

St. Mary's Catholic School
Early Learning Center Handbook
2025-2026



All information herein aligns with the current St. Mary's Catholic School Handbook. In the case of any discrepancy, the school handbook takes precedence. All policies are approved by the Diocese of Great Falls-Billings under the leadership of the Bishop.

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ST. MARY'S CATHOLIC SCHOOL MISSION STATEMENT

The mission of St. Mary's Catholic School is to form faithful, self-directed learners of integrity, by providing a high quality Christ-centered education through innovative instruction and personalized learning in partnership with families of the greater Livingston community.

Our Early Learning Center (ELC) provides a well-rounded education that includes play-based learning where children feel safe, secure and supported. Positive learning experiences in the early years set up the foundation for a life-long love of learning.

St. Mary's Early Learning Center
511 S F St
Livingston, MT 59047
1 (406) 222-3303 Main School

ELC Teachers:

Mrs. Sharon Winfrey-Miss Sharon
Director
3/4 Yr Classroom Teacher
swinfrey@stmaryscatholicschool.net

Ms. Kyra Roope-Miss Kyra
½ Classroom Teacher
kroope@stmaryscatholicschool.net

Mrs. Karen Hall-Miss Kaz
4/5 Yr Classroom Teacher
khall@stmaryscatholicschool.net

Welcome

We look forward to the new school year & watching your children learn, grow & have fun! Our Center is licensed through the state of Montana and works in union with St. Mary's Catholic Parish School, which serves grades kindergarten through eighth grade. We strive to provide authentic learning experiences while embracing curiosity and a love for exploration. We are glad that you are here.

The first day jitters can be hard for your child, especially after a very long summer break. We will make this transition as easy as possible. We can assure you that the tears never last for long and that it is often harder on the parents than on the child. Once these little ones get into the swing of things and start playing/learning with their new friends, all will be fine :)

Our promise to you is that your child will be loved and cared for; they will learn and have fun in an environment that fosters the building of lifelong friendships here at our Early Learning Center.

Hours of Operation

St. Mary's Early Learning Center hours of operation are 7:50 a.m.-3:10 p.m. We operate Monday through Friday. Please refer to our school calendar for holidays and closures. In alignment with our Safety Protocols, our exterior building doors will be locked from 8:30-2:50 p.m. Please call if you need to come in during this time.

Doors will open at 7:50 am for morning arrival. School begins at 8:10 am and school officially closes at 3:10 with pick up from 2:50-3:10. It is very important that your child is at school on time & picked up on time. If you are unable to have your child picked up on time, please make other arrangements. We understand that things can happen. If you are going to be late, call, text, or email to let us know. Please be considerate of the ELC employees. We appreciate your cooperation.

Extended childcare will not be provided. A late fee may be assessed by administration and added to the monthly bill for late pick-ups.

Enrollment Requirements

- Students entering St. Mary's Early Learning Center must be 3 years of age by the first day of school.
- Students must be **completely** potty trained.
- No diapers, pull ups or pacifiers are allowed.
- Parents must acknowledge and sign receipt of the 2025-2026 Handbook.
- A hard copy of the following forms is required. Each form must be filled out completely.

- Emergency Contact & Parental Consent Form
- Copy of updated Immunization Records, if vaccinated
- Copy of Birth Certificate
- Over the Counter Medication Form
- Medical Authorization Form
- Parent Survey

Tuition and Fees

*Tuition prices are fixed regardless of the number of days attended.

Schedule (Full days)	Price per month (x10)	Semester (x2)	Annual Price
5 days/week*	\$650	\$3,250	\$6,500

Payment plan options:

1. **Pay in full:** If choosing the annual paid-in-full amount, a \$100 discount will be applied to your account. Payment is due in August
 2. **Semester Option:** two payments are due, one in August and one in January.
 3. **Monthly:** Ten payments billed monthly starting in August and ending in May.
- Each student will also be charged a one time \$150 student insurance and materials fee.
 - Scholarships and discounts are available.
 - Best Beginnings Scholarships available for families who meet income criteria. Visit <https://dphhs.mt.gov/hcsd/childcare/bestbeginningsscholarships> to learn more.
 - Sibling discounts for St. Mary's Catholic School will be credited to the oldest child's tuition agreement. We offer a 15% discount for 2nd child, 30% discount for the 3rd child. Additional children attend for 50% off.

Day to Day Operations

- To ensure safety, please sign your child in & out every day.
- There will be a lunch count at the sign-in area where you will place your child's name peg on the hot or cold lunch side of the tray to indicate his/her plan for that day.
- Children have their own assigned cubby for coats, backpacks, P.E. shoes etc. All of their items must fit in their cubbies. We encourage family pictures to be brought in & placed on their cubbies. :)
- Enrichment classes are offered to ELC in conjunction with the big school on a weekly basis.
 - P.E. will be offered twice a week in the school gym.
 - Spanish, Art and Music will each be taught once a week.

- Music and Movement Time with Middle School Buddies is scheduled before mass on Wednesdays in the school gym.
- Your child will be assigned a show & tell day once or twice a month, this item can be a favorite toy, stuffy, book, souvenir or something that is important to them.
- We will send a copy of our daily schedule home with you. We do circle time (Pledge of Allegiance, calendar, weather) arts & crafts, learning centers, table time, and language and number skills every day.
- Your child may be assigned a job for the week—these could be flag holder, line leader, prayer leader, snack helper, librarian, calendar helper, weather person, etc. They love having these responsibilities!
- Fresh air and sunshine are important for continued health. Weather permitting, we will have recess outside every day. We have an appropriate play area for our preschool sized children. While we are outside, we are the only class that will be playing in that area.
- Rest time is important. Each group will have a quiet time each day. Students may bring a blanket and one small stuffy. **We do ask that no other toys are brought in from home** (unless it is their show & tell day). For children that no longer nap, they have book time on their mats or we will plan quiet activities for them. Blankets will be sent home at the end of the week to be washed.

Dietary Notes

- Lunch may be purchased or brought from home. Snacks must be provided by the child's parents each day.
- Place lunch boxes on the sign in table & snacks in the labeled bins.
- Lunch is served at 11:30 am in the school gym.
- If your child has food allergies, please give us a detailed list of foods they are allergic to. This will be posted in our ELC kitchen and the school's main kitchen at all times.
- Hot lunch is available to purchase for \$2.75 per meal. Menus will be emailed and sent home with your child. They can also be viewed on our school website.
- If your child brings a cold lunch, please send it ready to eat. We are unable to reheat food.
- A refrigerator is available for any food items that need to be kept cold.
- Please bring in a water bottle with their name on it. We have a water dispenser for refills.
- Fresh water bottles should be cleaned and full each day when students arrive. Please bring them into the classroom with your child each morning.
- Due to the high number of students with dietary restrictions, the following policy has been put in place for birthday celebrations.

*Birthdays are a joyous occasion and as a school family we look forward to celebrating your child on their special day. With a continued increase of dietary restrictions, students are **no longer allowed** to bring sweet treats for their birthdays. Healthy foods and non-food items are encouraged for celebrating. We must be mindful of classmates with allergies, food sensitivities and special diets so please remember that **cupcakes, ice***

cream, donuts and the like are not allowed. If they are brought in, the student will be asked to take them home. (St. Mary's Catholic School Handbook, page 25)

Snack Policy

ELC eats lunch at 11:30 a.m. so by mid-morning students need to refuel. Children will be given time each day to eat two snacks brought from home. The first one will be offered mid-morning and the second will be eaten mid-afternoon. Please refer to these bullet points as you plan for your child's success. Thank you!

- Each student must bring her/his own snacks daily.
- Snacks must be labeled with the child's name on the baggie or snack box.
- We can refrigerate snacks if needed, just let us know,
- Snacks must align with our school's Wellness Policy. To reference that policy go to our St. Mary's website.
- Water is the only beverage allowed in the classroom for students to drink throughout the day. Juice is okay with their cold lunch. Chocolate milk is offered on Wednesdays.
- Snacks should be ready to eat—we cannot cut, wash or prepare food.
- Snacks should be appropriate pre-portioned size.
- Snacks cannot be shared or traded.
- Snacks are to be eaten only during snack time.

School Dress

- Clothes should be neat and modest.
- All articles must be clean and in good repair.
- For safety and practicality, no princess dresses or princess shoes or other costumes are permitted.
- Shorts or leggings must be worn under dresses and/or skirts.
- Activewear is encouraged for P.E. days.
- Children must come dressed appropriately for indoor and outdoor recess with proper shoes to allow safe and full participation in all activities.
- Boys or girls may not dress or adorn themselves in a manner opposite of his/her gender at birth.
- If your child needs sunscreen applied, please bring it in, with their name on the bottle. We will have an over the counter brand of sunscreen that we can apply if we have a signed release form on file.
- During the winter cold weather gear will need to be brought, or kept, at school for your child each day.
- Per fire code, students must wear shoes, or hard soled slippers, at **all times** throughout the day.

Parent Communication

- Your child will be given a communication folder that they will keep for the school year.
- This communication folder will be used to send information back and forth to and from school.
- School work, menus, newsletters, forms etc. will be sent home at the end of the school day using this method.
- Each week you will also receive the St. Mary's Catholic School Weekly Email. Please take the time to read this correspondence each week. It contains important upcoming dates and information.

Discipline Policy

We believe in positive discipline to teach children. We use the following strategies as needed. In severe instances, the student may be asked to see the school principal for intervention and/or remediation.

Positive Discipline: Focusing on the positive when instructing or guiding a student toward a desired behavior. Redirection to a different area or activity. Options are given to create opportunities for students to independently make better choices and to learn from the behavior.

Monthly Socio-emotional teaching focus: Each month a social focus is incorporated with the daily theme. For example: calming strategies

Calming Area: A calming area is available for students who need to reset, redirect, or are overwhelmed with feelings they need help managing. Calming activities are provided in the area including a flipbook, a variety of emotion books, and sensory calming toys.

Think About It Chair: The "Think about It Chair" is used when a student is repeatedly breaking a classroom rule or school rule. The teacher explains the reason and the expectation before the student sits down and when the child leaves the chair. The teacher will give an example of desired behavior and have the student practice it throughout the day.

Daily Report Tracker: A daily report is sent home to parents each day which can include behavior to work on or behavior that's outstanding. It may even include goals for the child to work on.

Catholic Identity & School Mass

- Christian values guide everything that we do at St. Mary's. All students will participate in our faith based activities and attend weekly mass.
- Religion is taught on a regular basis in every classroom.
- All school mass is held on Wednesday mornings at 9:00 am. All students attend mass together.
- Before mass we will have Music and Movement time with our buddies to move our bodies before the service.
- Middle school Big Buddies will help us get to the church and sit with us during mass.
- Uniforms are required every Wednesday. Uniforms can be purchased from www.globalschoolwear.com (school code STMC01). They can also be purchased at an independent store and a local retailer can embroider the logos on them for a small fee. Ask the office or their teacher for details.
- There is also a rack of gently used uniforms that can be taken at any time, free of charge, in the main entrance of the school.

Family Volunteer Hours

We require each family of an Early Learning Center Student fulfill **15** volunteer hours throughout the school year, five of which need to be for the BASH. Families with students in kindergarten through 8th grade students are required to fulfill 25 hours.

If families do not fulfill their hours they will be charged \$25.00 for every hour that is not completed. This fee will appear as an incidental charge on the June FACTS statement.

Volunteers are needed in a variety of ways at St. Mary's. A pamphlet is available in the office outlining the specifics of our volunteering program. If you are interested in helping in any specific area, please contact the administrator.

Families will keep track of, and record, their volunteer hours through the Family Portal within the FACTS SIS system. Reminders of this obligation will be given throughout the school year and suggestions for ways to help may also be found in our weekly bulletin.

Bathroom Expectations

- Our goal at the ELC is for your child to gain full potty independence. To assist us in this, please have your child wear practical clothing to school, clothing that they can independently pull up & down with ease and quickness.
- Hassle free clothing is key to a child's self-confidence and independence during this process.
- Accidents happen, so two sets of extra clothing are to be kept at the school at all times for each child.

- For younger students, we remind them every hour about going to the potty, for older kiddos we will remind them every two hours. These usually fall within our breaks & lunch intervals & before and after nap/quiet times. Children can get very busy playing at times and forget to go potty, we fully understand this will happen and are prepared to assist them.
- The older class has more independence in the bathroom, so please continue to work with them at home on the proper wiping technique, etc.
- If this is your child's first time in preschool, there can be some regression. This is normal with the new experience of school, but not to worry, they will master it again.

Employee Requirements

All staff are:

- 1) Registered on the Montana Early Childhood Project Practitioner Registry and are required to complete 16 hours of continuing education annually.
- 2) Heartsaver Pediatric First Aid CPR and AED certified.
- 3) Receive annual *Safe and Sacred* training in compliance with the Diocese of Great Falls/Billings and receive FBI background checks every five years.
- 4) In compliance with Montana Child Care Licensing rules and regulations.

First Aid Policy and Procedures

- St. Mary's Early Learning Center aims to provide effective CPR/First Aid care to children, staff, and visitors while on school grounds. This provision is ensured by staff attending certified CPR/Pediatric First Aid training courses, which are regularly updated as required. Staff copies of First Aid certificates are located in the ELC front room or office folder.
- The responsibility of the certified CPR/First Aid person will be to react appropriately in a medical situation and to ensure that all accident and incident forms are completed, witnessed, and signed by all parties including the parent/teacher.
- First aid kits will be kept in accessible designated areas and portable kits will be made available for off-site purposes. Kits are regularly checked for complete contents and expiration.
- Emergency medication for serious conditions (i.e. allergies) will be stored accordingly with a parent(s) signed medical authorization form and/or allergy care plan.
- Any parent/guardian arriving at the ELC with a child who has pre-existing injury must be asked to complete an off-site incident form before leaving.
- In addition to the first aid equipment, we provide disposable gloves and children's digital thermometers.
- ALL accidents will be recorded on an accident form which is kept in a folder within the child's homeroom. Parents are asked to sign the form when collecting their child to acknowledge they have been told about the accident.

- A separate body map must be completed to accompany each accident/injury form. The accident form will record the following information:
 - Child's name
 - Date of birth
 - Date and time of accident
 - Circumstances of accident
 - Monitoring record after the accident took place
 - Extent of injuries
 - What First Aid, if any, was administered
 - Which members(s) of staff dealt with the accident
 - Staff and management signature
 - Signature of parents acknowledging that they have been notified of the accident.

If the accident is serious enough that further medical help is required, the child will be taken to the nearest Accident and Emergency department, or walk-in center. If deemed necessary, an ambulance will be called. Where possible, two members of staff will accompany the child and take the child's records which will contain details of the child's doctors and any allergies they may have, if this is not possible a member of the Admin team will accompany them. Parents will be contacted immediately to join the child and members of staff at the hospital. The Director will be made aware of any serious injuries and will investigate accordingly.

Parents will be contacted immediately with head injuries so they can decide on medical attention or collection. If an injury has taken place at home, the parents are required to fill an offsite incident form and sign it. This will prevent staff from mistaking any injuries that happen at school with those that have happened elsewhere. All incidents and accidents are reviewed regularly by the ELC Director to identify risk areas or problems with equipment.

Sick Policy

As a Licensed Center, we follow Montana state guidelines regarding sickness.

DO NOT send your child to school if he/she has had:

- 1) A fever of 100.4 degrees or greater within the last 24 hours.
- 2) Vomiting or diarrhea within the last 24 hours.
- 3) Bacterial infections (strep, conjunctivitis, scarlet fever, impetigo, skin infections/rash). Infections must be treated with antibiotics for 24 hours before returning to school.
- 4) Continuous, uncontrolled coughing not relieved by medicine.

Our goal is to keep our ELC as healthy as we can for ALL. We greatly appreciate your assistance in preventing the spread of illness. If we need to send your child home because they are ill, you will be notified and your child must be picked up promptly. Thank you in advance for working with us to keep children, staff, & families healthy.

Health Tip: Please practice frequent hand-washing at home as this is one of the best ways to prevent the spread of germs. We have the children count to 20 or say the ABC's while washing their hands.

Our Promise: We will regularly sanitize our facility and toys. We want to partner with you to keep everyone safe.

Medication Policy

No employee or director may administer any medication to a child without the written authorization of the parents including the child's name, date, or dates for which the authorization is applicable, dosage instructions, and the signature of the child's parent or guardian.

It is most desirable for medication to be administered at home. Whenever a student is required to take medication during the regular school day, the following applies:

- The **initial dose** of medication must be administered at home in order to avoid adverse reactions from occurring at school.
- School personnel reserve the right to review and deny all requests for medication being taken during school hours.
- Prescription and non-prescription drugs must be sent in their **original container**.

Medications must be accompanied with the **Medication Treatment Authorization** form. School personnel may not supervise ANY medication for a student unless the medication is sent to school with written instructions included.

Procedure:

1. Written Authorization from the parent on a medical including a dosage and times the medicine is to be taken. This includes over-the-counter medication.
2. A parent must hand deliver the medication in the original container; do not leave medication in back packs or on top of cubbies. It will be stored in a cabinet in the kitchen out of reach of children.
3. Medications are to be given only to the child indicated on the label (twins and siblings cannot share).
4. A separate authorization is required for each medication and each episode of illness.
5. Label constitutes the physician/nurse practitioners order for over the counter medications.

6. If the date on the medication is expired it will be returned in the original container to a parent of the child.
7. Leftover medication or surplus of medication will be returned in the original container to a parent of the child.
8. Staff will complete a medication administration log (DPHHS-QAD/CCL-122 Revision 8-08) sheet for each child. Sample directions detailing how to fill out a Medication Administration log given to each staff member.
9. Doses will be administered by a homeroom teacher.

Mandatory Reporting Policy

If the director, or any staff member, at St. Mary's Early Learning Center has reason to suspect that any child is or has been abused or neglected, they are required to personally report the matter promptly to the department child abuse hotline at 1-866-820-5437. If a child is in immediate danger, call 911 or the local law enforcement agency.

Under Montana Law and Child Care Licensing rules, childcare providers are mandated reporters of child abuse and neglect.

Mandated Reporters in Montana include: teachers, clergy, police officers, and child care workers. Reports will be made to the local Family Service Office immediately after the first suspicion of abuse or neglect within 24 hours of receiving information.

Child abuse or neglect means:

1. Actual physical or psychological harm to a child
2. Substantial risk of physical or psychological harm to a child or
3. Abandonment

The term includes: a) Actual physical or psychological harm to a child or substantial risk of physical or substantial harm to a child by the acts or omissions of a person responsible for the child's welfare; b) exposing the child to the criminal distribution of dangerous drugs, the criminal production or manufacture of dangerous drugs, or the operation of an unlawful clandestine laboratory; or c) any form of child sex trafficking or human trafficking.

Contents of the Report: Although the specific content of a report to CPS may vary, it typically includes the following information:

- 1) Name of the child who is the alleged victim
- 2) Age of the child
- 3) Home address or address where the child can be reached
- 4) Parents' names, phone numbers, and addresses if known
- 5) Type of suspected abuse

- 6) Alleged perpetrator if known
- 7) Specific physical and behavioral indicators of the maltreatment
- 8) Opinion of whether the child is an imminent danger
- 9) Name, phone number, and address of the reporter

Montana school guidelines for the identification and reporting of Child Abuse and Neglect may be accessed at <https://dphhs.mt.gov/assets/cfsd/SchoolGuidelinesBooklet.pdf>

Shaken Baby Syndrome

(as required to be published)

Preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

All members of staff working directly with a child at St. Mary's Early Learning Center will have training through the Childcare Training websites and will be taught the strategies necessary to prevent shaken baby syndrome.

Recognizing: Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to: If SBS/AHT is suspected, staff will:

- 1) Call 911 immediately upon suspecting SBS/AHT and inform the director.
- 2) Call the parents/guardians.
- 3) If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting: Instances of suspected child maltreatment in child care are reported to the Child and Family Services Division. 406-222-7402. Child Abuse Hotline (toll free, 24 hours) 1-866-820-5437

Prevention:

- Check the child to determine if they are hungry, tired, sick, or need a diaper change
- Rock the child gently, hold the child close or walk with the child

- Sing or talk to the child in a soothing voice
- Rub the child's back or tummy gently
- Provide the child with a pacifier or toy for distraction
- Play soft music
- Talk to a member of staff or the director if you feel like you need a break
- Provide support when parents/guardians are trying to calm a crying child.

Toddler Safe Sleep Protocols

All Childcare Providers at St. Mary's Early Learning Center will follow safe sleep recommendations and will receive training through Infant Safety Essentials.

Safe Sleep Practices & Environments:

1. Sleeping children will be checked periodically by staff. (Minimum of every 10 minutes, preferably every 5 minutes)
2. Children will be put to sleep on their backs.
3. Children will not have their heads covered during naptime.
4. Steps will be taken to keep toddlers from becoming too warm or overheated by regulating the room temperature and by not over-dressing the child.
5. Room temperature will be kept between 68-72 degrees F.
6. St. Mary's is a smoke-free environment.
7. A written copy of this Toddler Safe Sleep Policy will be provided to toddler parents/guardians upon enrollment to all child care staff.

Sources: <https://www.aap.org> <https://www.redcross.org>

St. Mary's Early Learning Center

Emergency Action Plan

2025-2026

Facility Name	St. Mary's Early Learning Center
Facility Address	39 View Vista Dr, Livingston, MT 59047
Facility Phone	406.222.3303 x104
Facility Main Contact	Sharon Winfrey - 406.223.3729
Number of children	28 children registered each day
<p>*Emergency Kit Locations</p> <ol style="list-style-type: none"> 1. Main level kitchen (72 HR Emergency & First Aid Kit). 2. Closet located on basement level (72 HR Emergency & First Aid Kit). 3. First aid kit in both 4-5 year rooms, and small first aid kit located in the library room of the 3-4 yr old classroom. 4. Emergency kits with food, games, and water are stored in the front hallway by the exit, the garage exit area & the exit door on the lower level. <p>Supplies: MREs, bottled water, canned foods, flashlights, games, first-aid kit, roster</p>	
<p>*Emergency Envelope Locations</p> <ol style="list-style-type: none"> 1. Cubby room 2. 4-5 year room near exit on main level 3. 4-5 year old room near exit on lower level 4. Hanging by door next to parish office exit <p><i>Emergency kits will be taken when possible, each exit will have an envelope attached to it with each child's emergency contact information.</i></p>	

St. Mary's Emergency Contact List		
Emergency Contacts	Address	Phone Number
Fire & Rescue - 911	414 E Callender St Livingston, MT 59047	406.222.2061
Police Department - 911	414 E Callender St Livingston, MT 59047	406.222.2050

Hospital	320 Alpenglow Ln Livingston, MT 59047	406.222.3541
Poison Control		1.800.222.1222

Evacuation Procedures: Children are cared for on the main and lower level of the building. In case of the need to evacuate our site, the following procedures are to be followed:

- I. ELC Evacuation Exits - There are 3 exit locations on the main level, the front door and two side doors with one exit location on the lower level. Each exit location is to be checked regularly (all windows and doors) to ensure opening properly. Each exit location in our facility is in the table below.
- II. ELC Evacuation Routes - Children will be evacuated together. In case of the need to evacuate through the windows on the main level, children will be placed out the windows first using any items available to place them safely on the ground. Evacuation routes for each level/room are shown below:

4/5 yr old room - Main Level	Exit either through the Front Door or Garage Access Door.
4/5 yr old room- Lower Level	Exit the classroom, walk down the hall, up the stairs to the door on the main level in the parish office.
3/4 yr old room - Main Level	Exit either through the front door or through the hallway to the side door in the parish office.
Cubby Room	Exit through the main Front Door.

III. Evacuation Sites

	Name	Contact
Neighborhood (e.g. for fires) or St. Mary's Church	Fr. Tony's House/Rectory	(406) 698-5604 South F Street Livingston, MT 59047

IV. Transportation:

- Children will walk to the neighborhood evacuation sites

V. Shelter-in-place: In case of the need to stay put due to tornado or notification from authorities, the following procedures will be followed: Children will be taken to an interior room in the main level/ lower level of the building and remain there until the danger has passed and the space is secure.

VI. Parent Reunification: In case of the need to evacuate or when parents/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians (or other contacts designated by parent/guardian) as soon as it is safe.

Parents/guardians will be notified as soon as possible once the immediate threat has passed. Information on the exact location of the student will be given. Children will only be released to contacts listed on the child's form with proper identification. All contact information will be kept by the Early Learning Center Director.

Thank you for partnering with us as we provide a safe and loved environment for your child(ren) to grow and develop in.