

St. Paul's Early Childhood Program
Parent Handbook
2023-2024

**VISION
STATEMENT**

An exceptional, developmentally appropriate, early childhood ministry grounded in Christian values and opened to all, that develops and nurtures the unique potential of each child in partnership with the family.

MISSION STATEMENT

The mission of St. Paul Early Childhood Program is to offer an environment for the preschool child in our parish community that encourages developmental skills that are age appropriate. Religious values will be incorporated in the curriculum as well as in the attitudes of the staff. Our hope is that this program would promote families' visions of their own unique mission, sanctity, gifts, and strengths for the service of their own families, the Church and society.

ENROLLMENT POLICY

St. Paul Early Childhood Program (SPECP) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies. Pre-registration is open to presently enrolled students and their siblings first, members of St. Paul second, and the community at large last.

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.

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

ENROLLMENT REQUIREMENTS

The following are necessary for enrollment:

- * Completed registration forms
- * Registration fee and Supply fee
- * Current immunization record
- * A letter from a physician stating your child has been seen in the past 12 months and is able to attend school. This **must** have the signature of the physician.
- * Children must be the minimum stated age by September 1 to be eligible for a class
- * Signed Parent Policy Agreement Form
- * Signed Safe Sleep form for children and infants under 3 years old in extended day
- * Children in 3 & 4 year old classes **must** be toilet trained

- * All Pre-k 4 children **must** have their vision and hearing tested and documentation submitted

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

THE EARLY CHILDHOOD CLASSES

The following classes are offered by SPECP. All classes meet from 9:00 a.m. to 1:30 p.m., or 8:00 a.m. to 3:00 p.m.

<i>Age</i>	<i>Staff/Child Ratio</i>
1 Year:	3:12
2 Year:	2:12
3 Year:	2:15
4 Year:	2:15

DAILY ADMISSION POLICY

Please make every effort to be on time. Classes begin promptly at 8:00 or 9:00 a.m. and end at 1:30 p.m. & 3:00 p.m. Your child misses out on the continuity of the day when they arrive late. If your child arrives late or leaves school early you must sign them out through the office sign-out log. Parents are expected to be prompt in picking up their child at dismissal time. There will be a fee of \$25.00 for each child picked up 15 minutes after dismissal time and for each 15 minutes thereafter, at the discretion of the Director.

- NO CHILD WILL BE ALLOWED TO LEAVE WITH AN UNAUTHORIZED PERSON EVEN IF THE CHILD KNOWS THE PERSON.
- PARENTS MUST NOTIFY THE DIRECTOR IN WRITING IF AN UNAUTHORIZED PERSON WILL BE PICKING UP THEIR CHILD.
- IDENTIFICATION WILL BE REQUIRED SUCH AS A DRIVER'S LICENSE
- IF THE TEACHER DOES NOT RECOGNIZE THE PERSON PICKING UP YOUR CHILD, THAT PERSON MUST COME TO THE OFFICE WITH A VALID PHOTO ID. A PHOTOCOPY WILL BE MADE AND PLACED IN YOUR CHILD'S FILE.

UPDATING INFORMATION

The Program requires updated forms annually, prior to the beginning of the academic year. Parents are required to notify the Program in writing if changes are made in their enrollment information. Examples: new phone number, new address, new work phone number, new physician, changes in authorization for release.

PARENT PICK-UP & DROP-OFF

Parents should be advised that the painted curb areas directly in front of the church are no parking zones. ***Do not park in the fire lanes when dropping off and***

picking up your child. Parents and children should enter the building through the double glass doors. The glass doors at the end of the education wing are an emergency exit. An alarm will sound if these doors are opened during the school day.

Teachers can chat briefly with you about your child's day, but this is not the time for a lengthy conference. School-wide conferences are held in January. If you feel the need to conference with your child's teacher during the school year, please contact the teacher to make the necessary arrangements.

Car Rider Line

We understand the complexity of transporting small children and their belongings. To

help you, we have provided a drive-thru service. There is a monthly fee for this optional service. The drive-thru is located at the far end of the classroom wing. **Hours for drive-thru are 8:45 to 9:00 for drop off and 1:00 to 1:15 for pickup of 1 and 2 year olds; 9:00-9:15 a.m. and 1:15p.m.-1:30p.m. for pickup for 3 and 4 year olds. Teachers are not allowed to open the door after the Director turns on the alarm and the doors are locked. Extended day drop off begins at 8:00 am and all children must be picked up by 3:00 pm.** Please be on time for drop off and pick up. All parents are also asked to **refrain from using cell phones during arrival and dismissal.** The children should be the main focus at that time.

EMERGENCIES

SCHOOL CLOSINGS DUE TO WEATHER

The health and safety of the children and the staff is the main factor in the decision to close the school. In the event of school closure, a GroupMe text message will be sent to each parent that is signed up to receive the text.

SPECP will be closed for weather related problems if Clear Creek Independent School District is closed. Please tune into local TV or radio stations if weather is threatening.

Health Related Closure

If area public health officials recommend or order closure of the program to prevent the spread of illness.

Shelter in Place

In the event that SPECP is notified by the health or city authorities to Shelter in Place, the front doors of the building will be locked, and the children will be taken to interior classrooms. Parents will not be allowed to enter the building until the school is notified that the Shelter in Place has been cancelled.

EVACUATION PLAN

The following is the evacuation plan in case of a fire, chemical spill, or explosion:

If our building becomes damaged, we will take the children to Nassau Bay City Hall, at 1800 Space Park Dr. Suite 200 Houston, Texas 77058. If we must evacuate the area, the children will be taken to St. Bernadette Catholic Church in Clear Lake City 15500 El Camino Real Houston, Texas 77062. The children will be cared for until a parent or designated adult arrives. The Director will inform the Nassau Bay Police Department as to the whereabouts of the children. Parents are to call NBPD to determine where to pick-up their child.

Services not Provided

We do not provide transportation, field trips, or water activities in our program.

MEDICAL EMERGENCIES AND ACCIDENTS

If your child becomes ill at school, you will be called immediately. If your child needs immediate medical attention, the school will call your child's physician; 911, or take your child to the nearest emergency room. This is the reason the Program must have your authorization for emergency medical care. If your child is hurt at school and doesn't need medical attention, an accident/incident report will be filled out within 24 hours. A parent or guardian signature is required on this form in accordance with Child Care Licensing. You will be given a copy of this report.

ILLNESSES

Please use your own **good** judgment in determining whether or not your child should attend school. In general, a child who is too ill to participate in outdoor activities should remain at home until able to participate in the school program. Children should remain home with the following symptoms: green/yellow discharge from nose, diarrhea, vomiting, fever, rash, upset stomach, toothache, discharge from the eyes, extreme tiredness, or any communicable disease. **CHILDREN WILL BE SENT HOME IF, IN THE OPINION OF THE TEACHER OR DIRECTOR(S), A CHILD IS TOO ILL TO REMAIN IN THE SCHOOL. Children must be fever free without medication for 24 hours before returning to school.** The parents or guardian will be responsible for picking up the child and should inform the staff of any special arrangements made.

SPECP WILL NOT GIVE MEDICATION TO CHILDREN UNLESS IT IS REQUIRED DUE TO AN EMERGENCY SUCH AS AN ALLERGIC REACTION. If a child is on medication that needs to be administered during school hours, the parent must make arrangements to do so himself/herself. This also includes diaper rash ointment, sunscreen, and insect repellent.

COMMUNICABLE DISEASE CHART

Compliance with the exclusions listed below is required for conformance to the Minimum Standards of the Texas Department of Human Services. Please call the Director as soon as possible if your child contracts these or any other communicable diseases. If we find that your child has been exposed to a communicable illness, we will notify you.

<i>DISEASE</i>	<i>READMISSION CRITERIA</i>
Chicken Pox	When all blisters have crusted over
Head Lice	When one medicated shampoo or lotion has been given and nit free
Impetigo	When treatment has begun
Pink Eye (Conjunctivitis)	Release by physician (note must be given to the office)
Streptococcal infections (Including Scarlet Fever)	24 hours after antibiotic treatment has begun and fever has subsided

VISION AND HEARING SCREENING

The Vision and Hearing Screening Program, Chapter 36 of Texas Health and Safety Code, requires that all four and five year old children enrolled in any public, parochial, or denominational school or in a Department of Family and Protective Services licensed childcare center must be screened or have a professional examination for possible vision and hearing problems. All new four year old students attending St. Paul's Early Childhood Program must be screened.

Teachers

All teachers in the Early Childhood program are background checked through the Archdiocese, the State of Texas, and FBI. All staff are required to have 24 hours of annual training in the field of Early Childhood education. Although not required, St. Paul's Early Childhood Program encourages staff to get regular vaccinations that are recommended by the CDC.

PARENTS

Parent Involvement

Parent involvement is crucial to providing a high-quality Program.

SPECP provides a variety of opportunities for all parents (even those who work and/or are very busy) to take part in our Program. Each family is given a questionnaire at the beginning of the academic year to identify ways that they can share their time and talent.

Participation opportunities include:

- ☐ Be a Room Parent
- ☐ Read to your child's class
- ☐ Make play dough
- ☐ Help maintain the playground equipment
- ☐ Substitute teach or aid in a classroom
- ☐ Serve on the SPECP Advisory Board Committees; Fundraising, Hospitality, Activities, etc.

Parents of children enrolled in SPECP are welcome to visit and help in the classroom at anytime. (Please see the Parent Helper Guidelines in the handbook)

Breastfeeding

All teachers and parents have a right to a comfortable private area to breastfeed. Room 10/11 is an area that anyone can breastfeed comfortably during school hours.

HOLIDAYS AND SPECIAL EVENTS

The following school-wide special events will be held during the school year: Your child's teacher may schedule additional special days.

- * ECP Family Tree (Sep.)
- * Critter Carnival (Oct.)
- * Thanksgiving Prayer Celebration (Nov.)
- * Christmas Nativity production and parties (Dec.)
- * Craft Day (Jan.)
- * Valentine's Day Parties (Feb.)
- * Go Texan Day (Feb./March)
- * Easter Egg Hunt (March or April)
- * Pie Day (April)
- * End-of-the-Year Prayer Celebration (May)

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.

HOME AND SCHOOL RELATIONSHIP

We believe it is important to each child's development that they see parents and teachers engaged in regular and friendly exchanges. If you use the car rider service, please make sure you periodically come inside the building to interact with the teacher.

SOCIAL MEDIA POLICY

St. Paul's ECP does not share any pictures of children on social media. Parents/guardians are prohibited from posting pictures of any other child but your own on any social media sites. Please be cautious when taking pictures at school events.

ESTABLISH A GOOD RELATIONSHIP WITH YOUR CHILD'S SCHOOL

Parents are encouraged to visit school before enrolling their child. Please make sure that the school has all the information needed about your child and family to provide good care. Parent involvement is an important part of a successful pre-school experience. Parents are encouraged to work with the staff to form a partnership between home and school and to drop in occasionally to observe how their child interacts with staff and other children in order to get a good picture of the day-to-day activities at school. Please be careful not to disrupt ongoing activities in the class. All visitors to school must sign the log in the ECP office, Room 13, before entering any classroom.

It's important to let the school know about situations at home that may affect how your child is doing in school. Circumstances that may affect your child's behavior at school include but are not limited to: a change in work habits of a parent, an impending move,

birth or future birth of a sibling, sickness of a family member or any change to the normal routine of your child's life.

Parents are expected to support and uphold school policies. Without this cooperation and confirmation from the parents, a double standard exists between the home and school which is counterproductive to the student's development and the school's effectiveness.

CONFERENCES

In an effort to maintain good communication between home and school we will schedule Formal Parent/Teacher conferences in January (this will be a student holiday). SPECP teachers are available for additional individual conferences as needed. Parents or teachers may schedule a conference at any time throughout the school year.

CONCERNS/COMPLAINTS

In the event that you have a concern about your child that you feel is not being handled appropriately, the 5-step process below will be followed in order to resolve your concern:

1. Schedule a conference with your child's teacher(s) to discuss the issue.
2. If after the scheduled conference with your child's teacher(s) you feel that your concern has not been addressed, then you may schedule an appointment with the director.
3. The parent/guardian, teacher and director will meet to discuss the concern in an attempt to resolve the concern.
4. Within 10 business days the parent/guardian will receive an answer/solution from the director about the concern.
5. If the parent/guardian is not satisfied with the resolution, they may take the matter to the parish administrator and pastor for further review.

The Children

PROPER SCHOOL ATTIRE

Pre-School is messy!

SPECP children should be dressed in washable, simple, and easy to manage clothing. 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 send at least one change of clothing, including socks and shoes, each day in your child's backpack. Please keep in mind that we do try to protect your child's clothes, but there may be potty accidents in addition to instances when paint might get on their clothes. **For the safety of the children, flip-flops and crocs are not allowed.** Closed toe shoes are best. When potty training, clothing without snaps and zippers help children to be more successful. All extra clothing and

jackets should be labeled with your child's name. In cooler weather, please dress your child for outside play.

PLAYGROUND

Playground time is an important part of the curriculum. Children are encouraged to run, climb, jump and otherwise use their large muscles. Choice of activities is encouraged as long as there is no violation of safety, courtesy or potential damage to equipment and property. Our philosophy during this outdoor time is to encourage a sense of cooperation and trust rather than competition. We want to foster the expansion of each individual's abilities rather than set up a "winner/loser" situation. The playground is open for use before and after school hours; however, we ask parents to closely supervise their children and abide by the rules posted on the fence of the playground. In inclement weather children will play in Beck Hall using gross motor skill equipment.

SNACK

A snack is served to each child during the day. Parents will provide a daily snack for their child. All snacks must be "store bought" rather than homemade. This safety precaution must be observed and is dictated by the State of Texas Health Department. All snacks must be in the original containers. This does not mean you cannot send a nutritious snack for your child. There are many nutritious snacks available; fruit, raw vegetables, cheese, crackers, yogurt, and granola are just a few suggestions.

LUNCH

All SPECP children bring their own lunches. SPECP does not have facilities to heat the children's lunches. Parents may send a lunch kit. The lunch kit must be labeled with the child's name and be sure to include a drink. The center will not be responsible for the nutritional value of a child's lunch or for meeting the child's daily food needs. Here is a list of healthy lunch ideas:

- ❖ At least one fruit: strawberries, melon, cut-up grapes, apple or orange.
- ❖ At least one vegetable: sliced cucumber, carrots, broccoli (include dipping sauce if your child will not eat "plain" veggies).
- ❖ At least one protein: turkey or chicken sandwich, tuna, peanut butter, hardboiled egg, yogurt or cheese.
- ❖ Dessert (optional): fruit is already sweet.
- ❖ Drink: stay away from highly sweetened juice drinks, small bottles of water fit well in lunch boxes.

The State of Texas recognizes certain foods as choking hazards, examples of these foods include; whole grapes, whole hot dogs, popcorn and nuts. The teachers **cannot** allow your child to eat these foods in their classrooms. Please do not send them in your child's lunch, even if they can eat them safely at home.

BIRTHDAYS

Parents wishing to celebrate their child's birthday in the classroom with an edible treat should consult with the teacher. Birthday parties are not to be held at school. Invitations to your child's birthday party may only be distributed at school if every child

in the class receives one. All birthday snacks must be commercially prepared and still in the original unopened container. Food which has been prepared at home OR is not in its original packaging cannot be served. Latex balloons are not allowed in our preschool.

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 or a backpack to bring their belongings. The bag should be large enough to hold your child's lunch box, change of clothes, sipper cups, diapers, artwork, notes from school, etc. The bag should hold at least one complete change of clothes (underwear, shoes & socks included) for your child, and all personal articles **must** be labeled with the child's name. This includes lunch boxes, sipper cups, diapers, coats, etc.

TOYS

Please do not bring any toys from home. Toys may only be brought in if they are for Show-and-Tell. We have Show-and-Tell as a language experience. Each class has individual guidelines. Acceptable items include something the child has made, something from nature or something relating to a specific theme or a photograph. The school is not responsible for lost or broken toys.

SPECIAL HELPERS

At various times during the school year the children may be treated to elementary school, junior high school, or senior high school helpers.

Suspected Child Abuse/Neglect Policy

State law requires all staff members to be trained in recognizing the signs and symptoms of child, physical, emotional, and sexual abuse, and neglect. All staff members are required to report suspected abuse.

St. Paul's Early Childhood Program will provide training for all staff on the identification and reporting of suspected child abuse and neglect each program year. The director will provide this training for new staff at an orientation within 30 days of their hire date. All employees must complete at least one clock hour of annual training from the Department of Family and Protective Services Website: <http://www.dfps.state.tx.us/Training/Reporting> or other source including but not limited to face to face and online training.

Recognize the Signs of Child Abuse

There are four major types of child maltreatment: physical abuse, neglect, sexual abuse, and emotional abuse.

Physical Abuse

Physical abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or

otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect physical abuse when you see:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect neglect when you see:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse when you see:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Guiding Children's Behavior

Guidance or discipline is a means of accomplishing the goals for children, especially the goal of children 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. St Paul's Early Childhood Program agrees and complies with the Licensing Standards stating that in any childcare facility "*... There shall be no cruel, harsh or unusual punishment. No child of any age shall ever be shaken or hit... children shall not be humiliated or subject to abusive or profane language. Punishment shall not be associated with food or naps or toilet training.*"

Our staff is well trained in skills of positive guidance. The staff members work as a team in creating an environment of love, understanding and consistency so that your child can develop self-discipline and acceptable behavior.

SPECP guidance techniques include:

- ☐ Validating children's feelings and talking through possible solutions to conflict and problems.
- ☐ Encouraging children to think of alternative solutions and possible effects of using these alternatives
- ☐ Leading children toward logical consequences
- ☐ Modeling verbalization of feelings: demonstrating coping skills and problem-solving abilities.

In order to provide a safely structured environment, general class rules are established for each classroom. The rules are reviewed frequently so those children will learn expected behaviors. Children choose to follow the rules, or they choose to sit

out. Good behavior is rewarded and children attempting to change negative behavior patterns are reinforced.

The staff reviews positive discipline strategies with the Director and discusses ways to help restructure individual inappropriate behavior. Parents are notified of behavior changes and are requested to help the teacher modify behavior. If a child were to become dangerous to themselves or others, he/she would be held/carried to the office and separated from the rest of the children.

If a child's behavior does not change through positive reinforcement the Director and the parents will discuss the next course of action.

DISCHARGE OF A STUDENT

SPECP reserves the right to discharge any student if:

- * The staff and Director agree that a specific child's needs are not being met by SPECP. In such a case, the parents and Director will meet to discuss the optional programs available to the child.
- * A child has toileting problems that greatly interfere with teaching/learning time.
- * A parent or guardian demonstrates unwillingness to comply with the fee collection method as outlined in the "Policies" section of the handbook.
- * A parent or guardian demonstrates willful disregard for the medical, daily admission, discipline, or other stated policies of the school.
- * For any other reason that the Director deems necessary.

THE FEES

FINANCIAL RESPONSIBILITIES

St Paul's Early Childhood Program is a non-profit entity. Tuition is based on the actual cost of operating the Program divided by the number of days enrolled. No credit will be given for absences, family vacations, or partially attended months due to illness or school holidays.

Tuition

- Tuition is due by the 1st and is considered delinquent after the 21st of each month.
- A \$25 late fee will be assessed if tuition is not paid by the 21st. If the 21st falls on a weekend or holiday, the tuition is due the day before.
- SPECP is intended to be a nine-month commitment. Tuition is a yearly fee which may be paid on a month-by-month basis. Notice of withdrawal from the program must be given, in writing, one month in advance.
- Families with more than one child in the program will pay full tuition for the first child and 90% tuition for each additional child.

**** There will be a \$25.00 service charge on all returned checks. The amount of the returned check and the service charge must be paid with certified funds, (i.e. cashiers

check, money order or cash). After two occurrences, the remaining months of tuition will need to be paid with certified funds.

Registration Fee

A registration fee is due at the time of registration. This fee is **non-refundable**.

Supply Fee

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

Receipts

Monthly tuition receipts will be provided upon request.

Car Rider Fee

Monthly service fee for using the car rider service is due with monthly tuition payments. If a family does not pay this fee after two occurrences this service will not be an option for the stated family.

Fundraising

The monies collected from monthly tuition are used for the daily operation of the Program. In order to provide for major additions and enhancements, SPECP 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 raised from these events are used for Program improvements such as technology, classroom equipment, updating the ECP wing, and/or playground equipment.

Withdrawal

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

EARLY BIRD PROGRAM

An optional before school program is available to students in ECP. Children enrolled in Early Bird may come to school at 8:30. Since we only have one teacher in this classroom, we have limited availability. Please let the ECP Office know if you plan on bringing your child so we can hold a spot for them. Cost is \$10.00 per use. Parents need to register their child to participate in this program.

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

The Texas Department of Family and Protective Services will conduct a yearly inspection of our site. A copy of the report will be posted on the parent bulletin board outside of Room 13.

A copy of the minimum standards is available for you to review at school. The Program Director will be happy to share this information with parents. For information about licensing, parents can access the Protective and Regulatory Services website at:

www.hhs.texas.gov or contact the local licensing office:

Child Care Licensing
1330 E. 40th St.
Houston, Texas 77022
Ph: 713-287-3238

IMPORTANT NUMBERS

St. Paul's Early Childhood Program Office	281-333-0176
St. Paul's Church Office	281-333-3891
St. Paul's St. Vincent de Paul Society	281-333-2509
Nassau Bay City Hall	281-333-4211
Nassau Bay Police Dept.	281-333-4200
Child Care Information Line	1-800-862-5252
Childcare Licensing	713-287-3238
Poison Control	1-800-222-1222
Child Abuse Hotline	1-800-252-5400
ECP e-mail	szombory@stpaulcatholic.org

CLASSROOM HELPER GUIDELINES

1. All volunteers and classroom helpers must attend Safe Environment training offered by the Archdiocese. Training information may be found at GalvestonHouston.CMGConnect.org. This is a free class available to all parents.
2. Sign In at the Early Childhood Office, and put on a **Visitor** Sticker.
3. Let the teacher or assistant know that you have arrived so they can transition the children for the activity.
4. If reading a book to the class, please make sure that you have read the book in advance.
5. Use positive redirection for all. Examples: We walk inside. Chairs are for sitting. Keep your hands in your lap. One person talks at a time.
6. **IMPORTANT:** Any observation concerning children and families that you may witness while volunteering is to be kept confidential and should not be shared with other parents in the class or the Program.

Thank you for sharing your time and talents with the children.

Updated 01/06/2023