



# Our Lady of the Rosary Learning Center

*"Where we grow in faith and knowledge with Jesus as our model"*



PARENT/TEACHER HANDBOOK

2237 Waldron Road

Corpus Christi, TX 78418

2025-2026

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## HISTORY

Our Lady of the Rosary Learning Center. The construction of this center was made possible through a grant from the John G. and Maria Stella Kenedy Memorial Foundation.

The learning center's mission is to provide care for the children of working mothers. It was blessed and dedicated by the most Reverend Bishop Rene H. Gracida on June 7, 1991. The Learning Center is located on the grounds of St. Paul the Apostle Church and is administered and operated by the Religious Missionaries of St. Dominic, commonly known as the Dominican Sisters.

During the dedication, Bishop Gracida said the center will be "a source of joy, security, and learning for countless young in the decades to come." He continued to say that this new ministry to the young and their families will be a significant contribution to St. Paul's and the surrounding community as a whole.

As an educational ministry of the Religious Missionaries of St. Dominic in the parish of St. Paul the Apostle, within the Diocese of Corpus Christi, Our Lady of the Rosary Learning Center serves to impart and promote the Catholic faith to the future generations.

In his dedicatory remarks, Bishop Gracida said that the center should not be merely a "depository" for children, but rather a place where the children as well as the teachers could grow in grace, wisdom, and love of the Lord." Inspired by this remark, the Sisters of Our Lady of the Rosary Learning Center endeavored to make this Learning Center a place of imparting the Gospel message, building community, providing prayer and worship, and creating faith-filled classrooms where CHILDREN are not only classmates but a family.

Our Lady of the Rosary Learning Center is a joyful learning environment for children. The Sisters strive for continuous growth in our faith and expression of our Catholic identity. The Sisters emphasize Jesus' love for all children and His wish for us to love one another. We teach children to understand as well as to make choices that will strengthen the roots of their faith.

## MISSION STATEMENT

Our Lady of the Rosary strives to form the minds, hearts, and souls of children in the likeness of Christ. It integrates both faith and knowledge by means of a nurturing, stimulating, safe and secure environment. Each child is enabled to perform at his/her best capacity as a unique child of God

## VISION

Our Lady of the Rosary Learning Center's vision is to become the preferred learning partner for St. Paul the Apostle Parish and regional families with children 18 months through 5 years of age. We will apply educational and social standards while developing the moral and spiritual character only a Catholic institution can provide.

## CORE VALUES

Faith – We teach the children about the life and teachings of our Lord Jesus Christ in order to develop their understanding of Catholic principles so that they will grow in their faith in every stage of their lives.

Hope – In our Learning Center hope is always present, uplifting our staff and children by giving them strength to overcome their daily challenges.

Love – The Dominican Sisters and staff reflect love in all their actions so as to inspire and show our children to treat each other with love and respect, also to learn to be kind and to forgive those who hurt them.

Service – We teach our children to serve God by serving others and to being generous in sharing the gifts that God has given them.

Courage – We encourage our children to speak the truth at all times, to ask for help if needed, and not to be afraid to face challenges or difficulties in life.

## PHILOSOPHY

Our Lady of the Rosary Learning Center staff believes that the spiritual, moral, intellectual, social, emotional, and physical life of young children develop best in a setting in which teachers, the environment, and the programs offer a positive Christ centered atmosphere.

The Dominican Sisters and staff believe that the primary objective of a childcare is to provide an atmosphere that encourages social, physical, spiritual, moral, emotional, and intellectual growth and development of a child as a whole.

Our Lady of the Rosary Learning Center provides a well-developed program appropriate for children from toddlers through five years of age. Age-appropriate learning and play experiences that contribute to the developmental needs of the child in a safe Christian setting shall be provided.

We believe that early childhood education should be a time of fun, warmth, security, exploration and discovery. Children are creative and receptive in their early years. The program strives to nurture and encourage these qualities. We provide child-initiated activities which aim to engage the child in hands-on manipulative, problem solving, and reasoning skill experiences.

We believe that quality care takes into account basic needs such as health and nutrition, individual treatment to enhance developmental growth, and challenges to enable each child to perform at the highest level of his/her capacities as a unique child of God. But our Catholic identity goes beyond these activities. It includes:

- how we welcome anyone who comes to our campus.

- building a faith community among our CHILDREN and among our faculty.
- instilling core values such as:
  - Dignity, integrity, respect, spiritual growth and development, hospitality, appreciation, compassion and mercy.

## GOALS AND OBJECTIVES

1. To model the teachings of Jesus Christ and the teachings of the Catholic Church.
2. To provide an atmosphere that encourages spiritual, moral, intellectual, social, physical, and emotional growth, and the development of the child as a whole.
3. To offer a well-developed age-appropriate program that helps contribute to the developmental needs of the child in a caring environment that is Christ centered.
4. To instill values that will lead the child to practice the virtues of Christian living.
5. To build a Christian community and promote a universal family.
6. To make the classroom a faith-filled classroom.

## PROGRAM / CURRICULUM

Planned within the framework of philosophy, mission, vision and goals Our Lady of the Rosary Learning Center shall provide learning experiences that include spiritual, intellectual, social, and physical development as well as personal guidance given by skilled personnel whose primary interest is the child. The Curriculum consists of both indoor and outdoor age appropriate and developmentally appropriate activities, which include but are not limited to:

- Prayer and quiet time / reverence, wonder and respect for God's creation/values.
- Arts and crafts
- Creative movement and dramatic plays
- Indoor and outdoor playtime
- Exposure to shapes, colors, numbers and letters
- Science and discovery activities
- Celebrations of birthdays, holidays, and church liturgical feast days
- Puzzle and block building activities
- Activities in perception, prediction, and computation
- Good manners and personal hygiene

Multimedia creative activities are offered to give each child opportunities for self-expression and for good social relationships.

OLRLC uses Frog Street and the Guide for Catholic Schools in the Diocese of Corpus Christi. Our daily schedule provides opportunities for children to engage in physical activities. Children participate in age appropriate outdoor and indoor activities as part of the daily curriculum.

Our program uses the formal assessment, Toddler, Threes & Four-year-old Frog Street Developmental Checklist, for children ages 0-4. School-aged children will not be given any assessments. These assessments are given to all children three times a year. The results of these assessments will be shared with parents during the parent conferences

and parents as requested. Teaching staff will use the assessment data to plan for future lessons to ensure child progress.

### ADMISSION/WITHDRAWAL

Parents who seek a Catholic formation for their child enter into a contractual agreement between the parent/ children and the Learning Center and the rules of the Learning Center governing all areas of the child's development, as stated in the Learning Center's philosophy statement. As part of the contractual agreement, there are explicit (expressed) and implicit (implied) expectations placed on both the parent/ child and the Learning Center. Explicit rules and regulations are included in the Parent/child Handbook and in various Learning Center communications.

The Learning Center may refuse to admit a child if tuition is outstanding and/or if financial obligations to another Child Care Center have not been cleared.

### ENROLLMENT/ REGISTRATION

Registration is for the fiscal year August through June and is open during that period. Children are enrolled on a first come, first served basis because of limited enrollment at every age level. Returning children will receive priority. Parents are responsible for notifying the office of plans to withdraw a child, as well as the date of withdrawal. Fees are to be paid through the last week of attendance.

Our Lady of the Rosary Learning Center accepts children of all nationalities, religions, languages and ethnic backgrounds. Enrollment is complete when the following documents are submitted to the office of the Director and a class is assigned to the child.

### REQUIREMENTS FOR ADMISSION

1. CHILDREN Enrollment Form
2. Birth Certificate
3. Baptismal Record, if baptized
4. Current Immunization Record and Physical, signed by a health care provider.
5. Handbook Acknowledgement Form (Family Orientation)
6. Release Forms: photo, sunscreen, insect repellent

### TUITION AND PAYMENT

Non-refundable Registration Fee: \$250.00 per child (due at time of enrollment)  
Tuition: \$600.00 monthly/**\$650 for K2 Class**. It is due the first week of each month.  
Bounced checks will incur an additional \$30 fee. We do not give refunds for services received.

\* A tuition discount is available for families with 2 or more children enrolled.

\* **A registration discount may be available for early enrollment.**

Tuition is based upon annual enrollment; as such, in the case of parent and Learning Center holidays, tuition fees will continue to be paid as scheduled. We reserve the right to drop any child from enrollment when the parent is delinquent with tuition

payments or fails to make payment arrangements with the Sister-in-Charge.

Fundraising obligation: Families are required to participate in fundraising events during the year.

## ATTENDANCE

The Learning Center places responsibility for CHILDREN attendance upon the parents of the CHILDREN. It is the responsibility of the parents of the children to ensure that children attend regularly and on time, as well as to participate in activities and discussions.

## DROP-OFF/PICK-UP PROCEDURE

Children are expected to arrive between 7am and 8am. Normal Class hours are 8:00 am to 3:00 pm with pick-up between 3pm and 4pm. If your child is picked up late, you will be charged an extra fee of \$5/day. The Learning Center closes at 5:00 pm. Extended Care is available from 4:00 to 5:00 pm for \$100 per month.

Parents are required to sign the child in and out on the attendance sheet. This is used to document attendance and for accountability check during an emergency. Caregivers and Volunteers need to sign in and out also. Note, children getting assistance from Workforce Solutions are required to sign in and out on Workforce's I-Pad in addition to signing the center's attendance sheet.

The child will then be introduced visibly to the responsible caregiver by the parent, volunteer, or other staff personnel. Similarly, the child will be turned back to an authorized pick-up person and signed back out by that person at the end of the day.

Note: Parents must keep the list of people authorized by them to pick up the children up to date for the center to be able to release the child to that person.

## TARDINESS

Our Lady of the Rosary Learning Center opens for CHILDREN drop-off at 7:00 A.M. Breakfast is served from 8:00 to 8:30. Children being dropped off after 9:00am will be expected to already have eaten their breakfast. Children may not be accepted after 10:00 am without prior approval.

## ABSENCES

Parents should call the Learning Center office each day the child is absent from the Learning Center. Please call the office with the name of the child, homeroom teacher, and reason for absence. Upon returning to Learning Center, the children must submit a written excuse signed by a parent stating the reason for the absence. For absences of 3 days or greater a doctor's release is required.

\*Note: The center is required to report absences of 5 consecutive days to Workforce Solutions for those receiving assistance from them.

## EARLY DISMISSAL

Sometimes it becomes necessary that a child be taken out of Learning Center early because of dental or medical appointments. If a child is to be dismissed early for any reason, it is the parent/guardian's responsibility to do the following:

Send a written note to the teacher and the office indicating the reason for early dismissal that includes:

- a. The time the child is to be dismissed.
- b. The person who will pick up the child.

\*\*\*Please don't call the Learning Center office with such information unless it is an emergency. The person who will pick up the child MUST report to the office and sign the child out!

## EMERGENCY INFORMATION

At the beginning of each Learning Center year, parents are required to complete the contact and release information in the application. It is imperative that the Learning Center be able to reach you in the event of an illness or emergency situation. It is also important to list the names of others who can be contacted in case you are not available. Please keep that information updated by notifying the office.

## HEALTH POLICIES

Each child must be healthy in order to participate in Our Lady of the Rosary Learning Center's curricular program. Each child's health and well-being is important to us; therefore, the following health standards will be strictly enforced by our Learning Center and should be observed by all parents.

A. Parents are required to submit and maintain a current record of the child's immunization and TB tests as well as a physical examination signed by a physician stating the child has been examined within the year and is in good health.

B. No child who arrives noticeably ill, with a rash, or with a fever of 100.4 degrees will be admitted for that day. Parents will be notified if a child becomes ill during the day. The child will remain in the sick room under adult supervision until a parent arrives to take the child home. Our Lady of the Rosary Learning Center does not have the facilities or staff available for long supervision of an ill child; therefore, parents are expected to have the child picked up within 30 minutes. In addition, do not return the child to the center until the child has been symptom free for 24 hours.

C. No medicine will be administered to a child in Learning Center. The parents are reminded and encouraged to give a child's medication at home. A follow-up or another dosage of medication may be administered during lunch break in OLRLC by their own parent or guardian. The administered doses shall be logged on Medical Authorization Form 7255. See the "Incident/Illness Binder".



If your child has a severe allergy that may require the immediate administration of Epinephrine you will be required to provide the Epi-pen injector and review the use of it with the primary caregiver and the director as well as sign an authorization form to permit them to administer the treatment.

The state requires your child to participate in daily outside activities. If you wish the caregiver to administer insect repellent or sun screen for those activities please sign a release to enable their caregiver to administer it.

D. Children are encouraged and helped to keep themselves clean. Children are supervised during the bathroom routine and washing of hands, proper toileting procedure and proper teeth and hair care.

E. Health screening for sight and hearing is required by the Texas Health Department for 4-5 year-olds. Please provide the Learning center with the results of those test. The Learning Center must supply the results of those tests to the state early in the calendar year.

F. Prevention of Exposure to Food Allergens. The Learning Center must be made aware of any allergies that may affect your child. Parents of children with allergies must provide a "SAFE" snack list for teachers to share with parents of other children who wish to bring snacks for holiday parties, birthday parties, etc. A food plan can be arranged with the Learning Center if you prefer your child bring their own food from home.

The center frequently stresses with children: "NO SHARING OF FOOD".

Children with Life Threatening Allergies/Allergen Awareness and Avoidance

The question of banning anything in Learning Center is controversial. We live in a world that is contaminated with potential Allergens. Anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his family, in the case of young anaphylactic child, the Learning Center community must also be aware.

In the classroom of anaphylactic children, care is taken to avoid allergens. Parents should consult with the teacher before supplying food or craft materials to these classrooms. In short, the risk of accidental exposure to a food allergen has been significantly diminished although it can never be completely removed. A notice will be posted in the room of the at-risk child noting the allergen involved, but not identifying the at risk child. The caregiver will know who is at risk.

## MEALS

Breakfast (8:00 am), lunch (11:00 am), and an afternoon snack (2:00 pm) are served daily. Your child's meals are carefully planned to provide at least two-thirds of his/her nutritional needs. A new menu is developed each week consistent with USDA guidelines. The menus are sent home every Friday and copies are available at the front desk. Meals

include milk, fresh fruit and fresh vegetables. Foods and Liquids hotter than 110 degrees are kept out of reach of children. If your child is on a special diet or has a food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by an authorized medical official. This is a requirement of the state. Staff does not reward good behavior with food of any kind. \*During special occasions such as birthdays, holidays, only commercially packaged foods are allowed.

### REST/NAP TIME

Children from K3-K4 are required to rest after lunch. Even if your child does not sleep he/she will lie quietly and rest during this period. A cot is provided for each child. It is requested that your child bring a small pillow and blanket or sleeping bag for nap time. Label your child's coverlet and pillow with permanent ink and place them in a bag for hygienic purposes and to facilitate storage and transport. Children's beddings are to be taken home every Friday to wash. All Caregivers receive annual training in safe sleep methods.

In addition to Safe Sleep Methods, the Director and Caregivers for the 18-month through 2-year-old children are required to complete annual training for the Prevention of Sudden Infant Death Syndrome (SIDS) and Understanding Early Childhood Development.

### SAFETY POLICIES

The parents must accompany the child into the building and pick him/her up inside each day. No child is to go out to a car alone. Make sure the staff is aware of the departure of your child. Parents are required to stop at the front desk to sign in and out on the daily time attendance sheet. Parents are also required to complete a Health Check with the teacher/ staff upon arrival.

Teachers are required to keep hazardous material out of the reach of their children. They are typically in a locked cabinet or kept outside the classroom. They are also expected to follow the label for proper storing, handling and disposal of the materials.

**Maintenance personnel must be accompanied by Learning Center Personnel if children are on site during their work.**

### TOYS, VIDEOS, ELECTRONICS

**We do not allow children to bring toys, videos, DVD's, electronics, and other such personal items unless the teacher has notified you of a special "show and tell" day. Toy guns or any "war toys" that depict violence are strictly prohibited at Learning Center. The Learning Center is not responsible for any lost/damaged toys and other personal items brought by the children.**

Electronic media is only used for educational purposes. Screen time for children over 2 years of age is restricted to less than 1 hours/day. Children will only see developmentally appropriate material as it relates to topics in the current curriculum.

## COMPLAINT PROCEDURES

Any problem or complaint should be first resolved between the parent and the teacher/staff. If no reasonable solution is reached, the Director becomes involved. The Director will investigate, mediate, and/or help resolve the conflict.

Procedure for parents to contact the Child Care Licensing (CCL), DFPS, Child Abuse Hotline and the CCL website are posted in the bulletin board near the entrance to the facility.

## EMERGENCY PROCEDURES

Fire, intruder and bad weather emergency procedure drills will be held in accordance with the Licensing Frequency. These drills are worked out with the staff to ensure safe and orderly evacuation and precautionary procedures. Evacuation routes, Emergency actions, etc. are posted on the walls and practiced. More details can be obtained by viewing the Emergency Action Plan.

In case of extreme/inclement weather, Our Lady of the Rosary Learning Center will follow the Guidelines of the Flour Bluff / Corpus Christi School District. Please do not call the Center for information on school closings but listen to the major radio or television stations for these announcements.

Our Lady of the Rosary Learning Center (OLRLC) has a very detailed plan for addressing Various Emergency situations at the facility. It includes detailed training of the staff and routine testing of the plan. The complete document is available for review by contacting the director. This is summary of the plan so the parents are aware of what happens in certain situations.

The plan is based on the Standard Response Protocol. See photo at end of this section. It employs an Incident Command Format. The director or a designate is the commander of each incident while the teachers are responsible for executing the plan with their students. Students that may need assistance during an emergency shall be identified ahead of time so that someone will be specifically assigned to assist them. In addition, the teachers of the older kids will check to assist the teacher with children under 24 months of age if needed.

All communications to the parents will be done to the phone number on file. If parents cannot be contacted the emergency contact on file will receive the communication.

**FIRE:** Fire drills are practiced monthly. The daycare's response is to evacuate the building and call the fire department to respond. Parents will be contacted to pick up their children if the building cannot be reentered. The primary meeting place is the parking lot with the convent as an alternate. If an alternate site was used by one of the teachers, the parent will be notified where to go. Parent will be notified by phone when the facility can be re-opened.

If the primary evacuation place is deemed unsafe due to the extent of the fire, responder activity or any other reason the children will be taken to the front entrance way of St. Paul the apostle church at 2233 Waldron Road, Corpus Christi, TX.

**Severe Weather:** For a Hurricane approaching the area, OLRLC follows the closure direction of the Flour Bluff School District. Closure and reopening will mimic the district and can be monitored by radio station 98.5 KLUX.

For a tornado sited in the vicinity of the center, OLRLC practices sheltering to the most secure part of the structure which is the hallway at the center of the building. They lie down and put their faces to the floor. If a tornado does impact the building to where classes cannot continue, the teachers will contact the parents to pick up their child.

**Endangering person in the vicinity or the facility:** The center practices lock down, secure and hold depending on the students' location at the time of the initiation of the situation. See the SRP Protocol. The teachers are trained in which to use depending on their location. Typically, no communication from the teachers to the parents will happen until the Police declare the situation is secure. Lockdown involves turning all lights out locking the access to the room and getting out of sight. They will stay secure there until released by the police or the director.

#### UPDATING CONTACT INFORMATION

All communications to the parents will be done by phone number on file. In the event of an emergency, the center will make the first contact with the parent, if the parent cannot be contacted, we will then call emergency contact numbers. Please ensure that all contact information is up to date. You can update your contact information at any time at the front desk. If there is no one at the front desk, fill out the appropriate form. Place it in the drop box. The school administrator will input change in the system immediately and notify you for confirmation of receipt.



# STANDARD RESPONSE PROTOCOL

## INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Thumbs Up/Down



## SHELTER

"State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Thumbs Up/Down



## COMMUNICATIONS

Parents are informed of the Learning Center activities through letters from the Director. Any questions concerning the program or staff may be directed to the Learning Center's administrative office. Parents are encouraged to communicate with the staff any concerns about their child's well-being: physical, mental, social or emotional growth/development. Parents are likewise encouraged to schedule an appointment with the Director to discuss concerns about policies and other relevant issues concerning their child.

### ELECTRONIC AND /OR DIGITAL COMMUNICATIONS POLICY WITH RESPECT TO FACULTY, STAFF, CHILDRENS, AND PARENTS

When using electronic or digital communications to contact parents/guardians of children, Learning Center personnel shall refrain from sharing grades, behavior, and other personal information in regards to a child. When these issues need to be discussed, they should be done so either in person or by use of the Learning Center telephone system. It is strongly recommended that Learning Center personnel not use a home telephone or personal cell telephone when communicating with parents/guardians.

Learning Center personnel are not to contact children by telephone or by use of electronic or digital communication. Personnel are to contact parents/guardians, not children, when they need to disseminate information for the children 's benefit. Children are not to contact Learning Center personnel by telephone or by use of electronic or digital communication. If a child contacts a faculty or staff member by one of these methods, this shall be immediately reported to Learning Center administration.

Learning Center personnel who violate this policy shall be subject to disciplinary action, up to and including termination. Learning Center children who violate this policy shall be subject to disciplinary action, up to and including expulsion. If a parent/guardian violates this policy, the Learning Center reserves the right to terminate the child's enrolment.

### PARENT/TEACHER CONFERENCE

Parents may initiate a conference to discuss plans for the child's programs, special activities, projects and/or to review child's progress. A conference is recommended at least once a month and may be formal or informal. Parents are encouraged to call for a conference to discuss questions and/or concerns regarding their children.

### VISITORS

Parents are encouraged to visit the Learning Center during the morning session to visit the facilities and observe the program. Visitors are requested to register at the front desk before they are allowed to proceed to any classroom.

Unscheduled visits will require sign-in at the desk and be a person authorized by the parent/guardian for that child. Remember to keep your approvals up to date. The director or another staff person will accompany them to the child's room.

## ROOM MOTHERS / FATHERS

Parents are encouraged to volunteer as room mothers/fathers to help your child's teacher in their seasonal class activities. The room mothers/fathers in every age level may coordinate with other parents to organize any classroom events or similar learning experiences. Parent volunteers are welcomed and recognized during the First Parent Meeting in the Fall.

## BIRTHDAY CELEBRATIONS

Birthday parties are a special time for children. We may allow your child to celebrate this event. Please notify your child's teacher and the Director of your plans in advance. Invitations to an outside party may be given in the classroom if every child is invited. Parties are scheduled in the afternoon snack time.

## CHILDREN UNIFORM, DRESS CODE AND GROOMING

Research indicates that the manner in which an individual dresses is related to their behavior and their attitude towards learning. Children attending Learning Centers are expected to be neat and clean in their appearance.

Our Lady of the Rosary Learning Center wants to develop in our children a strong sense of Catholic identity. A Learning Center dress code complements the teaching of order and discipline, provides for a less distracting environment and builds community. Uniforms promote a sense of belonging and unity among the Learning Center's members. Children are expected to be neat, well-groomed, and dressed properly for Learning Center as the special place it is. It is the responsibility of the parent to ensure their child wears the appropriate uniform. Hence, it is important for parents to read carefully the "Regulation on Uniform Code," so that their children will be dressed in the complete and correct uniform. By doing so misunderstandings between teachers and parents can be avoided. Jewelry is not part of the Learning Center uniform.

Hair is at all times to be well-groomed and out of the child's line of vision.

Proper Learning Center attire and good grooming are conducive to children's educational and social development. Our Learning Center takes pride in our children's appearance. Formal Learning Center uniform is required for all Mass Days.

## REGULATION ON UNIFORM CODE

### GIRLS

To be worn Monday, Tuesday  
White Blouse  
Blue jumper  
Black leather shoes  
White socks

### BOYS

White Polo shirt  
Blue shorts  
Black leather shoes  
White socks

P.E. UNIFORM FOR ALL CHILDRENS - To be worn Wednesday and Thursday

K2-- Red Shirt, blue shorts

K3-- Purple Shirt, blue shorts

### UNIFORMS

K4—Blue Shirt, blue short

K5-- Green Shirt, blue shorts

Sneakers are permitted for P.E. days.

### COLD WEATHER

Navy Sweat Shirt

Navy Sweat pants

Friday

Wear your choice of clothing appropriate for school environment.

Cold Weather Uniform – Navy Sweatshirt, Navy Sweat Pants

Parents are requested to dress their children in clothes that are durable and easily managed by the children. Children are required to wear rubber-soled shoes for their safety on the playground. Children are **NOT** allowed to wear boots and open-toed sandals for safe and active play. An extra change of clothing is needed in case of accidents. Your child's clothing and personal belongings should be marked properly and clearly. Please dress your child for the weather and send a light jacket or sweater for chilly mornings.

## CHILD PROTECTION

In accordance with state licensing requirements, all Learning Center personnel are trained in Child Abuse Prevention. All teachers, staff and parent volunteers are required to receive education on Environment Health Management and Safety. To learn more or report issues pertaining to your child's protection, see the following contacts:

### Contacts:

a. Texas Department of Family and Protective Service (361) 854-2011

Address: 4201 Greenwood Drive, Corpus Christi, Texas 78416

Website: [dfps.state.tx.us](http://dfps.state.tx.us)

b. Child Abuse Hotline- 1-800-252-5400

c. State Licensing- 361-378-3456

d. Child Care Licensing 361-878-3451

Address: 5155 Flynn Parkway, Corpus Christi, TX 78414



## PARENTS RIGHTS

If your child is enrolled in a Licensed Day Care in Texas you have certain rights:

1. You may enter the center during our hours of operation without advance notice.
2. You may file a complaint with the state against the center (see method in the manual).
3. You may review the center's publicly assessable records.
4. Review your child's written records.
5. You may receive a copy of the center's latest HHS inspection report. You can see the compliance history by searching on the <http://childcare.hhs.gov> web site.
6. With a valid court order you can prevent the facility from releasing your child to another parent.
7. You may view any photos or videos of your child pertaining to alleged abuse or neglect.
8. This document details the centers policies and procedures.
9. Upon request you may view the staff training records and in-house curriculum.
10. You will be free from any retaliation for exercising any of your rights.

## FRAMING THE DAY IN PRAYER

Prayer is to the soul what rain is to the soil. Fertilize the soil, it will remain barren unless fed by frequent rains. As our body cannot live without nourishment, so our soul cannot be spiritually kept alive without prayer.

Belief in Jesus is expressed and strengthened by daily communal prayer. CHILDREN are instructed and guided to develop skill and a love for the church's daily worship. Prayer includes: Morning Prayer, the Lord's Prayer, the Hail Mary, Prayers before and after meals and the Angel of God.

To avoid the "lip-service" prayer, from the very start, children are taught how to pray well. Teacher's initiative and resourcefulness are very important.

Instill in the mind of the children that before prayer they should concentrate in whose presence they are approaching and to whom they are about to speak. This is guiding them to pray fervently, devotedly, and with dignity.

To enrich children's prayer life, hymns are sung. Children are introduced to hymns about the liturgical season, the Rosary, Stations of the Cross, and the saints on his/her feast day.

## INTEGRATING THE GOSPEL VALUES, THE BEATITUDES AND THE LEARNING CENTER TEACHING IN THE DAILY SUBJECTS

### A. GOSPEL VALUES

The Gospel values are imparted to the children in order to realize their full Christian potentials. The teachers teach their children the Gospel values of love, faith, hope courage, community service, reconciliation, truth and mercy. Gospel values are also taught in songs, filled with religious experience, leaving us full of inspiration, appreciation and love.

## B. THE BEATITUDES

The teachers instill in the minds of the children the significance of the Beatitudes. They guide, point, and teach the values of our Lord. If followed, they can bring a believer into a state of peace and happiness which leads to eternal happiness with God.

## C. CATHOLIC SOCIAL TEACHINGS

In the Learning Center, the subject of Social Studies provides many opportunities for teachers to help children understand, appreciate, and learn how to live Christian social values. There are some key themes that are at the heart of our Catholic social tradition. These are what teachers teach in Social Studies. Children learn that the dignity of the human person is the foundation of moral vision for society.

Call to family, community and participation is an important teaching of the Church. The person is not only sacred but social. The organization of society in economics and politics, in law and policy, directly affects human dignity and the capacity of individuals to grow in a community. Marriage and family are the central social institutions that must be supported and strengthened, not undermined.

### LEARNING CENTER WIDE LEARNING EXPECTATIONS

By the time our CHILDREN leave, they will be...

True believers of Christ's teachings by:

- using Christ as their model to live their faith.
- continuing to grow in and learn their faith.
- participating actively in liturgical and prayer experience, traditions and celebrations of the Church.
- participating in service projects and activities.

Globally aware citizens who:

- respect God, self, others, property and environment and accept responsibility for their actions and the consequences of their choices.

Are with strong character who:

- are kind and show love.
- try to do what is right without reminders.
- tell the truth.
- know how to care for oneself because God made them
- are good sports.

Are active Christians with Catholic Vision who:

- love and trust God and try to follow Jesus daily.
- try to help others.
- are learning to respect holy persons, places, things and events.
- pray and take part in liturgies.
- are learning what Jesus Christ teaches and how to be good members of the Church.

### SERVICE EXPECTATIONS

Our young children may not be able to render great and difficult service to others but they can start with small things like helping a classmate, dusting the desk, putting things

away to help their teacher, and participation in outreach activities. Our teachers service promotes a harmonious relationship between teacher and children. They endeavor to make children not only classmates but one family. They strive to create an atmosphere of love, care and concern. They create classroom environments that foster and sustain the intellectual curiosity children bring to learning. Year after year, our endeavor is for teachers to cultivate children's imagination and initiative while guiding them in productive ways throughout their days in our Learning Center. Furthermore, we expect them to address each child's area of strength and challenge them with expertise and compassion. Above all, we expect our teachers to teach the Catholic doctrine not so much in words but most of all in deeds. The Learning Center highly appreciates the active participation by parent volunteers which is considered an integral part of the child's scholastic and social development. Ways in which parent volunteers may participate include: Front desk/Office aides, Library Assistants, and Custodial Assistants. Active participation in PTO activities is very beneficial to our children and Learning Center.

### VOLUNTEERS

Volunteering is a deeply rewarding experience which helps to build a sense of community. As a Learning Center in the Diocese of Corpus Christi, we follow the diocesan policies and guidelines for certifying volunteers in our Learning Center. All those who feel called to partner with our staff and personnel by becoming a Learning Center volunteer will be required to:

Report to the Office in order to fill out the necessary paperwork for a criminal background check and affidavit concerning criminal activities. Following background check approval, a review of the center's policies will be included in your orientation.

All prospective volunteers are strongly encouraged to complete the Creating and Maintaining a Safe Environment Course so as to be certified to work with children in any catholic parish in the diocese.

### PARENT INVOLVEMENT/BREAST FEEDING

The Parent-Teacher Organization (PTO) of Our Lady of the Rosary Learning Center meets periodically. Nominations and election of officers are held during the Parent Orientation in the fall. The PTO organizes social gatherings for families and spearheads yearly fundraising for the Learning Center's needs through the active leadership of room fathers/mothers of each class.

Parents, the Director, Sisters, and Staff are expected to establish a good and harmonious relationship to help the children grow intellectually, morally and spiritually. To attain this, parents, teachers, and staff are invited to attend the meetings of the PTO at 6:00 P.M. on the day decided by the PTO body. Your presence is needed and appreciated. Let us try to work hand in hand for the good of the children. The mind is

not a vessel to be filled but a fire to be kindled.

Parents may visit the Learning Center to observe their child during normal hours of operation. In addition, Breast Feeding may be done in the medical room. Mothers have the right to breast feed at the Center or provide breast milk for their child. The learning center has resources available to assist parents with this task.

### FAMILY PARTICIPATION

Family involvement at OLRLC is important to the success of our program, but also to your child. There are several ways that families can get involved with the center and activities to ensure that your experience while enrolled in our center will be a great one!

Parental involvement can include participation with the children's pageants at Christmas, Easter, graduation, holidays, birthdays, annual fundraisers.

Parents are encouraged to meet with other parents by joining the PTO organization. In addition, a retreat that includes a speaker and a time for reflection with the other parents is held during the year.

### FAMILY ACCOMODATIONS/INCLUSIVENESS

Our Lady of the Rosary will attempt to accommodate supporting families with special needs students to include home language, differing abilities and cultural backgrounds. Parents have a right to be informed of all procedural safeguards and rights of appeal in a language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child requires accommodations and we will ensure that we do our part in meeting the needs.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. We will participate in all comprehensive care meetings if needed.
3. We will complete supporting documentation from authorized medical professional for any accommodations relating to the child's physical or developmental needs.
4. Provide materials and resources in parent's/child's primary language.
5. Provide opportunity for cultural inclusiveness by hosting cultural events throughout the year

### DISCIPLINE

Discipline cannot be separated from learning. Little learning or none at all, takes place without discipline. By discipline we mean training of the will. Before we can hope to teach the minds of our children academic subject or even faith, we need to train our children and ourselves to do the will of God. The training of the will to do good is more important than the training of the mind to know. There is no point to teach the mind if the will chooses to act in an evil fashion. Training of the will is given priority over academic

training.

Before we can expect our children's obedience in relation to Learning Center work assignments we need to teach our children obedience; first to God's Commandments and second to ourselves as representatives of God. If we want to be a true disciple of Christ, we need the discipline necessary to follow His Commandments. The ultimate goal of discipline is to help the individual child to act always in accordance with the will of God and thus become holy as God calls us to be.

The staff and personnel of Our Lady of the Rosary Learning Center are instructed in the appropriate ways to discipline children through positive guidance and personal redirection. Punishments of a physical nature are never allowed in the Learning Center. When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
2. The child will be redirected and, if necessary, given a brief time away from the rest of the class.
3. Parents will be notified about the behavior. If repeated incidents occur, staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
4. Follow-up will be made with the parents daily until the issue is resolved.

Parents are expected to work closely with the staff to reinforce the child's positive behavior while at Our Lady of the Rosary Learning center. We reserve the right to drop from our care any child whose behavior is unreasonable and disruptive of the teaching and learning process.

#### ACCEPTABLE WAYS OF DISCIPLINING CHILDREN

The policies of Our Lady of the Rosary Learning Center allow the staff and children to work harmoniously together to respond to acceptable and appropriate behavior. The staff/personnel are encouraged to discipline with love guided by reason and faith, and to use positive techniques to mold or change behavior. Some of these techniques include:

- Developing rules with children that are stated at the child's developmental level and discussing these rules with the children on the very first day of Learning Center.
- Start each day by referring to these rules until the rules are understood and remembered.
- Clarifying the consequences of disobeying rules before disobedience occurs.
- Having age-appropriate expectations of children. We do not expect children to obey complex rules.
- Allowing children time to practice obeying new rules before giving them consequences for disobeying.
- Correcting inappropriate behavior.

- Reinforcing desirable behavior through encouragement and good example.
- Children can spend time in the cozy corner or prayer corner to practice breathing techniques to calm down.

### ROLE OF PARENTS IN THE DISCIPLINE PROCESS

"Since parents have given life to their children, they are bound by a grave obligation to educate their children, and so must be regarded as the primary and principal educators. Their role in education is of such importance that where it is missing, its place can scarcely be supplied. For it is the parents' task to create the kind of family atmosphere, inspired by love and devotion toward God and men, which is favorable to the complete personal and social education of their children" (Declaration on Christian Education of the Second Vatican Council, October 1965).

The Bible has a great deal to say to parents regarding the education and the discipline of children. God spoke to Moses about how the Commandments are to be taught to children by parents. This theme continues throughout the Old and New Testaments. Some of the statements from the book of Proverbs upon which parents should reflect are the following:

"Instruct thy son, and he shall refresh thee, and shall give delight to thy soul."

Proverbs 29:17

"The rod and reproof give wisdom, but a child that is left to himself bringeth his mother to shame." Proverbs 29:15

"Train up a child in the way that he should go, and when he is old he will not depart from it." Proverbs 22:6

"He that spares the rod hates his son; but he that loves him disciplines him diligently." Proverbs 13:24

Note: If there is indication of child mistreatment inside or outside the Center it should be reported to the Director and reported to authorities if the evidence supports the case. See the posted information at the Center.

### CLASSROOM POLICIES

As a Learning Center, Our Lady of the Rosary Learning Center expects basic rules to be followed in the classroom.

- We are nice to others
- We play safely
- We listen to the teachers
- We keep our classroom clean

These rules are very basic, but they enable our children to learn in a safe environment. There will be occasions in which the rules are not followed. On such occasions, children will be given two warnings. Upon the third warning, parents will be notified to retrieve their child for the day. We wish a safe and orderly environment for our children to learn. If a CHILD is violent or displays unacceptable behavior, he/she must be removed from the classroom for the safety of the other CHILDREN as well as the staff.

Repeated failure to act appropriately can lead to suspension and/or expulsion for the child from attending the learning center. Biting and fighting are considered extreme behavior issues.

A record of incidents will be kept in each child's education record, and parents will receive an incident report for injuries and/or illnesses.

Questions and/or concerns should first be directed to the teacher in charge of each classroom. If the question/concern cannot be resolved satisfactorily, a meeting will be scheduled between the parents, teacher, and Director of the Learning Center. The staff at Our Lady of the Rosary Learning Center strives for a collaborative environment, where children can learn with the assistance and encouragement of teachers and parents.

Class schedules for each age group are posted on the wall **at the classroom entrance**. A schedule is provided to the parents at registration along with a required resources list. Progress reports are issued each semester by the teacher. Parents are encouraged to meet with the teacher to discuss progress.

Caregivers may use a screen time activity to supplement an activity for a child who is two years old or older if it is related to the planned activities that meet educational goals. The chosen screen activity must be age-appropriate, limited to less than one hour per day.

The screen will be turned off when not in use. It will not be used during mealtime, snack times, naptimes, or rest times. The Caregiver will assure the screen activity does not include violence or advertising.

## GENERAL POLICIES

A child must be potty trained to enter the three-year-old program. A follow-up potty training is needed at home for those who still need supervision.

Notify the office if you have a change of address and/or telephone number.

Update the names of people to whom we may release your child. We require them to show identification before a child is released. Children are required to be signed in and out on the register daily. A staff person will typically bring them to/from their room to limit the number of people entering the work space.

For safety reasons children may not wear any jewelry.

Girls may not use makeup nor nail polish.

Children must wear the uniform prescribed by the Uniform Code.

Parents are expected to arrive and depart at the agreed time.

Parents are encouraged to call the Director's office if they need to schedule a conference or review the latest Licensing Inspection Report.

Parents may be called to pick up a child when and if the child is not ready to stay for a day in the Learning Center because of physical discomfort or behavioral condition that particular day.

Parents/guardians, teachers and staff are required to read the Parent Handbook in

order to know the policies and procedures of Our Lady of the Rosary Learning Center. Additions or deletions from the handbook are approved by the Director in consultation with the Caregivers. Parents will be informed of any modifications during the school year via a letter sent home with the children.

A Field Trip approval form signed by the child's guardian is required for participation in a field trip. FBISD bus and driver are utilized for those occasions.



**Be it known**  
**To all who enter here**  
**that CHRIST is the REASON**  
**for this school.**

**The unseen, but ever**  
**present TEACHER in its**  
**classes. The MODEL of this**  
**facility. The INSPIRATION**  
**of its students.**