



**Holy Spirit
Parent's Day Out**

**Operational Policies & Parent
Handbook**

Registration

Registration for HSPDO is on a first come, first serve basis. All students currently enrolled in HSPDO and siblings and parishioners will have the first opportunity for registration, then registration will be opened to the general public. Space is limited.

Requirements

- Your child must have a copy of current immunizations to be enrolled in the program and a physician statement.
- All children enrolled in the three year old class and higher must be fully toilet trained. No pull-ups or diapers.

Hours of Operation

Holy Spirit PDO and Preschool is open Monday-Thursday 8:30 am – 2:45 pm September – May.

Curriculum

HSPDO is the only Catholic PDO in Lubbock. Holy Spirit Parent's Day Out and Preschool's goal is to provide your child with the opportunity to grow spiritually, intellectually, socially, and emotionally. We plan to accomplish this in a variety of ways using age appropriate activities that encourage development in motor skills, personal awareness, cognitive/thinking skills, communication, and social/emotional growth. We have Chapel with bible stories, music and Catholic themes will be a large part of your child's learning experiences as they are encouraged to explore God's world. The infants, ones, and two year olds will be introduced to counting, colors, shapes, music, and nursery rhymes. Alphabet themes, number concepts as well as many creative activities will be used in teaching our three and four year old preschool classes. Our teachers will use a thematic approach to lessons and a monthly calendar will highlight topics and events for your child's class.

Teachers

Our goal is to provide the best, loving and caring teachers for your child. All staff have had a thorough background check, including fingerprint screening. Each teacher has completed CPR and First Aid certification as well as Safety Environment Training. In addition, on-going training opportunities are available for teachers. We follow Texas DFPS minimum standards.

Discipline and Guidance Practices

*HSPDO will follow a positive discipline and guidance program in accordance with Subchapter L, Discipline and Guidance Section 736.2803 in Texas DFPS Minimum Standards for Child-care Centers.

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child the appropriate behavior and self-control
4. A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
 - b. Reminding a child of behavior expectations daily by using clear, positive statements
 - c. Redirecting behavior using positive statements
 - d. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited;

1. Corporal punishments or threats of such
2. Punishments associated with food, naps, or toilet training
3. Pinching, shaking or biting a child
4. Hitting a child with a hand or an instrument

5. Putting anything in or on a child's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a child
7. Subjecting a child to harsh, abusive, or profane language
8. Placing a child locked in a dark room, bathroom, or closet
9. Requiring a child to remain silent or inactive for appropriately long periods of times for the child's age
 - Parents will be notified if your child has habitual behavioral problems
 - Every child has the right to be safe. If your child has habitual behavioral problems or places another child's safety at risk, your child will be sent home. If the problem continues he/she could be discharged.

Tuition

Tuition will be automatically drafted from your account on the 1st

- Any days missed during the month are included in the tuition and are non-refundable.
- There will be a late payment fee of \$25 each time we attempt to run a tuition payment and it is returned.

Preparedness/Crisis Management

We have a plan which identifies how HSPDO will address building evacuation, bomb threat, campus lock down, shelter in place, missing child, tornado, flood, and medical emergency. A review copy is available in the HSPDO office, and due to sensitivity of procedures, it must not be removed from the building.

Medical Emergencies Procedures

Any child who becomes ill in our care will be in the PDO office, and a parent or other designated person will be notified to come for the child.

In case of critical illness or injury requiring immediate attention of a physician, we will follow these procedures:

- Contact emergency medical services
- Give the child First Aid treatment or CPR if needed
- Injury/illness report will be completed, and a copy will be given to the parents
- Minor injuries occurring at school will be noted in writing and the parents will be notified at pick up
- If a child receives a head injury or any injury that may require non-emergency medical attention, the parents will be notified immediately
- DFPS will be notified of any communicable diseases

Parental Notification Procedures

- Parents are required to keep phone numbers and addresses current
- Parents will be called if the child becomes ill, has not been picked up, or is missing any medical information or forms.
- Parents of infants will receive daily reports on child's temperament, eating, sleeping, and diapering schedule
- Parents will receive calendars, notes, and schedules

Parent Communication

Policy changes will be posted in writing at HSPDO. Parents are welcome to review and discuss with HSPDO Director any questions or concerns about the policies and procedures of the center. Please discuss classroom issues with the teacher prior to bringing them to the HSPDO Director.

For Parents Review

- Copies for the Minimum Standards are available in the HSPDO office. They are also available at your local licensing office at 5121 69th Street Suite A4, Lubbock, TX 79424 or phone 806-698-6510.
- Current Licensing Inspection Reports are available to view at HSPDO office and online at www.dfps.state.tx.us through the search for daycare.

- Parents may contact the local licensing office, DFPS child abuse hotline 1-800-252-5400, and DFPS website as noted above.

Reporting Abuse and Neglect

Our teachers are required to have annual training on abuse and neglect. All suspected abuse or neglect will be reported to the Texas Department of Family and Protective Services or law enforcement.

Visitation and Tours

Parents may visit HSPDO at any time during the hours of operation to observe their child without having to secure prior approval.

Communication

We use Flock Note, a text messaging tool, to communicate special events and reminders to our parents and teachers throughout the year. Please sign up for Flock Notes as soon as possible so that you don't miss out on anything. There is never spam, and you can unsubscribe at any time.

TO SUBSCRIBE: TEXT (all caps) HSPDO to 84576

Invitations

HSPDO will not give out any other family's information for parties or play dates of any kind. If invitations are sent for teachers to distribute, there must be enough for every child in the class.

Confidentiality

All information about a child's development, academic record, medical information, and disciplinary issues are to be kept confidential. No staff member may discuss confidential information with any person other than a child's parent or person legally responsible. Staff may not discuss confidential matters about coworkers.

Arrival and Dismissal Policy

HSPDO children must be walked into the building and checked in/out each day with a signature. Check in/out sheets are located at the door of each classroom. Children will only be released to a parents or person designated on the enrollment forms. Parents must notify HSPDO office if someone other than themselves or designated person will pick up child. Anyone we do not recognize will be asked to show proof of identification, even if listed on the parent pickup release.

Pick-up Time & Late Fees

Pick-up is from 2:30-2:45. Your child must be picked up by 2:45. Late Stay must be picked up at 4:30. If you are late picking up your child there will be a late fee drafted from your account. The fees are as follows:

- 1st time – Warning
- 2nd time - \$15.00
- 3rd time - \$15.00 + \$1.00 per minute
- 4th time – Child's spot in program will be re-evaluated.

We love having your child at HSPDO, but our teachers have to pick up their own children from school; therefore, it is so important that your child be picked up on time. Thank you for your cooperation!

Discharge Policy

HSPDO reserves the right to discharge any child from the school for any of the following reasons:

- Failure to observe school policies and procedures
- Behavior which is a threat to the safety or emotional well-being of the other children in the class, or their personal safety
- Physical or verbal abuse of staff or children by parent or child.
- Special needs of which we cannot adequately meet with our current staff or facility.

- Non-payment or late payments of tuition, fees, and late fees.
- Habitual late pickup

Biting Policy

1. If a child inflicts 2 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 2 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other day care arrangements.

Withdraw

A written 14 day (2 weeks) notice must be given prior to you withdrawing your child. Tuition is non-refundable and is owed for time attended including the 2 week notice period.

Nap Policy

Nap time is an important part of each child's day. Sleep is especially important for children as it directly impacts mental and physical development as noted by the National Sleep Foundation. Children between the ages of 1-3 years need between 12-14 hours of sleep in a 24 hour period. The schedule at HSPDO is designed for children to have a consistent nap time daily. Naptime does not exceed two hours.

We may not lay a swaddled infant down to sleep or rest on any surface at any time (State Standard 746.2428, June 2014)

Sunscreen and Insect Repellent

Parents are asked to apply sunscreen and bug spray before your child arrives at school. Teachers will reapply sunscreen and bug spray as needed. Banana Boat Kids SPF 50+ and OFF Family Care are the products that will be used by HSPDO teachers.

Toys

No toys from home will be allowed at HSPDO.

Weather Policy

We will follow the LISD, FISD, and CISD school cancellation or delays. You can get this information through flock note.

Sleeping Arrangements

Children under the age of one year are provided with their own crib with a firm, flat mattress. HSPDO provides clean sheets daily and sterilizes cribs weekly. Infants and Mobile Infants maintain his/her own pattern of sleeping and waking periods. Children over one year need to bring a personal labeled nap mat that is contained by strap or Velcro closure with a blanket. Children who are awake after resting or sleeping are allowed to participate in an alternative, quiet activity until nap/rest time is over for the other children.

Safe Sleep Policy

Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as an infant sleeping equipment that meets standards of the United States Consumer Product Safety Commission. Soft or loose bedding such as blankets, pillows, stuffed toys, quilts, bumper pads, and comforters **must not be used** in cribs for children younger than 12 months of age. Pacifiers are also not allowed in the crib with an infant. If an infant **arrives to the program** or falls asleep **at the program** in equipment not specifically designed for children sleep (example: car safety seat, bouncy seat, or stroller) the infant/child is removed and placed on sleep equipment that conforms to the requirements of this indicator.

Feeding Policy for Infants, Mobile Infants, and Toddlers

- We provide a Nursing room for mothers to breastfeed their children. Mothers are welcome to come to HSPDO at any time to feed their child.
- Parents are welcome to provide breast milk for their child while in our care.
- Infants are held when bottle fed until they can hold their own bottles. Bottles are never propped at any time. Children will not be given bottles in their beds.
- Mobile Infants/Toddlers do not carry bottles, sippy cups, or regular cups with them while crawling or walking. (We ask parents for their help at home to not allow your child to get in the habit, we ask them to sit or place them on a wedge or boppy to take the bottle or cup).
- On enrollment, parents are required to fill out the Infant Profile. This sheet identifies children's dietary needs such as feeding schedules, types of food eaten, temperature of foods, amount and time of day to serve. Each month, the parents are asked to update, correct, and initial that the dietary needs are current.

Lunch and Snack

HSPDO doesn't provide lunch or snack. Parents will send a lunch and a snack each day for their child. Please make sure that the lunch you provide is something that your child will be able to feed themselves and something that does not require heating. HSPDO is not responsible for the nutritional value of the snacks or lunches. However, no soft drinks are allowed. We encourage you to pack well balanced and nutrition-rich foods for your child. All containers need to be labeled with your child's first name and last initial. We can give you a list of lunch items that are great for preschool children. If your child forgets his/her snack, goldfish or graham crackers will be provided.

Potty Training

HSPDO can work with families on potty training in our two-year-old and younger three-year-old classrooms. In the three-year-old and four-year-old classroom, the expectation is for each child to be fully potty trained, which means they tell their teacher when they need to go potty, can wipe themselves, and are wearing underwear at all times. If clothes are sent home from HSPDO, we need them washed and returned within the week. After the third time your child has an accident, you will be called.

Vaccination Policy

Every student enrolled in a Catholic School in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to foregoing requirements is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas, including the physician's license number. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420) This policy was adopted by the Texas Catholic Conference Education Department, December 2007 and voted on April 3, 2017 to keep as written with no changes by the Bishop of Texas.

Vaccine-Preventable Diseases

We recommend our employees receive the Influenza vaccine yearly and the TDAP every ten years. We consider our employees to be at risk because they come in contact with children. Tuberculin testing is not a requirement for the Lubbock County. All employees are required to follow these protective procedures:

- Wearing gloves when handling or cleaning body fluids
- Removing gloves and washing hands immediately after each task to prevent cross contamination
- Excluding the employee from direct care when the employee has signs of illness
- The employee is responsible to receive vaccinations off-site

Illness

If your child is ill and will not be here, please call 806-698-1668 and let us know. It is very helpful in preparing our teachers for the day.

DO NOT SEND YOUR CHILD TO SCHOOL IF:

- Diarrhea
- Vomited within the last 24 hours
- Fever within the last 24 hours
- Has been on antibiotic less than 24 hours
- Has heavy nasal discharge or constant cough
- Has rash or symptoms of communicable disease

HSPDO will not administer medication to your child, even if brought from home.

Hearing and Vision Screening

The Vision and Hearing Screening Program, Chapter 36 of the Texas Health and Safety Code, requires all children enrolled for the first time in any public, private, parochial school in Texas at or over the age of four on September 1st of each year to be screened. We have a certified screener to screen all children four and over at HSPDO. You will be asked to sign the screening information to place in your child's file. If a child fails the hearing or vision test, parents have 30 days to get them tested with a vision or hearing professional. You will receive a letter with necessary information to return.

Gang Free Zone

All areas within 1000 feet of a child-care center are established as gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Open Carry Law

Texas law makes it clear that it is not legal for an unauthorized individual to carry a firearm into the premises of a school building. Texas Penal Code 46.03(a)(1). For this purpose, premises means a building or portion of building, and not a public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area. Texas Penal Code 46.03(c)(1), .035(f)(3). It is not a defense to prosecution under this section that the actor was licensed to carry a handgun, and an offense under this section is a third degree felony. Texas Penal Code 46.03(f)-(g).

HSPDO IS A SMOKE FREE ZONE. No smoking or use of tobacco products inside HSPDO, on the premises or on the playground is permitted.

Signs of Abuse and Neglect

Child abuse is when a parent or caregiver, whether through action or failing to act, causes injury, death, emotional harm, or risk of serious harm to a child. There are many forms of child maltreatment, including neglect, physical abuse, sexual abuse, exploitation, and emotional abuse.

Consider the possibility of physical abuse when a child:

- Any injury to a child who is not crawling yet
- Visible and severe injuries
- Injuries at different stages of healing
- On different surfaces of the body
- Unexplained or explained in a way that doesn't make sense

If you suspect abuse or neglect, you may report the Texas department of Family and Protective Services at 1-800-252-5400. All calls will remain confidential.

Childhelp National Child Abuse Hotline (800.4.A.CHILD) and its website offer crisis intervention, information, resources, and referrals to support services and provide assistance: <http://www.childhelp.org/pages/hotline-home>
The Parenting Cottage in Lubbock offers educational and training classes for parents. The address is 3818 50th Street Lubbock 806-795-7552

Epinephrine autoinjector and Inhaler

Holy Spirit PDO requires an allergy plan or food allergy emergency plan from your physician for all children that have known food allergies. The child's healthcare professional and parent must sign and date the plan. If a physician prescribes Epinephrine autoinjector for allergic reaction the teachers will administer the epinephrine as instructed on the pen directions and according to the instructions in the allergy emergency plan. HSPDO does NOT have an Epinephrine autoinjector prescribed to our facility. If the allergy plan requires an emergency inhaler for asthma, Holy Spirit will administer the inhaler medication as specified in the allergy plan and follow the directions as stated for the inhaler.

