

# PARENT HANDBOOK

St. Pius X Child Development Center at St. Pius X Catholic School

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***“Building Leaders for Christ”***

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***Welcome to St. Pius X Child Development Center.,***

*On behalf of the staff at St. Pius X Child Development Center, I am happy to welcome you to the 2024-2025 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a significant difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. When your child enters our program, you should know they are receiving quality in all areas. Our mission statement is: **"Building Leaders for Christ.."***

*There are many discussions about the need for education in young children and it sometimes feels as if we are living in a society in which everyone agrees that change needs to happen. Therefore, in our program we will implement "Frog Street" a research-based early childhood curriculum. Our program is aimed at one thing: igniting the minds of young children by fostering their academic, social, and emotional growth through purposeful lessons, play, and materials that intentionally produce a positive outcome. Our program meets intentional age-appropriate instruction that is aligned to both federal and state standards.*

*Lastly, communication with the parents is always a high priority for me and my staff. We will utilize various means of communication to ensure you are kept informed on the latest developments of St. Pius X Child Development Center, School, and Parish. I feel privileged to be a part of the St. Pius X CDC family. We thank you for your support and look forward to meeting you. Let's **work together** to make this year a memorable one for you and your child as we continue **"Building Leaders for Christ."** We encourage all our parents to follow us on our St. Pius X website for our Newsletter on upcoming events and important information.*

*Sincerely,*

**Adriana Macias**

*St. Pius X Child Development Center Director*



## VISION

A parochial school community, centered in the Eucharist, growing spiritually and academically in a model-learning environment.



## MISSION

Our Mission Statement is “Building Leaders for Christ.”



## HISTORY

St Pius X Parish was formed on July 7, 1957, with Father Roy Rihn as its first pastor, and 315 families. The spiritual and academic needs of children have always been a priority. In 1958, a kindergarten class was opened and plans for a parish school were in full swing. By September 1959, St. Pius X School opened its doors to students from Kindergarten to 8th Grade. Staffed by four Sisters of the Most Precious Blood from O'Fallon, Missouri and eight lay people, the rich tradition of academic excellence and spiritual leadership had begun. The school building was dedicated on November 1, 1959.

Throughout our history, St. Pius X School has been in the forefront of Catholic Education in the Archdiocese of San Antonio. It has always been our vision to guide young people in their development into Christian adults. Many changes have taken place since opening our doors in 1959, but the promotion of Catholic Christian values and the development of quality education have continued throughout the years.

Our campus has grown since 1957. We now have our elementary school with grades from PreK-3 through 8th grade, our sanctuary, adoration chapel, the Monsignor Martin Family Center, and our Multipurpose building which houses our St. Pius X Gym, cafeteria, library, computer/STREAM lab, and music room.



## **PHILOSOPHY**

We, at St. Pius X Catholic School, believe that every child is a gift from God, with special talents to be nurtured and developed. Our philosophy is to provide for each child's spiritual, moral, and academic growth in a model-learning environment, centered on the Eucharist and the tenets of the Roman Catholic Church.

One of the essential elements of our educational philosophy recognizes the traditional Catholic view that parents have a most solemn obligation to educate their children and that their role is primary. Indeed, their role as educators is so decisive that scarcely anything can compensate for their failure in it, for it is particularly in the Christian family, supported by the grace of the sacrament of matrimony, that children should be taught from their earliest years to know and to worship God and to love their neighbor in accordance with the Catholic faith which they have received in baptism.

The Catholic tradition places enormous emphasis on the importance of authentic Catholic education in the lives of individuals as they fulfill their respective vocations within the Church, country, society, family, and school community. For the sake of unity, the St. Pius X Catholic School community has identified the following five principles in order to guide our actions as we seek to fulfill our individual roles in achieving our mission.

## II. PROGRAM OVERVIEW

Is your child starting school? During transitions, children often need a little extra time, attention, and support from their parents. School transitions also signal a new stage of family life for everyone

### *Children may feel ...*

- Sadness at the loss of the old center, friends, neighborhood (and if a preschooler or kindergartner, separation from parents)
- Anxiety about the unknown
- Fear of not making friends, being accepted.
- Apprehension about their ability to do the work or master the logistics involved (getting lost, getting lunch, learning the rules, finding the bathrooms, etc.).

### *Parents may feel...*

- Sadness about their child growing up and moving on to the next stage
- Anxiety about whether the new school and/or teacher are the best for their child
- Uncertainty about what their own role should be in the new setting and how the new school views parent involvement.
- Awareness that their child's growing up is linked to a new stage of life for parents too, and that family life will change.

### *Making a smooth transition...*

- If the school has scheduled an open house, orientation, welcome day or other opportunity for parents and/or children to get acquainted, make a special effort to attend.
- Take the time to talk. Ask your child what he would like to know about the new school. Write down the questions and find out the answers.
- Take the time to visit the school. You may want to call ahead to get an appointment or get permission for you and your child to take a self-tour of the building. Talk about what will happen during a typical day. Go through the schedule with your child

### *Your Child's Routine in the Classroom...*

- Classroom time includes many different activities. Some teachers begin the day by asking the children to sit in a circle. This encourages the children to talk about an idea or experience they want to share with others. During learning center time, the teacher plans and sets the stage for learning. The children may choose between art, playing with blocks or table toys, science activities, dancing to music, looking at books, or pretend housekeeping and various other learning centers. Children can choose activities if they prefer another challenge. Each day, they have time to work in a small group with other children and to play outdoors on safe playground equipment.
- Meals are provided by our parents and served for breakfast, lunch and snack. All the children are taught to wash their hands before meals and throughout the day and are encouraged to develop good personal and healthy habits. Personal hygiene habits are taught in the classroom and help your child to develop good hygiene skills for school and lower the risk of illnesses.



**What Can our Program Offer Your Child?** – The program provides children with activities that help them grow mentally, socially, emotionally, and physically. The St. Pius X CDC staff recognizes that, as parents, you are the first and most important teacher for your child. They will welcome your involvement in activities and will work as a partner with you to help your child's progress. St. Pius X CDC staff members offer your childcare, acceptance, and understanding, the opportunity to learn and to experience success. Our children learn to socialize with others, solve problems, improve their listening and speaking skills and have other experiences, which help them become self-confident. The children spend time in stimulating settings where they form good habits and enjoy playing with age-appropriate learning toys and working on tasks with classmates. Your child will be prepared for preschool, excited about learning and ready to succeed.

## **Enrollment/Tuition/ Attendance**



Upon enrollment, parents will participate in a Parent Orientation and receive the opportunity to download a copy of the St. Pius X Catholic School Parent Handbook from the St. Pius X Catholic School website which includes the operational policy for the Center and any other information necessary for the successful transition of their child. Any policy changes will be given to the parents in writing concerning the St. Pius X Child Development Center.

### **Parent Orientation:**

When enrolling your child, please take time to read the Parent Handbook sign and return Acknowledgement form to your teacher and be prepared to ask questions during your orientation.

Orientation will include:

- Tour of St. Pius X Child Development Center
- Introduction to teaching staff
- Visit with classroom teacher
- Overview of Parent Handbook
- Policy for arrival and late arrival
- Opportunity of an extended visit
- Information concerning child portfolio and developmental milestones
- Technology use at St. Pius X Child Development Center
- Role of families in your child's development

### **Enrollment Changes:**

In the event of enrollment changes at the Child Development Center, the staffing pattern will be adjusted to re-group children and reduce staff until the regular enrollment pattern resumes.

*Please note: A minimum number of children must be enrolled to provide summer school care. Summer Child Care will only be available if we have enough staff to accommodate those that need care.*



## Rates, Tuition and Fees

### Full-Time Tuition Rate for St. Pius X Child Development Center

- Monthly Full-Time tuition rate is per child.
  - Monthly tuition does **not** include food. Parents of infants are to provide formula or breast milk and appropriate baby food for their child.
  - Parents of toddlers and preschoolers are to provide lunch for their child/children.
- Payments are made through FACTS and all families must set up their FACTS account.
- Infant 6 weeks- 18 months 1,200 monthly
- Toddlers 18 months- 35 months 1,000 monthly
- Preschool 35 months – 48 months 950 monthly if potty trained.

*\*If a child is not Potty Trained by their 3<sup>rd</sup> Birthdate, toddler rate will still apply. \**

St. Pius X Child Development Center policy is that your tuition will change when your child is completely potty trained. Diaper changing and potty training requires additional supervision and monitoring by CDC staff. The rate schedule will assist us in accommodating the staff needs during these developmental growth tasks for your child. Safety of your child is a primary focus. Tuition rate changes for children 18 months and older will apply based on the above policy. Thank you for your cooperation.

**\*\*Definition of Completely Potty Trained: When a child goes to the restroom unassisted without any potty accidents for 1 whole week. \***

## **Part-Time Tuition Rate for St. Pius X Child Development Center**

*\*Part-time Monthly tuition rate is per child and does not include meals.*

- *A drop-in rate of \$50 per day is available for any children that are part-time, and the family may need additional days.*
- *If you would like to change the days or make-up days missed, please give one week's notice for ratio and staffing purposes.*
- *At this time SPX CDC does not offer Part- Time Care for infants.*

|           |                 |                                           |
|-----------|-----------------|-------------------------------------------|
| Toddler   | 18 to 35 months | \$700 a month for Monday/Wednesday/Friday |
|           |                 | \$500 a month for Tuesday/Thursday        |
| Preschool | 3+ years old    | \$665 a month for Monday/Wednesday/Friday |
|           |                 | \$475 a month for Tuesday/Thursday        |

(Once your child is completely toilet trained, they may join the PreK-3 classroom if there is space). The sibling discount that pertains to the PreK-3 through 8th grade students in the St. Pius X Catholic School does not extend to the St. Pius X Child Development Center.

## **Tuition Collection Policies & Procedures**

### **Tuition and fees**

**Tuition Agreement (FACTS):** The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents fulfill their tuition obligation in a timely manner. St. Pius X Catholic School exclusively uses the FACTS tuition payment system. Every family must complete their FACTS tuition payment plan setup in FACTS. Families are responsible for tuition during school closures. There are no refunds given for holidays, missed days, including vacations, or in the event of an emergency school closure.

**Discounts:** Active Military families or SPX Alumni families will receive a 10% discount on tuition only. There is a discount for the children of SPX CDC employees.

The sibling discount that pertains to the PreK-3 through 8<sup>th</sup> grade students in the St. Pius X Catholic School does not extend to the St. Pius X Child Development Center.

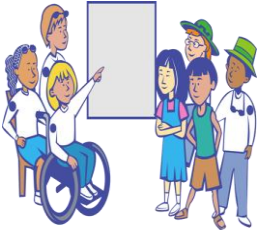
### ***Late to Pick Up Child Fee:***

Late Fees will be enforced.

- Late fee of \$20.00 per child for the first five minutes, plus an additional \$2.00 per minute after. This fee will be deducted from your FACTS account.
- A late form will be given for the parents to sign along with adding the time they have arrived.
- The Child Development Center uses the St. Pius X Catholic School's Computer Clocks to verify if a late fee should be applied.

## **Delinquent Accounts**

**Tuition:** When there is not a determined family financial emergency and when a tuition account becomes 60 days past due or more than 30 days past due more than three times in an academic year, the Center Director in consultation with the principal and/or Pastor may choose to terminate the enrollment of that family's children. Written notice of the decision will be given to the family, requiring them to remove the children within five days and to sign a written payment plan for the balance owed to St. Pius X Child Development Center.



## **Attendance**

Children's daily attendance is very important to their learning success. Good attendance allows your child to experience daily learning activities and prepares your child for public school. Through consistent attendance, children and families can make maximum use of our program services, children learn the importance and value of being in school; and children develop responsibility early. Because it is disruptive for classes to have latecomers, children are expected to arrive on time. This allows your child time to ease into the classroom routine. Repeated tardiness may result in a need to develop an attendance plan of action. Regular attendance is required. Therefore, our program expectation and goal is to maintain a 96% Average Daily Attendance (ADA) for each child enrolled. You must call the Center Director and/or teacher if your child will be absent or late before the class begins and state the reason your child will be unable to attend.

## **Arrival and Departure**



The transition period from home to school is an important time of the day. You should plan a Flexible Schedule that allows you a few moments to help your child get his or her day started. Departures at the end of the day need equal attention. Sign in and Sign out sheets or our on-line program will be used and are located on a clipboard/iPad in each classroom for your convenience. You are required to sign it daily when dropping your child off and picking him/her up.

Please do not forget - if you have an infant or toddler, please start the day by completing the Infant/Toddler Communication Sheet with information concerning your child. Please indicate the last time your child ate and provide the caregivers with information about your child's mood, demeanor, special needs, and other characteristics that will help to ease the transition into the childcare center for the day.

## **Absent/Late:**

On the days your child will not be attending school or will arrive late, please call or email the school office to inform the center of this information. This helps with planning and preparations for the rest of the day.

## **Families with More Than One Child Enrolled:**

Parents with more than one child enrolled in the CDC should first take the oldest child to his or her classroom then take the youngest child to his or her classroom. In the afternoons, first collect the youngest child then go to the oldest child's classroom. For safety and security reasons we try to limit the number of people walking

through the toddler and preschool classrooms. Young children are often frightened by a lot of activity and too many people in the classroom. Some experience severe “stranger anxiety” and become very upset when unfamiliar people enter the room. Additionally, we must be very careful that small children who play on the floor are not accidentally stepped on or injured by a preschooler who loses his or her balance while walking in and out of the infant classroom. Older siblings may not be left unattended while parents take toddlers and preschoolers into the classrooms. This is a direct violation of Texas Minimum Standards for Licensed Childcare Centers. Further, The Child Development Center is unable to provide staffing to accommodate for not enrolled students / siblings care and supervision of those children during these transitional times. The Child Development Center will not be held accountable for any injuries or accidents that occur to that not enrolled child who will be unsupervised by the parent.

### **Arrival Procedures:**

- When entering the building you and your child will be greeted by a classroom teacher.
- The classroom teacher will start to do an Individual Body Check by doing the following:
  - o Examine the child for any signs of illness or new/unusual marks.
    - This is done to make sure that any extra attention and/or care that might be needed can be discussed with you about those needs.
  - o If the child seems ill, then the temperature will be checked at this time.
    - If the child’s temperature is normal – we will monitor the child to see if the symptoms progress and we will keep you (the parent) posted of any changes.
    - If the child’s temperature is greater than 100 degrees – the child will not be able to remain at the center. If staffing allows for the child to remain in the office until you can make arrangements on your campus – we will help until you are able to finalize your replacement for the day.
- Please assist your child in washing their hands. If the child wants to be independent and wash his/her own hands – that is fine also. This is a Minimum Standard Guideline that any time a student and/or staff member enters a building - they must wash their hands.
- Then encourage them to an offered morning activity.
- Please make sure that you sign your child into the class the day before you leave.
- Please inform your child’s teacher of any questions / comments / concerns / change of information that you might have that could help your child throughout the day.

### **Child’s Dismissal:**

- Please sign your child out by using the sign-in sheet provided by the Child Development Center. Make sure that you enter the child’s time of pick up.
- If the staff member does not know the person coming to pick up the child, that person will be asked to see their ID/driver’s license for verification of identity. It will also be used to verify authorization to pick up from the child’s admission form.
  - o A copy of the driver’s license will be made and filled in the child’s file for future reference.
  - o A child will only be released when everything is verified.
- If a court order exists that denies an absent parent access to a child, the custodial parent must provide a signed court order for our files. Without this document, the Child Development Center cannot keep an

absent parent from contact with the child.

- If someone other than the parent and/or preauthorized persons is to pick up the child, the Center must be notified in writing prior to pick up time. This information must include the individual's full name as stated on their state issued ID.

*\*Children enrolled in the Center will NOT be released to anyone under the age of 18 or to anyone not listed on the Admission Form. The Child Development Center staff will not release your child to anyone other than you or the persons you list in your child's file. Make sure your list is up-to-date and that you notify your child's teacher of any changes. Anyone you ask to pick up your child will be required to show a photo identification card, such as a driver's license.*

# **Hours of Operation and School Calendar**

## **Arrival and Departure**

The transition period from home to school is an important time of the day. You should plan a Flexible Schedule that allows you a few moments to help your child get his or her day started. Departures at the end of the day need equal attention. Sign in and Sign out sheets or our on-line program will be used and are located on a clipboard/iPad in each classroom for your convenience. You are required to sign it daily when dropping your child off and picking him/her up.

**Please don't forget** - if you have an infant or toddler, please start the day by completing the Infant/Toddler Communication Sheet with information concerning your child. Please indicate the last time your child ate and provide the caregivers with information about your child's mood, demeanor, special needs, and other characteristics that will help to ease the transition into the childcare center for the day.

### **Preferred last to drop off time:**

- Please arrive by 9:00 a.m. It is important for your child to arrive in time to join the group and participate in all of the day's activities. Irregular arrival times create confusion and a feeling of being left out of the group. If you know you will arrive later than 8:00 a.m. we ask you to call and leave a message. Likewise, if your child will be absent for the entire day or part of the day, please call/email and let us know.
- Doctor's note required after illness/absence of more than 3 days.

### **Hours of Care:**

The St. Pius X Child Development Center will be open for care Monday through Friday from 7:10 AM to 5:30 PM.



### **School Calendar:**

Our calendar will be similar to the St. Pius X Catholic School Calendar. When St. Pius X closes early for severe weather conditions, or other events, the Child Development Center will also close early. In the event of an Inclement Weather Delay – the Center will open when St. Pius X Catholic School opens. The St. Pius X Child Development Center will operate on all instructional/in-service workdays before and during the school year.

### **The St. Pius X Child Development Center will be closed on:**

- January 1, 2025, New Year's Day
- January 20, 2025, MLK Day
- February 17, 2025, President's Day
- April 18, 2025, Good Friday
- April 21, 2025, Easter Monday
- May 2, 2025, Fiesta San Jacinto Day
- May 26, 2025, Memorial Day
- July 4, 2025, Independence Day
- September 1, 2025, Labor Day



### **Classroom Doors:**

All classroom doors are locked and remain locked throughout the day. A doorbell has been installed to utilize during dropping off and picking up the children. . Any individuals wanting entry to a classroom after arrival and drop off times must come by the St. Pius X Catholic School Office first and sign in and follow procedures, including an identity check. Please have a valid driver's license available for verification. No individual other than a parent or individual who has been listed on the contact information and who has checked in at the school office will be allowed entry into a classroom.



### **Cell Phone Policy:**

St. Pius X Child Development Center strongly recommends that you refrain from the use of cell phones during drop off and pick up times. This is a time to discuss your child's day with his or her teacher or staff member. Also, it helps with safety management. We have gates that must remain closed during the day – if you are not on the phone – you would be more aware that you might not have closed a gate properly or not at all. Thank you in advance for your help in this matter.

### ***III. EDUCATION***



#### ***Classroom Curriculum and Environments***

##### **Environments:**

The Child Development Center staff is always inspecting the children's play areas regularly for unsafe conditions. If you see anything that you observe that might be a safety hazard and has gone without repair – please report it to a director as quickly as you can. We want to make sure that all repairs are done or addressed as quickly as possible. Thank you so much for your cooperation in this matter.

##### **Curriculum:**

The Child Development Center uses the Frog Street Curriculum as our main curriculum. Frog Street is a comprehensive curriculum based on the most current research in early childhood education including brain development research. The program is rooted in a deep knowledge of child development and empowers teachers to know not only what to teach but also how and why of instructional strategies. This curriculum includes intentional instruction with children's play, incorporates Conscious Discipline, and provides parent partnership opportunities. Dr. Becky Bailey is one of the main authors of the curriculum. She is highly respected and educated in the field of Early Childhood Education. Assessments will be incorporated into the classrooms using both Frog Street and Preschool First Guidelines.

##### **Developmental Checklist**

St. Pius X Child Development Center will be using the Children's Learning Institute (CLI) as our developmental milestone check list. These checklists are designed to identify exactly where the child is in their development.



##### **Dietary/ Medical Needs:**

Staff will abide by the child's needs and medical orders from the physician and school policy.

## **Outdoor Play:**

Young children need regular opportunities for outdoor play. When children participate in physical activity every day, multiple benefits accrue. Regular physical activity builds healthy bones and muscles, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology. The Child Development Center schedules a minimum of outdoor play two times each day for all children. Children must come to school healthy enough to be able to participate in outside play. We are unable to provide separate supervision arrangements for children who are unable to play outside due to temperature, wind, etc. Children will go outside if the temperature is not below 40 degrees, and it is on a dry, sunny, windless day. Parents should provide appropriate clothing, including hats and gloves. The length of time spent outdoors will be determined by the weather conditions, i.e., if it's very hot or very cold, children will only stay outside for 10 - 20 minutes. During extreme weather days, we will allow the children to play in their classroom, the school gym, the Extended Day room, or the Family Center.

- *Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.*
- *Preschool children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.*

## **Water Play:**

Water Play is typically limited to table play, special activity days, and sprinkler play. Safety is our first objective and regulations, and procedure used to meet the Minimum Standards from the Texas Department of Family and Protective Services.

## **Field Trips:**

There will be NO Field trips involving transportation for the St. Pius X Child Development Center.

## **Pet Policy:**

St. Pius X Child Development Center does not allow pets in the CDC classrooms. The only classroom pet that is allowed currently is a fish.

## **Technology Policy:**

By Minimum Standard Guidelines children must be older than the age of 2 to view media in a classroom. Screen time in Toddlers (Age 2) and Preschool classrooms is related to the curriculum and usage is limited.

## **Visitors:**

All visitors must report to the school office to sign in and sign out. Identification must be presented.

## **Personal Items and Belongings**

**The following items are needed at school:**

### **Infants 6 weeks- 18 months**

- One individual bottle per- feeding, ex= 5 feeding 5 bottles.
- Formula
- Gallon of water
- Diapers
- Wipes
- Crib Sheet
- Extra clothes
- Bibs
- Burping Cloths
- Baby Food (If applicable)
- Baby cereal (If applicable)
- Cup- Sipping cup for water (If applicable)

### **18 months to 3+ Year Olds**

- 3-4 changes of clothing (Pants, Shorts, Shirts, Socks)
- Diapers or Pull Ups (If potty training)
- Diaper rash cream, powders, etc. (All applied items have to have a medical form filled out.)
- Wipes
- Appropriate outerwear (heavy coat in winter; light-weight jacket in spring/fall.)
- Breakfast snack, Lunch and PM Snacks
- Water Bottle

**\*. Please bring appropriate clothing, Minimum Standards require outdoor play each day weather permitting \***

### **Personal Belongings:**

The classrooms have many appropriate toys, please not outside toy. This policy prevents hurt feelings lost Items or broken belongings. If your child is in a classroom which has “Show-and-Tell”, the teacher will set guidelines as to what sorts of items may be brought and how they will be handled in the classroom. These items must be labeled to prevent loss or confusion of property.



## **Clothing and Shoes:**

Your child will need an extra change of clothing with each item labeled to prevent loss.

Toileting accidents happen, please arrange to have several changes of clothing available each day. To include shorts/pants, shirts, underwear, socks and shoes. Clothing ready for play and messy activities must be worn so that your child may participate in all planned activities. The school will have smocks available for children to wear while playing with finger paints, water, and clay; however, the smocks will not protect clothing completely. It is best to wash soiled clothing (paint, etc.) in cold water as

soon as you get home. A part of each day is spent outside. You will need to dress your child in seasonally appropriate clothing, to include coats, hats, and mittens.

Clothing and shoes that children wear can sometimes contribute to accidents. We encourage parents to provide comfortable play clothes that allow for climbing and running, as well as rubber-soled shoes that buckle or tie securely. It is optional to wear SPX uniforms to daycare.

**Note: Only closed shoes, no Flip-flops and/or Sandals without straps are allowed.**

## **Parent Communication and Involvement**



### **Communication Policy:**

Please know that information you share with your child's teacher is confidential and will not be shared with others. The Child Development Center values parent ideas and input. We also value our time in the classroom with your child. For this reason, we respectfully ask parents to schedule a private meeting to discuss issues and concerns that may arise in the course of a child's enrollment rather than discussing concerns in the presence of children or in the classroom. We want to give you our undivided attention and this is not possible when the teachers are responsible for children. Conferences may be requested or as deemed necessary. The Child Development Center staff strives to provide

many avenues of communication with all parents. Please feel free to utilize voice mail, email, and written notes as methods of communicating with your child's teacher. Be aware classroom teachers spend most of their time working directly with children. Voice mail and email messages will be returned as promptly as possible.

### **Communication with Parents:**

- Daily Communication with parents is imperative.
- Parents are asked to inform staff of anything happening in the child's life that might affect his or her behavior at the site. Pertinent information will be beneficial for successful care of your child.

### **ProCare App**

- Parents can track their child's daily activities through ProCare App.
- Children will be signed in and out with the ProCare QR code in the classroom.

### **Updating Information**

- Any information that needs to be updated please email the Center Director with the updated information.

### **Parent Involvement/Education:**

Parent Boards with class schedules, lesson plans, located at entrance of the CDC will include announcements, and parenting articles. Be sure to read these daily. If we don't have what information you might be looking for, be sure to let a CDC staff member know and we will do our best to get the information to you. The Child Development Center staff believe that parent involvement is important. Parents are requested to participate in Parent Orientation before enrolling their child which allows time for you (the parent) to tour the center and meet the staff.

## **Parent Conferences**

Twice a year we request that parents participate in a parental conference which allows an opportunity for discussion of your child's developmental milestones and progress. You or your child's teacher can ask for additional conferences at any time. As important events occur in your child's life or in your family, please share these with the teachers. These might include the death of a pet, moving to a new house, the illness of a grandparent, or even the separation of parents. Informed teachers will be better able to support your child and tell you how your child responds to these events. During these conferences the teacher will be able to discuss the child's developmental checklist as well as their strengths and areas of needs.



## **Newsletters:**

Weekly Newsletters are sent to inform parents about what is going on at St. Pius X Catholic School & Child Development Center. These newsletters will also provide you with parental education information. Topics can include nutrition, guidance, education topics, and helpful information about your child's growth and development.



## **Licensing Report Full Disclosure**

St. Pius X Child Development Center is licensed by the Texas Department of Human Services: <http://www.dfps.state.tx.us>

Parents of children enrolled at St. Pius X Child Development Center have the right to read the Center's Licensing Inspection Report. The report may be viewed at any time and is available from the Center Director.

Parents are encouraged to review and discuss the operational policy and parent handbook of the St. Pius X Child Development Center. Please feel free to contact the director and/or teacher with your concerns and questions.

## **Confidentiality**

Each child is a unique individual with specific needs. The teachers are trained to observe and plan for each individual child. Our environment will be supportive of each child's growth and each parent's own development as a parent. Therefore, every adult visiting our school will be asked to respect the needs of the individual and the ability of the Child Development Center staff to plan an appropriate program for that child. It is not appropriate to discuss the children or incidents in the school with anyone other than your child's teacher or the school director, including coworkers at St. Pius X. The Child Development Center staff are interested in answering your questions or discussing your concerns, but we will not allow this to take place in the presence of the children or other adults. Your child's teacher will schedule a private meeting with you to discuss any concerns you have about the classroom. In order to protect the confidentiality of our children, please do not ask an individual teacher to share the personal phone number/s or pertinent information. Use of a cell phone is strictly prohibited by the Texas Department of Family and Protective Services while supervising children. CDC Contact Information is located at the end of this parent handbook.

## **The following items are available for review for parents on Safety and Parent Boards**

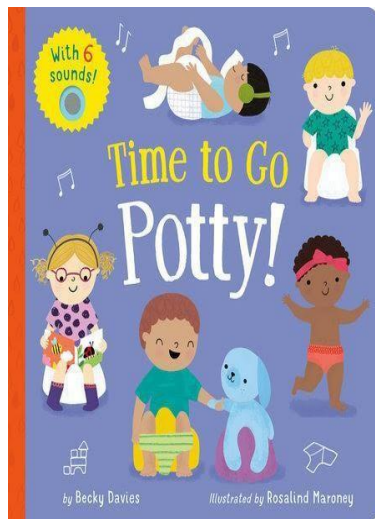
- Current menu posted by Crave-it
- Minimum Standards (copy in office) [Minimum Standards | Texas Health and Human Services](#)
- Documentation of liability insurance
- Department of Protective and Regulatory Services Inspection
- Fire Marshal's Inspection Report
- Health Department Sanitation Inspection Report
- Gas Pipe Inspection Report
- Most recent Licensing Inspection Report

\*At any time, a parent can request a meeting with a director to discuss any concerns including but not limited to policy and procedures. Examples: daily activities, guidance, and nutrition. \*



### Promoting Healthy Guidelines

- Morning Health Checks are a requirement. Staff will perform a morning body check upon arrival. Any signs of sickness and scratches/bruises etc. must be discussed with parents and documented at drop off before parents depart.
- Departure body checks will also be performed by the staff before the child departs with the parent for the day. Any findings will be documented.
- Children and Staff Members must wash their hands every time they enter a building and throughout the day.
- Staff will provide water throughout the day to the children. (water cups/bottles provided by parents.)
- Weather permitting – children will participate in outside activities twice a day. (Morning and Afternoon). There will be at least one planned activity per day. (MS 746.2507)



#### **Potty Training Procedures:**

- o When a child seems ready to potty train – your child's teacher will discuss with you to see if you feel that your child is ready also. If both parties agree:
  - o We will develop a potty-training plan with you (the parents) that is consistent for all that are involved in this process.
  - o When a child is in the training process and wearing either a pull-up or underwear, the child will be taken to the potty at least every hour.
  - o The child will be supervised and helped while in the restroom during this learning process. The child will not be left alone to potty - until the child is ready according to the potty-training plan.
  - o Keeping a daily progress chart. This chart will be accessible to all parties that are working with the child on their bathroom routine and should be maintained until the child can complete bathroom routines alone.
- o If a potty-training seat is used – it will be sanitized after each use.

## **Medical**



If your child becomes ill at school, he/she will be given a sleeping mat to rest until you can take your child home. It is important that you make alternate arrangements to provide care for your child when he or she becomes ill. The staff cannot allow a sick child to remain at the center or in a classroom for more than one (1) hour after parent notification. You will be asked to keep your child home until all symptoms of any illness have passed, and the child is no longer contagious.

*A child must be excluded from the center when the illness prevents the child from participating comfortably in facility activities, or the illness results in a need for greater care than the childcare staff can provide without compromising the health and safety of the other children.*

### **Specific Conditions which Require Exclusion:**

- If a child has a temperature of 100 degrees or higher, the parent will be asked to take the child home. Temperatures will be taken if the child feels warm to the touch. There will be a 15-30-minute wait, and the temperature will be rechecked. If there is a fever, the parent is contacted. The child may return to school when they are fever free for 24 hours (without medication) or with a doctor's note.
- Diarrhea/Vomiting
  - o One loose, watery bowel movement or vomiting with one or more additional symptoms (fever 100 degrees or high (auxiliary) abdominal pains, lethargy, vomiting, unable to console), or two loose watery bowel movements or vomiting with no additional symptoms, upon return to the center, if within a 24-hour time period, the diarrhea/vomiting returns, the child will be sent home again. The child may return when they are symptom free for 24 hours without medication.
- Chicken Pox
  - o Watery blisters appearing on scalp, face, or body.
- Streptococcal infections
  - o Fever and sore throat
- Lice
  - o Identification of live lice or nits

### **Specific Conditions which May Require Exclusion:**

If a child has one or more of the following, the parent will be asked to take the child home and follow the guidelines in this section:

- Giardia
  - o Intermittent soft, unformed bowel movements during at least a 2-week period, usually including abdominal cramps, unusual odor, and color.
- Eye Infections
  - o Red eyes, discharge from tear ducts swollen eyelids and/or bumps on eyelids, crusted or matted eyes
- Rashes
  - o Unexplained rash on all or part of the body

- Ringworm
  - o Itchy, scaly patches on scalp or body. Usually ring shaped. Margins may be red and slightly raised.
- Pinworm
  - o Identification of pinworm in stool.
- Impetigo
  - o Infection causing red sores on the face
- Ear infections
  - o Pain in the ear indicated by behavior of child
- Nasal discharge
  - o Mucus discharge that is thick and sticky
- Viral Hepatitis
  - o Virus as identified by doctor
- Open Wounds
  - o The four main types of open wounds are abrasions, lacerations, punctures, and avulsions. These wounds differ in how the skin is broken or torn. This includes an open rash or blister.

### **Guidelines for Returning a Child to School:**

The following guidelines will be used to determine whether to send your child back to school:

- Fever:
  - o Children sent home with fever may return 24 hours after the temperature has returned to normal without Tylenol or other fever suppressants. Families will be asked to sign acknowledgement of the policy.
- Diarrhea:
  - o The symptoms are gone for 24 hours, and the child has a normal bowel movement without medication.
- Vomiting:
  - o No more vomiting episodes within the past 24 hours without medication and no other symptoms.
- Chicken Pox
  - o Sores are dried up or crusted, and no new blister are appearing (approximately six or seven days)

- Streptococcal infections
  - o 24 hours after an antibiotic has been administered, no fever is present, and the child is able to participate fully in activities.
- Lice
  - o After treatment, and lice/nits are removed.
- Giardia
  - o Stool analysis must be done to identify Giardia, and a copy of a negative result must be filed in the office.
  - o If test is positive, the child may return after 24 hours of medical treatment but must finish the course of medication. We ask families to observe Giardia symptoms in all family members, if one member has a confirmed case.
  - o If there are several cases in one classroom, all children may be asked to be tested.
- Eye Infections
  - o When parents see the first symptoms of discharge, they are advised to keep the tear ducts clean and open. Warm compresses often work.
  - o If test is positive, the child may return after 24 hours of medical treatment, discharge has cleared up, and the redness is gone.
- Rashes
  - o The child is free of any symptoms or there is a written statement from the doctor stating the child is not contagious.
- Ringworm
  - o After medication is administered and sores are covered.
- Pinworm
  - o May return the day after treatment begins. Fingernails must be cut.
- Impetigo
  - o After treatment begins and sores are covered unless they are dry.
- Ear infections
  - o After fever is gone and the child is comfortable and on medication.
- Nasal discharge
  - o Mucus is clear.
- Viral Hepatitis
  - o With doctor's written approval.

## • Doctors Notes

Doctors' note is required to return for care when a child has had a communicable disease such as Flu / Strep Throat / Covid/ Hand foot mouth/ Pink Eye.  
Stomach Bug (Diarrhea /Vomiting) More than 2 occasions in a months.



### **Medication:**

A medication consent form MUST be filled out for all prescriptions. Please allow time for this to be completed before you leave. Medication cannot be given to your child if the form is not complete.

### **Requirements for Medication:**

- Medication must be given as stated on the label's directions or amended in writing by a health care professional.
- Medication must be in the original container labeled with the child's full name and the date.
- Medication cannot be administered after its expiration date.
- Medication must only be administered for whom it is intended.
- Parents MUST complete a medication consent form for each medication to be given with a start and end date.
- If the label states to consult a physician for your child's size and age to determine the dosage, we must have a written statement signed by a licensed health professional stating what dosage to administer.

### **Use of Tylenol or other Fever/Pain Reducers:**

- Regarding Tylenol and other fever- and pain-reducing medications, Minimum Standards states must have a physician prescription and advise that, if a child is well enough to be in childcare, there would be few reasons to administer these types of drugs. Analgesics can mask symptoms of illness and limit the staff's ability to monitor the actual health of the child; they may also interfere with the body's ability to fight off an infection. If your child's caregiver suspects that an analgesic is masking a fever, he or she may suspend its administration until an accurate temperature reading may be obtained. Likewise, we respectfully ask parents not to send children to school who are taking pain/fever reducers without first consulting with the lead teacher or childcare director. If it is necessary to administer this medication, we will follow the same procedures as prescription medicine

## **Sunscreen and Insect Repellent Policy:**

- Sunscreen and insect repellent must be:
  - o 1) safe for the age of the child.
  - o 2) in the original container.
  - o 3) within the expiration date noted on the product.
- Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually.
- Sunscreen Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name).
- Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness.
- Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring.
- Insect repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.
- Insect repellent should be applied to a child's skin only once a day but may be sprayed on clothes for later trips outside. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.
- Application Do's and Don'ts:
  - o When applying sunscreen or insect repellent do:
    - Wash and dry your hands. Hands are washed again as you move to the next child's application and upon completion of application of the last child. Gloves may be worn, and the same ones used from child to child if the same lotion is used.
    - Staff must wear gloves if either you or the child has broken skin, a sore/rash or other skin condition. Gloves must be changed when moving from child to child if a skin condition is involved.
    - Put the lotion on your hands, then rub on the child's face and other sensitive areas, using caution near the eyes. Pay special attention to ears, scalp, and neck.
    - Avoid contact with the applicator's tip to avoid risk of contamination.
  - o When applying insect repellent do not:
    - Do not oversaturate skin or clothing.
    - Do not apply it to the child's hands, sensitive areas (mouth, eyes), broken skin or rashes.

Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

- Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Reflective areas (such as water and sandboxes) for prolonged periods of time should be avoided.

**\*Staff is allowed to administer medications. All medications along with the signed dosage forms will be stored in the classroom in the file cabinet for classroom safety purposes. \***



### **Immunizations:**

All immunizations must be complete and up to date when you enroll your child, and the immunizations must be kept current. Any time your child receives an immunization shot – please make sure that a copy of the updated shot record is turned into the CDC for your child's file.

### **Injury/Accident/Illness Reports**

CDC teachers are trained to be alert and in constant supervision of students - sometimes accidents happen when children play or have a disagreement with a playmate. Minor bumps and bruises will be cared for by the teachers and recorded in an Accident /*Incident/Illness Report*. You must sign a copy of this report, and a copy will be given to you upon request. The original is kept in your child's file located in the CDC office for future reference.

If a serious injury should occur, you will be notified immediately; therefore, current emergency information must be always kept in your child's file. Childcare teachers are trained in CPR and first aid, but EMS will be called if necessary.

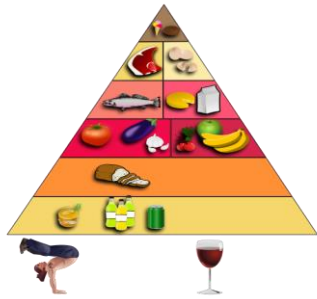
### **Food Allergy Plan:**

- The archdiocese has developed an annual review for food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies.
- When the center receives information that a student has a food allergy that could put the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.
- Postings in the Child's Classroom will have information about the child and what the child is allergic to.
- Any potential incident of a child that might have swallowed or come into contact with allergens will be reported to the director immediately.

### **Asthma/Seizure Action Plans**

Children with asthma and seizures will need to have an asthma and seizure action plan on file and a copy in the nurse's office and teacher board.

# Nutrition



## **Meals and Nutrition**

Our center is a parent provided lunch program, but parents are able to purchase lunches through Crave-It Nutrition. (While they provide lunch, they do not provide snacks for the CDC)

Healthy eating is a priority at St. Pius X Child Development Center. It is the policy of St. Pius X Child Development Center that food is not used as form of behavior modification, reward, or punishment.

## **Toddler and Preschool Meal Policies:**

St. Pius X Child Development Center is not responsible for the nutritional value of lunches brought from home. In order to promote healthy eating habits, sweets such as cookies and candy will be reserved until your child has consumed the majority of their lunch unless otherwise directed by the parent.

Please send a “ready to eat lunch” AM and PM Snack each day in containers that maintain appropriate temperatures needed for safe consumption of food. Example: lunch box with ice pack and thermos (for hot and cold items).

## **Nutrition Education:**

Nutritional Education is critical for a child’s healthy development. Here are a few Web sites that might assist you with healthy and safe lunch choices:

- USDA MYPLATE:
  - o [MyPlate | U.S. Department of Agriculture](#)
- Healthy Child Care America:
  - o [www.healthychildren.org](http://www.healthychildren.org)
- Choking Prevention:
  - o [Choking Hazards | Nutrition | CDC](#)
- Health and Nutrition:
  - o [Health & Nutrition | Texas WIC](#)



## Oral Health

Good oral health for infants and toddlers includes brushing teeth, seeing the dentist, and limiting sugary drinks.

### Brushing

- Wipe gums with a soft cloth after feedings and before bed
- Brush teeth with a soft-bristled toothbrush and fluoride toothpaste after the first tooth appears
- Brush teeth twice a day, especially after breakfast and before bed

### Seeing the dentist

- Take your baby to the dentist for their first visit by their first birthday
- Take your child to the dentist for regular checkups
- Discuss fluoride varnish with your dentist or doctor

### Limiting sugary drinks

- Avoid giving your baby fruit juice, sports drinks, and other sweetened beverages
- Don't dip pacifiers in sweetened foods
- Don't put your baby to bed with a bottle filled with a sweet drink

### Other tips

- Check your child's teeth and gums for white spots
- Avoid over-the-counter numbing gels for teething
- Don't attach a pacifier to a ribbon or string around your baby's neck
- Keep the pacifier clean
- Wean your baby from the bottle as they start eating more solid foods





### **Classroom/Birthday Celebrations:**

Birthday and holiday celebrations are special times for you and your child. When planning these special activities, we require that all food brought into the classroom is from a commercially prepared facility. This is a Minimum Standard Guideline that is a must to follow. Please consult a director or your child's teacher to plan this special birthday.

### **Food Allergies:**



A child with allergies must have an Allergy Action Plan filled out and posted in a visible location in each classroom. All staff working in the classroom of a child with allergies will review the Allergy Action Plan to ensure understanding of emergency procedures, should the child have an allergic reaction. All allergic reactions will be documented with a Health Incident Form.

Here is a list of some common food allergies:

- Peanuts
- Eggs
- Milk
- Tree Nuts: walnuts, pine nuts, Brazil nuts, pecans
- Soy, Wheat, Gluten, Grains
- Fish and Shellfish

For more information on food allergies please visit the following websites:

<https://www.foodallergy.org/allergens>

<https://www.fda.gov/food/resourcesforyou/consumers/ucm079311.h>

**Guidance:**

Children are learning to be part of a social group. Juggling his or her own needs with that of the group's is sometimes difficult for the young child. For this reason, preschool and toddler teachers view guidance as a time to help your child learn new social skills. It is a teaching time, a time to remain positive and supportive of the child. The techniques teachers will use for challenging behaviors include redirecting your child, offering him or her words to use in solving problems, and a chance to try again, as well as modifying the environment or routine to better meet your child's needs. Only after several techniques have been tried and/or if safety is an issue will your child be removed from the group and placed in another area of the room until he or she is ready to return to the activity. At no time will physical punishment be used to correct the child.

As a parent, we want you to be involved in this process. Parent conferences with the teacher/director are encouraged and will be scheduled at the request of the parent or staff. You will receive communication concerning the progress of your child through a daily report, email information, and/or personal communication.

**Discipline:**

The St. Pius X Child Development Center's Discipline Plan is as follows:

- Discipline must be individualized and consistent for each child.
- Discipline must be appropriate to the child's level of understanding; and
- Discipline must be directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which may include the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements.
- Using brief supervised separation or time to calm one's body down away from the group, when appropriate for the child's age and developmental level, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited at the St. Pius X Child Development Centers:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training.
- Pinching, shaking, or biting a child.
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child.
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Addressing Challenging Behavior

Occasionally, children present dangerous behaviors in the educational setting, in such circumstances, children may need more intensive interventions to help them learn appropriate behavior.

1. Each classroom will follow a Challenging Behavior Site Plan. The Challenging Behavior Site Plan will include the following:
  - i) A designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child away from peers for the purpose of assisting the child to calm and self-regulate. A staff member will always remain with the child; children will not be placed in seclusion (involuntary confinement of a student alone in a room from which the student is physically prevented from leaving).
  - ii) When dangerous behaviors occur, staff will communicate the incident to the director, the director will contact the child's parent to debrief the incident.
2. Challenging behaviors will be documented using an Incident Report when appropriate.
  - i) Staff will share behavior concerns with families in a timely manner and will work with families to develop strategies and interventions.
  - ii) When challenging behaviors persist or are dangerous to self, others, or property, staff will work with family to develop a Behavior plan and will meet to discuss potential referrals for additional services.
  - iii) The Behavior Plan will be individualized based on information collected by the family and teaching staff.
  - iv) The Behavior Plan will be developed by the family, center team, and specialists from partnering agencies as needed.

The Behavior Plan may include:

1. Description of behavior of concern including triggering events
2. Prevention Strategies
3. Strategies for when challenging behavior occurs
4. Staff will implement a behavior plan and meet with the team regularly to discuss progress and modify plans as needed. Ongoing documentation and communication with parents are expected.

Continual communication with parents and guardians must be maintained concerning the child's behavior and ongoing documentation is required. Staff will be sensitive to different cultural beliefs and values.

## **Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

A child will bite another child for many different reasons:

- A child might be teething or overly tired and frustrated.
- He or she might be experimenting or trying to get the attention of the teacher or his peers.
- Toddlers have poor verbal skills and are impulsive without a lot of self-control.
- Sometimes biting occurs for no apparent reason.

\*The center will encourage the child to "use their words" and will work closely with that child to see what might be causing the biting. \*

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "Stop... We use our mouths for talking and eating. Food is for eating. Friends are for talking with."
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be talked with and given picture examples of eating and talking to help with understanding. Also sign language examples of certain appropriate words to help with communication.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken for safety and sanitation.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). The parent must sign the form and if they would like a copy – please ask for one at that time. *Note: If a bite requires medical treatment, the incident will be reported to the Texas Department of Family and Protective Services*
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

**\*Excessive biting incidents that are determined to be a danger to the child and staff and themselves in the classroom will be addressed in the disenrollment policy. \***

Note: (Guidance and Discipline Policy Form is included in Enrollment Forms) \*This policy is the same for Pushing/Hitting/Scratching

## **Disenrollment Policy**

### **Disenrollment Policy:**

St. Pius X Child Development Center is centered on the children for whom we care. We seek to provide programs designed to support children's growth and to challenge them to learn, each as an individual with a unique learning style and a way of responding to the world. Given the diversity of the families and communities that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

St. Pius X Child Development Center seeks a solid partnership with our families as a basis for their child's success within our program. Since St. Pius X Child Development Center provides a child-centered/family approach seeking to accommodate a wide range of individual differences, it is only on rare occasions that a child's/family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the center. The following are some reasons why we would have to unroll a child or family from the center:

### **Child's Actions:**

- Child unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

### **Parental Actions:**

- A parent/guardian fails to abide by Center policies or requirements imposed by the appropriate licensing agency.
- Non-payment of tuition.
- A parent/guardian demands special services that are not provided to other children and cannot reasonably be delivered by the program.

➤ Due to personal reasons, if a family decides to disenroll their child, a one-week notice is needed with the child's last day they will be attending the Child Development Center. This can be done by email, sending it to the Center Director and Director of Admissions.

## **Immediate Causes for Disenrollment:**

A parent/guardian is physically or verbally abusive or intimidating to Center staff, children, or anyone else at the Center.

## **Working towards a Positive Solution:**

The decision to unroll a child from St. Pius X Child Development Center is a difficult one for both the Center and the family. In all cases, the goal of St. Pius X Child Development Center is to act quickly, thoughtfully, and thoroughly to communicate, address and resolve concerns relating to the children in our care. Center personnel will attempt to work with a family to take constructive steps to finding a solution that resolves the problem(s) before disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The Center will inform and involve the child's parent/guardian by notes, phone calls, and meetings, as necessary, to establish a collaborative environment.

- Potentially dangerous behavior by a parent or child.

If the child's behavior is problematic, a review of that behavior using the Center's developmental profile and other developmental tools will aid in understanding the behavior in its appropriate context. This review includes input from teachers and directors, so that checks and balances are used to analyze the problem.

As the Center develops strategies to address a child's particular problem, a variety of options should be considered, including:

- Changes to the physical environment
- The daily structure of activities
- Consistency
- Transition times
- Redirection

Similarly, teachers' expectations, management skills, and intervention techniques should be evaluated and changed to adapt to the circumstances. Whenever possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child. Literature and other support resources regarding methods of improving behavior will be provided to the family, if available.

Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve them (and their relative success) and the possibility of disenrollment if the behaviors are not resolved. It is the Center's goal to provide the parents

sufficient time to take the necessary corrective action to allow the child to remain at the Center and to provide them with sufficient notice of the potential for disenrollment, so they can secure alternative care.

When appropriate, we may suggest an evaluation by a professional consultant to come in and observe the child in the childcare environment. In some cases, it may be appropriate for the child to be assessed by the local school district child study team.

Ultimately, Center personnel will attempt several approaches before making the final decision to suspend or unroll a child from the program.

### **Disenrollment Process:**

If the behavior has not been resolved after all remedial actions have been exhausted, a conference will be held with the child's parent/guardian to communicate the Center's decision to unroll the child. A follow-up letter will be provided which will include, if applicable:

- The reasons for the disenrollment or suspension.
- the date of the disenrollment or length of the suspension, which affords the parentsufficient time to seek alternative care, (up to two weeks, depending on safety risks presented);
- The expected behavioral changes are required in order for the child or parent to return or to resume or continue enrollment at the Center.
- The avenue for appealing the decision to unroll within St. Pius X Child Development Center.

### **The Center will not unroll a child based solely on any of the following:**

- Making a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reporting possible abuse or neglect occurring at the center.
- Questioning the center regarding policies and procedures.

If the center elects to unroll a child, the Center will maintain on file a record of the circumstances, parental notification, and corrective action taken.

### **The Appeal Process:**

A parent/guardian may appeal the Center's decision to remove a child from the Center, even when the removal is immediate. The parent/guardian should submit the appeal in writing to the St. Pius X Child Development Center Director. The appeal must be submitted within ten (10) days of the Center's notice to the family of the decision to unroll. The parent/guardian should describe the basis for his/her disagreement with the decision and provide any supporting documents in this written appeal so his/her position can be fully considered. Upon receipt of the appeal, the Administration of St. Pius X Child Development Center will review the appeal andwill provide a response to the family within thirty (30) days.



### **Emergency Preparedness Plan**

- St. Pius X is committed to providing a safe environment for students and staff. The St. Pius X Catholic School works collaboratively with local safety officials to ensure that we are well prepared, and children are protected. Emergency preparedness is taken very seriously, and school administrators and other staff are provided with crisis management training.
- Each classroom has posted the Emergency Preparedness and Evacuation/Relocation Plans that the teachers will follow in case of an actual emergency.
- Flashlights and First Aid kits are located in each room at the CDC.
- Fire extinguishers are also located in each building and are inspected annually.
- This information has been prepared to provide you with important instructions should there be an emergency at your child's school. Please read the following important information carefully, and then save this information where you can refer to it quickly.
- 

**\*In case of an actual emergency, we will evacuate to Northwood Elementary located at 519 Pike Road. An emergency box will travel with children and staff. A roster is carried with staff. Children will only be released under the direction of a Center Director and/or teachers. Children will be released to authorized individuals only.**

### **What should parents do to prepare for a school emergency?**

- Be sure your child's emergency contact information is correct. Notify your child's school promptly if this information changes.
- Identify who would be authorized to pick up your child if there is a school or community emergency. Make sure anyone identified as an emergency contact is listed on your child's student emergency information card. Also make sure that there is a telephone number attached to each contact person.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency.
- Have your child practice his or her full name, address, and phone numbers in order to contact you or another authorized adult in the event.

### **What should parents do during a school emergency?**

- If there is an emergency at St. Pius X Catholic Schools, wait for official instructions that will be communicated using the St. Pius X website (<https://spxsa.school>) and Parent Alert texting system. This telephone/text message will inform you of what has happened and what you should do (if anything).
- Please do not call the school since they will be busy managing the incident.
- Please do not go to the school unless instructed. Traffic jams impede the movement of emergency vehicles and can make a difficult situation worse.
- Students will be kept in school or at a neighboring school or other shelter until the end of the school day if possible. If you are asked to pick up your child, the reunification site, and the time when you can meet

your child will be announced by school officials using the St. Pius X website (<https://spxsa.school>) and Parent Alert texting system.

- When you go to the reunification site, bring a government issued identification card (e.g., Driver's license passport, etc.) and check in with school officials.
- Students will be released to parents or guardians who have acceptable identification and who are named on the student emergency information card.
- If a legal guardian cannot pick up a child, the child will remain at the reunification site.

### **Emergency Procedures on all St. Pius X Campus**

- Evacuation. Students and staff quickly exit the school building if there is a hazard inside.
- Lockdown. Students are protected from an incident within the school building by remaining behind closed classroom doors. If the security threat is outside the school, exterior doors will be secured, but movement within the building will not be restricted.
- Shelter-In-Place. Students are sheltered in the building when there is an incident outside the building.
- Tornado. Based on the severity of the storm and current weather conditions, portable building occupants will be instructed to move inside to the main building. Once instructed, students and staff quickly move to a pre-designated area.

## **Safety & Evacuation**

### **Fire Evacuation Procedures**

Plans are posted in each classroom by the door. Drills posted on Safety Boards in the classroom and performed monthly.

### **Inclement or Severe Weather:**

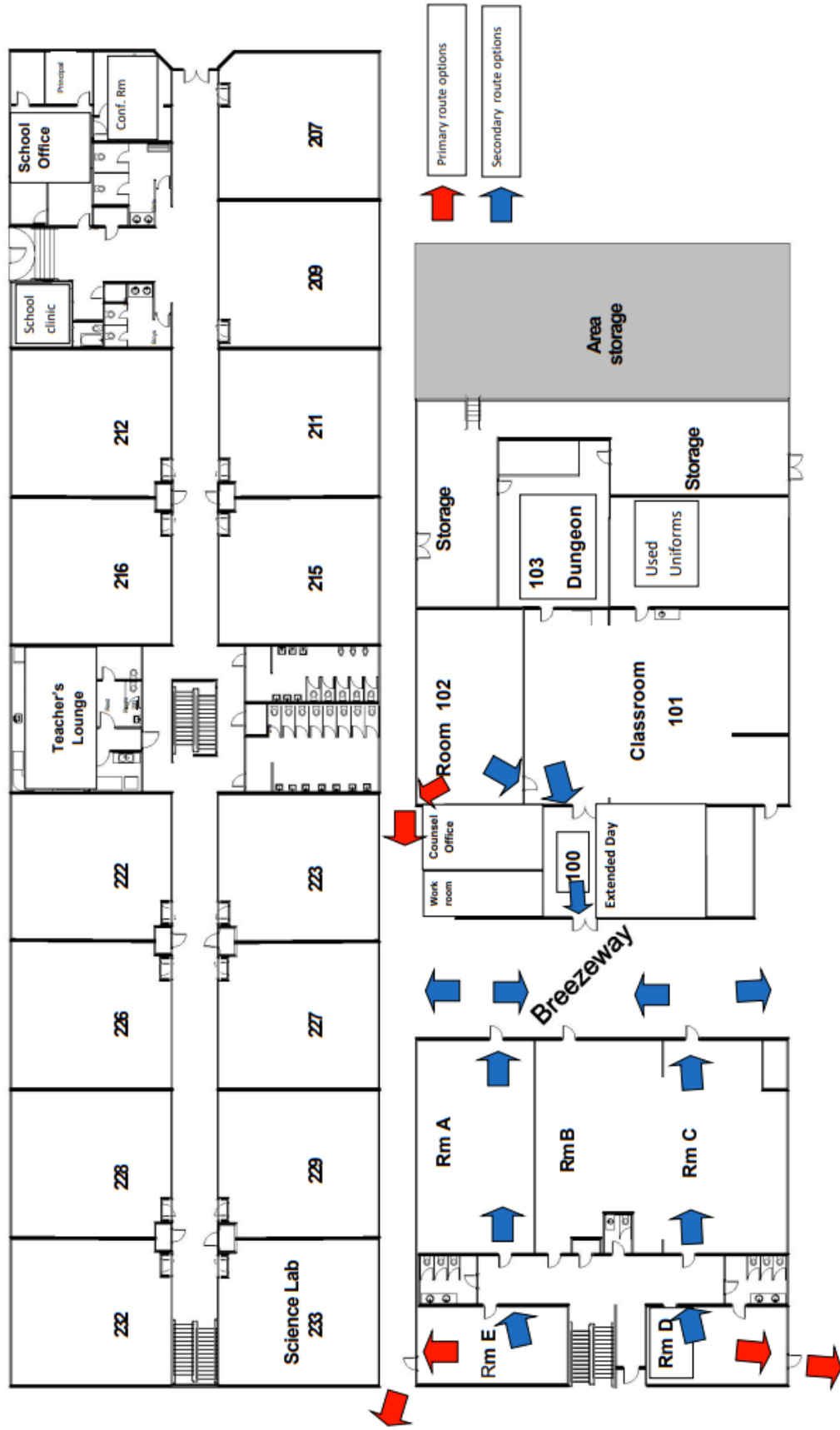
- During severe weather, the Director or person in charge will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.
- Staff will collect the classroom first aid kit, classroom binder, and attendance clipboard. The staff member closest to the outdoor exit is responsible for leading children out the exit and to the designated meeting place. Every classroom must stay together as a group. The staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled at the designated meeting place, teachers are responsible for using the classroom attendance clipboard to ensure all children are accounted for.
- The Director or person in charge will verify, as soon as possible, that all children are accounted for.
- All children and staff are to assemble at the designated meeting place and must remain until they receive an “all clear” from the Director or person in charge.

Teachers can view evacuation routes by looking at the Emergency Preparedness Maps placed in each classroom.

During emergency evacuation of the building, parents are asked not to enter the classroom or remove their child from the classroom. The child must stay with us until the Center Director has released them. This policy is necessary to prevent confusion. We do not want to spend valuable time searching for a child if, in fact, the parent has taken him/her away from the childcare center. Once all children have been accounted for, a center director will give the approval that a child can be released to leave with their parents if they choose to go.

### ***Drills:***

Monthly Fire Drills and Severe Weather Drills will be conducted on a regular basis. In case of toxic fumes or other severe circumstances, the facility will be evacuated immediately. The center will be participating in the crisis intervention plan used by the St. Pius X Catholic School.



## *Contact Information*

### St. Pius X Child Development Center Contact Information:

Main School Office

210-824-6431

Center Director

210-824-6431

EXT #226

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## **Additional Parent Resource Information**

### **Child Abuse and Neglect**

All staff members receive yearly training concerning the recognition and prevention of child abuse and neglect. Information is available to all staff and parents in the following areas.

- Increase awareness and warning signs
- Prevention techniques
- Coordination between community organizations
- Actions that the parent of an abused/neglected child should take

**Department of Family and Protective Services**

[www.dfps.state.tx.us](http://www.dfps.state.tx.us)

**Child Abuse Hotline**

(800) 252-5400

\*Chapter 35 of the Department of Family and Protective Services code states that any person “having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect” you must report the case immediately to (800) 252-5400 or law enforcement agency. This obligation is legal and may not be transferred to someone else.\*

### **Minimum Standards:**

A copy of the minimum standards for licensed child care facilities is located in each classroom and also in the main office. You may also view a copy online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

### **Policy Changes:**

Any changes of policy (Operational Policy/Parent Handbook) will be given 30 days in advance. You will receive an email notifying parents that an updated Parent Handbook is available; and asked to acknowledge this update.

### **Gang Free Zone:**

Childcare centers in the state of Texas are designated as Gang Free Zones, which means gang-related criminal activity or engaging in organized criminal activity within 1000 feet of a center is subject to increased penalties under state law.

### **No Hand Gun Zone:**

Childcare centers in the state of Texas are designated as a No Hand Gun Zone, which means no one is allowed on the premises if they are carrying a firearm.

### **No Smoking on Campus:**

The Child Development Center is a Smoke Free Zone. No smoking/tobacco allowed on the premises.

### **Anti-Bullying Policy:**

Bullying comes in many forms, including physical, verbal, silent and isolation. We believe that all children and adult individuals have the right to come to the CDC without fear of being bullied. Any act of bullying will be dealt with immediately.

### **Grievance Procedure**

Open communications between you and your child's caregiver are essential in providing a good program for your child. The teachers and director are available each day to answer questions, respond to your concerns, and listen to your ideas. Any time you are dissatisfied with the service received at the school, you are encouraged to discuss the problem promptly with the teacher and/or childcare Director. If you are dissatisfied with the staff's efforts to resolve the problem, you should follow the steps in our grievance procedure.

The steps for resolving a grievance are:

1. Discuss the issue with the teacher;
2. Discuss the issue with the childcare director;
3. Discuss the issue with the school principal.

## Emergency Telephone Numbers

In case of emergency .....dial 911

Poison Control Center                    1-800-222-1222

DFPS Child Abuse Hotline            1-800-252-5400

Any Baby Can..... 210-227-0170

Catholic Charities..... 210-222-1294

Child-Care Operation Name: St. Pius X Child Development Center

Child-Care Address: 7734 Robin Rest, San Antonio, Texas 78209

Child-Care Telephone Number: 210-824-6431



## *VII MISCELLANEOUS*

### Mobile Infants, Toddlers and Preschool Classroom Supply List



Dear Parents,

Listed below is a Teacher's Wish List of supplies needed for our CDC classrooms. Please bring the supplies on your child's first day of school. (We appreciate it).

- 2- boxes of Kleenex small water bottle (that can fit in a cubby bin)
- 2 -pocket folder box of big crayons
- 2- fat pencils
- 1- Box of large markers  
(washable)
- 2- box of glue sticks
- 2 box of large zip lock bags
- 1- box of small zip lock  
bags
- 2- pack construction paper
- 2 set playdough containers
- 2- bottles bubbles
- 1- cans shaving cream
- 1- large shirt /t-shirt for  
painting
- 1- set watercolors
  
- 1- Picture of your Family (We place around the room for children to see)

## Infants Classroom Supply List

- 2- boxes of Kleenex
- 2 box of large zip lock bags
- 2 box of small zip lock bags
- 2 packs of construction paper
- 2- bottles bubbles



- 1- Picture of your Family (We place around the room for children to see)



# St. Pius X Child Development Center

## ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I \_\_\_\_\_ (Parent/Guardian Name) have received and read the St. Pius X Child Development Center (CDC) Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: St. Pius X CDC policies and procedures are subject to change to reflect the needs of our program, children, and families we serve.

We may also make changes or modifications to our policies if required by our licensing agency Texas Health and Human Services Commission. St. Pius X CDC will inform parents of changes or modifications taking place whenever possible in a timely manner.

\*\*\*\* Please return to your child's teacher.

Signature \_\_\_\_\_

Date \_\_\_\_\_