



St. Ignatius of Loyola

Early Childhood Center



Parent Handbook 2019-2020

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Curriculum

Teachers will meet monthly to plan a center-based curriculum relating to a particular theme. The planned activities will foster the development of the child's spiritual, cognitive, social, emotional, and physical development. Activities are provided in both structured and unstructured settings, with frequent opportunities for individualized instruction and assessment. Classes will have the opportunity to participate in Music and Movement and Bible Story activities weekly to enhance the spiritual and physical growth.

Center Activities include:

- Reading/Literacy
- Math/Manipulative
- Fine Motor/Writing
- Block Construction
- Dramatic Play
- Science/Sensory
- Outdoor/Gross Motor
- Reading Center
- Art Center

Curriculum guides are available for your review at the Program office during program hours.



St. Ignatius Loyola Early Childhood Center

Table of Contents

Mission Statement.....	2
Licensing Information.....	3
Program Information.....	4
Registration.....	4
Fees/Tuition.....	5 & 6
Health and Safety.....	7 & 8
Emergency Procedures.....	9
Discipline Policies.....	10
Parent Communication.....	10
Arrival and Dismissal.....	11 & 12
What to Bring, Lunches/Snacks.....	13
Special Events, Service Projects, etc.	14
Curriculum	15

Welcome to the St. Ignatius Loyola Mother's Day Out and Preschool Program for the 2018-2019 school year! Our program is an important part of the parish religious education ministry and is an outreach of the church to the community.

Mission Statement

Our purpose is to provide a program that uses a curriculum designed to foster strong feelings of self-confidence and self-esteem through a variety of structured and unstructured play activities and projects. The curriculum encourages creative experiences in science, art, crafts, music, cooking and other developmentally and age-appropriate activities. We strive to provide every child an opportunity to grow in all areas; mental, spiritual, emotional, social and physical.

Our program's format encourages recognition of letters, numbers, colors and shapes, through a hands on approach and a balance of teacher, group and self-directed activities. Many of our activities are open-ended, which allows the children to be creative. *Our emphasis is on the process, not the product.* Our goal is to provide a program in which both parents and teachers are partners in the child's care and education.

We consider children to be special gifts from God. It is a privilege to be entrusted with their care.

What to Bring

Each child will need to bring some type of bag or backpack with a complete change of clothes, including socks. A kindergarten mat is the best item to use for naptime. Children in the toddler classes and above are welcome to bring a favorite blanket, teddy bear, or sleep toy to use at naptime.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS! (Including lunch kits, sippy cups, water bottles, backpacks, jackets, pacifiers, blankets, extra clothes etc.)

Assessment and Conferences

We will administer an informal assessment to all Pre-K and Kindergarten children in the Spring. A parent conference will be scheduled to discuss the results.

Special Events

Please refer to the Important dates calendar for special activities such as Blessing of the Pets, Costume Parade, Christmas program, Mardi Gras parade, Crowning of Mary, and Graduation.

Pictures

Individual photos will be taken in the Fall. Class picture will taken in Spring. You can purchase photos online once they are available.

Service Projects

For those who wish to participate, we will have at least two opportunities throughout the year to help others in need.

Volunteer Opportunities

We will send messages through Brightwheel for opportunities for parents or guardians to help with Chick-fil-A, Scholastic book orders, and other special events.

Licensing Information

Clothes to Wear

It is very important that the clothes your child is wearing be easy to manage at bathroom or changing time. Elastic pull on pants are ideal for this purpose. Please dress the child in play clothing that will be comfortable inside and outside. It's a good idea to pack a light jacket or sweater during fall and spring. Sometimes a child may get paint, etc on their clothing and we wouldn't want to ruin something that is expensive or very special. Tennis shoes are the most practical shoes for the playground. **Sandals and flip flops** get filled with mulch and can be a hazard when climbing.

Lunches

Please pack a finger food lunch that your child can eat without assistance. We are unable to refrigerate or heat any items. A healthy lunch includes a variety of dairy products, proteins, grains and fruits/vegetables. Please include a sippy cup/water bottle each day for your child (toddlers-twos). Remember to keep lunches and desserts small and simple. Texas State Licensing requires that those children in care for more than four hours be provided with a third of their daily nutritional needs. The sweets should be kept to a minimum. Please no glass bottles or containers of any kind. No Gogurt or squeeze items are allowed. In order to assist parents in knowing what or how much of your child's lunch was eaten, teachers (when possible) will send the uneaten portion home in their lunch kit. Please do not send foods that require heating or refrigeration, other than bottles for those children in the Nursery. If you need suggestions for lunch items, please ask your child's teachers. An area for breastfeeding children will be provided upon request.

Snacks

Each child will provide their own snack daily. We ask that you provide a nutritious snack. Some examples are goldfish, cheese cubes, animal crackers, fruit, etc. Birthdays are SPECIAL days! Acceptable items for birthdays include muffins, cupcakes with very little or no icing, or cookies. All children should also bring a small refillable water bottle to be used for snack and playground time.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS!

We are a licensed child-care facility with the Health and Human Services. We are required by law to follow the "Minimum Standard Rules" for licensed child-care centers. Parents of children enrolled are entitled to see the following information.

- The Minimum Standards for this Licensed Child Care Center
- The most recent Department of Family & Protective Services Inspection/Investigation Report. (Most recent report will be on display)

Both of the above are available at <https://hhs.texas.gov> or from your local licensing office.

Houston licensing office is located at:

2221 West Loop South,
Houston, TX 77222
713-940-5279

If you have any questions, please contact the Center Director.

Child Abuse Reporting Law Requirements

Reporting Abuse and Neglect Texas law requires caregivers to report suspected child abuse or neglect to the Health and Human Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

We are required by Texas State law to report immediately (within 48 hours) to the police or Child Protective Services (CPS) any instance where there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. The person who observes or suspects abuse is the person who reports to the proper authority. The staff is not required to notify parents when the police or CPS is called about possible child abuse, neglect or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: Leaving a child in a vehicle unattended, not securing children in a proper car seat, seat belt or booster seat, unexplained marks or bruises on the body and child hygiene issues.

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. St. Ignatius of Loyola Early Childhood Center is a Gang-Free Zone.

Virtus Protecting God's Children

All employees of St. Ignatius Loyola are required to participate in the VIRTUS program. This consists of a 3 hour workshop for adults, criminal background clearance and a signed agreement of ethical and personal conduct policies with the Archdiocese of Galveston-Houston. After 5 years, a refresher course is also required.

Staff Training

Staff members are trained in First Aid/CPR and are required to take a minimum of 24 hours of annual training in child care related topics such as curriculum and classroom management, as well as staying current with health, safety and risk management regulations.

Staff Immunization Policy

Adult immunization and TB screening and testing are not required for employment at St. Ignatius of Loyola Early Childhood Center.

Privacy and Confidentiality

Maintaining confidentiality of our families and children is very important to our center. Parents may not post pictures of children other than their own on the Internet, including Facebook, Instagram or open blogs. We also ask that parents take pictures of their child/children only.



Pick Up

The doors will open for pick-up beginning at 1:50 p.m. If you need to pick up your child before that you will need to come to the front desk to be escorted to the classrooms for pick up.

Children not picked up by 2:10 p.m. will be taken to the program office and will incur a \$1.00 per minute penalty, to be paid that day.

Authorization to Pick Up

No child will be released to another person without parental consent. A written notification is required to release a child to someone other than the parent. You will need to send a signed and dated note on or before the day of pick up. Please include the name and phone number of the person who will be picking up your child. **Please advise anyone picking up your child that they will be required to show the proper identification.**

Please adhere to the following guideline to insure everyone's safety.

- Children must be checked in and out daily on Brightwheel.
- **DO NOT PARK** in Handicap parking unless your vehicle is authorized
- **NEVER LEAVE CHILDREN UNATTENDED IN CAR WHEN COMING INTO THE SCHOOL.**
- **NO PARKING** in the Fire Lanes

Closings

We will follow the Klein Independent School District calendar and Archdiocese of Galveston Holiday Schedule with a few exceptions. School closings for inclement weather will correspond to KISD closings and we ask you listen to radio or television announcements when in doubt. Also please check Brightwheel for updates and alerts.

Early Release Days

We will have an early release day occasionally for teacher in-service and planning. A calendar of these dates will be given the first week of classes.

Safety and Security Procedures for Drop Off/Pick Up of Children

Parking

We have plenty of parking spaces in our facility. Please do not park on the fire lane areas. Please do not drop off on the front doors and block the entryway to the building. If you are dropping off someone to pick up a child, do not wait on the entryway of the building.

School hours are 9:00 a.m. until 2:00 p.m.

The purpose of these guidelines is to provide for the security and safety of all children. We want only authorized persons in the buildings when the children are present. In order to give full attention to the children during pick-up time, we ask that conversations with teachers be done at a different and more appropriate time when they can give you their full attention.

Name Badges

Staff members are required to wear and visibly display badges at all times. The doors to the classroom hallways will be locked approximately 20 minutes after the scheduled start time of class until 15 minutes before pick up. If you need to enter the building during the day, you will need to check in at the front office first.

Drop Off

Small children sometimes have a hard time separating from their parents when they first start attending. We find that it helps to keep goodbyes short, matter of fact, and cheerful. Then leave without looking back-get well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the Director or another staff member to check on your child for you.

Parents may begin dropping children off at **8:55 a.m.** The teachers need the time before that to prepare the classroom for the children. Please do not open the door, unless it is after 8:55 a.m. If you arrive after 9:20 a.m. you will need to come to the front desk so that someone may escort you to the classrooms.

Program Information

Children 9 months to Kindergarten may be enrolled in various class day options listed below.

MDO (9-17 months)	Mon/Wed/Fri or Tues/Thurs program
MDO (18-23 months)	Mon/Wed/Fri or Tues/Thurs program
2 Year Olds	Mon/Wed/Fri or Tues/Thurs program
3 Year Olds	Mon/Wed/Fri or Tues/Thurs program
4 Year Olds	Mon/Wed/Fri or Tues/Thurs program
Kindergarten	Monday-Friday 9:00am—3:00pm

You can choose to sign up for both MWF and TTH program

All ages listed above are the child's age as of Sept. 1 of the current school year. Those wishing to attend more days have the option to register in multiple programs. Please note that registration fee and tuition will be assessed for each program.

Each program day begins at **9 am and ends at 2 pm.** We will offer an extended day until 3 pm for an additional fee. Please see tuition chart for rates. A Meet the Teacher/Open House will be scheduled before the beginning of the school year. Classes will begin the latter part of August and will conclude around the last Friday before Memorial Day in May. The calendar is designed to closely follow the Klein Independent School District. We also are closed for Holy Days of Obligation. A calendar will be sent home with details.

Registration

Admission is open to children of all races, nationalities and economic backgrounds.

Registration is on a first-come, first-served basis. Currently enrolled families will have priority registration during the first part of February. Registration opens to the parish community approximately 2 weeks later, followed by the community at large, a week following that date. When classes are full, a waiting list will be established for those interested in enrollment. There is no fee to be on the waiting list. The waiting lists are compiled yearly. The child must be the proper chronological age for each class by September 1st of the upcoming school year.

All children 3 years and older must be toilet trained prior to the first day of the program in September. Toilet training includes the ability to communicate their needs, be independent in the bathroom, and be able to clean themselves and wash their hands.

A child is considered enrolled in the program once the Director has accepted the registration forms and fees. Upon enrollment, it is required that all forms be completed and turned in to our office before the child can begin the program.

This Includes:

- ◇ Child Registration Form
- ◇ Child Medical Statement of Health signed by a physician. Four year olds/Kindergarteners **must have a hearing and vision screening.**
- ◇ Immunization form signed by a physician or a copy of immunization records
- ◇ Tuition agreement

****These forms must be on file before the first day of the program****

Children will be placed in classes based on their age as of September 1.

Registration/Tuition Fees

A **non-refundable** registration fee is due at the time the child is registered. See chart on pg. 6.

Tuition is based on the number of days the child/children attend. Please see chart on pg. 6. Tuition is due on the first program day of the month and is considered late after the 10th of the month. A late fee of \$15 will be added to your tuition after the 10th.

A 3% **paid in full** discount will be given if the annual tuition is paid **by September 30th.**

A 5% **sibling** family discount will be given to families with 2 or more children enrolled. The discount will be deducted from the smaller tuition amount.

Families can use either paid in full discount OR sibling discount. Only 1 discount can be used.

Payments

Monthly payments (September through May) may be paid by credit card (**first week of the month only**), check (include child's name on memo line), or cash. Checks should be made out to St. Ignatius of Loyola ECC and dropped off at the front desk. Receipts are available upon request. After the 10th of the month, a \$15.00 late fee will be added. Failure to make payments or to make arrangements with school office will result in child/children being dismissed from the program.

for your review in the school office during program hours. Fire, intruder and disaster drills will be practiced routinely throughout the year.

Discipline

Discipline shall be consistent and based on an understanding of the child's needs and development. Methods of discipline will be administered in a loving manner. We will promote self-discipline and acceptable behavior.

Appropriate behavior will be recognized and encouraged. Short, supervised separation from the group may be used if redirecting is not successful. Parents will be notified in writing and verbally if a child is continually disruptive. If there is an incident such as hitting, pushing, biting, etc., both sets of parents will be informed of the incident. The name of the other child will not be given. We will work with the parents on the best way to reinforce acceptable behavior. Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourages acceptable behavior.

Parents will be notified in writing and verbally if your child continues to exhibit aggressive or unsafe behavior. Your child may visit the director in her office if he/she needs time alone to settle down. The director will contact the parents by phone if deemed necessary. We want to work with parents to help children learn appropriate behaviors. After all options have been exhausted, dismissal from the program will be at the director's discretion based on the safety of all the children.

Communication

Parents will receive monthly calendars for your child's class. The themes and other information will be on this calendar. Parents will also receive monthly newsletters from the office. Daily communication will be done through **Brightwheel** with children 23 months and younger. All parents and caregivers need to download the **Brightwheel** app to receive daily reminders and other communication from directors and teachers. We will post some of the information on our parish website www.silcc.org. Also, please check your child's backpack or take home folder **daily** for information.

Open Door Policy

Parents are welcome to visit the classrooms anytime after the first month of school. We would like the children to be all settled in. Please stop by the office first, so we can sign you into the classroom. If you desire a conference with the teachers, please arrange a time other than school hours so that the teachers may provide their full attention to the students. The Director is also available to address questions and concerns about the policies and procedures of the school.

requirement is an affidavit signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, and which is on the physician's letterhead. The affidavit must state that in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. **AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES.**

TB Screening Test and Results are not required to be admitted to the program.

Hearing and Vision

All enrolled children ages four and older by September 1, of the current school year must have a copy of hearing and vision acuity results on file with SILECC.

Allergies

You are required to give an Allergy Action Plan as required by State Licensing. This plan will be posted for teachers to see.

All children with a diagnosed allergy must have a doctor's Plan of Action on file with the school prior to the first day.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of everyday. It is required by State Licensing that children are given outdoor playtime. Please dress children appropriately for the weather (coats, hats, gloves, etc).

Emergencies

It is important that we can contact you each day should an emergency occur. **Please be sure to leave a phone number where you or another authorized emergency contact can be reached.**

An **Emergency Response Plan** is put in place each year to respond to a number of scenarios including fire, tornado, gas leak and intruder on campus. It is available

Registration/Tuition Fees Table

Age Group	Days (Choose how many days)	Registration Fee One time fee	Monthly Tuition 9 payments from Sept to May
9 months— 4 years old (3 and 4 olds need to be potty trained by the first day of school)	Tues & Thurs (2 days)	\$175	\$200
	Mon, Wed & Fri (3 days)	\$275	\$260
	Mon-Fri (5 days)	\$375	\$450
Kindergarten 9:00 am —3:00 pm	Monday thru Friday Wednesday is Chickfila Day	\$425	\$550
Extended Care (Optional) 2:00 pm-3:00 pm No discount applied to Extended Care	2 days		\$75
	3 days		\$110
	5 days		\$125

Miscellaneous Fees:

Chick-fil-A Lunch (First Tuesday/Wed. of the Month see calendar for exceptions)
9 Lunches, plus Thanksgiving Feast and Cowboy lunch) \$60 (Optional)
 (Chicken Nuggets and Fruit)

Health and Safety



Toilet Training

It is important that teachers partner with the parents in helping children be successful in toilet training. We require that parents provide a minimum of 4 disposable diapers or pull ups with their child while toilet training is in process. Three and Four Year Old students must be toilet trained to be enrolled in those classrooms. The preschool classroom schedules, equipment and activities do not allow the teacher to change diapers or training pants. These rooms do not have access to the diaper changing areas required for Minimum Standards to be met. Toilet trained includes the ability to communicate their needs, be mostly independent in the bathroom, able to pull up and down clothes, clean themselves and wash their hands with minimal assistance.

Illness

No child can be admitted to class if he or she exhibits any of the following symptoms:

- ◇ fever, rash, diarrhea or green mucous discharge from eyes or nose.

If a child has any of the above symptoms or is coughing continuously, you will be called to pick up your child. If your child has been ill the previous 24 hours, we ask that you **do not** bring the student to school the following day. This includes any fever, vomiting, excessive coughing and/or diarrhea. An ill child jeopardizes the health of the rest of the class as well as the teacher.

If your child should become ill during a school day, you will be contacted immediately. PLEASE MAKE SURE THE TEACHERS HAVE A NUMBER WHERE YOU OR ANOTHER AUTHORIZED PARTY MAY BE REACHED AT ALL TIMES!!!

Please make every attempt to pick up your child when contacted in a timely manner. When a child is ill, they just want Mom or Dad.

Please inform the school immediately if your child becomes ill with a communicable disease. These include:

- Chicken Pox, Measles, Whooping Cough
- Hand, foot, and mouth

Communicable illnesses require a doctor's release to return to school. You will receive a notice from the school if your child has been exposed to any communicable illness.

Medication

We will dispense medications to a recovering child per doctor's orders only if absolutely necessary. It must be in its original container with the child's name, prescribed dosage and dispensing instructions. Please send age appropriate dispensing item. Parents must bring the medication to the office and they will need to fill out an "Authorization of Dispense Medication Form." SILECC will not assume any responsibility for adverse reactions which are caused by the administering of such prescriptions or non-prescription medication at the parent's request. **It is the parent's responsibility to pick up the medication at the end of the day.**

If a child has a recurring medical problem, the parent may sign a medication authorization allowing us to administer the medication when symptoms occur for up to a six-month period. The authorization must include information of symptoms to watch for.

Medical Forms

The medical forms sent home must be signed by the parent and physician and returned **no later than the first day of class.** Without these forms in place, we are unable to allow admittance to the program. This is for your child's health and safety. Be sure this form lists any allergies your child may have. If they have a food allergy, a plan of action is required from the physician to be kept in the classroom.

Immunization Policy

It is the policy of the Archdiocese of Galveston-Houston to require all children under the age of five enrolled in mother's day out and early childhood programs at parishes of the Archdiocese to be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. Current immunization requirements can be found www.dshs.state.tx.us/immunize/default.shtm. A child who fails to produce the required evidence shall not be accepted for enrollment. The **ONLY** exception to the foregoing