

# ***PROUD PARENT HANDBOOK 2022-2023***



*St. Laurence Weekday Children's Program  
Quality Early Childhood Education  
For All Children Crib thru 5 years*

*3103 Sweetwater Blvd.*

*Sugar Land, TX 77479*

*Phone: 281-313-0329*

*Fax: 281-565-0894*

[www.stlaurence.org/weekday-childrens-program](http://www.stlaurence.org/weekday-childrens-program)

Ban Haller, Director  
jhaller@stlaurence.org



### **THE ACADEMIC YEAR 2022-2023 SCHOOL CALENDAR**

|                   |  |
|-------------------|--|
| August 9          | Parent Information Night   |
| August 10         | Meet the Teacher   |
| August 11         | First Day of School  |
| September 5       | Labor Day (No school)  |
| September 13/16   | Grandparent's Day/Parent Mixer   |
| September 23      | Staff Training (No school)   |
| October 10        | Columbus Day (No school)   |
| October 14        | Parish Bazaar set-up (No school)   |
| October 28        | Fall Conference Day (No school)<br>Trunk N Treat                                     |
| November 21-25    | Thanksgiving Break (No school)   |
| December 9        | Christmas Pageant  |
| December 15       | Christmas Carnival   |
| December 16       | Early Release at 11:30 am  |
| December 19-Jan 3 | Christmas Break (No school)  |
| January 4         | Classes Resume   |
| January 16        | MLK Day (No school)  |
| February 20       | President's Day (No school)  |
| February 21       | Mardi Gras Madness   |
| March 8           | Rodeo Day  |
| March 13-17       | Spring Break (No school)   |
| March 23          | Dad's Night  |
| April 7 & 10      | Easter Holiday (No school)   |
| April 11          | Egg Hunt   |
| April 23          | Spring Family Day  |
| May 10            | Spring Conference & Early Release at 11:30 am  |
| May 11            | Muffins with Mom   |
| May 29            | Memorial Day (No school)   |
| May 30            | PreK Promotion   |
| May 31            | End of the Year Prayer Celebration<br>Last Day of School – Early Release at 11:30 am |

Summer Camp Schedule can be viewed on the parish website  
<https://stlaurence.org/weekday-childrens-program>

## **TABLE OF CONTENTS**

| <b>THE PROGRAM</b>                    | <b>PAGE</b> |
|---------------------------------------|-------------|
| Purpose                               | 5           |
| Our Mission                           | 5           |
| Programs Offered                      | 5           |
| Philosophy and Goals                  | 6           |
| Curriculum                            | 6           |
| Staff Qualifications                  | 7           |
| Privacy Policy                        | 7           |
| Social Media Policy                   | 7           |
| Screenings                            | 7           |
| Vision and Hearing                    | 8           |
| Assessments                           | 8           |
| Discipline and Guidance of Children   | 8           |
| Biting/Aggressive Behavior            | 9-10        |
| Suspension, Expulsion...              | 10          |
| Application Process                   | 10          |
| Enrollment Procedures & Admission     | 10          |
| Immunization Requirements             | 11          |
| Tuberculosis Test                     | 11          |
| Updating Information                  | 11          |
| Changes in Policies and Procedures    | 11          |
| Class Placement                       | 11          |
| Orientation and Transitions           | 11          |
| Cell Phone Use                        | 12          |
| AMC Building Security                 | 12          |
| Arrival Policies                      | 12          |
| Dismissal Policies                    | 12          |
| Doors and Child Safety                | 13          |
| Authorized Release                    | 13          |
| Parking Lot Safety                    | 13          |
| Building Emergencies                  | 13          |
| Evacuation Route                      | 14          |
| Drills                                | 14          |
| Program Closings                      | 14          |
| Medical Emergencies and Injuries      | 15          |
| <b>PARENTS</b>                        |             |
| Safe Environment Training             | 15          |
| Parent Involvement                    | 15          |
| Parent to Parent Communication        | 16          |
| Parent Communication and Notification | 16          |
| Parent-Teacher Conferences            | 16          |
| Program Participation and Evaluation  | 16          |
| Confidentiality                       | 16          |
| Conflict Resolution                   | 17          |
| <b>THE CHILDREN</b>                   |             |
| Proper School Attire                  | 17          |
| Potty Learning                        | 17          |
| Sun and Insect Protection             | 17          |
| Guidelines for Outside Play           | 17          |
| Policy for Physical Activity          | 18          |
| Infant Care                           | 19          |
| Food                                  | 19          |
| Lunch                                 | 19          |
| Toddlers                              | 20          |
| Preschool                             | 20          |
| Snacks                                | 20          |
| Birthdays and Special Occasions       | 21          |
| Toys                                  | 21          |
| Personal Property                     | 22          |
| Medication                            | 22          |

## TABLE OF CONTENTS continuation

|                             |    |
|-----------------------------|----|
| Allergies                   | 22 |
| Environmental Health        | 22 |
| Pet Policy                  | 23 |
| Health and Safety Procedure | 24 |
| Child Abuse & Neglect       | 25 |

| THE FEES                   | PAGE |
|----------------------------|------|
| Financial Responsibilities | 26   |
| Tuition                    | 26   |
| Registration Fee           | 26   |
| Supply Fee                 | 26   |
| Technology Fee             | 26   |
| Activity Fee               | 26   |
| Security Deposit           | 26   |
| Refunds and Adjustments    | 26   |
| Financial Aid              | 26   |
| Receipts                   | 26   |
| Late Pick-Up Fee           | 27   |
| Fundraising                | 27   |
| Monetary Donations         | 27   |
| Withdrawal                 | 27   |
| Licensing Information      | 27   |

## Weapons

No weapons of any type are permitted on the grounds of St. Laurence Catholic Church. There is a zero-tolerance policy for possession of weapons on St. Laurence Catholic Church property

### Gang Free Zone

Under Texas Penal Code, any area within 1000ft of a childcare center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

**THE PROGRAM**

St. Laurence Weekday Children's Program (SLWCP) is licensed by the Texas Health and Human Services Child Care Regulation is accredited by the National Association for the Education of Young Children (NAEYC), and is also a Texas Rising Star 4-star Vendor. Parents can review Accreditation documents and a copy of the Texas Minimum Standards and Licensing report upon request from the Director.

**PURPOSE**

St. Laurence Weekday Children’s Program (SLWCP) is designed and implemented by St. Laurence Catholic Parish in response to the identified need for high-quality early childhood education programs in the community.

**OUR MISSION**

St. Laurence Weekday Children's Program is an Early Childhood ministry of St. Laurence Parish. We believe that children are the heart of the Kingdom of God. Together with family and community, we are called to support children’s spiritual and human growth and development.

**PROGRAMS OFFERED**

|              |                 |
|--------------|-----------------|
| Full Time    | 7:30 am-5:00 pm |
| Extended Day | 8:00 am-3:00 pm |
| Part-Time    | 9:00 am-1:30 pm |
| Summer Hours | 8:00 am-3:00 pm |

## PHILOSOPHY AND GOALS

St. Laurence Weekday Children's Program (SLWCP) believes each child is a unique creation of God and a manifestation of His love. We provide an atmosphere in which all children may grow and learn.

The Program ministry of St. Laurence Catholic Parish assists in laying a foundation for a child's eventual awakening to faith. Within an atmosphere of love and security, children will learn to trust and come to feel the love of God.

We believe the love of God and each other binds us together. In that love, we welcome and respect all faiths. We pray that each child will find love in our program.

Young children learn through real, hands-on experiences. St. Laurence Weekday Children's Program provides an environment in which each child may use his/her senses to investigate, explore, manipulate and make choices at his/her developmental level. A developmental approach allows teachers to plan for needs, abilities, interests, and personal learning pace and style. Ongoing assessment of each child's growth and development is an essential tool in planning a curriculum.

The program is designed to encourage curiosity, exploration, and discovery. Children develop positive attitudes about themselves as they learn daily routines, master new skills, expand interests, and participate in planning, decision-making, and problem-solving. Opportunities are constructed to foster creativity, to stimulate exploration of a wide variety of media and materials, and to encourage communication of ideas and feelings as the children work and play together. Physical development is supported by the promotion of good health habits and regular routines in eating, rest, and exercise.

We provide a warm community where acceptable social behavior is encouraged and we provide positive and loving guidance.

Children learn about God's love through the relationships of those around them. We believe that the family is the child's primary environment and is committed to supporting and strengthening the parent/child relationship. A partnership with parents, based on mutual respect and shared focus on optimum outcomes for children, helps program staff implement these goals.

With this knowledge, we seek early childhood professionals who embrace the spirit of our philosophy. These professionals work closely with families through conferences and daily communications to support the development of the whole child.

## CURRICULUM

SLWCP implements "*Frog Street*" which is designed in a series consisting of *Frog Street Infant Curriculum*, *Frog Street Toddler Curriculum*, *Frog Street 3's*, and *Frog Street Pre-K Curriculum*. Together they form a seamless, comprehensive development approach to early childhood education from birth to five years of age.

This curriculum supports planning for everything that can contribute to the child's development and the teacher's relationship with the child and family.

SLWCP supports each child's spiritual and human growth and development in each of the following areas: social, emotional, physical, language, and cognitive.

Curriculum planning involves the assessment of the needs of the individual child, as well as that of the child's age group.

The curriculum is delivered through planned learning activities appropriate to the children's age and development. These activities include daily prayer, center play, art and painting activities, block building, reading stories, dress-up, and active outdoor play. Other activities offered regularly are water play and woodworking. Through these activities, children have an opportunity to explore math concepts, develop early literacy skills, explore science, develop an appreciation for the arts, learn self-help skills, and develop social skills.

### **STAFF QUALIFICATIONS**

Each SLWCP staff member is fully qualified by the Texas Department of Family and Protective Standards. Staff members have experience working with groups of children and meet or exceed the requirements set by the State.

Staff members understand children's development and are dedicated to providing children with developmentally appropriate activities. Above all, staff members respect, value, and care for children as unique individuals.

Staff members are required to continue to expand their knowledge of child development through professional workshops, lectures, conferences, and other continuing education opportunities.

### **PRIVACY POLICY**

Maintaining the confidentiality of children and families is very important at SLWCP. Children's files which include medical information, family information, screening results, and assessments are located in a locked file cabinet. Access to this information is restricted to administrators and teaching staff who have consent from a parent or legal guardian, parent, legal guardians, and regulatory authorities. Electronic information is located on the parish server and access is restricted to authorized users only. Written parental permission is required before the release of any information.

Any observation or information concerning children and families that parents may gain while volunteering is to be kept confidential and should not be shared with other parents in the class or the Program.

### **SOCIAL MEDIA POLICY**

"Social media is the term commonly given to websites, online tools, and other interactive communication technologies which allow users to interact with each other in some way by sharing information, opinions, knowledge, practice, interests, images, and videos. As the name implies, social media involves the building of online communities or networks, encouraging participation and engagement. Parents should be aware of the consequences of making 'public' comments related to St. Laurence Parish and the Weekday Children's Program. "Public" is defined as anything which can be openly accessed by others. You must take proper care not to purposefully or inadvertently disclose any information that is confidential or proprietary to St. Laurence Parish or Weekday Children's Program. Your postings should always be respectful to the Parish and our leaders, employees, volunteers, and families.

### **SCREENINGS**

Per early childhood best practices SLWCP will screen children using the ASQ-3 before admission. Accreditation Standards state that it is best to screen children within the first 3 months and ideally before the child starts in a program. This screening information is used to identify children's interests and needs and to be used to describe the child's later progress. Results of the screening can also be used to make referrals to appropriate professionals when indicated.

Parents are an integral part of the ASQ-3 screening process and will need to accompany their children during the screening. Once you return your completed application form, we will email you a link to sign up for your child's screening. All parents will receive the results promptly.

## **VISION AND HEARING**

The Special Senses and Communication Disorder Act requires screening for vision and hearing for all children 4 years old by September 1. This should be done by the child's physician at a 4-year checkup. SLWCP will schedule a screening in early fall for children who have not been screened by their doctor

## **ASSESSMENTS**

We at SLWCP believe in ongoing formative and summative assessments to meet the individual needs of all students. We will use a variety of methods to assess children's learning which includes observations, parent input, and Children's Learning Institute (CLI) instruments.

The staff has received online training in the administration of these assessments. Information from these observations, parent input, and CLI assessments is used in curriculum planning for individual and group instruction. Families are an integral part of the assessment process. Each family is asked to add to the Portfolio by filling out a Parent Conference Form. The information gained from the ongoing assessment of children is shared with parents 3 times per year.

Parents receive CLI assessment reports on this schedule:  
The beginning of the Year (BOY) is shared during the October Conference.  
Mid-year (MOY) is sent electronically in January.  
End of the Year (EOY) is sent in April.

## **DISCIPLINE AND GUIDANCE OF CHILDREN**

Guidance or discipline is a means of accomplishing a goal for children, especially the goal of developing their sense of self-control. Children who have opportunities to exchange viewpoints and make decisions about their behavior become adults who are responsible and demonstrate initiative and integrity. Weekday Children's Program uses "Conscious Discipline" by Dr. Becky Bailey. Staff Members are expected to stay current with the Conscious Discipline Approach.

Guidance of children must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self-control;
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - A. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
  - B. Reminding a child of behavior expectations daily using clear, positive statements;
  - C. Redirecting behavior using positive statements;
  - D. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, 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:

1. Corporal punishment or threats of corporal punishment;
2. Physical punishment, psychological abuse, or coercion

Examples of physical punishment: shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling and pulling arms, hair, or ears; requiring a child to remain inactive for a long time; putting anything in or on a child's mouth

Examples of psychological abuse: shaming name calling, ridiculing, humiliation, sarcasm, cursing at, making threats; frightening a child, ostracism, withholding affection, seclusion, yelling at a child;

Examples of coercion: (shoving, pulling, pushing, and grasping of any body part); physical restraint (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

3. Punishment associated with food, naps, or toilet training.
4. Subjecting a child to harsh, abusive, or profane language;
5. Placing a child in a locked or dark room, bathroom, or closet;
6. Withholding active play or keeping a child inside as a consequence of the behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out.
7. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

### **BITING/AGGRESSIVE BEHAVIOR**

Biting is a common and expected occurrence among young children. Although upsetting to all, biting is not unusual behavior, especially in toddler and group settings.

It is tempting for adults to look at biting as a deliberate act of aggression especially when it is your child that has been bitten. However, biting occurs for a variety of reasons: a misdirected attempt at communication or interaction; defense of property or territory; sensory exploration or a response to teething. Biting is more disturbing than most other types of aggressive behaviors to parents, caregivers, and children and is always taken very seriously.

First, the child who is injured is cared for and given first aid and tender comforting. The injured child is told, "Someone bit/hit, etc. you. That hurts." The child is encouraged to say "no" or "stop" and is taught a visual sign for "stop" when she is worried someone will hurt her. This helps the injured child to feel empowered and in control.

Secondly, the child who hurts other children is sent a clear message that biting/hitting, etc. hurts and is not safe. We will show the child how to ask for what she/he wants. We help the child learn how to communicate feelings of power by expressing herself with gusto through body language, facial expression, and words, rather than through biting. We look at the environment to analyze the contributing factors (if any) and change them if possible. We will always inform the parents of any children involved in an aggressive event. The child that was hurt will have an injury report for parents to sign at pick-up. Parents will immediately be contacted in the event of a biting incident.

In responding to aggressive behavior, the paramount goal is to prevent recurrence; keeping children safe is the most basic priority. The incident is reviewed to help determine causes/contributing factors; when identified, these are immediately addressed. Once a child has hurt another child, teachers are alert to catch and redirect further attempts.

Children whose biting seems to be related to oral stimulation may be given alternatives that are allowable to bite. Children whose biting may be an attempt to engage peer attention are given opportunities to learn and practice appropriate communication and interaction strategies.

Although usually not as disturbing, pinching, pushing, and scratching are expected behaviors in young children as well and are handled in the same fashion. Parents are encouraged to use the same non-punitive interventions and responsive methods. Your child's teacher or the Program Director is a good

source of guidance and support when dealing with these behaviors at home.

Children sometimes get “stuck” in a pattern of biting or other aggressive behaviors. When those situations do not respond to the best efforts of the teachers, the program will form a Response to Intervention Team (RTI). This team is made up of classroom staff and other selected child development and administrative staff. This team will collect information from the classroom, observations, and information from the family. The team initially meets to discuss what strategies have been attempted and to look at additional support resources. The team meets as often as necessary to monitor progress and to evaluate the outcome of the behavior.

### **SUSPENSION, EXPULSION, AND OTHER EXCLUSIONARY MEASURES**

The program is committed to supporting children’s optimal development by addressing children’s individual needs and creating a caring community. Every effort is used to manage aggressive behavior without vilifying or rejecting the child. The goal of SLWCP is to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. Dismissal from the program is the very last resort.

If a child’s behavior is a danger to himself or others in the classroom the program will meet with the parents and will create a plan for the child. If the plan is not working, the program will gain permission from parents to get outside help from a trained professional. The program will follow the recommendations of outside professionals and will work closely with the parents to obtain a good outcome for the child. In the event that all efforts fail, the program will work with the professionals involved, parents, and outside agencies such as the school district, to find the best placement for the child. We will adhere to federal and state laws regarding the civil rights of the parties involved.

*When little people are overwhelmed by big emotions, it’s our job to share our calm. Not join their chaos.” L.R. Knost (Author of Two Thousand Kisses A Day)*

### **APPLICATION PROCESS**

Submit the application form and fee to the registrar. Students are screened and the application process and placement process will begin.

The application process and placement priority procedures are as follows:

1. St. Laurence Staff
2. Currently enrolled family and siblings
3. Parishioners on the waiting list – current member of at least 6 months Tithe – regular contributions
4. Alumni

*Placement for children with special needs will be done on an individual basis.*

Consistent with the contents of the Church document, *To Teach as Jesus Did* and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, Weekday Children’s Program seeks to include children with special needs in our program to the extent that the needs of the child can be met within the scope of the program and resources offered. It is unrealistic to serve all categories of special needs students, so each admission is reviewed on an individual basis.

### **ENROLLMENT PROCEDURES AND ADMISSION REQUIREMENTS**

The following information is required for the admission of children.

- ◆ A Signed Enrollment Agreement
- ◆ An Admission Information Form
- ◆ Immunization Record
- ◆ Physician Statement
- ◆ Health History
- ◆ Emergency Medical Attention Plan
- ◆ Emergency Contact
- ◆ Authorization for Release of Child

- ◆ Walking Field Trip Permission Form
- ◆ Health and Safety Policy
- ◆ Release of Liability

All paperwork information must be on file in the Program office for the child to begin attending the Program. All admission is on a 90-day probationary period.

### **IMMUNIZATION REQUIREMENT**

It is the policy of the Archdiocese of Galveston-Houston to require all children under the age of five enrolled in Mother's Day out and early childhood programs at parishes of the Archdiocese to be immunized against vaccine-preventable diseases caused by infectious agents by the immunization schedule adopted by the Texas Department of State Health Services. Current immunization requirements can be found at [www.dshs.state.tx.us/immunize/default.shtm](http://www.dshs.state.tx.us/immunize/default.shtm). A child who fails to produce the required evidence shall not be accepted for enrollment. The ONLY exception to the foregoing requirement is an affidavit 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 any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES. (See Attorney General Opinion Ga-0420 at <https://texasattorneygeneral.gov/opinions/opinions/50abbott/op/2006/htm/ga0420.htm>)

### **TUBERCULOSIS TEST**

The Fort Bend County Health Department does not require TB testing for young children at this time. All SLWCP staff must have a negative TB test as a condition for employment.

### **UPDATING INFORMATION**

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

### **CHANGES IN POLICIES AND PROCEDURES**

All parents are given access to the Proud Parent Handbook annually. The Handbook contains the policies and enrollment procedures for the Program. Annually the Program staff and board review the policies and, when changes occur, parents are notified in writing. Parent input during the annual revision process is obtained from the annual survey.

### **CLASS PLACEMENT**

We value relationships between children and teaching staff. To develop these relationships children are placed in classrooms and remain there for the entire academic year (August-May). We also value children's friendships so whenever possible we move entire classrooms together as they advance through the program. Classroom placement is done according to program enrollment. Every effort is made to make the proper placement of all children in all classes. Classes are balanced, as much as possible, with the number of boys and girls. We try to group children who were in class the previous year together, when possible. Our goal is to give children continuity over time.

### **ORIENTATION AND TRANSITIONS**

At the beginning of each academic year, SLWCP parents are encouraged to attend the Parent Orientation to become acquainted with the Program. Children are invited to attend "Meet the Teacher" to visit the

classroom with their parents present before their first day of school. Children who are having difficulty separating will be given additional support during the transition. This support might be more days with mom visiting in the class, or it might be shortening the day for the child. These plans will be formulated with input from families, teachers, and administration. Our goal is to provide for a smooth transition between home and the Program

### **CELL PHONE USE**

All parents are asked to refrain from using cell phones during arrival and dismissal. The children should be the focus during this time.

### **AVE MARIA CENTER BUILDING SECURITY**

Maintaining a safe and secure environment for children is important. The doors of the SLWCP area are locked when children are in care. Current and potential parents are allowed in the building with typical security protocols in place.

### **ARRIVAL POLICIES**

**On-time arrival** is important to your child's day.

A teacher will be there to greet you and receive any special instructions you may have. Parents must bring their children to the classroom and log them in Brightwheel. *ALL adults and children entering the classroom space are required to wash hands before entering the play spaces.*

#### **Full-Time Program**

The entrance will be at the back of the Ave Maria Center.

Families will be provided with key cards to use to enter between 7:30 and 8:00 am and drop-off in the classroom. Any Parents arriving after 8:00 am will need to use the main entrance. Key cards only work at the back of the WCP entrance. Two (2) key cards will be given per family with a security deposit of \$25 per card to cover the cost in case of loss or damage. Any additional key cards will need to be purchased for \$25. If a key card is lost, please notify the office immediately so that card can be deactivated. Your deposit will be refunded to you after you return the key(s) to us on or before the last day full day of school. The key cards are not active during Summer Camp.

#### **Extended Day Program**

Entrance will be through the Main Entrance of the Ave Maria Center between 8:00 am to 8:30 am. If you missed this time, please press the call button and someone will let you in.

#### **Part-Time Program**

Entrance will be through the Main Entrance of the Ave Maria Center between 9:00 am to 9:30 am. If you missed this time, please press the call button and someone will let you in.

**DISMISSAL POLICIES** - Parents must sign out their child on Brightwheel every day.

#### **Full-Time Program**

Parents will use key cards to enter the back entrance between 3:30 pm and 5:00 pm and come to the classroom to pick up. Any Parents arriving before 3:30 pm will need to use the main entrance.

#### **Extended Day and Part-Time Program**

**Infants and toddler** parents must come to the classroom to pick up. It is important to talk with the teacher at the end of your child's day.

**Children ages 2-5 years** will be brought to the back entrance of the Ave Maria Center for carpool dismissal

at the end of the day.

### **Carpool Procedure**

- Follow the carpool route in the parking lot.
- Display the carpool sign by hanging them on your rearview mirror using a pant hanger (not on the dashboard).
- Sign out your child on Brightwheel using the QR code on the carpool sign while in the carpool line.
- Staff will load children. Do not exit your vehicle. Drive forward to buckle your child.

### **DOORS AND CHILD SAFETY**

Please do not allow your child to open the building doors. To keep everyone safe, **ONLY** adults will open the doors. The automatic door openers are for adult use only. Be mindful of the seniors entering the building.

### **AUTHORIZED RELEASE**

It is very important to be on time to pick up your child. No child will be released to a minor or an unauthorized person even if the child knows the person. Written permission is mandatory. We will ask for identification such as a TX Driver's license. SLWCP must have a parent's written authorization of any immediate changes to your "Authorization for Release" list.

### **PARKING LOT SAFETY**

We share the parking lot with the St. Laurence community. Slow down when driving through the parking lot and watch out for pedestrians specifically children and seniors.

We highly discourage idling vehicles in the parking or carpool area except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

### **BUILDING EMERGENCIES**

Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies (including lockdown.) Regular drills are conducted to prepare children and staff to react quickly and appropriately. Lock Down and Relocation Drills are announced. Fire Drills and Severe Weather Drills are unannounced. Drills take place randomly around 9:30 or 3:30 to ensure all staff will have the opportunity to participate in the drills.

If the facility needs to be evacuated staff will carry the classroom emergency bag containing an iPad (Brightwheel), class list, and children's name tags. The registrar will carry The Emergency Box with paper copies of all emergency contact information and medical authorization for the children.

The children will gather in the front parking lot of the Ave Maria Center. Then they will be relocated to St. Laurence Catholic School (SLCS) Gym located at 2630 Austin Parkway 281-980-0500.

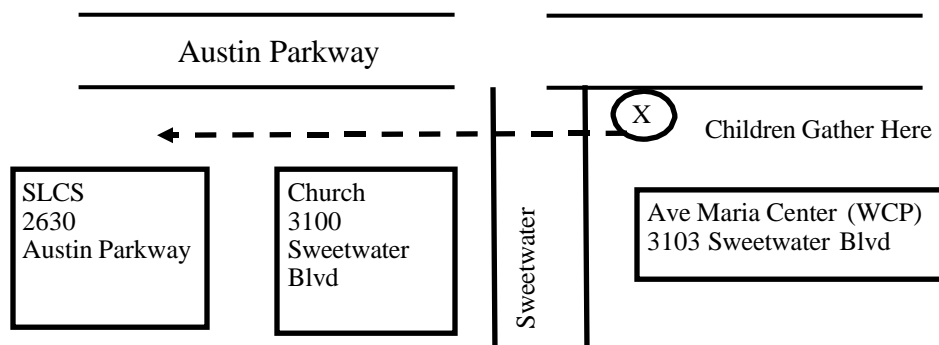
Teachers will transport non-walkers in the evacuation cribs and bye-bye buggies. Older children will walk with teachers. Once children are in the gym, teachers will take attendance using Name to Face on Brightwheel.

Parents will be notified via Brightwheel with the alert notification feature to pick up their child from that location. Only parents or those individuals with written permission will be allowed to pick up their children. Photo ID will be required.

Facility phones will be forwarded to St. Laurence Catholic School. The Program Director will contact Emergency Personnel, Local Authorities and Licensing will be notified using the phone system located at the SLCS and/or a cell phone.

Infant and toddler staff will have diapers and wipes and bottles as necessary. Preschool Staff will have a list of songs fingerplays and group games to continue to care for children.

## EVACUATION ROUTE



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

## DRILLS

Types of drill and when conducted:

January/July - Fire and Shelter

February/August - Fire and Severe Weather

March/September – Fire and Lock Down

April/October – Fire and Shelter

May/November – Fire and Severe Weather/Relocation

June/December – Fire and Lock Down

## PROGRAM CLOSINGS

The health and safety of children and staff is the main factor in any decision to close or delay the opening of the program. Closure information will be posted on the St. Laurence Parish website [www.stlaurence.org](http://www.stlaurence.org), notification through Brightwheel and/or email. Parents should also consult the local television stations.

SLWCP will use the following criteria for program closure.

### Facility Related

Conditions at the facility impact the health and safety of children and/or employees.

A facility without electricity for more than 3 hours.

A facility without water for more than 2 hours.

### Weather-Related

Weather conditions such as area flooding, icing, snow accumulations, etc., would prevent the safe arrival and departure of employees and children.

The surrounding area under a hurricane watch

In the case of inclement weather, SLWCP will generally follow the decision of the local public school and St. Laurence Catholic School. Parents will also be notified via Brightwheel and/or email.

### Health-Related

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

## **MEDICAL EMERGENCIES AND INJURIES**

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

When a child is injured, staff members with training in First Aid will assess appropriate action. Minor injuries requiring basic first aid are cleaned, bandaged, and have ice applied if needed. An injury report form is completed for any injury observed or treated. Incidents and injuries will be reported to parents through Brightwheel and/or email/phone calls.

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

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

## **PARENTS**

We work with families in a supportive and confidential manner to provide resources and information as needed.

## **SAFE ENVIRONMENT TRAINING**

SLWCP parents are called **Proud Parents**. All Proud Parents must complete the Safe Environment Training offered online by the Archdiocese of Galveston-Houston before they can volunteer in the program. Please see Program Director for more information.

<https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/safe-environment-training-for-adults/>.

## **PARENT INVOLVEMENT**

Parent involvement is crucial to providing a high-quality program. SLWCP proud parents will receive priority placement at the time of registration based on their involvement in the program.

SLWCP provides a variety of opportunities for all parents (even those who work and/or are very busy) to take part in our program.

Participation or volunteer opportunities include:

- Being a Room Parent
- Help maintain the playground equipment
- Help maintain the program library
- Serve on the SLWCP Advisory Board with Committees, Fundraising, Hospitality, Activities, etc.
- Serve on the SLWCP Advisory Board

Notify the Parent Liaison if you have any particular area of interest or a special talent.

St. Laurence Weekday Children's Program feels that it is important for families in the program to get to know each other. The program schedules various activities throughout the year for that purpose. Examples of these activities are Parent Information Night, Parent Mixer, Trunk N' Treat, Christmas Pageant, Dad's Night, Mardi Gras Madness, Spring Family Day, Mother's Day, and PreK Promotion.

## **PARENT-TO-PARENT COMMUNICATION**

The Room Parent volunteer for your child's class communicates with students' parents about a variety of topics throughout the school year.

Parents are prohibited from sending notes home with students without prior approval from the office.

## **PARENT COMMUNICATION AND NOTIFICATION**

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

SLWCP teachers and staff work with parents to establish and maintain regular ongoing communication. We make every effort to have the information flow both ways either through Brightwheel, emails (respond within 24 hours), and monthly newsletter.

SLWCP teachers and administrative staff are valuable resources for parents. All staff members have access to articles and books on various topics of interest to parents.

SLWCP teachers are also a valuable resource for specific child development questions such as discipline, feeding, toileting, and other important issues.

### SLWCP will notify parents of the following:

- If their child has a sign or symptom of a contagious disease
- If their child is injured and requires medical attention. Less serious injuries will be reported through Brightwheel.
- If the child has been involved in a situation that placed the child at risk. Ex. the child wandered away from the Program unsupervised.
- If the Program or the child's class has had an outbreak of lice
- If a child has been exposed to COVID—19 or any other communicable disease that requires reporting to the Texas Department of Health as specified in 25 TAC 97 subchapter A.

## **PARENT-TEACHER CONFERENCES**

Formal parent conferences are held twice a year. At the first conference in the fall, the parents and teacher develop individual education goals for the child. During the second conference in the spring, parents will receive a summary of their child's progress for the year. SLWCP teachers are available for additional individual conferences as needed and these need to be scheduled.

## **PROGRAM PARTICIPATION AND EVALUATION**

Each spring parents have an opportunity to evaluate the program's performance and to offer feedback and suggestions on policies, procedures, and program improvement strategies. This survey provides key information about customer satisfaction and helps identify goals for improvement. Additional program review is conducted in various ways including:

TDFPS Licensing Inspection

NAEYC Annual Accreditation Report

Staff Survey

Student Assessment Outcomes

Texas Rising Star Assessment

## **CONFIDENTIALITY**

All information contained in children's files is considered confidential and kept in locked files. Program staff is provided access to information as needed to ensure children's health and safety, appropriate care, and educational support. Our staff is trained in the NAEYC Code of Ethical Conduct that ensures all confidential information is handled with the utmost professionalism. Electronic information is maintained on a protected server within the parish.

Children's files and assessment documentation may be subject to review by the Texas Department of Family and Protective Services and the National Association for the Education of Young Children for purposes of program regulation and evaluation. Written consent of a parent/guardian is required before student records may be released to other individuals or agencies.

## **CONFLICT RESOLUTION**

Parents may consult with the SLWCP Program Director to negotiate difficulties or differences that arise. If this process proves unsuccessful, the parents may bring the problem before the SLWCP Advisory Board or request that a special Parent Advisory Committee (PAC) be convened by the Advisory Board President to resolve the dispute. The Board will listen to parents' issues to resolve and regulate difficulties. Parents may also bring their concerns to the Parish Administrator and/or the Pastor.

## **THE CHILDREN**

### **PROPER SCHOOL ATTIRE**

SLWCP children should be dressed in washable, simple, easy-to-manage clothes. Pants with elastic waistbands make it easy to use the restroom independently. Children with hair longer than shoulder length are asked to wear their hair up in a ponytail or pigtails to keep it out of their activities and food, and for safety's sake on the playground. Children are encouraged to participate in a variety of activities during the day and some of these can be messy. For this reason, we encourage parents to send their children to school in **play clothes**. Please keep in mind that we do try to protect your child's clothes, but there may be instances when paint might get on their clothes. Children are encouraged, but not required to wear smocks to participate in messy activities.

As soon as children can walk, they should wear shoes that support running and playing. Flip-flops, Crocs, Jellys, and plastic shoes with heels are never appropriate for school. Rubber-soled shoes with closed-toe and back (ex. sneakers) are necessary for safe active play. Parents of children who arrive at school without appropriate footwear will be contacted to bring alternative shoes.

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

### **POTTY LEARNING**

Toilet learning begins sometime during the toddler school year. We do not begin the toilet learning process until the child begins showing signs of interest and signs that their body is ready. We will need to communicate closely with you about what signs you are seeing at home. When we think your child may be ready to begin, we will both (teacher and parent) determine when the child is ready. When we agree to begin, we will need to be very consistent between home and school. Your child will need extra underwear and extra pants during this time.

### **SUN AND INSECT PROTECTION**

Parents are responsible for applying sunscreen and insect repellent before dropping off their children each day. All children are encouraged to wear a hat with a brim on the playground.

### **GUIDELINES FOR OUTSIDE PLAY**

Indoor play will be scheduled when the following conditions exist:

- The temperature or wind chill is below 33-39 for Infant/Toddler and 32 degrees for Preschool.
- The temperature or heat index is above 90-95 for Infant/toddlers and 96-99 for Preschool.
- The Current Air Quality Index for the WCP zip code is Orange or higher.
- Rain, extreme wind, hail, etc.

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

## **POLICY FOR PHYSICAL ACTIVITY**

### **A. Benefits of physical activity**

- Regular exercise benefits students' emotional self-regulation and health (Jensen, 2020).
- It is the key ingredient to improving memory, both working memory, and short-term memory are enhanced by physical activity (Chen, Zhu, Yan, & Yin, 2019)
- It increases the production of new brain cells to improve cognition.
- Movement supports better mood, improvements in classroom behaviors, and higher functional stress regulation.

*Parents should not ask for their children to stay indoors due to being under the weather. (Per the Texas Human and Health Services, for children who are not able to participate in regular school activities which include going outside the child should stay home until symptoms improve.)*

### **B. Duration of physical activity**

- (1) Students will have daily opportunities for outdoor play, weather permitting, in which they use both small and large muscles:
  - (a) An infant birth through 12 months of age may engage in outdoor play for an amount of time as tolerated by the infant; and
  - (b) An infant 13 months through 17 months of age, a toddler, or a pre-kindergarten age student must engage in outdoor play for a minimum of:
    - 60 total minutes daily for full-time students
    - 45 total minutes daily for extended and part-time students
- (2) A balance of active and quiet play that incorporates group and individual activities, both indoors and outdoors, and must include:
  - (a) A minimum of 60 minutes of moderate to vigorous active play for toddlers; and
  - (b) A minimum of 90 minutes of moderate to vigorous active play for pre-kindergarten-age children.

*\*Opportunities for active play may overlap with outdoor play and do not need to be counted separately (e.g., 30 minutes of active outdoor play that includes moderate to vigorous physical activity may be counted toward the required 60 to 90 minutes of active play).*

### **C. Types of physical activity**

- (1) Child-initiated activities where:
  - (a) The equipment, materials, and supplies are within reach of the child; and
  - (b) The child chooses the activity or the child's initiative
- (2) Teacher-initiated activities that the teacher directs or chooses, at least two of which must promote movement.

### **D. The setting of physical activity**

- (1) Toddler playground
- (2) Preschool playground
- (3) Guardian Angels Hall

### **E. Recommended clothing and footwear**

Please refer to WCP's proper school attire policy on page 18.

### **F. Inclement weather conditions**

In the event of extreme weather conditions, the students will use the Guardian Angels Hall for playground schedules.

## INFANT CARE

Parents of infants will discuss with their child's caregiver the nutritional needs and feeding schedule for their baby. Infant feeding is based on the child's individual nutritional needs and developmental stage. Parents of infants need to update their child's feeding chart as new foods are added or monthly. The teaching staff does not offer solid foods to infants younger than six months unless that practice is recommended by the child's health care provider. Fruit juices may not be offered to infants younger than 12 months. Solid foods may not be added to infant bottles due to the increased risk of choking.

Except for breast milk, the staff serves only formula and infant food that comes to the **program in factory-sealed containers (ex. ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions.** When children are ready for solid food, families may bring solid food prepared at home.

We support breastfeeding. Mothers are welcome to come into the infant room to nurse their babies. Inside the classroom is a comfortable chair located in a quiet area of the room. The program will accept breast milk in ready-to-feed sanitary containers with the child's name and date. This milk may be stored for 48 hours only.

Infants are placed on their backs to sleep. Infants under 12 months may not have pillows, quilts, comforters stuffed toys, or other soft items in their cribs. Blankets are not used in infant cribs. Infants may have a sleep sack as an alternative to blankets. Infants are not allowed to sleep in car seats, swings, or bouncy seats. If they fall asleep, they are placed in their crib.

## FOOD

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

## LUNCH

All SLWCP children bring their lunches. SLWCP does not have facilities to refrigerate or heat the children's lunches.

***Caution: Choking hazards for under 4 years!***  
***Hotdogs (must be cut lengthwise) Raw***  
***carrots (must be cut lengthwise) Grapes***  
***(must be cut lengthwise)***  
***Peanut butter (mix with jelly or applesauce)***  
***Popcorn Nuts***  
***Olives***  
***Marshmallows Hard***  
***Candy***

### Feeding Your Child Ages 1-6

#### Food Groups and number Serving per Day

| Food Group                                       | 12-23 months                                 | 2-4 years  | 4 to 6 year  |
|--|--|--|--|
| Milk and Milk Products<br>4 serving daily        | 4 to 6 ounces                                | 4 to 6 ounces                                      | 4 to 8 ounces                                      |
| Meat and other Protein Foods<br>2 servings daily | 1-ounce meat<br>1/4 cup beans                | 1-1/2 ounce meat<br>1/4 to 1/2 cup beans           | 1-2 ounce meat<br>1/2 cup beans                    |
| Bread, Cereals, and Starches<br>4 or more daily  | 1/2-1 slice bread<br>1/4 cup cereal or pasta | 1 slice bread<br>1/3 to 1/2 cup cereal or pasta    | 1 to 2 slices<br>1/2 cup cereal or pasta           |
| Fruits and Vegetables<br>4 or more daily         | 3 ounces juice<br>or<br>1 to 2 tablespoons   | 3 ounces juice<br>or<br>2 to 4 tablespoons or more | 4 ounces juice<br>or<br>4 to 5 tablespoons or more |
| Fats and oils                                    | Do not limit                                 | 1 to 3 teaspoons                                   | 1 to 3 teaspoons                                   |

### TODDLERS

SLWCP toddlers need to bring a toddler cup and a bib. Toddler lunches need to be in a 3-4 section divided dish. Lunches should include finger foods and a drink.

Important ideas for lunch preparation:

- Sandwiches: (please cut in 1/2 or 1/4, small portions are easier for little hands to manage) turkey, ham, cheese, peanut butter mixed with jelly.
- Finger Foods: chicken nuggets (cut into 1/2 inch bits), cheese cubes, string cheese (cut in half lengthwise), carrot sticks (cut lengthwise), celery sticks, strawberries, melon balls, fruit (please cut into bite-size pieces), crackers cheerios, and bowtie pasta.

**Children younger than 2 years need whole milk, not low-fat milk**

### PRESCHOOL

SLWCP preschool children should have a variety of healthy choices in easily opened containers. Keep sweets to a minimum and **NO CANDY**. At lunchtime, we encourage the children to eat their healthy food first so make sure there is plenty to choose from.

Important ideas for lunch preparation:

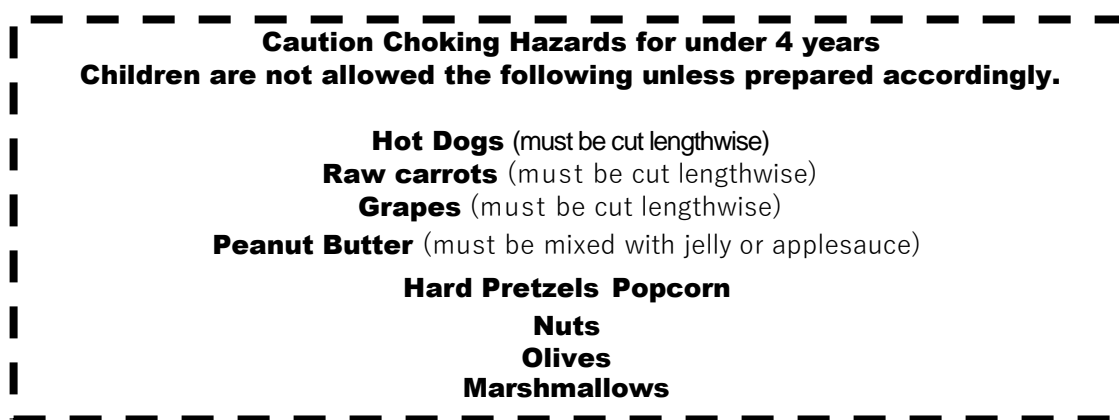
- Sandwiches: (please cut in 1/2 or 1/4, small portions are easier for little hands to manage) turkey, ham, cheese, peanut butter, and jelly.
- Finger foods, chicken nuggets, cheese cubes, string cheese, carrot sticks, celery sticks, strawberries, melon balls, fruit (please cut into bite-size pieces), and crackers.

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

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

## **SNACKS**

A mid-morning snack is served to all children. Children enrolled in the full-time program will also have an afternoon snack after a nap. Parents are asked to send a snack with their children each day. It should consist of a drink (ex. small bottle of water or a toddler cup of water) and a snack item. The snack should be placed in a zip lock bag with your child's name. There are many nutritious snacks available such as fruit, raw vegetables, cheese, crackers, yogurt, and granola are just a few suggestions.



## **BIRTHDAYS AND SPECIAL OCCASIONS POLICY**

SLWCP welcomes the opportunity to celebrate your child's birthday. Cookies or cupcakes may be brought to be served at snack time or after lunch. **All snacks must be commercially prepared and still in the original unopened container.** Food that has been prepared at home will not be served.

Here are some other helpful birthday celebration ideas for the classroom that are beyond cupcakes and sweet treats. Consult with your classroom teachers and discuss some other options you may come up with.

- **Donate to the Program:** Donate something to the SLWCP in recognition of your child's birthday. There are many things to choose from such as books, puzzles, toys, music, or computer software. Your child's teacher will have plenty of ideas. Then take your child shopping and let him choose the gift to donate with your guidance. Add a label to the item, "This book was given to SLWCP in celebration of Ashley's 3rd birthday." Do not forget the date. Your child and the school will appreciate the birthday donation for years to come.
- **Create a Birthday Tribute:** Create a tribute that says something about your child and his interests or heritage, and then share it with the class. You and your child could make a collage of photographs showing your family. Write a story together and read it to the class. Your child can dictate the words and provide the illustrations. For a special touch, laminate and bind the book at your local office supply store. Make two copies and give one to the school.

Birthdays mark the passage of time and can highlight special relationships among people. Let that be your guide when coming up with your child's birthday celebration ideas for the classroom.

## **TOYS**

Please discourage your child from bringing any toys from home.

## **PERSONAL PROPERTY**

A special place is assigned to each child for his/her belongings they bring each day. Your child will need a tote bag to bring their belongings. **NO BACKPACKS.** You may purchase a tote bag from SLWCP, or you may buy your own. It should be large enough to hold your child's lunch box, change of clothes, sipper cups, bottles, diaper wipes, etc. All personal articles in the bag must be labeled. This includes lunch boxes, sipper cups, bottles, diaper wipes, etc.

## **MEDICATION**

Only prescription medication will be given. Prescriptions must be for the child and must be current. The medicine must be in the prescription container, clearly labeled with the child's name. Over-the-counter medications will not be given unless accompanied by a signed physician's note with specific instructions.

Only specifically trained staff will administer medication following the guidelines below:

1. Verifying the child and name on the medication match
2. Is the right medication on the permission form?
3. Is the correct dose listed on the medication container?
4. Is the correct time to administer?
5. Is administered in the correct method?
6. Documents all required information.

All medication is in a locked container unless it is a life-saving medication such as an Epi-Pen where it will be kept in an accessible area but out of reach of children.

Please check in all medicine at the office.

Any medications brought by parents for their children must:

1. Be in the original container.
2. Be labeled with the child's name.
3. Be labeled with the date
4. Include written instructions for the administration of the medication.
5. **All medication requires a doctor's signature.**

All medications must be brought to the office area and parents, or authorized representatives must fill out a Medication Authorization Form signed by your child's doctor. Parents may download forms from the website and complete them before arriving at school.

## **ALLERGIES**

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

## **ENVIRONMENTAL HEALTH**

The program takes all measures to ensure a safe and healthy environment for both children and adults. The air quality is monitored, non-lead based, and non or low VOC paint is used; renovation/maintenance work is completed when staff and children are out of the facility; pesticides and other chemicals are only applied when children and staff are not present. All cleaning products are considered "green" and non-toxic. Product information is available from the front office.

We encourage recycling and using environmentally friendly products. We also discourage parents from leaving cars idling except for extremes in the weather.

In the event of a public health issue, the program will be in contact with the local health authorities to

ensure we have the most current and up-to-date information to put into practice and share with the families.

**PET POLICY**

**Visiting Pets-** Animals who come for Show and Tell must appear to be in good health and have documentation from a veterinarian that they are fully immunized. Staff will supervise all interactions between children and animals and instruct children on safe behavior. Staff will make sure that any child who is allergic to animals is not exposed.

## HEALTH AND SAFETY PROCEDURES

### WHEN TO STAY HOME OR COME TO SCHOOL

- **Keep your child/children at home if they are sick.**
- If a child or staff develops a temperature of **100°F** or above, while at the facility they will be sent home as soon as possible. The sick child will be immediately separated from the group and will wait until he/she is picked up. He/she can return to school after **24 hours** have passed since the resolution of fever and without the use of fever-reducing medication.
- If individuals have severe respiratory symptoms (such as cough, shortness of breath, sore throat, runny nose, muscle aches, fatigue, headaches, and nausea) they should stay home. The individual can return to school after **24 hours** have passed since the resolution of symptoms or until symptoms improve or obtain a doctor's release. If the symptoms worsen, the individual should contact a health care provider to determine whether testing for COVID-19 or flu, or strep is recommended. Parents or staff must inform the program immediately of the individual's diagnosis.
- If we have a confirmed case of COVID-19 among our population, we will contact TX Child Care Regulation (CCR) and Fort Bend Health and Human Services (FBHHS) and follow their recommendation. After we receive notice from them, we will notify parents and staff and communicate updates regularly.

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

#### **Guidelines for returning to school for other illnesses:**

| Symptom  | Stay Home | When the child can return:                                     |
|--|-----------|--|
| Uncontrolled Diarrhea<br>(2 episodes within 4 hours) | Yes       | 24 hours after the last episode                                |
| Vomiting<br>(2 episodes within 24 hours)             | Yes       | 24 hours after the last episode                                |
| Lice   | Yes       | After the first treatment                                      |
| Strep throat   | Yes       | 24 hours after the first treatment as prescribed by the doctor |
| Unexplained Rash                                     | Yes       | The rash is gone or a doctor's release                         |
| Mouth sores w/drooling                               | Yes       | When mouth sores/drooling are gone OR a doctor's release       |
| Pink/red eye with oozing                             | Yes       | After the initial dose of medication OR a doctor's Release     |
| Hand, foot, and mouth disease                        | Yes       | A doctor's release   |

Below is from the TX Health and Human Services Childcare Regulation Minimum Standard.

#### **§746.3603. What communicable diseases would exclude a child from attending my child-care center?**

*Subchapter R, Health Practices*

*Division 3, Illness and Injury*

*December 2010*

You must follow the communicable disease exclusions required for schools as defined by the Texas Department of State Health Services (DSHS) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Schools). You can access this information from DSHS or Licensing staff. [Medium-High]

## **CHILD ABUSE AND NEGLECT**

The St Laurence Weekday Children's Program Staff is required by Texas Law to report suspected child abuse and neglect to the Children's Protective Services (CPS) or the local law enforcement agency. Parents are also urged to report child abuse to the Director or the SLWCP Advisory Board and call the PRS Child Abuse Hotline at (1-800-252-5400). There are several websites where parents can learn about recognizing the signs of child abuse and neglect [www.itisuptoyou.org](http://www.itisuptoyou.org), [www.childwelfare.gov](http://www.childwelfare.gov), and [www.preventchildabuse.org](http://www.preventchildabuse.org) are just a few. Parents are also encouraged to take Safe Environment Training offered by the Archdiocese of Galveston-Houston. To register log on to <https://www.archgh.org/offices-ministries/office-of-child-and-youth-protection/safe-environment-training-for-adults/>

### Resource Websites:

*Child Care State Licensing- Texas Department of Protective and Regulatory Services (TDPRS)*  
<http://www.tdprs.state.tx.us/ChildCare>

214-951-7902

(Licensing reports and inspections are posted and available for review on the Family Information Board near the sign-in area or the website listed above. Current licensing regulations are also located at this site as well as in each of the office areas.)

### *Reporting Child Abuse and Neglect*

<https://www.txabusehotline.org/Login/Default.aspx> 1-800-252-5400.

*Child Abuse Advocacy & Support Groups* [www.cactx.org/child-abuse-in-texas](http://www.cactx.org/child-abuse-in-texas) <https://www.childhelp.org>  
[www.family-compass.org](http://www.family-compass.org) [www.dcac.org](http://www.dcac.org)

*National Association for the Education of Young Children*  
[www.naeyc.org](http://www.naeyc.org).

### *Conscious Discipline*

[www.consciousdiscipline.com](http://www.consciousdiscipline.com)

### *Weather*

<http://www.epa.gov>

### *Air Quality*

[https://www.airnow.gov/index.cfm?action=airnow.local\\_city&zipcode=75235&submit=Go](https://www.airnow.gov/index.cfm?action=airnow.local_city&zipcode=75235&submit=Go)

### *Consumer Product Safety Commission*

[www.cpsc.gov](http://www.cpsc.gov).

### *Nutrition*

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

[http://www.cdc.gov/breastfeeding/recommendations/handling\\_breastmilk.htm](http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm)

## THE FEES

### FINANCIAL RESPONSIBILITIES

St. Laurence Weekday Children's Program is a non-profit entity. Tuition is based on the actual cost of operating the program. No credit will be given for absences, family vacations, or partially attended months due to illness or weather-related closures. Fees are paid through Brightwheel.

### TUITION

SLWCP monthly tuition is due on the first school day of each month. **Tuition received after the 10th of the month will be subject to a \$50.00 late charge.** There will be a **\$25.00** charge for all paid credit card payments.

### REGISTRATION FEE

A registration fee is due at the time of registration. This fee is **non-refundable**. This fee includes a program tote bag for new families.

### SUPPLY FEE

A supply fee is charged annually to cover the cost of consumable supplies used by the children during the academic year. This fee is **non-refundable**.

### TECHNOLOGY FEE

This fee covers the cost of technology used by staff and parents such as the Brightwheel App, classroom cameras, and online learning. This fee is **non-refundable**.

### ACTIVITY FEE

An activity fee is charged annually to cover the cost of special programs brought into the school at various times during the year. This fee is **non-refundable**.

### SECURITY DEPOSIT

A security deposit (one month's tuition) is required upon acceptance. Applied to last 30 days of attendance when the written notice was received at least 30 days before withdrawal. (Non-refundable for withdrawal before the start date.)

### REFUNDS AND ADJUSTMENTS

In the event the program experiences closure due to public health issues, weather, facility damage circumstances, or students who are required to quarantine by the local health department, there will be no refunds or adjustments. In the event of extended program closure, staff will provide online instruction. Each circumstance will be reviewed individually by the WCP Program Director, Parish Administrator, and WCP Parent Advisory Board.

### FINANCIAL AID

Families who are experiencing a financial crisis may apply for financial assistance. See Program Director for an application

### RECEIPTS

You can access your receipts through your Brightwheel account.

## **LATE PICK-UP FEE**

### **On-time pick-up at the end of the day is very important.**

Parents who are late picking up children at the end of their school day will incur a late fee.

For Part-Time and Extended Day Children the late fee will begin when the carpool is over, and your child is brought to the front office area.

For Full-Time children, this fee will begin at 5:00 pm.

Following are the late fees for any part of every 15 minutes past closing:

|                 |  |
|-----------------|--|
| 1-3 incidents   | \$15 for any part of every 15 minutes  |
| Fourth incident | \$25 for any part of every 15 minutes  |
| Fifth incident  | \$50 for any part of every 15 minutes  |
| Sixth incident  | \$50 for any part of every 15 minutes and meeting with the Program Director and possible termination of your child's care. |

## **FUNDRAISING**

The monies collected from monthly tuition are used for the daily operation of the program. To provide for major additions and enhancements, SLWCP holds fundraising events during the academic year. We urge all parents to participate. Fundraising is a great way to get involved and meet other parents and staff. Proceeds received from these events are used for program improvements such as technology, classroom equipment, and/or playground equipment. The SLWCP Program Director and Advisory Board authorize and designate where the funds are to be applied.

## **MONETARY DONATIONS**

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

## **WITHDRAWAL**

One month's (30-day) **written** notice must be given in advance of the student's withdrawal. In the event proper notice is not given, parents are held responsible for the tuition.

## **LICENSING INFORMATION**

Parents may review a copy of SLWCP's most recent licensing report, gas pipe test, health inspection, and a copy of the Minimum Standards upon request from the Program Director.

For information about Child Care Regulation, parents can access the Texas Health and Human Services website at: <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation> or contact the local office Houston Area, 1330 E. 40<sup>th</sup>, Houston, TX 77022, 713-287-3238.