



# Parent Handbook

2023-2024

Revised August 17, 2023

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# Contact Us



Beverly Folts  
Director



Elaine Clinard  
Admissions and Staff Administrator

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**YouTube:** Saint Paul Early Childhood Ministries

## Hours of Operation

**Academic Mother's Day Out:** 9:00 am to 3:00 pm M-F  
**Extended Day Program:** 7:30 am to 5:30 pm M-F

**Academic Year Program:** September through May  
**Summer Program:** June through August

Dear Parents:

Welcome to Saint Paul Early Childhood Ministries! We are pleased that you have joined our family and look forward to getting to know you and your child(ren).

The purpose of this handbook is to familiarize you with the policies and procedures in place here at Saint Paul ECM. It is our hope that we can work together as a team to help your child(ren) learn and grow, but in order for us to make a successful team it is essential for you to be conscious of our policies.

Our guidelines comply with, and in many cases exceed state licensing standards. This year we are also working on earning our Texas Rising Star certification, which holds our program accountable to a higher standard than many other programs. The policies described in this Parent Handbook provide a clear description of what parents may expect from Saint Paul ECM, as well as what we expect from our families.

The most current version of this handbook is always available on the Parent Info page under the Resources tab of our website. Please be sure to review it carefully. If you have any questions about our policies and procedures, please do not hesitate to ask. Thank you for choosing Saint Paul Early Childhood Ministries to play an active role in your child(ren)'s growth and education.

Grace and Peace,

Beverly Folts, Director

Elaine Clinard, Admissions and Staff Administrator

# School Information

## History

The Saint Paul Early Childhood Ministries program was founded in 1962 as an outreach of Saint Paul Presbyterian Church, and is part of Saint Paul Presbyterian's ministry to the local community.

## Vision / Mission Statement

The Early Childhood Ministries program strives to enhance the cognitive and academic abilities of the young child, as well as to nurture their social, physical, emotional, and spiritual development. We endeavor to assist the child in the development of self-esteem, confidence, curiosity, spontaneity, and self-expression.

We at Saint Paul Early Childhood Ministries hope to be a small part of helping parents build a strong foundation to support your child's future academic success. We believe that fundamental skills such as language development, gross



and fine motor skills, creativity, appreciation of fine arts, communication skills, and the awareness and growth of Christian values are essential for a child's development.

## Goals of our Program

- 👋 To provide a quality, developmentally appropriate education in a safe and loving environment
- 👋 To help children build communication skills through peer interaction
- 👋 To provide age-appropriate opportunities for learning
- 👋 To provide multiple sensory-rich experiences in order to make learning fun
- 👋 To encourage global citizenship and awareness of other cultures
- 👋 To help children develop self-confidence and a sense of self-worth
- 👋 To provide encouragement and support to parents and families

## Saint Paul ECM Board

Our preschool is governed by the Saint Paul Early Childhood Ministries Board. The Board is comprised of a

Chairman, Secretary, Elders, Clerk of Session, and a Teacher Representative all of which are voting members. The Pastor of Saint Paul Presbyterian Church, and the Director of Saint Paul Early Childhood Ministries both serve as board members and are ex-officio (non-voting). The board is accountable to the Session (governing body of church elders) of Saint Paul Presbyterian Church. The preschool admin is responsible for the day-to-day operations.

## State Licensing

Saint Paul ECM is licensed by Texas Health and Human Services Commission Child Care Regulation to provide care for 70 children per day aged 6 weeks through Pre-K. As a licensed facility we operate using the Minimum Standards for Child Care Centers as a basic guideline for setting policy and procedures. A copy of the Minimum Standards is available through the school office or on our website for anyone interested in reading and reviewing these basic guidelines. Parents may review the current Licensing inspection report at any time.

## Texas Rising Star

Texas Rising Star is a quality rating and improvement system for Texas early childhood programs. Programs that participate in Texas Rising Star meet higher quality standards than many other childcare programs. Our school is currently in the process of becoming Texas Rising Star certified, and we're so excited to share more about TRS with you! For more information about TRS check the Resources tab on our website.

## School Calendar

Saint Paul ECM loosely follows the Houston Independent School District's calendar and observes many of the same major holidays, except for the beginning and end of the school year. Our Academic Session begins the first week of September and runs through the end of May. Each student will meet his/her teacher before school begins on Meet the Teacher Night. Our families receive a copy of the school calendar annually, and it can also be found on our website.

# 2023 – 2024 Academic Calendar



September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>Legend</b> <ul style="list-style-type: none"> <li>■ = No School</li> <li>■ = Staff Inservice / No School</li> <li>■ = Start/End of Semester</li> <li>■ = School Event</li> <li>■ = Early Dismissal</li> <li>■ = Pre-K Report Card</li> <li>■ = Parent Conferences</li> <li>■ = Tuition Due</li> </ul>	<b>Holidays</b> <ul style="list-style-type: none"> <li>9/4/23 Labor Day</li> <li>11/20-11/24/23 Thanksgiving Break</li> <li>12/18/23 – 1/1/24 Winter Break</li> <li>1/15/24 MLK Day</li> <li>3/11 – 3/15/24 Spring Break</li> <li>3/29 &amp; 4/1/24 Easter Break</li> <li>5/27/24 Memorial Day</li> </ul>	<b>Early Dismissal</b> <ul style="list-style-type: none"> <li>October 4, 2023</li> <li>November 1, 2023</li> <li>February 7, 2024</li> <li>May 1, 2024</li> </ul> <p>*12:00 PM Pick-Up</p>
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<b>School Events</b> <ul style="list-style-type: none"> <li>9/5/23 First Day of School</li> <li>10/25-10/31/23 Spirit Week</li> <li>10/28/23 Fall Festival</li> <li>12/12/23 Christmas Program</li> <li>2/14/24 Valentines Day</li> <li>2/15/24 100<sup>th</sup> Day of School</li> <li>2/23/24 Go Texan Day</li> <li>2/26 – 3/1/24 Dr. Seuss Spirit Week</li> <li>3/26/24 Easter Program</li> <li>3/28/24 Easter Egg Hunt</li> <li>5/6-5/10/24 Teacher Appreciation Week</li> <li>5/24/24 Pre-K Graduation &amp; Last Day of School</li> </ul>	<b>Fundraising and Giving</b> <ul style="list-style-type: none"> <li>10/2 - 10/20/23 Popcorn Fundraiser</li> <li>11/1 – 11/17/23 Food Drive</li> <li>2/26 – 3/1/24 Art Show and Silent Auction</li> </ul>	<b>Staff Inservice</b> <ul style="list-style-type: none"> <li>8/28 – 9/1/23</li> <li>1/2/24</li> <li>5/28 – 5/31/24</li> </ul> <b>Parent / Teacher Conferences</b> <ul style="list-style-type: none"> <li>12/4 – 12/8/23</li> <li>5/13 – 5/17/23</li> </ul> <p>*For more information see the Parent Handbook</p>
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## School Closures

For information about School Closures due to severe weather or emergencies, please see our Bad Weather Policy on page 30 and our Emergency Preparedness Procedures on page 45 of this handbook.

In the event we lose electricity or water for 2 or more consecutive hours, you will be contacted to come pick up your child immediately. Saint Paul ECM cannot run safely or efficiently without electricity or water.

## Early Dismissal Days

We have four Early Dismissal Days in the 2023 – 2024 Academic School Year, as seen on our school calendar. All students must be picked up no later than 12:00 PM on these days. Students will still eat lunch at school, so please pack food accordingly.

# Parent Orientation

Each family will be required to participate in a Parent Orientation with school admin. This orientation will cover the following topics:

- 👋 A tour of the facility
- 👋 An introduction to the teaching staff
- 👋 A parent visit with the classroom teacher
- 👋 An overview of the parent handbook
- 👋 The policy for arrival and dismissal
- 👋 An opportunity for an extended visit in the classroom by both parent and child
- 👋 An overview of resources and information available on our school website

# Enrollment Information

## Tuition & Fees

Our preschool offers an academic Mother's Day Out program from 9:00 am to 3:00 pm, and an Extended Day program from 7:30 am – 5:30 pm as shown in the chart below.

	Program	2 Day	3 Day	4 Day	5 Day
<b>Zebras</b> Infants	<b>MDO</b> 9am – 3pm	\$575	\$675	\$775	\$875
	<b>EXT</b> 7:30am – 5:30pm	\$725	\$825	\$925	\$1025
<b>Giraffes</b> Toddlers	<b>MDO</b> 9am – 3pm	\$550	\$650	\$750	\$850
	<b>EXT</b> 7:30am – 5:30pm	\$700	\$800	\$900	\$1000
<b>Toucans</b> Twos	<b>MDO</b> 9am – 3pm	\$525	\$625	\$725	\$825
	<b>EXT</b> 7:30am – 5:30pm	\$675	\$775	\$875	\$975
<b>Pandas</b> Threes	<b>MDO</b> 9am – 3pm	\$500	\$600	\$700	\$800
	<b>EXT</b> 7:30am – 5:30pm	\$650	\$750	\$850	\$950
<b>Leap Frogs</b> **Pre-K	<b>MDO</b> 9am – 3pm	---	\$575	\$675	\$775
	<b>EXT</b> 7:30am – 5:30pm	---	\$725	\$825	\$925

* Registration Fee Per Child	* Supply Fee	Other Fees
Academic Year/New Enrollees \$100	School Year \$400 Paid in full by Aug. 26th <b>OR</b> 9 monthly payments of \$50	Drop-Ins Early Care \$20 Aftercare \$30 Full Day \$50
Summer \$50	Summer \$50 monthly	Diaper Pull-Up Fee \$1 Each

\*Non-refundable; Due at time of registration, or paid in monthly installments. Discounts do not apply to registration or supply fees.

\*\*Our Pre-K program is offered 3, 4, or 5 days per week. If attending 3 or 4 days per week, Monday must be one of those days.

## General Information

- 👋 Your child's place will be reserved when the registration fee is paid in full.
- 👋 Monthly tuition is due on or before the 26<sup>th</sup> of the previous month. If the 26<sup>th</sup> falls on a weekend, tuition is due on the Friday before.
- 👋 Drop-in days are available for currently enrolled children for a charge of \$50 per child per day. Please contact admin for availability.
- 👋 There are no credits, refunds, or make up days given for days missed due to family vacations, holidays, illnesses, other absences, emergencies, disaster declarations, or city or state closures.
- 👋 We now accept Workforce/NCI.
- 👋 Special Events are not included in monthly tuition, registration, or supply fees.
- 👋 If you know that you are going to be late to pick up your child(ren), please let the office staff know ASAP. Late fees will apply.
- 👋 Failure to pay tuition may result in exclusion of your child from the program until all tuition and late fees are received in full.



- 👉 Notice of withdrawal from the program must be given in writing 30 days in advance. If 30 days are not given then regular monthly tuition will be due.

## Fee Schedule

- 👉 A \$25 late fee applies to all payments received after the 26<sup>th</sup>, and an additional \$25 will be applied every Friday until tuition is paid in full including late fees.
- 👉 The returned check fee is \$25 per check.
- 👉 If your child is enrolled in the Mother's Day Out program and is picked up after 3pm, you will be charged a late fee of \$2 per child per minute that you are late.
- 👉 If your child is enrolled in our Extended Day program and is picked up after 5:30pm, you will be charged a late fee of \$2 per child per minute that you are late.
- 👉 If you fail to provide diapers/pull-ups for your child after 2 reminders, a diaper/pull-up fee of \$1 per diaper/pull-up will be charged to your account.
- 👉 Parents who choose to pay with a credit/debit card through the Smartcare app will be charged a 2.85% convenience fee.

- 👉 Parents who choose to make an ACH payment through the Smartcare app will be charged a \$0.40 convenience fee.

## Discounts & Credits

- 👉 Children with an older sibling currently enrolled receive a discount of 5% off their monthly tuition.
- 👉 A 5% discount is offered to military families and members of Saint Paul Presbyterian Church.
- 👉 The discounts stated above do not apply to registration or supply fees.
- 👉 Discounts are not available for Drop-In days.
- 👉 Families who refer a new child into our program will receive a one-time \$50 tuition credit.
- 👉 One discount per family per year, not to exceed 5%.

## Child Care Tuition Assistance

The Texas Workforce Solutions helps eligible working families pay for childcare. For more information regarding childcare assistance, see: <https://www.wrksolutions.com>.

## Non-Payment

Unpaid tuition will result in reporting to Provider Watch (a childcare reporting agency) and/or filing with Small Claims Court, with additional fees.

## Tax Deduction

According to the IRS, childcare expenses for working parents are tax deductible. A statement will be emailed to the account holder no later than January 31<sup>st</sup> of the following year. Tuition must be paid in full to receive this information.

## Registration

Registration for each Summer Session begins the second full week of February, and registration for each Academic Session begins the week after spring break. Current families will have one week to register before registration opens to the public. Space is limited, and spots are available on a first come first served basis.

# Family Engagement

At Saint Paul Early Childhood Ministries, we believe that families are children's first, longest lasting, and most important teachers, advocates, and nurturers. Positive parenting and strong family engagement is central - not supplemental - to promoting children's healthy development and wellness. This includes social-emotional and behavioral development, preparing children for school, seamlessly transitioning them to kindergarten, and supporting academic achievement in elementary school and beyond. Families' engagement in children's learning at home and in early childhood education programs can impact lifelong health, developmental and academic outcomes.

## Parent Communication

At Saint Paul Early Childhood Ministries we believe that effective communication is key to positive partnerships with parents and guardians, and that when teachers and parents share their knowledge and experience it's good for children's

wellbeing and development. Below are some of the ways that we communicate with parents:

## Social Media

We frequently post updates on our school's Facebook page, which you can find and follow here:

<https://www.facebook.com/SaintPaulECM>

You can also find us on YouTube at <https://www.youtube.com/@saintpaulearlychildhoodmin1973>

## Smartcare

We use an app called Smartcare to communicate with parents daily. Parents will use the Smartcare app to sign their children in and out and will receive updates and photos throughout the day of their child's activities and more. You can comment on these updates to communicate with your child's classroom teachers. You can also update your contact information at any time through your Smartcare app.

Once you have registered and we have entered you into our system, you will receive an access email from Smartcare with information about how to download the app and register. Please be on the lookout for this email. If you have any questions, please speak to admin.

## Take Home Folders

Each classroom has Take Home Folders that will go home periodically with student work and important information. The Zebras, Giraffes, and Toucans classes send folders home at least once per week. The Pandas and Leap Frogs classes send folders home daily. The Leap Frogs folders should be signed by a parent or guardian each day.

## Email

If you would like to communicate with admin through email, you can contact us here:

**Ms. Beverly – [director@saintpaulecm.com](mailto:director@saintpaulecm.com)**

**Ms. Elaine** – [admin@saintpaulecm.com](mailto:admin@saintpaulecm.com)

If you are sending pictures for our tech specialist to print for your child's Family Corner in their classroom or have a question about the Smartcare app, you can send them here:

**Ms. Rachel** – [ms.rachel@saintpaulecm.com](mailto:ms.rachel@saintpaulecm.com)

## Texting

Admin will frequently reach out through text message to check in with parents and to communicate information. If you need to contact admin quickly, the best way to reach us is through text message. You can reach us here:

**Ms. Beverly** – (281) 744-0953

**Ms. Elaine** – (713) 448-0732

## Website

We have lots of information and resources available on our website, which you can visit here: [www.saintpaulecm.com](http://www.saintpaulecm.com)

If you look under the Resources tab in the menu, you will see two pages titled “Parent Info” and “Virtual Parent Board.” These pages are password protected and have lots of important information for current families. You can use the password “jungle” to access both of these pages.

## Parent Conferences

We will hold parent conferences twice a year, once at the end of the fall semester and once at the end of the spring semester. During these conferences, we will discuss your child’s growth and the milestones they have reached while at our school and the academic progress they have made throughout the year. For more information about when these conferences will take place, please see our school calendar.



## Open Door Policy

Saint Paul ECM has an Open Door Policy, and parents are welcome to visit our campus at any time. To visit campus, please check in with admin upon arrival.

## Family Participation

Each year we hold a Meet the Teacher event the Friday prior to the start of the Academic Session, and we encourage all families to attend. We also hold Parent Conferences twice per Academic Session, once in the fall and once in the spring.

Other events like the Fall Carnival, the Christmas Program and the Summer Picnic, as well as fundraisers and other opportunities for families to participate in our school community, will be announced throughout the year. Fliers will be sent home in Take Home Folders and posted in the front office as well as in Smartcare. We will also send reminders for upcoming events through social media, so be sure to follow us on Facebook!

## Class Trips

Our Pandas and Leap Frogs classes take two class trips annually, one in the fall and one in the spring. Each parent is responsible for the transportation of his/her own child. Under no circumstances will a teacher be responsible for the transportation of a child other than their own. We do not take the younger children on field trips.

## Comments & Suggestions

We will email out a link to our Family Survey once in the Fall and once in the Spring. We ask that all families participate in this anonymous survey to provide feedback and help our school continue to grow and flourish.

We also have an anonymous comments box available year-round on our website in the Parent Info page (*see the Family Engagement section of this handbook for more information on how to access the Parent Info page on our website*) for anyone who would like to leave anonymous feedback throughout the year.

# Volunteer

If you would like to volunteer at our school, you will need to complete 24 hours of pre-service training, a background check, and orientation. If you are interested in becoming a parent volunteer, please contact admin.

# School Policies

## Required Documentation

In order for your child(ren) to attend Saint Paul ECM, they must be enrolled and have the following documents on file with the school:

- 👋 Enrollment Form (one per child), to be updated each session.
- 👋 A Healthcare Professional statement clearing them to attend.
- 👋 Vaccination records must be current at the time of enrollment, and must be kept current throughout the child's time at Saint Paul ECM.
  - 👋 Current immunization requirements can be found on the Texas Health and Human Services website.
- 👋 Children age 4 and older must have an updated Vision and Hearing Screening.

It is the parent's responsibility to ensure all school forms are current and updated. Admin has the right to not allow

the student into the school if any forms are missing from their file after two notices.

## Absence Policy

- 👋 There are no penalties for being absent, but you should notify admin by 9:30 AM when your child will not be able to attend.
- 👋 If your child(ren) will be out for an extended period, please inform admin.
- 👋 If your child is in the Pre-K program, regular attendance is an expectation. Pre-K students are expected to attend school 3-5 days per week. One of those days must be Mondays.
- 👋 Our academic day begins at 9:00 am, and to ensure your child can get the most out of our program it is important that your child attends regularly and arrives on time.
- 👋 Individual teachers are not authorized to make decisions regarding tuition, absences, late arrivals, or early pick-ups. Please communicate this information to admin.

## Screen Time Policy

- 👉 Children less than two years old may not have screen time at school.
- 👉 Children two years or older may have screen time activities that:
  - 👉 Are related to the planned activities that meet educational goals.
  - 👉 Are age appropriate.
  - 👉 Do not exceed one hour per day.
  - 👉 Are not used during meals, snacks, or nap time.
  - 👉 Do not include advertising or violence.
  - 👉 Are turned off when not in use.
- 👉 For more information about screen time and how it affects children's brain development, look on our website under the resources tab on the health and safety page.

## Bad Weather Policy

Saint Paul Early Childhood Ministries Program has certain procedures which are followed in the case of inclement

weather (e.g. flooding, icy roads, power failures, etc.). Please read the following procedures and be sure to check with your child's teacher or the school office if you have any questions.

If the school is unable to open due to inclement weather:

- 👋 We will notify you of the school closure via text message, phone call, or email. **Be sure to check with your child's teacher or the office to make sure the phone number and email listed are correct.**
- 👋 We will post information about the school closure on our Saint Paul Early Childhood Ministries Facebook page.

Every parent needs to keep in mind that the area surrounding the school is prone to flooding. To ensure the safety of the students, parents, and teachers we will close the school if the threat of flooding is high.

If we need to close the school during operating hours, we will contact you to come and pick up your child by text message or phone call. Should we not receive a response

within 15 minutes, we will reach out to the emergency contacts listed on your child's registration paperwork.

**PLEASE NOTE:** If HISD closes, so will Saint Paul Early Childhood Ministries. We follow their lead when it comes to cases of inclement weather.

## Non-Discrimination Policy

Saint Paul ECM does not discriminate against any child or family based on race, color, national origin, sex, religion, or disability.

## Accommodations Policy

At Saint Paul ECM, we strive to support families and children who may need additional accommodations to include home language, special needs or differing abilities, and cultural backgrounds. We intend to comply with all aspects of the Americans with Disabilities act, to the best of our ability.

We are happy to provide space for intervention sessions or therapy when needed, as well as various language translations for literature when available.



If you are looking for intervention or therapy for your child, check the health and safety section of our website under resources.

## **Child Custody Policy**

It is Saint Paul Early Childhood Ministries' intent to meet the needs of the children, especially when the parents may be experiencing difficult situations such as divorce, separation, or remarriage. However, Saint Paul ECM cannot legally restrict the noncustodial parent from visiting the child, reviewing the child's records, or picking the child up unless Saint Paul ECM has been furnished with current, appropriate legal documents. Copies of these court documents must be kept in the child's file.

## **Grievance Policy**

Saint Paul Early Childhood Ministries prides itself on open and honest communication. We believe that students, parents, and employees all have the right to voice their complaints. If you have any concerns, please address them by following these steps:

👉 Please start by discussing your concerns with your child's classroom teacher

👉 Open and honest communication between you and your child's teacher will help to build a relationship between the school and your family.

👉 Developing positive relationships between a teacher and their students' families is a fundamental aspect of quality teaching and student learning.



👉 When teachers and families have strong relationships, this helps children feel more safe and secure at school.

👉 According to Maslow's Hierarchy of Needs, children whose needs for safety and security are being met are more likely to take risks that lead to academic and social-emotional learning,

which helps them move closer to achieving self-actualization.

- 👉 If for any reason you feel your concerns are not addressed appropriately by your child's classroom teacher, please inform admin.
- 👉 If you still feel your concerns have not been fully addressed, please submit a complaint in writing to our school board director April Dickson at [board@saintpaulecm.com](mailto:board@saintpaulecm.com).

## Notification of Policy Changes

Saint Paul Early Childhood Ministries reserves the right to amend the policies and procedures in this handbook at any time. In the event of any policy changes, we will send home a letter, or email you to notify you of those changes, which will be available in a revised edition of the handbook on our website.

# Health and Wellness

## Illness Policy

- 👤 Parents are asked to notify the school when their child becomes ill with a communicable disease so admin can notify other parents in the class without revealing your child's identity, protecting the child in accordance with HIPPA.
- 👤 If someone in your immediate household has tested positive for COVID-19, please call the front office immediately to speak with admin and determine the risk of exposure to your child.
- 👤 Keeping all medical information up to date is essential and in the best interest of your child.

A sick child belongs at home where he/she is more comfortable and able to recuperate. For the protection of your child, as well as other students and staff, children may be excluded from participation in the program if they

exhibit any of the following signs of illness including, but not limited to:

- 👉 cough
- 👉 shortness of breath or difficulty breathing
- 👉 chills
- 👉 headache
- 👉 sore throat
- 👉 cloudy, green or excessively runny nose
- 👉 loss of taste or smell
- 👉 two instances of diarrhea or one instance of diarrhea that cannot be contained in a diaper or soils a toilet-trained child's pants or clothes
- 👉 vomiting
- 👉 a temperature reading of 100°F or higher
- 👉 discharge from the eyes
- 👉 unknown rash or sores

## Returning to School

Children will be allowed to return to school per the following guidelines:

👋 **Fever:** Your child should be FREE of fever (less than 100°F) without the use of fever reducing medication for 24 hours before returning to school.


👋 **Diarrhea:** Exclusion is required for all diapered children whose stool is not contained in the diaper and toilet-trained children whose stool soils their clothing, or for any child who has more than 2 instances of diarrhea in a 12 hour period. Students may return to class 24 hours after their last diarrhea stool without the use of anti-diarrheal medication.


👋 **Vomiting:** Students must be free of symptoms for at least 24 hours before returning to school.


👋 **COVID-19:** Those students who have tested positive for COVID-19 or have symptoms and have had close exposure to someone with confirmed COVID-19 may return 10 days after the first symptoms. Exceptions may be made at admin's discretion and/or in the event of a negative COVID test and/or under a doctor's guidance.


👋 **Cold & Flu:** Students should be fever free (less than 100°F) and show improved symptoms for 24 hours. Often parents rush to return their student to class, not wanting the child to miss out. Please consider your

child's behavior and keep him/her home another day if he/she seems tired, lethargic or still shows symptoms that would prevent the child from participating actively in class.

 **Strep Throat & Pink Eye:** Strep Throat and Pink Eye are both extremely contagious. Children who have been diagnosed with either of these illnesses and are currently being treated by antibiotics may return no sooner than 24 hours after their first dose of antibiotics. We believe this policy is in the best interest of our students and families, and it will be strictly enforced.

 **Hand, Foot & Mouth and Chicken Pox:** Students must be fever free (less than 100°F) for at least 24 hours and all blisters completely healed. For most students this usually takes at least 7 days.

 **Lice:** Parents must treat the child for head lice before he/she can return to school. The child must be free of all crawling lice and eggs before returning to school.

 **Whooping Cough:** Students should have completed five days of antibiotic therapy, or until 21 days have passed since the onset of the cough; whichever is earlier.

👉 **Any other communicable disease or illness:** Students may return at the discretion of school admin.

A child excluded for the reason of a communicable disease may be readmitted with a note from their attending physician directly stating that the child does not currently have any signs or symptoms of a communicable disease or illness.

## Getting Sick at School

**If your child falls sick while on campus, Saint Paul ECM will:**

- 👉 Assess the nature of the illness
- 👉 Notify the parents or caregiver
- 👉 If the child must be picked up, the parents have 15 minutes to respond before Saint Paul ECM will begin to reach out to the child's emergency contacts
- 👉 The child must be picked up within one hour of admin's initial contact
- 👉 If the child is not picked up within one hour of admin's initial contact, additional fees may incur.



**If the child is not picked up and we determine there is a medical emergency, admin will call 911 for assistance. The parents will be responsible for any charges incurred.**

## Accidental Injury

**If your child is injured while on campus, Saint Paul ECM will:**

- 👉 Assess the nature of the injury
- 👉 In the case of a minor injury we will treat the injury and report to the parent
- 👉 In the case of a more severe injury appropriate first aid measures will be taken immediately to care for the child, the parents will be notified and will be asked to pick up their child if necessary. We will fill out an incident report describing and documenting the injury, to be signed by the parent at pick-up
- 👉 If an injury is deemed a medical emergency, we will call 911 and will fill out an incident report describing and documenting the injury, to be signed by the parent at pick-up
- 👉 Notify the parents or caregiver

👉 If the child must be picked up, the parents have 15 minutes to respond before Saint Paul ECM will begin to reach out to the child's emergency contacts

**If the child is not picked up and we determine there is a medical emergency, admin will call 911 for assistance. The parents will be responsible for any charges incurred.**

## Health Emergencies

### **Pandemic or Other Local or National Health Emergency**

In addition to the provisions of the preceding paragraph, in the event that an Authority declares a health emergency affecting the area encompassing Saint Paul ECM, our school will follow all guidelines and directives issued by the Authorities, including without limitation, the Centers for Disease Control, the State of Texas, the Texas Department of Health and Human Services, Child Care Regulation, Harris County, and the City of Houston. In the event of a directive by the Authorities to close facilities including preschools, school admin will communicate with you concerning the actions taken by our school to comply with the Authorities' directives, and any guidelines and protocols that our school

develops in conjunction with the Authorities to reopen Saint Paul ECM when the Authorities allow.

## Medication Policy

- 👉 All medication needs to be signed in with Saint Paul ECM staff with the appropriate paperwork.
  - 👉 Medications must be labeled with prescription accompanied by a doctor's note.
  - 👉 Over the counter medications must be age appropriate and in the original container, labeled with the child's name and instructions.
  - 👉 Do not keep any medications in diaper bags, backpacks, or take them into classrooms.
  - 👉 Medication administered at Saint Paul ECM must be administered by staff members that are trained in medication admin.
  - 👉 Medication administered at Saint Paul ECM must meet the following guidelines ([www.dfps.state.tx.us](http://www.dfps.state.tx.us)):
    - 👉 All medicine must be in the original container.
    - 👉 The container must be labeled with the child's name.

- 👉 All medicine must be labeled with the date of the prescription.
- 👉 The medication must include directions on how to administer it.
- 👉 The name of the physician prescribing the medication must be on the container.
- 👉 All medications must have an expiration date, and we cannot administer medication after the expiration date.
- 👉 The medicine may only be administered to the child for whom it was intended.
- 👉 The parent must sign an authorization form and include the dates and times for Saint Paul ECM staff to administer the medication.
- 👉 We cannot apply bug spray or sunscreen at school. These items must be applied by a parent at home.

## Hearing & Vision Screening

Children who are four years old or older are required to submit a hearing and vision screening from their physician annually.

# Emergency Preparedness

## Procedures

The following measures are in place to ensure the safety of children and staff during the unlikely event of an emergency, including, but not limited to, loss of power, water, or central air for more than 2 hours, natural events such as tornadoes, floods, or hurricanes, health events such as medical emergencies, communicable disease outbreak, and human-caused events such as an intruder, explosion, or chemical spill.

**These preparedness plans are what SHOULD happen in the event of an emergency. However, admin and staff members will use their discretion to adjust any of these plans to make sure all children are safe to the best of their ability.**




# Fire Codes & Fire Drills

- 👉 Combustible Materials: No combustible liquids such as varnish, paint thinner, etc. will be stored in any school room or cabinet.
- 👉 Corridors and Exit Routes: All corridors and exit routes will be kept clear of furniture, artwork, lunch kits, nap pads, etc.
- 👉 Exits: Teachers will locate all exits from your child's room and all exits from the building. They will know which exit to use in case of fire or another emergency. They will also know which exit is the "back-up" exit in case the primary exit is obstructed.
- 👉 Fire Evacuation Plan: Fire evacuation plans are posted near each room exit at all times. This plan marks the primary and secondary exit routes.
- 👉 Pull Stations: Pull stations are in every classroom, as well as in the office and next to all external doors.
- 👉 Fire Extinguishers: Fire extinguishers are located at the beginning and end of each main hallway. Each of our fire extinguishers can be used on any type of fire. Each extinguisher has similar operating procedures. The basic operation of a fire extinguisher is as follows:

1. Take fire extinguisher off of wall holder
2. Stand back from fire about 6-8 feet
3. Pull out ring pin
4. Hold fire extinguisher upright
5. Aim nozzle at base of the fire
6. Squeeze handles
7. Spray using a side-to-side motion

The procedures are written on the outside of the fire extinguisher. Teachers will be familiar with these instructions.

## Fire Evacuation Procedures

-  The teacher will line children up at the appropriate exit in a calm, orderly manner, and will count all children before leaving the room.
-  The teacher will bring their emergency bag (with their red emergency folder), class tablet, and walkie talkie.
-  The classroom light will be turned off and door will be closed upon exit.

- 👉 All classes will relocate to the far end of the parking lot, by the dumpster. Teachers will count their students upon arrival.
- 👉 Infants will be transported in evacuation cribs.
- 👉 Children who have limited mobility or need special assistance will be placed in a stroller and rolled to the safe location, carried, or their hand will be held by an adult.
- 👉 The Houston Fire Department will be called (911) in case of actual fire or explosion.
- 👉 Everyone will stay out of the building until the all-clear signal is given.
- 👉 In the event that we have to relocate for any reason:
  - 👉 Staff will first move children to:  
Neff Early Learning Center  
8200 Carvel Ln.  
Houston, TX 77036
  - 👉 When all children and staff have been relocated, we will begin reaching out to parents and emergency contacts to inform them about the situation.
  - 👉 Emergency Folders will have copies of your child's pertinent emergency contact information.



- 👉 ECM staff members will remain with your children at all times until you are able to come and get them upon evacuation and/or relocation.
- 👉 All ECM staff, students, and parents will follow the directions of local authorities (i.e. fire department, law enforcement, emergency medical services, etc.) at all times.
- 👉 In the event of relocation, ECM staff will contact local law enforcement authorities to report the situation when necessary.

## Air Pollution

- 👉 If the Houston Health Department issues an air pollution alert advising schools to keep children indoors, the school will comply with the request and children will play in the music and movement room on a modified schedule.

## Intruder / Lockdown Procedures


- 👉 Admin will call 911, and will notify teachers of the lockdown using the walkie talkies.

- 👉 Teachers will follow the Lock Down procedures outlined in the staff handbook.
- 👉 Nobody will be allowed to enter or leave the shelter during the emergency, until the “all clear” signal is given. Classes will then resume normal activity.
- 👉 In the event of an actual intruder, the office will be in contact with the police department for continuous information and instructions until the incident is under control.
- 👉 Following the conclusion of the incident, parents will be notified with instructions for reunification.


## Toxic Fumes or Hazardous Materials Release


- 👉 If it's outdoors: All doors will be shut tightly and classrooms will be prepared for “Shelter in Place.” All children outside will be instructed to go inside immediately. A damp towel, sheet, mat cover, etc. will be placed under the door or doors and covering the air conditioning vent. Duct tape will be used to seal doors and windows in severe cases. The office personnel will shut off the heating or cooling system in the buildings. No one will be allowed to leave the

shelter during the emergency until the “All Clear” signal is given. The office will be in contact with the Police Department and the Fire Department for continuous information and instructions until the incident is under control.

 If it's indoors: Teachers and students will exit as quickly as possible, taking care to avoid the fumes or hazardous material. They will follow the fire drill procedures. If it is necessary to close the school, Staff will first move children to:

Neff Early Learning Center  
8200 Carvel Ln.  
Houston, TX 77036

 When all children and staff have been relocated, we will begin reaching out to parents and emergency contacts to inform them about the situation.

 Admin will have copies of all student information forms containing your child's pertinent emergency contact information.

- 👉 ECM staff members will remain with your children at all times until you are able to come and get them upon evacuation and/or relocation.
- 👉 All ECM staff, students, and parents will follow the directions of local authorities (i.e. fire department, law enforcement, emergency medical services, etc.) at all times.
- 👉 In the event of relocation, ECM staff will contact local law enforcement authorities to report the situation when necessary.

## Tornado or Severe Weather

- 👉 The office will monitor the radio when the weather looks ominous. If a tornado or severe weather alert is issued, all teachers will be notified.
- 👉 If a tornado is spotted or is eminent in the area, all classes will calmly proceed to their storm drill location in the building.
- 👉 The teachers will bring their emergency bag (with binder) and a flashlight.
- 👉 The children and staff will remain in their storm drill locations until the office issues an "All Clear."

## Medical Emergencies Policy

Saint Paul Early Childhood Ministries is equipped with first aid supplies. Staff members maintain current infant, child, and adult CPR and pediatric first aid certification, and each classroom has an up to date first aid kit.

If a child has a minor accident, staff will administer appropriate first aid and provide a written report to the family. If a child has a serious injury, a trained staff member will provide first aid and a parent/guardian will be contacted to pick up the child. If there is an emergency requiring immediate medical attention, 911 emergency personnel will be called, and the parent will be notified. In the event the parent is unreachable the child's physician will then be notified.

## Allergy Policy

Every child with a known allergy that has been diagnosed by a medical professional must have a food allergy emergency plan provided by the child's pediatrician. The child's parent must sign and date the plan, and provide a copy to Saint Paul ECM.

# Food Policies

## Infant / Toddler Feeding Guidelines

- 👉 Only foods sent by the parents will be fed to infants. These foods should be based on infants' individual nutritional needs, and should be appropriate to their developmental stage.
- 👉 No glass containers or bottles are permitted.
- 👉 All bottles must be prepared at home.
- 👉 Formula or expressed human milk needs to be in a plastic bottle, with the child's name and date.
- 👉 Milk will be refrigerated until the child is fed, and will be gently shaken prior to feeding.
- 👉 Milk will be discarded after one hour if not consumed when offered.
- 👉 Milk may be warmed in hot water. Milk or other liquids will not be warmed in a microwave oven.
- 👉 Cow's milk is not recommended for infants less than 12 months of age; whole milk is recommended for children ages 12-24 months.
- 👉 No solid foods in bottles will be served.

- 👉 Infants unable to sit are held for a bottle feeding.
- 👉 No children will be given a bottle while in a crib or on a nap mat.
- 👉 Infants and toddlers / twos do not carry bottles, sippy cups, or regular cups while walking or crawling.
- 👉 Children using training cups while in care must have each cup labeled with the child's first name and last initial.
- 👉 See Food / Lunch Policy when your infant is ready to begin solid foods.

## Provisions for Breastfeeding Mothers

- 👉 Saint Paul Early Childhood Ministries supports the importance of breastfeeding and will therefore provide a designated space with accommodations for mothers to breastfeed their children as needed, for no more than 20 minutes per feeding.

## Food / Lunch Policy

- 👉 While we do not serve breakfast, children are permitted to bring breakfast items with them to school during early care.
  - 👉 No breakfast items will be served after 8:45am
- 👉 Saint Paul ECM does not provide lunches. Please send an age-appropriate, healthy lunch daily.
- 👉 Saint Paul ECM does not provide snacks. Each child must bring their own snacks (labeled as a snack, separate from the lunch) daily.
- 👉 Saint Paul ECM is not responsible for the nutritional value of the lunch or snacks provided, or for meeting the child's daily food needs.
- 👉 If your child's lunch needs to be kept cold, please send it in an insulated lunchbox with an ice pack.
- 👉 If your child's lunch needs to be kept warm, please use a thermos.
- 👉 Please be sure that the items you send are foods that your child (18 months through Pre-K) can eat without assistance.
  - 👉 Assistance will be provided for children in the infant and toddler rooms.



- 👉 Please do not send carbonated or sugary drinks.

## Food Considerations

- 👉 Food needs to be cut into small non-choking hazard sized pieces until age 5. Foods not cut appropriately will not be served. Please see [myplate.gov](https://www.myplate.gov) for specifics.
- 👉 Foods with expired dates will be discarded.
- 👉 Do not send whole hot dogs or hot dogs cut in rounds, whole grapes, nuts, popcorn, hard pretzels, or chunks of carrots. These foods are the main cause of choking in children and will not be served to your child if found in their snack or lunch. Please see [myplate.gov](https://www.myplate.gov) for specifics.
- 👉 All families are expected to comply with the allergy restrictions noted for their child(ren)'s classroom.
- 👉 Please see the health and safety page of our website under the resources section for information on healthy, age appropriate foods and choking hazards

## Birthday Parties

Simple refreshments are encouraged when arranged with the classroom teachers and admin in advance. All food items should be store bought and in the original packaging with visible nutritional labels. Invitations to parties held outside of ECM will be distributed only if there is one for each child in the class.

# School Procedures

## Arrival Procedures

It is important for your child(ren) to arrive on time, to benefit from the whole program offered. Please do your best to have your child(ren) at school by 9am. Upon arrival at Saint Paul ECM, please adhere to the following procedures:

- 👋 Park in the parking lot near the playground.
  - 👋 Please do not park under the red carport unless there is inclement weather.
- 👋 We strongly suggest you bring all your children and belongings inside with you and do not leave anything valuable in your car.
  - 👋 Saint Paul ECM is not responsible for any belongings left in unattended vehicles.
- 👋 Please walk your child(ren) into the school and sign them in at one of the front desk Smartcare kiosks.
- 👋 Walk your child(ren) to their classroom and drop them at the door. Be sure to drop and go so that drop off will go smoothly.

- 👋 For early care, Toucans will drop off in the Giraffes room and Leap Frogs will drop off in the Pandas room. If you arrive after 8:45 AM your child will drop off in their regular classroom.
- 👋 The classroom teacher will perform a health check on your child upon arrival. Please wait for them to check your child before leaving.
- 👋 If your child is in the preschool hallway, you will leave their belongings with their teacher.
- 👋 If your child is in the Pre-K hallway, you will place their belongings in their cubby in the hallway.
- 👋 If your child arrives after their scheduled lunch time they will not be allowed to attend.
- 👋 Please direct any questions or concerns during drop-off to admin.

## Dismissal Procedures

It is essential for children to be picked up on time. Please be sure to adhere to the following procedures:

- 👋 When you arrive to pick up your child(ren), please park in the parking lot near the playground.

- 👉 Please do not park under the red carport unless there is inclement weather.
- 👉 Enter the school and sign your child out at the Smartcare kiosks.
- 👉 Walk down to your child's classroom and retrieve them and their belongings.
  - 👉 Giraffes will be picked up from the Toucans room during aftercare, and Pandas will be picked up from the Leap Frogs room.
  - 👉 Nap rolls or blankets will go home every week to be washed and returned the following week unless soiled.
- 👉 If your child is to be released to any person other than a parent or guardian, please inform the office prior to their arrival, and make sure they are listed as an approved pickup person in Smartcare. You can add or remove approved pick-up people and emergency contacts in the Smartcare App.
  - 👉 That person must be at least 18 years old.
  - 👉 They must be authorized in writing by email or text message with admin prior to any such release.
  - 👉 They must show a valid photo ID.

- 👉 Please notify the office immediately if an authorized individual is to be removed from a child's enrollment form.
- 👉 If an unauthorized person attempts to pick up your child, we will notify you immediately and the child will not be released.
- 👉 If you will be late picking up your child, please let the office staff know as soon as possible.
  - 👉 If your child is enrolled in the Mother's Day Out program and is picked up after 3pm, you will be charged a late fee of \$2 per child per minute that you are late.
  - 👉 If your child is enrolled in our Extended Day program and is picked up after 5:30pm, you will be charged a late fee of \$2 per child per minute that you are late.

## Water Activities Procedures

Saint Paul Early Childhood Ministries has Splash Day when seasonally appropriate. This event allows children to experience water activities such as sprinklers, water toys, water painting, and water tables in a safe and nurturing

environment. For more information about splash day, please ask our office staff.

## Classroom Pets & Visiting Animals

There is a Leopard Gecko named Elsa in our Pre-K classroom. Her habitat has a cage lock that remains locked at all times while students are in the room.

Always check with the office staff before bringing any animal to school to visit a classroom. The office staff will let you know if a visit is possible, or if there are any children in the classroom with pet allergies. Parents will be informed in writing when an animal will be visiting.

## Guest Speakers & Performers

To enhance the learning experience at Saint Paul ECM, we occasionally schedule guest speakers and performers throughout the year.

# Curriculum

## Developmentally Appropriate Curriculum

At Saint Paul ECM we provide intentional age-appropriate instruction that is aligned to both federal and state standards by utilizing Frog Street curriculum, which is based on early brain research. The Frog Street Infant curriculum, which we utilize in our Zebras and Giraffes classes, provides intentional activities and support in five developmental domains: language, cognitive, social and emotional, physical, and approaches toward learning. The Frog Street Toddler curriculum, which we utilize in our Giraffes and Toucans classes, incorporates Conscious Discipline, includes 52 weeks of activity choices specifically created for children ages 18-36 months that are organized into the same five developmental domains, and provides differentiated instruction options to meet the needs of all our learners. The Frog Street Threes curriculum, which we utilize in our Pandas class, enhances literacy development and creates a “social bridge” as children this age begin to interact and share with others. It balances intentional instruction with child-directed play, and values individual differences. It provides comprehensive, integrated, thematic activities in all disciplines and domains. The Frog Street Pre-K curriculum, which we utilize in our Leap Frogs class, includes a research-based scope & sequence for literacy, math, and content domains that is aligned with state standards. Acknowledging the



individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated instruction, and adaptations for special needs and English Language Learners, and more. It also utilizes the Conscious Discipline program, which provides the tools to help young learners build a strong social-emotional foundation.


By utilizing Frog Street curriculum throughout our entire campus, we ensure that each child is prepared to move up to the next class at the end of the year. Each level of the Frog Street curriculum expands upon the last while also building the prerequisite skills for children to be successful as they move up in school. The Frog Street Pre-K curriculum is directly aligned with the Texas Pre-Kindergarten Guidelines, which were designed to ensure Kindergarten Readiness in graduating Pre-K students.


## Language Development


Our developmentally appropriate experiences and activities such as book reading, singing, art, and games represent meaningful learning opportunities which incorporate early literacy concepts and pre-handwriting skills in various forms. Pre-literacy skills and phonemic awareness are developed through exposure to letter-sound correspondence, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings and ideas. Our language activities foster your child's pre-handwriting abilities, phonological awareness, vocabulary, alphabet letter knowledge, and narrative skills.

# Cognitive Development: Math, Science & Social Studies

Cognitive development means how children explore, think, create, and discover. It is the development of knowledge and problem-solving skills which help children to think about and understand the world around them.

 **Math** – Early math skills involve children learning the basic concepts of numbers, counting, simple addition and subtraction. We begin with learning how to count one by one using manipulatives. We also learn how to recognize single and double-digit numbers. After mastering this skill we learn how to add and subtract with concrete objects. Visual representation is key as children learn how to build relationships between written numbers and represented items. Children also learn how to construct simple patterns and sort objects by color, shape and size.

 **Science** – Science helps children develop an understanding of the world around them, and to develop inquiry skills. Scientific development in young children consists of using their senses in order to observe, compare, measure, make predictions, classify, and construct hypotheses. Children are born natural scientists. They are eager and curious to explore the world around them. At Saint Paul ECM our job is to nurture their scientific spirit and provide them with the opportunity to enhance their curiosity in and out of the classroom.

 **Social Studies** – Social studies learning begins as children make friends and participate in decision-making in the classroom. It then moves beyond the classroom, into their community and around the world. Here at Saint Paul ECM we learn about many different places, foods, music and cultural backgrounds. We love exploring the world, and opening our eyes to the many different beautiful people and places on this planet.

## Social Emotional

Children's emotional well-being during their early years has a powerful impact on their social relationships later in life. Emotionally healthy children are better able to establish and maintain positive relationships with their friends and adults. Children are learning to talk about, understand, and communicate their feelings and the feelings of others. Social-emotional development involves more than just expressing emotions. It involves taking turns, becoming independent, following routines, interacting with peers, engaging in meaningful relationships, managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life. At Saint Paul ECM we utilize Conscious Discipline, which is an evidence-based, trauma-informed approach. It is recognized by the Substance Abuse and Mental Health Admin's (SAMHSA's) National Registry of Evidence-

based Programs and Practices (NREPP), and received high ratings in 8 of 10 categories in a Harvard analysis of the nation's top 25 social-emotional learning programs. Conscious Discipline responds to conflict with learning opportunities intended for growth and focuses on empowering students to feel competent in managing their emotions and seeing themselves as capable of problem solving and handling whatever problems they may face.

## Physical Development: Fine and Gross Motor

### **Fine Motor:**

Fine motor skills involve movement of the smaller muscle groups in your child's hands, fingers, and wrists. Children have to learn how to control their muscle movement in their hands in order to obtain hand-eye coordination and more. While hand-eye coordination comes naturally to some, this is not true of all. There are specific ways we do this in the classroom such as having your child use scissors, color, play with legos, draw pictures, etc. These skills will continue to develop, and will eventually help your child do things like write, play the guitar or type on a computer.

## **Gross Motor/ Outdoor Play:**

Gross motor skills involve movements of the large muscle groups in the arms, legs, and torso. Children rely on gross motor skills to complete tasks like sitting up, turning over, crawling, walking, jumping, and running. At Saint Paul ECM we provide the children in our care with opportunities for indoor play in our music and movement room, and outdoor play on our playground.

When the weather allows, we ensure they receive 45+ minutes of outdoor physical activity during the academic day, as well as at least 30 more minutes during our extended day program, with a combination of both structured and unstructured play. This helps each child develop muscle strength, endurance, agility, coordination, balance, and flexibility, as well as build confidence and social skills.

We believe that some risk-taking is expected while exploring the outdoors and play equipment. We expect our children to climb, jump, run, hop, and most likely fall down a few times while on the playground. Our playground also has very fine mulch, so it is important for students to wear appropriate clothing for physical activity, and closed shoes with socks such as tennis shoes. Please be sure to send your child in weather appropriate clothing.

If the temperature drops below 40 degrees or rises above 100 degrees, or if outdoor time is affected by inclement weather or air quality, children may be provided with part or all of their structured

and unstructured play time in our music and movement room. During outside time, children have access to their water bottles.

**\*Additional resources regarding physical activity can be found at**

<https://nrckids.org/CFOC>.

## Sensory Exploration

It is beneficial to provide children with opportunities for sensory play, because sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world around them. Here at Saint Paul ECM our children participate in activities that allow them to explore different types of materials and enhance their senses. We incorporate music and dance games, sensory bin or bottle exploration, and playing with a variety of materials that smell, feel and taste very different. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, seasonal nature items, and various food items in the sensory table.

## Art, Music, Dance & Creative Expression

At Saint Paul ECM we provide numerous opportunities for our children to explore creative expression through art, music, dance, and drama. The creative arts engage children's minds, bodies, and senses and provide them with opportunities to express themselves. Teachers plan activities that introduce children to different kinds of art media,

music, culture and dance to encourage the child's creativity and imagination. Many opportunities are provided for both guided and free creative expression.

## Sign Language

We are implementing the Signing Time American Sign Language curriculum throughout all our classrooms in honor of the late Ms. Alessandra, our former Pre-K Assistant Teacher. To learn more about Ms. Alessandra and the Alessandra Mackin Memorial Fund, visit the Give page on our website.

## Pre-K Program

Our Pre-K program is open to all children who turn 4 on or before September 1st, and is designed to foster learning through play and the development of age-appropriate skills in order to prepare children for Kindergarten and beyond. Our goal is to provide children with a strong academic foundation, as well as to help them develop a sense of identity and self-confidence.

Our program utilizes the Frog Street Pre-K Curriculum, which is a comprehensive, research-based curriculum that is aligned to state and national standards. This curriculum uses differentiated instruction and integrated lessons across all content areas and developmental

domains to foster social-emotional development and to encourage academic growth to prepare children for Kindergarten in the state of Texas.

**\*For more information about our classes and curriculum, please visit our website at <http://www.saintpaulecm.com>**

## Assessment Informed Instruction

Observing, documenting, and assessing each child's development and learning are essential processes for teachers and programs to plan, implement, and evaluate the effectiveness of the experiences they provide to children. Assessment includes both formal and informal measures as tools for monitoring children's progress toward a program's desired goals. Teachers can be intentional about helping children to progress when they know where each child is with respect to learning goals. Formative assessment (measuring progress toward goals) and summative assessment (measuring achievement at the end of a defined period or experience) are important. Both need to be conducted in ways that are developmentally, culturally, and linguistically responsive to authentically assess children's learning.

All our classrooms incorporate both formative and summative assessments. Our Zebras, Giraffes, Toucans and Pandas classes utilize quarterly assessment with developmental checklists, observational



data, and the collection of artifacts to monitor each child's development and to intentionally plan instruction to help the children in their classroom continue to grow. Our Leap Frogs class utilizes quarterly observational data and collected artifacts, as well as the AIM Criterion-Referenced Assessment system (which aligns with the Frog Street Pre-K Curriculum and continually assesses students throughout the year) to measure how well children have learned specific skills and provide a benchmark for each child's developmental level.

## Intentional Planning

Our Zebras class teachers use continuous assessment with developmental checklists to guide their instruction and choose activities and goals to work on with each child in each learning domain weekly, based on the results of that continued assessment. These learning goals are displayed on the wall in their classroom for easy reference. Our Giraffes, Toucans, Pandas and Leap Frogs teachers utilize formative assessment (observations) and the thematic teaching guides incorporated in their Frog Street Curriculum to intentionally plan and differentiate instruction to meet the needs of all children in their classroom. Each of these classes submits weekly lesson plans to our Curriculum Specialist, who reviews them and coordinates with the Director to order necessary supplies.

# Student Expectations

## Dress & Hygiene

School is a time of learning through play and experience. Please make sure your child is dressed appropriately:

- 👉 Sneakers or closed heeled and toed shoes with rubber soles are required
  - 👉 Flip flops, sandals, crocs, cowboy boots or shoes with heels are not allowed unless there is a special school event
  - 👉 Your child will not be allowed to climb on the playground equipment without appropriate shoes.
- 👉 Shorts must be worn under dresses or skirts at all times
  - 👉 Your child will not be allowed to climb on the playground equipment without wearing shorts under their dress or skirt.

- 👋 Dress your potty-training children in comfortable clothing that is easy to pull up and down, with Velcro pull-ups.
- 👋 Do not send your child to school wearing valuable jewelry, watches, or hair accessories.
  - 👋 While jewelry is allowed, Saint Paul ECM is not responsible for items that are broken or misplaced.
- 👋 We take our children outside year-round, unless we are experiencing severe weather conditions, so please be sure to dress your child appropriately for the weather
  - 👋 We will not go outside if it is under 40 degrees or above 100°F.
- 👋 Some activities your child participates in at school may get a little messy, so please dress your child in clothes that are easily washed
- 👋 If an item of clothing that does not meet our dress code is required for religious or cultural reasons, please let admin know.
- 👋 Hygiene is important. Please be sure to send your child clean and fresh, ready for school.

# Conscious Discipline

The heart of Saint Paul ECM's discipline policy is to encourage self-control, self-esteem, and respect for all children and adults. For this reason, we train our staff to implement the principles of "Conscious Discipline" by Dr. Becky Bailey. This program takes a different approach to traditional classroom management. It is based on the basic idea that developing discipline *with* children instead of applying discipline *to* them, will help them become more emotionally healthy and happy adults.

The program is designed to help teachers take everyday discipline issues and turn them into teachable moments that convey the importance of impulse control, anger management, and conflict resolution. Conscious Discipline gives children the tools to understand that their emotions are not only important and deserving of attention, but they are also controllable and the power to control them lies within the child. We are striving to teach children how to progress from physical or verbal aggression to calm self-regulation, how to make better choices with cooperation and compassion, and the importance of respecting and empathizing with others.

We encourage you to check out the website <http://www.consciousdiscipline.com> to see how Dr. Bailey's brain research is changing the way we think about discipline and classroom management.

# Our Discipline Policy





We believe that all domains of learning are supported during play and through strong, positive interactions with adults. We promote that healthy social and emotional development is one of the fundamental responsibilities of our program.

The preschool period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills. Teachers and caregivers must teach social and emotional skills just as they teach washing hands or learning colors and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success.

When any child in our program presents with challenging behavior, teaching staff shall follow the standards of the **National Association for the Education of Young Children (NAEYC)**:






- Observe the children, and then identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.




-  Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
-  Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
-  We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
-  Teacher-parent discussions regarding a child's behavior shall be held in private and shall focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.


# CONSCIOUS DISCIPLINE SUPPORTS CHILDREN'S SOCIAL AND EMOTIONAL DEVELOPMENT THROUGH:

## Their Environment





-  We provide children with interesting materials and engage them in activities that are appropriate for their age to keep them focused and attentive.
-  We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity.
-  Our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs. We do our best to not let any child get bored or disinterested.

## Their Teachers

-  We work to develop a relationship with each individual child, including those needing higher levels of support.
-  Teachers always speak to children in a calm tone, especially during redirections.
-  We help children put words to their emotions. (For example, "Billy, I can tell you were mad when James took your block.")

-  We use stories about young children in social situations to teach healthy social skills.

## Their Families

-  Communicate regularly with staff to ensure consistency in guidance between home and school
-  Partner with us and allow us time to work with all children, including those needing higher levels of support
-  Understand and acknowledge that we do our best to support children as they are learning these skills. We strive to serve individual needs while ensuring the safety of young children
-  Acknowledge that enrollment is subject to termination if a parent refuses to work with the staff in resolving a behavior issue and/or the behavior persists, and the result is a chronic situation requiring greater need for care for the child than Saint Paul ECM can provide.

## Discipline Procedures

We have found that behavior concerns usually indicate that a child needs more time, support, and practice to develop their social








and emotional skills. When serious concerns arise, we will partner with parents in supporting children's social and emotional health.

When a child continues to be unable to control their actions, one method we use is called "safe place." When children are upset, angry, or being disruptive, they may be sent to or asked if they would like to go to the "safe place." This is a quiet spot in which they can allow themselves to take the time to relax, breathe, and try to get their emotions under control. Teachers will continue to watch children while they are in the "Safe Place" to make sure they are not hurting themselves or others. They will encourage the child to talk about their feelings and help with calming techniques so the child will be able to return to the classroom setting.

If a child is unable to use these calming techniques and continues to be disruptive, the teacher will then notify the office and admin will be called in to help the child. We might also reach out to parents so they can speak with the child and/or be notified of the circumstances.




If further guidance is required, actions taken will always be individualized, consistent, and appropriate to each child's level of understanding. No physical punishment of any kind will be administered on ECM property. This policy restricts parents and staff from using physical punishment on their own children while on ECM property. In addition, staff may not yell at, shame, or humiliate a child in any way. Our goal is to correct children's behavior in a way that will help mold and strengthen a child's self-esteem or moral character.

The following steps will be completed when a child must be removed from the classroom temporarily for challenging behaviors that constitute an imminent danger to the child or others:

-  Admin will speak with and attempt to redirect the child.
-  The child will be given time to cool down in the office.
-  If the child is unable to cool down, admin may contact parents and ask them to speak with their child.
-  If the child is unable to cool down after speaking with their parents, admin may ask that they are picked up early.
-  If the behavior persists, and the result is a chronic situation requiring greater need for care for the child than Saint Paul ECM can provide, enrollment may be subject to suspension or termination.

## Discipline & Guidance

The following minimum standards for discipline and guidance can be found at <http://www.dfps.state.tx.us> and below:

-  Discipline must be:
  -  Individualized and consistent for each child;
  -  Appropriate to the child's level of understanding;and

- ✎ Directed toward teaching the child acceptable behavior and self-control.
- ✎ A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - ✎ Using praise and encouragement for good behavior instead of focusing only upon unacceptable behavior;
  - ✎ Reminding a child of behavior expectations daily by using clear, positive statements;
  - ✎ Redirecting behavior using positive statements; and
  - ✎ Using brief supervised separation or time away from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- ✎ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - ✎ Corporal punishment or threats of corporal punishment;
  - ✎ Punishment associated with food, naps, or toilet training;
  - ✎ Pinching, shaking, or biting a child;

- 👉 Hitting a child with a hand or instrument;
- 👉 Putting anything in or on a child's mouth;
- 👉 Humiliating, ridiculing, rejecting, or yelling at a child;
- 👉 Subjecting a child to harsh, abusive, or profane language;
- 👉 Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- 👉 Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Biting Policy

- 👉 If your child bites or is bitten, the incident will be documented on an incident report that must be signed by each child's parent, teacher, and the director of the school.
  - 👉 We are restricted by licensing from revealing the names of the children involved in the incident to parents.

- 👋 The parents of each child involved in the incident will then receive a copy of the signed form, and the originals will be placed in the children's files.
- 👋 The parents of the biting child will be asked to work with their child in discouraging the behavior.
- 👋 In an attempt to help the parent become aware of the frequency of the teacher's attempts to prevent such incidences of aggressive behavior, a tally sheet may be kept for documentation purposes, and will be shared with the parent on a regular basis.
- 👋 If a child bites twice in one day, the parent will be notified, and asked to pick up their child for the remainder of the day.
- 👋 If a child habitually bites, a meeting with the parents, teacher, and director may be requested to address the issue.
- 👋 If the behavior continues to be frequent, the parents may be asked to remove their child from Saint Paul ECM until the behavior stops.
- 👋 If the behavior continues upon returning to Saint Paul ECM, the child's enrollment may be terminated.

## Required Supplies

Class supply lists can be found on the Parent Info page under the Resources tab on our website. The password to access this page is “jungle” in all lowercase letters, without the quotation marks.

## Toys

We have plenty of toys at school. We ask that you leave your child’s toys at home or in your car. If an item is brought to school, it will be put up in the backpack or diaper bag. *Saint Paul ECM is not responsible for lost or broken items.*

## Naptime

All children will have a rest time during the day. Our infant classroom will nap on each child’s individual schedule, while the rest of our classrooms will nap at a designated time specific to their class. Please see your teacher’s classroom schedule for specific times.

- 👉 All infants will be placed to sleep on their back without blankets, pillows, or other soft items in their cribs.
  - 👉 For more information see the resources on page 95-97 of this handbook.
- 👉 All other children will sleep on designated mats, in any position they choose.
- 👉 Children will rest for 1 hour, after which time they may choose a quiet activity provided by the teacher for the remainder of quiet time.

## Hand Washing & Hygiene

Hand washing is an important self-help skill that is taught at school. Please follow through with these healthy habits at home.

All children and staff must wash their hands at the following times:

- 👉 Arrival to the facility and after breaks
- 👉 Before and after serving food or drinks
- 👉 Before and after eating or handling food
- 👉 Before and after administering medication or medical ointment

- 👉 Before and after diapering
- 👉 After using the restroom or helping a child use the restroom
- 👉 After coming in contact with bodily fluid
- 👉 After playing outdoors or with sensory items
- 👉 After handling trash

For the proper handwashing procedure, please see the Hand Washing Diagram posted at each sink, in accordance with CDC guidelines.

## Potty Training

For potty training resources please see the potty training information on the Parent Info page under the Resources tab of our website.

- 👉 **Children who are potty training should bring pull-ups with the Velcro on the side.**

## Toilet Independence

The toilet independent child is a prerequisite for the Three-year-old and Pre-K classes. Independence means that



the child must have the awareness to use the bathroom without reminders, the ability to communicate their need to use the restroom to their teacher, the skills to dress and undress themselves without help, and have the ability to wipe or clean themselves appropriately to maintain good hygiene with little to no help.

## Suspension & Dismissal

Excessively challenging, inappropriate, or harmful behavior could result in disciplinary action being taken by the school such as, but not limited to:

- 👤 Admin meeting with parents
- 👤 The child being sent home early
- 👤 Dismissal from the program

We will make all accommodations we are capable of making, however the school may (at its discretion) dismiss any child whose needs cannot be met in our program. Notice of Dismissal from our program will be given on a case by case basis. *Tuition will not be refunded upon dismissal.*

# Licensing Information

## Local Licensing Agency

Saint Paul Early Childhood Ministries is licensed under the direction of the Texas Department of Family and Protective Services. They can be contacted at:

Texas Health & Human Services Commission  
Child Care Regulation  
1330 E. 40<sup>th</sup> St.  
Houston, TX 77022  
(713) 287-3238  
<https://www.dfps.state.tx.us/>

## Minimum Standards & Licensing Inspections

Our most recent licensing report and a copy of our Minimum Standards as issued by the Texas Health and Human Services Commission are located in the office and are available upon request. Our licensing report is also available on our virtual parent board at <https://www.saintpaulecm.com/virtual-parent-board>.

## Liability Insurance

Our current Liability Insurance Verification is available on the virtual parent board section of our website, at <https://www.saintpaulecm.com/virtual-parent-board>, as well as on pg. 97 of this handbook.

## Child Abuse & Neglect

Child abuse is any act that endangers or impairs a child's physical or emotional health and development. Our staff is required to have one hour of training each year on preventing and responding to abuse and neglect of children. State law requires anyone who suspects child abuse or neglect to report those suspicions to the Texas Department of Family and Protective Services, or to a local law enforcement agency. If you have questions about a situation or are unsure if abuse or neglect is occurring, call the Texas Abuse Hotline at 1-800-252-5400. You may report your allegations to the Texas Abuse Hotline through the internet at <http://www.txabusehotline.org>. This secure website provides a way to explain your concerns in writing. Call 911 if a child appears to need immediate medical attention, or otherwise appears to be in immediate danger!

For more information, see 93 of this handbook for a complete copy of the DFPS “Reporting Abuse, Neglect and Exploitation” which can help answer any additional questions.

## **Gang Free Zone**

Our school is a gang free campus. According to House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code which includes section 42.064, effective September 1<sup>st</sup>, 2009 all areas within 1000 feet of our school are also a gang free zone. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our school is a violation of this law and is therefore subject to increased penalty under state law.

## **Tobacco, Alcohol, & Drug Use**

We are a tobacco, alcohol, and drug free campus. At no time may anyone use or distribute tobacco, alcohol, or drugs on the school campus. Failure to comply will result in the person being asked to leave the campus immediately.



## Reporting Abuse, Neglect and Exploitation

### If you suspect:

- A child is being abused or neglected.
- An adult with a disability or 65 or older is being abused, neglected, financially exploited, or is in a state of self-neglect.

### Report by:

**Phone: 1-800-252-5400**

Call the Texas DFPS Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.

**Online** at [Texas Abuse Hotline Website](http://Texas Abuse Hotline Website)<sup>1</sup>

Report online if victim is not in immediate danger.

If the person is in immediate danger, call 911 or local police first. Then call the Texas Abuse Hotline.

### Mandatory Reporting

By law, everyone in Texas is a mandated reporter. Professionals may not delegate the duty to report to anyone else. The mandatory reporting requirement applies without exception to an individual whose personal communications may otherwise be privileged, including attorneys, clergy, medical professionals, social workers, and mental health professionals.

<sup>1</sup> [www.txabusehotline.org](http://www.txabusehotline.org)

### Preparing to Make the Report

**Please – gather your notes, files or documentation before making your report.** This will help us move through your report efficiently in order to best serve you and vulnerable Texans.

As much as possible, please have the following information ready:

#### Identification:

- Names
- Dates of Birth
- Social Security Numbers

#### Relevant Locations:

- Home address
- School or daycare
- Employer

#### Additional Details:

- Primary Language
- Disability
- Other special needs

Partial information is still useful for locating the people involved. Even an approximate age or street name helps.

**The Hotline cannot answer questions about ongoing cases.**

If you are trying to get in touch with DFPS regarding an ongoing case, you will need to contact your local DFPS office. You can find your local office number on the [DFPS Website](#).<sup>2</sup>

**Your identity is confidential**

DFPS staff are required by law to keep the reporter’s identity confidential. Giving your name and contact information allows field investigators to contact you if they need additional information. Your identity may be revealed to a judge, law enforcement in certain situations or other entities that investigate abuse or neglect, or to other persons only when ordered by the court.

**What about confidentiality laws?**

Generally, federal privacy laws, such as HIPAA and the Family Educational Rights and Privacy Act (FERPA), have exceptions that allow the sharing of otherwise confidential information for the purpose of reporting suspected child abuse or neglect.

**Failure to report child abuse is against the law.**

Failure to report child abuse and neglect is against the law. If you knowingly fail

to make a report of child abuse and neglect, you may have committed a Class A misdemeanor or, in some cases, a state jail felony.

**False reports are against the law.**

False reports are against the law. You may be subject to civil and/or criminal liability if you knowingly file a false report.

**Good faith reports are immune from liability.**

You are protected from civil or criminal liability as long as you make a report in good faith and without malicious intent. This is true even if DFPS determines that there was no abuse or neglect.

The Texas Family Code also specifies that an employer may not suspend or terminate the employment of, or otherwise discriminate against, a person who is a professional and who makes a report about suspected child abuse or neglect in good faith.

**References**

Requirements under the law can be found in the Texas Family Code 261.101 through 261.110, Texas Human Resources Code Chapter 48.101(2), 42 United States Code 5106a(b)(2)(B)(i), and 45 Code of Federal Regulations Section 164.512(b)(1)(ii).

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<sup>2</sup>[www.dfps.state.tx.us/Contact\\_Us/offices.asp](http://www.dfps.state.tx.us/Contact_Us/offices.asp)





### Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

**Directions:** Parents will review this policy upon enrolling their infant at Saint Paul Early Childhood Ministries and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at: <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

#### Safe Sleep Policy

All staff, substitute staff, and volunteers at Saint Paul Early Childhood Ministries 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 unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2427 and §747.2327].
- 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 §747.2309].
- 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 or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/ animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415(b) and §747.2315(b)]. 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(b) and §747.2315(b)].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415(b) and §747.2315(b)].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal [§746.2415(b) and §747.2315(b)] or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2401(6) and §747.2315(b)].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care 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 [§746.2403 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 [§746.2427 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 unless you provide Form 3019, Infant Sleep Exception/Health Care Professional Recommendation, signed by the infant's health care professional [§746.2428 and §747.2328].

#### Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.

#### Signatures

This policy is effective on: \_\_\_\_\_ Child's name: \_\_\_\_\_

\_\_\_\_\_  
Signature — Director/Owner Date Signed

\_\_\_\_\_  
Signature — Staff member Date Signed

\_\_\_\_\_  
Signature — Parent Date Signed

### Infant Sleep Exception/Health Care Professional Recommendation

When a health care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, use this form to ensure that a licensed child care center, licensed child care home, or registered child care home that cares for the infant meets the minimum standards required by Texas Human Resources Code §42.042(e)(8)(A) and (B). The standards for these operations require the operation to:

- follow the directions of an infant's health care professional to provide specialized medical assistance to the infant (746.3815 and 747.3615); and
- maintain, while active, this form and any other directions from the health care professional that the parent provides to the operation [See §746.603(a)(10) or §747.603(a)(9)]. Keep the exception form in the infant's classroom, so that a caregiver may refer to the health care professional's instructions.

**Directions:** This exception will not be effective until all sections and signatures are complete. Once completed, the exception is acceptable for use by the child care operation.

Infant's Information			
Infant's Name	Date of Birth	Infant's Age	Parent/Guardian's Name
Address			
Home Phone	Work Phone	Fax	Email

**The infant's health care professional must complete the following section.**

Health Care Professional Information			
Name of Infant's Health Care Professional		Name of Practice	
Address			Fax number
Work Phone	Home Phone	Email	

The Texas child care minimum standards (§§746.2426, 746.2427 and 746.2428 for child care centers or §§747.2326, 747.2327 and 747.2328 for licensed or registered child care homes) require child care operations to place all infants on their backs to sleep in a crib and to ensure that infants do not sleep in restrictive devices and are not laid down to sleep swaddled. But, based on the advice of the infant's health care professional, when medically necessary, the center may be authorized to use an alternative sleep position, restrictive device, or swaddle for the infant due to medical reasons.

The above named infant has the following medical condition that necessitates an alternative sleep position, allow for sleep in a restrictive device, or requires swaddling for sleeping:

Health Care Professional Information	
Please describe the appropriate sleep position/restrictive device/swaddling technique to be used for the above named infant and include the effective dates for the exception:	
Effective Dates of Exception	From <input style="width: 150px;" type="text"/> To <input style="width: 150px;" type="text"/>

Health Care Professional's Signature

Date



**Waiver of Liability**

- I affirm and acknowledge that the below named child care operation has provided me with the operation's safe sleep policy.
- I further authorize the child care operation and its caregivers to place my infant in an alternative sleep position, restrictive device, or swaddling at the recommendation of my infant's health care professional, as described above.
- I, as the parent or guardian of the above mentioned infant, release and hold harmless the below named child care operation, its officers, directors, caregivers, and employees from any and all liability whatsoever associated with harm to my infant due to Sudden Infant Death Syndrome (SIDS).

[Signature Line]

Parent or Guardian's Signature

[Date Line]

Date Signed

**An authorized official with the child care operation must complete the following section.**

**Child Care Operation Information and Signature**

Name of Child Care Operation	Operation Number
[Signature Line]	[Signature Line]

[Signature Line]

Operation Representative's Signature

[Date Line]

Date Signed

**Privacy Statement**

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>.



### Verification of Liability Insurance

Use this form to indicate whether your operation has liability insurance as required by Human Resources Code (HRC) §§42.049 or 42.0495.

**Exception:** You are not required to carry liability insurance if you are applying to operate, or have been issued a permit to operate, a relative-only listed family home, a small employer-based child care operation, a temporary-shelter day care program or a state-operated facility.

**Directions:**

**Applicant:** Complete this form in its entirety and send it to Child Care Regulation (CCR) at the same time you submit an application.

**Permit Holder:** Every year after your permit is issued, you must verify your liability insurance coverage with CCR by completing a verification through your online [Child Care Licensing account](#) or by completing and sending this form to CCR. The verification must be completed by the time frame outlined below:

- Licensed operations: The anniversary date of when CCR issued your initial license;
- Registered operations: The anniversary date of when CCR issued your registration; or
- Listed operations: The anniversary date of when CCR issued your listing.

**General Information**

Operation Name: Saint Paul Early Childhood Ministries	Operation Number: 1660132
Operation Address: 7734 Mary Bates Blvd. Bldg. A, Houston, Texas 77036	
Does your operation have liability insurance: <ul style="list-style-type: none"> <li>• in the amount of \$300,000 for each occurrence of negligence; and</li> <li>• that covers injury to a child that occurs while the child is in your care, regardless of whether the injury occurs on or off the premises of your operation?</li> </ul> <input checked="" type="radio"/> Yes (if yes, attach a copy of the certificate of insurance) If yes, start date 01/23/2023 and expiration date: 01/23/2024 <input type="radio"/> No. This operation does not have liability of insurance as required by HRC §§42.049 or 42.0495 for the following reason: <input type="radio"/> Financial reasons; provide explanation: <input type="radio"/> Coverage not available from an underwriter; provide explanation: <input type="radio"/> The limitations of the current policy have been exhausted. Date the policy will be available:	

**Notification of Lack of Insurance (if applicable)**

I understand that Texas law requires my operation to provide written notification to the parent/guardian of each child in my operation's care if my operation does not maintain liability insurance coverage. (HRC §§42.049(c) or 42.0495(c)). Moreover, CCR may impose an administrative penalty if my operation does not notify parents/guardians within the time frame provided in minimum standards (HRC §42.078(e-1)(4)).

**Certification and Signature**

Beverly Folts  
Signature of Permit Holder, Designee or Director

01/24/2023  
Date Signed