



# **Parent Handbook Policies & Procedures**

**Revised June 2022**

Please Sign and Return to school.

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**Student's Name**

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**Parent's Name**

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**Parent's Signature**

June 9, 2022

Dear Parents,

Welcome to Blessed Sacrament Child Development Center where we are dedicated to providing the highest quality of care and early childhood education, we are pleased you have chosen us for your childcare needs, and we look forward to getting to know you and your child.

You have chosen an early childhood program for your child that is licensed by the State of Texas and the Archdiocese of San Antonio Catholic School Programs. Blessed Sacrament is proud of being recognized for dedication to quality child care and will strive to provide the best for your child. Blessed Sacrament CDC also participates in the Child Care Management Services of the State of Texas and is 4-Star certified in the Texas Rising Star Program, and partners with Texas School Ready and Pre-K for SA shared services.

This Parent Handbook is designed to provide you with information about our center, our expectations of families, and general practices and procedures, and should answer many of your questions concerning our school and your child's daily environment. This handbook is a "live" document. Many updates and policy changes have been added to this book and policies are reviewed annually and updated as necessary. We ask that you read it carefully, even if you have been a family of the C.D.C. for many years. The information in this handbook may be updated and changed as new procedures and programs are created. You will be notified of such changes in writing.

Parents are a vital part of our Program and are encouraged to visit at any time. You are welcome to join us for Field Trips, Lunch, or to be Guest Speakers in your child's classroom. We want you to be closely involved in your child's school and to know your child's teachers and their friends.

Our goal at Blessed Sacrament Child Development Center is to provide the best care for your children. We will strive to develop a partnership with each family on behalf of each child and welcome any questions, comments, concerns, or insight into your child, as we are here as a support system for our families. Over these next years, we look forward to getting to know your family better and watching your child grow and learn.

As always, if you have any questions, comments, or concerns regarding your child, their class or the Center please feel free to contact their teacher or the Center Director.

Sincerely,



Lola Orme  
Director

## GENERAL CENTER INFORMATION ADMINISTRATION

**Director:** Lola Orme  
[lorne@blessedschool.com](mailto:lorne@blessedschool.com)  
**Office: (210) 824-1392**  
**Fax: (210) 829-5084**  
[www.blessedsacramentcdc.com](http://www.blessedsacramentcdc.com)

### MISSION STATEMENT

The mission of Blessed Sacrament Child Development Center is to provide a nurturing environment where children, parents, and staff work together to empower each child to reach their fullest potential.

To be successful in the care of the children, it is essential that families and school work cooperatively together. The relationship between home and school works best when parents understand the mission, share its values and support its programs, faculty, and staff. Together, we can form a powerful team with far reaching positive effects on our children and the community.

### PROGRAM PHILOSOPHY AND GOALS

To provide a quality program that provides a safe and nurturing environment, a developmentally appropriate curriculum that stimulates social & emotional, physical and cognitive growth based on sound research. The goals of our program are to help children develop a positive sense of self and be active learners. Our resources address goals in all areas of development.

### TEXAS RISING STAR

**We are 4-Star certified for the Texas Rising Star Program through the Texas Workforce Commission.** The Texas Rising Star Program provides a quality based child care rating system that is voluntary. This adopted quality rating and improvement systems (QRIS) exceeds the Texas Minimum Child Care Licensing Standards improving the care offered to children and families.

### ENROLLMENT

Blessed Sacrament Child Development Center enrolls children on a first-come first-serve basis. When classes are full children will be placed on a waiting list. **To secure a space if placed on the waiting list, parents must pay the registration fee and first week's tuition.** The center is open to children from 6 weeks through Pre-K 5. Enrollment shall be granted without regard to a child's race, color of skin, creed, religion, national origin, or gender; and without regard to a parent or guardian's race, color of skin, creed, religion, age, national origin, gender, pregnancy or disability.

**Parents can apply for enrollment of their child in the Center by completing the Enrollment Forms and paying the Registration Fee (\$75.00 per child or \$125 per family). The Registration Fee is NON-REFUNDABLE.**

Bi-annual registration fees are due August and March of each year. These funds are utilized for consumable classroom materials and supplies.

We encourage parents to bring their children to the Center to visit the school before beginning regular attendance. Your child may have a period of adjustment, particularly if it is their first time in a group setting. The parent's attitude plays a great part in determining how a child feels about the school. We hope that you are positive and encouraging. The Center strives to give each child the best possible care and educational experience.

## **UPDATING ENROLLMENT RECORDS**

Prior to the beginning of each new school year, Blessed Sacrament C.D.C. completes an audit of enrollment records. At the conclusion of this audit families will be notified if anything needs to be updated. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring these items in yourself, or have your physician fax them to us at (210) 829-5084.

**In addition, any time a family's information changes such as contact numbers, address, or place of employment a new Emergency Contact and Medical Consent form must be completed via email or at the link below.**

**<https://www.cognitofrms.com/BlessedSacramentChildDevelopmentCenter/ParentAndEmergencyContactInformation>**

## **CONFIDENTIALITY**

Confidentiality is a top priority for Blessed Sacrament C.D.C., personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

## **CHAIN OF COMMAND**

Authority at Blessed Sacrament Child Development Center operates under a chain-of-command. It begins with your child's teacher, proceeds to our Center Director, Mrs. Lola, and progresses to our School Principal, Mr. Fierro. Should you have a grievance, this is the procedure utilized by the Center.

## **GOALS OF THE CENTER**

### **FOR CHILDREN:**

To nurture each child individually to develop the full potential for life that is in each child. The social, emotional, cognitive, and physical development of each child is viewed as a whole and each child is given the opportunity to develop at their own individual pace.

### **FOR PARENTS:**

We would like to enter into a partnership with you as parents. Our emphasis is on the whole child; the social, emotional, intellectual, physical, creative, and character aspects of each person. Open, informal communication between parents and staff is essential for your child's development. We want to incorporate your own personal goals for your child with our educational goals. Please feel free to speak with us. We welcome your comments, questions, concerns, and suggestions about our program. Parents can communicate with us via phone, email, or in person. **There is also a parent suggestion box in the front office and suggestions and feedback may also be provided anonymously at the following link:**

**<https://www.cognitofrms.com/BlessedSacramentChildDevelopmentCenter/parentsuggestionsandfeedback>**

### **FOR THE COMMUNITY:**

To support community and parish-wide efforts to improve the condition for the care and education of children through teacher training workshops, parent seminars, and advocacy efforts.

### **GANG FREE ZONE:**

Under Texas Penal Code, any area within 1000 ft. of a child care center is a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

## **POLICIES OF OPERATION**

### **OPEN DOOR POLICY**

Blessed Sacrament C.D.C. firmly believes in establishing and maintaining full communication with the parents and families of the children in our care. For this reason, we maintain an "Open Door" Policy. This means that parents and or guardians are welcome to visit the Center at any time without prior notice. We encourage parents to visit their child's classroom to observe and participate or to be updated on their child's progress. We have "Open Houses" each Fall and Spring where parents can come in and view what the children are working on and discuss the child's progress and development. Parent and Teacher conferences may also be scheduled through the Center Director as needed throughout the year.

### **LICENSING REPORT FULL DISCLOSURE**

Blessed Sacrament C.D.C is licensed by the Texas Department of Human Services: <http://www.dfps.state.tx.us>. Parents of children enrolled at Blessed Sacrament C.D.C. have the right to read through the Center's Licensing Inspection Report. The report may be viewed at any time and is available from the Center Director.

### **ASSIGNED LICENSING STAFF:**

(210) 333-2004  
3635 S.E. Military  
P.O. Box 23990  
San Antonio, TX 78223

### **HOURS OF OPERATION**

Blessed Sacrament C.D.C is open 12 months of the year. **Hours of operation are from 8:00 a.m. to 5:00 p.m. Monday through Friday. We ask that parents arrive by 4:55 p.m. to allow time to collect your child's belongings and sign out. All parents and children must exit the building by 5:00 p.m. If for some reason you are delayed, please call and inform a staff member in a timely manner. Calling and notifying us that you will be late does not exempt you from late charges. Parents arriving late after 5:00 p.m. will be charged \$10.00 for the first five minutes plus \$2.00 per each additional minute.** Any child remaining after the designated closing time will be brought to the Front Office. If a parent or other authorized adult cannot be reached by 5:30 p.m. the Center Director or person in charge will be obligated to contact **Child Protective Services** for further instructions.

### **WEATHER RELATED CLOSINGS**

Blessed Sacrament will remain open during most severe weather. The Director will monitor the weather and local news stations to determine whether it is appropriate to close the center early or cancel care for the following day.

In the event that Blessed Sacrament closes early or cancels care for the following day, parents will notified of the situation and are expected to pick up their children in a reasonable amount of time to ensure all parents, children, and staff can travel home safely. Blessed Sacrament CDC follows North East Independent School District (N.E.I.S.D.) with any decision in regard to late starts or school closures due to inclement weather. Any emergency alerts will be sent out via ClassDojo, Facebook, Twitter, and our school's website:

[www.BlessedSacramentCDC.com](http://www.BlessedSacramentCDC.com)  
Social media: @BlessedSacramentCDC

### **HOLIDAY CLOSURES**

Blessed Sacrament C.D.C will be closed on the following days:

***Martin Luther King Jr. Day, Good Friday and Easter Monday, Battle of Flowers, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 Days), 2 weeks for Christmas and New Year's.***

## TUITION POLICIES

### FINANCIAL AGREEMENT

Tuition fees are charged and paid weekly in advance. Tuition for the week must be paid every Monday; however you may arrange to pay bi-monthly or monthly in advance of care. **The payment is considered late if you pay after your scheduled day and a \$25.00 late fee will be added to the tuition.** If you are unable to pay your child care obligations, special arrangements may be made with approval of the Center Director. If any payment is more than two weeks late, **a suspension of services will occur and the child may no longer attend Blessed Sacrament C.D.C. until the balance is paid in full.** The remaining balance will be sent to a collection agency for further action if there is no effort in repaying the debt.

### SIBLING DISCOUNTS

The Center offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted at 10%.

### CHANGE OF SCHEDULE

**Any Change of schedule must be submitted in writing with a minimum advance notice of 2 weeks. There is a \$25 processing fee per change from part-time to full-time status or from full-time to part-time status.**

### PAID HOLIDAYS

**There are no refunds for holidays or vacations, or in the event of an emergency school closure. Parents must pay the fee for the program in which their child is enrolled regardless of whether the child is in attendance during the week or month.** You are reserving a space for your child in the Center and we assure that the Program is available to your child each day. **Tuition is only half, if your child is sick and out an entire week and upon returning parents provide a physician's authorization to return to school.**

### LATE PICK-UP FEE

**Blessed Sacrament C.D.C. closes at 5:00 p.m., Monday through Friday. Parents arriving late after 5:00 p.m. will be charged \$10.00 for the first five minutes plus an additional \$2.00 per minute after.** Parents will receive a written notice from the director stating the amount due. This fee must be paid in CASH, and if unable to pay that day, the child will be unable to attend until the amount is paid in full. **Excessive late pick-ups will result in termination of services.**

### VACATION DAYS

The Center gives one week free tuition for children who have been enrolled in our Program for one full year. This "vacation week" is usable during the current year only and cannot be carried over into the next calendar year. **Children must not attend during this week.**

### RETURNED CHECKS

All returned checks rejected due to insufficient funds will be charged a \$28.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks notices could result in termination of child care services. A payment plan should be discussed with the Director if a family is having trouble making tuition payments.

### EXTENDED ABSENCE

**In the event that a child needs to take an extended absence, such as a summer break, and wishes to return to the program after a period of time, a fee of \$200 must be paid each month the child is absent.** More than two consecutive months of non-payment and no contact with the Director will result in termination of enrollment. If possible, notify the Director at least 30 days prior to an extended absence.

### CHILD CARE SERVICES

Blessed Sacrament C.D.C. accepts child care subsidies through the Texas Workforce Commission. Subsidized children must have their case manager call before they start care and we must receive enrollment numbers.

Parent co-payments are due on the 1<sup>st</sup> of every month; non-payment will be reported immediately to the CCS offices.

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at Blessed Sacrament C.D.C. Parents of subsidized children are also required to sign a tuition agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

## **PARENT CONTACT**

It is the responsibility of the Parents to notify the Center of any changes in marital status, change of address, and changes of home, work, or cell telephone numbers. Changes in alternative contacts, physicians, immunization records, or the list of persons authorized to pick up your child must always be kept current. If you need to update contact information there is a form located at the front desk to do so without staff assistance, please place the form in the designated box. **Alternately you may submit any change of info via email or at the link below.**

**<https://www.cognitofrms.com/BlessedSacramentChildDevelopmentCenter/ParentAndEmergencyContactInformation>**

## **COMMUNICATION WITH PARENTS**

Good communication is an essential element of a high quality program. To maintain good communication with parents, each class posts a copy of their monthly curriculum and events calendar as well as notes describing special projects, events, or field trips on Parent Information Boards located in or near each classroom and on ClassDojo. Notes from teachers may also be placed in your child's time card, and each child will have a folder with their week's work in it. We encourage parents to go into their child's classroom and check the Parent Information Board daily, please also look in your child's cubby and folder. Blessed Sacrament C.D.C. also utilizes the ClassDojo App for communication with families.

We also ask that parents speak with their child's teacher on a daily basis to at least briefly discuss their child's day and their general progress in our Program. Communicate frequently with your child's teacher and let them know of any changes happening within your home/family life which may affect the child. It is important to ask your child how their day went, what they did, and what they enjoyed about their day. Constant communication with your child's teacher is vital to knowing the progress being made in their development. Parent/teacher conferences will also be scheduled in the beginning of the year through the Center's Director.

## **PARENT AND TEACHER CONFERENCES**

Direct, effective communication is important and we will make every effort to communicate effectively and regularly with you about your child and program information. We are counting on you to stay informed by checking ClassDojo and emails from our program, checking your child's cubby/backpack in the classrooms, and by reading classroom documentation, and information from the teachers. Please let us know if you would like any additional information.

Please do not use pick-up or drop-off time to communicate lengthy concerns with your child's teacher as this can be a distraction to the care of other children in the classroom. Conferences are offered to parents two times a year, and parents may request a conference to discuss their child at any time. While meeting, each parent/guardian will receive information on their child's development and have the opportunity to set goals with the teachers based on the developmental checklists and the teacher's assessments of the child.

## **FAMILY PARTICIPATION**

Family participation is very important to the success of not only our program, but also your child(ren). Opportunities for parent involvement include:

- Parent and Teacher Conferences
- Class Parties and Holiday Parties

- Special Events (Grandparents Day, Mother's Day, Father's Day Breakfast, Halloween Trunk-or-Treat, Thanksgiving Luncheon, Christmas Program, Graduation)
- Annual Fundraisers and Food & Clothing Drives

### **ACCOMMODATIONS FOR FAMILIES**

- Parents have the right to be informed of all Blessed Sacrament Policies and Procedures in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child require accommodations and we will ensure that we do our part in making sure your needs are met.
- If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.

### **CELL PHONES AND ELECTRONIC DEVICES**

In order to facilitate between teachers and parents/guardians and the parent(s) and child(ren) it is best if parents are not distracted by the use of cell phones or electronic devices while at the Center.

**Blessed Sacrament Child Development Center is a CELL FREE ZONE!**

### **AUTHORIZATION RELEASE OF CHILDREN**

All children are required by the State and by Center policy to check in and out daily. Please use the time clock to check children in and out each day in addition to signing each child in and out with their teacher in the classrooms. Our time cards are changed every two weeks.

Your child will only be released to you, the parent(s) and or guardian(s); unless written documentation is in the child's file stating someone else has the authorization to pick up your child. You may also notify the Front Office with a written note on the day of if someone new is picking up your child. The Front Office will verify the identity of anyone wishing to pick up a child who is not familiar to the Staff, to check if they are authorized by a parent or guardian to do so. For authorized persons other than parents picking their children up, a proper photo I.D. will be required to be presented to our Front Office Staff. If legal custody is in question, documents will be required to be on file.

### **PARKING LOT**

The person(s) bringing a child to the Center or taking a child from it must be aware of our Center and Parking Lot Policies. Parents are to park in designated parking areas only when they come to the Center. **The driveway operates as a one-way. The entrance is by the trash dumpster on El Montan and the exit is on Sharon Drive.** No one is allowed to block either the entrance or the exit, and no one is ever permitted to park in front of the Center on Sharon Drive along the red-marked Fire Lane.

**Persons dropping off a child at the Center must be sure that a staff member is aware of the child's arrival and departure. All children must be taken to and picked up from their assigned classroom each day.** Parents are encouraged to check cubbies, speak with staff, and see their child's accomplishments. **Do not ever leave a child unattended in a vehicle.** This is a most serious mistake and potentially dangerous thing to do. Do not leave your vehicle un-attended with the engine running and unlocked. **Blessed Sacrament C.D.C. is not responsible for stolen property.**

### **SAFETY**

Parents are required to follow all safety procedures at all times. Please be mindful of Blessed Sacrament C.D.C.'s entrance procedures. We all like to be polite, however, please be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Be alert and mindful and immediately report any breaches to the Center Director.



## **COURT ORDERS AFFECTING ENROLLED CHILDREN**

In cases where an enrolled child is the subject of a court order (for example, a Custody Order, Restraining Order or Protection from Abuse Order) the Center must be provided with a Certified Copy of the order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with the Center, both parents shall be afforded equal access to their child as provided by law. The Center cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, the Center suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed. Blessed Sacramento C.D.C. staff will contact the San Antonio Police Department should a conflict arise.

## **CHILD ABUSE AND NEGLECT**

Under the Child Protective Services Act, we are required to report any suspicion of child abuse or neglect to the appropriate authorities. The employees of Blessed Sacramento C.D.C. are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Blessed Sacramento C.D.C. takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Blessed Sacramento C.D.C. cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

### **Causes for reporting suspected child abuse or neglect include, but are not limited to:**

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, or season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation

## **PROGRAMS**

### **CURRICULUM GOAL**

Our children are exposed to a variety of experiences such as art, music, dramatic play, language enrichment centers, religion, field trips, and guest speakers in addition to traditional academic content areas. The center incorporated a mix of Creative Curriculum, in house designed curriculum, and CRICLE Training curriculum which is designed to provide the child with skills that encourage self-assurance and problem solving capabilities. Children become actively involved in the learning process by using a variety of "hands on" activities that reflect their daily life. As a child becomes older, more time is spent in teacher directed activities and learning material becomes more in depth.

Age appropriate educational materials are provided to children in our Center. From the toddlers to the Pre-K; stories, projects, songs, games, and activities are available for the children in our care. They are geared to young learners with an eye toward being interactive, hands on, fun, and process-oriented. With young children it is important to note that the end result of a project is not as important as the learning that occurs during the making of it. It is also a well-researched fact that young children learn best through play. The curriculum utilized by Blessed Sacrament C.D.C. reflects this philosophy.

The program is under the direction of well-qualified teachers. The curriculum emphasizes the growth of the whole child. As children grow and develop, the classroom schedule and learning environment become more complex. Activities are organized into age-appropriate units of learning. Unit themes provide the vehicle for introducing language, social & emotional development, math, and science concepts. Related classroom activities provide opportunities to share, explore, interact with others, and learn responsibility. The daily schedule and the monthly lesson plans are posted on each classroom's Parent Information Board and via the ClassDojo App.

With the beginning of each new school year, it is important to remember that in order for your child to benefit from the learning program, **children will not be admitted after 9:00 a.m. Children will only be admitted after 9:00 a.m. if they have a doctor's note.** When children are late, it disrupts the learning process not only for themselves, but for their classmates as well. Thank you for your cooperation and support in making sure every child receives the best education while in our learning program.

#### **INFANT, TODDLER, AND TWO YEAR OLD PROGRAM**

The following information is specific to the infant, toddler, and two year old rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and a mat for nap time. All items should be labeled with the child's name.
- All infants must have a schedule filled out and returned every month stating changes as necessary.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time. Frozen Milk will be discarded after a period of one week.
- If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers on the daily charts of any new foods your child has tried.
- Diapers and pull-ups will need continual replenishment; the Daily Report provided by your child's teacher will note what the staff need for your infant or toddler.
- We request that older siblings be taken to their class first upon arrival to the Center in the morning. We also ask that these siblings be picked up after the infant in the afternoon this is to minimize any potential harm that may be caused to toddlers that are playing on the floor.

#### **BREASTFEEDING POLICY**

Because breastfeeding has been shown to be the ideal form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding mothers need ongoing support from child care providers to provide their milk for their babies, Blessed Sacrament C.D.C. adheres to the following policy:

- Breastfeeding mothers shall be provided a private and sanitary place to breastfeed or express their milk.
- Refrigerator/freezer space will be made available for storage of expressed breast milk.
- Teachers will communicate the infant's changing schedule (i.e. feeding, napping, etc.) so a mother can adjust her schedule for pumping and/or visiting to feed her infant.
- We develop a sustainable feeding plan with each family including feeding infants on demand as we observe hunger cues and coordinating the last feeding of the day to meet the mother's feeding needs (either to feed or await mother's feeding).
- Breastfeeding education and support resources in the community are available to parents upon request.

**Here are some great resources on breastfeeding:**

The San Antonio Breastfeeding Coalition <http://www.sabctx.org>  
WIC <https://texaswic.org/breastfeeding>  
The MILC Group <http://www.themilcgroup.com>  
Baby Café [210.207.7138](tel:210.207.7138)

**SIDS**

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under the age of one (1) for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS.

**All infants less than one year MUST be placed on their back to sleep.**  
**Infants that are 6 months and younger must be placed on back if they roll over.**  
**Infants are not allowed to sleep in a swing, bouncer, or on the floor.**  
**NO BLANKETS OR TOYS ARE ALLOWED IN CRIBS AT ANY TIME.**

Once a child turns six months and has been placed in their crib for a nap, if the infant rolls from back to front – and is also able to roll from front to back - it is acceptable to leave the infant sleeping on their stomach. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

**TOILET TRAINING**

Teachers will work with families whose child is showing signs of readiness to use the toilet. Before your child begins the process of toilet training learning at school, we will set up a meeting with your child's teacher to discuss your child's readiness and to develop a mutual plan of action as this is the best way to ensure your child's success.

**PRE-K 3 PROGRAM**

It is required that a student be a minimum of 3 years of age upon entering the Blessed Sacrament C.D.C. Pre-K 3 program. Children must be fully toilet trained and in underwear, be able to flush the toilet and use good hygiene, be capable of feeding themselves, and be able to communicate verbally.

**PRE-KINDERGARTEN PROGRAM**

The pre-kindergarten classes have their graduation at the end of May. Children who reach the age of 5 years prior to the State mandated September 1 cut off deadline are eligible to graduate. Children whose birth date is past this point and cannot graduate may keep their space here at the Center and repeat the pre-k program another year.

Parents have the right to enroll their child in any kindergarten they choose. If you wish to continue at our Kindergarten Program at Blessed Sacrament School, we recommend that your child be placed on their waiting list one year in advance. You may contact the School Office for more information at 210-824-3381.

**ARRIVAL AND DEPARTURE**

**ARRIVAL**

Parents are required to accompany their child into the center and into their children's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that particular day, how they slept the night before, whether they have eaten breakfast that morning, etc.

Most children go through periods of difficulty when separating from their parent(s). This is common and developmentally appropriate. Please try these tips for a successful drop-off:

- **Establish a regular, predictable routine.** Whether you have a kiss and a hug and go, or help your child put their things in their cubby first, do it the same way every day. What often makes separating stressful is the

uncertainty. If your child can predict what will happen, the separation won't be as difficult.

- **Separate once.** If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for the child.
- **Be reliable.** Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

## DEPARTURE

**Blessed Sacrament C.D.C. closes at 5:00 p.m. Monday through Friday.** If you will be late picking up your child, please provide us with as much notice as possible. **Please note that there is a late fee for arriving after 5:00 p.m.** If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher and the Director in advance of pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent Form. Please remind the authorized person that they will be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met them.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, Blessed Sacrament C.D.C. is no longer responsible for your child. **For safety reasons, please do not let your child run ahead of you inside or outside of the building.**

If parents do not arrive to pick up their child from the program on time, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent Form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director or person in charge will be notified and she will then notify the San Antonio Police Department.

## ATTENDANCE AND CANCELLATIONS

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent or if the child has a doctor's appointment, please call the center by 9:00 a.m. so your child's teacher may make accommodations to the lesson plans.

If your child will be absent for an extended period of time (more than 2 – 3 days), the center must be notified and given the expected date your child will return. Enrollment will be terminated if a child is absent for a period of two weeks or more, and no notice has been received or contact made by the family.

If your circumstances cause you to withdraw your child, you must submit a written notice of your exit date to the office two weeks prior to your child's last day of care. If notification is not received parents are still responsible for paying all tuition and fees even if the child is not in attendance.

## DAILY SCHEDULE AND ACTIVITIES

The classroom's teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as time for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures, meals and snacks, resting or nap times, personal care routines like diapering/toileting and hand washing, and transitions.

## FREE PLAY

"Free-play" (also called child initiated activities, free choice, or self selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking

questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

### **OUTDOOR PLAY/PHYSICAL ACTIVITY**

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with. Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions. **Please clearly label all articles of clothing with your child's name.** Please ask your child's teacher if you have any questions about weather-appropriate clothing.

### **TECHNOLOGY AND SCREEN TIME**

**Blessed Sacrament C.D.C. is a Technology free school.** We prefer a more hands-on experiential approach to learning with a focus on imagination. Teachers encourage children to learn by expressing themselves through guided curriculum and free play.

### **NAP/REST TIME**

The Texas Department of Family Services requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. Children are asked to bring a kinder mat and blanket for use during nap/rest time; Stuffed animals are not allowed. These items will be stored in your child's cubby. Please note that there is limited space for storage of such items, so please take this into consideration when deciding which items to bring. **All items should be clearly labeled with your child's name.**

### **WEAPONS/VIOLENT PLAY**

There is a strict policy of allowing no weapon play at Blessed Sacrament C.D.C. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection is used when a child is engaging in weapon or violent play. Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

### **DAILY REPORTS**

Reports will be written daily for children in our Infant and Toddler classes. The Daily Report will include: Notations of the general apparent well-being of the child, details about feedings, diaper/pull up changes, and anything unusual in the health, behavior, or appearance of the child. Request for diapers/pull-ups, ointment, or anything needed by the child will also be notated in the Daily Report.

### **SUPPLIES**

**In order for Blessed Sacrament Child Development Center to provide your family with the best care possible it is very important that children come to school with the necessary supplies for the day. We cannot accept any child that does not have the proper supplies for the day, and we cannot borrow supplies from other children. Should a child show up without the appropriate supplies for the day, parents will be asked to leave *with* their child and will not be allowed to return until all supplies are brought into the Center. There will be no credits or discounts given for days missed for sending children home for failure to bring supplies.**

**Supplies include but are not limited to:**

- **Diapers and Wipes**
- **Extra Change of Clothes and Shoes**
- **Formula and Baby Food**
- **Bottles**

## **DISCIPLINE POLICY AND GUIDANCE STRATEGIES**

Our basic philosophy and policy concerning discipline is that children need guidance rather than punishment. Every adult who cares for children has a responsibility to guide, correct, and socialize children toward appropriate behaviors. Positive guidance and discipline are crucial because they promote children's self control, teach children responsibility, and help children make thoughtful choices.

## **REASONS FOR MISBEHAVIOUR**

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child may not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry, or sleepy.
- They have previously "rewarded" for their misbehavior with adult attention.

## **PREVENTING MISBEHAVIOR**

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. The following are positive steps that we take to help prevent misbehavior:

- Setting clear, consistent rules. (e.g. Walking feet, gentle touches)
- Making certain the environment is safe and worry-free.
- Showing interest in the children's activities. (e.g. participating in activities with the children so they stay interested for longer periods)
- Encouraging self-control and independence by providing meaningful choices. (e.g. "You may go to art center or blocks center")
- Focusing on the desired behavior, rather than the one to be avoided. ("Sidney, please use gentle touches with your friends.")
- Building children's images of themselves as trustworthy, responsible, and cooperative.
- Giving clear directions, one at a time.
- Saying "Yes" whenever possible.
- Noticing and paying attention to children when they do things right. (e.g. David is playing so nicely. I like it when you keep the blocks on the table.)
- Encouraging children often and generously.
- Setting a good example. (e.g. using a quiet voice when children should be quiet.)
- Helping children see how their actions affect others.

## **RESPONDING TO MISBEHAVIOR**

Below are strategies Blessed Sacrament CDC staff will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**  
This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Stephan, please help me water the flowers now. You've been playing with the ball for a long time and now it's Liam's turn."
- **Logical Consequences**  
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the Solution**  
If a child damages something, they need to help in fixing it or cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Alicia very sad when you told her she wasn't your friend anymore. Please come apologize and help him feel better."
- **Natural Consequences**  
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Rose does not put the cap back on the playdough after using it. The next day she goes to play with the playdough and it is dried out, and cannot be used anymore. Only use natural consequences when they will not endanger the child's health or safety.
- **Taking a Break**  
In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break". This strategy gives the child a chance to calm down, regain control, and reflect quietly on their behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break. For example, "Sidney, we have talked often about how hitting your friends is not acceptable. And because you hit Ethan, please leave the blocks center, come sit down and we will talk when you are ready."

If these actions do not help in reducing or changing behavior, the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director, Teacher(s), and parents will evaluate the behavior management plan and if needed, adjustments will be made.

**\*\* If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly from the program for a period of time.**

#### **BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age appropriate-behavior, it is important to remember it is also an unacceptable behavior in children in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement at Blessed Sacrament C.D.C. to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts." In a firm voice.

- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water and a cold compress will be applied to reduce pain and swelling and a bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers will work with parents to gather information about the child's behavior and begin observations to determine the reasons for the biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation, or teething pain.

Once triggers are identified, teachers can work on prevention strategies and start teaching replacement skills. Below are the steps teachers take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little to do or too much waiting?
  - Was the child who bit getting the attention and care they needed at the time?
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parents, and the Director will meet regularly to regulate an action plan and measure outcomes.
7. If the biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child or biting.

#### **WHEN BITING IS EXCESSIVE**

- (1) If a child bites twice in one day, the child will be required to be picked up from school for the rest of the day.
- (2) If a child has an incidence of 3 bites during a period of one week, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified. We will make every attempt to guide and help your child to prevent any type of biting.
- (3) If the child again has an incidence of 3 bites in a one week period, the child will be suspended for 3 business days. (Parents are still responsible for tuition during this time.)
- (4) Should the biting continue, parents will be then asked to make other childcare arrangements.

**\*If the biting continues and is severe enough to where it becomes necessary to send the child home on a daily basis or is adding undue stress to the other children or the environment, it may become necessary to terminate child care services. This is not something Blessed Sacrament Child Development Center likes to do and please note this is a last resort.**

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.



## SEPARATION POLICY

The CDC reserves the right to dismiss any child for the following (but not limited to) reasons:

- Failure to pay tuition fees.
- Routinely late picking up child(ren).
- Lack of compliance with school policies.
- If, after a period of time and conferences between the parent(s) and Director, a child is unable to adjust to the daily routine of the Center and is causing disruptive and/or damaging behavior (ex. biting, hitting other students or teachers, tantrums) to persons and/or property, the child will be asked to leave.
- Lack of parental cooperation.
- Our inability to meet the child's needs.
- Failure of the child to adjust to the center after a reasonable amount of time.

This separation policy is without regard to race, sex, creed, color, religion and is instituted so that we can ensure the children are attending the Center a safe and comfortable atmosphere in which to grow and develop. We reserve the right to give verbal notice of immediate termination where there are extreme circumstances that affect the well-being of the teacher(s) or other children in the classroom.

## EXTRA CURRICULUM INSTRUCTION

For an additional fee, Tots Basketball, Spanish, and Computer Classes are offered for children ages two and up. The Office can provide pricing details and additional information.

## FIELD TRIPS AND TRANSPORTATION

Children in our Pre-K 4 Program will be permitted to participate in Field Trips away from the Blessed Sacrament C.D.C. premises. Field Trips encourage broad awareness of the outside world and help to develop self-assurance in children, they are a means for children to learn and experience things first hand.

Blessed Sacrament C.D.C. visits the San Antonio Zoo, The San Antonio DoSeum, Morgan's Wonderland, The Planetarium, San Antonio Aquarium, and Kiddie Park.

Transportation is provided by the Center's Bus. Appropriate Safety Belts are provided and only Specially Trained Staff are permitted to drive the vehicle. Under state licensing rules, no children under four years of age are permitted in our Bus.

## TOYS AND TREATS FROM HOME

The Center is equipped with developmentally appropriate materials; therefore **we ask that children not bring toys from home.** We cannot be held responsible for loss or damage to personal toys or other items. Chewing gum and candy and other snack treats are not permitted in the Center. **However, books are always welcome!**

## HEALTH AND SAFETY POLICIES

The health of the young children and providing a safe environment is our first priority at Blessed Sacrament C.D.C. Upon enrollment to the Center, all children's immunization records must be up to date and any health conditions or allergies must be disclosed to the Center. **All children are required to have a Physician's Health Statement on file. Children without an up to date immunization record on file will not be permitted into the Center. It is the parent's responsibility to keep their children current on all immunization shots. All children turning four must also have a vision and hearing screening.**

Children entering the Center must be free of communicable diseases. Children who are ill must be kept at home. If a child develops a contagious disease at home, the Center must be notified. Parents will be notified if a child becomes ill while at the Center or a communicable disease develops in any classroom. **If a child is not well enough to play outside, they should be cared for at home.**

A child is considered ill when the following signs are present: (1) occurrence of 3 consecutive loose stools and/or vomiting within a 24 hour period, (2) their temperature rises to 100.4 degrees F, (3) unusual listlessness or drowsiness develops which prevents participation in the daily program, and/or (4) symptoms exist which suggest a contagious disease, such as: chronic colds, any eye infections, head lice, coughs, fevers, vomiting, difficulty breathing, unusual fatigue. **A parent will be required to pick their child up within our hour of being called from our Office.** Any child on prescription medication for a communicable disease may not return to the Center without a Physician's Authorization. **Blessed Sacrament C.D.C.'s policy is that all children must be free of fever without the use of fever reducing medication for 24 hours before returning to school.**

### **MEDICATION**

Blessed Sacrament C.D.C. staff cannot dispense any type of over-the-counter medication to the children in our care per The Texas Licensing Minimum Standards (**§746.3805**). Only medications that are prescribed by a doctor will be distributed with the proper authorization form filled out. Medications must be in the original container with the pharmacy label attached with the child's full name, dosage, and the date.

### **ACCIDENTS OR EMERGENCIES**

Although we have taken every precaution to ensure a safe environment, the active play of young children may sometimes lead to accidents. Each staff member is certified in First Aid and CPR and is able to competently attend to minor scrapes and bruises. If a more serious accident should occur, immediate steps will be taken to notify parents and secure prompt medical attention. We appreciate your assistance in maintaining accurate up to date information on the Emergency Authorization form and Health questionnaire.

### **NUTRITION**

Blessed Sacrament C.D.C. strives to provide wholesome, nutritious, hot meals for your children's enjoyment and well-being. Menus are designed to include well-balanced meals for healthy, active children with foods that meet the Dietary Guidelines for Americans guidelines established by the USDA. Menus are located in the foyer.

**Breakfast is served from 8:00 a.m. to 9:00 a.m. To ensure your child receives breakfast in the morning, please make sure they are in the classroom by 8:55 a.m.** Lunch is usually a hot meal and is served at 11:00 a.m. We also provide an afternoon snack at 3:00 p.m. **Children may not bring in any outside food into the building upon arrival.** If a child requires a therapeutic or special diet, a written letter from a Pediatrician or Nutritionist must accompany the enrollment forms stating a medical reason for not being able to eat our school meals. Milk, fresh fruit, and vegetables will be made available for any child bringing lunch from home. A copy of the current dated Menu will be posted in the front office and on ClassDojo for your viewing.

Lunches and meals brought from home must be dated and have the child's name written on it. Lunches will be refrigerated and heated if needed. Families should provide a beverage and a lunch that follows the USDA requirements for nutrition. Food may be offered by the preschool staff to supplement a lunch that does not meet these requirements. ChoseMyPlate illustrates the five food groups using a colorful place setting. Go to [choosemyplate.gov](http://choosemyplate.gov) for practical information and tips to help build healthier diets. Here are some great resources on nutrition:

#### **Healthy Eating for Preschoolers**

<https://www.choosemyplate.gov/myplate>

#### **Kid Friendly Veggies and Fruits**

<https://www.choosemyplate.gov/ten-tips-kid-friendly-veggies-and-fruits>

#### **Health & Nutrition**

<https://texaswic.org/health-nutrition>

**\*All Liquids and foods hotter than 110 degrees F are kept out of reach of children.**

### **PARTIES AND SPECIAL OCCASIONS**

If your child is having a birthday or other special event you may bring in special treats or a special lunch (e.g. cupcakes, cake, goody bags, pizza, etc.). Food must be store bought or commercially prepared in a facility that is inspected by the State Health Department. **Parents must notify the front office at least three days in advance.**

### **FOOD ALLERGIES**

A child with allergies must have an **Allergy Action Plan** filled out and posted in a visible location in each classroom. If the allergy is food-related, an Allergy Action Plan will also be posted in the kitchen area. All staff working in the classroom of a child with allergies will review the Allergy Action Plan to ensure understanding of emergency procedures, should the child have an allergic reaction. All allergic reactions will be documented with a Health Incident Form.

**Here is a list of some common food allergies:**

- **Peanuts**
- **Eggs**
- **Milk**
- **Tree Nuts: walnuts, pine nuts, brazil nuts, pecans**
- **Soy, Wheat, Gluten, Grains**
- **Fish and Shellfish**

**For more information on food allergies please visit the following websites:**

**<https://www.foodallergy.org/allergens>**

**<https://www.fda.gov/food/resourcesforyou/consumers/ucm079311.htm>**

### **CLOTHING AND SUPPLIES**

Clothing needs to be appropriate for the child's daily activities. The clothing should be washable and able to withstand vigorous play and art project materials, such as paint, glue, shaving cream, etc. For this reason we ask that parents supply their child with a plastic smock or an oversized T-shirt.

**Children are not allowed to wear fancy dress outfits, thong sandals, boots, floppy or slip-on shoes to the Center.**

They could easily stumble or trip over carpeting inside or playground equipment, pebbles, or mulch outside. Children are required to wear rubber soled tennis shoes/sneakers, canvas shoes/keds. Children do best wearing these on the playground equipment.

Two spare sets of clothes are needed in your child's cubby at all times; this includes: shirts, pants, underwear, socks, and a pair of shoes in case of spills or accidents.

### **EMERGENCY PROCEDURES**

#### **EMERGENCY MEDICAL PROCEDURE**

It is important that parent's complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, staff members will attempt to contact the parent(s) at all available phone numbers. If a parent cannot be reached, emergency contacts shall be called.

- Children who are seriously ill or injured will be sent to the office and remain under the supervision of the Director until a parent arrives.

#### **IF THE CHILD REQUIRES IMMEDIATE MEDICAL ATTENTION**

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- **CALL 911**
  - **Provide the center's name and location:**
  - **Blessed Sacrament Child Development Center, 102 Sharon Dr.**
- Provide the child's name and description of the incident. Follow instructions as provided by the operator.
- A staff member who witnessed the emergency situation should accompany the child to the hospital, bringing the child's records and Emergency Contact Form.
- **Staff members may not transport an ill and/or injured in a personal vehicle.**

#### **EMERGENCY FIRE PROCEDURE**

- If you detect a fire, pull the nearest fire alarm (small red box mounted on the wall near the exits).
- If it is a small fire, attempt to extinguish the fire using the nearest fire extinguisher.
- **IF YOU ARE ON DUTY IN A CLASSROOM** at the time of a fire, follow the instructions below and evacuate the children first. Exit the building and proceed to the designated meeting place.
- **Call 911 as soon as you have reached the meeting place.**
  - **Provide the center's name and location:**  
**Blessed Sacrament Child Development Center, 102 Sharon Dr. Describe the location of the fire.**

#### **IF THE FIRE ALARM SOUNDS WHILE YOU ARE ON DUTY IN A CLASSROOM:**

- Assist in the evacuation of the children from your classroom.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
  - The staff member closest to the outdoor exit is responsible for leading children out the exit and to the designated meeting place. Every classroom must stay together as a group.
  - The staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- The last staff member to exit the classroom must turn off all lights and close all doors.
- Once assembled at the designated meeting place, teachers are responsible for using the classroom attendance clipboard to ensure all children are accounted for.
- The Director or person in charge will verify, as soon as possible, that all children are accounted for.
- If unable to return to the building in a timely manner, children will be taken across the street to the main campus at Blessed Sacrament School, 600 Oblate.
- Teachers will be responsible for contacting parents and informing them of the situation.

**\*\*\*FIRE DRILLS WILL BE PRACTICED MONTHLY\*\*\***

**The Director will initiate all drills and maintain records of all drills.**

## **SEVERE WEATHER PROCEDURE**

- During severe weather the Director or person in charge will be responsible for monitoring weather information by radio and will keep staff members informed of emergency weather changes.
- Collect the classroom first aid kit, classroom binder, and attendance clipboard.
  - The staff member closest to the outdoor exit is responsible for leading children out the exit and to the designated meeting place. Every classroom must stay together as a group.
  - The staff member farthest from the outdoor exit is responsible for ensuring everyone has evacuated the classroom.
- Once assembled at the designated meeting place, teachers are responsible for using the classroom attendance clipboard to ensure all children are accounted for.
- The Director or person in charge will verify, as soon as possible, that all children are accounted for.
- All children and staff are to assemble down the front stairwell and front office hallway and must remain until they receive and “all clear” from the Director or person in charge.

## **LIGHTNING**

All Children will immediately return indoors when lightning is observed. Children playing under or around a tree will be immediately removed from the area.

**\*\*\*TORNADO DRILLS WILL BE PRACTICED MONTHLY\*\*\***

**The Director will initiate all drills and maintain records of all drills.**

## **INTRUDER OR DANGEROUS ADULT**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

### **If there is an intruder or dangerous adult in the center:**

- Staff members in the immediate area will position themselves between the intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or person in charge to assist with the situation.

### **IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:**

- Staff members will be notified by the Director or person in charge by using the phrases:

**MALE INTRUDER: “Tell Mr. Jones to please come to “Area”.**

**FEMALE INTRUDER: “Tell Mrs. Jones to please come to “Area”.**

**By using these phrases/codes the person will alert staff members to the location and sex of the intruder.**

- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from the doors and windows. Wait for an “all clear” from the Director or person in charge before resuming normal activities.
- The Director or person in charge will contact the **San Antonio Police Department (210) 207-7273** to notify them of the situation. **If it is an immediate emergency please call 911.**
- The Director or person in charge will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

**IN THE EVENT OF AN INTOXICATED PARENT:**

- The Director or person in charge and the teacher will talk with the intoxicated parent about alternative arrangements for pickup, while another authorized pick up person is contacted.
- If another authorized pick-up person cannot be reached, the child must be released to the intoxicated parent.
- The Director or person in charge will inform the parent that the police will be notified.
- Call the **San Antonio Police Department (210) 207-7273** and inform them of the situation. Provide as much information as possible, including the parent's name, make/model of the car, and the license plate number.

**POWER FAILURE**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If power cannot be restored within a reasonable amount of time, the center will close and parents will be contacted.

- Staff members are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

**BOMB THREATS**

If a staff member receives a bomb threat or locates a suspicious package, the Director or person in charge must be immediately notified. DO NOT ATTEMPT TO MOVE A SUSPICIOUS PACKAGE. The Director or person in charge will contact the **San Antonio Police Department (210) 207-7273.**