



ST. ROSE OF LIMA

EARLY CHILDHOOD CENTER

Parent Handbook

St. Rose of Lima Early Childhood Center

3600 Brinkman

Houston, TX 77018

713-692-1941

www.stroselima.org

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ST. ROSE OF LIMA

EARLY CHILDHOOD CENTER

St. Rose of Lima Early Childhood Center believes that a high quality early childhood program provides a safe and nurturing environment that promotes the physical, emotional, and cognitive development of young children based on Catholic values and traditions. Children can learn most effectively through a concrete, play oriented approach to early education. The goal of St. Rose of Lima Early Childhood Center is to provide a program that is developmentally appropriate and fosters a positive self-image. Children can reap the benefits of expanded horizons, opportunities to interact with other children and caring adults, growth in self-confidence and independence and exposure to music, art, literature, science, and language. A good preschool experience can set the tone for a lifetime of joy in learning.

Program Objectives

To introduce the child to the Catholic community's life of faith, presenting human life as a gift of God. To develop those human resources which provide the basis for the life of faith, a sense of trust, of freedom, of self-giving, of invocation and joyful participation.

To encourage social development by providing opportunities for sharing, taking turns, making friends, resolving conflicts, solving problems, recognizing and accepting others, helping others, cooperating on projects, and building self-esteem.

To encourage emotional development through verbal expressions of thoughts and feelings, experiencing rules and limits, experiencing kindness, justice and empathy, and recognizing and accepting emotions in others.

To develop responsibility for one's own actions in self-help, health and safety, and interpersonal skills.

To encourage physical development of large motor skills through outdoor and indoor activities, as well as fine motor development by using manipulative toys, blocks, puzzles and other small tools.

To encourage creativity by offering many kinds of materials and frequent experiences in music, art, dramatics, literature and conversation.

To encourage interest in language through stories, puppetry, centers, music, games, problem solving and other conversations.

To facilitate intellectual development by widening the child's experiences.

Hours of Operation

St. Rose ECC is open Monday thru Friday from 7:00 am — 6:00 pm. Please refer to the St. Rose ECC Holiday schedule for center closures.

Enrollment

The following documents are required for admission:

- Enrollment Application
- Immunization Record — Children are required to be fully vaccinated against the specified diseases set forth by the TX Dept. of State Health Services. It is the parent's responsibility to ensure that your child's immunization record is current. Failure to keep children current on immunizations may lead to disenrollment. Children with deferred or modified immunization plans will not be accepted.
- Statement of Good Health
- Infant Safe Sleep Policy

Children may not attend ECC until all required enrollment paperwork is complete.

Parents must notify St. Rose Early Childhood Center in writing of change in enrollment information such as telephone numbers and home address.

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

Registration

You will be required to register annually for the upcoming school year. Enrollment is based on a complete 12-month school year (beginning mid-August). You will be required to pay an annual registration fee as well as an annual supply fee. Any changes to your child's enrollment can be made at this time if available without incurring a change fee. After registration closes, you will be charged a change fee.

If a change to your child's schedule (for example M- F to M/W/F or a time change) is needed after registration closes and it is available at ECC, a change fee of \$40.00 per child will be charged every time a change is made. A two weeks' notice is required for schedule changes.

Tuition Policy

It is essential that your fees be paid promptly and regularly. All fees must be paid for the days and hours your child is registered to attend. Tuition will remain the same during periods that contain closings for holidays. Credit will not be issued for absences, family vacations or illness. St. Rose ECC will not issue credit for days closed due to circumstances beyond our control.

Families with two or more children enrolled at ECC will receive a 10% tuition discount for each older sibling enrolled full-time at ECC (Monday-Friday, 7AM – 6PM). Families with two or more children enrolled part-time at ECC will receive a 5% tuition discount for each older sibling.

Tuition statements are emailed monthly. Tuition may be paid online by using the click-to-pay feature included in the email. St. Rose ECC also accepts checks, cash, Visa, Discover and Master Card.

Tuition is due the first and is considered delinquent after the fifth of each month. A \$40 late fee will be automatically charged if tuition is not paid by the fifth of the month. If the fifth falls on a weekend or holiday, the tuition is due the day before. A 2.5 % processing fee will be applied to all credit and debit card transactions. There continues to be no additional cost to pay by check or money order.

A child may not start a new semester if there is an unpaid balance. Registration for the upcoming school year at the Early Childhood Center or at the St. Rose of Lima School will not be accepted if there is an unpaid balance.

Fees

New child registration fee (non-refundable, per child)	\$275
Annual registration fee (non-refundable)	\$225/child or \$275/family
Annual Supply Fee (per child)	\$100
Late tuition	\$40
Returned check	\$40
Late pick up	\$5 per minute per child
Declined credit card	\$40
Access card replacement.....	\$25
Change fee.....	\$40 per child

Disenrollment for Nonpayment

Children may be disenrolled if tuition and fees are not paid on the due date.

Withdrawal from St. Rose ECC

To withdraw your child from St. Rose ECC, we require that you provide a month’s written notice of your child’s last day in the program. One-month tuition is charged after written notice of withdrawal is received by the Director.

Termination of Care by St. Rose ECC

Not every situation is appropriate for every child. If a child is experiencing difficulties in adjusting or functioning in the program we will work with the parents to help the child make adjustments. If the Director determines that the program is not meeting the needs of the child or if the child’s behavior is not safe, we reserve the right to terminate care of the child.

The following may result in the termination of care:

- Lack of cooperation from parent with the program’s efforts to resolve differences

and/or to meet child's needs.

- Abusive behavior and/or verbal threat by parent toward program, staff, other parents, or children.
- Parent disciplining, in any way, children (other than their own) while at the center.
- Parent not complying with St. Rose ECC policies and procedures.

Behavior Guidance

Staff will provide each child with guidance that helps the child acquire a positive self-concept. Discipline and behavior guidance used by each caregiver will at all times be constructive, positive and suited to the age of the child.

Staff will:

- Model appropriate behavior.
- Plan the classroom environment and activities to enhance the learning of behaviors that are acceptable.
- Redirect (substitute a positive activity for a negative activity)
- Distract (change focus of the activity or behavior)
- Actively listen (determine underlying cause of behavior)
- Encourage children to think of solutions

ECC prohibits the use of corporal or abusive punishment. Staff are expressly prohibited from using unproductive or shaming methods of punishment. Discipline will not be associated with food, naps, or toilet training.

Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. St. Rose Early Childhood Center reserves the right to terminate care for the child for discipline problems at any time. No reduction or refund of tuition fees will be given in these situations.

Illness

A child will not be admitted or will be sent home if any of the following exists:

- A. The illness prevents the child from participating comfortably in all activities, including outdoor play.
- B. The illness results in a greater care than the staff can provide without compromising the health and safety of the other children.
- C. The child has any of the following conditions:
 - 1. Oral temperature of above 101 degrees without use of fever suppressing medications and accompanied by behavior changes or other signs or symptoms of illness;
 - Rectal temperature of above 102 degrees without use of fever suppressing medications and accompanied by behavior changes or other signs or symptoms of

illness;

Non-contact thermal thermometer temperature of above 100.4 without the use of fever suppressing medications and accompanied by behavior changes or other signs or symptoms of illness;

Armpit temperature of above 100 degrees without use of fever suppressing medications and accompanied by behavior changes or other signs or symptoms of illness;

2. Must be fever free for 24 hours without use of fever suppressing medications to return to school.

3. Symptoms and signs of possible illness such as but not limited to:

a. Lethargy,

b. Abnormal breathing

c. Uncontrollable diarrhea (two or more episodes in 24 hours). Symptom free for 24 hours.

d. Vomiting (two or more episodes in 24 hours). Symptom free for 24 hours.

e. Mouth sores with drooling, behavior changes, or other signs that the child may be ill.

f. Repeated shaking with chills

g. Sore throat

h. Heavy or constant cough

4. Purulent conjunctivitis (Pink Eye), until 24 hours after treatment has been initiated and showing no further symptoms.

5. Scabies or other infestations, until 24 hours after treatment has been initiated.

6. Lice or nit(s). Hair must be lice and nit free to return.

7. Strep throat until 24 hours after initial antibiotic treatment and cessation of fever.

8. Chicken Pox until all sores have dried and are crusted.

9. Thrush until 24 hours after initial treatment.

10. Impetigo until 24 hours after initial treatment.

11. Hand, foot, and mouth disease until blisters have scabbed and healed.

D. A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

E. Communicable disease exclusions required for schools by the TX. Dept. of State Health Services.

The parent or other person authorized by the parent will be notified immediately when a child has a sign or symptom requiring exclusion from the center as listed above. If a child is sent home sick from our program, they may not return until the child is symptom free without medication for 24 hours.

If a child is diagnosed with a contagious and/or communicable disease, please notify St. Rose ECC as soon as a diagnosis is made.

Medications

Please inform your doctor that your child is in a full day or part day program and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember that our early childhood program is designed for **well** children.

Staff will only administer **prescription** medications (no over the counter medications).

Medications brought by the parent for their child must:

- Be in the original container.
- Be labeled with the child's name.
- Be labeled with the date (date must be current, cannot be expired).
- Include directions to administer the medication.
- Name of the physician prescribing the medication.
- Medication must be taken home daily.

Parents must:

1. Place medicine in the basket or refrigerator in the staff workroom.
(Never leave medicine in the child's cubbie.)
2. Fill out the state mandated form.
3. Notify staff of medication needs.
4. Place reminder label on child's cubbie.

If a medication discrepancy exists, St. Rose ECC will refuse to give the medication.

If you have a prophylactic need, please discuss it with the Director. If the child is on any medication, parents are asked to notify the teacher, as a child's behavior can be affected by medication. It is important that you inform staff of any medical condition that may affect your child. This will assist us in being prepared to handle any emergencies that may arise.

Medical Emergency Procedures

Staff will administer basic first aid in the case of minor injury or accident. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

Parents will be contacted immediately in the event of a medical emergency. Please keep your phone numbers on the registration form current so that you can be easily located. If listed contact people cannot be reached, we will call the physician specified by you on the health record.

In case of a serious medical emergency or illness requiring immediate professional care, the staff will call 911. As appropriate, staff will administer CPR or First Aid measures. Parents will

be notified immediately. Parents are responsible for any ambulance fees incurred.

Inclement Weather/Emergency Closures

Weather related ECC closings will be announced by email. In case of serious emergencies such as fire, storms or loss of power/water, parents will be notified, if possible.

Access Control

Be sure to bring your access card at drop off and pick up for access to ECC. To keep our campus safe do not allow parents to follow you inside. Everyone needs to use his or her own access card. Only visitors should ring the doorbell and sign in at the front desk.

If you lose your access card, please notify the office immediately with the number of the remaining active card. There is a charge of \$25 for replacement.

Parking

- Do not leave any child unattended in the parking lot. It is against the law. Leaving a child unattended in a car is a crime that is punishable under the Texas Penal Code, Title 5, Chapter 22, Section 10: Sec.22.10.
- Do not park in fire zones (marked by a red line) or along the driveway.
- Do not block other parent's cars or the teacher's parking lot gate entrance.

Arrival

For your child's safety, we require that you or other authorized adults sign in at the reception desk and escort your child into the classroom. Be sure that staff is aware of your child's arrival before you leave.

Your children are the teacher's primary focus. Limit your drop off and pickup time as teachers are responsible for supervising children in the classroom. If you have any concerns that require further attention, you may contact the office to set up a conference with the Director.

Release of Children

Parents must list the names of legal adult persons authorized to pick up the child on the child's registration form. Parents must notify the program in writing if there are any changes in the names of persons authorized to pick up the child. We will release children only to legal adults. Children will not be released to a minor under the age of 18. The authorized person must have photo identification.

Copies of legal documents must be provided to the Director before staff can actively prevent non-custodial parents from picking up their child.

Please sign your child out at the reception desk. A late fee of \$5 per child per minute will be

assessed for late pickup.

Early Drop Off/Late Pick Up

We expect that all children will adhere to their registered hours. If children arrive early or are picked up late you will be required to sign an early/late form.

An early drop off/late pick up fee of \$5 per child per minute will be charged. ECC time will be used for billing purposes.

In the event that your child is still at the center after closing and we have not heard from you, we will take the following steps:

1. Attempt to reach you at home or work.
2. Call the people with phone numbers listed on your registration form.
3. Call the authorities.

Open Door Policy

ECC has an open door policy. We welcome parents at any time, in any area of our school.

Cubbies

Your child's cubbie plays an intricate role in your child's day. It is the primary way your child's teacher keeps the day organized. Please help us by following the guidelines below:

1. Only store diapers, a full change of clothes, and children's work in cubbies.
2. Do not bring pillows, blankets, toys, or personal items.
3. Hang coats and jackets on hooks below cubbies.
4. Do not leave diaper bags, tote bags, backpacks, infant seats or car seats at ECC.
5. Correspondence between parents, including, but not limited to, Facebook group invitations and all other social media invites are not allowed. A family directory will be placed in each child's cubby after the start of the year and can be referenced for communication between families.

Pet Policy

Everyone's pet is very special and the majority of pets are well behaved. However, for reasons of sanitation, public health, liability, environmental impact and safety of all children at ECC, we ask that you DO NOT bring your pets during drop off or pick up times.

Parent - Center Communication

Open communication with parents is very important to a child's success. As we are a family oriented program, we try to maintain personal contact with you on a daily basis. Please approach staff at any time with questions or concerns. Our conference time is 1:00. Contact the director to schedule a conference.

You will also receive communications by email and notes in your child's cubbie for upcoming ECC events. Our events are designed for young families. We encourage all of our families to participate. Cubbies are used for center communications only. Please check your child's cubbie daily for notes from the center, teacher, artwork, etc.

Cell Phones

Proper communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. The Texas Department of Family and Protective Services has passed regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building.

Confidentiality

While your child is enrolled in our program, parents may come across confidential information about our program, our staff and sometimes other children. All information received from St. Rose Early Childhood Center must remain confidential at all times. Breaching confidentiality may lead to disenrollment.

Christian Code of Conduct

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the Early Childhood Center community (including staff). The following actions will be termed in violation of Christian charity and may result in dismissal from the Early Childhood Center:

- Public criticism of St. Rose Early Childhood Center personnel, policies, or procedures or ANY behavior which does not promote the Early Childhood Center in a positive manner (this includes social media sites)
- Threats, implied or actual, of any nature toward personnel or families
- Verbal/nonverbal acts of aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or ANY behavior which does not promote the St. Rose Early Childhood Center in a positive manner
- Consistent and persistent disagreement with the administration or teacher policies.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies

We acknowledge that we are not the Early Childhood Center for all families, and we will exercise the right to ask families to leave when the standards for Christian conduct are not followed.

Parent Responsibilities

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, staff of St. Rose Early Childhood Center are not permitted to take children home from our center.

Smoking, vaping or the use of any tobacco products is not permitted on the premises, either indoors or outdoors.

There are several ways that you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Read the notices and information sent to you by email and/or notes in your child's cubbie.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another mean of communication between parent and child. It helps parents share in the child's day.
- Please do not allow your child to bring gum or food into the classroom.
- Periodically check on your child's supply of extra clothing. Make sure the clothes are appropriate for the season. Please take home soiled clothes promptly.

Custody Situations

St. Rose Early Childhood Center does not get involved with custody disputes. St. Rose Early Childhood Center will follow a court order exactly as it is written. If your family has a court order on file, please provide us with the most recent complete copy. Please note that in the absence of a court order, both parents have equal rights. It is imperative that all enrollment forms are completed with both parents information. In the event that a custody disputes takes place on our property, the police will be called and asked to handle the dispute. If a custody issue creates a risk for our facility or staff, St. Rose Early Childhood Center has the right to terminate care.

Photographs

St. Rose Early Childhood Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera. Parents may only photograph their own children.

Cyber Identity/Social Networking Sites

Cyber Identity and social networking is very exciting these days. However, please understand that employees of St. Rose Early Childhood Center are prohibited from participating in social networking with parents and children. This includes, but is not limited to Facebook, Twitter and Instagram.

Curriculum

St. Rose Early Childhood Center uses the Frog Street Press Curriculum series for our infants, toddlers, and twos. The curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands on experiences, real life adventures and assisted discovery as they explore concepts through play. St. Rose Early Childhood Center is a place where essential readiness skills are nurtured through play, investigation and of course, fun!

Children's Belongings

Toys and playthings i.e. baby dolls, toy cars, and stuffed animals along with items of value, including jewelry, should be left at home. If your child arrives with an item do not leave it in your child's cubbie. ECC does not assume responsibility for materials brought from home. A lost and found is available within your child's room. Lost articles that are not claimed will be given away.

Clothing

Send your child to ECC dressed for active play. Athletic/tennis shoes are recommended. All walking children must wear shoes. **Sandals, Crocs, platform shoes, high heels, slick soles, cowboy boots, flip-flops and open toed shoes are prohibited.** We play outside daily. Please provide weather appropriate clothing for your child (no drawstrings on jackets).

Children must have a complete change of clothing including socks and under garments, clearly marked with the child's name. Remember to replace clothing when soiled items are sent home. Accidents can happen, even for the older children or they can get wet on the playground. Children should wear clothing to school that they can manipulate, and is comfortable. Please dress your children in PLAY clothes since PLAY is what we do. We use washable markers and paint but the children's clothing may get stained from just being kids.

Warm clothing (coats, jackets, hats etc.) must be worn during the cooler season for daily outdoor play.

Food Service

ECC provides a mid-day meal for all children. Infant parents must request center food service for their child. Meals are balanced, low fat and low salt. Menus include many styles of cooking, fresh fruits and veggies. Children also enjoy a morning and afternoon snack. Breakfast is optional and available for children in attendance before 8:15 am. Please do not bring any food from home. The menu for the week is posted in the lobby or online at <http://www.stroselima.org/ecc/healthy-meals>.

Results from an allergy test are required to alter a child's food service at ECC. Children with a food allergy must have a Food Allergy Action Plan with parent and physician signatures. The prescribed medication must accompany the Plan.

Parents of infants must provide formula or breast milk and baby food. All bottles must be prepared at home. Label all bottles and food with first name and last initial. Mothers are welcome to breastfeed their babies at ECC. The infant rooms have comfortable rockers that can be used for feeding. An infant can begin the center food service after one year of age.

Birthdays and Holidays

We have a simple birthday celebration on or near each child's birthday. On the day of the celebration the child may bring a simple treat for snack time. Unfortunately, the City of

Houston requires that the treat be store purchased and in the original, unopened package, with a label of all ingredients stating that the treats are peanut and tree nut free and are not manufactured on equipment that processes peanuts and tree nuts.

When placing birthday invitations in children's cubbies, all children must receive an invitation. The exchange of gifts between students is not allowed on campus.

Outdoor Play

All children will play outdoors daily. If your child is well enough to be at the program, s/he is well enough to play outdoors. ECC does not apply mosquito repellent or sunblock. If repellent or sunblock is desired, apply before arrival.

Children will engage in water activities (water table and sprinklers) during the summer. Wear swimsuit, sunscreen & water shoes to ECC. Do not wear swim diapers. Send change of clothes, towel and plastic bag. Label everything.

Biting

Biting is a common issue in early child development. **For infants**, developmental theorists suggest that biting is a form of exploration--infants use their mouths to explore because it is one of the most developed parts of their bodies. Biting in infants may also be a primitive form of communication; it is likely that the infant does not connect biting to pain experienced by others. Infants also are impulsive and lack self-control. Some babies may bite simply because something is there to bite; others bite when they are excited or over-stimulated (e.g., music stimulates the infant, who then bites because he or she is so happy and excited). Thus, the literature concludes that infants bite because they want to smell and touch objects, experiment with cause and effect, or relieve teething pain.

For toddlers, theorists believe that, as with infants, toddlers between 12 and 36 months of age bite as a form of communication (i.e., to communicate frustration while learning social, language, and self-control skills). Toddlers seldom plan ahead, but rather see and act on what they are experiencing at the moment. Toddlers do not have the language necessary to control a situation, or their attempts at communication are not understood or respected.

Biting becomes a powerful way to communicate with and control others and the environment. Biting demonstrates autonomy and is a quick way to get a toy or attention. Many toddlers display extreme ranges of emotions, both happy and sad, and they lack labels for communicating these emotions. Too many challenges (from activities that are too difficult), demands, wants, and obstacles can anger and frustrate toddlers and may lead to biting. Many toddlers do not yet understand sharing or that touch can hurt, and they need to learn other ways to communicate besides biting.

The National Association for the Education of Young Children estimates that 1 out of 10 toddlers and 2-year-olds engage in biting behaviors. Guidance to children who bite will be provided with the goal of helping children develop inner control of their feelings and actions. A quick and consistent response at home and in the classroom can help children who bite learn to express their feelings in words so that they can become better able to control their behavior.

We will use instructive terminology by saying in a firm but calm voice, "Stop, biting hurts!" We will encourage the child who has bitten to help comfort the child who was bitten. We will notify you if your child was bitten as well as notify the parent of the child who is doing the biting. We will not use names or tell you who is biting whom.

One of the unique situations we have at St. Rose Early Childhood Center is that some of you are very good friends. News can travel fast as you may be dropping off or picking up your child when biting occurs. This is why it is of utmost importance that you respect the children in the classroom and avoid sharing this information with one another. Please trust that we will notify both parents of the children involved in a sensitive manner. We want to avoid labeling children who are biting since biting is a normal developmental stage. A common misconception is that children who bite are mean or bad, yet actually, they are just learning how to express their emotions and communicate. We appreciate your help in offering the children guidance, unconditional love and understanding during this time.

Biting is a concern and we want to assure you that we are not taking it lightly and have a plan in place.

Toilet Learning

It is important that a child's family communicates with the teachers when they feel ready to begin toilet learning. Initiating toilet learning should be based on the child's developmental level instead of age. Beginning toilet learning before the child is developmentally ready can create stress and anxiety for the child and increase the length of time it takes to gain toilet independence.

Signs of readiness.....The child:

- Communicates his/her need to eliminate
- Follows simple directions
- Is able to pull pants up/down
- Has regular, predictable bowel movements
- Remains dry for at least two hours at a time during the day
- Is dry after naps
- Seems interested in the toilet

If your child is in the process of toilet learning please do not send them to school in regular underwear until they are successful with this at home. You need to provide pull ups. Once your

child is in regular underwear, if your child has more than 3 accidents at school we will use a pull up.

If most of these signs are present, he/she is probably ready to begin. Otherwise, it is best to wait a little longer.

Nap and Rest

All children in the program participate in a time of rest or sleeping in the early afternoon. Each child will be provided a mat and a sheet that is laundered weekly. Each child will be expected to remain quietly on the mat during the rest time. Restful music is played during this time and a staff member is available to comfort the children and help them relax. If a child falls asleep their body requires that rest. Therefore, we will make no effort to keep a child awake during this time. Children who are awake after resting one hour are allowed to participate in quiet activities until the nap/rest time is over for the other children.

Infant Safe Sleep

All staff, substitute staff and volunteers at St. Rose of Lima Early Childhood Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs (746.2427).
- Place infants on a firm mattress, with a tight fitting sheet in a crib that meets the CPSC federal requirements for full size cribs and for non-full size cribs (746.2409 and 746.2309).
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices (746.2415 and 747.2315). Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing (746.2429 and 747.2329),
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation (746.2415 and 747.2315).
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult (746.3407 and 747.3203).
- If an infant need extra warmth, use sleep sacks that are provided by St. Rose of Lima Early Childhood Center (746.2415 and 747.2315).
- Place only one infant in a crib to sleep (746.2405 and 747.2305).
- Infants may use a pacifier during sleep. However, the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk (746.2415 and 747.2315).

- Infants may use a pacifier while awake. However, the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord or other attaching mechanism that might be a suffocation or strangulation risk (746.2415 and 747.2315).
- Staff will not accept for care a child that is asleep.
- Staff will not accept for care a child that is in a restrictive device such as a bouncy chair, swing or car seat.
- St. Rose of Lima Early Childhood Center does not use restrictive devices such as bouncy chairs, swings or car seats.
- St. Rose of Lima Early Childhood Center is smoke free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) (746.3703(d) and 747.3503(d)).
- Actively observe sleeping infants by sight and sound (743.2403 and 747.2303). If an infant is able to roll back and forth from front to back, place the infant on the infant’s back for sleep and allow the infant to assume a preferred sleep position (743.2427 and 747.2327).
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally (746.2427 and 747.2327).
- Do not swaddle an infant for sleep or rest (746.2428).

Emergency Preparedness Plan

Parents are encouraged to read this plan carefully. In the event that a parent is present in the building during an emergency, St. Rose Early Childhood Center will expect parents to participate accordingly.

Severe Weather

- Stay calm. Watch the children, not the situation.
- Get your attendance roster.
- Take you children to the hallway. Have the children sit close together. Have the children duck and cover.
- Infant rooms: Place your babies in two evacuation cribs. Place 2 mattresses sideways across top of the crib. Roll the cribs to the hallway.
- Quietly sing songs with the children to help them keep calm.
- Stay there until advised that the severe weather has passed.

Fire

- When aware of fire or when alarm sounds, quietly say, “Fire drill boys and girls; line up at the door, please.” *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing you from exiting.*
- Get your attendance roster and keep it with you.
- Make a quick head count.
- Make sure that you have all of your children.
- Infants: Place all of the children in the two evacuation cribs.

- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom.
- Do a name/face check once you are outside and check it against your attendance roster. If anyone is missing, tell the Director or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- Watch the children, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building.

Explosion, Chemical Spill or Gas Leak

That occurs INSIDE the facility:

- See procedures for FIRE.

That occurs OUTSIDE the facility:

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, CD player or anything else that may cause a spark.
- Keep children calm and seated on the floor. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air.

Bomb Threat or Other Threat

- Write down everything that the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will go “off” or “happen”. Write it down,
- Notify Director, or person in charge to call 911 immediately.

Lock Down (includes weapon, hostage incident, intruder, trespassing, and disturbance)

- The Director, or person in charge, will announce over the intercom, “Lock Down” and will call 911.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, calmly have the children sit close to you.
- Infant classroom: Place babies in two or three cribs with a few quiet toys.
- Get your attendance roster.
- Close and lock all classroom doors.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely call, contact the front desk (4150) or the Director (4151).
- Whisper and remind the children that we are to be very quiet.
- Silently do a name/face check.

- Watch the children, not the situation.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- The director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building. Await further instructions from the Director, or person in charge, or emergency personnel.

Feedback and Suggestions

We feel that the most positive emotional environment exists when parents and the program work together as partners. Over the years, parents have provided us with valuable input which has assisted us with improving our program. We encourage and respect parent feedback so that we can provide the best early childhood experience for all children.

Texas Department of Family and Protective Services

St. Rose of Lima Early Childhood Center is licensed by the Texas Department of Family and Protective Services. To review a copy of the minimum standards and the most recent Licensing inspection report you may contact the director or go to www.txchildcaresearch.org.

Department of Family and Protective Services: 713.940.5200

Child Abuse Hotline: 1.800.252.5400

St. Rose of Lima Early Childhood Center is in a gang-free zone. A gang free zone is a designated area around a specific location where certain gang related activity or engaging in organized criminal activity is prohibited and is subject to increased penalty under Texas law. The gang free zone is within 1000 feet of a school or day care center.

Our staff at ECC is committed to the safety and well-being of all the children placed in our care. Texas law says anyone who thinks a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS.

There are two ways to report abuse:

- Call the Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide. 1-800-252-5400
- Make your report through the secure website at www.txabusehotline.org.

ECC staff receive child abuse training through the Archdiocese of Galveston—Houston. They are also required to complete an additional annual child abuse training. The Archdiocese of Galveston—Houston performs criminal history checks on staff every 5 years. TDPRS performs criminal history checks on staff which includes a FBI fingerprinting upon hire. Criminal history checks are performed TDPRS every five years thereafter.

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