes. A meeting will be set with the Program Director and possible termination of your child’s enrollment.

Late Pick Up Fee

On-time pick up at the end of the day is very important. Parents who are late picking up students at the end of the school day will incur a late fee. The late fee will begin when carpool is over and your child is brought to the front desk area. This fee will begin at 1:15 pm

At 1:15pm, we will begin counting late minutes. We will charge \$1 per minute that you are late to pick up your child. We understand that things happen, the first time you are late is a freebie.

1-3 incidents	\$15 for any part of every 15 minutes;
Fourth incident	\$25 for any part of every 15 minutes;
Fifth incident	\$50 for any part of every 15 minutes;
Sixth incident	\$50 for any part of every 15 minutes. A meeting will be set with the Program Director and possible termination of your child’s enrollment.

Authorized Release

Persons who are designated by parents as authorized to pick up their children must be listed on admission paperwork. NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON EVEN IF THE CHILD KNOWS THE PERSON. WRITTEN PERMISSION IS MANDATORY. WE WILL ASK FOR IDENTIFICATION SUCH AS A TEXAS DRIVERS’ LICENSE. The child will not be released without proper identification. SAM MDO must have parent written authorization of any immediate changes to your “Authorization for Release” list.

Snapshot of Our Day

9:00-9:15	Arrival and Morning Routine
9:15-9:30	Table Time
9:30-10:00	Calendar/Rug Time/ Frog Street lesson
10:00-10:20	Restroom/ Snack time
10:20-11:00	Open play or Frog Street lesson
11:00-11:30	Recess
11:30-11:45	Restroom
11:45-12:15	Lunch
12:15-12:35	Frog Street lesson or craft or Religion
12:35-12:50	Open play
12:50-1:00	Reading time and Dismissal

Lunch and Snacks

All SAM MDO children bring their own lunches and snacks. SAM MDO does not have facilities to refrigerate or heat children's lunches. There is mid-morning snack time. Parents are asked to send a snack with their children each day. The snack should consist of a drink in a water bottle with a sport top or a sippy cup top and a snack item. The snack should be placed in a Ziploc bag with your child's name or sent as individual pre-packaged items. Everything must be labeled. Items should be easy to open. Adults will not touch parts of the packaging that students put their mouths onto. All non-disposable items (i.e. lunch boxes/ bags, water bottles, bento boxes, etc.) should be cleaned and sanitized at home after each use.

SAM MDO accepts children with food allergies and special feeding considerations. You may be asked in writing not to send certain food to your child's classroom. The safety of all children is our primary goal.

Choking hazards for children under 4 years of age:

- Hotdogs – MUST be cut lengthwise
- Raw carrots – MUST be cut lengthwise
- Grapes – MUST be cut lengthwise
- Popcorn
- Olives – MUST be cut lengthwise
- Marshmallows
- Hard Candy

Important Considerations for Packing Snacks and Lunch:

We recommend that lunches be packed in a 3-4 section divided dish. Lunches should include finger foods which are easy for children to eat. Preschool children should have a variety of healthy choices in easily opened containers. Sweets should be kept to a minimum, and please no candy. At lunchtime, we encourage the children to eat their healthy food first and this is easier for children to do when they have plenty to choose from.

Staff cannot feed children. All children must feed themselves.

Food Preparation Suggestions:

- Sandwiches: Turkey, ham, cheese. Please cut into halves or quarters as smaller portions are easier for little hands to manage.
- Finger foods: Chicken nuggets (cut into ½ inch bites), cheese cubes, string cheese (cut in half lengthwise), carrot sticks (cut lengthwise), celery sticks (cut lengthwise), and fruit (cut into bite-size pieces), crackers, cheerios, and bowtie pasta.

How much should I send? As a rule of thumb, children under 5 should be offered a portion that is one-quarter the size of an adult portion. Adult sized portions can be intimidating and may make children reluctant to eat at all.

LABEL THE TOP AND BOTTOM OF ALL CONTAINERS WITH YOUR CHILD'S FIRST AND LAST NAME. NO GLASS CONTAINERS PLEASE.

Proper School Attire

SAM MDO children should be dressed in washable, simple, easy to manage clothing. Pants with elastic waistbands make it easy to use the restroom independently. Children with hair longer than shoulder-length are asked to wear their hair up in a ponytail or pigtails for safety's sake on the playground and also to keep it from getting into their food or crafting activities. Children are encouraged to participate in a variety of activities during the day and some of these can be messy. For this reason, we encourage parents to send their children to school in play clothes. Please keep in mind that we do try to protect your child's clothes, but there may be instances where paint might get on their clothing. Children are encouraged, but not required, to wear smocks to participate in messy activities. Please send an extra change of clothes in all children's bags. We have a lot of fun during the day and messes happen.

Children should wear shoes that support running and playing. Flip-flops, Crocs, and plastic shoes with heels are never appropriate for school. Rubber-soled, closed-toe and closed-back shoes (i.e. sneakers) are necessary for safe active play. Parents of children who arrive at school without appropriate footwear may be contacted to bring alternative shoes.

Jewelry, hair, clips, and small items could present a choking hazard, so please refrain from sending your child with these items.

Diaper Changing, Potty Training, and Bathroom Breaks

If your child is not potty trained, please send them with diapers and wipes labeled with their name each day. Please make sure each diaper is labeled with your child's name.

Toilet learning begins sometime during the toddler (2's) school year. We do not begin the toilet learning process until the child begins showing signs of interest and signs that their body is ready. We will need to communicate closely with you about what signs you are seeing at home. When we think your child may be ready to begin, we will both (teacher and parent) determine

when the child is ready. When we agree to begin, we will need to be very consistent between home and school. Your child will need extra underwear and extra pants during this time.

All children entering the 3s classroom (effective Sept 1st) must be potty trained completely. The children will take several bathroom breaks each day.

Sun and Insect Protection

Parents are responsible for applying sunscreen and insect repellent before dropping off their children each day.

Guidelines for Outside Play

Please be sure to send appropriate outdoor clothing for the season, marking each item clearly with your child's name. Please: NO DRAWSTRINGS on jackets because they are a choking hazard.

Indoor play will be scheduled when the following conditions exist:

- The temperature or wind chill is below 40 degrees.
- The temperature or heat index is above 90 degrees.
- The Current Air Quality Index for the SAM MDO zip code is Orange or higher
- Rain, extreme wind, hail, etc.

Handwashing

Children entering the program each day will be required to sanitize their hands once entering the room. This helps them start fresh and germ free each day and will also prevent cross contamination of allergens as well.

Medications

SAA MDO staff and teachers will not dispense any medication, excluding the use of an Epi-pen. If your child needs a dose of prescription medication, you are welcome to come to the program and administer it to your child as needed. We will not keep any medications on site except for Epinephrine that has been prescribed by the child's doctor and is accompanied by a signed physician's note with specific administration instruction. A completed and signed FARE form required for Epi pens.

Allergies

Any child with an allergy must have an Allergy Action Plan on file in the program office before attendance can begin.

Health and Safety Procedures: When to Stay Home from School

- **Keep your child/ children at home if they are sick.**
- If anyone in your household has a fever, please DO NOT send your child(ren) to school until the sick family member's symptoms improve.
- If a child or staff member develops a temperature of **100 F or above, vomiting, or diarrhea** while at school, they will be sent home as soon as possible. A sick child will be immediately

separated from the group and will wait at the front desk until he/ she is picked up. The child can return to school after the appropriate time has passed since the resolution of fever and without the use of fever-reducing medication and/ or are vomit/ diarrhea free. The child may return to school after fever-free for 24 hours without medication. See chart below for other illness instructions.

Symptom	Stay at Home	When Child can return:
Diarrhea (2 episodes within 4 hours)	Yes	72 hours after last episode
Vomiting (2 episodes within 4 hours)	Yes	72 hours after last episode
Lice	Yes	After first treatment
Strep Throat	Yes	24 hours after first treatment as prescribed by doctor
Unexplained Rash	Yes	Rash is gone or doctor's note
Mouth sores w/drooling	Yes	When mouth sores/drooling are gone OR doctor's note
Pink/red eye with oozing	Yes	After initial dose of medication OR doctor's note

If your child has symptoms that prevent her/ him from participating comfortably in school activities, or if your child requires additional care that cannot be given without compromising the health and safety of other children, you will be asked to keep your child at home until symptoms improve.

Medical Emergencies and Injuries

If your child needs immediate medical attention, the program will call 911 first, and then notify the parent/ guardian.

When a child is injured, staff members with training in First Aid will assess appropriate action. Using basic first aid, minor injuries will be cleaned, bandaged, and have ice applied if needed. These less urgent incidents and injuries will be reported to parents through Brightwheel messaging. Some cases may involve an incident report that will be filled out and given to you, the parent, at pickup. Your teacher will be available to discuss the event if need be.

Parents are immediately contacted and informed of any injury that involves the head and face, or a bite.

If it is determined that an injury may require the attention of a physician, parents are contacted by phone and asked to come immediately for the child to receive medical care. When the injury requires emergency attention, a 911 call requesting paramedics is placed. While waiting for medical services, first aid treatment is administered, and the child's parents are contacted. If a parent cannot be reached, the school will attempt to contact another authorized person on the child's enrollment form. A staff member will accompany the paramedics to the emergency room and stay with the child until parents arrive.

Your child's safety is of utmost importance to us.

Birthday Celebrations

Parents are welcome to send mini cupcakes or sugar cookies to celebrate your child's birthday. Parents will leave these at drop off in the morning. **All cupcakes/cookies must be store bought and sealed.**

Parents do not attend this celebration, however, we will take pictures and send them to you.

Bringing in a sweet treat to celebrate your child's birthday is entirely within a parent's discretion. **This is not mandatory.** Here are some helpful birthday celebration ideas for the classroom that do not involve cupcakes or sweet treats:

- Donate something to your child's classroom in honor of your student's birthday. Donation ideas include books, puzzles, toys, or music. Your child's teacher will have plenty of ideas. Together, you and your child can go shopping for the donation item(s) and, with your guidance, your student can select the item. Feel free to date and label the item(s) with an inscription that says the item was donated to SAM MDO in celebration of your student's birthday. Your child and the school will appreciate the birthday donation for years to come. This can be especially meaningful when younger siblings find books with the names of their older siblings in the school library.
- Create a Birthday Tribute: Create a tribute that says something about your child and his interests or heritage, and then share it with the class. You and your child could make a collage of photographs showing your family. Write a story together and read it to the class. Your child can dictate the words and provide the illustrations.

Other Treats / Goody Bags

Goody bags are welcome for holiday parties. Please speak to the teacher about how many children are in the class so that each child receives one. All items in the goody bags must be store bought and sealed. This prevents any allergy issues.

Toys

Please Do Not bring any toys from home. Exceptions to this would be teacher designated show and tell events.

Personal Property

A cubbie is assigned to each child for his/ her belongings they bring each day. Your child will need a backpack to bring their belongings. A child may also bring a separate lunch kit/ box. All personal articles must be labeled. This includes lunch boxes, water bottles, diaper wipes, etc.

OTHER PROGRAM POLICIES

Parent Communication and Notification

We believe it is important to each child's development that they see parents and teachers engaged in regular and friendly exchanges.

SAM MDO teachers and staff work with parents to establish and maintain regular ongoing communication. We make every effort to have the information sent through Brightwheel and the weekly newsletter.

We appreciate communication between parents, teachers, and staff and we believe that it is essential to your child's success in our program. Relationships are of utmost importance to us. You may contact us by phone on school days between the hours of 9:00 am and 1:30 pm at 281-778-0400; they will connect you directly to us. Brightwheel messages and emails will be attended to during office hours unless there is an emergency. Please understand that all messages are important to us. Messages are generally returned within 24 hours.

SAM MDO will notify parents of the following:

- If their child has a sign or symptom of a contagious disease;
- If their child is injured and requires medical attention (less serious injuries will be reported through Brightwheel);
- If their child has been involved in a situation that placed the child at risk (i.e. the child wandered away from his class unsupervised);
- If the Program or their child's class has had an outbreak of lice or other communicable disease.

Parent-Teacher Conferences

Formal parent conferences are held as needed or as requested by either the parent or SAM MDO teacher/ staff member.

Calendar

We follow the Fort Bend ISD calendar. For bad weather days, you will be notified via Brightwheel as soon as a decision is made.

Parent Involvement

SAM MDO provides a variety of opportunities for all parents to take part in our programs. Participation or volunteer opportunity examples:

- Being a room parent
- Help maintain the playground grounds and equipment
- Help maintain the program library
- May Day celebration coordinator
- Halloween or Valentine's Day party organizers
- Project St. Nick coordinator

SAM MDO feels it is important for families in the program to get to know each other. The program schedules various activities throughout the year for that purpose. Examples of these activities include Meet The Teachers, Dad's Night, Project St. Nick, Mom's Night, and Spring Performance.

Because of the importance of family involvement in SAM MDO, we require each family to volunteer. This can be signing up to be room parent, becoming a volunteer to help coordinate events throughout the year, or being a library lead, etc. Talk to administrators and teachers about how you feel you can best fill this role to make a difference in your child's experience at SAM MDO.

Volunteering / Safe Environment Training

If you would like to volunteer or spend time in the classroom for parties and other activities, parents must complete the Safe Environment Training offered online by the Archdiocese of Galveston-Houston before they can volunteer in the program. The training may be accessed here: <https://galvestonhouston.cmgconnect.org/>

Visits

You are welcome to stop by and observe your child during the day. You are also welcome to pick up your child at any point in time. Doors remain locked from 9:10-1:45, however, there is a buzzer system to gain entry.

Parent to Parent Communication

The Room Parent volunteer for your child's class communicates with students' parents about a variety of topics throughout the school year. Parents are prohibited from sending notes home with students without prior approval from the office.

Conflict Resolution

Parents may consult with the SAM MDO Program Director to negotiate difficulties or differences that arise. If this proves unsuccessful, the parents may bring the problem before the SAM Education Advisory Council to resolve the dispute. The Council will listen to parents' issues to resolve and regulate difficulties. Parents may also bring their concerns to the Parish Administrator and/ or the Pastor.

Behavior

We believe part of our role at MDO is to foster the social and emotional wellness of our students. Our goal is to create an environment in which the children feel safe and secure. Through the use of positive reinforcement in our classrooms, we establish daily routines that help set expectations and provide guidance for acceptable behavior. Your child will be nurtured and coached through the behaviors they exhibit during the day. If there is a situation in which a child is not able to calm down or becomes physical on a repeated basis with peers and/or adults, we will schedule a meeting with the child's parents. Together, we will devise a plan to address the child's behavioral needs.

Biting/ Aggressive Behavior

Biting can be a natural part of this stage of life and is a common and expected occurrence among young children. However, biting is taken very seriously and will not be tolerated on an ongoing basis. Other aggressive behaviors common to young children include pinching,

pushing, and scratching. As with biting, these other aggressive behaviors will not be tolerated on an ongoing basis.

A child injured by another child will be cared for first, comforted, and given first aid. The injured child is encouraged to say “no” or “stop”, and to tell the teacher when she/ he is worried they will be hurt. The child who hurts others is sent a clear message that biting/ hitting, etc. hurts and is not accepted behavior. Parents will be contacted via Brightwheel.

Parish Life Center Building Security

Maintaining a safe and secure environment for children is important. The doors of the SAM PLC area are locked when children are in care. Current and potential parents are allowed in the building with typical security protocols in place. There are video monitors on exterior doors.

Building Emergencies

Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies. Regular drills are conducted to prepare children and staff to react quickly and appropriately. Fire Drills and Severe Weather Drills are unannounced. Drills are practiced monthly.

If the facility needs to be evacuated, staff will carry the classroom emergency folder containing a class list and all emergency contact information and medical authorizations for the children. The children will gather on the side driveway of the PLC. Teachers will walk with the children. Teachers will take attendance using the class list in the emergency folder.

If SAM MDO is notified by the health or city authorities to Shelter in Place or to lock down the children will be taken to classrooms and the room doors will be shut. Parents will not be allowed to enter classrooms until the program is notified that the Shelter in Place or lockdown has been canceled.

Program Closings

The health and safety of children and staff is the main factor in any decision to close or delay the opening of the program. Closure information will be communicated through Brightwheel. Parents should also consult the local television as SAM MDO generally follows Fort Bend ISD’s decisions regarding weather closings.

SAM MDO will use the following criteria for program closure:

Facility Related

- Conditions at the facility impact the health and safety of children and/ or employees.
- A facility without electricity for more than 3 hours.
- A facility without water for more than 2 hours.

Weather-Related

- Weather conditions such as area flooding, icing, snow accumulations, etc. which would prevent the safe arrival and departure of employees and children.
- The surrounding area is under a hurricane watch.

- In the case of inclement weather, SAM MDO will generally follow the decision of Fort Bend ISD. Parents will also be notified via Brightwheel.

Health- Related

- Recommendations from local health officials such as Fort Bend Health and Human Services.

Environmental Health

SAM MDO takes all measures to ensure a safe and healthy environment for both children and adults. The air quality is monitored for safe outdoor play. The paint used in our building is non-lead based and non or low VOC paint. Renovation/ maintenance work is completed when staff and children are out of the facility. Pesticides and other chemicals are only applied when children and staff are not present. All cleaning products are considered “green” and non-toxic. Product information is available at the Parish front office.

In the event of a public health issue, the program will be in contact with the local health authorities to ensure we have the most current and up-to-date information to put into practice and to share with the families.

Child Abuse and Neglect

The SAM MDO Program Staff members are required by Texas Law to report suspected child abuse and neglect to the Children’s Protective Services (CPS) or the local law enforcement agency. Parents are also urged to report child abuse to the Director and call the PRS Child Abuse Hotline at 1.800.252.5400. There are several websites where parents can learn about recognizing the signs of child abuse and neglect: www.itisuptoyou.org, www.childwelfare.gov, and www.preventchildabuse.org are a few. Parents are encouraged to take Safe Environment Training offered by the Archdiocese of Galveston-Houston and may register here: <https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/safe-environment-training-for-adults/>

Website Resources

Reporting Child Abuse and Neglect

<https://www.txabusehotline.org/Login/Default.aspx>

1.800.252.5400

Child Abuse Advocacy & Support Groups

www.cactx.org/child-abuse-in-texas

https://www.child_help.org

www.family-compass.org

www.dcac.org

National Association for the Education of Young Children

www.naeyc.org

Weather

<http://www.epa.gov>

Air Quality

<https://www.airnow.gov/?city=Missouri%20City&state=TX&country=USA>

Consumer Product Safety Commission

www.cpsc.gov

Nutrition

<http://www.educationbug.org/a/lunchbox-and-sack-lunch-ideas.html>

**PLEASE SIGN, DATE AND RETURN THE PARENT HANDBOOK ACKNOWLEDGEMENT
ALONG WITH THE SIGNED AND DATED HEALTH AND SAFETY PROCEDURES AND
AGREEMENT TO THE PROGRAM FRONT DESK BY SEPTEMBER 1, 2025**

Parent Handbook Acknowledgement (2025/2026)

I, _____ have received and read the Saint Angela's
Angels Parent Handbook. I agree to abide by the guidelines discussed in the handbook while
my child is enrolled at St. Angela's Angels.

Child's Name _____

Parent's Signature _____

Date _____

My Family will volunteer for at least one of the following (check all that apply):

- _____ Picture Day
- _____ Halloween Party
- _____ Project St Nick
- _____ Christmas Party
- _____ Valentine's Day Party
- _____ Easter Party
- _____ May Crowning
- _____ Splash Day