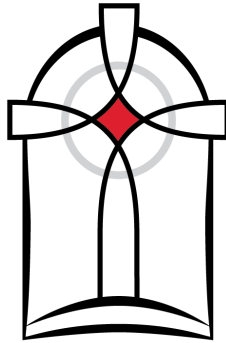


Genesis ECP Parent Handbook 2023-2024



CHRIST^{the}
REDEEMER
♦Catholic Church♦

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CtR Main Line: 281-469-5533

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11511 Huffmeister Rd. (**physical** address)
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Director: Melanie Gehrt
832-678-5433

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Mission Statement

Our purpose is to provide a safe, loving Catholic Christian environment where young children learn through participation in developmentally and age appropriate experiences. Our curriculum provides activities to support and enhance each child's spiritual, cognitive, social, emotional, physical, creative and language development.

Goals

- To provide a place where each child can grow spiritually, cognitively, socially, physically and emotionally in a safe and structured environment.
- To provide, within the daily schedule, an opportunity for each child to create, explore, and problem solve through a balance of teacher, group and self-directed activities.
- To provide children the opportunity to develop a positive self-concept through a balance of peer and teacher interaction and promotion of self-help skills.
- To provide a staff who serve as role models and provide care that is supportive, nurturing, warm and responsive to each child's needs.
- To respect parents as the child's primary and most important providers of care, nurturing and education.
- To provide a program in which both parents and teachers are partners in the child's care and education.

Childcare Regulation Information

Genesis Early Childhood Program (Genesis ECP) is a regulated child-care facility with the Texas Department of Health and Human Services. Our program is required by law to follow the "Minimum Standard Rules" for regulated child-care centers. These standards may be reviewed at: <https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>. Our current inspection is posted in the bulletin board case located in the Genesis reception area. Our state Regulation representative may be contacted at <https://hhs.texas.gov/>. The local regulation office may be contacted through their website at <http://www.txchildcaresearch.org> or at 1330 E. 40th, Houston, TX 77022, or by phone at (713) 287-3238. Parents having any questions or concerns are to freely contact the Genesis ECP director.

Regulation Requirements

Consumer Product Safety Commission recalls pertaining to the age of children we serve will be available for review in the Genesis reception area. Please inquire at the reception window to have an opportunity to review the recalls.

As required by Texas Child Care Regulation, as a ministry of Christ the Redeemer Catholic Church, Genesis ECP carries liability insurance.

Texas Penal Code

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Genesis ECP is a gang-free zone.

Child Abuse Reporting Law Requirements

Genesis ECP and staff are required by Texas State law and regulation requirements to report within 48 hours to the police or Child Protective Services any instance where there is reason to suspect the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. *The person who observes or suspects abuse is the person who is legally required to report to the proper authority under penalty of the law.* The staff is not required to notify parents when the police or CPS is called about possible child abuse, neglect or exploitation, except on the recommendation of CPS or the police.

Examples of abuse and neglect include: leaving a child in a vehicle unattended, not securing a child in a proper car seat, seat belt or booster seat, unexplained marks or bruises on the body, and child-hygiene issues. Anyone wanting to report any suspected abuse or neglect should contact the statewide Abuse and Neglect Hotline at 1-800-252-5400.

Catholic Mutual Group Connect for the Archdiocesan Safe Environment Program

All employees and volunteers of Christ the Redeemer Catholic Church and the Archdiocese of Galveston-Houston are required to participate in CMG Connect (formerly the VIRTUS Program). Genesis ECP is a ministry of Christ the Redeemer Catholic Church, and therefore, all employees and volunteers working directly with children at Genesis fall under this requirement. CMG Connect consists of the CMG online training class, criminal background clearance and a signed agreement of ethical and personal conduct policies with the Archdiocese of Galveston-Houston. After five years, a refresher course is required. Online enrollment in the CMG Connect Program can be found at: <https://galvestonhouston.cmgconnect.org/>.

Staff Training

Staff members are trained in First Aid/CPR and are required to take a minimum of 24 hours of annual training in various topic areas. These could include child growth and development, age appropriate curriculum, communication and connections with families, exploration of multi-cultural diversity, classroom management, as well as updates on health, safety and risk management regulations.

Outside Employment

Employees of Genesis ECP are *discouraged* from outside employment with parents of enrolled children. This includes, but is not limited to, babysitting and/or nanny-type jobs.

Staff Social Media Policy Genesis ECP Staff are strongly discouraged from participating in social media relationships with families during the family's enrollment at Genesis ECP, including but not limited to, Facebook, Instagram, Snapchat or open blogs. Please respect the level of professionalism this policy upholds.

Privacy and Confidentiality

Maintaining confidentiality of children and families is very important to Genesis ECP. Parents are prohibited from posting pictures of any children present on the CtR Campus (other than their own) on the Internet and on social media outlets,

including, but not limited to, Facebook, Instagram, Snapchat or open blogs. *This is a serious legal concern. Any violations will be addressed immediately.* Parents, or anyone with Brightwheel access, are asked not to repost anything from Brightwheel or from any other program documentation.

Non-Discrimination Policy

Genesis ECP does not discriminate on the basis of gender, race, color, religion or national/ethnic origin in admittance, education or other administrative policies and extends to all the rights, privileges, programs and activities generally made available to children in the program.

Program Information

Children 18 months to 4 years old may be enrolled in the Tuesday/Thursday, Monday/Wednesday/Friday, or Monday through Friday Program. All age groups are assigned as of the child's age as of Sept. 1 of the current school year. Age groups will be referred to by the ages they entered when the school year begins.

Each program day begins at 9 a.m. and ends at 2 p.m. Meet the Teacher will take place on August 31, 2023. The program begins the first Tuesday after Labor Day and will conclude before Memorial Day in May. The Program is designed to help children meet the requirements for the area Independent School Districts and for CtR Catholic School. Our curriculum follows the Texas Education Agency's Texas Prekindergarten Guidelines.

Genesis ECP uses Brightwheel, a child care management application for the following:

- to communicate with and update parents of various classroom activities throughout the day including photos and information on a secure platform
- to communicate back and forth with parents through messaging
- to handle tuition payments and all invoicing
- to record daily sign-in and sign-out data for each enrolled child

Parents and legal guardians of enrolled children are loaded in the Brightwheel program by Genesis ECP staff, and downloading instructions are then emailed, providing a unique and secure code to establish a connection with your child's information. Please inquire if a parent or legal guardian will not be the individual regularly picking up and dropping off.

Flocknote is a web-based program utilized by CtR and Genesis ECP to communicate with parents via email and text system. Parent email addresses and cell phone numbers on file with Genesis ECP are used for sending various communications through Flocknote, including program information, announcements, newsletters and other important notices. The text messaging function will only be used in the event of an emergency. Please add mail@flocknote.com to email contacts to avoid "soft bounces" that occur with email provider spam filters.

Curriculum

Teachers plan together and follow a center-based curriculum including art, books, activities and songs related to the planned theme. These activities will help enhance a child's cognitive, physical, social, spiritual and emotional development.

This is supported through a balance of group experiences such as story time, center time and small group instruction, as well as unstructured time for individual exploration. Each class will attend Music & Movement and Faith Formation each week. These enrichment classes offer further development in physical and spiritual growth. Students on Wednesday will have an additional Discovery/STEM enrichment class. Center activities provide opportunities in the following areas:

- Art
- Dramatic Play
- Reading/Literacy
- Fine Motor/Writing
- Math/Manipulatives
- Building Blocks
- Science/Sensory
- Outdoor/Gross Motor Activities

Curriculum binders are available for review at the program office during program hours. Binders must remain on church property and are the property of Genesis ECP.

Registration

Registration is on a first-come, priority basis. The order and timing of registration is as follows:

1. Currently enrolled children and their siblings register in January.
2. Parishioner and CtR Catholic School Family Priority Registration (with parish ID # or School Registration verification) will take place in mid-February.
3. Open registration will be in late February.

When classes are full, a yearly waiting list will be established for those interested in enrollment, under the same priority system. No fee is charged for a child's name to be placed on a waiting list. The waiting lists are compiled yearly, and therefore the child's name must be submitted yearly.

All children three years old or older must be toilet trained prior to the first day of the program in September. Toilet training includes the ability of a child to communicate their needs, be independent in the bathroom, be able to pull clothes up and down, clean themselves and wash their hands.

Admission

Upon enrollment, Genesis ECP requires an information packet for each child to be completed for our files.

This includes:

- Child Admission Form
- Child Medical Statement of Health signed by a physician
- Immunization Form signed by a physician or a copy of immunization records
- Parental Guardian Consent Form and Liability Waiver
- Child Medical and Emergency Form
- Hearing and Vision Screening Results (4 year olds only)
- A complete copy of any custody or legal documents issued from the court system pertaining to custodial and pick-up rights of the child's parents or legal guardians
- Food Allergy Emergency Plan signed by physician (only for those previously diagnosed with food allergies)

These forms must be completed and on file before the child can begin the program.

Children aged 18 months old and older will be placed in classes based upon their age as of Sept. 1. This is consistent with local Independent School Districts and CtR Catholic School placement policies.

For withdrawal of a child enrolled in *Genesis ECP*, a written 2-week notice is required in order to allow adequate time to process all paperwork and other administrative matters related to a child's records.

Fees

Registration Fee

A non-refundable registration fee of \$150 (2-3 days a week) or \$250 (5 days a week) per program is due at the time a child is registered. If requesting a change (ie. moving a child from 2 days a week to our 3 day a week program) after June 1 of the program year, a \$25 change fee will be assessed additional to the registration fee.

Supply Fee

There is an annual supply fee per program to cover the cost of consumable supplies used by children during the program year. Supply fees are determined by the number of days a child will attend.

- two day/week program \$100
- three day/week program \$150
- five day/week program \$250

The supply fee will be collected with the first tuition payment (September) of the program year, through invoicing in the Brightwheel app or in the form of a check or money order, at Parent Orientation or Meet the Teacher.

Tuition

Monthly tuition (September - May) is due on the first program day of each month and is considered late after the 10th of each month. Any bill outstanding after the 10th of each month will be assessed a \$15 late fee. Tuition breaks are available for families with more than one child enrolled in Genesis ECP. The sibling discount is 10% off each additional child's tuition. A written notice must be received in the Genesis ECP office two weeks prior to the withdrawal of a child. Monthly tuition amounts are as follows:

- two day/week program \$260/month or \$2,340/year
- three day/week program \$365/month or \$3,285/year
- five day/week program \$625/month or \$5,625/year

Payment

Brightwheel invoicing will be used for September through May payments. Credit card and bank account draft payments may be made through Brightwheel. Credit

card payments will require a 2.75% fee and the bank account draft has a fee of 60¢ per transaction. Cash payments will not be accepted.

Tax statements are available for download in the Brightwheel App without assistance from Genesis Admin. Staff. Monthly receipts and tax receipts will be given upon request and ready for pick up within 24 hours. Genesis ECP is not required to provide our tax id number. This information can also be found on Form W-10 from the U. S. Department of the Treasury Internal Revenue Service as it states for **tax-exempt dependent care providers**. A provider that is a tax-exempt organization described in section 501(c)(3) and exempt under section 501(a) isn't required to supply its TIN. Instead, the provider must complete the name and address lines and write "tax-exempt" in the space for the TIN.

Health and Safety

At Genesis ECP we strive to serve and support all children. Sometimes, our school environment and staff training and education may not always be the best fit for every child. In the event we are not adequately equipped to address all of a child's needs and assist in a child's development, or the circumstances detrimentally affect the experience and safety of the remainder of the class, then a child may be dismissed at the director's discretion. The best placement for each individual child's success is our priority.

Toilet Training

It is the goal of Genesis ECP to meet the needs of each child. Teachers in the 18-month old and the 2 year-old classes will partner with parents in helping children be successful with toilet training. We do require that parents send a minimum of six disposable diapers with their child while toilet training is in process. Three and Four Year Old preschool classroom schedules, equipment and activities do not allow the teacher to change diapers or training pants. These rooms do not have access to the diaper changing areas. **Toilet training includes the ability of a child to communicate their needs, be independent in the bathroom, be able to pull clothes up and down, clean themselves and wash their hands.**

Illness and Health Practices

*****These practices will be dependent on the current hospital capacity in Harris County.******

Children who are ill should not be in attendance. Genesis ECP observes the standards set by the Texas Department of Health and Human Services for ill children. Children will be assessed visually at drop off and continually monitored throughout the day for signs of illness exclusion.

The most common standards for exclusion are:

- The illness prevents the child from participating in child-care activities, including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.

- The child has a tympanic ear or axillary armpit temperature above 100 degrees which is accompanied by behavior changes or other signs or symptoms of illness.
- The child has symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea or vomiting episodes within the 24-hour period prior to the school day.

A child should be kept at home if any of these symptoms are present:

- a fever in the last 24 hours or is not symptom free
- uncontrollable diarrhea-not contained in diaper and/or 2 more stools above normal for the child
- 2 or more vomiting episodes in the last 24 hours
- been on an antibiotic less than 24 hours
- continuous nasal discharge
- heavy or constant cough
- symptoms of a possible communicable disease (ex. chicken pox, pink eye, strep infection, COVID or head lice) Please notify the Genesis ECP director in the case of a confirmed communicable disease. Texas Department of Health and Human services has a complete list of reportable diseases -- [communicable disease chart and notes for schools and childcare centers](#).

Children must be symptom-free and fever-free (temperature below 100 degrees) without fever-reducing medication for 24 hours before returning to school.

Outdoor Play

Outdoor play is a regular part of the daily classroom routine. Children should be prepared to play outside some part of every day. Parents should not request their child stay indoors. Per the Texas Department of Health and Human Services, children too sick to go outside should not be at school. Additionally, shoes with tread are required to comply with the expectations of Health and Human Services Regulation.

According to Child Care Regulation and Minimum Standards, children in care must have a minimum number of minutes of moderate to vigorous physical activity based on the chronological age. This needs to occur in a balance of group and child initiated activities. Moderate to vigorous physical group activities will be planned within the lesson plans in the classroom and in the enrichment classes. Child

initiated moderate to vigorous activities will occur on the playground. Please ensure that children arrive each day with weather appropriate clothing and shoes for outdoor play. Sandals, cowboy boots, dress up heels and Crocs are discouraged as appropriate outdoor footwear. Eighteen month old and 2 year old classes will play outside for 30 minutes each day. Three year old and 4 year old classes will play outside 45 minutes each day weather permitting.

If the heat index is above 95°F or the wind chill below 50°F, the playground time will be reduced to half the typical time for the age group. If the heat index is above 100°F or the wind chill below 40°F, the playground time will be shifted to indoor activity time with vigorous activities. Alternate moderate to vigorous activities will be provided in the classroom if weather does not permit outdoor play, like rain, snow, mist standing water or muddy conditions. Examples of alternate activities include dance party, animal action, or a movement based activity like the Hokey Pokey.

Medication

Genesis ECP staff will not administer medications. Medications include, but are not limited to: sunscreen, bug spray, any other types of lotions, over-the-counter or prescription medications. If a child is on an antibiotic, the prescribed amount of antibiotics should be given before or after program hours. If necessary, a child should be kept at home until the medication is finished. The only exception to this policy would be medication needed in the event of a severe allergic reaction or emergency treatment under the guidelines of a doctor. Medication or vitamins should NOT be in a child's backpack or lunchbox.

Allergies

Genesis ECP should be notified, in writing, if a child has any diagnosed food allergies. For diagnosed food allergies, a Food Allergy Emergency Plan must be filled out and signed by the child's physician. Parents may be asked to provide food or other items in order for us to provide the safest environment possible for their child.

If a child suffers from other allergies or medical conditions that may require emergency medical care, written procedures from the child's physician must be provided as well as epipens and inhalers, which will be kept by Genesis staff, for emergency cases.

Incidents

When an accident occurs on the Christ the Redeemer premises, we will ensure that the necessary steps are taken to respond to the accident while maintaining, as our first priority, the safety of all the children. An incident will be defined as any occurrence that leaves a mark, such as a bruise, scratch or bump on a child that requires medical attention or evaluation.

In the event a child becomes injured, the following steps will be taken:

- The teacher will assess the injury and act decisively to either treat or call for medical help and quickly ensure the safety of the remaining children in his/her care.
 - If an injury is deemed to be relatively minor and readily treatable, first aid will be administered by the teacher.
 - If an injury is deemed more serious and requires medical help, the teacher will first call for medical help and then will call the parent of the child. Parents are asked to always have their cell phone accessible in the event these circumstances occur and a parent must be contacted.
- The teacher will inform the director of the incident.
- Should an injured child be taken to the hospital, the director will accompany the child if the parents have not yet arrived.
- All incidents are recorded using Brightwheel. This report will record the date, time and circumstances of the injury. A copy of the Injury Report is sent to parents via Brightwheel, and a copy is kept in the child's feed. If an incident requires attention from a medical professional, then a report will also be filed with Child Care Regulation.

Illness at School

If a child becomes ill while in our care (ex. fever, vomiting, diarrhea), we will contact the parents immediately. The child will be cared for in the Genesis reception area with proper supervision. Parents are asked to be available for contact by phone during program hours. It is imperative that all contact information and telephone numbers remain current in our program files for this purpose.

Parents need to pick up children, as soon as possible, upon notification of their child's illness. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Genesis ECP may call for an ambulance at the parent's expense.

Immunizations

The following list outlines the required immunizations and number of doses of vaccines that a child must receive in order to be in compliance with the Minimum Standards issued by the Texas Department of Health and Human Services:

18 months of age through 24 months of age:

- 4 Doses-DTaP (Diphtheria, Tetanus, and Pertussis "Whooping Cough")
- 3 Doses-Polio or IPV (Inactivated Polio Vaccine)
- 3 Doses-Hep B (Hepatitis B Vaccine)
- 3 Doses-Hib (Haemophilus Influenza Type B Vaccine)
- 4 Doses-PCV (Pneumococcal Conjugate Vaccine)
- 1 Dose-MMR (Measles, Mumps and Rubella Vaccines combined)
- 1 Dose-Varicella (Chicken Pox Vaccine)

25 months of age through 42 months of age:

- 4 Doses-DTaP (Diphtheria, Tetanus, and Pertussis "Whooping Cough")
- 3 Doses-Polio or IPV (Inactivated Polio Vaccine)
- 3 Doses-Hep B (Hepatitis B Vaccine)
- 3 Doses-Hib (Haemophilus Influenza Type B Vaccine)
- 4 Doses-PCV (Pneumococcal Conjugate Vaccine)
- 1 Dose-MMR (Measles, Mumps and Rubella Vaccines combined)
- 1 Dose-Varicella (Chicken Pox Vaccine)
- 1 Dose-Hep A (Hepatitis A Vaccine)

43 months of age but before Kindergarten entry:

- 4 Doses-DTaP (Diphtheria, Tetanus, and Pertussis "Whooping Cough")
- 3 Doses-Polio or IPV (Inactivated Polio Vaccine)
- 3 Doses-Hep B (Hepatitis B Vaccine)
- 3 Doses-Hib (Haemophilus Influenza Type B Vaccine) • 4 Doses-PCV (Pneumococcal Conjugate Vaccine)
- 1 Dose-MMR (Measles, Mumps and Rubella Vaccines combined)
- 1 Dose-Varicella (Chicken Pox Vaccine)
- 2 Dose-Hep A (Hepatitis A Vaccine)

Should a child receive any additional immunizations during the program year, a new immunization record should be submitted to the office so

our records remain accurate and up to date. A 30-day grace period will be granted to compensate for illness which delays a child's ability to receive an immunization. If a child has not received the required immunizations after the 30-day grace period, we must have a written statement from the child's physician stating the reason for the delay. In accordance with the Archdiocese of Galveston-Houston, for the safety of all children, we do not accept an Affidavit for reasons of conscience. A child will not be allowed to attend classes until all immunizations are current.

Hearing and Vision Screening (Required for 4 Year Old Classes)

In order to be in compliance with the Texas Department of Health and Human Services Minimum Standards for Child Care Centers, all enrolled children ages four and older by Sept. 1 of the current year must have a copy of the vision and hearing acuity results (not just that a child passed or failed) on file with Genesis ECP. A report simply stating pass/fail is not sufficient to be in compliance with this requirement. **A child's physician offers these tests. We must have documentation in our files within 120 days from the first day of school for all students falling under this requirement.**

Modifications for Inclusion - Genesis ECP works to include all children. Parents are required to provide all appropriate documentation and information regarding any modifications necessary to help their child to be successful in the classroom environment. However, if a child's needs are such that it is not a reasonable level of accommodation, then a conference will be held with directors, teachers, parents and child's health care professionals to assess whether attending Genesis is in the best interest of the child and the other children in the class.

Emergency Procedures

Genesis ECP generally follows the CFISD and CtR Catholic School for inclement weather and emergency school closings. Attention should be given to the CFISD web page, <http://cfisd.net>, or local weather stations if inclement weather is predicted. Notifications via email and text messaging using the Flocknote system and Brightwheel will be sent in the event of school closures.

An Emergency Response Plan is put in place each year to respond to a number of scenarios including fire, tornado, gas leak and intruder on campus. Our plan is available for review in the Genesis ECP office during program hours. Monthly fire drills and quarterly drills for severe/inclement weather and intruder in the building are practiced by staff and students. Parents present during drills are asked to follow staff instructions.

In the event of a prolonged evacuation of our building, parents will be notified through Brightwheel and by telephone. We ask that all children be picked up within one hour of notification from the parking areas adjacent to the Genesis ECP playground. If safety conditions prevent us from staying on Christ the Redeemer property, children will be evacuated to Cypress Academy of Gymnastics located at 11707 Huffmeister (next door to CtR property). In the event of a "shelter in place", parents will be contacted by email and in Brightwheel of the event. This could be, but not limited to, a flooding event or hurricane.

Arrival and Dismissal

Our policies and procedures are designed to maximize the safety of each child enrolled in CtR Genesis ECP. In order to give our full attention to the children during drop-off and pick-up time, we ask that conversations with teachers and staff members take place at a different and more appropriate time when teachers and staff can give parents their full attention. For the safety of all during the drop-off and pick-up process, we kindly ask that all cell phones be turned off before entering the parking lot. If an extenuating circumstance exists, please notify the director of this and any other concerns.

Drop-off:

- Doors will be open from 9 a.m. - 9:15 a.m.
- Parents and students should enter the building through the Genesis (back) entrance, and children should be walked to their classroom. Children must be signed in through Brightwheel at the classroom during this time.
- If arriving after 9:15 a.m., parents and students should enter the building through the Genesis (back) entrance. Children are to be signed in through Brightwheel at the Genesis reception area, and a staff member will walk children to their class. Habitual morning tardiness will require a meeting with the Director.

Pick-up:

- Doors will open for pick-up at 1:45 p.m. and conclude at 2 p.m.
- **Children not picked-up by 2:00 p.m. will be taken to the program office and a \$1 penalty per minute late after 2:00 will be charged.** A first time offense will be excused. Subsequent late pick-ups will be invoiced the charge of \$1 per minute per child.

Parents are to park in the back parking and back side lots. **The safety of all people, especially the smallest ones not easily seen, should be the top priority and first and foremost on each driver's mind. Therefore, cell phone use while driving is strictly prohibited. Also, the closest spots marked for Pastoral Staff should be reserved for individuals with disabilities, expectant mothers and mothers with newborn babies.**

Please send written notice, Brightwheel messaging preferred, if a child will be picked up prior to 1:45 p.m. Parents should enter the building through the Genesis

(back) entrance and check in with the Genesis receptionist so that a staff member may get their child out of class and bring them up to the reception area.

Authorization to Pick Up

No child will be released to an unauthorized person without parental consent. A written notification is required to release a child to someone other than the parent. A signed and dated note, which must also include the name and driver's license number of the person who will serve as the alternate pick-up, need be sent to the Genesis office on or before the day of the alternate pick up. A Brightwheel message with the information above will also be acceptable. Upon arrival, verification of this information will be done using a form of photo identification. Please advise anyone picking up a child that they will be required to show proper identification. A Genesis Staff member will sign the child out and note in Brightwheel who picked up the child. Parents or legal guardians who desire to authorize any other person to have pick-up privileges with a Brightwheel code, are asked to see the front desk for the completion of the required documentation.

Discipline Policy

We strive to maintain a warm environment that helps each child develop a strong self-image, self-discipline, and feel loved by his/her caregivers and friends. Positive reinforcement of desired behavior will be used consistently, individually and in a developmentally appropriate manner.

1. We will first attempt to redirect children when problems arise.
2. If this is not successful, a child will be removed from the area or activity.
3. For repeated unsafe behavior a child will be asked to sit in a "cool down" area where he/she can watch the activities but not participate for a limited amount of time. Parents will be notified via Brightwheel if their child has been redirected several times per day for unsafe behavior.
4. A child may visit the director in her office if he/she needs time alone to calm down.
5. The director will contact the parents by phone if deemed necessary. Teamwork between parents and school is imperative in helping children learn appropriate school behaviors.

Research has shown that positive guidance teaches children skills which help them navigate through their physical and social environment. This aim is to develop personal standards in self-discipline without enforcing a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourages acceptable behavior.

In the event that persistent, unsafe behavior occurs, dismissal from the program will be considered, only after the following steps are taken by Genesis staff:

1. staff will observe the child and gather data (try to address the environment)
2. call in parents for a conference to discuss and agree upon goals and a timeline
3. reconvene at a set upon time to evaluate progress.

After all options have been exhausted, dismissal from the program will be at the director's discretion based on the safety of all children and staff.

Items Needed from Home

Dress Code

It is important that each child be dressed for comfort and safety. We play hard at preschool and can sometimes get very messy. A child should be sent to school in comfortable play clothes and tennis shoes. Shoes without grip like cowboy boots, sandals, flip flops and Crocs are not allowed as they can be a safety issue when climbing or running on the playground. We will have outdoor play unless it is raining. In the event of inclement weather, other gross motor activities will be provided. Coats and jackets are needed on cold days. **Everything should be labeled with a child's name!**

We will have Spirit Day in which the children are encouraged to wear their Genesis t-shirt. This will be the second Wednesday and Thursday (or alternate announced set of days) of each month.

What to Bring

Children will need to bring a full-sized backpack everyday. Lunch should be sent daily in a lunchbox labeled with a child's name on the outside. A weather-appropriate change of clothes (shirt, pants, underpants and socks) should be sent in a zip-lock bag to be stored in the child's backpack. Toys should not be brought to school unless requested by the child's teacher for a classroom activity. **All items should be labeled clearly with a child's name!**

Lunches

Parents should provide lunches which include food, drink and eating utensils. A healthy lunch includes a variety of proteins, dairy products, grains and fruits/vegetables. Texas Minimum Standards for Child Care Regulation requires the meals and snacks must follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that is administered by the Texas Department of Agriculture. Sweets should be kept to a minimum, and carbonated drinks and candy are prohibited. In order to assist parents in knowing what or how much of their child's lunch was eaten, teachers (when possible) will send the uneaten portion home in their lunch kit. Brightwheel notifications on food consumption are sent to parents in the 18 month old and 2 year old classes. Foods that require heating, refrigeration or assembly should not be sent in a child's lunch. A room for breastfeeding children will be provided upon request. **Children are expected to feed themselves and sit for at least 15 minutes during lunch time without redirection.**

It is important for each child to have a substantial breakfast before arriving at 9 am. Daily snacks will be provided on an as needed basis (based on classroom and individual needs) and provided by Genesis ECP. The snack provided will be either Goldfish or Cheerios. Therefore, the snack would nutritionally be considered a grain. Sugary treats will only be served for celebrations like the Birthday celebrations, Pumpkin Tasting, Christmas Parties, Donuts with Dad, and Mother's Blessing.

Birthday Celebrations

Celebrating birthdays are special to children. Birthday celebrations will be held in the classroom at circle time, where a child will receive a birthday crown as they enjoy the singing of Happy Birthday by the class! If parents would like to send a simple birthday treat with their child for after lunch, the child's teacher must be notified of those plans ahead of time. We ask that treats be kept simple and small. Simple and small includes options like small Rice Krispie Treats, small cookies or mini cupcakes. Please save party favors, large cupcakes, cake, candy, drinks, balloons, candles, kid's meals, hats, etc.. for parties at home. If parents would like the teacher to distribute party invitations for a party held outside of school, the entire class, or all girls or all boys, must be invited.

Naps

18 month old and 2 year old classrooms will nap/rest for a minimum of one hour after lunch. Parents are to provide a small mat with a cover for their child.

Parent Communication

The parent/teacher relationship is very important. Teachers will communicate with parents in a variety of ways including a monthly calendar and Brightwheel notifications. All parents will receive weekly Flocknote emails with program-wide information and events. If a note has not been received via email within the past two weeks with a construction graphic at the top of the email, please inform a staff member at the Genesis reception area or send an email to genesis@ctrcc.com, so that we may verify the contact information on file.

Brightwheel notifications will be used for daily teacher communication. Parents can manage which notifications are turned on in the settings function in the App. Messaging can be used in Brightwheel to correspond to teachers and/or administrative staff. Only parents will be loaded into Brightwheel. If Brightwheel access is desired for someone other than a legal parent or guardian, an exemption form, obtained from the Genesis receptionist (genesis@ctrcc.com) must be completed and on file. Please be aware that anyone given Brightwheel access will have access to your child's developmental information including behavioral and health information. Without written permission from a parent, this is a breach of confidentiality, and therefore critical that Genesis has permission and authorization to release such information to anyone other than a parent or guardian. **Also, it is important for parents to check their child's backpack daily for essential program information and communication.**

Parents are kindly asked to keep their child's teacher informed of special circumstances that may cause a change in their child's behavior or mood: new baby, parents out of town, injury or illness. This will allow the teacher to help a child cope with his/her feelings. This can be done through a message sent through Brightwheel.

Parents are welcome to visit the classrooms anytime. Those interested are to visit the program office first, so they can be properly signed in and escorted to the classroom. If a conference is desired, parents are to notify the director and teacher through email or Brightwheel messaging. We welcome all feedback, including discussion of any praises or concerns. Parents may contact the director with any questions or concerns about the policies or procedures of Genesis ECP.

Parent Participation

Parents who wish to be involved with their child's school experience as a volunteer should fill out the Genesis Volunteer form electronically in September. Parent involvement can help events run smoothly. We will ask for volunteers for special events and projects throughout the year through a web-based system called Sign-Up Genius. Additionally, all volunteers working directly with children are required by the Archdiocese of Galveston-Houston to complete the CMG Connect online course, and all parents are encouraged to participate. **Only four year old classes will have the opportunity for CMG Connect-cleared parent readers.** Use <https://galvestonhouston.cmgconnect.org/> to sign-up for CMG Connect. Ongoing volunteer needs on the playground, such as light gardening, are also available to parents. Those interested should contact Donna Heath at donna.heath@ctrcc.com.

Genesis ECP is blessed to have a Staff Appreciation Committee headed by parents wanting to support and show appreciation for our staff. Brittany Badke will serve as the coordinator of the committee this school year along with Brittany Graves and Megan Mixon. Those interested in serving on this committee may contact Brittany Badke at brittanybadke@gmail.com.

Special Events

Every month, special activities are planned for the children. Notification and information on these special days will be sent through the Friday Flocknote email. A few of the activities we have planned throughout the year that may be attended by families include: Student Showcase, Fall Fun Day, Rodeo Day, Fun in the Sun Day, Donuts with Dad, Mother's Blessing, Spring Program and Graduation.

Pictures

Professional individual pictures of the children are taken in the fall and returned before Christmas break. Professional class pictures are taken in the spring and returned by the end of the program year. Pictures will also be taken by CtR staff throughout the year for the end-of-the-year memory books and for promotional purposes.

Fundraisers

Tuition and fees cover the daily operations of the Genesis ECP. However, in order to help fund the purchase of new equipment and learning materials, we will have fundraising projects throughout the year. Participation in these activities is encouraged but not required. We accept "busy parent" donations in lieu of participation in the fundraisers.

- Candle sales - the main fundraiser in late September
- Scholastic Book Orders - about four times a year; home book orders will be sent to help Genesis ECP earn points towards book purchases in order to enhance the program's curriculum book inventory for use in the classrooms.

Service Projects

For those who wish to participate, we will have four opportunities throughout the year to help our neighbors in need.

- food donations at Thanksgiving
- food or gifts for children at Christmas
- CtR Lenten activity
- CtR Spring Festival Silent Auction (8 Front Row seats auctioned for the Genesis Spring Program and Graduation)