



# **Parent Handbook Policies & Procedures**

**Revised August 2024  
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**

August 14, 2024

Dear Parents,

Welcome to Blessed Sacrament Child Development Center, where we are dedicated to providing the highest quality 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 to be recognized for its dedication to quality child care and will strive to provide the best for your child. Blessed Sacrament CDC accepts Child Care Services (CCS) through Workforce Alamo and United Way scholarships. We are 4-Star certified in the Texas Rising Star Program, and partner with Texas School Ready and PreK4SA shared services.

This Parent Handbook is designed to provide you with information about our center, our expectations of families, and general practices and procedures. It should answer many of your questions concerning our school and your child's daily environment. This handbook is a "live" document, with many updates and policy changes added over time. Policies are reviewed annually and updated as necessary. We ask that you read it carefully, even if you have been with the CDC 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 insights into your child, as we are here as a support system for our families. Over the coming 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  
[lorme@blessedschool.com](mailto:lorme@blessedschool.com)  
Office: (210) 824-1392  
Fax: (210) 829-5084  
[www.BlessedSacramentCDC.com](http://www.BlessedSacramentCDC.com)

### Hours of Operation

Blessed Sacramento C.D.C is open 12 months of the year. Hours of operation are from 7:30 a.m. to 5:30 p.m. Monday through Friday. We ask that parents arrive by 5:25 p.m. to allow time to collect your child's belongings and sign out. **All parents and children must exit the building by 5:30 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 5:30 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 6:00 p.m. the Center Director or person in charge will be obligated to contact Child Protective Services for further instructions.

### Weather Related Closures

Blessed Sacramento 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 Sacramento 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 Sacramento 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, The week of the fourth of July, Labor Day, Thanksgiving (2 Days), 2 weeks for Christmas and New Year's.***

## **Mission Statement**

The Mission of Blessed Sacrament Early Childhood Program is to create a Christ-centered community by providing an aligned, high quality, relationship-based program which appropriately supports the individual development of birth through age 5 in our child development center and our parish school.

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 offers a safe and nurturing environment, we utilize a developmentally appropriate curriculum that stimulates social, emotional, physical, and cognitive growth based on sound research. Each child is given the opportunity to develop at their own pace.

### **Goals for Children:**

- To develop positive and nurturing relationships with adults and children
- To develop a sense of trust and security
- To identify and solve problems and think critically
- To express thoughts and feelings and respect the feelings of others
- To use creativity and imagination
- To work independently and with others
- To develop literacy, numeracy, reasoning, resiliency, and decision-making skills

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.

## **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 aim to incorporate your 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 be provided anonymously at the following link:

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

### **For the Community:**

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

### **Gang Free Zone:**

Under the Texas Penal Code, any area within 1,000 feet of a child care center is designated as a Gang-Free Zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Texas Rising Star**

We are 4-Star certified through the Texas Rising Star Program, managed by the Texas Workforce Commission. This program provides a quality-based child care rating system that is voluntary. The adopted Quality Rating and Improvement System (QRIS) exceeds the Texas Minimum Child Care Licensing Standards, enhancing the care we offer to children and families.

### **Enrollment**

Blessed Sacrament Child Development Center enrolls children on a first-come, first-served 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 the first week's tuition. The center is open to children from 6 weeks through Pre-K 5. Enrollment is granted without regard to a child's race, color, creed, religion, national origin, or gender, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability.

Parents can apply for enrollment by completing the Enrollment Forms and paying the registration fee. Please note that the registration fee is NON-REFUNDABLE. Bi-annual registration fees are due in August and March of each year and are utilized for consumable classroom materials and supplies.

We encourage parents to bring their children to the Center for a visit before regular attendance

begins. Your child may experience a period of adjustment, especially if it is their first time in a group setting. A parent's attitude plays a significant role in how a child feels about school, so we hope you will be positive and encouraging. The Center strives to provide each child with the best possible care and educational experience.

## Updating Enrollment Records

Prior to the beginning of each new school year, Blessed Sacrament C.D.C. conducts an audit of enrollment records. At the conclusion of this audit, families will be notified if any updates are needed. Some forms must be updated every year, including the Emergency Contact and Medical Consent form. Other records, such as physicals and immunization records, must be updated throughout the year. When visiting your child's physician for their 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.

**Additionally, if any family 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>

## Children with Special Needs

Blessed Sacrament CDC welcomes children of all abilities to our program. If your child has a qualifying disability, including a special health care need, that requires accommodations or modifications to the program, you must notify the Director prior to your child's first day. The Director will schedule a meeting with the parents, classroom teacher, and any service providers working with your child to better understand their needs. A plan of action will be developed collaboratively between the CDC, parents, and service providers, and will be revised as necessary.

The CDC will consider all requests for reasonable modifications of policies, practices, or procedures concerning childcare services and will make every effort to accommodate children with qualifying needs. All required forms must be completed and on file for all children at least one month prior to the start date.

If special accommodations are requested, the parents and the CDC must develop a reasonable and appropriate plan of action to meet the child's individual needs before the child's start date. The CDC works diligently with children and their parents to create a successful environment. However, since the nature of the Center is a group childcare program, there may be times when the CDC cannot meet all the needs of a family. Consequently, the CDC reserves the right to

discontinue services to students whose needs cannot be met in the group setting. A list of alternative programs and community resources will be provided to families who may need a different setting.

## **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 from the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations involving behavior problems and/or Incident/Accident Reports, the names of the children involved will never be disclosed to other 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, please follow this procedure.

## **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, meaning that parents and guardians are welcome to visit the Center at any time without prior notice.

We encourage parents to visit their child's classroom to observe, participate, or receive updates on their child's progress. We hold "Open Houses" each fall and spring, where parents can see what the children are working on and discuss their 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 review the Center's Licensing Inspection Report. The report may be viewed at any time and is available from the Center Director.

### **Assigned Licensing Staff:**

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

## **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. Payments are considered late if made after your scheduled day, and a \$25.00 late fee will be added to the tuition.

If you are unable to pay your childcare obligations, special arrangements may be made with the 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. If there is no effort to repay the debt, the remaining balance will be sent to a collection agency for further action.

Tuition rates may be increased annually at the beginning of each fiscal year (July 1st) or at other times of the year to cover increased expenses. Families will receive a minimum of one month's notice (30 days) of any tuition increases.

### **Discounts**

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

Blessed Sacrament also offers discounts for active duty military personnel, emergency services personnel (police and fire), and employees of the Archdiocese of San Antonio.

### **Change of Schedule**

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



## **Paid Holidays**

**Families are responsible for tuition during school closures. There are no refunds given for holidays, missed days, including 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 attends during the week or month. By paying tuition, you are reserving a space for your child in the Center and we ensure that the program is available to your child each day. Tuition is reduced by half if your child is sick and out for an entire week, provided that upon returning, parents submit a physician's authorization to return to school.

## **Late Pick-Ups and Fees**

Late pick-up refers to any time a child is picked up after 5:30 p.m., arriving late for pick-up is worrisome for both the child and our staff. **Blessed Sacrament C.D.C. closes at 5:30 p.m., Monday through Friday. Parents arriving late will be charged \$10.00 for the first five minutes, plus an additional \$2.00 per minute thereafter.**

Parents will receive a written notice from the Director stating the amount due. This fee must be paid in CASH. If the fee is not paid that day, the child will be unable to attend until the amount is paid in full.

**Call the Center when you realize you will be late.**  
**Excessive late pick-ups will result in termination of services.**

## **Vacation Days**

The Center offers one week of free tuition for children who have been enrolled in our program for one full year. This "vacation week" can be used 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 incur a \$28.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks may result in the termination of childcare services. If a family is having trouble making tuition payments, a payment plan should be discussed with the Director.

## **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 afterward, a fee of \$200 must be paid for 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, please notify the Director at least 30 days prior to an extended absence.

## Child Care Services Subsidies

Blessed Sacrament C.D.C. accepts childcare 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 1st 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 maintain enrollment at Blessed Sacrament C.D.C. Additionally, parents of subsidized children are required to sign a tuition agreement, agreeing to be personally responsible for the payment of tuition in the event they become ineligible to receive childcare subsidies.

## Parent Contact

It is the responsibility of parents to notify the Center of any changes in marital status, address, and home, work, or cell phone 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 that can be completed without staff assistance. Please place the form in the designated box. **Alternatively, you may submit any changes 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 effective communication with parents, each class posts a copy of their monthly curriculum and events calendar, as well as notes about special projects, events, or field trips, on Parent Information Boards located in or near each classroom and on our communication app, ClassDojo. We encourage parents to check the Parent Information Board and the communication app daily.

We also ask that parents speak with their child's teacher daily to briefly discuss their child's day and general progress in our program. Please communicate frequently with your child's teacher and inform them of any changes in your home or family life that may affect your child.

It's important to ask your child how their day went, what they did, and what they enjoyed. Ongoing communication with your child's teacher is vital for understanding their development. Parent-teacher conferences will also be scheduled at 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 keep you informed about your child and program information. We rely on you to stay updated by checking ClassDojo and emails from our program, reviewing your child's cubby/backpack, and reading classroom documentation and information from the teachers. Please let us know if you would like any additional information.

We ask that you refrain from discussing lengthy concerns with your child's teacher during drop-off or pick-up times, as this can distract from the care of other children in the classroom. Conferences are offered twice a year and can be requested at any time. This is an opportunity to discuss your child's progress, how the program meets their needs, and their development in relation to adults and peers. We will highlight your child's strengths, address any areas of concern, and discuss potential areas for growth.

The dialogue between teachers and parents/families is essential for supporting the child's growth and development. The teacher's comments are intended to be constructive and not a judgment of the child or their family.

## Assessments

Teachers conduct two assessments per year on each child using the Texas School Ready (TSR) Developmental Milestones Checklist and the CIRCLE Progress Monitoring System. These systems are designed to help teachers observe, document, and quickly assess a child's progress in specific skill areas. They also assist providers in addressing any developmental concerns they observe in the children in their care.

The assessment results guide teachers in focusing lesson plans that target each student's least developed skills, both individually and in groups. This approach ensures that each child receives the support they need to grow and thrive.

## Family Participation

Family participation is vital to the success of our program and your child's development.

Opportunities for parent involvement include:

- **Parent and Teacher Conferences**
- **Class Parties and Holiday Celebrations**
- **Special Events** (e.g., Grandparents Day, Mother's Day, Father's Day Breakfast, Halloween Trunk-or-Treat, Thanksgiving Luncheon, Christmas Program, Graduation)
- **Annual Fundraisers and Food & Clothing Drives**

We encourage you to participate in these activities to strengthen our community and support your child's growth!

## Accommodations for Families

- Parents have the right to be informed of all Blessed Sacrament policies and procedures in a language that is 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 do our best to meet your needs.
- If specific therapies are needed during the day while your child is in our care, we will provide space to accommodate those sessions.

## Evaluation of the Program

Families will be asked annually to evaluate the program's effectiveness in meeting their needs. Please take the time to complete the evaluation, as your input is crucial in helping us make improvements. Thank you for your valuable feedback!

## Cell Phones and Electric Devices

To promote effective communication between teachers and parents and to enhance your interaction with your child, we kindly ask that parents refrain from using cell phones or electronic devices while at the Center.

**Blessed Sacrament Child Development Center is a CELL FREE ZONE!  
Thank you for your cooperation!**

## Authorization Release of Children

All children are required by state law and Center policy to check in and out daily. Please use the time clock to check your child in and out each day, in addition to signing them in and out with their teacher in the classroom. Our time cards are updated every two weeks.

Your child will only be released to you, the parent(s) or guardian(s), unless written documentation is on file authorizing someone else to pick them up. You may also notify the Front Office with a written note on the day someone new is picking up your child. The Front Office will verify the identity of anyone unfamiliar to the staff to ensure they are authorized by a parent or guardian. For authorized individuals other than parents, a proper photo ID must be presented to our Front Office staff. If there are any legal custody questions, the necessary documents must be on file.

## Parking Lot and Car Safety

The person(s) bringing a child to or taking a child from the Center must be aware of our Center and Parking Lot Policies. Parents are required to park only in designated parking areas when visiting 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 exit, and parking in front of the Center along the red-marked Fire Lane on Sharon Drive is prohibited.

Please never leave a child unattended in a vehicle; this is a serious and potentially dangerous mistake.

**Buckle Up!** State laws mandate that children must always be seated and secured in car seats. Your child must be in an approved car or booster seat until they are 4'9" tall or 8 years of age.

Do not leave your vehicle unattended with the engine running and unlocked. Blessed Sacramento C.D.C. is not responsible for stolen property. Thank you for your cooperation!

## **Front Door Safety**

Parents are required to follow all safety procedures at all times. Please be mindful of Blessed Sacramento C.D.C.'s entrance procedures and keep the front door code confidential. While we appreciate politeness, please do not hold the door open for individuals following you, as they may not be authorized to enter the premises.

Stay alert and report any breaches to the Center Director immediately. Your vigilance helps ensure the safety of everyone at our Center. Thank you for your cooperation!

## **Court Orders Affecting Enrolled Children**

In cases where an enrolled child is subject to a court order (such as a Custody Order, Restraining Order, or Protection from Abuse Order), the Center must receive a certified copy of the order and all amendments. The Center will strictly adhere to the court's directives.

In the absence of a court order on file, both parents will have equal access to their child as provided by law. The Center cannot limit one parent's access at the request of the other parent without a court order. If a situation arises where one parent wishes to restrict the other's access, we recommend that the parent keep the child with them until a court order is obtained.

If conflicting court orders are presented, the most recently dated order will be followed. Blessed Sacramento C.D.C. staff will contact the San Antonio Police Department if a conflict arises. Thank you for your understanding.

## **Mandated Child Abuse and Neglect Reporting**

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 Sacrament 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 Sacrament 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**

At Blessed Sacrament C.D.C., children engage in a variety of enriching experiences, including art, music, dramatic play, language enrichment, religion, field trips, and guest speakers, alongside traditional academic content. Our center incorporates a mix of Creative Curriculum, an in-house designed curriculum, and CIRCLE Training, all aimed at fostering skills that encourage self-assurance and problem-solving capabilities. Children actively participate in their learning through hands-on activities that reflect their daily lives. As they grow older, they engage more in teacher-directed activities, with learning materials becoming increasingly in-depth.

We provide age-appropriate educational materials for all children, from toddlers to Pre-K. These include stories, projects, songs, games, and activities tailored to young learners, emphasizing interactivity, hands-on engagement, and fun. It's essential to recognize that the process of creating a project is often more valuable than the final result. Research shows that young children learn best through play, and our curriculum reflects this philosophy.

Our program is led by well-qualified teachers who emphasize the growth of the whole child. As children develop, the classroom schedule and learning environment become more complex. Activities are organized into age-appropriate units, introducing concepts in language, social and emotional development, math, and science. These themed units provide opportunities for sharing, exploration, interaction, and learning responsibility. The daily schedule and monthly lesson plans are posted on each classroom's Parent Information Board and available via the ClassDojo App.

As we begin each new school year, it is important to remember that children will not be admitted after 9:00 a.m. unless they have a doctor's note. Late arrivals can disrupt the learning process for both the individual child and their classmates. Thank you for your cooperation and support in ensuring that every child receives the best educational experience possible.

## Infant, Infant Toddler, and Two Year Old Program

### Infant, Toddler, and Two-Year-Old Room Guidelines

- **Supplies:** Parents must provide diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and a nap mat. Please label all items with your child's name.
- **Monthly Schedule:** All infants must have a schedule filled out and returned each month, noting any necessary changes.
- **Breast Milk:** Breast milk should be brought in ready-to-use containers. For health reasons, we cannot store bags of frozen milk for extended periods; any frozen milk will be discarded after one week.
- **Feeding:** If you are breastfeeding, please coordinate with your child's teacher regarding when your child should be fed breast milk and when you would like to come in for feedings.
- **New Foods:** We recommend trying new foods at home first to monitor for any allergic reactions. Please inform your child's teachers on the daily charts of any new foods your child has tried.
- **Diaper Replenishment:** Diapers and pull-ups will need regular replenishment. The Daily Report provided by your child's teacher will indicate what supplies are needed.
- **Sibling Drop-Off/Pick-Up:** We ask that older siblings be taken to their class first in the morning and picked up after the infant in the afternoon. This helps minimize potential harm to toddlers who are playing on the floor.

## Breastfeeding Policy

Blessed Sacrament C.D.C. recognizes that breastfeeding is the ideal form of infant nutrition, offering numerous health benefits for both infants and mothers. To support breastfeeding mothers, we adhere to the following policy:

- **Private Space:** Breastfeeding mothers will be provided with a private and sanitary area to breastfeed or express milk.
- **Storage Facilities:** We offer refrigerator and freezer space for the storage of expressed breast milk.
- **Communication:** Teachers will keep mothers informed about their infant's changing schedule (feeding, napping, etc.) to help them adjust their schedules for pumping and/or visiting to feed their infants.
- **Sustainable Feeding Plans:** We will collaborate with each family to develop a sustainable feeding plan, including feeding infants on demand as hunger cues are observed and coordinating the last feeding of the day to accommodate the mother's needs.
- **Educational Resources:** Breastfeeding education and support resources from 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 collaborate with families when a child shows signs of readiness for toilet training. Before beginning the toilet training process at school, we will arrange a meeting with your child's teacher to discuss your child's readiness and develop a mutual plan of action. This collaborative approach helps ensure your child's success during this important transition.

## **Pre-K 3 Program**

To enroll in the Blessed Sacrament C.D.C. Pre-K 3 program, students must meet the following criteria:

- Be at least 3 years old upon entry.
- Be fully toilet trained and wearing underwear.
- Be able to flush the toilet and practice good hygiene.
- Be capable of feeding themselves.
- Be able to communicate verbally.

## **Pre-Kindergarten Program**

The pre-kindergarten classes hold their graduation ceremony at the end of May. Children who turn 5 years old before the State-mandated September 1 cut-off date are eligible to graduate. Those whose birthdays fall after this date may remain at the Center and repeat the pre-k program for another year.

Parents have the right to enroll their child in any kindergarten of their choice. If you wish to continue in our Kindergarten Program at Blessed Sacrament School, we recommend placing your child on their waiting list one year in advance. For more information, please contact the School Office at (210) 824-3381.

## **ARRIVAL AND DEPARTURE**

### **Arrival**

Parents with children ages 6 weeks to 18 months are required to accompany their child into the Center and their child's classroom. We encourage parents to have a brief conversation with the teacher about their child's temperament for the day, sleep patterns from the night before, and whether they have eaten breakfast.

For children ages 18 months and older, please drop them off at the front office, where they will be escorted to their classroom by staff. When picking up your child, ring the doorbell, and a staff member will bring your child to you.

It's common for children to experience difficulty when separating from their parent(s). Here are some tips for a smoother drop-off:

- **Establish a Routine:** Create a consistent drop-off routine, whether it's a special kiss and hug or helping your child put their things away. Predictability can reduce stress for both you and your child.
- **Separate Once:** Try to avoid returning to the classroom after saying goodbye, as repeated separations can increase anxiety. Remember, the moment of separation can be the most challenging for your child.
- **Be Reliable:** Return when you promise to. Children who are picked up later than expected may struggle more with separations. Use clear time references your child can understand, such as "I'll be back after snack time" or "I'll see you before nap time."

## Departure

Blessed Sacrament C.D.C. closes at 5:30 p.m., Monday through Friday. If you anticipate being late to pick up your child, please provide us with as much notice as possible. Note that a late fee will apply for pickups after 5:30 p.m.

If someone unfamiliar is picking up your child, it is essential to inform your child's teacher and the Director in advance. This individual must be listed as an authorized person on the Emergency Contact and Parent Consent Form. Please remind them to bring identification, such as a driver's license, as staff may need to verify their identity for your child's safety. Even if they have picked up before, identification may still be required if the teacher in charge does not recognize them.

Be sure to say goodbye 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 ensure your child does not run ahead of you, both inside and outside the building.

If parents do not arrive on time, staff members will first attempt to contact the parents using all phone numbers listed on the Emergency Contact and Medical Consent Form. If parents cannot be reached, staff will contact all emergency contacts. If necessary, the Director or person in charge will be notified, and they will contact the San Antonio Police Department.

## Signing Children In and Out

Children must be signed in upon arrival and signed out when leaving. Please use the Procure QR code located in the front office to complete this process. Each parent, guardian, or authorized pick-up person is assigned a unique four-digit PIN. For security reasons, please do not share your PIN with others.

## **Attendance and Cancellations**

Regular attendance is strongly encouraged for the benefit of both the child and the classroom. If your child will be absent or has a doctor's appointment, please call the center by 9:00 a.m. so the teacher can adjust lesson plans accordingly.

For absences exceeding 2-3 days, please notify the center and provide the expected date of return. If a child is absent for two weeks or more without notification, enrollment will be terminated.

If you need to withdraw your child, please submit a written notice of your exit date to the office at least two weeks prior to your child's last day of care. If notification is not received, parents remain responsible for all tuition and fees, even if the child is not attending.

## **Daily Schedule and Activities**

The classroom teachers collaborate to create a daily schedule and plan activities that align with each child's developmental abilities and needs. The schedule balances active and quiet times, large and small group activities, individual tasks, and various physical activities. It includes indoor and outdoor play, as well as time for both self-selection and teacher-directed activities.

Consistency from day to day is crucial for the children's overall well-being and the classroom environment. Children thrive on routine! We will maintain structured routines for arrivals and departures, meals and snacks, rest or nap times, personal care routines such as diapering and hand washing, and transitions throughout the day.

## **Free Play**

"Free-play" (also known as child-initiated activities, free choice, or self-selection) is an essential part of our morning and afternoon schedule. During free-play, teachers actively engage with the children by asking questions about their activities, participating in their pretend play, reading books when prompted, and encouraging them to explore new activities or toys.

This time allows children to grow socially and cognitively by developing relationships and fostering creativity. Free-play provides valuable opportunities for exploration and self-expression, contributing to each child's overall development.

## **Outdoor Play and Physical Activity**

Outdoor play is an integral part of our daily schedule, included in both the morning and afternoon routines. While the outdoor environment offers less structure, staff members actively engage with children in activities prompted by their interests.

Outdoor play provides children with the chance to run, jump, climb, and explore their physical abilities in ways that might be unsafe indoors. It also fosters significant social interaction, as children engage in more child-directed play and can choose their friends and interactions. We

aim to go outside year-round, including winter, and will only keep children indoors during extreme weather conditions.

Parents are encouraged to send their children in appropriate clothing and outerwear for the weather. Please label all clothing items with your child's name. If you have questions about suitable weather attire, feel free to ask your child's teacher.

## **Technology and Screen Time**

While we emphasize a hands-on, experiential approach to learning that fosters imagination, we may incorporate technology, such as tablets and computers, occasionally to enhance the curriculum. Please note that screen time is strictly prohibited for children under two years of age.

## **Nap and Rest Time**

The Texas Department of Family Services mandates that all children be provided with a regularly scheduled nap or resting period. While children will not be forced to sleep, they may be encouraged to lie quietly for a designated time.

Children should bring a kinder mat and blanket for nap/rest time. Stuffed animals are not permitted. These items will be stored in your child's cubby, so please consider the limited storage space when selecting items. All items must be clearly labeled with your child's name.

## **Weapons and Violent Play**

At Blessed Sacrament C.D.C., we have a strict no weapon play policy. Children are not permitted to play with any weapons, regardless of type or size, nor are they allowed to pretend that other items—such as fingers, hands, or blocks—are weapons.

When a child engages in weapon or violent play, staff will use redirection to guide them toward more appropriate activities. We also minimize competitive behavior within our programs, as competition can lead to negative behavior and hinder acceptance among peers.

Bullying is unacceptable, and we are committed to helping children find positive ways to interact with one another.

## **Daily Reports**

Daily reports are provided for children in our Infant and Infant Toddler classes. The Daily Report will include:

- Observations regarding the child's general well-being
- Details about feedings
- Diaper or pull-up changes
- Any unusual health, behavior, or appearance noted

- Requests for diapers, pull-ups, ointment, or other needed items

These reports ensure clear communication about your child's day and needs.

## Supplies

To ensure the best care at Blessed Sacrament Child Development Center, it is essential that children arrive with all necessary supplies. We cannot accept any child who does not have the appropriate supplies for the day, and borrowing from other children is not permitted. If a child arrives without the required supplies, parents will be asked to leave with their child and will not be allowed to return until all supplies are provided. Please note that there will be no credits or discounts for days missed due to failure to bring supplies.

### Required Supplies Include, But Are Not Limited To:

- Diapers and wipes
- Extra change of clothes and shoes
- Formula and baby food
- Bottles

## Procedures for Responding to Challenging Behavior

At Blessed Sacrament Child Development Center, we believe that children thrive on positive support and guidance rather than punishment. Every adult caring for children has the responsibility to guide, correct, and help socialize them toward appropriate behaviors.

Our discipline guidelines are designed to foster positive behavior through a thoughtfully planned environment that offers a variety of engaging activities. Our methods include:

- **Reinforcement:** Using verbal encouragement, smiles, and positive attention to acknowledge appropriate behavior.
- **Conflict Resolution:** Providing positively stated alternatives when conflicts arise, which promotes self-control and responsibility.

By focusing on these approaches, we help children make thoughtful choices and develop essential social skills.

## Reasons for Inappropriate Behavior

When caregivers understand the reasons behind children's misbehavior, they can more effectively reduce challenging behaviors. Here are some common reasons why children may misbehave:

- **Testing Boundaries:** Children often want to see if caregivers will consistently enforce rules.

- **Conflicting Expectations:** There may be different sets of expectations between school and home, leading to confusion.
- **Lack of Understanding:** A child might not fully grasp the rules or may be held to expectations that exceed their developmental abilities.
- **Desire for Independence:** Children may act out as a way to assert themselves and their independence.
- **Basic Needs:** Feelings of illness, boredom, hunger, or tiredness can also contribute to misbehavior.

## Preventing Inappropriate Behavior

While it's impossible to completely eliminate inappropriate behavior, we can take positive steps to minimize it. Here are some strategies we implement:

- **Set Clear, Consistent Rules:** Establish rules such as “walking feet,” “gentle touches,” and “we don’t do that at school.”
- **Ensure a Safe Environment:** Create a worry-free space that allows children to explore without hazards.
- **Show Interest in Activities:** Engage with children during their activities to keep their interest for longer periods.
- **Encourage Self-Control and Independence:** Provide meaningful choices, such as “You may go to the art center or the blocks center.”
- **Focus on Desired Behaviors:** Reinforce positive actions by saying, “Sidney, please use gentle touches with your friends.”
- **Build Positive Self-Images:** Help children see themselves as trustworthy, responsible, and cooperative.
- **Give Clear Directions:** Offer instructions one at a time for better understanding.
- **Say “Yes” Whenever Possible:** Foster a positive atmosphere by agreeing when feasible.
- **Recognize Positive Behavior:** Acknowledge and praise children for doing things right, e.g., “David is playing so nicely. I like it when you keep the blocks on the table.”
- **Encourage Frequently:** Provide generous encouragement to build confidence.
- **Set a Good Example:** Model appropriate behavior, such as using a quiet voice when children need to be quiet.
- **Help Children Understand Impact:** Assist children in recognizing how their actions affect others.

## Strategies for Addressing Misbehavior

When inappropriate behavior occurs, Blessed Sacrament CDC staff employs the following strategies tailored to each child and situation:

- **Redirection:** Encourage children to switch to a different activity to redirect their focus. For example, “Stephan, let’s water the flowers now. Liam can have a turn with the ball.”

- **Logical Consequences:** Connect specific misbehaviors with structured consequences. For instance, “Andrew, standing on your chair can be dangerous. If you fall, you might get hurt and feel sad.”
- **Participate in the Solution:** If a child causes damage or distress, involve them in fixing or alleviating the situation. For example, helping to clean up a mess they made or comforting a peer they upset.
- **Natural Consequences:** Allow children to experience the natural outcomes of their actions when safe to do so. For instance, if playdough is left uncovered, it dries out and becomes unusable.
- **Taking a Break:** Guide children to take a break when overwhelmed or exhibiting violent behavior. This gives them time to calm down, regain control, and reflect. For example, “Sidney, hitting your friends is not okay. Please take a break, and we’ll talk when you’re ready.”

If these strategies do not effectively address the behavior:

1. **Teacher Report:** Teachers will document the behavior and strategies attempted, reporting to the Director.
2. **Observation and Plan Development:** The Director will observe and collaborate with the teacher to develop a behavior management plan.
3. **Parent Involvement:** The behavior management plan will be discussed with the parents and implemented.
4. **Evaluation and Further Action:** The Director, teachers, and parents will evaluate the plan’s effectiveness. If necessary, consultations and referrals may be pursued.

**Note:** If a child’s behavior poses a threat to themselves, others, or staff, temporary removal from the classroom or program may be necessary.

## Biting Policy

Biting is a behavior commonly seen in children aged one to three years. While it may be age-appropriate, it is unacceptable in a childcare environment. Children may bite for various reasons, including teething, sensory exploration, imitation, crowding, seeking attention, frustration, or stress. It’s important not to blame children, parents, or teachers for this behavior.

### Process for Addressing Biting:

1. **Immediate Response:** The child who bites will be stopped firmly with, “Stop biting. Biting hurts.” They will then be removed from the situation. Minimal attention will be given to the biting child to avoid reinforcing the behavior.
2. **First Aid:** The child who was bitten will receive appropriate first aid. This includes washing the bite with soap and water, applying a cold compress for pain relief, and using a bandage if necessary.

## Identifying Triggers:

When biting occurs, it's crucial to explore the underlying reasons. Teachers will collaborate with parents to gather information and observe the child's behavior. Possible triggers may include:

- Communication deficits
- Transitions
- Hunger
- Lack of sleep
- Need for oral stimulation
- Teething pain

## Steps for Prevention and Replacement:

1. **Context Examination:** Teachers will analyze the context of the biting incident to identify patterns, asking questions like:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little to do or excessive waiting?
  - Was the child receiving adequate attention and care?
2. **Environmental Adjustments:** Necessary changes will be made to the environment, routines, or activities.
3. **Conflict Resolution:** Teachers will help the biting child learn to express frustrations and resolve conflicts appropriately.
4. **Behavior Observation:** Continuous observation will help identify when and why biting is likely to occur.
5. **Prevention for Potential Victims:** Special efforts will be made to protect children who are likely to be bitten.
6. **Regular Meetings:** Teachers, parents, and the Director will meet regularly to evaluate and adjust the action plan.
7. **Additional Resources:** If biting persists, closer observation of the group will occur, and parents may seek additional resources to support the child.

## When Biting is Excessive

1. **Immediate Pickup:** If a child bites twice in one day, they will need to be picked up for the remainder of the day.
2. **Behavior Conference:** If a child has three biting incidents within a one-week period, a conference will be held with the parents to discuss the behavior and explore modification strategies. Our goal is to guide and support your child in preventing biting.



3. **Suspension:** Should the child bite three times again within another week, they will be suspended for three business days. Please note that tuition remains due during this time.
4. **Alternative Arrangements:** If biting continues, parents may be asked to seek alternative childcare arrangements.

If biting persists and creates significant stress for other children or the environment, it may lead to termination of childcare services. This decision is a last resort, and we prefer to work together for a solution.

**Confidentiality:** All information regarding biting incidents is confidential. Names of children involved will not be shared between parents. Each incident is documented on an Incident/Accident Report, which is completed and signed by a teacher and parent. A copy is provided to the parent, while the original is kept in the child's permanent enrollment file.

## Separation Policy

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

- **Non-Payment:** Failure to pay tuition fees.
- **Late Pick-Ups:** Excessive late pick-ups.
- **Policy Compliance:** Lack of compliance with school policies.
- **Inappropriate Behavior:** Exhibiting inappropriate verbal outbursts or arguments.
- **Adjustment Issues:** If, after a series of conferences between the parent(s) and the Director, a child is unable to adjust to the daily routine and is causing disruptive or damaging behavior (e.g., biting, hitting, tantrums), the child may be asked to leave.
- **Parental Cooperation:** Lack of parental cooperation.
- **Meeting Needs:** Our inability to meet the child's needs.
- **Adjustment Period:** Failure of the child to adjust to the center after a reasonable amount of time.

This policy is implemented without regard to race, sex, creed, color, or religion, ensuring a safe and comfortable atmosphere for all children to grow and develop. We reserve the right to provide verbal notice of immediate termination in extreme circumstances that affect the well-being of staff or other children in the classroom.

## Extra Curriculum Instruction

For an additional fee, Blessed Sacrament C.D.C. offers the Bricks, Bytes, and Bots STEM program for children ages three and up. For pricing details and additional information, please contact the Office.

## Field Trips and Transportation

Children in our Pre-K 4 Program have the opportunity to participate in field trips away from Blessed Sacrament C.D.C. These excursions encourage a broad awareness of the outside world and help develop self-assurance, allowing children to learn and experience new things firsthand.

Field trip destinations include:

- San Antonio Zoo
- San Antonio DoSeum
- Morgan's Wonderland
- The Planetarium
- San Antonio Aquarium
- Kiddie Park

Transportation is provided by the Center's bus, equipped with appropriate safety belts. Only specially trained staff are authorized to drive the vehicle. Please note that under state licensing rules, no children under four years of age are permitted on 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 the loss or damage of personal toys or other items. Chewing gum, candy, and other snack treats are not permitted in the Center. However, books are always welcome!

## Health and Safety Policies

The health and safety of young children is our first priority at Blessed Sacrament C.D.C. Upon enrollment, 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 will not be permitted into the Center. It is the parent's responsibility to keep their children current on all immunization shots. Additionally, all children turning four must have a vision and hearing screening.

### What is the Center's Wellness Policy?

Adults and children are expected to be in good health and able to participate in the planned daily activities. Our teachers conduct a health check prior to accepting your child and will not allow a sick child to stay at school. **Children must be symptom- and fever-free without the use of fever-reducing medication for 24 hours to attend school.**

To reduce the spread of illness, please keep your child home if they have continuous non-clear nasal discharge, unexplained rash (including in or around the mouth), sore throat, vomiting, stomachache, earache, strong cough, lethargy, or fever over 100.4° without medication.

### **What happens when a child is injured or becomes ill at school?**

If a child is injured or becomes ill at the Center, we will contact the parent or guardian immediately. If the Center cannot reach the parent or guardian after several attempts, we will call the emergency numbers listed on the enrollment forms. **The child must be picked up within one hour of initial contact.**

**Please keep emergency information, contacts, and contact numbers current. Inform the school of where you may be reached if you will not be in your usual place.**

### **What should I do if my child has a communicable disease?**

Please inform the Center promptly if you suspect that your child has contracted a communicable disease (e.g., influenza, COVID-19, strep throat, conjunctivitis (pink-eye), head lice, hand, foot, and mouth disease, scarlet fever, RSV, impetigo, etc.). Families will be notified of possible exposure, and all reports are strictly confidential.

### **What should I do if my child has allergies?**

Please make sure the staff are aware of all allergies and that an “Allergy Action Plan” is filled out with all the necessary information and/or medication.

### **What should I do if my child needs medication?**

The CDC will not dispense any type of over-the-counter medication to the children in our care. Only medications that are prescribed by a doctor will be distributed with the proper authorization form filled out.

- Families are required to provide a completed and signed Parent Consent Medication Form.
- Medications must be in the original container with the pharmacy label attached and the child’s full name, directions, frequency, dosage, and expiration date.
- Staff will record each dose administered with the date, time, dosage, and signature.
- All non-refrigerated medications will be stored in the locked first-aid cabinet in the front office, and all medications requiring refrigeration will be stored in the kitchen.
- All staff will be instructed by the parent/guardian to administer the medication in accordance with the dosage and directions provided by the child’s physician. Additional medication administration training will be provided by the center Director.
- Epi-pens will be stored either in the front office or the classroom’s locked first-aid cabinet.
- Metered-dose inhalers and non-refrigerated nebulizer medications, along with any chamber mask, nebulizer machine, tubing, or other pediatric devices needed for the administration of an inhaler or nebulizer treatment, will be stored in the front office.

## 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. Our menus are designed to include well-balanced meals that support healthy, active children and meet the Dietary Guidelines established by the USDA. Menus are available in the foyer.

**Breakfast** is served from 8:00 a.m. to 9:00 a.m. To ensure your child receives breakfast, please have them in the classroom by 8:55 a.m. **Lunch** is usually a hot meal served at 11:00 a.m., and we also provide an afternoon snack at 3:00 p.m. Please note that children may not bring outside food into the building. Milk, fresh fruit, and vegetables will be provided for any child bringing lunch from home. A copy of the current 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 clearly written on them. These lunches will be refrigerated and heated if necessary. Families should provide a beverage and a lunch that follows USDA nutrition requirements. Preschool staff may supplement lunches that do not meet these standards.

For more information on healthy eating, visit [choosemyplate.gov](http://choosemyplate.gov), which illustrates the five food groups using a colorful place setting. Here are some additional 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.**

## Special Diets

If a child requires a therapeutic or special diet, a written letter from a pediatrician or nutritionist must accompany the enrollment forms, stating the medical reason for not being able to eat our school meals.

## Parties and Special Occasions

If your child is celebrating 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 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 they understand the emergency procedures should the child have an allergic reaction. All allergic reactions will be documented using 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 your child's daily activities. It should be washable and able to withstand vigorous play and art project materials, such as paint, glue, and shaving cream. 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, sandals, boots, or floppy/slip-on shoes to the Center, as these can lead to stumbling or tripping over carpeting inside or on playground equipment, pebbles, or mulch outside.** Children are required to wear rubber-soled tennis shoes or sneakers, as these are best for playground activities.

Additionally, please ensure that two spare sets of clothes are kept in your child's cubby at all times. This should include shirts, pants, underwear, socks, and a pair of shoes in case of spills or accidents.

## **EMERGENCY PROCEDURES**

### **Emergency Medical Procedures**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both parents and individuals authorized to pick up the child in the event of illness or emergency. Additionally, the form allows staff members to seek emergency medical or dental care from authorized providers in the event of a serious injury. **It is the responsibility of the parent to complete this form and to make corrections 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 will 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 a description of the incident. Follow instructions as provided by the operator.**
- A staff member who witnessed the emergency 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 child 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 promptly removed from the area.

**\*\*\*TORNADO AND SEVERE WEATHER 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 defined as someone displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from drugs or alcohol. This definition also includes individuals who are 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/GUARDIAN:**

- The Director or person in charge and the teacher will speak with the intoxicated person 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.
- If the parent/guardian refuses, the Director or Person in Charge will inform them that: **“We cannot stop you from leaving with this child, but we are very concerned about your safety and the safety of the child. If you leave with this child we will call 911 immediately and tell them that we believe you are impaired and unable to operate a vehicle in a safe manner and that you have a child passenger in your car.”**

## **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**.

## Community Resources

### Alamo Area Council of Government (AACOG)

(210) 362-5200

- Weatherization Program
- Disability Services
- Senior Services

### Any Baby Can

(210) 227-0170

- Family Support Groups
- Prescription Assistance

### Bexar County,

#### Department of Community Resources

(210) 335-3666

- Utility Assistance
- Veterans Services
- Community Health

### Bexar County Family Justice Center

(210) 631-0100

- Domestic Violence Support
- Legal Assistance

### Café College

(210) 207-4528

- Free Assistance with College Admission
- Financial Aid Support
- Test Preparations

### Catholic Charities

(210) 222-1294

- Utility Assistance
- Immigration and Refugee Services
- Counseling Services

### Christian Assistance Ministry (CAM)

(210) 223-6648

- Utility and Rental Assistance
- Limited Transportation Assistance
- Food and Clothing Assistance

### City of San Antonio Baby Café

(210) 207-8876

- Breastfeeding and Pregnant Mothers Support

### City of San Antonio Child Care Services (CCS)

(210) 230-6300

- Subsidized Child Care

### City of San Antonio

#### Financial Assistance Division

(210) 207-7830

- Utility Assistance
- Plumbers to People Program

### City of San Antonio

#### Financial Empowerment Center

(210) 431-4425

(210) 352-7087

- Financial Counseling and Resources

### City of San Antonio

#### Green and Healthy Homes

(210) 207-4444

- Lead and Risk Home Assessment
- Lead Hazard Control Work to Home
- Home Remediation of Asthma Triggers

### City of San Antonio

#### Neighborhood & Housing Services

(210) 207-5910

- Home Buying and Housing Rights
- Housing Relation Discrimination
- Home Foreclosure Intervention

### City of San Antonio

#### Ready to Work Program

(210) 207-8080

- Job Training Program

**City of San Antonio**  
**Training for Job Success**  
(210) 207-5929  
- Education Assistance

**Family Violence Prevention Services Inc.**  
**Women and Children's Center**  
(210) 733-8810  
- Crisis Hotline  
(210) 930-3669  
- Counseling, Legal, and Transitional  
Housing Assistance

**Goodwill Industries**  
(210) 924-8581  
- Job Training  
- Education Assistance

**Haven for Hope**  
(210) 220-2100  
- Shelter Assistance  
- Case Management Services

**Housing Authority of Bexar County**  
(210) 225-0071  
- Section 8 Housing Voucher Program

**Planned Parenthood**  
(210) 736-2262  
- Health Care Services

**Project Quest**  
(210) 630-4690  
- Educational Opportunities

**Rape Crisis Center**  
(210) 521-7273  
- Counseling for Victims of Sexual Assault

**Roy Mass Youth Alternatives**  
(210) 340-7971  
- Child and Family Counseling  
- Parent Education

**San Antonio Food Bank**  
(210) 337-3663  
- Food Pantry  
- Food Stamps, TANF, CHIP, WIC

**San Antonio Metro Health**  
(210) 207-8750  
- Immunizations

**Society of St. Vincent de Paul**  
(210) 225-7837  
- Food and Clothing Assistance  
- Rental and Utility Assistance  
- Furniture and Appliances

**Texas Abuse Hotline**  
1-800-252-5400  
- Abuse, neglect, and exploitation of  
children, adults with disabilities, or  
people who are elderly (65 years +)

**Texas Attorney General**  
(210) 472-2185 – West Office  
(210) 333-6011 – South Office  
- Child Support  
- Family Initiatives

**United Way of San Antonio Helpline**  
2-1-1  
- Hotline for connection to community  
resources

**Workforce Solutions**  
(210) 272-3260  
- Job Training  
- Career Counseling  
- Job Development and Placement Assistance

**WIC**  
(210) 207-4906  
- Food Benefits  
- Nutrition Education  
- Counseling  
- Breastfeeding Support