

# Charger Tot Parent Handbook 2024-2025



## ST. GREGORY THE GREAT CATHOLIC CHURCH & SCHOOL

700 Dewhurst Road  
San Antonio, Texas 78213  
(210) 342-6803  
Fax (210) 308-7177 [www.stgregorysa.org](http://www.stgregorysa.org)

Welcome to our Charger Tot Family!

Our Charger Tot program will focus on the development of each child. Your child will be immersed in a loving environment where they will get to experience so many new things. During the day in our program your child will be learning through play and building their social and emotional skills.

Our program is monitored through the Texas Health and Human Services Licensing Department. We will have regular visits at our facility to ensure that we are complying with all state laws and that we are providing your child the best care possible.

The door to our program is always open should you have any comments, concerns or questions. Thank you for choosing to enroll your child in our Charger Tot program. We are excited to have you as part of our family.

Sincerely,  
Ruth M. Moreno  
Charger Tot Director

## **Center Operation:**

The Charger Tot program will be open Monday-Friday from 6:45 am- 6:00 pm.

\*If your child will be picked up after our 6:00 pm closing time, we ask that a phone call be made to the classroom to inform the teacher(s). There will be a \$25 late fee assessed if your child is picked up after 6:00 pm closing time.

## **Admission Requirements**

**AGE REQUIREMENTS:** Children must be at least 18 months of age to enroll in our program. Per our licensing agreement, a child cannot exceed the age of 36 months in our program. Once a child turns 36 months and are fully potty trained, the parent may enroll them in the St. Gregory the Great Catholic School PreK-3 program.

**APPLICATIONS:** Families can request an application in the front office of the school or can access it online at [www.stgregorysa.org](http://www.stgregorysa.org). Once the application is reviewed and accepted, the family will be notified of their admittance into the program.

**TUITION AND FEES:** July 2024- June 2025

There is a registration fee of \$145 that is due each year your child is enrolled in the program. This fee is non-refundable. A \$55 FACTS fee is also due at the time of registration for any new family. \*This fee will be waived if the family already holds a St. Gregory the Great FACTS account.

Our weekly fee will be \$190 for a full-time student. Part time will consist of no more than 3 full days and will have the rate of \$125 a week. Tuition must be made prior to the upcoming week or first thing Monday morning.

If your child's tuition payment becomes more than two weeks late, your child may not be able to attend until the account becomes current. Please direct all concerns and questions to the Director.

Upon enrollment, the family will register for full or part time status. If at any time the family needs to change their status, they must report it to the Director in writing. The Director will review the request and will notify the family of the decision. Families will not be able to modify the status weekly. If a child is registered as a full-time student and is absent for two days for personal reasons or illness, parents are required to pay full-time rate.

\*If your child will be absent from the program for a specified number of days/weeks due to travel or unforeseen circumstances, the family must notify the director and a decision will be made on a case by case basis. There will be a \$50 fee assessed each week that the child will be absent in order to save a spot in the program.

## **Discipline and Guidance**

Our teaching staff is required to implement positive discipline and guidance methods when addressing unacceptable behaviors. Our teaching staff works to set up a structured learning environment that will minimize the occurrence of negative behaviors. Through a proactive approach, our teaching staff works to eliminate and redirect such behaviors. Teaching staff implement the following discipline and guidance methods to address unacceptable behaviors.

Our staff will use positive discipline and guidance methods that help children develop internal control of their actions and encourage acceptable behavior.

1. All children enrolled are involved in discipline and guidance methods that are consistent, based on the child's level of understanding and development, and promote children's self-control through acceptable behaviors.
2. All employees will use positive discipline and guidance methods which encourages self-esteem, self-control and self-direction. Children in classrooms will:
  - a. Have good behavior recognized, encouraged, and praised.
  - b. Be taught by example through use of fair and consistent rules.
  - c. Be reminded of behavior expectations daily through clear, positive statements and receive guidance appropriate for their level of understanding.
  - d. Be redirected by teaching staff stating alternatives when behavior is unacceptable. (Example: Blocks are for building, not throwing; try throwing the ball.)
  - e. Be taught to understand why certain conduct is unacceptable and what acceptable behaviors are.
  - f. Not use any form of corporal punishment as corporal punishment is unacceptable within the program. This includes, but is not limited to hitting; pinching; humiliating; yelling; using harsh, abusive or

profane language; or punishment associated with food, rest time, or toileting.

3. In the event that a child is exhibiting out-of-control behavior that is compromising the safety of themselves, others or destructive to school property, physical redirection will be utilized.

## **Dress Code**

Our goal is to have the children have fun and be safe at school. We ask that you send your child in clothes that they are comfortable in. Shoes that cover your child's foot, such as tennis shoes, are the best way to protect their toes and feet. Open toed shoes and/or shoes that do not have a back are prohibited. Children are also required to have at least two complete outfits in their backpacks at all times in case of an accident.

\*Staff is not responsible for the loss of any jewelry or accessories.

## **PHYSICAL EXAMINATION**

Upon enrollment of your child in the program, it will be necessary to take your child to receive a physical examination and provide a copy of the form to the center. You will have one week to turn in this paperwork once your child is accepted for admission. Your child's physicals will need to be provided for every check up that they attend based on their age when they are enrolled in our program.

## **IMMUNIZATIONS**

In accordance with the Texas Department of State Health Services and Texas Department of Family and Protective Services Minimum Standards, all required immunizations **MUST** be completed by your child's first day of attendance, or the child must be on a schedule for completion of these immunizations by his or her physician. If your child is not up to date, program staff will work with you to ensure your child is up-to-date on all required throughout the school year. You may check with your child's doctor or the Health Department to determine if your child is up to date on his or her required immunizations. Parents are granted 30 days to acquire missing vaccines for their child or have a physician place your child on a catch-up

schedule. If after 30 days the child is not up to date and/or not on a catch-up schedule, the child must be excluded from attendance until requirements are met.

## **Illness and Exclusion**

Programming has established illness and exclusion criteria in accordance with the guidelines from the Texas Department of Family and Protective Services Minimum Standards for Licensed Child Care Centers (refer to Communicable Disease Chart).

### **CHILD ILLNESS**

If a child becomes ill while in our care, the following steps will be taken:

- The parent will be contacted to pick up the child.
- The child will be separated from other children and supervised by a staff member including being moved to the school's main office with the school nurse.
- Appropriate attention and supervision will be given to your child until the parent/guardian or authorized adult picks up the child.
- An incident/illness report will be completed by staff. The Director/Designee will review the form and sign it. Parent will be provided a copy of the form after they have reviewed and signed it as well.

### **EXCLUSION CRITERIA**

A child will not be admitted into the classroom if one or more of the following exists:

- The illness prevents the child from participating comfortably in preschool activities, including outdoor play.
- The illness results in a greater need for care than teachers can provide and may compromise the health, safety, and supervision of other children in our care.
- Unless medical evaluation by a health care professional indicates that child can be included in the preschool activities, we will not be able to include children in activities if they have a high fever, accompanied by behavior changes or other symptoms of illness and other signs that the child may be severely ill. (Please refer to Communicable Disease Chart/Appendix.)

- A health care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- In the case of fever (100.4), the child will not be allowed back into the classroom until 24 hours have passed fever-free and without the use of fever reducing medication. This guideline helps to reduce the spread of illness to other children and staff.
- A child can be sent home if they are experiencing fever, diarrhea, or vomiting while at the center. If a child continues to experience these symptoms, a doctor's note may be requested from the parent.

### **PHYSICIAN'S RELEASE**

If the child has had a medical problem that accrued at home or school that requires him/her to return to the classroom with limitations or specialized equipment, the parent/guardian must bring a release form from the child's physician that indicates any special limitation/treatment needed at the center. We will discuss these conditions with the parent to determine if these accommodations can be met.

### **MEDICATION**

Under no circumstances will over-the-counter medication (aspirin, cream/lotion, cough syrup, etc.) be given to children by the staff unless prescribed by a doctor. If a child requires any type of medication, the center staff will not administer it unless the following conditions are met:

1. Parent/guardian must complete and sign the Authorization for Dispensing Medication form (DFPS#7238).
2. Medication must be prescribed by the physician.
3. Medication must be in the original container.
4. Original container must be labeled with the child's name, current date, physician's name, and the directions for administering the medication.
5. Parents are asked to please provide the dropper or measured spoon with which to administer the medication.
6. If your child has a recurring medical problem that requires long-term or as needed medication, the medication label must include information on symptoms to watch for as per your Doctor's recommendations. Symptoms will be treated for up to a six month period, which at that time all information must be updated on the form.

## **CHILD ABUSE PREVENTION**

All suspected and/or known cases of child abuse or neglect, to include sexual abuse, must be reported to the Texas Department of Family and Protective Services (DFPS) as soon as one becomes aware. Suspected and/or known child abuse or neglect reported to staff, regardless if it occurs in our care or not, the agency has the obligation to report immediately to DFPS.

All staff go through a training each year provided by the agency which goes into detail about warning signs of child abuse, prevention, and the steps to take if action is needed to contact DFPS. Any new employee entering the agency receives the training prior to beginning their position at new employee orientation.

Any staff accused of an inappropriate interaction with a child will be reported to DFPS. If an inappropriate interaction is validated, staff will take the necessary corrective action. Any action taken against a staff member must remain confidential and will not be shared with a parent.

All persons (staff and parents) have the obligation to report suspected abuse or neglect of a child and must report it immediately to the toll-free Child Abuse Hotline (1-800-252-5400), which is available 24 hours a day. Reports may also be filed online via the Hotline website [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **INCIDENT/ACCIDENT**

Any time a child has an accident at a site, the child will be provided with First Aid or CPR as deemed necessary, and every effort will be made to contact the parent/guardian at the time of the accident. Accidents will be recorded on the appropriate reporting form. A copy of the report is provided to the parent/guardian. The report form is completed on all accidents, no matter the severity.

In the event emergency medical care is needed, 9-1-1 will be contacted immediately. Every effort will be made to contact the parent/guardian at the time of the accident. In the event emergency medical care is needed, staff will accompany the child to an outside medical facility. The parent will be asked to meet the staff person and child at the hospital. Staff will use information on the Admission Information form (DFPS form 2935) to contact parent. If an injury to a child requires treatment by a health



care professional, staff will notify Child Care Licensing [746.305] within 48 hours after the injury occurs.

## **PARENT REVIEW OF MINIMUM STANDARDS AND LICENSING INSPECTION REPORT**

If a parent/guardian has concerns or believes DFPS Minimum Standards are not being met, he/she should tell the Center Director and call the local licensing office at (210) 337-3399, located at 3635 SE Military Dr., San Antonio, TX 78223.

A copy of the DFPS Minimum Standards is available at each center and parents/guardians are welcome to review them at any time. If you wish to obtain a copy of the Minimum Standards, refer to [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

A copy of the last DFPS Minimum Standards Licensing Inspection Report is posted on each Center's Administrative Board and available for review.

## **CONTACT INFORMATION**

Local Family and Protective Services (FPS) Office

3635 S.E. Military Dr.

San Antonio, Texas 78223

(210) 337-3399

## **LICENSING AND INSPECTIONS OR STATE AND FEDERAL REQUIREMENTS**

The Charger Tot program is regulated by State requirements. We are required to maintain compliance with regulations issued by the Department of Family and Protective Services (DFPS) Child Care Licensing. Throughout the program year, Child Care Licensing conducts periodic, unannounced inspections of our center. DFPS Licensing reports are available for review and posted for the parents to access at all times.