



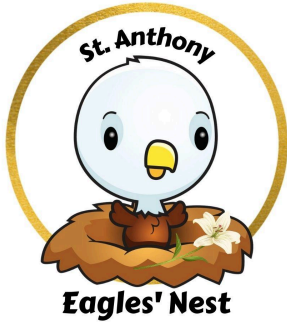
**ST. ANTHONY'S EAGLES' NEST  
CATHOLIC CHILD CARE CENTER**

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*"They will soar on wings like Eagles"*

# **FAMILY HANDBOOK**

**2025 - 2026  
SCHOOL YEAR**



# ST. ANTHONY'S EAGLES' NEST CATHOLIC CHILD CARE CENTER

**"For we walk by faith not by sight" 2 Corinthians 5:7**

**1001 E. Van Buren, Harlingen, TX 78550      [www.saintanthonyeagles.com](http://www.saintanthonyeagles.com)**

**[segarcia@cdocs.org](mailto:segarcia@cdocs.org)**

**p. 956.230.0113 or 956.230.0390**

## Welcome to the Eagles' Nest

**Dear Families,**

Welcome to St. Anthony's Eagles' Nest Catholic Child Care Center! It is a blessing and a joy to welcome you and your child into our loving community. As the director of our center, I want you to know that your family is not just enrolling in a child care program—you are becoming part of a faith-filled family rooted in the love of Christ and his church.

At St. Anthony's Eagles' Nest, we are committed to nurturing each child's heart, mind, and spirit. Guided by the teachings of the Catholic Church and inspired by the example of St. Anthony of Padua, we strive to create a safe, joyful, and enriching environment where every child is seen, valued, and loved. Through prayer, play, learning, and community, we help little ones grow in faith and character each day.

Our team of dedicated and compassionate educators considers it an honor to walk alongside your child during these foundational years. We believe that faith and education go hand-in-hand and that the seeds planted in these early years will flourish in God's perfect time.

Thank you for choosing us to be part of your child's journey. May this year be filled with growth, laughter, discovery, and many blessings.

Joyfully in Christ,

*Ms. Serena Garcia*

St. Anthony Eagles' Nest Director

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## **Welcome to St. Anthony's Eagles' Nest - Catholic Child Care Center!**

### **Center Contact Information**

Ms. Serena Garcia, Director

Certified through the Texas Health and Human Services Commission - Child Care Licensing Division

Office Phone Number: 956-230-0113 or 956-230-0390

Director's Email Address: segarcia@cdobcs.org

Center's Email Address: sas-eaglenest@cdobcs.org

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## **St. Anthony's Eagles' Nest Catholic Child Care Center Family & Parent Handbook**

### **1. Welcome & Introduction**

Welcome to St. Anthony's Eagles' Nest Catholic Child Care Center! We are delighted to have your family as part of our community. Our mission is to provide a nurturing, faith-filled environment where children can grow spiritually, emotionally, socially, intellectually, and physically. Rooted in the Catholic faith and tradition, our program encourages children to explore the world through play, discovery, and prayer.

St. Anthony's Eagles' Nest is licensed by the Texas Health and Human Services and follows and complies with all required guidelines to ensure the safety, health, and well-being of every child in our care.

### **2. Program Information**

- Hours of Operation: Monday through Friday, 7:15 AM – 4:00 PM, After School Program 4:00 - 5:00 PM
- Holiday & Closure Schedule: A school academic calendar of annual closures will be provided at the time of enrollment or at the beginning of each year, thereafter, upon request.
- Daily Schedules: Each classroom follows a consistent daily schedule tailored to the developmental needs of the children.
- Program Options: Full-time and part-time enrollment options are available.
- Teacher-to-Child Ratios: We maintain ratios in accordance with the Texas Health and Human Services Commission.
- Curriculum Overview: We use the Abeka curriculum for toddlers through three-year-olds and Funshine Express Buttercup Babies for infants. Lesson plans integrate faith, academics, and hands-on activities.
- Special Programs: Weekly chapel, music, story time, and age-appropriate enrichment activities.

### **3. Admissions & Enrollment**

- Admission Policy: Enrollment is open to children from 6 weeks to 3 years of age. We do not discriminate on the basis of race, color, religion, national origin, or disability.
- Enrollment Requirements:

- Completed enrollment forms
- Updated immunization records
- Child Health Statement
- Emergency contact and authorized pick-up list
- Signed policy agreement and consents
- \$200 non-refundable registration fee
- Tuition & Fees:
  - Tuition is due on the 1st of each month
  - Late fees apply after the 10th day of the month.
  - A registration fee is due at the time of enrollment and annually thereafter
  - Withdrawal requires a two-week written notice from the legal parent / guardian.

#### **4. Arrival, Departure & Transportation**

- Drop-Off and Pick-Up Procedures: Parents have the option of utilizing our drop-off zone and allowing a teacher to walk their child to their classroom or parents may park in our parking lot and walk their child to their classroom. Parents who would like to walk their child must park in the back parking lot to ensure traffic is not held up at our drop-off zone.
- Authorized Pick-Up: Only individuals listed on the enrollment form may pick up your child. IDs will always be required. Minors will not be permitted to pick up children at our center.
- Late Pick-Up Policy: An afterschool program fee will be charged to students who are picked up after the 4:00 PM pick-up time if they are not enrolled in the afterschool program. A late fee will be charged after 5:00 PM if afterschool program students are not picked up at the designated pick-up time.
- Parking Instructions: Please park in the back church parking lot. The center entrance is located on S. Tenth St., U driveway, next to the orange cones in the street.
- Field Trips & Transportation: At this time, we do not provide transportation. Parents will be notified in advance of any field trips.

#### **5. Health & Safety Policies**

- Illness Policy: Children who show signs of illness (fever, vomiting, diarrhea, etc.) must stay home. Children must be symptom-free for 24 hours without medication before returning.
- Medication: Only prescribed medication in original containers will be administered with signed parent consent.
- Emergency Procedures: Monthly fire and emergency drills are conducted. Staff are trained in CPR and first aid.
- Safe Sleep Policy: Infants are placed on their backs to sleep, in accordance with state TXHHS. Infants are not permitted to have any blankets or similar items to ensure safe sleep guidelines.
- Handwashing & Sanitation: Staff and children wash hands frequently. Toys and surfaces are sanitized routinely throughout the day and regularly.
- Specific closure procedures for bad weather (e.g., hurricanes, snow), will be done as needed.
- A parent's permission to apply sunscreen and/or insect repellent on their child will be sent home as needed. (Typically summer and spring)

## **6. Nutrition & Meals**

- Meals and Snacks: Parents have the option of ordering a catered morning snack, lunch, and an afternoon snack. Menus are posted monthly.
- Food Allergies: Parents must inform the center in writing of any allergies. We are a peanut-free facility.
- Outside Food: Outside food is not permitted unless for special events with prior director's approval.
- Infant Feeding: Parents must provide labeled bottles and feeding instructions.

## **7. Guidance & Discipline**

- Philosophy: We use positive guidance strategies that foster self-control and respect.
- Methods: Redirection, modeling appropriate behavior, and problem-solving.
- Prohibited Methods: No corporal punishment, threats, humiliation, or isolation.
- Biting / Hitting etc. Policy: Biting, hitting or any other harmful actions is addressed with sensitivity and communication between staff and parents.
- Suspension/Expulsion: Used only when necessary and after all other interventions have been attempted.

## **8. Communication with Families**

- Communication Methods: Daily reports, monthly newsletters, monthly calendars, classroom apps, and email updates.
- Parent Conferences: Scheduled twice a year or as needed.
- Parent Involvement: Volunteer opportunities, event participation, and open-door policy.
- Grievance Policy: Concerns should be addressed with the classroom teacher first, then the director if necessary or at directors discretion.

## **9. Personal Belongings & Dress Code**

- Clothing: Uniforms will be required for students enrolled in the toddler and two-year-old and three-year-old classrooms. Closed-toe shoes required.
- Labeling: All personal items must be labeled with the child's name.
- Items from Home: Toys from home should be left at home unless requested for a class activity.

## **10. Rest Time (Nap Time)**

- Schedule: Children rest after lunch each day.
- What to Bring: Plastic nap mat, roll-up nap mat, or small blanket, and comfort item (if needed). Pillows are NOT permitted at our center and will be immediately sent home.
- Infant Sleep: Cribs are provided. Parents must supply sheets. No other items are allowed in cribs in compliance with our safe sleep policy.

## **11. Special Events & Celebrations**

- Birthdays: Celebrated in the classroom. Treats must be store-bought and peanut-free and will be celebrated in the afternoons.
- Holiday Celebrations: We celebrate Catholic holidays and welcome family involvement.
- Family Events: Open House, Parent Night, Christmas Program, Anniversary Event, End-of-Year Celebration, and more.

## **12. Child Abuse & Neglect**

- Reporting: Staff are mandated reporters and must report suspected abuse or neglect.
- Training: All staff receive annual training on recognizing and reporting abuse.
- Parent Resources: Information is available upon request.

## **13. Licensing & Compliance**

- Licensing: We are licensed by the Texas HHS Child Care Licensing Division.
- Texas Minimum Standards: A copy is available in the office and online.
- Parent & Child Rights: Posted in the front office.
- Records Access: Parents may review their child's records upon request.

## **14. School Supplies**

At the beginning of the school year, each family will receive a list of requested school supplies. Additional items may be requested in the spring to help replenish classroom needs.

## **15. Security & Surveillance**

Each classroom is equipped with camera surveillance for director review only. Our entrances and surrounding buildings are also monitored by surveillance for the safety of our staff and children. A professional security company monitors our campus daily to ensure a secure environment for all.

## **16. Confidentiality**

We are committed to protecting the confidentiality of all children and families enrolled in our center. Staff are not permitted to discuss individual children with anyone other than the **child's parents or legal guardians**. Information about other children or families will not be shared.

## **17. Fundraising Participation**

At St. Anthony's Eagles' Nest fundraising plays an important role in supporting our program, events, and overall center improvement efforts. As a part of our school community, all families are required to participate in fundraising activities throughout the school year. Your involvement may include selling tickets or items, volunteering during events, or contributing in other meaningful ways as outlined in each specific fundraiser. Participation helps ensure that we can continue to provide enriching experiences and resources for all of our children.

## **18. Weapons, Violence, and Substance-Free Zone**

Our center maintains a strict policy prohibiting weapons, violence, and any form of substance use on the premises. Any violation of this policy will result in immediate action, including potential dismissal from the program.

### **19. No Solicitation Policy**

Solicitation of products, services, or causes is not permitted on campus unless approved by the director and deemed appropriate for our mission and community.

### **20. Acknowledgments & Signatures**

- Parent Acknowledgment Form(s)
- Policy Agreement
- Photo/Video Permission
- Emergency Medical Consent

## **Acknowledgments & Signatures**

☐ Parent Acknowledgment Form(s)

☐ Policy Agreement

☐ Photo/Video Permission

These items must be turned in before a child can begin enrollment at our center.

For Center Use Only:

Date Received: \_\_\_\_\_

Director Initials: \_\_\_\_\_

**St. Anthony's Eagles' Nest Catholic Child Care Center**  
**Parent Agreement Form / Policy Agreement**

**I, the undersigned, understand and agree to abide by the following policies and guidelines set forth by St. Anthony's Eagles' Nest Catholic Child Care Center:**

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**General Policies:**

**1. Enrollment & Tuition**

- I understand that enrollment is open for children from 6 weeks to 3 years old.
- I acknowledge that tuition is due on the 1st of each month, with late fees applied after the 10th of the month.

**2. Attendance & Drop-off/Pick-up**

- I understand the drop-off and pick-up procedures and agree to adhere to the guidelines.
- I will ensure that my child is picked up no later than 4:00 PM (or 5:00 PM for after school students) to avoid late fees.

**3. Uniforms**

- I understand that uniform tops are required for my child, and I will order them as needed (at the beginning of the school year and in the spring).

**4. Health & Safety**

- I will keep my child at home if they show any signs of illness (fever, vomiting, diarrhea, etc.), and I understand that they must be symptom-free for 24 hours before returning to the center.
- I agree to update the center with any changes to my child's health, emergency contact information, or authorized pick-up list.

**5. Communication**

- I will check communication from the center, including daily reports, newsletters, and updates via classroom apps or email, and will promptly address any concerns or questions with the appropriate staff member.



## **6. Confidentiality & Privacy**

- **I understand and agree to respect the confidentiality of other children and families at the center.**

## **7. Discipline & Behavior**

- **I understand that positive guidance strategies are used to promote self-control and respect.**
- **I agree to cooperate with the center in addressing any behavioral issues that may arise with my child.**

## **8. Special Events & Celebrations**

- **I understand that the center celebrates birthdays, holidays, and other special events and that I may be asked to contribute or participate in these activities as appropriate.**

## **9. Fundraising**

- **I understand and agree to participating in any and all fundraising efforts to support St. Anthony's Eagles' Nest during the school year.**

## **10. Policies & Procedures**

- **I understand and agree to the policies outlined in the Family Handbook, including but not limited to, the illness policy, medication administration policy, and safety protocols.**
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## **11. Academic Calendar**

- **I have reviewed and understand the academic calendar, including scheduled closures and special events.**
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**Acknowledgments:**

- **Parent Handbook:** I acknowledge that I have received a copy of the St. Anthony's Eagles' Nest Catholic Child Care Center Parent Handbook and agree to abide by the policies, rules, and procedures outlined in it.
- **Tuition and Payments:** I understand that tuition payments are due on the 1st of each month, and I am responsible for paying on time.
- **Field Trips & Special Activities:** I understand that field trips or special activities will be communicated to parents in advance and that I will provide any necessary permissions or contributions.

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**Legal Parent/Guardian Name:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Center Use Only:**

**Date Received:** \_\_\_\_\_

**Director Initials:** \_\_\_\_\_

**St. Anthony's Eagles' Nest Catholic Child Care Center**  
**Media Authorization Form**

At St. Anthony's Eagles' Nest Catholic Child Care Center, we occasionally photograph or videotape children to document activities, highlight special events, and share moments of learning and growth. We may use these photos and videos for educational purposes, newsletters, social media, and promotional materials.

Please complete this form to grant or deny permission for your child to be photographed or videotaped.

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**Child Information**

**Child's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

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- ☐ I will allow for photos and/or videos to be taken of my child.  
☐ I do not consent for photos and/or videos to be taken of my child.

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**Legal Parent/Guardian Information**

**Legal Parent/Guardian Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Center Use Only**

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_