

PROUD PARENT/FAMILY HANDBOOK

2025-2026



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

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THE PROGRAM

St. Laurence Weekday Children's Program (SLWCP) is licensed by the Texas Health and Human Services Child Care Regulation and accredited by the National Association for the Education of Young Children (NAEYC).

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.

OUR CORE VALUES

Responsibility

Communication

Integrity

Excellence

PROGRAMS OFFERED

Extended Day	8:00 am-3:00 pm
Part-Time	9:00 am-1:30 pm
Summer Hours	8:00 am-3:00 pm or 9:00 am-1:30 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 their interests, and participate in planning, decision-making, and problem-solving. Opportunities are constructed to foster creativity, stimulate exploration of a wide variety of media and materials, and 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 Health and Human Services Child Care Regulation. 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.

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

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, teaching staff, 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 about the child including photo and social media authorization.

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.

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 which 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 Health and Human Services Child Care Regulation 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.

SOCIAL MEDIA POLICY

Social media is the term commonly given to websites, online tools, and other interactive communication technologies that 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 that 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 the 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 all new 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. The 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 (for ages 18 months and older). 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 the 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 current curriculum assessment checklists.

The staff has received online training in the administration of these assessments. Information from these observations, parent input, and assessment checklists are 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 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 electronically 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.

Discipline must be:

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

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

1. using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. reminding a child of behavior expectations daily using clear, positive statements;
3. redirecting behavior using positive statements;
4. using brief supervised separation 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. punishment associated with food, naps or toilet training;
3. grabbing or pulling a child;
4. putting anything in or on a child's mouth;
5. humiliating, ridiculing, rejecting, or yelling at a child;
6. subjecting a child to harsh, abusive, or profane language;
7. placing a child in a locked or dark room, bathroom, or closet;
8. placing a child in a restrictive device for time out;
9. withholding active play or keeping a child inside as a consequence of behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation that is consistent with 746.2803 (4)(D);
10. requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

BITING/AGGRESSIVE BEHAVIOR

Biting and other forms of aggressive behavior are common among young children, especially in group settings. While these behaviors can be upsetting, they are developmentally typical, particularly in toddlers, and often occur for reasons such as frustration, teething, sensory exploration, or limited language skills.

Although these behaviors are part of early development, keeping children safe is our top priority, and every incident is taken seriously.

How We Respond

- The child who is hurt will receive immediate comfort and first aid. Teachers will use calm, supportive language (e.g., "Someone bit/hit you. That hurts.") and teach the child ways to express boundaries.
- The child who bites or is aggressive will be calmly reminded that the behavior is not safe and will be guided toward appropriate ways to express needs and emotions.
- Teachers will evaluate classroom factors and make adjustments as needed.

- Parents of both children involved will be notified. The family of the injured child will receive an incident report at pick-up; parents of the child who bit will also be contacted the same day.

Ongoing Interventions

If behaviors persist:

- A Response to Intervention (RTI) Team will observe and collect data.
- We will collaborate with the family and create a behavior support plan.
- With parental consent, outside professionals may be consulted for evaluations and recommendations.
- Strategies and progress will be monitored closely.

Excessive Biting or Aggression

If excessive biting or aggressive behavior does not improve with intervention, temporary suspension of enrollment may occur. If the behavior continues to pose a safety risk despite all efforts—including behavior plans, family partnership, and professional support—termination of enrollment may be necessary. This decision is a last resort and is made only after all resources have been exhausted.

SUSPENSION, EXPULSION, AND OTHER EXCLUSIONARY MEASURES

St. Laurence Weekday Children's Program is committed to supporting every child's development in a safe and caring environment. We make every effort to address challenging behaviors through positive strategies, family collaboration, and professional support.

Suspension or expulsion is considered only as a last resort when a child's behavior poses a safety risk to themselves or others and all interventions have been exhausted. This includes cases of excessive biting or persistent aggression as outlined in our Biting & Aggression Policy.

When these situations arise, we work closely with the family and outside professionals to develop strategies and explore all alternatives before removal from the program. Our goal is to maintain a safe, nurturing environment for all children and staff.

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
- ◆ Parent's Rights
- ◆ Operational Policy on Infant Safe Sleep

All paperwork information must be on file in the Program office for the child to begin attending the Program.

CONDITIONAL ACCEPTANCE AGREEMENT

SLWCP extends conditional acceptance to your child for enrollment for the current school year. This acceptance applies for the first nine weeks of attendance, during which the child's ability to meet the expectations of the preschool program will be assessed. The evaluation will consider the following:

- ◆ Demonstration of age-appropriate behavior and social interaction skills.
- ◆ Developmental readiness for the class level.
- ◆ Parental cooperation and adherence to the school's policies and procedures.

After the nine weeks, the Administration will review the child's progress and determine eligibility for continued enrollment. If the program is unable to meet the child's needs, tuition will be refunded on a prorated basis

IMMUNIZATION

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

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 ensure 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 Information Night 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 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.

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 via Brightwheel. *ALL adults and children entering the classroom space are required to wash their hands before entering the play spaces. In the infant rooms, shoes should be left outside before entering the classroom.*

Full-Time Program

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

Families will be provided with an app to use to enter between 7:30 and 7:59 am and drop off in the classroom. Any parents arriving after 8:00 am will need to use the main entrance. The app will only work at the back of the WCP entrance. The app will automatically deactivate on the last day of school and is 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 via Brightwheel every day.

Full-Time Program

Parents will use the app 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 via 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 and park to buckle your child.

TARDINESS POLICY

We understand that occasional delays happen; however, consistent late arrival to the program disrupts the classroom routine and affects your child's experience. Regular and timely attendance is essential for a positive learning environment.

If a child is frequently late, the administration will review the situation. Excessive tardiness may result in one of the following actions:

- A meeting with the administration to discuss concerns and possible solutions
- A referral to another program that may better accommodate the family's schedule
- Administrative withdrawal from the program

We appreciate your cooperation in ensuring your child arrives on time, allowing them to benefit from their preschool experience.

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.

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.

BUILDING EMERGENCIES

Keeping your children safe is one of our highest priorities. The program has procedures for responding to a range of emergencies (including lockdowns.) Regular drills are conducted to prepare children and staff to react quickly and appropriately. Lockdown 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.

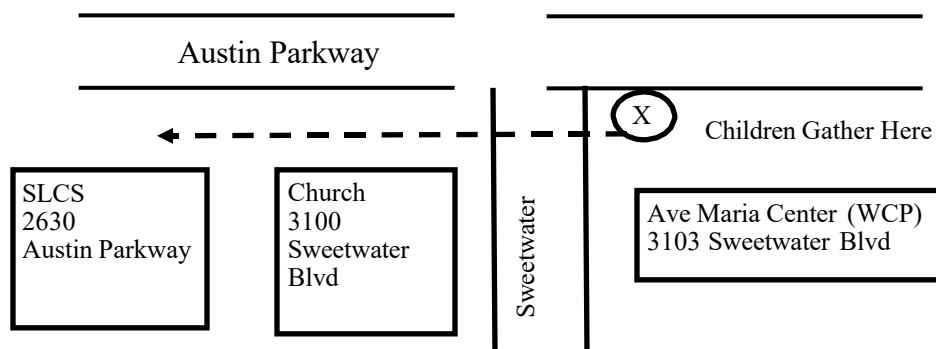
Teachers will transport non-walkers in the evacuation cribs and bye-bye buggies. Older children will walk with teachers. Once children are in the gym, teachers will take attendance using Name to Face on Brightwheel.

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. A 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 are the main factors 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 and 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 is 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 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.

Food or Allergic Reactions

1. **Awareness of Allergies:** We maintain a current list of children with allergies in each classroom.
2. **Mealtime Precautions:** Children with food allergies may be seated separately during meals to

minimize risks.

3. **Response to Allergic Reactions:** If your child experiences an allergic reaction, first aid will be administered immediately based on their allergy action plan. You will be notified right away by phone or Brightwheel.
4. **Severe Reactions:** In the event of a severe allergic reaction, our team will follow the child's allergy action plan, call 911, and notify the parent/guardian.
5. **Nut Policy:** Please note that SLWCP is not a nut-free program

PARENTS

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

RIGHTS OF PARENT OR GUARDIANS

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

1. enter and examine the facility during the facility's hours of operation without advanced notice;
2. review the facility's publicly accessible records;
3. receive inspection reports for the facility and information about how to access the facility's online compliance history;
4. obtain a copy of the facility's policies and procedures;
5. review, at the request of the parent or guardian, the facility's:
 - (A) staff training records; and
 - (B) any in-house staff training curriculum used by the facility;
6. review the facility's written records concerning the parent's or guardian's child;
7. inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
 - (A) video recordings of the alleged incident are available;
 - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
 - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
8. have the facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
9. be provided the contact information for the facility's local Child Care Regulation office;
10. file a complaint against the facility by contacting the local Child Care Regulation office; and
11. be free from any retaliatory action by the facility for exercising any of the parent's or guardian's rights.

COMMUNITY CODE OF CONDUCT

At SLWCP, we believe that parents, staff, and children are all part of a loving and supportive preschool community. As members of this community, we are called to uphold our mission by demonstrating kindness, respect, and cooperation in all interactions.

Positive communication—both verbal and non-verbal—is essential in fostering a nurturing and faith-filled environment for our children. To maintain this atmosphere, the following behaviors are considered inappropriate and may result in dismissal from the program:

- Speaking negatively about SLWCP staff, policies, or procedures in public or on social media
- Making threats of any kind toward staff, families, or children

- Engaging in aggressive behavior such as yelling, pushing, or other inappropriate actions
- Spreading rumors or publicly discussing private matters related to children, families, or staff
- Refusing to follow SLWCP policies and expectations as outlined in the Family Handbook

All parents, family members, and guests play a vital role in fostering a positive preschool environment. Respectful communication and cooperation with SLWCP staff are essential in maintaining a supportive and productive learning space.

If an individual engages in misconduct that disrupts the program, disrespects staff, or hinders the orderly administration of SLWCP, the child's enrollment may be subject to review. This may result in an administrative withdrawal from the program.

By being part of SLWCP, all community members commit to upholding a cooperative and respectful partnership that supports the growth and well-being of every child.

We understand that SLWCP may not be the right fit for every family, and we reserve the right to discontinue enrollment if these expectations are not met.

SAFE ENVIRONMENT TRAINING

SLWCP parents/guardians 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. They will be asked for their completed training certificate before being allowed to volunteer. Please see the 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. A summary of these activities can be found in the appendix of this parent handbook.

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

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

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 pigtail 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, Jelly's, 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.

Potty Training Policy – Pre-Kindergarten Classrooms

All children enrolled in a Pre-Kindergarten classroom must be fully toilet-trained by the first day of school. "Fully toilet trained" means that the child:

- Can recognize the need to use the restroom and communicate this need to a teacher.
- Can independently manage toileting needs, including wiping and washing hands.
- Wears underwear and does not rely on pull-ups during the school day.

We understand that occasional accidents may happen. However, if consistent toileting concerns arise, a meeting with the family will be scheduled to develop a support plan.

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. **NO GLASS BOTTLES PLEASE.**

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 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.

The operational policy on Infant Safe Sleep will be reviewed with all infant parents upon enrollment.

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.

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.

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 of Servings per Day

Food Group	12-23 months	2-4 years	4 to 6 years
Milk and Milk Products 4 servings daily	4 to 6 ounces	4 to 6 ounces	4 to 8 ounces
Meat and other Protein Foods 2 servings daily	1-ounce meat 1/4 cup beans	1-1/2-ounce meat 1/4 to 1/2 cup beans	1-2-ounce meat 1/2 cup beans
Bread, Cereals, and Starches 4 or more daily	1/2-1 slice bread 1/4 cup cereal or pasta	1 slice bread 1/3 to 1/2 cup cereal or pasta	1 to 2 slices 1/2 cup cereal or pasta
Fruits and Vegetables 4 or more daily	3 ounces of juice or 1 to 2 tablespoons	3 ounces of juice or 2 to 4 tablespoons or more	4 ounces of juice or 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 $\frac{1}{2}$ or $\frac{1}{4}$, small portions are easier for little hands to manage) turkey, ham, cheese, and 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 $\frac{1}{2}$ or $\frac{1}{4}$, 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.

SCREEN TIME POLICY

At St. Laurence Weekday Children's Program (WCP), we follow the Texas Child Care Licensing minimum standards and the NAEYC guidelines regarding screen time. Technology and media are used sparingly, only to support active learning, creativity, and relationships. For children under age 2, **no** screen time is permitted. For children age 2 and older, screen time is limited to no more than 30 minutes per week and is carefully planned to complement—not replace—hands-on, interactive experiences.

Screen time is reserved for **special occasions**, such as a classroom movie day or a brief end-of-day song and prayer. We prioritize active play, social interaction, and creative exploration over passive screen use, ensuring that any technology used is intentional, age-appropriate, and aligned with our educational goals.

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 be in the original unopened container when brought in. 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.** New students will be provided with a WCP tote bag upon enrollment. You may purchase an additional 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., and must fit in the classroom cubby. 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. SLWCP is not a nut-free program.

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 extreme 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 (for Preschool students only) 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 POLICY

WHEN TO STAY HOME OR COME TO SCHOOL

To maintain a healthy and safe environment for all children and staff, we ask that families follow these guidelines regarding illness and attendance.

When to Keep Your Child Home

Children should stay home if they are sick or experiencing symptoms that could affect their well-being and the health of others.

- If a child or staff member develops a fever of **100°F or higher** while at WCP, they will be sent home as soon as possible. The individual will be separated from the group until they are picked up. They may return to school **after being fever-free for 24 hours without using fever-reducing medication**.
- If an individual has **severe respiratory symptoms** (such as persistent cough, shortness of breath, sore throat, runny nose, muscle aches, fatigue, headache, or nausea), they should stay home. They may return **24 hours after symptoms resolve, symptoms improve, or with a doctor's note**. If symptoms worsen, a healthcare provider should be consulted.
- If a child is unable to participate comfortably in classroom activities or requires extra care that would compromise the health and safety of others, they should remain at home until symptoms subside.

Guidelines for Returning to School After Illness

Symptom	Stay Home?	When to Return
Fever (100 F or higher)	Yes	24 hours fever-free without medication
Diarrhea (2 episodes within 4 hours)	Yes	48 hours after the last episode
Vomiting (2 episodes within 24 hours)	Yes	48 hours after the last episode
Lice	Yes	After first treatment
Strep throat	Yes	24 hours after first dose of the prescribed treatment
Unexplained Rash	Yes	When rash is gone or with a doctor's note
Mouth Sores with Drooling	Yes	When sores/drooling stop OR with a doctor's note
Pink/Red Eye with Oozing	Yes	After the initial dose of medication OR with a doctor's note
Hand, Foot, and Mouth Disease	Yes	With a doctor's clearance and dried sores

For any illness or symptoms not listed above, please contact the Program Director for guidance. Your cooperation in following these guidelines helps keep our WCP community safe and healthy.

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, www.childwelfare.gov, and 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 <https://www.childhelp.org>
www.family-compass.org www.dcac.org

National Association for the Education of Young Children
www.naeyc.org.

Conscious Discipline

www.consciousdiscipline.com

Weather

<http://www.epa.gov>

Air Quality

https://www.airnow.gov/index.cfm?action=airnow.local_city&zipcode=75235&submit=Go

Consumer Product Safety Commission

www.cpsc.gov.

Nutrition

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

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 excessive failed credit card payments. Please note, Brightwheel fees on payments will be as follows, card fee: 2.95% and ACH fee: 0.06%, \$0.25 min, \$2 max.

ENROLLMENT FEE

The enrollment fee is due at the time of enrollment. This fee is **non-refundable**. This fee includes a program tote bag for new families. Any changes made after placement has been confirmed will incur a \$25 processing fee. This processing fee will also apply during the summer sessions.

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 all technology use and communications during the school year. This fee is **non-refundable**.

ACTIVITY FEE

An activity fee is charged annually to cover the cost of special events and 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 the 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, or facility damage circumstances, there will be no refunds or adjustments. Each circumstance will be reviewed individually by the WCP Program Director, Parish Administrator, and WCP Parent Advisory Board.

FINANCIAL AID

SLWCP is committed to supporting families facing significant hardship. Limited financial aid is available for families who have been enrolled in SLWCP for at least one year and demonstrate a substantial need.

Eligibility & Guidelines

- Financial aid is available only to current families who have been enrolled for a minimum of one year.
- Assistance is awarded based on demonstrated financial hardship and the availability of funds.
- Families must apply for financial aid annually and provide documentation of financial need.

All applications and financial information are kept confidential and reviewed by the Financial Aid committee. For more information, please contact the Program Director.

RECEIPTS

You can access your receipts through your Brightwheel account.

PARISH STAFF DISCOUNTS

Parish staff who have children enrolled in the program will receive the following tuition discounts.

Part-time status – 15% and full-time status - 30%.

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. 40th, Houston, TX 77022, 713-287-3238.

APPENDIX

August

P.I.N Night- This is an important night for the parents to get general information about the program. Parents will meet with their child's teacher to go over classroom expectations and other information and to sign up for volunteer opportunities. This is a parent-only event.

Parent Mixer- This is an event for parents to mix and mingle and socialize with other families. WCP provides appetizers. This is a parent-only event.

Meet the Teacher(s)- The child and parent will visit their classroom and meet the teacher(s) before the first day of school.

September

Grandparents' Day- Grandparents are invited at a scheduled time and will have a snack with their grandchild/children. WCP will provide a snack and water bottles for the Grandparents.

October

Trunk N Treat- Families will purchase a parking space to give out candy or treats to the children. In this fun event, you decorate the trunk of your car or the bed of your truck, dress up in costumes, and carve a pumpkin. We have prizes for the best-decorated vehicle, best family costume, child's carved pumpkin, and adult carved pumpkin contests.

Parent/ Teacher Conference- This is the first conference with your child's teacher. We encourage parents to attend without their children. We do take into consideration if they have to attend.

November

Thanksgiving Feast (Preschool only)- The teacher will have a sign-up for the parents to donate different food items so the class can have a feast together for lunch.

Share God's Bounty- Through Social Concern, we help with donated canned goods to help the surrounding community in need.

December

Christmas Pageant (Preschool only)- The children perform the "Birth of Jesus" story. This event is in the afternoon.

Feast of St. Nicholas- The children place their shoes outside the classroom door during lunch, and the administration office staff will put a St. Nicholas Prayer card in one shoe and a peppermint cane in the other shoe.

Christmas Carnival- The staff, with lots of volunteers, set up different activities for the students to do, which include icing and decorating a sugar cookie. We also have a special visit from Santa himself, each class gets to take a class picture.

Wish Upon a Star- Through Social Concern, we help provide Christmas presents for the surrounding

community in need. We will have tags for you to take if you would like to donate.

January

Lunar New Year- The Lion Dancers come to WCP to perform. Families are invited to attend this event.

February

Rodeo Day- This event is for the children to enjoy! WCP provides pony rides, hay rides, and different activities for the children to do, including a Photo booth. Chick-fil-A Lunch is provided for the students.

Valentine's Party- The teachers will send you more details.

March

Annual Gala/Ball- This is our Biggest Fundraiser! Parents buy tickets to attend an evening of adults-only dinner and a silent auction of themed baskets from each class, with items that are donated by parents, and artwork that is made by the students in the class.

Dad's Night- This event is for Dad and the child to come out with their hammers to build and paint a cross. We also have a little snack. We try to encourage dads, uncles, grandpas, and brothers to attend this event only.

April

Spring Family Day- Children ages 2 and up will showcase a special performance for their families in the Ave Maria Center, organized by age level. This fun-filled day features activities such as train rides, bounce houses, pony rides, game stations, and a small concession area. Attraction tickets will be available for purchase on the day of the event. The whole family is invited to join in the festivities.

W.O.Y.C- Week of the Young Child - Our annual event celebrating early learning, young children, their teachers, and families. A week filled with different activities for the students, and on Thursday, we have a school-wide picnic lunch outside.

Egg Hunt and Visit from the Easter Bunny- Parents are asked to donate stuffed plastic eggs for the children to have an egg hunt during their playground time. Each class will get the opportunity to take a class picture with the Bunny.

May

Pre-K Promotion- This will be for the Pre-K students only who are entering Kindergarten the following year.

End of the Year Prayer celebration- This celebration is for the entire school. Each child will be awarded a certificate of completion.