

Sts. Simon and Jude Catholic Parish
Rise & Shine Mothers Day Out Program
26777 Glen Loch Dr. The Woodlands TX 77381
Ssjwoodlands.com

Director: Melissa Smith

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Mission Statement: To cultivate an environment for learning through our Catholic faith. A time for children to gain the skills to become school age ready by learning academics, social emotional development and peer cooperative relationships. "This is the day the Lord has made; let us rejoice and be glad in it."-Psalm 118:24

ENROLLMENT/POLICIES:

St. Philomena

Baby (6 weeks-15 months): up to 6 infants and 2 teachers in this room.

St. Francis

Waddlers (15 months-24 months): up to 10 children and 2 teachers in this room. All children in this room must be between these specified ages by August 1st of the school year.

St. George

Two year olds: up to 10 children and 2 teachers in this room. All children must be 2 by August 1st of the school year.

St. Peter

Three year olds: up to 10 children and 2 teachers in this room. All children must be 3 by August 1st of the school year. Children who are not toilet trained will be placed in the two year old room. Transition back into this room will be dependent upon the child and space once toilet trained.

St. Kateri

Pre-K: up to 10 children and 2 teachers in this room. All children must be 4 by August 1st of the school year. Children will be required to be completely toilet trained.

Classes are in session from August to May. We are mindful of the holidays observed in the calendar of the local public school and will follow Conroe ISD calendar and inclement weather days as well as those religious holidays stipulated by the Houston Archdiocese.

All children are welcome. There is no discrimination with regard to race, creed, or color. Children are considered registered when the registration fee is paid and the registration forms are submitted. Complete and up-to-date immunization records, including the child's Health and Record with signed Doctors Statement, is REQUIRED by the first day

of school attendance. Enrollment into this program is a commitment for the school year. Monthly tuition payments must be fulfilled. Parents must inform the Director (in writing) with a 30 day advanced notification if a child will be withdrawn from the program.

If policies/procedures are changed or new policies/procedures are implemented, the parent will be informed in writing and parents will sign an acknowledgement of receipt of the policy.

Class Attendance

Your child's regular attendance is encouraged and necessary to provide continuity and a comfortable routine. Illness, doctors appointments, or family emergencies are acceptable excused absences.

Classroom doors will open at 9:25am for arrival. At 9:35am classes will start their morning routine. Dismissal will begin at 1:25 and go until 1:35. Please make every effort to be on time so your child will be able to participate in all the activities throughout the day. Regular attendance will provide consistency and a routine which will help accommodate an easy adjustment. Prompt arrival will assure each child of appropriate and adequate involvement in-group interaction and all learning activities for the day.

Regular attendance and prompt arrival will assure each child of appropriate and adequate involvement in group interaction and all learning activities for the day.

Late Pick up Charges

Please make every effort to pick up your child at dismissal time. We enforce late charges. \$10.00 charge for each 5 minutes past dismissal time (by our clock). Late charge notices will be sent home and any late charges will be added to the parents account.

If on occasion, you will be late (traffic, emergency) please call us as soon as you can so we can reassure your child and a late charge will not be assessed.

Release from Program (Disenrolled):

A child may be expelled from our program:

1. If a parent or guardian disregards the necessary medical and registration paperwork required to have on file by the first day of school:
 - A) Completed registration form - online (non-refundable \$100.00 fee)
 - B) Emergency contact names, phone numbers, and addresses - online

- C) Completed Student Health Record with signed Doctor's Statement
 - D) Signed Acknowledgment/Release/Permission Forms
 - E) Food Allergy Emergency Care plan - if applicable
 - F) Health and Safety Procedures Waiver
2. If a parent or guardian demonstrates an unwillingness to fulfill his/her monthly tuition obligation.
 3. If staff and Director agree that a specific child's learning needs are not being met at Rise and Shine, the parents, teachers, and Director will meet to discuss options which would benefit the child: classroom adjustments, testing, other school programs, suspension or expulsion.
 4. Difficult (hostile or dangerous) behavior may warrant a partial day suspension. After parent/teacher conferences and behavior management has been attempted these repeated difficult, hostile and/or dangerous behaviors may be a reason for expulsion. For example: repeated incidences of biting, physical aggression such as; hitting, throwing, kicking, destruction of property, spitting. Verbal aggression such as; cursing, screaming, threatening peers/adults.

FINANCIAL ARRANGEMENT:

1. Monthly payment of \$310 for 10 months Aug-May.
2. 5% Discount for second and third child.
3. \$20 Fee for any payments after the 5th of the current month and if no payment by the 10th, child will not be able to attend until payment and late fee are received. No exceptions.
4. 10% Discount if family pays the full 10 months, other discounts cannot be applied (savings of one full month).
5. Bankdraft can be set up to be pulled each month.
6. Monthly payments must be paid online, no checks or cash will be taken by the MDO staff,
7. A 30 day written notice must be given in order to remove your child from the program. This notice must be given to the Pastoral Associate or MDO Coordinator.
8. No prorated or vacation time included in payments

HEALTH REQUIREMENTS:

Children must meet the health requirements of the Texas Department of State Health Services. We MUST have an up-to-date immunization record for DTap, Polio, MMR, Hib, Hepatitis B, Varicella (chicken pox), Hepatitis A, Pneumococcal PCV 7. Also Required are; your child's Student Health Record with a signed doctor's statement on

file of examination and a signed doctor's statement that the child can participate in school.

Policy of the Archdiocese of Galveston-Houston requires that all children under the age of five, enrolled in early childhood programs at parishes of the Archdiocese, to be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A child who fails to produce the required evidence shall not be accepted for enrollment. The ONLY exception to the foregoing requirement is an affidavit signed by a licensed physician (M.D. or D.O) authorized to practice in the State of Texas, and which is on the physician's letterhead. The affidavit must state that in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that affidavit is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect. Immunizations are not in conflict with the Catholic faith. **AFFIDAVITS OR WAIVERS FOR CONSCIENTIOUS OBJECTIONS WHICH MAY BE PERMISSIBLE FOR ATTENDANCE IN PUBLIC SCHOOLS, DO NOT QUALIFY AS AN EXEMPTION FOR ENROLLMENT IN PROGRAMS OCCURRING AT CATHOLIC PARISHES.**

Implemented Spring 2017

Every child who is diagnosed with a food allergy **MUST** have a **FOOD and ALLERGY** Emergency Care Plan signed by both the health care professional and the parent on file, prior to their first school day. Parents of a child who needs to carry an EPI pen for allergic reactions must complete an EPI Pen Authorization and Consent Form.

State law requires that all children who are 4 and 5 years old, by September 1st, have a vision screening for distance acuity in each eye and a hearing screening. Your doctor or a qualified nurse at your pediatrician's office can check vision and hearing. The Student Health Record includes a vision and hearing test for 4 year olds.

Complete immunization requirements, signed health statement, food allergy emergency care plan are provided to the parents at the time of registration.

It is not necessary to call when your child is sick and will be out one day. Please let us know if the child will be out for an extended period of time.

A **SICK CHILD** is one who cannot participate comfortably in daily activities, needs special one-on-one attention, and/or is lethargic.

Conditions requiring an ill child to remain at home include **BUT** are not limited to:

Abnormal breathing

Diarrhea

Vomiting within a 24 hour period

Rash

Mouth sores

Temperature (oral 99.4 or greater/rectal 101.4/armpit 99.4 or greater)

Contagious disease (impetigo, conjunctivitis, lice, chicken pox, measles, hand/foot/mouth)

Visibly ill children (including those with a yellow/green nasal discharge or recent vomiting) WILL NOT be allowed to attend school.

Children are to be free from fever and/or diarrhea **without the use of medication for 24 hours before returning to school.**

Communicable diseases (lice infestation, hand/foot/mouth) need to be reported to the school as soon as you are aware. We will inform parents of any outbreaks within 24 hours of being notified. Children can return after all lice has been killed. Children with chickenpox WILL NOT be allowed back into school until ALL blisters are scabbed over. Children diagnosed with Hand/Foot/Mouth Disease MUST show proof that they have seen a doctor and may return to school.

No internal medicine should be sent to school. No internal medicine will be given to a child by any member of the school staff.

No sunscreen or insect repellent is applied by the school staff. Please place it on your child prior to coming to school.

IT IS THE PARENT'S RESPONSIBILITY to inform the school of any allergies or medical conditions.

In the event of an emergency, serious accident, or any situation that places a child at risk, the child's parents will be called. Emergency contact numbers and/or a physician will be called if parents cannot be reached. If none can be reached the school staff will notify the physician of its choice. The teacher will fill out an Incident Report and a parent will review and sign acknowledgement of the incident.

It is your responsibility to complete the Emergency Contact Form and make sure that it is up-to-date if anything changes. Parents will be notified (called) if their child becomes ill during the school day. Sick children will be picked up within 30 minutes from parents being called. Minor incidents will be treated and the child comforted. Your teacher will inform you of any minor accidents when you pick up your child.

TOILET TRAINING

The teachers, in the two year old classroom, strive to assist parents and the child in toilet training. Please provide your classroom teacher with appropriate information about your child's toileting abilities/progress. Children will be exposed to toileting habits even when they are in a diaper (example: changing diapers in the restroom).

Children in the St. Peter room (3 years old) and St. Kateri room (pre-k), will be expected to use the toilet exclusively and as independently as possible. Children will have scheduled toilet breaks in these classrooms, and they will be able to leave the room if they need to use the toilet during the interim.

The classroom teachers will encourage the child to use the toilet independently. We know and understand when accidents happen.

EMERGENCY CONTACT INFORMATION / RELEASE OF CHILD

IT IS THE PARENT'S RESPONSIBILITY to inform the school of any changes in the home, work, emergency phone numbers as well as authorized individuals who will be picking the child up. Only those listed adults, 18 years and older, will be allowed to pick up your child.

Please be sure to keep the Emergency Contact Form up-to-date and have at least three adults on the list with current phone numbers.

When you know in advance that a child will be picked up or dropped off by a different person please let your teacher know. This person should be on the Emergency Contact Form for the child.

In the event of an emergency, wherein a parent contacts us by phone with an emergency person's name to pick up their child, we MUST see and record the person's driver's license. If we are unfamiliar with any adult, we will ask for a valid driver's license as ID.

DISCIPLINE

To insure a safe and enjoyable environment, general rules are established and reviewed with the children,

Discipline is consistent for each child and is appropriate to the child's understanding. We encourage acceptable behavior and self-control. Positive comments and positive discipline methods are most commonly used. Children will be praised and encouraged. Acceptable behaviors will be reinforced. Teachers will encourage the children to practice

courtesy and patience with one another. Teachers will use appropriate techniques and methods based on each child's needs and development while promoting self-esteem and self control. Positive behavior incentives such as behavior charts will be incorporated to encourage positive behavior. Corrected behavior will be utilized in the classroom such as "keep hands and feet to yourself," "feet on floor."

For those children who exhibit inappropriate behavior, the teacher will talk to the child and redirect the child's attention. Corrected behavior will be verbalized in place of negative statements. "Stop hitting" will be stated as "please keep your hands to yourself." In the case of aggressive behavior such as physical aggression; but not limited to hitting, kicking, throwing of items at another person, the child will be removed from the classroom and will go through a calm down technique. This might look like, but not limited to, taking 3 deep breaths, counting to 10, following a simple one-step direction. Difficult, hostile, or dangerous behavior may warrant a child to be temporarily removed from the classroom. A phone call to the parent to have the child picked up from school may occur. The teacher will complete an Incident of Aggression Report and will provide a copy of the report to the parent that day. Parent/teacher conferences and behavior management techniques will be implemented after a physical or verbal aggression incident. After options have been tried, these repeated difficult, hostile, or dangerous behaviors can be a reason for expulsion from the program.

All children must feel and be safe while in our care at Rise and Shine. If there is a concern for your child, please contact your teacher or the Director to discuss the matter as soon as possible.

There will be no use of corporal punishment or punishment associated with food, naps, gym, playground, or toileting. There will be no harsh, cruel, or unusual treatment of a child.

Special problems or occurrences affecting a child will be brought to the attention of the parents by phone or at dismissal time.

CHILDREN WITH SPECIAL NEEDS

It is the parents responsibility to inform the teacher and the Director of Rise and Shine, in writing, any information about their child who has been diagnosed by ECI, the school district or any professional clinic with special needs. This information **MUST** include a specific plan for how we can meet the child's needs.

Rise and Shine will discuss with the parents options that can best serve the child.

TEACHER CONFERENCES

There will be a form of communication between the teachers and parents via class Dojo. There will be the expectation that frequent either daily or at least weekly communication will be given via Class Dojo. If the parent requests a conference with the teachers they can do so during the class's special time or 9:00-9:15 / 1:40-2:00. If there is a need to have a conference along with the director, that will have to be scheduled through the director.

SUPPLIES/ MATERIALS

St. Philomena Room: Parents will provide diapers, wipes, and any lotions for their child. Bottles, liquids and any food for the child will be provided by the parent. Two (2) sets of clothing will also be expected to stay in the room for that child.

St. Francis Room: Parents will provide diapers, wipes, and any lotions for their child. Bottles, liquids and any food for the child will be provided by the parent. Two (2) sets of clothing will also be expected to stay in the room for that child. A nap mat will be needed for nap time.

St. George Room: Parents will provide diapers, wipes or training pants. A set of clothes, a light snack, lunch and a water bottle. A nap mat will be needed for nap time.

St. Peter Room: Parents will provide a set of clothes in case of an accident. A light snack, lunch and a water bottle. A nap mat will be needed for nap time.

St. Kateri Room: Parents will provide a set of clothes in case of an accident. A light snack, lunch and a water bottle.

All change of clothes should be labeled in a gallon sized ziplock bag.

NO toy weapons are appropriate for school. Toys that explode, shoot things, or encourage violent/aggressive behavior are not appropriate and are not allowed on school grounds. Toys that have been recalled by the U.S. Consumer Product Safety Commission are not allowed at school.

Please label ALL items with your child's name. Show and Tell time is for children to practice communication and listening skills. Show and Tell time will NOT be used as play toys during playtime. The toy will only come out during the designated event.

CLOTHING/ SHOES

The clothing your child wears should be both comfortable and washable. Be sure your child wears sneakers that are safe and sturdy for active play.

Sneakers are recommended for ALL children every day. Sandals, flip flops, clogs, or platform shoes ARE NOT SAFE. Only safe play shoes are appropriate. Sneakers provide footing and help your child stay accident-free.

Modesty attire is expected. Shorts are to be worn underneath dresses.

Please dress the child according to the weather outside. Children will partake in outdoor activities. All coats, sweatshirts, hats, gloves, ect., should be labeled with your child's name.

A change of clothes should consist of: socks, underwear, shorts/pants and shirt.

Please consider the functionality of the attire due to toilet use. Children who are independent, with going to the bathroom on the toilet, should wear attire that they can pull off and pull back up. Please refrain from dressing your child in overalls, belts, or one piece outfits.

LIGHT SNACK / LUNCH

We encourage you to send a healthy snack and lunch each day. Lunch should include food that is of nutritious value. Children will not share their lunches. Please prepare lunch to be of bite sized portions for children. This includes but not limited to: grapes, nuts, cherry tomatoes.

Appropriate actions will take place, if there is a child in the classroom with a specific serious allergy that is listed on the Allergy Form and signed by a doctor.

There will be no refrigeration or microwave use for snack/ lunch.
For children under 3 only spill-proof cups no boxed drinks.

Nursing mothers may make arrangements with their classroom teacher or the Director, if they prefer to nurse or provide breast milk for their child during the school day.

Please inform your teacher if your child has a dietary restriction due to religious, medical or personal reasons. (ex: gluten sensitivity, food coloring sensitivity, etc.)

EMERGENCY PROCEDURES/ PREPAREDNESS

In the event of any emergency or drill, the first responsibility of the teachers will be to keep all children safe. Teachers must confirm the presence of all children in attendance for the day. Teachers will care for children until their release by keeping children calm.

When moving/walking children to a designated safe area or alternate shelter, teachers will carry with them their classes Family Information Report forms with all parent and emergency contact information.

Children not yet walking will be transported via wagons/ carriers.

FIRE/WEATHER DISASTER AND OUR BUILDING IS DAMAGED OR IN DANGER

In the event of a weather disaster students will evacuate to the area listed on the evacuation route. In this event, parents will be contacted by the teachers to pick up their child in the designated area.

If the building during off hours has damage, the director will contact the parents via Class Dojo to inform them that classes are canceled until the time it is safe for school to resume.

LOCK DOWN

During MDO hours both sets of double doors will be locked. In the event of an intruder, the doors to the classroom will be closed and if possible locked. The cubbies will be pushed in front of the classroom doors and children will be positioned away from the windows. Blinds will be closed and the lights will be turned off.

SAFETY AND SECURITY

During MDO hours both sets of double doors will be locked. All exit doors from the gym will be locked. Teachers will have access to a walkie talkie to communicate if there is a problem. Admittance into the school hall will need to be cleared by the director prior to entrance. Fire evacuation routes are listed in each of the classrooms. Safety folders will be in each room with child information and safety procedures.

ARRIVAL

Rise and Shine arrival time will be from 9:25-9:35. Parents will enter through the courtyard doors to Domec Hall. They will be greeted by the Coordinators. Parents will drop their child off at their classroom.

LATE ARRIVAL

If you arrive later than 9:35am, one of the coordinators will greet you at the double doors and walk your child to their classroom.

DISMISSAL OF CLASSES

Double doors will be unlocked at 1:25pm at which time parents can pick up their child in their classroom. If the parent needs to pick their child up earlier for an appointment or emergency they will have to contact the Coordinator to arrange for pickup at the double doors. Pick up of children from their classroom will occur between 1:25-1:35. Only adults on the Emergency Contact List are allowed to pick up a child.

“SAFE HAVEN”

Any adult who volunteers to assist Rise and Shine must be SAFE HAVEN trained. We encourage all parents to take the training. This is an online non-denominational Abuse Awareness Class.

The Galveston Houston Arch-Diocese requires all volunteers with children to take this online class. This training lasts approximately 60 minutes and educates adults about the danger of abuse, the warning signs of abuse, 5 steps to prevent abuse, methods and means by which offenders commit abuse, the method to report suspicions of abuse and response to allegations of abuse. The course is very informative and helpful for parents.

As a community of faith, we are all committed to safeguarding our children and youth. As a parent, I encourage you to educate yourself on safety issues which keep your own child safe. This class is eye opening! Valuable information is presented. This non-denominational class is offered online in the archdiocese- at no cost to you. Please consider taking the class. For more information, you MUST register for a class online at: <https://GalvestonHouston.CMGConnect.org> click on registration select Galveston Houston Arch-Diocese.

Thank you for considering taking the SAFE HAVEN training online and becoming a volunteer.

Once you have taken the class or if you already have taken the class please inform the director so that you can be added to the list.