



ST. BERNADETTE
PRESCHOOL & MOTHER'S DAY OUT

Parent Handbook

2025-2026

101 WAYS TO PRAISE A CHILD

WOW * WAY TO GO * SUPER * YOU'RE SPECIAL *
OUTSTANDING * EXCELLENT * GREAT * GOOD * NEAT
WELL DONE * REMARKABLE * I KNEW YOU COULD DO IT
I'M PROUD OF YOU * FANTASTIC * SUPER STAR
NICE WORK * LOOKING GOOD * YOU'RE ON TOP OF IT
BEAUTIFUL * NOW YOU'RE FLYING * YOU'RE CATCHING ON
NOW YOU'VE GOT IT * YOU'RE INCREDIBLE * BRAVO
YOU'RE FANTASTIC * HURRAY FOR YOU * AWESOME
YOU'RE ON TARGET * YOU'RE ON YOUR WAY * HOW NICE
HOW SMART * GOOD JOB * THAT'S INCREDIBLE
HOT DOG * DYNAMITE * YOU'RE BEAUTIFUL
YOU'RE UNIQUE * NOTHING CAN STOP YOU NOW *
GOOD FOR YOU * I LIKE YOU * YOU'RE A WINNER
REMARKABLE JOB * BEAUTIFUL WORK * SPECTACULAR
YOU'RE SPECTACULAR * YOU'RE DARLING * YOU'RE PRECIOUS
GREAT DISCOVERY * YOU'VE DISCOVERED THE SECRET
YOU FIGURED IT OUT * FANTASTIC JOB * HIP, HIP HOORAY
BINGO * MAGNIFICENT * MARVELOUS * TERRIFIC
YOU'RE IMPORTANT * PHENOMENAL * YOU'RE SENSATIONAL
SUPER WORK * CREATIVE JOB * FANTASTIC JOB
SUPER JOB * EXCEPTIONAL PERFORMANCE * YOU ARE FUN
YOU'RE A REAL TROOPER * YOU ARE RESPONSIBLE * YOU BELONG
YOU LEARNED IT RIGHT * WHAT AN IMAGINATION * YOU CARE
WHAT A GOOD LISTENER * YOU'RE GROWING UP * YOU TRIED HARD
BEAUTIFUL SHARING * OUTSTANDING PERFORMAMNCE * I TRUST YOU
YOU'RE A GOOD FRIEND * YOU'RE IMPORTANT * YOU ARE EXCITING
YOU MEAN A LOT TO ME * YOU MAKE ME HAPPY * A + JOB
YOU MAKE ME LAUGH * YOU BRIGHTEN MY DAY * I RESPECT YOU
YOU MEAN THE WORLD TO ME * THAT'S CORRECT * YOU'RE A JOY
YOU'RE A TREASURE * YOU'RE WONDERGUL * YOU'VE GOT A FRIEND
* YOU'RE A-OK-MY BUDDY * YOU MADE MY DAY * YOU'RE PERFECT
THAT'S THE BEST * A BIG HUG * A BIG KISS * SAY I LOVE YOU
p.s. REMEMBER, A SMILE IS WORTH 1000 WORDS!

ST. BERNADETTE EARLY CHILDHOOD CONNECTIONS CALENDAR
2025-2026

August 13 (Wednesday).....	CCISD First Day of School
August 19, 20, 21, 22 (Tuesday – Friday)	Preschool Teachers In-Service Days
August 25 (Monday).....	“Back to School” Meet and Greet
August 26(Tuesday).....	First Day of School
August 27 (Tuesday).....	First Day for Stay and Play
September 1 (Monday).....	Labor Day - <u>NO Classes</u>
September 29 (Monday).....	CCISD Teacher In-Service – <u>NO Classes</u>
October 10, 13 &14 (Friday, Monday & Tuesday)	CCISD Teacher In-Service – <u>NO Classes</u>
October 30 (Thursday).....	PreK Halloween Carnival
November 4 (Tuesday).....	CCISD Teacher In-Service – <u>NO Classes</u>
November 13 (Thursday).....	Parent Conferences – <u>NO Classes</u>
November 24 - 28 (Monday - Friday).....	Thanksgiving Holidays
December 8 (Monday).....	Immaculate Conception-NO Classes
December 16 (Tuesday).....	Last Day before Vacation
December 17 - January 5.....	Christmas Holidays
January 6 (Tuesday).....	CCISD Resumes
January 6 (Tuesday).....	ECC Classes Resume
January 19 (Monday).....	MLK Day - <u>NO Classes</u>
February 3-7.....	2026-2027 Pre-Registration – for Students & Siblings
February 16 (Monday).....	CCISD Teacher In-Service – <u>NO Classes</u>
March 6(Friday).....	CCISD -Early Release
March 9-13 (Monday-Friday).....	Spring Break
March 20 (Friday)	CCISD Teacher In-Service – <u>NO Classes</u>
April 2 (Thursday).....	Holy Thursday–Early Release
April 3 (Friday).....	Good Friday – <u>NO Classes</u>
April 6 (Monday).....	Easter Monday – <u>NO Classes</u>
April 30 (Thursday).....	Parent Conferences – <u>NO Classes</u>
May 14 (Thursday).....	LAST DAY of Classes
May 15 (Friday).....	Water Day*
May 18 - 21 (Monday - Thursday)	Teacher In-Service – <u>NO Classes</u>
May 21 (Thursday).....	Last Day for CCISD
May 25 (Monday).....	Memorial Day

All Dates Subject to Change

Revised June 2025

Parent Handbook
ST. BERNADETTE EARLY CHILDHOOD CONNECTIONS
15500 El Camino Real, Houston, Texas 77062
www.stbchurch.org

Director, Jennifer Nevins: 281-486-0337 x114 or Direct Line: 832-915-5700
Bookkeeping, Camila Leite Lima: 281-486-0337 x327
ECC Assistant, Jessica Gil: 281-486-0337 x115

nevinsj@stbchurch.org
eccaccounts@stbchurch.org
eccassistant@stbchurch.org

St. Bernadette Mission Statement: *A Deeper Communion with Jesus Lived in the World*

Faith Formation Team Vision: “United by Christ, the St. Bernadette Faith Formation Team welcomes, inspires, and supports everyone in their lifelong journey of faith.”

PHILOSOPHY/PURPOSE:

St. Bernadette believes in the value of each child and understands that children learn in many ways. We respect and support parents in the education of their young children by: (a) providing varied experiences under the leadership of experienced teachers & encouraging creative thought and creative play; (b) keeping in mind the importance of developing and reinforcing positive self-esteem and success; and (c) striving to provide a Christian environment of love and understanding for all students. We offer a safe and enjoyable setting filled with learning opportunities during a child's important growing years. ECC paces each child through the necessary building blocks of each level of development.

ENROLLMENT/POLICIES:

1 and 2-year-old classes: We offer classes for 1-year-olds and 2-year-olds. Children enroll in our program based on age. All children in the one year-old class must be 1 by September 1. All children in the two year-old classes must be 2 by September 1.

Pre-K 3 and 4-year-old classes: We offer classes for PreK 3's and Pre-K 4's. Children are enrolled in our program based on age. All children enrolled in the Pre-K 3's program must be 3 by September 1, potty trained and able to use the bathroom independently. All children enrolled in the PreK 4's program must be 4 by September 1. Children who are 5 years old may register in Pre-K 4 classes.

Classes are in session from late August through May. We are mindful of the holidays observed in the calendar of the local public school district, Clear Creek ISD, as well as those religious holidays stipulated by the Houston Archdiocese.

All children are welcome. There is no discrimination with regard to race, creed or color. Children are considered registered when the registration fee is paid and the registration forms are submitted. Complete and up to date immunization records including the child's Student Health Record with signed Doctor's Statement is REQUIRED at least five days' before the first day of the program. Enrollment in our program is a commitment for the school year. Monthly tuition payments must be fulfilled. Parents must inform the director (in writing) with advance notification that a child will be withdrawn from the program.

If policies/procedures are changed or new policies/procedures are implemented, the parent will be informed in writing and parents will sign an acknowledgement of receipt of the policy.

The Director: 281-486-0337 x114 or direct line: 832-915-5700 (nevinsj@stbchurch.org) will communicate with parents, return phone calls and emails to discuss any questions, concerns, or comments about policies or procedures.

A copy of the Texas Department of Family and Protective Services' Minimum Standards is available in the Director's office. The most recent licensing inspection report is available in the

Director's office, posted by the Director's office, and also posted in the main entrance area. It is available to any parent via email request.

Parents may contact the local licensing office at 713-940-3009, or state licensing at 512-438-4800. The Child Care Information line is 1-800-862-5252. The child abuse hotline is 1-800-252-5400 or www.txabusehotline.org The website for the Texas Dept. of Family and Protective Services is www.dfps.state.tx.us Information about recalled items may be accessed at the Consumer Product Safety Commission: www.cpsc.gov

Senate Bill 1098, Section 42.04271 HRC

A parent or guardian of a child at a child care facility has the right to:

Enter and examine the child-care facility during its hours of operation and without advance notice; File a complaint against the child care facility; Review the child care facility's publicly accessible records; Review the child care facility's written records concerning the parent's or guardian's child; Receive inspection reports and information about how to access the child care facility's online compliance history; Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child; Be given the contact information for the child care facility's local Child Care Regulation office; Inspect any video recordings other alleged incident are available; The parent or guardian does not retain any part of the video depicting a child that is not their own; and The parent or guardian of any other child in the video receives prior notice from the facility; Obtain a copy of the facility's policies and procedures handbook; Review the facility's staff training records and any in-house training curriculum; and Exercise these rights without receiving retaliatory action by the facility. The child-care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording. The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

CLASS ATTENDANCE:

In selecting the number of days of attendance for your child, a parent should consider his/her child's readiness level, social skills, and emotional development.

(See *Classes and Days Offered* chart in Appendix, page 18.)

Your child's regular attendance is encouraged and necessary to provide continuity and a comfortable routine. Illness, doctor appointments, or family emergencies are acceptable excused absences.

School doors open from 8:55 – 9:05 a.m. for arrival. For dismissal, the doors will be opened from 2:00 - 2:10 p.m. Please make every effort to be on time, so your child will be able to participate in all the activities we have planned each day. Regular attendance will provide consistency and a routine, which will help accommodate an easy adjustment. Prompt arrival will assure each child of appropriate and adequate involvement in-group interaction and all learning activities for the day. Although we encourage children to be on time to enjoy all the activities for the day, children are welcome whenever they arrive.

Regular attendance and prompt arrival will assure each child of appropriate and adequate involvement in group interaction and all learning activities for the day.

Late Pick-up Charges -

Please make every effort to pick up your child at dismissal time. We enforce late charges. Late charge schedule: \$10.00 starting at 2:10 pm and \$10.00 for each 5 minutes past dismissal

time 2:15, 2:20 pm etc. (by our clock.) Late charge will be added to the parent's account and charged on the payment on the account.

If on occasion you will be late, please call so that we can reassure your child and the late charges will not be assessed.

CLASS ASSIGNMENT:

St. Bernadette Early Childhood Connections strives to place each child in the best learning environment. Our teaching staff is highly qualified and experienced. It is not necessary to make teacher requests.

Class assignments are determined to establish well-balanced classes with regard to the age and sex of the children. Final placement of a child will be determined by direct observation of the child in the classroom by the teacher and the Director. Children are assigned a class for the duration of the school year.

Children in the 1 year-old classes turn 2 throughout the school year. There is a limit of 10 - 12 children with 2 - 3 teachers in a 1 year-old class.

Children in the 2 year-old class turn 3 throughout the school year. There is a limit of 12 children with 2 teachers in a 2 year old class.

Children in the PreK 3 classes turn 4 throughout the school year. There is a limit of 10 children with one teacher in a PreK 3 class.

Children in the PreK 4 classes turn 5 or 6 throughout the school year. There is a limit of 12 children with one teacher in a PreK 4 class.

SUSPENSION and EXPULSION:

A child may be expelled from our Program:

1. If a parent or guardian disregards the necessary medical and registration paperwork we are required to have on file by the first day of school:
 - a) Completed Registration Forms—online during Registration
 - b) Emergency Contact names, phone numbers and addresses—online
 - c) Completed Student Health Record with signed Doctor's Statement
 - d) Signed Acknowledgment/Release/Permission Forms
 - e) Food Allergy Emergency Care Plan - if applicable
 - f) ECC Health and Safety Procedures Waiver
2. If a parent or guardian demonstrates an unwillingness to fulfill his/her monthly tuition obligation.
3. If staff and Director agree that a specific child's learning needs are not being met at St. Bernadette Early Childhood Connections, the parents, teacher and Director will meet to discuss options which would benefit the child: classroom adjustments, testing, other school programs, suspension, or expulsion.
4. If we discover that a PreK 3 year old or 4 year old child has toileting problems which interfere with teaching/learning times, suspension is an option until toileting skills are mastered.
5. Difficult, hostile or dangerous behavior may warrant a partial day suspension. After parent/teacher conferences and behavior management has been attempted, these repeated difficult, hostile, or dangerous behaviors may be reason for expulsion. For example, repeated incidents of biting or hitting may result in suspension and/or expulsion.

FINANCIAL ARRANGEMENTS:

TUITION is paid in 9 equal monthly payments. These monthly payments reflect the tuition for the school year from August/September - May. Tuition will be posted and processed according to the chart below.

<u>Posted</u>	<u>Processed</u>
25-Aug	28-Aug
1-Oct	6-Oct
3-Nov	6-Nov
1-Dec	4-Dec
6-Jan	8-Jan
2-Feb	4-Feb
2-Mar	4-Mar
1-Apr	7-Apr
4-May	6-May

All accounts must have a card/bank account # on file or will be charged a \$20 monthly fee.

Our bookkeeper will be sending a secure link to the email address and phone number you provided in order to register your payment information. Please note that the card used or currently saved in the ProCare app does not match the information in our system. For this reason, it is important that you use the link provided to ensure your payment details are correctly updated.

If a parent or guardian demonstrates an unwillingness to comply with tuition payments, a child may be dismissed from our program. (See Dismissal of a Student, p.3)

A penalty of \$15.00 will be charged after the 7th of each month and \$15.00 more for every 5 days late. (Example: A tuition payment is due on October 1st. Tuition paid after October 7 - add \$15.00; tuition paid after October 12 - add \$30.00, tuition paid after October 17 - add \$45.00, etc.)

Miscellaneous charges will post weekly. All other charges will be posted to accounts. There is a \$15 charge for all credit card or bank drafts declined. There is a \$20 monthly charge for all accounts without a default payment form.

A 10% tuition discount is given when two or more children in a family are registered. Military families receive a 10% discount off the total amount of tuition. No cash or checks can be accepted for tuition. All tuition must be paid through the ProCare web site. The registration and tuition fees are NOT REFUNDABLE.

FULL MONTHLY TUITION IS DUE REGARDLESS OF WITHDRAWAL OR SICK DAYS OR VACATIONS. Expenses are incurred which will not be reduced by a child's withdrawal, absence, or vacations. To withdraw a child during the school year, the parent must contact the Director via email stating the withdrawal date prior to the 15th of the month or your account will be billed for the next month's tuition.

HEALTH REQUIREMENTS:

Children must meet the health requirements of the Texas Department of State Health Services. We MUST have your child's up-to-date immunization records for DTap, Polio, MMR, Hib, Hepatitis B, Varicella (chicken pox), Hepatitis A, Pneumococcal PCV 7 and TB (recommended) and your child's Student Health Record with a signed doctor's statement on file of examination and a signed doctor's statement that the child can participate in school. (Both Harris County Health Dept. and Texas Dept. of Family and Protective Services will verify student health records.)

Your child's complete and up-to-date immunizations AND your child's Student Health Record with signed doctor's statement is required by licensing. These complete records MUST be in your child's file five days' prior to the start of the semester.

Policy of the Archdiocese of Galveston-Houston requires all children under the age of five enrolled in early childhood programs at parishes of the Archdiocese to be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A child who fails to produce the required evidence shall not be accepted for enrollment. The ONLY exception to the foregoing requirement is an affidavit signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, and which is on the physician's letterhead. The affidavit must state that in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES.

Implemented in Spring 2017

Every child who has a diagnosed food allergy MUST have a Food Allergy Emergency Care Plan signed by both their health care professional and the parent on file prior to the first day of school. Parents of a child who needs to carry an EPI pen for allergic reactions must complete an EPI pen Authorization and Consent form.

State Law requires all children who are 4 and 5 years old on September 1 to have a vision screening for distance acuity in each eye and a hearing screening. Your doctor or a qualified nurse at your pediatrician's office can check vision and hearing. The Student Health Record includes vision and hearing screening/results for 4 year olds.

Complete Immunization Requirements, Signed Health Statement, Food Allergy Emergency Care Plan are provided to the parents at the time of Registration.

It is not necessary to call when your child is sick and will be out one day. Please let us know about extended illnesses or trips. Please **DO NOT** send a **SICK CHILD** to school.

A **SICK CHILD** is one who cannot participate comfortably in daily activities, needs special one on one attention, and/or is lethargic.

Conditions requiring an ill child to remain at home include **BUT** is not limited to: abnormal breathing, diarrhea, vomiting or vomited during the evening/night, rash, mouth sores, fever (oral temperature of 100.4° or greater; **OR** a contagious disease (impetigo, conjunctivitis, lice, chicken pox, measles, hand/foot/mouth). Visibly ill children (including those with a yellow/green nasal discharge or recent vomiting) **WILL NOT** be allowed to attend school.

A child should be free from diarrhea and/or fever 100.4° or greater; and without medication (Tylenol, Advil, etc...) for 24 hours before returning to school.

Communicable Diseases (including lice infestation and hand/foot/mouth) need to be reported to the school. We will inform parents of any outbreaks within 24 hours of being notified. Children who have been treated for head lice **WILL NOT** be allowed back to school until 24 hours after **ALL** nits have been removed. Children with chicken pox **WILL NOT** be allowed back to school until **ALL** blisters are scabbed over. Children diagnosed with Hand, Foot, Mouth Disease **MUST** show proof that they have seen a doctor and may return to school.

NO internal medication should be sent to school with a child. NO internal medicine will be given to a child by any member of the school staff.

NO sunscreen or insect repellent is applied by the school staff.

IT IS THE PARENT'S RESPONSIBILITY to inform the school of any allergies or medical conditions. (See Food Allergies pp. 10, 11)

Be sure the information in your ProCare profile is correct and up to date. You must provide the name, relationship, phone number, address, and email of at least two other adults who may be contacted if a parent is not available. Parents will be notified (called) immediately if their child becomes ill during school hours. Sick children must be picked up within 30 minutes of being contacted. Minor accidents will be treated and the child comforted. Your teacher will inform you of any minor accidents when you pick up your child.

In the event of serious accident, medical emergency, or any situation that places a child at risk, the child's parents will be called. Emergency contact numbers and/or physician will be called if parents cannot be reached. If none can be reached, the school will notify the physician of its choice. The teacher will fill out an Incident/Illness Report and the parent will review and sign acknowledgement of the incident/illness.

ST. BERNADETTE ECC ADULT VACCINE-PREVENTABLE DISEASES POLICY:

Although St. Bernadette's does not require adult vaccine-preventable immunizations, the teachers will review the CDC recommended *Adult Vaccine-Preventable Disease Vaccinations* which help protect infants and children from vaccine-preventable disease. Teachers may consult with their doctors on their level of risk and risk to children. The teacher is not required but may receive any of the CDC recommended adult vaccine-preventable disease immunizations.

To reduce risk of spreading vaccine-preventable diseases, teachers will practice established health and safety standards for the reduction of spreading germs and vaccine-preventable diseases (complete policy in Director's office).

Pre-K Bathroom Policy

Per state licensing for our program, all PreK 3- and 4- children must be fully independent in the restroom.

Fully trained includes:

- Children asking to go to the bathroom
- Boys knowing when/how to use the urinals
- Correct use/amount of toilet paper
- Flush the toilet after use
- Children being able to pull down/pull up their own clothes
- Not getting completely undressed
- Sit on toilet and complete the process without prompting
- No Pull-ups and diapers
- Children being able to clean and wipe themselves effectively
- Properly wash their hands
- Not refusing to use the school restroom due to fear of preference

Your classroom teacher encourages each child to be independent and we know and are understanding when accidents happen.

Refusing to use the school restroom due to fear of preference means the child is not toilet trained.

When a teacher is busy changing a child's soiled clothing it takes away from learning time for all students. We know are understanding when an occasional accident happens. Please have your

child dressed in clothing that he/she can easily manage independently. Your classroom teacher encourages each child to be independent. We know and are understanding when accidents happen.

PreK children who have toileting accidents present problems with meeting licensing standards for classroom personal hygiene, sanitation, classroom and bathroom cleanliness. After the first four weeks of school if a child has three accidents or more in a six week span, she/he will have to stay home for a least one week or longer until he/she is completely toilet trained. If multiple accidents occur in a one day or week, the child will have to stay home at least one week or longer to complete toilet training.

Potty Training

The teachers in the 2-year old classes strive to help parents who have started to potty train their child. Please provide your classroom teacher with appropriate information about your child's toileting abilities/progress.

Biting Policy

One- and two- year olds sometimes engage in biting as a means of communication, teething, or expressing frustration. Bites are painful, unsanitary, and if the skin is broken, a means of spreading germs and infections. Occasional incidents of biting can be redirected by the teacher, but if a child's biting becomes frequent and disruptive, the teacher will alert the parent of the situation. The child will be shadowed to help prevent any further biting incidents and to determine the cause of the biting. When a child bites children or adults three or more times within one week (2 – 4 days of school attendance), the parent will be required to keep the child at home for one school week to reset. Our goal is to work with families so that the child stops biting others and continues to attend the Mother's Day Out program.

EMERGENCY CONTACT INFORMATION/RELEASE OF CHILD:

IT IS THE PARENT'S RESPONSIBILITY to inform the school of any changes in home, work, emergency phone numbers and email addresses as well as authorized individuals who will be picking up your child. Only those adults (18 years old and older) listed in your ProCare profile will be allowed to pick up your child.

In the event that a child is to be released to an older sibling (under 18 years old), a letter authorizing release of their child must be submitted in advance with the following information: 1) older sibling's name, 2) copy of older sibling's valid legal TX driver's license, and 3) proof of driver's insurance. This authorizing letter must be signed by BOTH parents.

Please be sure that we have current email address, home, cell phone numbers and home addresses in the ProCare portal. Also include current addresses, phone numbers, email addresses, and relationship to child of at least three adults (including family physician) who may be contacted in an emergency.

Each family will be provided with an ECC ID card which must be presented to the teacher before a child is released at the end of the school day.

When you know in advance that a different person will drop off or pick up your child, please add his/her name, relationship to child, phone number, email, and home address to your online ProCare profile, notify the classroom teacher/office staff of the new contact, and give the new contact your St. Bernadette ECC ID card.

In the event of any emergency wherein a parent contacts us by phone with an emergency person's name to pick up a child – we must see and record the person's driver's license.

If we are unfamiliar with any adult, we will ask for a valid legal driver's license as ID.

DISCIPLINE:

To insure a safe and enjoyable environment, general rules are established and reviewed with the children.

Discipline is consistent for each child and is appropriate to the child's understanding. We encourage acceptable behavior and self-control. Positive comments and positive discipline methods are most commonly used. Children will be praised and encouraged. Acceptable behaviors will be reinforced. Teachers will encourage the children to practice courtesy and patience with one another. Teachers will use appropriate techniques and methods based on each child's needs and development while promoting positive self-esteem and self-control.

For those children who exhibit inappropriate behavior, the teacher will talk with the child and redirect the child's attention. Repeated occurrences will prompt a short "time out." Difficult, hostile or dangerous behavior may warrant a child be temporarily removed from the classroom, a possible phone call to the parent, and/or a possible partial day suspension. After parent/teacher conferences and behavior management options have been tried, these repeated difficult, hostile, or dangerous behaviors may be reason for expulsion.

All children must feel and be safe while in our care.

We do not label children as "bad", nor do we threaten, use inappropriate language, spank, or humiliate any child. Corporal punishment or punishment associated with food, naps, gym class, recess, or toileting is NOT allowed. There is no harsh, cruel, or unusual treatment of a child.

Special problems or occurrences affecting a child will be brought to the attention of the parents, by phone or at dismissal time.

CHILDREN WITH SPECIAL NEEDS:

IT IS THE PARENT'S RESPONSIBILITY – and a Licensing REQUIREMENT--to inform and to provide in writing to St. Bernadette teachers and Director, any information about their child who has been diagnosed by ECI, the school district or any professional clinic with special needs. This information must include specific plans for how we can meet the child's needs. St. Bernadette Early Childhood Connections will discuss options with the parents which would benefit the child.

TEACHER CONFERENCES:

There is a day set aside during each semester for our teachers to hold individual parent-teacher conferences. Conference dates for all classes will be announced.

All teachers in all age groups are available for conferences during the year if requested. If you have questions, concerns, or comments, you may contact the Director or your child's teacher through the Early Childhood Connections Office at 281-486-0337 x 114 or direct line: 832-915-5700 or email Jennifer Nevins at: nevinsj@stbchurch.org. Calls or emails will be returned in a timely manner.

CURRICULUM:

St. Bernadette Early Childhood Connection provides each child with the necessary building blocks to progress to the next skill level. The components of our curriculum experience includes the physical environment, materials, activities, content areas (reading readiness, math

readiness, language arts readiness, social studies, science, religion, and motor development), social/emotional development, self-concept development, and interaction (teacher/child and child/child), which are continuously integrated into the daily school experience.

An age appropriate Christian curriculum provides a wealth of student involvement through overlapping sensory experience. Our curriculum helps each child progress at his/her own potential and encourages positive self-esteem. The children participate in large group activity, small group activity, and one on one teacher interaction.

The 1 and 2-year old classes use monthly themes and units to compliment the seasons and focus on social/emotional development, language development, and small and large motor development. As the children progress through the year they are introduced to songs, rhymes, finger plays, stories, colors and shapes, alphabet and numbers, discovery and sensory activities, and simple problem solving techniques.

The PreK 3 classes use themes and units to provide the children with a wide variety of developmental hands-on activities which introduce and reinforce social development, language development, fine motor skills, colors, shapes, numbers, alphabet, and problem solving.

The PreK 4 classes use stimulating materials and activities to present concrete concepts with shapes, colors, the seasons, alphabet, reading readiness, numbers, math readiness, problem solving, science and social studies content areas.

PreK 3 and 4-year old classes also participate in classes for Art and Library.

All classes participate at age appropriate levels in Music, Gym, Outdoor Play, Learning Centers/Activities, Crafts, Story Time, Show and Tell, and School Programs. These activities are opportunities for communication, cognitive, motor skills, and social/emotional development. All activities and lessons foster confidence, independence, and stimulate curiosity and a love for learning. Faithful Friends will be incorporated into all classes, as well as liturgical and seasonal activities, throughout the year.

SUPPLIES/MATERIALS:

The PreK 4 classes use materials from several Math K Readiness series and from several Phonics based K Reading Readiness series.

The PreK 4 classes subscribe to Scholastic's "Let's Find Out" magazine to compliment Social Studies and Science themes. The PreK 3 classes subscribe to Scholastic's "My Big World with Clifford" magazine to compliment Social Studies and Science themes.

All PreK classes use hands-on interactive readiness activities for shapes, colors, numbers, alphabet, name recognition, language, and introduction to beginning reading.

Some supply items are required for all students to bring prior to the first day of school. During the school year, parents may sign up to help provide supplies for major school activities, prepackaged snacks, and/or occasional special need requests. The school provides most of the everyday supplies that the children need.

Children in the 1 and 2 year-old classes must additionally send their own labeled personal wipes and diaper/pull ups. Please read your *Welcome to School* letter for specifics.

All children should bring a change of clothes, including socks, in a labeled gallon-sized bag.

NO toy weapons are appropriate for school. Toys that explode, shoot things, or encourage violent/aggressive behavior are not appropriate and are not allowed at school.

Toys that have been recalled by the U.S. Consumer Product Safety Commission are not allowed at school.

Please label all items with your child's name. Show and Tell Time is for children to practice communication and listening skills. Show and Tell items will not be used as "play toys" during playtime.

CLOTHING/SHOES:

The clothing your child wears should be both comfortable and washable. Be sure your child wears shoes that are safe and sturdy for the playground activities.

Sneakers are recommended for ALL children every day. Sandals, flip flops, clogs, or platform shoes ARE NOT SAFE. Only safe play shoes are appropriate for the playground or Gym class. Sneakers provide sure footing and help your child stay accident-free on the playground and in the Gym class.

During Gym class the children run, jump, dance, and skip. Children are not able to fully participate because of inappropriate shoes. Children who wear inappropriate unsafe footwear (sandals, flip-flops, clogs etc.) will bring home a note from the Gym teacher. Continued wearing of unsafe shoes will warrant that child to "sit out" during the Gym activities for the safety of the child.

Please remember to help us provide a safe, active, and accident-free day for each child. Please have your child wear sneakers every day!

Shorts should be worn under dresses.

Please send jackets/coats labeled with the child's name as the weather dictates. We will play outside on cold days. Hats/stocking caps/mittens, etc. must be labeled with child's name.

Please send a complete change of clothes (with socks), including weather appropriate and correct sized shirt, pants/shorts, socks, and underwear each day. Sometimes a child needs a "complete makeover" due to illness, toileting accidents, food messes, paint spills, etc. We have a limited supply of clean clothes to fit all ages.

Children who are potty-training or newly potty-trained are much more efficient in the bathrooms with clothes they can pull on and off themselves. Please refrain from dressing your child in overalls, belts, or one piece outfits/bodysuits.

Please put your child's name on all things that are brought to school including lunch boxes, water bottles, books, clothes, and Show and Tell items.

LUNCH/SNACK:

We encourage you to send a healthy lunch with your child. Lunch should include foods (e.g. cheese, fruit sections, vegetables, cereal, crackers, cookie, and half a sandwich), which meet a child's daily nutritional food needs. Children will not share their lunches. Because parents provide their child's own lunch/snack, St. Bernadette Early Childhood Connections is not responsible for the nutritional value of lunch or snack or for meeting the child's daily food needs.

Prepackaged foods (Lunchables/Snackables) are discouraged because the children waste most of the food. You may send boxed drinks, sippy cups or small water bottles.

PLEASE, no Gatorade, canned soft drinks or glass bottles.

1 year olds: --- Only labeled spill-proof cups; NO box drinks.

No refrigeration or microwave is available for lunches or snacks. We do not provide spoons, forks, or straws. All children should bring 2 labeled spill-proof cups of water every day.

Nursing mothers may make arrangements with their classroom teacher or the Director if they prefer to nurse or provide breast milk for their child during the school day. A comfortable setting will be available.

PHYSICAL ACTIVITY:

Physical activity both indoor and outdoor is beneficial to all children's health and happiness. Infants need as much tolerated outdoor time as possible. Toddlers will have 30 mins of outdoor time and 30 mins of vigorous active play per day. Pre-K students will have 30 minutes of outdoor time per day and 45 minutes of active play per day. Active play will take place on the playground, in the gym, in music class and within the classroom. If there is inclement weather, outdoor active play will move to the Mini Hall, the gym, or other shared space. ECC will rely on the local weather channel or Weather Channel app to determine inclement weather. ECC prorates the Licensing standards active play requirements due to our program having a 4 hour school day.

FOOD ALLERGIES:

It is the PARENT'S RESPONSIBILITY to inform Early Childhood Connections of any diagnosed food allergies. Any child with a diagnosed food allergy **MUST** have a Food Allergy Emergency Care Plan signed by both the health care professional and the parent. This info **MUST** be on file by the first day of school. With parent permission, teachers will post Allergy lists in their classroom. Please be considerate of children in your class with allergies when packing your child's lunch/snack. Children are not allowed to share food.

Parents of a child who needs to have an EPI pen available for allergic reactions must complete an EPI pen Authorization and Consent form.

If your child has a diet restriction due to religious, medical or personal reasons, please let your teacher know.

PEANUT/NUT AWARE ENVIRONMENT

For the health and safety of all children, help us keep our school a peanut/nut aware environment. If someone in your child's class has a peanut/nut allergy, the teacher will inform all parents in the class of the allergy. If so, please do not send: Peanuts, Peanut Butter, or Peanut Butter-filled cookies or crackers for your child's lunch or snack.

BIRTHDAYS/ PARTIES/ SPECIAL ACTIVITIES:

Parents are encouraged to make arrangements with their teacher to celebrate a child's birthday. Birthday celebrations usually include an individual pre-packaged boxed drink, bottled water, napkins and a prepackaged snack OR individually wrapped store bought cookies/crackers. Teachers must approve all snack choices (to meet special diet needs or allergies). Please remember to bring enough for all the children in the class and it helps if the snack is the same. (*Example*, all chocolate chip cookies, all white glazed doughnuts) to alleviate the problems with choices.

*Favors are discouraged during classroom birthday celebrations.

*Classroom teachers have sign-up sheets for any seasonal holidays we will be celebrating this semester.

AFTERNOON STAY & PLAY – for PreK-3 and PreK-4 year old classes

This program provides additional time for children who would like to stay after the regular dismissal time of 2:00 p.m. The Stay & Play program will be available Monday through Thursday – 4 days a week - starting Tuesday, August 27th. The children are supervised by afternoon Stay & Play teachers until 3:00 pm for \$7.00.

All Stay & Play fees will be charged to your ProCare account by the week. Register your child for Stay & Play through the online form on the parish website: <https://www.stbchurch.org/stay&playregistration>. Children must be registered by 9:30 a.m. on the day they are to attend Stay & Play.

On the day your PreK 3 or 4 year-old child will be staying for afternoon Stay & Play, you must inform the teacher that your child is staying for Stay & Play via the ProCare messaging app. Send a light, healthy snack. (No child will stay for Stay & Play unless he/she is signed-up!)

Children **MUST BE** picked up promptly at 3:00 p.m.. School doors are locked. Please come to the playground or ring school doorbell.

We cannot accommodate children after 3:00 p.m., as the Stay & Play teachers **MUST** leave at 3:00. A penalty \$10.00 late fee will be charged at 3:01pm and for every 5 minutes after. A child who is consistently picked up late will not be able to attend the Afternoon Stay & Play Program.

FIELD TRIPS:

In the event the PreK classes take a field trip away from the school premises, each parent is responsible for his/her own child's transportation to and from the field trip. Children who do not attend the field trip have **NO** school for the day. Field trips are within the Clear Lake area. Letters of explanation and information will be sent home with permission slips for every field trip and every special activity at school.

SAFETY AND SECURITY

SEVERE WEATHER INFORMATION:

There are times throughout the school year when we have unusual or severe weather conditions. Please tune in to your radio and/or TV. St. Bernadette Early Childhood Connections will follow the same opening/closing or any delays/early releases due to weather conditions as announced for Clear Creek Independent School District.

If you are apprehensive about weather conditions during school hours, please come for your child. If the weather is severe before or after school, please do not endanger yourself or your child in bad weather. Wait out any flooding or storms. Come when conditions improve. (During the school day or at dismissal, we will take every precaution to keep the children safe).

In the event that the ECC must close due to severe weather, there will not be a credit or refund for any missed days.

EMERGENCY PROCEDURES/PREPAREDNESS:

In the event of any emergency or drill, the first responsibility of the teachers is to keep all children safe. Teachers must confirm the presence of all children in attendance for the day. Teachers will care for children until their release by keeping children calm – using finger plays, singing songs, and playing simple games to make the transition an adventure.

When moving/walking children to a designated safe area or alternate shelter, teachers will carry with them their classes' Family Information Report forms with all parent and emergency contact information, as well as a walkie-talkie.

NOTE: When necessary to move/walk children ages 12 – 24 months or children with limited mobility, they will be evacuated/relocated in wagons or carried by teachers to a designated safe area or alternate shelter.

The Director and office staff will carry Emergency Contact Information with authorization for medical care and all Family Information Reports. Teachers and children practice disaster/shelter in place drills, fire alarm drills and lock down drills throughout the school year.

All teachers are trained in First Aid and CPR. When calling 911, an adult will stay on the phone line until emergency personnel arrive.

All classrooms have evacuation maps, disaster/shelter in place charts, and lock down drill information posted near the classroom door.

In the event of fire, explosion, or weather disaster (tornado), and our building is damaged or in danger:

- 1a) We will walk the children to a safe building on our property/designated meeting location.
- b) We will message parents through the ProCare app and/or call emergency phone numbers if the children must be sent home.
- 2a) If we must evacuate the property, we will walk the children in an orderly fashion to Clear Lake Intermediate School gym/cafeteria. If necessary we will transport the children in an orderly fashion by staff cars and vans or buses from Kindercare, Discovery Kingdom, C.L. Christian School to: a courtyard in Baybrook Mall, St. Paul Catholic Church, or the Pavilion at Bay Area Park.
- b) We would leave notice of our destination on all our school doors, with the Houston Police Dept. (Clear Lake substation), and Harris County Constable's office.
- c) We will call/text, use the ProCare app, and/or email parents our destination and plans to reunite.

In the event of a shelter in place disaster due to a hazardous release (toxic fumes) into the environment or severe weather:

- 1) A Code will be announced by the Director or parish administration. Teachers walk all children in an orderly fashion to a designated inside location without windows.
- 2) If appropriate, we will call, text, or use the ProCare app to contact parents of our situation and/or plans to reunite.

In the event of a lock down (volatile person):

A Code will be announced by the Director or parish administration via phone, walkie talkie, and/or the ProCare app

- 1) All children and teachers remain in their classrooms away from doors/windows
- 2) Classroom doors are closed and LOCKED (Can block door)
- 3) Classroom door windows are covered and window blinds closed –
Teachers have flashlights – Lights OFF
- 4) Keep children quiet; remain in place until instructed that all is clear
- 5) Silence teacher cell phones
- 6) Teachers will utilize walkie talkies with earpieces to hear updates

Lock Out Hold Pattern

- 1) Children and teacher will continue with regular schedules within one building.
- 2) Children and teacher will not exit building
- 3) Classroom door is covered and locked and window blinds closed.
- 4) Children will not be released.

- 5) All outside school doors are locked on our security system.
- 6) We will call, message via the ProCare app, or email parents of our situation and/or plans to reunite.

Our complete emergency preparedness plan, located in the Director's office, is available on request.

ARRIVALS:

There are three drop-off door locations for morning arrivals. Parents will park and escort their child(ren) to the assigned door location and electronically sign their child in using the ProCare app on their phone. Staff members will then escort the child to his/her classroom.

*4-year-olds and will enter through the playground entrance of the ECC building.

*2 and 3-year-olds enter the main entrance of the ECC building located in the middle of the El Camino Real lot.

*1-year-olds enter church side ECC building door.

*Siblings: Parents multiple students will drop off all students at the door assigned to the youngest child. Older students will be escorted to their classrooms.

See map on page 19 for all door location.

LATE ARRIVALS:

If late, please ring the doorbell at the main school entrance which is the middle door in the El Camino real parking lot and the school sign is posted by the door. See map on page 19.

*PLEASE NOTE: Clear Lake Intermediate School begins at 9:00 a.m. Please watch and be aware of CLIS students and vehicles dropping off students in the morning. Please be patient with the traffic flow. Be aware of all city/school zone traffic laws; no right turn on red laws; and the NO cell phone use zone. Do not park in red zoned lanes (emergency personnel only) or handicap parking spaces (without a permit).

DISMISSAL OF CLASSES:

School dismisses for the day at 2:00 p.m. Parents must present their ECC ID card at the school entrance. Parents will use their cell phone to scan the QR code posted outside the door of their child's classroom to sign out their child for the day.

DURING THE SCHOOL DAY:

As stated in the clothes/shoes section of the handbook (see page 10) every child must wear shoes that are safe and sturdy for playground activities. Sandals, flip flops, clogs or platform shoes ARE NOT SAFE. All children participate in Gym class and need safe play sneakers/closed toe shoes with sure footing to be able to participate in class and also to play on the playground. Appropriate footwear (sneakers) will allow each child to fully participate in class and help us provide a safe, active, and accident-free day for each child.

Throughout the school year, St. Bernadette Early Childhood Connections Staff takes pictures of the children. These pictures are for classroom use, gifts, end of the year booklets and promotional materials such as newsletters, web pages, calendars, bulletin boards, Power Point presentations, or videos to promote or highlight these classes or activities. Parents are required to sign a "Photograph Authorization Release" with other Acknowledgements/Releases.

St. Bernadette Early Childhood Connections recognizes that many parents will take pictures of their children and their children's friends at school functions. Please be aware that texting or posting pictures on Facebook or other social networking sites can have far-reaching consequences. As part of the St. Bernadette Community, we ask that you DO NOT text or post pictures of other people's children on Facebook or any internet site. PLEASE respect the privacy of every child.

St. Bernadette Early Childhood Connections supports Safe Sleep for infants age birth to 12 months old. At this time, we do not care for infants ages birth to 12 months old.

LATE PICK-UP:

Late charges will be applied at 2:10 p.m. for those children who are not signed up for STAY & PLAY or whose parent has not contacted the school to make us aware of a special circumstance.

AFTER DISMISSAL/PLAYGROUND:

After Early Childhood Connections Dismissal on nice weather days, parents and children may stay to play on the playground.

Parents are responsible for their own children. PLEASE watch and supervise your children at all times.

Follow Our Safe Playground Rules:

Keep the gate closed.

Only slide down the slide on your bottom, feet first.

No climbing up the slide.

No hanging off the side of the slide.

No climbing up or over the rock wall's top railings and seat.

Do not throw mulch.

Pick up your trash when leaving.

SECURITY LOCK SYSTEM will not allow any child or parent back into the school building. Parents may accompany children needing the restroom through the main church office entrance.

The Texas Department of Family and Protective Service's Licensing standards are specific to requirements for playground use. When Early Childhood classes are on the playground, we must follow the requirements. Supervision and safety are a priority. Personal CELL PHONE use prevents proper supervision.

Please help us teach the children that the playground rules are in effect at all times. Following consistent rules will help children to be safe and respectful of one another, other adults, and teachers.

AFTER 2:00 DISMISSAL/PLAYGROUND – and STAY & PLAY

Early Childhood Connections parents, with their children, will not be able to congregate and use the playground while Stay & Play classes are on the playground. When the Afternoon Stay & Play class comes out onto the playground, parents with their children MUST pick up ALL their belongings (and trash) and exit the playground area.

“SAFE HAVEN” (An Abuse Awareness Class)

Any adult who volunteers to assist at St. Bernadette's Early Childhood Connections must be SAFE HAVEN trained. We encourage all parents to receive SAFE HAVEN training. This is an online non-denominational Abuse Awareness Class.

The Galveston Houston Arch-Diocese requires all volunteers with children to take this online class. This training lasts approximately 60 minutes and educates adults about the danger of abuse, the warning signs of abuse, 5 steps to prevent abuse, methods and means by which offenders commit abuse, the method to report suspicions of abuse, and responses to allegations of abuse. The course is very informative and helpful for parents.

As a community of faith, we are all committed to safeguarding our children and youth. As a parent, I encourage you to educate yourself on safety issues which keep your own child safe. This class is eye opening! Valuable information is presented. This Non-denominational class is offered online in the archdiocese – at no cost to you. Please consider taking the class. For more information and you MUST register for a class online at: <https://GalvestonHouston.CMGConnect.org>. Click on registration, select Galveston Houston Arch-Diocese.

Thank you for considering taking the SAFE HAVEN training online and becoming a volunteer. Once you have taken the class, please contact the Director.

PREVENTING, RECOGNIZING AND RESPONDING TO ABUSE AND NEGLECT

All ECC Teachers attend 1 hour of required annual training which addresses: Preventing, Recognizing and Reporting Child Abuse and Neglect. Teachers learn: to recognize the signs of child physical abuse, sexual abuse, neglect, and emotional maltreatment; the procedures for reporting child abuse/neglect to: TX Child Abuse Hotline 1-800-252-5400 or www.txabusehotline.org; information and strategies about coordination with community organizations; and about community training and support groups available for the assistance and intervention of the abused and neglected.

Teachers and parents are encouraged to learn about keeping all children safe. Posters are in the school about reporting abuse and neglect, and keeping children safe. Online Safe Haven Seminars are advertised. Online information about abuse awareness issues and warning signs is available at <https://GalvestonHouston.CMGConnect.org>. Click on registration, select Galveston Houston Arch-Diocese. Resources are available in the director's office.

Teachers and parents can increase their awareness of preventing, recognizing, and reporting abuse by going online at www.dfps.state.tx.us/childcare and click on Parent Information, Child Safety, and/or Public Awareness Campaign Links. These links also provide information for assistance and intervention for victims of abuse and neglect. Resources are available in the director's office. These posters may be requested and sent via email.

When people make a report of suspected child abuse in good faith, they are immune from any liability. When Child Protective Services investigate a complaint, the identity of the complainant is not revealed. TX Child Abuse Hotline 1-800-252-5400; www.txabusehotline.org

CELL PHONE FREE ZONE:

Please REFRAIN from cell phone use when dropping off and picking up children. Parents are encouraged to “say goodbye” to their child at the beginning of the school day and “greet” their child when picking up at the end of the school day.

SMOKE, ALCOHOL, AND DRUG FREE:

St. Bernadette Early Childhood Connection's property is a Smoke free, Alcohol free, and Drug free zone. These substance uses are not allowed on the premises.

Persons under the influence of alcohol or drug are not allowed on the premises.

GANG FREE ZONE:

Under Texas Penal Code, any area within 1,000 feet of St. Bernadette Early Childhood Connections is a gang-free zone. Gang-related criminal activity or engaging in organized criminal activity offenses in the gang-free zone are subject to harsher penalty.

EARLY CHILDHOOD CONNECTIONS NOTICES:

Please keep your handbook link and calendar as a reference. Newsletters and notices will be emailed regularly informing parents of activities. Parents without email addresses will receive hard copies of newsletters and notices upon request. Paper copies of all newsletters and notices will be posted on the bulletin board. PLEASE read all information that is emailed or sent home. Check the Early Childhood tab on www.stbchurch.org for current newsletters and information. When needed, parents will be reached by phone, text, the ProCare app, REMIND, or email.

APPENDIX A – CLASSES & DAYS OFFERED

Classes & Days Offered	M/W 2 days	T/R 2 days	T/W/R 3 days	M/T/W/R 4 days	M/T/W/R/F 5 days
1 Year Old	YES	YES	YES	YES	N/A
2 Year Olds	YES	YES	YES	YES	N/A
3 Year Olds	N/A	YES	YES	YES	YES
4 Year Olds	N/A	YES	YES	YES	YES

APPENDIX B – FEES AND TUITION RATES

Current Families Registration Fee & Tuition Rates	
Registration Fee \$250	
Days	Tuition
2 days – Monday/Wednesday (1s & 2s ONLY)	\$305
2 days Tuesday/Thursday	\$310
3 days Tuesday/Wednesday/Thursday	\$440
4 days Monday/Tuesday/Wednesday/Thursday	\$510
Pre-K Friday (Pre-K3 and Pre-K4 ONLY)	\$80
Ages 1-year-old to 5 years-old 9:05am – 2:00pm	
All classes must have a minimum for the class to be offered.	

Security Cards	\$5 per extra card
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