

SAINT IGNATIUS OF LOYOLA EARLY CHILDHOOD CENTER

PARENT HANDBOOK 2026–2027 SCHOOL YEAR

Policies • Procedures • Family Partnership

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Welcome to Saint Ignatius of Loyola Early Childhood Center for the 2026-2027 school year! Our program is an important part of the parish and is an outreach of the church to the community.

Our Mission

This Parent Handbook introduces the center's philosophy and organization and serves as a quick reference for daily operating policies and procedures. Our program uses a curriculum designed to build children's self-confidence and self-esteem through structured and unstructured play, activities, and projects. The curriculum encourages creative experiences in science, art, crafts, music, and other developmentally appropriate activities. We strive to give every child opportunity to gain experience mentally, spiritually, emotionally, socially, and physically.

Our program's format encourages recognition of letters, numbers, colors, and shapes, through a direct approach and a balance of teacher, group, and self-directed activities. 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 believe each child is a unique gift from God, and we are honored that you have entrusted your child to our care.

Licensing Information

We are a Texas state-licensed child-care facility regulated by Health and Human Services. By law, we must follow the Texas Minimum Standards for Child-Care Centers. Parents of enrolled children can review the following information.

- The Minimum Standards for this Licensed Child Care Center and the Harris County Health Department.
- The most recent Department of Family & Protective Services inspection/Investigation Report. Most recent reports will be on display.

Both of the above are available at www.hhs.texas.gov or from your local licensing office.

The 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.

Staff Immunization Policy

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

Curriculum

Teachers meet monthly to plan curriculum based on thematic units provided by the Director and Assistant Director. Each classroom offers developmentally appropriate activities that support pre-reading, pre-math, writing, science, problem-solving, critical thinking, communication, creativity, and spiritual growth. St. Ignatius Early Childhood Center uses a play-based instructional approach that encourages purposeful play, exploration, and meaningful learning experiences to reinforce, extend, and enhance each child's development. Curriculum resources include the Texas Education Agency Guidelines, Frog Street, and Handwriting Without Tears.

Curriculum guides are available to review at the Preschool office during program hours.

Child Assessment and Developmental Screening

Our program uses the Children's Learning Institute Developmental Checklist for infants through Pre-K 4 to monitor each child's growth and development. Teachers observe children throughout the school year and complete the developmental checklist during the fall. The results are shared with families to provide insight into their child's progress and development.

In the spring, all children participate in a formal developmental assessment. Following the assessment, teachers meet with parents and guardians during a parent-teacher conference to discuss the child's progress, strengths, and areas for continued growth.

If concerns arise regarding a child's development, our program will work with families to provide resources and referrals. For children up to 36 months of age, families may be referred to Early Childhood Intervention (ECI) Services. For children who may need additional support beyond this age, families may be referred to Child Find. These services provide families with guidance, developmental activities, and support to help children reach their full potential.

For more information about Early Childhood Intervention Services, please visit:
<https://www.hhs.texas.gov/services/disability/early-childhood-intervention-services>

Teaching staff use assessment results to guide lesson planning and classroom instruction. Data collected from assessments helps teachers identify individual learning goals, adjust teaching strategies, and provide meaningful activities that support each child's continued development.

Program Goals and Objectives

Our goal is to serve each child and family by providing the highest quality care and meaningful opportunities for parent involvement. We are committed to fostering each child's cognitive, social, emotional, spiritual, and physical development through a nurturing, engaging, and developmentally appropriate learning environment. As a Catholic school, we integrate faith formation into our daily activities, helping children grow in their relationship with God while developing a strong foundation for lifelong learning.

Enrollment

Registration is on a first-come, first-served basis. If classes are full, the administrative staff will create a waitlist for families interested in enrollment. There is no fee to join the waiting list. Children must meet the chronological age requirement for each class by September 1 of the upcoming school year.

Number of Days	Registration Fee	Monthly Tuition 9 payments Aug– Apr	After Care to 3:00 p.m.	After Care to 4:30 p.m.
2 days	\$225	\$295	\$75	\$155
3 days	\$325	\$375	\$110	\$230
5 days	\$425	\$600	\$150	\$330
Kindergarten	\$450	\$700	—	\$200

- Annual tuition is divided into nine (9) equal monthly payments, with payments beginning in August and ending in April.
- Tuition payments may be made as one-time annual payment or through automatic monthly payments via Brightwheel. Payments may also be made by credit card, check, or cash at the front office.
- A 3% Pay-in-Full Discount is available when the full annual tuition is paid by September 15. This discount does not apply to extended care tuition.
- A 5% Sibling Discount on tuition (excluding registration fees and extended care) is available for families with two or more enrolled children. The discount is applied to the tuition of the child with the lower tuition rate.

- Registration fees and extended care tuition are not eligible for discounts.
- Families may choose either the Pay-in-Full Discount or the Sibling Discount. Only one discount may be applied per family.
- If a child increases the number of days they attend after enrollment, the additional registration fee for the added days will be due before the new schedule begins.
- If your account has an outstanding balance equal to two (2) months of tuition, your child will not be permitted to attend school until the past-due balance has been paid in full or satisfactory payment arrangements have been approved by the Director and the Parish Business Manager.
- A late fee of \$20 will be added to your tuition 15 days after the due date.

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 into 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 forms signed by a physician or a copy of immunization records.
 - If the child's immunizations are not up to date, the parent must submit an affidavit of exemption and a medical statement from a physician stating the reason the child cannot receive vaccines.
- Tuition agreement
- Authorization for Emergency Medical Attention

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 and Withdrawal Policies

A non-refundable registration fee is due at the time of registration and is required to reserve a child's placement in the program.

Children who register after February 1st will receive a 50% reduction on the registration fee.

Monthly tuition payments are non-refundable. If a child leaves the program at any time during the school year, tuition payments already made will not be refunded.

If a family chooses to withdraw their child from the program, one month's written notice must be provided to the school. Invoice will not be sent after we have received a withdrawal notice.

Programming Information

Children aged 8 months to kindergarten may enroll in various class day options listed below.

- Nursery (8–15 months): Monday/Wednesday/Friday and/or Tuesday/Thursday program
- Toddler (16–23 months): Monday/Wednesday/Friday and/or Tuesday/Thursday program
- 2-Year-Olds: Monday to Friday or Monday/Wednesday/Friday or Tuesday/Thursday program
- 3-Year-Olds: Monday to Friday or Monday/Wednesday/Friday or Tuesday/Thursday program
- 4-Year-Olds: Monday to Friday or Monday/Wednesday/Friday or Tuesday/Thursday program
- Kindergarten: Monday–Friday, 9:00 a.m.–3:00 p.m.

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

Each program day begins at 9:00 a.m. and ends at 2:00 p.m. We will offer an extended day until 3:00 p.m. or 4:30 p.m. for an additional fee. Meet the Teacher is scheduled for Friday, August 21, 2026.

Inclement Weather

In the event of inclement weather and the school will not open, parents will be notified via Brightwheel. School closing for inclement weather will correspond to Klein ISD closings. If we need to close early due to inclement weather, we will notify parents through Brightwheel messages and alerts or phone calls. If we cannot reach you, we will start with the first person on the emergency list and call through the list until we reach someone.

Embracing Diversity

We do not discriminate against children, parents, or coworkers for any reason. This includes race, skin color, religion, creed, gender, disability, military status, or national origin. As a Catholic preschool, we uphold the teachings and values of the Catholic Church and do not modify our religious identity, teachings, or practices to accommodate beliefs that conflict with them.

Inclusion Care

We are dedicated to fostering an inclusive environment where all children are welcomed and supported. Inclusion services are integrated into our program to accommodate diverse learning needs and promote a sense of belonging for every child. If a child requires special services from an external provider during school hours, we are happy to coordinate and facilitate these services to ensure continuity of care and learning. Please note that any external professionals must have written consent from the child's parent/guardian before being permitted to provide services on the school premises and sign a confidentiality agreement. If ongoing services are required from an outside agency or provider, the provider must complete Safe Haven training before services begin. This training is required by the Archdiocese of Galveston-Houston.

Nutrition and Meals

Breakfast

Children should be fed breakfast before arriving at school each day. Time for teachers to feed breakfast is not built into the daily classroom schedule. Children are expected to arrive ready to participate in the morning routine.

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. Remember to keep lunches and snacks 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. Glass bottles or containers of any kind are not allowed. 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. No bottles are to be brought for children other than those in the nursery. If you need suggestions for lunch items, please ask your child's teachers. We have a breastfeeding area in our school that is available for use.

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. If your child stays for aftercare until 4:30 p.m., they should bring an additional snack for the afternoon.

Birthday Celebration

Birthdays are special to children. If you choose to celebrate your child's birthday at school, please follow these guidelines.

If party invitations are distributed on campus, the school requests that all classmates be invited. If this is not possible, please invite classmates outside the school environment. Parents are welcome to send goody bags for the children to take home.

There is no food allowed when celebrating birthdays.

The office must have a copy of the doctor's report if your child is on a special diet or has a food allergy. An authorized medical official must complete an emergency food allergy plan. This is a requirement of the state. Staff does not reward good behavior with food of any kind.

Snacks and lunch times vary per class. Please refer to the class schedule.

We will provide educational resources on nutrition for parents of young children on a variety of topics ranging from healthy eating habits, nutritional value of food, food safety, and more from the USDA website: www.fns.usda.gov/school-meals/child-nutrition-programs. Resources are available on the Parent Corner.

Parents are encouraged to provide meals with nutritional value for their child when preparing home lunches. Examples of a healthy lunch may include meat, cheese, fruit, raw vegetables, and yogurt. Home lunches brought to the program must be labeled and in an insulated lunch container.

Curriculum-Based Food Activities

Food will only be allowed when it is directly related to the lesson plan. Parents may be asked to contribute an item for a curriculum-based activity. Teachers will request parent permission for each food item used and will ensure that all food items are appropriate and safe for all children participating.

Farm to Early Care

Creating healthy eating habits during a child's early years is critical to promote healthy eating practices into adulthood. To assist with this, our program has a garden. Children tend the garden by planting and watering the plants each day. After plants are fully grown, children can eat the food that is grown for snacks. For more information on the benefits of eating fresh, please use the link: <https://squaremeals.org/FandN-Resources/Texas-Farm-Fresh/Garden-Based-Learning>. Parents will have to sign a consent form for garden tasting.

Oral Health Policies

Establishing good oral health habits early is critical to children's well-being. As a childcare center, we help children and parents understand the importance of oral health by hosting an annual dentist visit. During the visit, the dentist teaches children how to prevent cavities and how to brush and floss properly. At the end of the visit, each child receives a toothbrush. Additional child oral health resources are available by contacting dental@dshs.texas.gov.

Breastfeeding Benefits & Policy

Breastfeeding can help protect babies against short- and long-term illnesses and diseases. Breast milk also allows the sharing of antibodies from the mother with her baby.

Breastfeeding mothers can come to the program and breastfeed if needed. Mothers can breastfeed their children in a comfortable chair in the infant room or a private area if requested. If mothers choose to bring breastmilk, we ask that the milk be labeled with the child's name, dated, and in an insulated bag. For more information about breastfeeding resources and maternal and child health in Texas, please contact infanthealth@dshs.texas.gov.

Illnesses

We strictly follow the Texas Health and Human Services Minimum Standards for Child-Care Centers regarding illnesses that may prohibit a child from attending the center. For further review of the guidelines, please refer to Section 746.3601 of the Minimum Standards.

A child may not attend school if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in child-care center activities, including outdoor play.
2. The illness requires a greater level of care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following symptoms, unless a medical evaluation by a health-care professional indicates that the child may participate in the child-care center's activities:
 - An oral temperature above 101 degrees accompanied by behavior changes or other signs or symptoms of illness.
 - A tympanic (ear) temperature above 100 degrees accompanied by behavior changes or other signs or symptoms of illness. Tympanic thermometers are not recommended for children under six months old.
 - An axillary (armpit) temperature above 100 degrees accompanied by behavior changes or other signs or symptoms of illness.
 - Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting or diarrhea episodes in 24 hours,
 - 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
 - An undiagnosed rash that has not been evaluated by a health-care professional.
 - Pink eye.

A child may return to school after they have been fever free for 24 hours without the use of fever-reducing medication.

If your child becomes ill during a school day, you will be contacted immediately. PLEASE MAKE SURE THE TEACHER HAS A CONTACT 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, COVID-19. Please inform your school if you have a case of lice.

Please note:

- Lice: If a child has lice, the child may return to school 24 hours after treatment.
- Hand, Foot, and Mouth Disease (HFMD): The child must be fever free for 24 hours without the use of Tylenol or Motrin and all lesions must be healed over regardless of a doctor's note.

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

Medication

Medication must be labeled with the child's name, prescribed dosage, expiration date, and dispensing instructions in its original packaging. Please send an age-appropriate dispensing item. Parents must bring all medication to the office. St. Ignatius of Loyola Early Childhood Center does not assume responsibility for adverse reactions caused by administering medication at the parent's request. Parents must provide information about symptoms to watch for. It is the parent's responsibility to pick up medication at the end of the day. We are required to document all medication administration, and parents must sign the medication record at the end of the day.

Parents/guardians must provide written consent before staff may apply diaper cream or ointment to their child. Any diaper cream provided must be in its original container, clearly labeled with the child's full name, and accompanied by the required authorization.

Please apply sunscreen and sunblock before dropping off your children to school.

Emergency Medical Attention Form and Medical Statement of Health Form

These forms must be signed by the parent and physician and returned no later than the first day of class. If your child has a food allergy, an Allergy Action Plan and any medication listed in the plan are required before your child may start school. Without these forms in place, we are unable to admit your child to the program. This requirement is for your child's health and safety.

Immunizations

Please submit an updated immunization record for your child. Current immunization requirements can be found at www.dshs.state.tx.us/immunize/default.htm. If your child does not get vaccines, you are required to submit an affidavit of exemption.

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

A copy of the most recent immunization record must be provided for each child at enrollment and kept up to date. The parent is responsible for providing the center with the most up-to-date immunization requirements.

TB screening tests and results are not required for admission to the program.

Hearing and Vision

All enrolled children four and older by September 1 of the current school year must have a copy of hearing and vision acuity results on file with St. Ignatius of Loyola Early Childhood. We are required to submit hearing and vision screening information as required.

Health and Safety

Injuries and Emergency Procedures

It is important that we can reach 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. If we cannot reach either parent, we start with the first person listed on the emergency contact list and continue until we are able to reach someone.

In case of severe injury or acute illness, we will follow the authorization for emergency medical attention form and/or the child will be transported immediately to the nearest hospital.

A member of management will accompany and remain with the child until a parent/guardian arrives. A written report will be provided for parents and placed in the children's file.

Incident Reports and Parent Notification

If an incident occurs at school, such as a fall, injury, hitting, biting, pushing, or other unsafe behavior, staff will provide immediate care and assess the child's needs. Parents/guardians will be notified through Brightwheel based on the seriousness of the incident. An incident report will be completed, signed by the person picking up the child, and copies will be given to the parent/guardian and kept in the child's file. If another child is involved, families will be informed as appropriate while maintaining confidentiality. Staff will work with children and families to promote safety, teach appropriate behavior, and create a support plan if incidents continue.

Children under two years of age will also receive daily reports documenting meals, diaper changes, naps, and other care information as applicable.

Toilet Training

It is important that teachers partner with the parents in helping children be successful in toilet training. Potty training starts at home. The teachers will not initiate potty training but will reinforce any training you have done at home. Teachers will inform parents if they think that their child is interested in potty training. We require that parents provide a minimum of 4 disposable diapers or Pull-Ups with their child while toilet training is in process.

The Baby Robbins (8 months – 15 months) room cannot support toilet training. We do not have the facilities and staff to accommodate toilet training in this room.

Bathroom Independence for 3's and 4's

Children enrolled in the 3's and 4's classes must be fully toilet trained before attending preschool and must wear underwear. Pull-Ups are not acceptable as underwear. Parents of children in the 3-year-old class will be asked to sign the Bathroom Independence Policy during Open House. The Bathroom Independence Policy will be posted online for review before Open House.

Safe Sleep Policy for 12 Months and Younger

A parent is required to sign Operational Policy on Infant Safe Sleep Form 2550 from Texas Health and Human Services if your child is less than a year when school starts. All staff and substitute staff 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/SUID).

Food Allergies

You are required to provide a FOOD ALLERGY ACTION PLAN, as required by State Licensing before your child can attend school. This plan will be posted for teachers to use as needed. All children diagnosed with food allergies must have a doctor's Plan of Action and any medication or tools to dispense medication (e.g., EpiPen, Benadryl) needed for the plan on file with the school prior to the first day.

Open Door Policy

Parents are welcome at the center at any time.

Family Participation

Family involvement in our program is important to the success of our program and your child(ren). There are several ways that families can get involved with the center and activities to ensure that your experience while enrolling in our center will be a great one! Parents are encouraged to attend as many events as your schedule allows.

Opportunities for parent involvement include:

- Parents and Pastries
- Parades
- Christmas program
- Parenting Seminars
- Blessing of the pets

Service Projects

We partner with Outreach Department to help with the needs of the community. We will have 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 special events. All volunteers are required to take the Safe Haven training and sign a Confidentiality Agreement before they can be in the classroom.

Parents can receive pertinent information about the community's resources and their child's growth and development. The resource room is open during the center's operating hours.

Please take advantage of our library, to check out books for your children.

Drop-Off and Pick-Up Procedures

We have plenty of parking spaces at our facility. Parking is NOT allowed in the fire lane area. Please do not drop off at the front doors and block the entry to the building. If you are dropping off someone to pick up a child, do not wait in the entryway of the building.

School hours are 9:00 a.m. to 2:00 p.m. Nursery, Toddler and Preschoolers
 9:00 am to 3:00 pm - Kindergarten

Parents may begin dropping off at 8:55 a.m. The teachers need time to prepare the classroom for the children. Please do not open the door until it is after 8:55 a.m. If you arrive after 9:15 a.m., all the doors will be locked for security and safety for the children. You will need to use the Ring doorbell so someone may escort you to the classroom. A quick health check (a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury) will be done by one of the teachers at drop off. We will call or send a message if we have any concerns. Upon arrival (drop off), parents must walk

their child(ren) to the classroom and sign them in using the Brightwheel app. There are QR codes for signing in/out are posted throughout the school. Please ensure that your child's teacher is aware of their presence in the classroom by walking your child to their classroom and helping them put their items in the appropriate spots. If your child is in diapers, please ensure they have a clean diaper at dropoff. Please do not allow children to walk to their class on their own. Your child's safety is our number one priority, so please consider this additional time in your morning routine as we partner to ensure the safety and well-being of your child.

Small children sometimes have a hard time separating from their parents when they start attending. We find it helpful to keep the goodbyes short, matter of fact, and cheerful. After saying goodbye, please leave promptly. If you are concerned, ask the Director or another staff member to check on your child for you.

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 use the Ring doorbell beside the entrance door. It is often helpful to let us know if you plan on picking your child up early so we will have them ready for you. Children not picked up by 2:10 p.m. will be taken to aftercare and will incur a \$1.00 per minute penalty which will be added to next month's tuition statement. If your children are in aftercare, the fee will begin at 3:05 p.m. and 4:35 p.m.

Pick-up is in the child's classroom. Upon departure (pick up), parents must sign children out using the Brightwheel app. QR checkout codes are throughout the building. Please always keep your children with you and do not allow them to roam the building or walk out of it alone.

If someone other than yourself is picking the child up, please Brightwheel message us to let us know and ensure that the designated person is listed on their authorized pick-up list. Please tell the designated individual that they must show proper identification before the child is released. Please adhere to the following guidelines to ensure everyone's safety.

Please remember:

- 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 a car when coming into the school.
- No parking on the Fire Lanes.
- Do not leave your engine running during drop off and pick up.

Unless it is an emergency, please finish all phone calls before entering the building during drop-off and pick-up times. We have a No Cell Phone Policy in the building.

We ask families to arrive on time so children can begin their day comfortably, join their classmates, and participate fully in classroom activities.

Please send a message through brightwheel if your child will be absent.

Emergency Information and Updating Contact Information

In an emergency, the center will immediately try to contact the parent and other emergency numbers. Please ensure that all contact information is up to date. You can update your contact information at any time in the Brightwheel app. Please message us through Brightwheel if you want to add or change authorized people for pick-up. We will set them up with a Brightwheel account. The school administrator will enter the change in the system and notify you to confirm receipt.

Brightwheel is the primary communication tool between teachers and parents/guardians. Families are responsible for checking Brightwheel regularly for messages, updates, reminders, and important school notifications.

No child will be released to another person without parental consent. Written notification is required to release a child to someone other than the parent. You may send a message through Brightwheel before the day of pick-up. Please include the full legal 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 proper photo identification. Each person with permission to pick up a child must have their own Brightwheel account and sign-in code.

Threatening Incidents

If the facility's safety is threatened, all center staff are trained by local law enforcement to keep the children safe and secure the environment. Parents will be notified immediately and kept abreast of the situation. If children need to be moved to another safer location, all employees are trained to help transport children by car to the nearest school when deemed safe by administration and law enforcement officials.

Behavior Expectations

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 (reset time). 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 verbally if their child continues to exhibit unsafe behavior. We will work with parents to help children learn appropriate behaviors by scheduling a parent-teacher conference and developing an agreed-upon plan to address the situation.

Field Trips

We do not go on field trips.

Transition Plans

Children will remain in the same classroom for the entire school year.

Parent Conferences

Please do not use drop-off or pick-up time to discuss lengthy concerns with your child's teacher, as this can distract from the care and supervision of other children. Parents may request a conference with the teacher at any time to discuss concerns. Formal conferences are offered in the spring, during which parents will receive information about their child's developmental assessments completed by the teacher.

Absences

If your child is absent, please notify us through Brightwheel. Tuition fees will not be waived or refunded for absences. If your child's tuition account is current, your child will remain enrolled in the program, even if they have multiple absences.

Termination of Services

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay (see tuition)
- Failure of the child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person on the property
- Lack of parental cooperation
- Serious illness of a child
- Our inability to meet the child's needs

- Lack of compliance with regulations

Once a written warning is given, our program's administration has the right to give written notice of immediate termination where extreme circumstances affect the well-being of the provider or other children in attendance. Parents who would like to withdraw their child from the program must give one month's written notice.

Clothing Guidelines

It is very important that the clothes your child is wearing are easy to manage in the bathroom or changing time. Pull on pants with an elastic waistband 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. Please pack an entire extra set of **clothes, underwear and socks** in a Ziplock bag. We never know when a child will need to be changed. If your child wears a dress, we recommend wearing shorts underneath. Please dress your child according to the weather. **For safety during play, the only shoes permitted in school are tennis shoes. Your child will be sent home if they are not wearing tennis shoes.**

The following items are not allowed:

- Jewelry (necklace, earrings, rings), hair clips – potential choking hazards
- Overalls/Rompers – difficult to remove when changing diapers or using the toilet
- Crocs, dress shoes, sandals, slippers

Please send only the items your child needs for school each day.

Physical Activity

Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age-appropriate outdoor and indoor activities as part of the daily schedule. All age groups will receive a minimum of 30 minutes a day engaged in outdoor play. Children can play outside freely by utilizing the playground equipment and various outside toys, including balls, tricycles, and more. Additional indoor activities to promote physical development will be provided during inclement weather.

Screen Time Policies

Electronic media is only used for educational purposes. Children are allotted 30 minutes of screen time per day. Parents of children over two will have to sign a waiver.

All screen time is:

- based on meeting educational goals
- age-appropriate
- ad-free

Screen time is not used during mealtimes. Screen time for children under two years of age is restricted.

Gang-Free Zone

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 penalties. St. Ignatius of Loyola Early Childhood Center is a Gang-Free Zone.

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section 42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers.

Information about this requirement can be found on the parent information board, and copies of the information are printed for parents in the parent resource room.

Challenging Behaviors

Our program is committed to addressing challenging behaviors in a supportive and constructive manner, ensuring a positive learning environment for all children in our care. This collaborative effort involves clear roles for parents and teachers and defined steps the program will take.

The goals of our program are to foster each child's social-emotional development, promote positive interactions, and ensure school readiness within a safe and supportive environment. The program aims to help every child thrive and reach their full potential by tailoring strategies to individual needs and encouraging family involvement.

Teachers and the director communicate regularly with families about their child's behavior to foster a strong partnership. This ongoing dialogue allows us to address any concerns that arise promptly. Parents play a crucial role by sharing insights about their child's behavior at home, which helps create a comprehensive understanding of their needs.

Teachers are dedicated to observing and documenting behaviors, providing feedback, and developing individualized strategies to support each child. They will also initiate regular check-ins and encourage family participation in discussions about behavior management.

The program actively promotes collaboration between staff and families in developing effective strategies for managing challenging behaviors. This includes sharing observations and techniques that can be implemented at school and home. Regular meetings and workshops will be organized to facilitate this partnership, ensuring that everyone is aligned in their approach.

Discussions regarding a child's behavior are framed within our facility's objectives, which prioritize social-emotional development, positive interactions, school readiness, and a safe learning environment. Our approach focuses on understanding the underlying causes of behaviors and aligning our strategies with our program goals.

Steps Taken by the Program

1. **Observation and Documentation:** Teachers will regularly observe and document children's behaviors to identify patterns and triggers.
2. **Individualized Strategies:** Based on observations, teachers will develop tailored strategies in collaboration with families to address specific behaviors.
3. **Regular Communication:** Ongoing updates will be shared with families through communication logs, progress reports, and scheduled conferences, celebrating successes and discussing areas for growth.
4. **Family Involvement:** Families will be encouraged to actively participate in developing and implementing behavior strategies, reinforcing consistency between home and school.
5. **Professional Development:** Staff will receive training in effective behavior management techniques and ways to foster a positive learning environment.

To keep families informed about their child's progress, we provide regular updates and facilitate discussions that engage families in their child's developmental journey. This collaborative effort is essential for ensuring that each child receives the support they need to thrive.

This policy will be communicated to all staff, families, and stakeholders, and it will be reviewed annually to assess its effectiveness and incorporate feedback from both staff and families. Please contact the program director for any questions or further discussions regarding this policy.

Accommodation

Our program's policy and process in supporting families and children who may need additional accommodations to include home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the public and in the parent's primary language. Please notify the Director if you or your child requires accommodation, and we will ensure that we do our part to meet your needs.

Below are ways that our program will partner with families:

- We will provide space to accommodate sessions if specific therapies are needed during the day while the child is in our care.
- Participation in all comprehensive care meetings if needed.
- Complete supporting documentation from an authorized medical professional for any accommodation related to the child's physical or developmental needs.
- Provide materials and resources in parent's/child's primary language.
- Provide opportunities for cultural inclusiveness by hosting cultural events throughout the year.

Parent and Guardian Rights

- Enter and examine the child-care facility during its hours of operation without advance notice.
- File a complaint against the child-care facility.
- Review the child-care facility's publicly accessible records.
- Review the child-care facility's written records concerning the parent's or guardian's child.
- Receive inspection reports and information about how to access the child-care facility's online compliance history.
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.
- Receive contact information for the child-care facility's local Child Care Regulation office.
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child, provided that the video recordings are available; the parent or guardian does not retain any portion of the video depicting a child who is not their own; and the parent or guardian of any other child in the video receives prior notice from the facility.
- Obtain a copy of the facility's policies and procedures handbook.
- Review the facility's staff training records and any in-house training curriculum.
- Exercise these rights without retaliatory action by the facility.

Required Notifications

- The child-care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect the recording.
- The child-care facility must provide a parent or guardian with a written copy of these rights no later than the child's first day at the facility.

Parent Handbook Attestation

My signature verifies that I have read and received a copy of this Parent Handbook and agree to follow the outlined policies. Should I not follow the policies outlined, I understand that my services may be terminated.

This parent handbook will be revised annually. St. Ignatius of Loyola Early Childhood Center reserves the right to make changes to the Parent Handbook as needed. Parents/guardians will be notified of any changes and will be required to verify receipt and acknowledgment of those changes. If any changes are made to the parent handbook, all parents will receive a new copy of the handbook via email or print.

Parent/Guardian Signature: _____	Date: _____
Parent/Guardian Name: _____	Child's Name: _____
Director/School Representative: _____	Date: _____