



# **SACRED HEART** Early Learning Center

**2018-2019**

**Sacred Heart ELC Parent/Student Handbook**

**Located at**

**615 McDade Street**

**Conroe, TX 77301**

**Phone: 936-521-5910**

**Fax: 936-756-3848**

**Mrs. Jennifer Torres – Sacred Heart Early Learning Center Director**



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Dear Sacred Heart Early Learning Center Families,

The parent/student handbook is provided with useful information about ELC school policies, procedures and regulations that are designed to help facilitate the development of spiritually, academically, socially and psychologically well rounded individuals. Please review this entire handbook to gain a complete understanding of what is expected of students who attend Sacred Heart Early Learning Center. Each family will be asked to sign and return the parent/student handbook acknowledgement form prior to the start of your child's attendance. If you have any questions please contact me at [jtorres@shcstx.org](mailto:jtorres@shcstx.org) or 936-521-5910.

*The policies and regulations contained herein are for informational purposes only. The ELC school maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Parents will be given prompt notification if changes are made. The school has the right to withdraw student(s) or parent(s) for failure to comply with any of the policies contained herein. All interpretation and application of the rules and polices contained herein are at the sole and final discretion of the pastor and administration.*

I wish you and your family a very successful school year.

Sincerely,

Mrs. Jennifer Torres - Director

***Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.***

***Matthew 19:14***



## **Weapons**

No weapons of any type are permitted on the grounds of Sacred Heart Early Learning Center. There is a zero tolerance policy for possession of weapons on Sacred Heart Early Learning Center property.

### **Gang Free Zone**

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

## **The Program**

**Sacred Heart Early Learning Center (SHEL) is licensed by the Texas Department of Family and Protective Services. Parents and or guardians may review Texas Minimum Standards and Licensing Report upon written request to ELC Director.**

## **School Vision**

Sacred Heart Early Learning Center collaboratively works with parents, guardians, and families to begin the academic framework for each child through the focus of Catholic beliefs and traditions.

## **School Mission**

Sacred Heart Early Learning Center is devoted to the unique needs of early childhood development. Our mission is to provide a developmentally child focused learning experience for each student in a Christ centered environment through curriculum that supports the growth and stimulation of the whole child: mind, spirit, and heart. Early Learning Center educators are dedicated in fostering each child's individual maturation through a structured play base approach while incorporating appropriate lessons for core subjects of math, science, and language arts with the guidance of curriculum and enrichment programs. Advancing skills focused on social interactions, problem solving resolution, and fine and gross motor coordination are taught in conjunction with art, physical education and dramatic play.

## **School Philosophy**

Sacred Heart Early Learning Center primary focus is the process of learning for students ranging in ages 6 weeks to 2 year olds. The aim of each class is to provide learning through multiple outlets such that differentiation is occurring in the class providing each individual student the support for learning. Cognitive development for the ELC students are grown through language development, vocabulary, and interactive experiences in science, math, and art in conjunction with opportunities for social interaction through play. ELC pedagogy incorporates multiple learning theories for an optimal education experience.

## **Program Hours**

**7:00 am-6:00 pm Monday through Friday**

**Program is Open August 14 2018 through May 31, 2019 with an optional summer**

## **Curriculum**

ELC implements *Frog Street Press* curriculum in combination with teacher chosen materials to enhance lessons provided in each class. The curriculum provides the appropriate comprehensive development approach to early childhood education with the focus of ages 6 weeks to 2 years old. The planning of curriculum and its use is assessed by the needs of each individual child and the specific age of group of children. The curriculum is delivered through educator written lesson plans created and intertwined with age appropriate learning activities. Daily activities include daily prayer, center play, art, painting activities, block building, reading stories, interactive word walls, and outside play.

## **Arrival Procedures**

ELC students may arrive in their designated classroom. Students are to be walked in to their class and signed in with student name, time, and parent/guardian signature on student log with their teacher. Additionally each parent/guardian will be required to fill out and sign a student health check report allowing the teacher to be aware of any cuts, bruises, scrapes, bites, etc. This must be completed upon drop off and signed by parent/guardian.

## **Authorized Release**

It is very important to be on time to pick-up your child. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON EVEN IF THE CHILD KNOWS THE PERSON. WRITTEN PERMISSION IS MANDATORY. ELC PERSONNEL WILL ASK FOR IDENTIFICATION SUCH AS A TEXAS DRIVER'S LICENCE.** ELC must have parent written authorization of any immediate changes to your Student Emergency Form.

## **Dismissal Procedures**

ELC students will be dismissed from their designated classroom at 3:00 pm Monday through Friday. Parent/guardian must come to class to retrieve child and sign child out on student log with the time of pickup.

## **Late Pickup**

ELC students will be dismissed promptly at their program choice time. ELC students still present in class 16 minutes passed their program choice time will be assessed a late fee for the first minute in the amount of \$10.00 and every minute proceeding \$1.00 per minute. The late fee will be due upon pick up of the student.

## **Illness and Exclusion Criteria**

ELC does not have a school clinic within its physical location and is not set up to care for sick students. For the protection of all the students if a student becomes ill during operating hours the student's parent/guardian and or emergency contact will be notified immediately and asked to

pick the child up within 30 minutes of the phone call. The following illnesses are criteria for a student to be sent home:

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea or severer abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red inflamed or discharging eyes	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	After treatment has begun
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom Free
Pediculosis (head lice)	After one treatment of medicated shampoo and returning to school, child will be checked by teacher or other ELC personnel. Child must be nit free. Child will be rechecked again by teacher or ELC personnel in 7-10 days.
Other symptoms suggestive of acute illness	Written physician release
Hand-Foot-Mouth Disease	Written physician release

All ELC families are required to fill out a Sacred Heart Early learning Center Student Emergency Form prior to the students first day of admittance. All phone numbers and emergency contacts must be kept up to date. Whether a student is not feeling well or a serious accident occurs, parents/guardians or authorized persons should be able to be reached at all times. Please inform the ELC Director of any changes in this information throughout the school year.

If your child is ill and will miss school call SHELCC office (936-756-3848).

### **Communicable Disease Control Measure**

If your student has any type of infectious disease or rash, please notify the Director immediately. After such disease the parent will need to take the student to the Director before re-entering the classroom. Students will need a NOTE from their physician for re-admission to school. (Examples: measles, mumps, chicken pox, pink eye, lice, impetigo, scabies, ring worm, hepatitis, mononucleosis, etc.)

### **Medication**

ELC personnel will not dispense any medication at any time to any student. The only allowance for dispensable medication is for life threatening physician documented occurrences of a student for example severe allergic reaction. In the occurrence of a life threatening event the student must have an on file plan created and signed by physician with prescribed medication labeled with child's name. Additionally the Parent Permission to Dispense Medication form must be filled out and dated. Please request Parent Permission to Dispense Medication form with Director. The Medication Plan form by physician and Permission to Dispense Medication form

by parent must be posted in the student room and the medication must be locked in an accessible cabinet for ELC personnel to reach in the event of an occurrence.

### **Medical Emergency Procedures**

In the event of a medical emergency of an ELC student in the need of immediate medical attention 911 will be contacted first by ELC personnel and child transported in an ambulance. Parents/guardian and or emergency contact will be notified after 911 is contacted by ELC personnel. ELC must have parent/guardian authorization for emergency medical care on file prior to the first day of admittance.

### **Discipline and Guidance**

Sacred Heart Early Learning Center will implement and follow the **Become a Saint Guidelines** in working with students. Become a Saint Guidelines are as follows; shall not hit, shall not show disrespect, shall not argue, shall not tease, shall not act irresponsibly, shall not lie, shall not through tantrums, shall not call names, shall not make threats, shall not whine, shall not bite, shall not destroy property, shall not annoy others, and shall not steal. The guidelines are a social emotional strategy that instills greatness and transforms negative behaviors into positive behaviors, increases interrelatedness and connectivity among teachers and students and builds “Inner Wealth”, which we at ELC see as their character strengths, virtues, and Fruit of the Spirit. In this approach ELC staff minimize attention to undesired behaviors, and provide positive attention and praise for compliance with rules, help students be successful by scaffolding and shaping desired behavior, and establish a set of clear rules.

Discipline for each individual child is individualized and consistent, appropriate for the child’s level of understanding, directed toward teaching the child acceptable behavior and self-control, encourages self-esteem, self-control, and self-direction. ELC personnel will use praise and encouragement of good behavior, remind the students of behavior expectations daily, redirect behavior using positive statements, and use 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.

The maintaining of discipline is to help students achieve habits of self-discipline. Whether occurring within or outside ELC, when behavior jeopardizes the safe environment of ELC or is contrary to the Gospel values, the student, staff member, volunteer or parent can be subject to the full range of disciplinary consequences including expulsion, termination, and revocation of the volunteer’s services or being asked to withdraw their student from ELC.

ELC students will receive a Teacher Behavior Form if continuous behavior occurs and positive redirection and or time out after three occurrences has not resolved the behavior. Parent/guardian is required to sign the Teacher Behavior Form and will be supplied a copy of the form. Upon three teacher behavior forms for unresolved behaviors the student will be brought to the Director. The director will write a Director Behavior Form of the occurrence and the parent will be notified by the director. Parent/guardian is required to sign the Director Behavior Form and will be supplied a copy of the form.

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

- 1) Corporal punishment or threats of corporal punishment;



- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or 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 in a locked or dark room, bathroom, or closet with the door closed or open; and

Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Meals**

Sacred Heart accepts students with food allergies. You may be asked in writing to not send certain foods to your child's class. Safety of all children is ELC's primary goal.

Lunch is provided by the parent/guardian. Lunch is not permitted to be heated nor cooked. Lunch must be packed each day the child is in attendance in a labeled lunch box and labeled water bottle. If a student does not have lunch during lunch time the parent/guardian will be contacted and a lunch will need to be brought for the child.

### **Infants**

Parents will provide all infant food, milk, breast milk, formula, nursery water, bottles, spoons, etc. for their child. The teacher will provide an infant feeding form that will be required to be filled out and signed by parent/guardian on a monthly basis.

Mothers are encouraged to breastfeed. ELC is equipped in the infant classroom with a rocking chair to breast feed your child at any time the child is in attendance during operating hours. Cold water and a step stool is available upon request while Mother is breastfeeding the child.

### **Snacks**

A morning and afternoon snack is served to the children. Snack is provided from home by the parent/guardian and a calendar of the snack item will be posted on the information board. Water is provided by ELC and will be served at both snack times. Please place 2 to 3 snack's in child's lunch box and label "Snack" for teachers to serve.

### **Caution Choking Hazards for under 4 years**

Hot dogs (must be cut lengthwise), Raw carrots (must be cut lengthwise), Grapes (must be cut lengthwise), Peanut butter (mix with jelly or applesauce), Popcorn, Nuts, Olives, Marshmallows, Hard Candy.

### **Immunization Requirements**

Students in all schools of Texas Catholic Conference Department must comply with all required immunizations as set forth by the Texas Department of Health Immunization Division. All immunizations should be completed by the first day of attendance. A student who fails to present the required evidence shall not be accepted for enrollment. **The only exception to the forgoing**

**requirement is a medical exemption signed by a licensed physician authorized to practice in the state of Texas, including the physician's number. For more information please visit [www.dshs.state.tx.us/immunize/default.shtm](http://www.dshs.state.tx.us/immunize/default.shtm).**

Registration requirements for first-time students include a current immunization record on all required immunizations. Parent/guardian will be informed of needed immunization(s) for student's already enrolled in ELC. Parent/guardian have 14 days to obtain the required immunization(s). If the student has not received the required immunization(s) after 14 days the student will not be allowed to return to ELC until the school receives proof of immunization(s).

All immunizations must include: day, month, and year and must be validated. If the record is from another state or country and does not have the day, month and year, a copy of the record can be submitted by ELC to the Immunization Division for approval. Records must be written in English.

ELC students are not required to have a TB Test. A TB Questionnaire is required to be filled out by parent/guardian and submitted with the application.

ELC personnel is not required to receive any immunizations nor a TB Test, however it is recommended upon hire.

### **Enrollment Policy and Procedures**

Sacred Heart Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. ELC does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and admission policies.

Admission procedures are as follows

1. Obtain an ELC application and submit application with application fee and the following documents; Birth Certificate, Social Security Card, Baptismal Certificate if applicable, Immunization Records, Statement of Health, signed Registration Agreement, TB questionnaire, Severe Allergies/Health Form, and Student Emergency Form. Upon receipt of the application and required documents the ELC Director will process the application and forms and contact the family of acceptance via email. Once the child receives acceptance the registration fee is due immediately to hold the child's spot and is non-refundable.
2. Age requirements are as follows: Infant class 6 weeks to 17 months of age, toddler class 18 months to 23 months of age, and 2's class 24 months +. Placement of class is dependent upon age as of September 1<sup>st</sup> of the current academic school year.

### **Changes in Policy or Procedures**

All parent/guardian will be given access to the ELC Parent/Student Handbook prior to the first day of attendance. The handbook contains polices of the program. If any changes occur to the handbook parents will be notified in writing of the change. All parent/guardian are required to sign an acknowledgement of receipt for the ELC Parent/Student Handbook before the first day of attendance of the child.

### **Student Withdrawals/Transfers**

If a student is withdrawing or transferring to another school from Sacred Heart Early Learning Center, the parent/guardian is required to notify the ELC Director in writing two weeks prior to the withdrawal or transfer.

If a student withdraws from ELC a prorated tuition balance refund will only be granted in the case of an extended illness, a move of the student's family from the area, or withdrawal requested by Sacred Heart Early Learning Center.

### **Financial Policies**

Tuition & Fee cost for ELC students are as follows: Application Fee \$35, Registration Fee for Part time Program \$575.00, Registration Fee for Full time program \$635.00 per school calendar year of August through May.

### **Infant Class 6 Weeks to 17 months**

3 Day program M/W/F	School Day 7:45 am –3:00 pm	\$575.30 (Monthly)
3 Day program M/W/F	Extended Day 7:00 am –6:00 pm	\$601.30 Monthly
5 Day program M-F	School Day 7:45 am- 3:00 pm	\$825.00 Monthly
5 Day program M-F	Extended Day 7:00 am -6:00 pm	\$860.00 Monthly

### **Toddler Class 18 months to 23 months**

3 Day Program M/W/F	School Day 7:45 am- 3:00 pm	\$575.30 Monthly
3 Day Program M/W/F	Extended Day 7:00 am- 6:00 pm	\$596.30 Monthly
5 Day Program M-F	School Day 7:45 am- 3:00 pm	\$635.30 Monthly
5 Day Program M-F	Extended Day 7:00 am –6:00 pm	\$665.30 Monthly

### **Two's Class 24 + months**

3 Day Program M/W/F	School Day 7:45 am- 3:00 pm	\$575.30 Monthly
3 Day Program M/W/F	Extended Day 7:00 am- 6:00 pm	\$596.30 Monthly
5 Day Program M-F	School Day 7:45 am- 3:00 pm	\$635.30 Monthly
5 Day Program M-F	Extended Day	\$665.30 Monthly

	7:00 am –6:00 pm	
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A class supply list will be given to the parent/guardian by the teacher the first week of school. Supplies will need to be submitted by the second week of school directly to the teacher. Students low on supplies will be given a written notice to send more supplies by the student’s teacher.

The obligation to pay tuition for the full academic year is unconditional as of August 1 of the current year or the effective date of the enrollment agreement. No deduction or remission of tuition shall be made by the school for any absences, dismissal or withdrawal for disciplinary, personal or other reasons whatsoever including school closure in the event of a disaster or pandemic. The ELC Director will send a letter if tuition is 5 days past due as a reminder of financial obligations. Tuition 10 days past due will receive a letter from Director and the student will be withdrawn from the program effective immediately. If there are any unpaid fees and/or tuition at the time of re-registration a student may not register until fees and/or tuition are current.

Participatory cost will be incurred for class pictures, field trips and other optional services paid by each student to participate in such programs. Please send all moneys in an envelope marked with the student’s name, the amount enclosed, and the reason for the money.

**Water Activities**

ELC students will have the opportunity, weather permitting, to play in sprinklers and water table activities. Parent/guardian are required to sign a permission form to participate in any water activities. The permission form will be sent home prior to the date of water activities by the student’s teacher. Note if you choose to not allow your student to participate in water activities the parent/guardian will be required to keep the student home on the day of the water activity.

**Field Trips**

Field trips serve the instructional program by utilizing educational resources of the community to supplement classroom instruction. In the event of a field trip parent/guardian will be notified prior to the scheduled field trip. A permission form is required for each student to participate. Parent/guardian must sign a field trip permission form allowing their child to participate. If a parent does not want a child to participate, the school should be notified in writing. Students not participating in the field trip will be expected to find alternative care for the day of the scheduled field trip.

Field trips will need chaperones and will be determined on a first come bases and the amount of chaperones will be determined by student/chaperone ratio per state child care minimum standards. Chaperones will not be allowed to bring siblings or younger children in order to ensure student safety. Additionally there will be a fee charged for the field trip for each student to participate. All ELC students participating in the field trip will be required to wear the ELC Spirit Shirt with jeans/shorts/pants.

**Application of Creams, Insect Repellant, or Sunscreen**

ELC personnel will not apply nor supply any creams, insect repellant, or sunscreen. If parent/guardian wants ELC student to have any applied cream, insect repellant, or sunscreen this must be done by the parent prior to arrival at school.

### **Communication with Director**

ELC parent/guardian can contact the Director via email or phone and schedule a meeting to communicate any questions or concerns about the policies and procedures of the child care center during operating hours.

### **Communication with Teacher**

ELC teachers are assigned an email. ELC teachers will send a parent welcome email supplying their email address. ELC teachers are required to respond to a parent/guardian email within 24 hours. In addition to email parent/guardian may communicate via the Daily Folder that is sent home each day after the completion of class. In the Daily Folder there will be a Daily Communication Form specific to your child's day. This form is required to be signed each day by the parent/guardian and returned in the Daily Folder. It is crucial for a child's development and growth that the parent/guardian know how the child's day was, the child's demeanor, the child's activities, and other pertinent information. Additionally Parent/Teacher Conferences are scheduled twice a year; one for the first semester and one for the second semester. The first semester Parent/Teacher conference is mandatory and the second Parent/Teacher Conference is optional in the second semester. ELC Teachers will schedule a conference time with each parent/guardian 2 weeks prior to the conference date.

### **Parent Participation and Involvement**

Parents are welcome visitors at all times. Parent involvement is crucial to providing a high quality Program. In order to visit, observe, or volunteer at ELC all parents/guardians are required to be Virtus Trained. To sign up to become Virtus Trained visit [www.virtusonline.org](http://www.virtusonline.org) to register and attend training. Once training is complete notify the Director via email so verification may be processed.

There are many opportunities to participate at different activities for ELC during operating hours. They are as follows:

- |                                   |                             |
|-----------------------------------|-----------------------------|
| -Be a Room Parent                 | -Christmas Party            |
| -Easter Party                     | -Splash Day                 |
| -Go Western Day                   | -Pottery Day                |
| -Octoberfest                      | -Sacred Heart Golf Classic  |
| -Steps 4 Students                 | -Read to your child's class |
| -Eat with your child during Lunch | -Dads and Donuts Morning    |
| -Moms and Muffins Morning         | -Thanksgiving Feast         |

If you are interested in volunteering please notify the Director via email. Parent/Guardian enrolled in SHELCC are welcome and encouraged to visit and help in the classroom at any time.

## **Child Care Center's Licensing Information**

Parents may review a copy of SHELDC's most recent licensing report, gas pipe test, and health inspection at any time. Please request licensing information via email to director and requested licensing information will be given as soon as possible. To receive a copy of child care licensing minimum standards please visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Parents may contact the local child care licensing office at phone #936-756-1551 located at 2017 N Frazier St #C1, Conroe, Texas 77301. Parents may also visit the Protective and Regulatory Services website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

## **Child Abuse and Neglect**

The Sacred Heart Early Learning Center Program Staff is required by Texas Law to report suspected child abuse and neglect to the Children's Protective Services (CPS) or the local law enforcement agency. Parents are also urged to report child abuse to the Director and or ELC Teacher in addition to calling the PRS Child Abuse Hotline at 1-800-252-5400. There are several websites where parents can learn about recognition of signs of child abuse and neglect.

[www.itisuptoyou.org](http://www.itisuptoyou.org)

[www.childwelfare.gov](http://www.childwelfare.gov)

[www.preventchildabuse.org](http://www.preventchildabuse.org)

Parents are also required to take the Virtus training "Protecting God Children" offered by the Archdiocese of Galveston-Houston to volunteer at SHELDC.

Required annual training is performed for all SHELDC employees pertaining to increased awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. The Sacred Heart Community is paired with the Archdiocese of Galveston-Houston to aide in awareness of child abuse and neglect.

A parent of a child who is a victim of abuse or neglect should notify the SHELDC Director in finding assistance and intervention within the local area of SHELDC.

## **Health Checks**

All students enrolled in ELC will be required by parent each day of attendance to notify teacher in written form of the student's overall health including noticeable bumps, bruises, scrapes, covered Band-Aid areas, diaper rash, recent vaccination sites, etc on a form entitled Daily Health Check Form and sign before leaving the student in the care of their teacher.

## **Vaccine-preventable Diseases for Employees**

Sacred Heart Early Learning Center does not require employees to receive immunizations. Immunizations are recommended upon hire and discussed in training. Resources are given to employees for those without health insurance to find clinics with no to little charge. ELC recommends a yearly flu shot the Tdap every 10 years and Hepatitis vaccines A & B.

## **Parent/Guardian Visits to Center**

Parents/guardians may visit SHELCC at any time during operating hours of 7 am to 6 pm Monday through Friday to observe your child, the child care center's program activities, the building, the premises, and the equipment without prior approval.

## **Infant Safe Sleep**

All employees are trained in Infant Sleep Safety guidelines. These guidelines must be followed in any classroom with children 12-months and younger. Guidelines include safe practices and requirements for sleep positioning, crib requirements and restrictions, mattresses, bedding, blankets, toys and restrictive devices. Infants are never to sleep in swings or restrictive devices such as bouncy seats or chairs with straps. Infants are prohibited from being swaddled. Failure to follow Infant Sleep Safety guidelines is grounds for immediate termination.

Do:

Do put babies to sleep alone and on their backs.

Do put babies in cribs or on other firm surfaces with tight-fitting bottom sheets. If the baby leaves an impression on the mattress, the surface is too soft.

Do keep babies away from second-hand smoke

Do dress babies lightly and control the room temperature. 70 degrees is ideal.

Do breast feed and use pacifiers. Both are linked to a lower risk of sudden death.

Do share this information with friends, relatives, babysitters, and others who may put your baby to sleep when you are away.

Don't:

Don't put a baby to sleep with blankets, pillows, stuffed animals, or bumper pads inside the crib.

Don't cover a baby's face or allow a baby to cover his or her face with anything.

Don't let an infant sleep with older children.

Don't ever sleep with an infant if you are unusually tired or if you are drunk or under the influence of illegal drugs or any medicine that makes you groggy.

Don't put a baby to sleep on chairs, sofas, futons, beanbags, or cushions.

Don't put a baby to sleep on a soft mattress such as pillow-tops, water-beds, or memory foam. If the baby leaves an impression in the mattress, it's too soft.

Don't expose a baby to second hand-smoke.

Find further info at [www.babyroomtobreathe.org](http://www.babyroomtobreathe.org).



2018-2019

**PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

The school and/or the principal/director retain the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

Dear Parents,

Please sign, date, and return this acknowledgement form to your youngest child's teacher. Your signature and that of your child/children indicate that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this Handbook.

Thank you for your cooperation.

Sincerely,

Mrs. Jennifer Torres

ELC Director

We have read and discussed the Sacred Heart Early Learning Center Handbook. We agree to follow the school procedures, regulations and policies covered in this handbook.

Student Name (printed): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date



