



**Family Handbook  
2017-2018 School Year**

7801 Bay Branch Drive  
The Woodlands, TX 77382  
832-381-2093  
Fax 281-296-7238

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## A Foundation . . . Nurtured by Faith

Dear Little Saints Families,

We take great pride and pleasure in welcoming you to our school community. We provide a developmentally appropriate education for your child in a loving, Catholic environment. We respect you as parents as the primary nurturers and teachers of your children. Our program supports and expands on that foundation.

As we begin our 11<sup>th</sup> year, we are excited about what God has in store. We are blessed to work in partnership with you to bring our theme of “**JOY – Jesus Others You**” to life. This theme will serve as our guide in interacting and working with all as we spread the love of Christ. May God’s blessings be with you always.

Sincerely in Christ,  
*Rev. Tom Rafferty*  
Pastor

Denise Hunter  
Coordinator  
of Little Saints

Renee’ B. Nunez  
Director of  
Education

## STAFF

### Administrative Staff

Denise Hunter – Little Saints Coordinator

[dhunter@staoptw.org](mailto:dhunter@staoptw.org)

832-482-4111

Lillie Harwood, Administrative Assistant

[lharwood@staoptw.org](mailto:lharwood@staoptw.org)

832-381-2093

### Teaching Staff

Elisa Aguilera – Floater

Katherine Bauer- Two Year Old Assistant Teacher

Lauren Bella – Four Year Old Lead Teacher

Wendy Brandt – Three Year Old Co-Teacher

Lisa Flores – Toddler/Young Two Old Teacher

Jessica Garcia – Transition Assistant Teacher

Ann Marie Glinka – Four Year Old Lead Teacher

Michelle Greif – Motor Lead Teacher

Jeanine Incavo – Three Year Old Lead Teacher; Four Year Old Assistant Teacher

Mary Jakusik – Transition Lead Teacher

Margaret Jumonville – Motor Assistant Teacher

Lisa Laughlin – Four Year Old Lead Teacher; Toddler/Young Two Assistant Teacher

Jeannette Lemieux – Three Year Old Lead Teacher

Denise Oppenheimer – Four Year Old Assistant Teacher

Keri Willems – Motor Assistant Teacher

Mari Rhinehart – Three Year Old Assistant Teacher

Tory Rollins – Two Year Old Lead Teacher

Thelma Sanchez – Four Year Old Assistant Teacher; Three Year Old Assistant Teacher

Jana Stebel – Three Year Old Co-Teacher; Three Year Old Assistant Teacher

Mary Wagh – Chapel Teacher

# GOALS

Our goals for each child that attends Little Saints are:

- **Spiritual**

To develop a knowledge of God's creation

To learn about God

To begin to understand how God loves us

- **Social-Emotional**

To experience a sense of positive self-esteem

To exhibit a positive attitude in his/her actions

To demonstrate cooperative behavior

To acquire self-help skills

To develop a positive attitude toward learning

- **Physical**

To promote the development of gross motor skills

To promote the development of fine motor skills

To enhance the development of eye-hand coordination

To learn to use all senses in learning

- **Cognitive**

To acquire learning and problem-solving skills

To enhance logical thinking skills

To begin to acquire an understanding of the world

To expand the imagination through creative play, art, and music

To expand verbal communication skills



## Parent Support Team

All parents with children enrolled in Little Saints are considered members of the PST with no dues or fees. The PST helps with parent volunteers, teacher luncheons, newsletters, fund raising and PST meetings. PST meetings are open to all.



## CLASS RATIOS (CHILDREN: TEACHERS)

Our ratios are significantly lower than those required by State licensing and we reserve the right to raise class sizes as needed for the good of the school and community.

Toddlers	12:2
Twos	12:2
Threes	14:2(should be potty trained)
Fours	16:2(MUST be potty trained)
Transition	16:2

## ADMISSION

### **Age**

Children will be placed in classes based on their age as of September 1<sup>st</sup> of the current school year. Children will remain in that class for the school year. September 1 is the age cut-off by law for public school placement, which is our guideline.

### **Registration**

Pre-registration for currently enrolled Little Saints families takes place in January. Next priority will be given to families with children currently enrolled at St. Anthony of Padua Catholic School. Open public registration will take place after the deadline for currently enrolled families. Once a class is full, a waiting list will be maintained for families interested in enrollment when a space becomes available. Wait lists will be prioritized by: Little Saints staff, Parish staff, current Little Saints families, current St. Anthony School families, past Little Saints families, public. There is no fee to be on the waiting list. This list is good for the current school year only, expiring in May.

### **Little Saints Directory**

All families may receive a copy of our Little Saints directory. This may include class rosters which may contain student name, date of birth, parent name, mailing address, phone number, and email address. If you do not want your child's information included in this, it is your responsibility to submit your refusal in writing to the office prior to the first day of school.

### **Photo Release**

We take many photos throughout the school year. These photos may be used on bulletin boards, in class memory books, Little Saints information that may be disseminated to the public, the parish website, articles in the local newspapers, etc. At no time will Little Saints release the photo and first and last names of the children in the photo. If you are opposed to your child's photo being used in any way as publication by Little Saints, you must notify the Little Saints office in writing no later than the close of the first day of school for your child.

### **Nursing Mothers**

Little Saints supports nursing mothers. If a mother needs to nurse her child while the child is in our care, there is a chair in the teacher's lounge that may be used so that you can be comfortable.

LITTLE SAINTS IS A GUN-FREE, DRUG-FREE, GANG-FREE SCHOOL ZONE. No guns (even with a concealed hand gun permit) may enter our building. No drugs – illegal, over the counter, or prescription – should enter the program. If prescription or over the counter drugs are needed for a medical issue, an authorization to dispense medication form must be on file along with the medication in the Little Saints office. A gang-free zone of 1000ft is maintained per Texas law. This is delineated nicely for us by the School Zone signs on Bay Branch Dr. and Kuykendahl.

### **Important Phone Numbers**

Child Care Licensing: 936-525-2187 2017 N. Frazier St., Conroe, TX 77301

DFPS Child Abuse Hotline: 1-800-252-5400

Poison Control: 1-800-222-1222

### **FEES**

**Non-refundable registration fee:** A non-refundable registration fee is required at the time of your child's enrollment.

**Tuition:** Tuition is a yearly fee that may be paid in one, two, or nine equal payments. The first payment is due on May 15th. If paying in two installments, the second payment is due on January 1<sup>st</sup>. If paying in 9 installments, subsequent payments are due the first school day of each month, September through April. Payments are due regardless of holidays. Accounts are considered late after the 7<sup>th</sup> of each month. There are no provisions for absences due to travel or illness. Payment may be made in cash or by check made payable to St. Anthony of Padua. Payment may also be made by credit card in person at the Little Saints office. Please note your child's first and last name on the memo line of any checks you write. Check or credit card payments are preferred. Please bring tuition payments to the Little Saints office during regular business hours. Payments received after the due date may be assessed a \$10 late fee. A \$25 fee will be assessed to all returned checks.

**Supply fee:** A per semester supply fee is due with the first tuition payment and again with January tuition payment.

**Late Arrival:** Children are expected to be in school at 9:00 AM. It is *extremely* disruptive to the teachers and other students when children arrive late. If a child arrives after regular drop off, a parent may have to wait in the lobby with him/her until a transition time within the classroom allows for a non-disruptive entry. If a child arrives late on a habitual basis, the child may be administratively withdrawn from our program.

**Leaving Early:** If you are picking up during the school day please let us know by phone at 832-381-2093 or in the reception area x146 or x111 and we will have a staff member bring your child to the reception area. Please be sure to allow ample time for us to gather your child and their belongings.

**Late Pick up Charge:** For the program to run smoothly, we need parents to be prompt at drop off and pick up. Parents will be charged \$5 for every 15 minute interval they are late picking up their child. This means that if you are 10 minutes late, you will be charged \$5; if you are 20 minutes late, you will be charged \$10, etc. Consistent tardiness of 10 minutes or more at drop off or pick up may result in the administrative withdrawal of your child. Please help us maintain respect and consistency for all children and teachers in our program by abiding by the set class times.

**Withdrawal:** Withdrawal is the permanent removal of a child from the program. We understand that families in The Woodlands often have employment opportunities that may require them to move the school year. Written notice 30 days prior to the child's removal must be received in the office. Please see the Coordinator to make arrangements for the withdrawal. If the May 15<sup>th</sup> payment is paid and the family moves out of our area prior to August 15<sup>th</sup>, parents may request a reimbursement for that initial payment. Once the school year has begun and tuition has been paid for the month, no reimbursement can be made. Families who choose to pay in full or by semester will be reimbursed, minus the amount covering the withdrawal month.

**Receipts:** Monthly receipts are available upon request. End of year receipts for tax purposes must be requested in writing. These statements will be emailed at the parent's request within one week of receiving the request.

**Calendar:** We establish our yearly calendar based on Conroe ISD, The Archdiocese of Galveston-Houston, and Developmentally Appropriate Practices for Preschoolers. We do not build in inclement weather days, nor will we make up days that we are closed due to inclement weather.

#### HEALTH, SAFETY, and SECURITY

Written authorization and photo identification (which we will copy and place in the child's file) are required to release a child to someone other than the parent. Please provide a written statement, dated and signed, if you wish to add or delete someone from your pick-up list.

A current medical record form signed by a physician must be on file for each child. Emergency information must be up to date in your child's file. Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health. You can access these requirements through [www.tdh.state.tx/immunize.com](http://www.tdh.state.tx/immunize.com), or obtain a copy from the local health department office. Your pediatrician should also have this information available for you. If your child receives immunizations during the school year, you must provide a copy of the updated immunization record. Children who are 4 or older must have a vision and





## Religion Program

*“For where two or three are gathered together in my name, there am I in the midst of them.”  
Matthew 18:20*

All students attending Little Saints Early Childhood Program participate in a chapel instruction in their classroom appropriate for their age. Religion is taught on a daily basis and is integrated into other subject areas, as well as guidance and discipline.



### What to Bring: Belongings, Snack, Lunch

The following items should be sent daily in a backpack and **must be labeled with the child's name:**

- **Nap mat (children in Toddlers, 2s, and 3s) MUST FIT IN CUBBY**
- Extra change of clothes, including shoes
- Diapers (if necessary) and wipes
- Comfort items for nap time (blanket or pacifier), if needed
- Sipping cup with lid (toddlers, 2s) (No Bottles are allowed)
- Snack (food item and drink)
- Lunch (food and drink)
- Backpacks must be standard size and able to hold all of the child's belongings, including a take-home folder. **No wheeled backpacks are permitted.**

Whether a child is still in diapers, in the process of training, or going to the bathroom alone, it is very important that the clothes s/he is wearing be easy to manage at the bathroom or changing time. If your child is potty training, please allow him/her to wear underpants. Pull-ups inhibit the learning process and cause difficulty when an accident occurs. Clothes should be durable and comfortable. Your child will be active in school and have opportunities to participate in messy activities with paint, glue, and markers. Weather permitting, children will have outdoor play and should dress accordingly. Children are NOT to wear costumes to school. Girls wearing headbands should wear the types that fit flat against the head; bows are allowed; crowns are not allowed. **Children must wear tennis shoes.** Sandals with side-openings are not acceptable. For safety reasons, no cowboy boots, Crocs/Croc-type shoes, or dangly jewelry are permitted. No artificial hair extensions or make-up are permitted at school.

Good nutrition is important to our program. Snacks should be packed in a bag separate from the lunch and labeled with your child's name. Healthy snacks are strongly encouraged. Consistent “junk food” snacks such as cookies or chips will not be permitted. Birthday treats are also welcome if approved by the teacher prior to the item being brought to school. Any allergy information should be clearly explained on your child's medical form.

Each child should bring a complete lunch. We strongly recommend that parents make nutritious choices when packing your child's lunch. Foods must be unwrapped and the child should be able to attend to the food himself. Food to be eaten like “finger food” must be pre-cut into bite sized pieces. To reduce the risk of choking, please avoid hot dogs, nuts,

and whole grapes. Please do not send any sodas, red or dark colored beverages, food that requires refrigeration or heating, hard candy, or convenience foods with hazardous packaging. If you choose to send pre-packaged lunchable type lunches, please ensure that there is no additional packaging – the meat stacks work well, the pancakes and pizza do not! Please do not bring commercial lunches to our school for your child (i. e. Happy Meals). If a fork or spoon is necessary, parents must provide.

Although some classrooms may have pets, other animals may not be brought to school. No household pets will be permitted into our classrooms. The animals that may be present in classrooms have met the standards of vaccination and health set by the state.

## **Discipline**

### **Policy**

We believe that children learn best through positive experiences. We will work to provide a positive environment by praising good behavior, setting clear limits, modeling good citizenship, anticipating/eliminating potential problems, structuring the environment and schedule to maximize the child's potential, using natural and logical consequences.

The purpose of all discipline is to help children become self-managing and socially responsible. Teachers will help children use words to express themselves, and work through problem situations. At no time will a child be physically punished, threatened, or intimidated. The techniques used are:

- Diversion of attention
- Making a compromise or negotiating a different outcome
- Encouraging the child to seek alternatives

If a child needs further help to regain his composure, supervised away time may be provided. If disruptive behavior continues, a parent will be contacted so that we can work together to resolve the issue.

Although every effort will be made to resolve behavioral issues, Little Saints reserves the right to dismiss a child for consistent disruptive behavior, destructive behavior, causing deliberate bodily injury to another child or staff member, using abusive language or a child is deemed in need of individual assistance or care which cannot be provided at our facility.

### **Biting**

In the event of a biting incident, both parents will receive a report to make parents aware of the incident. Information on the biter/bitee will NEVER be given to the other parents by a staff member – this information is confidential. A copy of the report will be placed in the children's files, as with all incident reports.

Biting in very young children is most often a result of the frustration of the child not being able to communicate his/her needs/feelings. We will work with the family of the biting child to help resolve this issue. Little Saints reserves the right to suspend the enrollment of a child who continues to bite after all attempts of resolution have been made.

## SPECIAL EVENTS

We have special events throughout the year based on holidays and themes. You will be notified of these events as they approach. Teachers or Room Parents may ask for items to be sent in or for volunteer helpers for these events.

If you are visiting our school, please check in at the office. Due to the licensing mandates, we must require that you refrain from bringing siblings of any age into your child's classroom if you are visiting.

### Birthdays:

We welcome the celebration of your child's birthday. Please make arrangements ahead of time with your child's teacher if you wish to bring a special snack for the class on his/her birthday. Please avoid red dye and excessive chocolate and sugar. **NO PARTY FAVORS OR BALLOONS, PLEASE.** Latex balloons are very dangerous to little ones, as well as being an allergy issue for some. **Do not send party invitations to school for distribution.** Please use the class roster for any correspondence with classmates and their families. Teachers are not allowed to distribute invitations for you, and you may not place them in backpacks or folders.

### Show & Share:

Some classes will have the opportunity to participate in Show & Share. The policy will be explained by your teacher. This special time helps foster the home-school connection, as well as providing growth in language development and social skills. We ask that parents take an active role in helping a child choose the item to be brought to school. Toy guns or other violent items should not be sent to school for Show & Share.

### Field Trips:

Children at Little Saints will enjoy on site field trips throughout the year. We will go for nature walks and discovery tours on our parish campus. Other special visitors may also be invited to our school throughout the year to enhance our curriculum. Little Saints classes may visit the fire station across the street. Parents will be notified in advance if this is scheduled. Class play dates at the park, etc. may be organized by classroom parents, but will not be considered school sponsored events.

Our Transition class has a few outings that are scheduled throughout the school year. Because they are off-campus, they are considered not school-sponsored events. A parent must accompany the child to those events. If a parent or a designee of the parent cannot attend with the child, the child can attend school normally and rejoin the class when they arrive on campus.



## ARRIVAL AND DEPARTURE PROCEDURES

Children must be in the care of an adult at all times while on campus. Parents must walk children into the building using the doors located at the back of the Parish Office Building. Parents will then sign their child in to his/her classroom. We ask that you sign in your child at the door, help him/her to place belongings in the cubby, kisses and hugs, and depart. Extended stays at drop-off time disrupt the classroom flow and prolong the inevitable. Teachers, assistants, and extra staff will help children who have difficulty separating from a parent. Parents should exit the building via the same door through which they entered. Departure will work in the same manner, with parents going to the classroom and signing out their child. Please be prompt at arrival and departure.

Parking lot safety is a concern. Please drive slowly through our lots, as there are many school children, Little Saints children, and adults on campus throughout the day for arrivals, departures, Masses, meetings, and other activities. You must park in a parking space. **Do not park against the curb – this is a fire lane and you may be towed.** It also restricts the vision of drivers following the law and, so, presents a hazard to pedestrians in the lot. Hold your child's hand at all times when walking through the parking lot, as well as inside our facility. **Cell phones should not be used at arrival and departure times.** We need your full attention to be on your child to ensure a safe, smooth transition. Please do not leave children in your car unattended by an adult. This is a violation of the law and we are required to contact authorities if we are aware of this situation.

No child will be released to anyone other than the parent unless the parent has provided a written notice that there will be a change. Written notice must be received prior to the pick up and must have the parent's signature and date. Identification must be provided when someone other than the parent is picking up the child.

## LICENSING

Little Saints Early Childhood Program is licensed by the State of Texas Child care Licensing Division. Parents have access to the most recent inspection reports which are located on the bulletin board outside of room 105, or you may view the reports on line at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Our local licensing office is located in Conroe at 2017 N. Frazier St. The office can be reached at 936-525-2187. Our permit number is 855116.

Any complaints may be voiced through that office.



## Sample Daily Schedule

9:00-9:10	Greetings/ Wash Hands/ Table Centers
9:10-9:40	Circle Time
9:40-10:05	Wash Hands/Snack
10:05-10:35	Bathroom/Letter of the Week/Cutting or Pre-writing Practice
10:35-11:05	Motor Development
11:05-11:25	Playground
11:25-11:35	Wash Hands/Bathroom
11:35-12:05	Exploration
12:05-12:45	Wash Hands/Prayer/Lunch
12:45-1:15	Quiet time
1:15-1:45	Centers
1:45-2:00	Recap of the day/Story

## **Amendments**

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

We will be practicing a lock-down drill for a volatile or endangering person on the premises or in the area at least three times in a calendar year.



### Receipt and Acknowledgement of Family Handbook

I have received the parent handbook for the 2017-2018 school year at Little Saints Early Childhood Program at St. Anthony of Padua Catholic Church. I understand and agree to abide by the policies and procedures set forth in the handbook. I understand that updates or changes made to the handbook throughout the year will be communicated. I understand that by breaching any of the policies or procedures set forth in the Family Handbook I put my child at risk of being removed from the program. I understand that I can direct questions, comments, and concerns to the Coordinator.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name