



ST. JEROME
EARLY CHILDHOOD CENTER

**Parent Handbook
2025-2026**

2749 Hollister Street
Houston, Texas 77080
(713) 461-0835
Website: www.stjeromehou.org/ecc
Email: ecc@stjeromehou.org

Welcome to St. Jerome Early Childhood Center

Welcome to the St. Jerome community!

We are delighted to welcome you and your child into our family. At St. Jerome ECC we are committed to nurturing the spiritual, academic, and social growth of each student in accordance with catholic values. SJECC is honored to partner with you in the spiritual and educational development of your child, and we look forward to sharing in this blessed journey together.

Mission Statement

The primary purpose of St. Jerome Early Childhood Center is to provide a supportive environment in which child, parent, and community shall benefit.

Our Center shall provide an educational learning environment in which each child through his or her efforts, can realize his or her God-given capabilities.

The Early Childhood Center experience shall include spiritual, physical, and social development as well as personal guidance given by skilled personnel whose primary interest is the child.

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First Day of SJECC!

The transition from home to school takes time and is different for each child and parent. It is just as difficult for parents to separate from their child as it is for a child to be away from his or her parents. Rest assured, we are here to support both you and your child every step of the way.

Our experienced and caring staff are trained to create a welcoming and nurturing environment, ensuring a smooth transition for your little one. From gentle introductions to new routines, SJECC strives to make your child's first day memorable and enjoyable.

It helps greatly if the child senses that the parent is relaxed and has a positive attitude toward the new experience. The parent should help the child look forward to being at the Center, where the child can be with other children. We ask that goodbyes are brief starting on the very first day. Additionally, we encourage open communication between parents and teachers, and parents and admin. Feel free to share any questions, concerns, or special considerations you may have. Feel free to utilize Brightwheel to check on your child's progress or visit the center at anytime. The center has an open door policy during hours of operation. Breastfeeding mothers that would like to come to the center to nurse their little ones will be accommodated to feed baby. Breastmilk is also welcomed.

The adjustment time is usually a week or two. Together, we will work hand in hand to ensure that your child feels safe, happy, and secure as they begin school. We make every effort to build a trusting relationship with each child from the first day.

Enrollment and Admissions Policy

ADMISSIONS

A Registration Fee of \$250 (150/ additional child) is due at the time of Registration. **All Annual fees are non-refundable.** If a child withdraws and reenrolls, the Registration Fee will be due again.

To comply with state regulations, all enrollment forms and health records must be completed before your child attends. These records must be kept in the Center office and must be kept updated; if any of your information changes please notify the office immediately. Every year we will ask for a new registration applications to be completed for our records.

POLICY CHANGES

In cases of a policy change, parents will be notified in writing. They will also be asked to acknowledge the change by **signing and returning the notice.**

Days and Hours of Operation

SESSIONS

St. Jerome Early Childhood Center is a year round preschool, that is a gang-free zone. The office hours are Monday thru Friday from 7:00 AM to 6:00 PM. The classrooms hours are Monday thru Friday from 7:30 am to 5:30 pm. All students must be picked up by 5:30 p.m. We have two distinct school sessions: from August to May we have a program that is enriched with learning and the development of the children. In June and July we have a special summer care program with various activities throughout the week with a summer-like atmosphere, while gently teaching and promoting the development of the children.

PICK-UP TIME

Please be respectful of our staff and our hours of operation. Children must be picked up at their designated time. **THE CLASSROOMS CLOSE AT 5:30, THUS ALL KIDS HAVE TO BE PICKED UP BY NO LATER THAN 5:30P.M.** If you will be late for any reason, please call the center to notify us immediately. The office will stay open until 6:00 p.m. Children that are picked up after 5:30p.m. will be billed a late fee of \$1.00/min and \$10/min after 6:00 p.m.

Center Closures

There will be no deductions from our regular tuition fee for closures due to: emergencies, inclement weather, holidays, staff development/in-services, early dismissals or any unprecedented shutdowns. These days have previously been accounted for in our pricing.

PROFESSIONAL STAFF DEVELOPMENT

St. Jerome Early Childhood Center closes for staff development days throughout the year. This action is in keeping with both the National Academy for the Education of Young Children as well as the State of Texas' commitment to being a "learning institution." You may refer to the School Year Program Calendar on brightwheel documents for the exact days the center will close. Additional closures will be announced as early as possible in order to enable parents to make other care arrangements for their children.

INCLEMENT WEATHER

For the safety of the children and our staff the center will be closed in cases of extreme weather conditions. St. Jerome Early Childhood Center will follow the guidelines of the Spring Branch Independent School District and the Archdiocese of Galveston-Houston. Please do not call the Center for school closings, listen to the radio or television for information and announcements. The Center also uses the Brightwheel system which will notify parents by instant message of school closings.

HOLIDAYS

The following holidays are observed at St. Jerome ECC:

- New Year's Day
- Martin Luther King
- Good Friday & Easter Monday
- Memorial Day
- July 4th
- Labor Day
- Monday after Parish Fall Festival
- Thanksgiving Break (Wednesday-Friday)
- Christmas Holiday
- Spring Break
- Columbus Day

Tuition and Payments

TUITION

Tuition is due and payable before services are rendered. Payment is due the first day of each month. If the first day falls on a non-business day, tuition is due the following business day.

- Tuition is considered late on the 10th of each month; a late fee of \$50 will be charged to your Brightwheel account on the 11th of the current month.
- If payment, including all administrative fees, is not received by the 20th of the current month, services will be suspended on the 21st day of the month; all tuition and fees must be paid in order for the child to be readmitted to the Center.
- There is a \$50 fee for all returned checks. A family will be put on a cash only basis if they have 3 returned checks.
- **TUITION IS NOT DISCOUNTED DUE TO ABSENCES OF ANY SORT; PART-TIME CHILDREN MANY NOT SUBSTITUTE OR SWITCH DAYS.**
- Sibling discounts will be extended to families with more than one child enrolled full-time; the youngest child's tuition will be full price and the older child's tuition will be discounted 15%. Both children must be full time to receive a 15% discount on the older child's tuition.
- **SJECC daily fee is \$100 for all classrooms.**
- If you plan on taking an extended period of time off and would like to save your child's space in his/her classroom, **you will be responsible for making 50% of your monthly tuition to continue to hold your child's space.**
- Tuition will be continued regardless of unprecedented closures/shutdowns of any kind.

General Policies

ARRIVAL & DEPARTURE

Our responsibility begins when you place your child in the care of a staff member and ends when you take him/her from the care of a staff member.

Children must be picked up by their designated time. If you are late for any reason, please call or message to notify us; late fees will be charged. If someone other than the child's custodial parents will be picking up the child from the Center, please notify us in advance. We will require proper ID before releasing a child to someone other than his/her custodial parent or legal guardian. In the case of divorced parents, it is important that the registering parent indicate on the enrollment application who has legal custody and who may pick up the child from school. A notarized custody declaration is required. A signed final decree is required for office files. The Center reserves the right to refuse release of a child to a person who is under the influence of a substance that impairs their ability to safely drive a child home. The next designated person will be called to pick up the child, and the proper authorities may be notified if necessary.

ARRIVAL AT THE CENTER

Every parent is asked to do the following each morning:

- Children must arrive no later than 9am. Children arriving after 12:00 will not be allowed to stay without an excuse from the Dr. or parent.
- Children should attend scheduled days. There will be no make-up days for days missed or center closures.
- Attendance other than scheduled days must have prior approval. You will be charged the daily rate for that class. Daily rate is 100 for any classroom.
- If you schedule a doctor's appointment, please try to schedule it first thing in the morning or late in the afternoon. It can be difficult for children to leave and come back to school instead of staying with mom/dad.

General Policies

Departure from the Center

Every parent is asked to do the following:

- Children need to be picked up no later than closing time. Please respect our 5:30 PM classroom closing time. Late fee will be charged after 5:30 p.m and 6:00 pm.
- Parents **MUST** sing-out their child on Brightwheel using QR Scan.
- Please walk with your child to and from your vehicle safely as our parking lot is busy and shared with parish offices.

REST/ NAP TIME

The Texas Department of Family and Protective Services requires that all children are to take a rest period after the noon meal. No child is required to sleep; however we do turn the lights out to make the environment more conducive to resting. Naptime in general begins at 12:30 and ends at 2:30 p.m. Spare nap mats are available if a student doesn't have one. **All mats should be washable and are required to be placed in a plastic bag. Mats should have an attached pillow and blanket.** In addition, mats are required to be taken home at the end of the week to be washed over the weekend and returned.

FUNDRAISERS

To offset Center improvements and support, the Family Financial Commitment fee is used to purchase equipment, and manipulatives for the classrooms and playgrounds. Your support is always appreciated.

TOILET TRAINING

When your child is ready to learn to use the toilet, frequent communication between the parents and the teacher is necessary. Learning to use the toilet requires consistency and patience, and can only be effective when the child is ready and with parent participation. We like the parent to be the first teacher and start the training over a weekend. Potty training should always be a positive experience with lots of encouragement. **Once there is success at home, then we will foster the training process.** Children must be completely potty trained to enter the Pre-K classroom.

SPECIAL NEEDS

Placement for children with special needs will be reviewed on an individual basis. SJECC 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 the program and resources offered.

General Policies (continued)

HIRING STAFF TO BABY-SIT

Parents frequently ask our staff members to baby-sit for them after hours. St. Jerome Early Childhood Center does not take responsibility and is not liable for any services of after hour care our employees may provide outside our premises. Employees hired to babysit have to have approval from the Director. Employees hired to babysit are not allowed to take the child home from the center without written approval from the parents.

EXTRA CURRICULUM

We offer other enrichment curriculum (Dance, Soccer, Speech). This curriculum is subject to change depending on interest, etc. These activities are not part of our school curriculum and are not included in tuition.

FIRE DRILLS

Emergency/fire drills are held monthly to acquaint the children with evacuation procedures. Our school is equipped with a fire monitored alarm system and fire extinguishers are placed throughout the building.

WATER ACTIVITIES

Children enjoy summer water play with the use of a sprinkler in our playground, small splash pads water tables on the patio. All children are required to wear water shoes for safety during these activities. During Splash Days, in our summer session, please bring children ready for activities. This means that children should be in their bathing suits, water shoes, extra clothes and a towel.

Lunch and Snack

LUNCH AND FOOD FROM HOME Please pack a nutritious ready to eat lunch, which should include finger food that your child can easily eat. Lunch bags must contain an ice pack to keep the food cold, and labeled eating utensils. Items which are not allowed for lunch or snack at the Center include: frozen meals, chocolate milk, cookies, pudding, candy or flavored or carbonated drinks.

SNACKS

Children will have two snacks each day. A morning snack and an afternoon snack. This is included in the Supply fee. Some of the snacks the ECC provides include: bananas, applesauce, veggie chips, yogurt, crackers, etc. Parents may provide their own snacks. Please make sure the snacks are labeled AM or PM.

Behavior and Guidance

Behavior

Our teachers are trained to focus on the positive behaviors of our children and to provide consistent, age appropriate limits. Therefore, our discipline policy consists of positive reinforcement, redirection, and quiet time.

**The use of physical punishment,
yelling, ridicule or disrespect of the child is
NEVER
permitted by any adult
at St. Jerome Early Childhood Center.**

At the Center we believe in positive behavior management. Teachers will work with children on sharing materials, taking turns, being good listeners, finishing tasks, cleaning up after themselves, following safety rules, solving problems, and making good decisions. Acceptable behavior is valued and encouraged. If a child displays inappropriate behavior, the teachers will discuss the problem with the child privately, explaining what is expected and its consequences. If the problem continues, teachers will remove the child from the area where the problem exists and guide the child's attention to a different activity. Continued problems could result in the removal of the child from the group for a short "quiet time".

WHEN A CHILD'S BEHAVIOR BECOMES A CONCERN

When inappropriate behavior does occur, we believe parent involvement is necessary for positive results to occur. Behavior such as: hitting, biting, kicking, scratching, spitting, cursing, or throwing materials will not be tolerated. In such cases, parents will be formally notified. On the **third offense**, the parent will be contacted and a behavior contract will be adopted. Parents will be also asked to immediately remove the child from the facility for the rest of the day if the child is hitting teachers, and displaying aggressive behaviors that cannot be assisted. Children who continue to exhibit disrespectful behavior and whose needs cannot be met at the Center will unfortunately be asked to secure enrollment at an alternate facility.

Behavior and Guidance (continued)

CONFERENCES WITH PARENTS

When necessary, parents will be asked for a conference about behavioral issues and referrals may be made for outside help.

- A Center administrator will request a conference with parents and staff to discuss the behavior, create strategies, and/or give referrals that will help the child succeed.
- The Center Director, parents and staff will agree on following specific strategies outlined in a behavior contract within a set timeline, and will agree to meet again to discuss results

If behavior has not improved and or recommended strategies are not followed, by the timeline set, parents may be asked to secure enrollment at an alternate facility.

Parent Involvement

Parent involvement is an important part of St. Jerome Early Childhood Center's program. We believe it is essential to have a strong relationship between home and school. We provide you with monthly newsletters and calendars including curriculum themes. We ask that you help us stay informed about your child through regular communication. We ask that you check to see if your child has any flyers going home with important announcements.

Our philosophy is that:

“The parent is the child’s first teacher and is seen as the primary educator of the child.”

PARENT-TEACHER CONFERENCES

Conferences with parents usually are held once a year if permitted or necessary. The classroom teacher cannot discuss children’s progress at pick-up or drop-off because of time and consideration of the rest of the children in care. The teacher’s primary concern is the supervision of the children, therefore, our teachers are not allowed to conference at the door please message or call our office with any inquiries and a staff member will get back with you as soon as they are able to.

Parent Involvement (continued)

PARENT VOLUNTEERS AND VISITATIONS

In compliance with licensing and archdiocese standards, no volunteers will have access to the program without proper screening, and completion of the (CMG). Parents may volunteer with activities such as “splash day” “The Week of the Young Child” or our Parish Fall Festival at the end of September. SJECC has an open door policy, meaning parents may visit their child at any time Monday– Friday 7:00 a.m.-6:00 p.m. to observe the child, the activities, the building, the premises, and equipment.

Health and Safety

MEDICATION ADMINISTRATION:

The Texas Department of Family and Protective Services mandates that medication is to be administered by us only upon written authorization by a parent. **No verbal or phone instructions can be accepted.** Following state standards, we will administer medicine only as follows:

- Prescription medications must be in the original container labeled with the child’s name, date, directions and the physician’s name. The Center must administer the medication as stated on the label directions. The Center must not administer medication after the expiration date.
- The Center must ensure that nonprescription medication is labeled with the child’s name and the date the medication was brought to the center. Non prescription medication must be in the original container. The center must administer it according to label directions if approval to medicate form has been completed and signed by parent. We cannot administer any pain reliever medications.
- The center must return medications to the child’s parent/guardian when no longer needed. The center must dispose of medications when the child is withdrawn from the center or when the medication has expired.

Whenever possible, medications should be given before and after program hours. However, if it is necessary to administer a medication at the Center, the following guidelines will be strictly enforced:

1. A signed complete Medication Authorization Form is required (requested forms are available in the office).
2. All medications are administered by the Administration Staff.
3. No medication will be administered beyond expiration date on the container, or beyond the Medication Authorization Form.

Health and Safety (continued)

ILLNESS:

Parents are asked to ensure that their child is in good health before bringing them to the center each day. ***Every child coming to ECC needs to be able to participate in all of the scheduled activities including outside play. Children are required to stay home if they are sick.***

- Children may not attend the Center if they have temperature greater than 100.4 degrees or are exhibiting other obvious signs of contagious illness such as vomiting or diarrhea. Children must not return to the Center until they have been **free of fever for 24 hours without the use of fever reducer medications (i.e. Tylenol, Advil, Motrin)**. If a child is sent home with other symptoms; vomiting first time, or diarrhea first time, the symptoms must be gone or the child must be under a doctor's care prior to return with a doctor's note.
- **Children will be sent home for any of the following: diarrhea, vomiting, Hand Foot Mouth, Covid, Flu, fever, persistent cough, lice, allergic reactions, shortness of breath or difficulty breathing, severe allergies, viral rashes, pink eye, severe, oral pain, injuries, and severe diaper rashes.**
- Since the Center is not licensed to care for sick children, it is important for working parents to make alternate child care arrangements in case of illness.
- If a child becomes ill while in care at the Center, he/she will be isolated from the group to prevent exposure of the other children. Close supervision will be provided until the parents are contacted and arrangements are made for immediate pick-up of the child.
- A written statement from a physician indicating that the child is no longer contagious and can return to the Center will be required for a child who has been absent with a contagious illness before returning.

Health and Safety (continued)

INJURIES / ACCIDENTS

We make every effort to ensure the safety of your child, unfortunately, minor accidents may occur. All our teachers and center administrative staff are annually trained in CPR and basic first aid procedures. We have implemented the following procedures, should your child experience an injury while at our center:

- The staff member in charge of the child at the time of the accident will render First Aid as needed and report it to the office immediately. Non-emergency accidents may be communicated to the parent via phone or in person when the child is picked up at the end of the day. An incident report will be completed for parents to review, sign and return.
- If the accident is serious enough to warrant emergency medical attention, 911 will be called and you will be notified immediately via telephone. If the parent or a designated other is unreachable via telephone, the child will be taken to the emergency facility indicated in the child's file. A staff member will remain with your child until you arrive.
- Parents **MUST** keep the Center updated on all emergency contact and family telephone numbers.

ALLERGIES

Any child with any allergy must have an Allergy Action Plan on file signed by a doctor before attendance can begin. Every year the action plan needs to be updated and original copy needs to be submitted to administration along with any medications.

IMMUNIZATIONS

Vaccinations are not contrary to Catholic teachings and beliefs. The Pontifical Academy for Life concluded in 2005 that it is both morally permissible and morally responsible for Catholics to use these childhood vaccines. These vaccines can often protect other people, especially the most vulnerable, and can be for the greater good. Nevertheless, state law requires that our licensed early childcare centers admit a child whose parents have submitted a reason of conscience exemption affidavit or a documented medical exemption for vaccine requirements. If you have questions about our vaccine requirements, please contact ECC Director at 713-461-0835 or ecc@stjeromehou.org.

Health and Safety (continued)

MINIMUM STANDARDS BOOK

A copy of the Minimum Standards is available for parents to review in the office. A copy of the most recent Licensing Inspection Report is posted in administration office. For information about DFPS website: www.dfps.state.tx.us. Local Licensing Office: 713-940-5118

CHILD ABUSE AND NEGLECT

Staff is required by Texas Law to report suspected child abuse and neglect to Children’s Protective Services (CPS) or the local law enforcement agency. The employees of SJECC are trained annually on preventing and responding to abuse and neglect of children. If a SJECC employee suspects abuse and neglect they are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. As mandated reporters, the staff of SJECC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Minimum Standards and Licensing

Causes for reporting suspected child abuse or neglect include, but are not limited to: Unusual bruising, marks, cuts on the child’s body Severe verbal reprimands, improper clothing due to size, cleanliness, and season. Transporting a child without appropriate child restraints (e.g. car seats, seat belts) Dropping off or picking up a child while under the influence of illegal drugs/alcohol. Not providing appropriate meals including a drink for your child. Leaving a child unattended for any amount of time, Failure to attend to the special needs of a disabled child. Sending a child to school over-medicated to hide symptoms, which would typically require the child to be home. Children who exhibit behavior consistent with an abusive situation.

If you are a parent, caregiver or employee and suspect child abuse & neglect, you can reach DFPS by phone: 1-800-252-5400 or online: [Welcome to the Texas Department of Family Abuse Hotline Website \(txabusehotline.org\)](http://Welcome to the Texas Department of Family Abuse Hotline Website (txabusehotline.org).). St. Jerome also offers free CMG trainings to our volunteers, staff, and parents to increase awareness, prevention and learn about community organizations. Rejoice, is a counseling service that provides support for adults and children seeking assistance.

Clothing and Personal Belongings

CLOTHING

In order for the children to get the most pleasure out of the daily program activities, they should be dressed in durable, washable and comfortable play clothes. Daily learning activities include active and sometimes messy play activities (painting, clay, water, sand, etc.) Vigorous outdoor play is part of our everyday schedule. Please always send extra clothes to have for your child.

THINGS TO REMEMBER:

- All personal belongings must be labeled clearly with the child's first name and last name.
- A complete set of extra clothing in a Ziploc bag with the child's name on it must be kept in the child's class at all times. Parents are responsible for replacing soiled clothes with clean ones the next day.
- Open-toed sandals, heels, slip-ons, and boots often cause children to trip or stub their toes; **therefore they may not be worn.**
- **Children are required by the State of Texas to go outside every day**, except in extreme cold or heat. Please dress your child appropriately for the weather.
- Nap mats must have a pillow and blanket attached. No extra pillows and blankets.

TOYS AND ITEMS FROM HOME

Please do not bring toys from home into the center.

In order for children to not be disappointed about a broken or lost toy, all children will use only the toys and educational equipment provided by our school. Please leave all toys at home, except a toy or item to share on special days assigned by your teacher and reserved for “show and tell”. Show and Tell items will need to be placed in a Ziploc bag and labeled with child name and purpose. Please keep in mind we are not responsible for any lost or broken personal effects or toys.

Physical Environment

INDOOR ENVIRONMENT

The physical environment is arranged in defined, well-equipped "learning centers." This arrangement gives order and organization to the children's environment. All of the learning centers have specific goals that contribute to the child's development and learning. SJECC uses the indoor playroom to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play (Temperatures above 90 or below 30 degrees). Children play indoors twice a day, in the morning for 30 minutes and in the afternoon for 30 minutes.

OUTDOOR ENVIRONMENT

The outdoor environment which promotes gross motor skills will include play areas such as: the play scape structures, turf areas, and field. SJECC uses the child care weather chart as a guide to determine when extreme weather conditions pose a significant health risk that prohibits outdoor play (Temperatures above 90 or below 30 degrees). Children play outdoors twice a day, in the morning for 30 minutes and in the afternoon for 30 minutes.

Birthday Snacks

Birthdays are a special event for children. We are pleased to help your child celebrate his/her birthday by singing "Happy Birthday" to them and announcing their birthday over the school intercom. You may send a small treats or gift bags to share for snack time, please let the teacher know that you are bringing in a birthday snack for that day and ask about allergies in the classroom. Please be cognitive of any allergies in the classroom prior to sending any snacks. All celebration snack, cupcakes/cake will be approved by the director in charge and distributed by the teacher. We recommend to avoid chocolate or high in sugar items.

Some suggestions for birthday items:

- Cupcakes (check for allergies)
- Rice Krispies Bars
- Appropriate age-level individual goodie bags

St. Jerome Early Childhood Summary of General Policies and Procedures

1. The Center reserves the right to refuse service to any person who does not adhere to its policies or cannot meet the students needs.
2. The Center is open from 7:00 AM to 6:00 PM Monday through Friday. Classrooms open at 7:30a.m. and close at 5:30 p.m.
3. The Center is licensed to care for children between the ages of 6 weeks and 4 years.
4. A Registration Fee \$250 per child is due at the time of Registration and is not refundable.
5. If a child is withdrawn and then re-enrolled, the Registration Fee will be due again.
6. Tuition is paid before services are rendered and is due on the 1st of each month. If the 1st falls on a weekend or holiday, tuition will be due on the first business day of that month.
7. There is a \$50 fee for all returned checks. A family will be put on cash only basis if they have 3 returned checks. rooms.
8. Children must be picked up by their designated time. If you will be late for any reason, please call the Center to notify us. There is a \$10/per minute late pick up charge after 6:00pm. And a \$1/ per min after 5:30 p.m.
9. Parents must provide a statement of good health and a record of immunizations signed by a physician prior to enrollment at the Center. These must be updated regularly to comply with state law.
10. Every child who is in attendance will have an afternoon rest period/ nap as required by state law. Nap time will be between 12:30 pm-2:30pm.

St. Jerome Early Childhood Summary of General Policies and Procedures (continued)

11. There is no breakfast served at the Center. Every child should have a healthy balanced breakfast before arriving. Snacks are served twice a day in the classrooms for AM snack and PM snack. Examples of these snacks are: applesauce, veggie sticks, raisins etc.
12. Children are not allowed to bring toys from home.
13. Each child is required to have a complete change of clothes at the Center. Please make sure that these and all clothes, lunch boxes, backpacks, jackets, etc. have the child's name on them.
14. If a child develops a fever greater than 100.4 degrees, or other potentially contagious illnesses while at the Center, a parent will be called to pick up the child. The parent will make arrangements for the child to be picked up within 30 minutes. The child will not be allowed to return to the Center until they are fever free for 24 hours without the use of fever reducing medicines (i.e. Tylenol, Advil, Motrin, etc.). If a child is sent home with other symptoms, the symptoms must be gone, or the child must be under a doctor's care prior to return and provide the center with a doctor's note upon arrival. Any medications to be administered while at the Center must be left with office staff along with a completed and signed authorization form for administering medication.
15. The Annual Calendar of Closures is to be a guide line. These dates are subject to change depending on the needs of the Center. Monthly calendars will go out with more specifics at the beginning of each month.
16. Safe Sleep for infants 12 months old and younger consistent with the rules relating to infants sleep requirements and restrictions, including sleep positioning, crib requirements, restrictions, mattresses, bedding, blankets, toys and restrictive devices.
17. For a complete registration application a copy of your child's birth certificate will need to be provided.
18. Permission slips are required to have mosquito and sunscreen for your child.

Emergency Preparedness Plan

The plan in place with regards to a emergency disaster would be to shelter in place– keep the children here in the center, keeping the doors closed to the rooms. You will be notified immediately via Brightwheel. If evacuation is needed, we would go to the Parish Activity Center Room D.

Alternate Shelter away from the Center:

St. Jerome Catholic Church Parish Activity Center
2749 Hollister Rd, Houston, TX 77080
Phone: 713-468-9555

Each staff member will have their class roster, emergency bag, and the person in charge will take full count attendance while communicating with local authorities.

Staff

All staff members have a criminal background check which includes fingerprinting at the time of hire required by the State of Texas and also an additional background check from the Archdiocese of Galveston-Houston called CMG. All staff are CPR/First Aid certified and renew it every 2 yrs.

Staff are required to receive 24 hours of staff development training.

The following certifications are some examples:

- Identifying and Recognizing Child Abuse and Neglect in Children
- Recognizing and Preventing Shaken Baby Syndrome
- Preventing Sudden Death Syndrome
- Providing High Quality Experience during COVID-19 for Emergency Child Care Settings
- Special Considerations for Infection Control during COVID-19
- Stop the Bleed
- Prevention of contagious diseases

Family Agreement

Dear Families,

Schools are successful to the degree to which all members of the Center are aware of and are willing to follow and enforce the rules and policies that govern them and their students. Each of us has the responsibility to assist and support each other, while adhering to the policies set forth in the Parent Handbook. The purpose of this page is to ask everyone's cooperation in becoming familiar with and being committed to these policies. We ask all families to read the handbook, sign the acknowledgment form below, and return it to the Director. If you have any questions or concerns, we would be happy to assist.

Sincerely,
Mirna Grant,
Director

St. Jerome Early Childhood Center
Family Acknowledgement of Handbooks
2025-2026

I have read the Parent Handbook, and I accept my responsibility to support all school regulations that govern me and the children of St. Jerome Early Childhood Center.

Date

Print Name

Signature