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# Early Childhood Handbook

2026 - 2027

## Mother of Providence Regional Catholic School

607 South Providence Road

Wallingford, PA 19086

School Office: 610-876-7110 Fax: 610-876-5923

Parish Office: 610-874-3418

Administrative Pastor SJC Parish: Reverend Edward Hallinan

Nativity BVM Pastor: Reverend Edward Bell

Principal: Dr. Sara Dempsey

Vice Principal: Mrs. Amanda Scarpignato

### Teachers:

Mrs. Joanne Pulcinella (PK3A)

Mrs. Patty Briganti (PK3B)

Mrs. MaryJane Driscoll (PK4A)

Mrs. Sarah Markley (PK4B)

Mrs. Diane DeFalco (Transitional Kindergarten)

### Assistant Teachers:

Miss Keira Rydel

Mrs. Donna Fiugalski

Mrs. Chris Dumont

Mrs. Deb McTaggart

Mrs. Kate O'Brien

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## **MISSION STATEMENT**

Mother of Providence Regional Catholic School educates students' minds, nurtures their hearts, and prepares them to be faith-filled members of our diverse local and global communities. Dedicated and experienced teachers, committed to their vocation, create a dynamic learning environment that challenges students to reach their full potential. Parents invest time, treasure, and talent to support the academic goals, further the values and beliefs rooted in the Gospel, and promote catholic social teaching. Students flourish within the intimate atmosphere where their unique gifts are identified and nurtured. Every student goes forth empowered with the gift of knowledge that lasts a lifetime.

## **STATEMENT OF BELIEFS**

We believe Mother of Providence Regional Catholic School is an integral part of the Church's mission to teach young people how to proclaim and live the Gospel, build faith communities, and celebrate through worship and service.

We believe the goal of Mother of Providence Regional Catholic School is to assist parents and guardians in preparing the next generation of practicing Catholics who are well educated in the faith and capable of leadership in creating a just and Gospel-centered society.

We believe Mother of Providence Regional Catholic School is committed to academic excellence, fostering the intellectual development and growth of faculty and students as all embrace learning attitudes of our global society.

We believe student learning in Mother of Providence Regional Catholic School begins with a rigorous curriculum presented in a learning environment that supports high levels of student engagement where ever-evolving technologies and skills are integrated with information relevant to the present as well as the future.

We believe all students in Mother of Providence Regional Catholic School are given frequent opportunities to think critically, work collaboratively, and make appropriate choices in an academic climate that allows for growth in each student's ability to express learning in creative ways.

We believe a safe, orderly, and respectful learning environment is essential for a quality Catholic education.

We believe Mother of Providence Regional Catholic School embraces cultural diversity reflective of the world in which our students will live and work.

We believe supportive relationships among faculty, staff, parents, and students enhance the learning capabilities of our school community.

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## **GOALS OF FACULTY AND ADMINISTRATION**

- Educate and inspire the children to achieve a personal relationship with Jesus Christ.
- Provide for the children a life-long love of learning
- Teach the children to integrate religious truths and values with life in a contemporary society.
- Encourage the development of self-discipline.
- Instruct the children to appreciate and respect cultural, social, and ethnic differences and to respond sensitively and effectively to the challenges of race, poverty, and religion.
- Initiate changes and innovations at Mother of Providence Regional Catholic School that will improve the education of our students to better prepare them for life in a modern world.
- Maintain involvement and active cooperation with the parent community.

## **PARENTS AS RESPONSIBLE EDUCATORS**

Parents are the primary providers and supervisors of their children's education.

- The family is the first school, assisted by the church, the community, and the local school. Parents and family are the primary developers of religious values and social attitudes. Parents create an atmosphere filled with love and mutual respect for God and man.
- The Catholic school is an extension of the education that begins at home. When a child enters school, he/she is not starting their education, but continuing it. Most parents have chosen Catholic schools for the values, the discipline, the Religious education, and the quality education. The foundation of each of these begins in the home.
- The education of your child is a partnership between the school and the parents or guardians. If, in the opinion of the school administration, this relationship is broken, the administration has the right to ask you to withdraw your child.

## **MEMORANDUM OF UNDERSTANDING**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic

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community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school can function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school, and by enrolling my child, I commit myself to uphold all principles and policies that govern the Catholic School.

## **DEFINITION OF FAMILY**

In this handbook, we refer to a family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

## **HOURS OF OPERATION**

The school day hours of operation are from 8:00 A.M. to 3:00 P.M.

Morning CARES hours of operation are from 7:00 A.M. to 8:00 A.M.

Afternoon CARES hours of operation are from 3:00 P.M. to 5:45 P.M. (M-Th) and from 3:00 P.M. to 5:30 P.M. (F).

All children receiving AM or PM CARES must complete the CARES application form & fee agreement form. School-age care will also be conducted at these times.

## **HOLIDAYS**

We are closed for certain holidays:

- Labor Day - Monday, September 7th
- In-Service Day - Monday, October 12th
- Conferences - Friday, October 30th
- Thanksgiving Break - Wednesday, November 25th - Friday, November 27th
- Christmas Break - Wednesday, December 23rd - Sunday, January 3rd

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- Martin Luther King, Jr. Day - Monday, January 18th
  - Professional Development- Friday, February 12th
  - President's Day - Monday, February 15th
  - Easter Break - Wednesday, March 24th - Monday, March 29th
  - Professional Development - Friday, April 23rd
  - In-Service Day - Friday, May 28th
  - Memorial Day - Monday, May 31st

There will be early closings on:

- Conferences - Thursday, October 29th - **3 pm** dismissal (NO PM CARES)
- Grandparents Day - Tuesday, November 24th - **Noon** Dismissal (NO PM CARES)
- K-8 Christmas Pageant - Thursday, December 17th - **3 pm** dismissal (NO PM CARES)
- SJC Confirmation - Wednesday, April 7th - **Noon** Dismissal (NO PM CARES)
- Race for Education - Thursday, May 27th - **Noon** Dismissal (NO PM CARES)

**PK - Transitional Kindergarten Closing - Thursday, June 3rd: students will be dismissed immediately following their closing ceremony.**

- PK3: 9 am in the lower church
- PK4 & TK: 10 am closing in the gym

## **ENROLLMENT**

Mother of Providence Regional Catholic School (Early Childhood Learning Center) is open to children 3 years old to 5 years old. Enrollment shall be granted without regard to race, color, creed, religion, national origin, gender, or disability.

Initial enrollment is contingent upon receipt of the completed emergency contact form, signed fee agreement, registration fee, immunization records, and signed Parent Handbook receipt.

The Fee Agreement is not meant to serve as a contract guaranteeing service for any duration. Mother of Providence Regional Catholic School reserves the right to dismiss any parent or child at any time, with or without cause. However, continued enrollment at Mother of Providence Regional Catholic School is contingent upon the parents' and children's adherence to the policies and procedures outlined in this handbook, which include, but are not limited to, timely payment of all fees and tuition.

## **INCLUSION**

Mother of Providence Regional Catholic School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, please share this information with us at the time of enrollment and provide any available documentation, such as an Individualized Education Plan (IEP), 504 Plan, or medical report. By working together with you, your child's teachers, and outside specialists when appropriate, we can provide the best possible support for your child. Our goal is to foster a safe, Updated 08/18/2026

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inclusive, and nurturing environment where every child is valued, celebrated, and able to grow in both faith and learning.

## **NON-DISCRIMINATION**

At MPRCS, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

## **FAMILY ACTIVITIES**

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this booklet.

## **CONFIDENTIALITY**

Unless we receive your written consent, information regarding your child will not be released, except as required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

## **CHILD TO STAFF RATIOS**

Children are supervised at all times. All staff receive scheduled breaks, which reduce fatigue and help to ensure alertness.

We maintain the following standards for child-to-staff ratios:

| Age           | Child-to-Staff | Maximum Class Size          |
|---------------|----------------|-----------------------------|
| 3 year-olds   | 10:1           | 17 (Room 52 & 54)           |
| 4 year-olds   | 10:1           | 17 (Room 55) & 20 (Room 56) |
| 4-5 year olds | 10:1           | 10 (Room 53)                |

Source: National Resource Center for Health and Safety in Child Care and Early Education

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## **COMMUNICATION & FAMILY PARTNERSHIP**

**Daily Communication:** The teachers will utilize Brightwheel, behavior charts, emails, handwritten notes, and phone calls home to keep you informed about your child's activities and experiences at the center. Handwritten notes will be sent home in your child's folder.

**Bulletin Boards:** Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

**Weekly Parent Update:** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.

**Classroom Volunteers:** Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or assist with lunch/recess. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on the premises and sign out upon leaving. Clearances are required and more information can be found [HERE](#).

**HSA Events:** The Home & School Association schedules events regularly. These events allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

**Conferences.** Family & teacher conferences occur once a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

## **OPEN DOOR POLICY**

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

## **PUBLICITY**

Occasionally, photos will be taken of the children at the center for use within the center or on our website. There is a sign-off on the back side of the emergency contact form granting permission to have your child's picture taken and used in social media posts and school promotional materials.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

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## **CURRICULA & LEARNING**

### **LEARNING ENVIRONMENT**

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning.

MPRCS implements a developmentally appropriate curriculum based on the Pennsylvania State Standards for Early Childhood Education, along with the Archdiocese of Philadelphia curriculum guidelines for Early Childhood Education.

The following are links to both curriculum guidelines:

<https://www.education.pa.gov/Documents/Early%20Learning/Early%20Learning%20Standards/Early%20Learning%20Standards%20-%20Prekindergarten%202014.pdf>

<https://www.aopcatholicschools.org/early-childhood>

### **DEVELOPMENTAL SCREENING**

MPRCS uses the Ages & Stages Questionnaire. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians.

### **OUTINGS AND FIELD TRIPS**

Weather permitting, we conduct 45 minutes of supervised outdoor play once a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included on the emergency contact form. This includes practicing our evacuation drill to an off-site location within walking distance.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip, pending all clearances on file in the main school office. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season in their gym uniform. Sneakers are a must. Boots, Crocs, sandals, and flip-flops are not appropriate for walking and make it difficult for your child.

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## **ASSEMBLIES**

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

## **PHYSICAL EDUCATION**

Physical Education classes are held weekly. Every student is expected to show good sportsmanship in physical education. Any student displaying conduct that could harm him/her or others or which reflects poor sportsmanship will be dealt with in a manner considered appropriate by the instructor and/or the Principal.

## **TRANSITIONS**

Your child's transition to MPRCS should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

## **TRANSITION FROM HOME TO SCHOOL**

Before your child's first day at MPRCS, you will have an opportunity to tour the school, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

## **MULTICULTURALISM**

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

## **BIRTHDAY CELEBRATIONS**

A child's birthday is such an exciting event for them and us. Parents are encouraged to provide appropriate snacks or treats for their child's birthday celebration in the classroom. Parents should contact their child's teacher about a birthday celebration to provide for proper planning.

## **REST TIME**

Proper rest is necessary for a young child's health, growth, and development. After lunch, all children in PK3 & PK4 participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. All students will be supervised by staff during their rest period.

## **TOILET TRAINING POLICY**

Children enrolled in preschool must be potty-trained by the first day of school. We understand that accidents may still happen. However, children should be able to (1) communicate to teachers

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that they need to use the restroom, (2) independently use the restroom without assistance, and (3) wear cloth underwear. (NO pull-ups are permitted).

If a child has three consecutive accidents, we will reevaluate his/her placement at Mother of Providence Regional Catholic School.

## **GUIDANCE**

### **GENERAL PROCEDURE**

MPRCS is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to reach their full potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem-solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **CLASSROOM BEHAVIOR MANAGEMENT**

It is Mother of Providence Regional Catholic School's mission to partner with parents to help children develop into respectful, confident individuals. We present these behavior guidelines and policies in keeping with this mission.

The faculty and staff will consistently model and encourage age-appropriate behaviors. We will encourage children to express their emotions using reflective communication. Using redirection, anticipation, and positive behavior modification techniques, the faculty will encourage self-control, self-direction, and cooperation. When necessary and practical, consequences may be presented to the child. Parents are expected to collaborate with the faculty about their child's behavior at school.

### **DISCIPLINE CODE**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such a fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their responsibilities and obligations and discharge them following school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

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The discipline code applies to students and parents/guardians, both in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the School.

The ideal of discipline within Catholic Education is to enable students to move from external discipline to self-discipline to discipleship, following the Lord and serving others.

Children must first learn appropriate behavior from someone or something outside themselves. When they have reached the stage of maturity appropriate to their age, they should be helped to govern their conduct from within themselves so that they can live responsibly.

The school reserves the right to search anything brought onto school property. Students may be disciplined for making disparaging remarks about the school, whether this is done inside or outside of school; any conduct that is detrimental to the school warrants action by the school, with the student making the disparaging remarks.

## **PBIS**

What is PBIS?

PBIS is a proactive approach that focuses on teaching and reinforcing positive behaviors. Through PBIS, we aim to foster a sense of belonging, promote respectful and responsible behavior, and enhance academic success for all students.

## **PBIS MISSION STATEMENT**

We believe that by creating and constantly teaching behavioral expectations for all students, we can foster and maintain a nurturing, Christ-centered learning environment that develops respect, responsibility and safety for all students.

## **PBIS SCHOOL-WIDE MATRIX**



|          | Voice<br>Volume | I am<br>RESPECTFUL                                        | I am KIND                                  | I do MY PART                                                        |
|----------|-----------------|-----------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------|
| Arrival/ | 0-2             | *Listen and follow directions<br>*Sit and talk quietly to | *Use appropriate language<br>*Greet others | *Keep ALL electronic devices off and away<br>*Stay in assigned area |

|                   |     |                                                                                                                                          |                                                                                                                     |                                                                                                                                                              |
|-------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dismissal</b>  |     | classmates<br>*Be mindful of others' personal space                                                                                      |                                                                                                                     | *Keep the space clean<br>*Pray with reverence                                                                                                                |
| <b>Hallway</b>    | 0-1 | *Always walk quietly<br>*Keep hands, feet, and objects to yourself<br>*Stay in line                                                      | *Greet adults properly<br>*Help others in need                                                                      | *Pick up trash<br>*Keep water fountain area neat/clean<br>*Notify an adult of important situations                                                           |
| <b>Classroom</b>  | 0-3 | *Listen and follow directions<br>*Care for ALL property<br>*Keep hands, feet, and objects to yourself<br>*Accept consequences with grace | *Use appropriate language and good manners<br>*Be considerate of peers' opinions<br>*Include others<br>*Be a helper | *Come prepared/be ready<br>*Complete work and give best effort<br>*Participate in class<br>*Keep the space neat/clean                                        |
| <b>Bathroom</b>   | 0-1 | *Honor others' privacy/personal space<br>*Care for school property                                                                       | *Help others if needed<br>*Use appropriate language                                                                 | *Flush toilet<br>*Wash hands with soap<br>*Throw away trash<br>*Leave bathroom in a timely manner                                                            |
| <b>Lunch</b>      | 0-2 | *Listen and follow directions<br>*Respond politely to adults<br>*Wait patiently in line<br>*Throw out ALL trash when instructed          | *Use appropriate language<br>*Use school table manners                                                              | *Stay in seat/raise hand for assistance<br>*Keep your area neat/clean<br>*Eat in a timely manner<br>*Pray with reverence                                     |
| <b>Playground</b> | 0-4 | *Wait quietly in line for directions<br>*Listen and follow directions<br>*Care for school property and that of others                    | *Use appropriate language<br>*Share and take turns<br>*Invite peers to play<br>*Be a helper                         | *Respond to the bell<br>*Play safe and fair<br>*Show good sportsmanship<br>*Put away outdoor equipment                                                       |
| <b>Technology</b> | 0-3 | *Use technology appropriately<br>*Take care of the device                                                                                | *Carry my device properly<br>*Store my device adequately<br>*Use technology to spread positive messages             | *Keep Chromebook charged<br>*Only access school appropriate material<br>*Keep personal information private<br>*Remember: Your digital footprint is permanent |
| <b>Bus</b>        | 0-2 | *Listen and follow directions                                                                                                            | *Greet and thank bus driver                                                                                         | *Be a model representative of our                                                                                                                            |

|                     |     |                                                                                                |                                                                     |                                                                                                 |
|---------------------|-----|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|                     |     | *Single file line when loading and unloading bus<br>*Keep hands, feet, and objects to yourself | *Look out for/help others<br>*Use appropriate language              | school<br>*Stay seated<br>*Keep the bus clean<br>*Be aware of when your bus stop is approaching |
| Church/<br>Assembly | 0-2 | *Participate appropriately<br>*Listen and follow directions<br>*Be mindful of others           | *Use appropriate language and volume<br>*Be welcoming to all guests | *Be reverent in Church<br>*Practice good manners<br>*Stay in your assigned area                 |

## INFRACTIONS & DEFINITIONS

| Behavior                                | Definition                                                                                                                                                                                                             | Example                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Physical Aggression                  | Making physical contact with an adult or peer where injury may occur                                                                                                                                                   | <i>Striking, pulling hair, biting, scratching, pulling clothes, kicking, spitting</i>                                                                                                                                                                                                                                         |
| 2. Disruption/Tantrums                  | Causing an interruption in class or activity                                                                                                                                                                           | <i>Throwing items, loud vocalizations, crying, screaming, cussing</i>                                                                                                                                                                                                                                                         |
| 3. Inconsolable crying                  | Crying for an extended period of time. All typical comfort strategies are unsuccessful                                                                                                                                 | <i>Crying, isolating self, refusing typical comfort strategies implemented by adults</i>                                                                                                                                                                                                                                      |
| 4. Verbal aggression                    | Threatening, offensive, or intimidating words directed towards an adult or peer                                                                                                                                        | <i>Screaming, name calling, profanity, use of threats</i>                                                                                                                                                                                                                                                                     |
| 5. Inappropriate language               | Using words or phrases that are offensive or rude; not always directed at a person                                                                                                                                     | <i>Profanity, insults</i>                                                                                                                                                                                                                                                                                                     |
| 6. Non-compliance                       | Refusing to follow direction                                                                                                                                                                                           | <i>No response to specific verbal or non-verbal directions; engages in activities other than what is specified in directions.</i>                                                                                                                                                                                             |
| 7. Social withdrawal/Isolation          | Non-participation in classroom activities with peers/adults or withdraw from play or social interactions with peers or adults<br>Extreme lack of participation or interest in classroom activities, games, songs, etc. | <i>Refusing to join activity, refusing to participate in activity, no eye contact, no conversation. For toddlers, hanging at the door for extended periods of time waiting for parent, falls asleep in response to attempts to engage, turns face or eyes away from interaction, etc. Wandering aimlessly/ "In own world"</i> |
| 8. Running away                         | Leaving the unsupervised area alone and without permission                                                                                                                                                             | <i>Leaving the classroom, playground, or group without permission or supervision</i>                                                                                                                                                                                                                                          |
| 9. Breaking/destroying items or objects | Deliberately impairing or destroying items, property damage                                                                                                                                                            | <i>Tearing paper, breaking items, writing on items</i>                                                                                                                                                                                                                                                                        |
| 10. Unsafe behaviors                    | Engaging in dangerous acts with materials                                                                                                                                                                              | <i>Standing on furniture, inappropriate use of classroom materials</i>                                                                                                                                                                                                                                                        |
| 11. Repetitive Behavior                 | Engaging in repetitive actions, stereotypic behavior, verbal or physical                                                                                                                                               | <i>Spinning objects, body rocking, flapping hands, mouthing objects repetitively</i>                                                                                                                                                                                                                                          |
| 12. Hurting self                        | Physically abusing self, self- injury                                                                                                                                                                                  | <i>Self-scratching, head banging, self-biting, skin picking</i>                                                                                                                                                                                                                                                               |
| 13. Trouble falling asleep              | Showing signs of fatigue, yawning, rubbing eyes, irritable but not able to close eyes and rest                                                                                                                         | <i>Will not lay on mat, restlessness, tossing, fidgeting</i>                                                                                                                                                                                                                                                                  |

## CHALLENGING BEHAVIOR

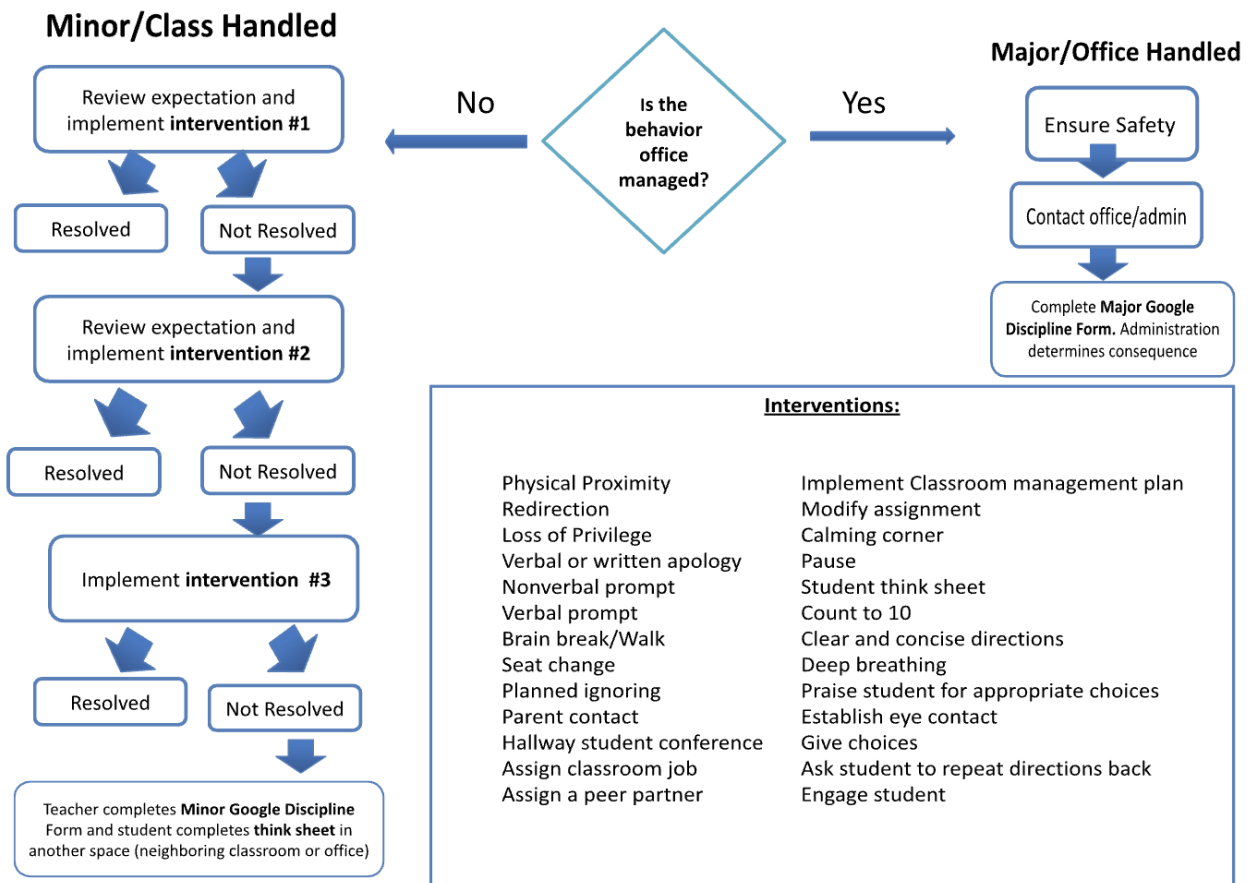
Children are guided to treat each other and adults with self-control and kindness.

Each student at MPRCS has the right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent, and understandable to the child. We maintain a zero tolerance for bullying. If you have any concerns about this at any time, please report it.

### Student Behavior Procedural Flowchart



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## **NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES**

If a child's behavior or circumstances are of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for school. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child, as determined by medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

## **TUITION & FEES**

### **REGISTRATION**

Re-registration for current families will take place beginning in October. Information for re-registration will be on the school website and in the bulletins of the participating parishes.

Registration for pre-kindergarten, kindergarten, first-grade students, and other students new to our school is ongoing once re-registration has begun.

Registration information is communicated through the school communication methods, website, and the Church bulletins of the participating parishes. There is a non-refundable fee due at the time of registration.

### **TUITION & SCHOOL FEES**

Tuition rates will be published annually during the school year. Payment is made in a variety of ways, including payment by check, automatic debits, and credit cards, and is invoiced through email. Parents should make payments monthly.

Anyone unable to keep up with tuition payments should contact the Business Manager, Mrs. Anne Goia, to arrange a convenient tuition plan. The Pastors/Principal reserves the right to withhold a student's final report card if tuition is not fully paid; students may not participate in certain school activities and field trips if tuition is not up-to-date. Students may not be readmitted to school in September with past-due tuition from the previous school year. Throughout the year, tuition arrears will be noted, and a student may not be able to return to school if tuition is not up-to-date.

If you do not notify the school, and payments are not made according to the schedule posted on the calendar, a monthly late fee will be charged.

Additional school fees may be added to the tuition rate. These fees, which are per-child costs, cover the cost of miscellaneous expenses not covered by tuition or government monies. These

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include, but are not limited to, art supplies, religion texts and materials, testing fees, some textbooks, lunch monitors, etc.

## **ATTENDANCE & WITHDRAWAL**

### **ABSENCE**

A student who has been absent from school, even for one day, is required to present a note written by the parent or guardian to his/her teacher upon return to school. Teachers keep these notes on file throughout the school year.

- A doctor's note is required for the absence of an extended nature (3 days).
- If your child is going to be absent or arrive late at school, you are required to report to the school/teacher.
  - Send an email or Brightwheel message by 8am to the teacher.

If your child's name appears on an attendance report from the teacher and you have not informed us, please expect a call from the school to verify the absence or check on your child's whereabouts. Please help us in this endeavor by calling. Your child's safety and welfare are of great importance to us.

- In the case of illness during the school day, a school official will contact the parents or the adult whose name has been submitted to the office with an emergency phone number.

### **WITHDRAWAL**

A written notice is required by the school when a child is being withdrawn.

### **TRANSFER OF RECORDS**

Whether transitioning to the next grade, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions on where the records should be sent is required.

### **EMERGENCY CLOSING INFORMATION**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. The information on this form must be accurate and updated so that the School can contact the parent/guardian in the event of an emergency. There should be at least two emergency contacts for every family on the Emergency Contact Form.

The Public School District, keeping in mind the safety of the children and travel conditions, determines whether to close school. When there are hazardous weather conditions, it remains the parents' responsibility to decide whether to send their children to school.

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When there is a two-hour delay, half-day PK3 and half-day PK4 will not need to report to school.

In the event of snow, you will receive school closing information through FACTS via email, text messages, and/or phone call.

Look for the name of the School District in which you live to determine transportation for your child.

## **DROP-OFF AND PICK-UP**

### **GENERAL PROCEDURE**

The school day begins at 8:20 AM, and drop-off will begin at 8:00 AM. Please do not drop off your child before the opening. Parents are expected to accompany their children and sign them in.

Students arriving after 8:20 AM, must be signed into Brightwheel App, and will be escorted to their classroom by a staff member after prayers and announcements.

The school day ends at 3:00 PM. Dismissal from the classroom will begin at 2:45 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

### **ARRIVAL PROCEDURE**

For the safety of the children, we have a security system built in the child care center. Children are to be escorted by their parent/guardian or the adult dropping the child off to their designated classroom. Children are required by law to be supervised at all times while in the childcare center. All children must be signed into the Brightwheel App - there are tablets located outside each classroom, or you can scan the QR Code by the Welcome Bulletin Board.

### **PICK-UP PROCEDURES**

Once a parent enters his/her child's classroom, the parent is solely responsible for supervising the child while on the childcare center's premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms, and/or playground.

Parents must handle all business issues before entering the child's classroom and must exit the building once they have picked up their child. You may briefly discuss your child's day with his/her teacher at pick-up. However, the teacher is responsible for supervising the remaining children. If the parent is unable to meet at the childcare center during the day to hold an in-depth meeting with the classroom teacher, a telephone conference may be scheduled for later in the day or for the next day at nap time.

- Park and Pickup method from the classroom
- Students will be sent to Mrs. S' office at 3:15 pm if they have not been picked up.

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## **Early Pick-up During School Hours (8:00-3:00)**

Parents who need to pick up a child from Mother of Providence Regional Catholic School must do so at the main entrance of the Early Childhood Learning Center (lower church hall). They must ring the bell to be admitted to the building, sign the child out in Brightwheel App, and then wait at the door for their child to be escorted for an early pick-up. Parents must also exit from the main entrance of the Early Childhood Learning Center.

## **CARES PROGRAM**

Morning CARES is provided from 7:00 to 8:00 AM.

After-school CARES is also available for families. The afternoon services are available from 3:00 P.M. until 5:45 PM (5:30 on Fridays).

A fee per child per hour is charged. Please go to the school website, [www.mpregional.org](http://www.mpregional.org), under the "CARES" tab for more information and fees.

Payments for the program are to be made every week and given directly to the CARES Director.

## **LATE PICK-UP FEE**

If an emergency prevents a parent from picking a child up by 5:45 p.m., the child care center must be contacted as soon as possible. A late fee of \$1 per minute will be charged if a child is not picked up by closing and is payable directly to the staff member(s) who stayed with your child.

## **CELL PHONE USAGE**

The times you spend in the center dropping off and picking up your child are the primary opportunities we have to communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the school.

## **AUTHORIZED & UNAUTHORIZED PICK-UP**

Your child will only be released to you or those persons you have listed on the Emergency Contact Form. If you want someone other than an Emergency and Release Contact to pick up your child, you must notify us in advance, in writing. Your child will not be released without prior authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

To safeguard your child, we will need copies of any court-ordered custody agreements. Without a custody agreement, we cannot prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed on the Emergency Contact Form. Provisions will be made for someone to stay with your child as long as possible, but if, after hours, we have not been

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able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

## **RIGHT TO REFUSE CHILD RELEASE**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed on the Emergency Contact Form pick up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

## **PERSONAL BELONGINGS**

### **WHAT TO BRING**

- At least one change of gym clothes, including underwear & socks.

Please label all items brought from home with your child's name (i.e., clothes, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

### **LOST & FOUND**

You can look for lost items and bring found items to the Lost-and-found table located at the entrance/exit of the lower church. Please note that we are not responsible for lost personal property.

### **TOYS FROM HOME**

We request that you do not allow your child to bring toys from home into school unless they are part of a show-and-tell activity.

## **NUTRITION**

### **SNACK, LUNCH & RECESS INFORMATION**

The lunch period is divided into time for lunch and time to play. If a parent wishes to have a child leave school at lunchtime, prior arrangements must be made through a note sent to the teacher. The child must have an adult with him/her when leaving for and returning from lunch.

We are a glass-free facility. We kindly ask that you do not send glass containers, bottles, or jars with your child to school. Glass can break easily and poses a risk of cuts or injuries. We encourage you to use alternatives such as plastic, stainless steel, or other shatter-proof containers instead.

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Children may choose to bring lunch from home. A lunch program is offered five days a week through the NDS program with the Archdiocese of Philadelphia. Children may have a mid-morning snack and lunch at no expense to parents.

Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to their classroom after dismissal. Respect and courtesy are to be shown to the parents who supervise and assist during this time.

**Snack/Lunch Guidelines:**

- Polite behavior is expected at all times.
- Students are to listen to the teacher and lunch volunteers.
- Students are to maintain a conversational voice volume.
- Students are to remain seated while eating lunch.

**Playground Guidelines:**

- Students may play the various activities provided to them on the playground.
- Bullying, inappropriate language, excessive rough games, etc., are not permitted.
- Students unable to follow the playground rules will receive consequences.

**FOOD ALLERGIES**

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life-threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician.

**HEALTH**

**IMMUNIZATIONS**

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Annually, we check with the public health department or the American Academy of Pediatrics for updates to the recommended immunization schedule. Our state regulations regarding the attendance of children who are not immunized due to religious or medical reasons are NOT followed.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

**Health Assessment (CD51)**

This form is to be filled out by a licensed physician and returned to Mother of Providence Regional Catholic School within 30 days of enrollment, or your child will be suspended from the program until the form is returned. Parents should have the child's physician update this form at  
Updated 08/18/2026

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each Well Child Visit or whenever a new immunization is received. An annual doctor's visit is required for all children enrolled in our program.

## **ILLNESS**

The health of our children is a priority for our staff. By assessing each child's health status, teachers can ensure a healthy environment for all children. If symptoms arise during the day, teachers will complete an Observation Form for parents. If the symptoms are deemed serious, a phone call will be made to the parent.

Please recognize that ill children cannot be cared for appropriately in a preschool setting. A child who cannot participate in activities because of illness should not be in attendance. Our staff understands that it is difficult for working parents to make arrangements for the care of their sick child, and we appreciate the cooperation of parents in keeping their ill child home to ensure the health of other children and our staff. By maintaining a healthy environment all of our children and staff will benefit.

If a child arrives in the morning showing symptoms of illness, the Center will be unable to accept him/her. The exception to this would be a written explanation from a licensed physician indicating there is no health risk.

Children may not return to school for at least 24 hours following any surgical procedure or if they were seen in an emergency room.

It is highly recommended that children remain home for 12 hours after vaccinations, so they can be observed for any reactions after their vaccine.

Examples of health symptoms that require exclusion from our program include (but are not limited to):

- Temperature greater than 100 degrees Fahrenheit\*\*
- Vomiting or diarrhea (two or more times)\*\*
- Severe pain or discomfort in the abdomen or ears
- Severe coughing
- Severe Sore throat, including strep
- Jaundice of the skin or eyes
- Red eyes with discharge
- Infected, exposed, or untreated skin patches/lesions on the body or scalp
- Severe itching of the body or scalp
- Difficult or rapid breathing
- Undiagnosed Skin rashes (excluding diaper rash)
- Swollen joints or lymph nodes
- Stiffness in the neck
- Blood/pus from ears, eyes, urine, stool or skin
- Unusual behavior, including listlessness, dizziness, and confusion
- Symptoms of Chicken Pox, Impetigo, Lice, Scabies

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**\*\*If a child becomes ill during the day, a parent will be contacted immediately. The child will be allowed to rest in Mrs. Scarpignato's office until the child is picked up. If the child cannot be picked up within 90 minutes by a parent, the emergency contact person will be called. Children who are sent home due to illness will not be readmitted for a minimum of 24 hours without medication or until symptoms are completely gone. The exception to this will be a licensed physician's written explanation indicating the child presents no health risk.**

In the case of certain communicable diseases, the Center is required to file a report with the Department of Health within 24 hours so that control measures can be instituted. Parents are required to notify the Center within 24 hours if a child or family member has developed a known or suspected communicable disease.

Examples of reportable diseases include:

|               |                |                   |
|---------------|----------------|-------------------|
| Lyme Disease  | Whooping Cough | Tuberculosis      |
| Measles       | German Measles | Spinal Meningitis |
| Salmonellosis | Rubella        | Giardiasis        |
| Mumps         | Hepatitis A    | Shigellosis       |

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - A bandage can cover the involved areas without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

**ALLERGY PREVENTION**

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in a central location of the classroom. We are trained to familiarize ourselves with and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

**MEDICATIONS**

Medication may never be mixed in sippy cups, water bottles, or foods. We absolutely cannot permit children to have free-range access to medication. While we do our very best to ensure young

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children do not get a hold of the cups of classmates, accidents happen when cups look alike when children grab them.

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written authorization must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than 3 days unless a written order from the physician is received.
- **Non-prescription topical ointments**, including sunscreen and insect repellent, require a note signed by the physician, specifying frequency and dosage to be administered as well as the length of time the authorization is valid, which cannot exceed 12 months.

## UNIFORMS

### PK3 - TK UNIFORMS

#### **Girls Formal:**

- Khaki skirts/skorts or pants with a navy blue or white polo.
- A navy blue polo dress (short/long sleeve)
- Navy blue socks or tights
- Shoes: Velcro sneakers or black/navy Maryjane style shoes
- Optional: Blue Plaid uniform jumper (grades K-5) - must be knee-length with a white Peter Pan collared blouse
- Optional: Navy blue cardigan

#### **Boys Formal:**

- Khaki dress slacks; no cargo pants permitted.
- Slacks must be worn at the waist and not in such a manner that allows the slacks to hang off the waist.
- Navy blue or white polo
- Socks in navy, black, or brown.
- Shoes: Velcro sneakers or black/brown slip-in dress shoes
- In times of spring/fall uniforms, khaki shorts may be worn with the polo.

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## **GYM Uniform**

- The Gym uniform may be worn on **any day (except for Mass)**.
- Velcro Sneakers preferred
- In fall/spring, the gym uniform is navy shorts and a powder blue t-shirt with the school logo.
- In winter, the gym uniform is navy sweatpants, a powder blue t-shirt, and a navy sweatshirt.

## **CHANGE OF CLOTHES**

A labeled complete change of gym clothing needs to be kept in your child's classroom.

## **Dress Down Days**

Occasionally, the school may offer the students the opportunity to wear clothes other than the uniform. On these dress-down days, the students must wear appropriate attire with shoes (sneakers, boots, but not sandals, crocs, or flip flops, for example). Camouflage prints and clothing with inappropriate language and sayings are prohibited at school. Clothes are to be loose-fitting; leggings and skinny jeans must be worn with an appropriate top or tunic that will come down past the hip. The school personnel have the right to have children change attire if their attire is not up to standard. Parents or guardians may be called to bring a change of clothes to school for the student.

## **SAFETY**

### **EXTREME WEATHER AND OUTDOOR PLAY**

Children are expected to go outside when the forecast temperature/wind chill are above 32 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting since forecasts are generally targeted to a point in time in the day.

### **INJURIES**

Safety is a major concern in child care, and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained staff if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and the course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

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## **BITING**

Biting is a common but challenging behavior in early childhood. At Mother of Providence Regional Catholic School Early Childhood Learning Center, the safety of all children is our priority.

If a biting incident occurs:

- Teachers will respond immediately, comfort the child who was bitten, and redirect the child who bit.
- Parents/guardians will be notified the same day and an incident report will be completed.
- Confidentiality is always maintained.
- Repeated biting may require a family meeting and a plan to support the child's development.

Our goal is to guide children with patience and compassion while teaching positive ways to express needs and emotions.

Written notes or a phone call to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

## **RESPECTFUL BEHAVIOR**

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our school.

## **SMOKING**

The poisons in secondhand smoke are especially harmful to young children's developing bodies; therefore, the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

## **PROHIBITED SUBSTANCES**

The use of alcohol or illegal drugs is prohibited on the premises of MPRCS. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

## **DANGEROUS WEAPONS**

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises of MPRCS.

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In cases that clearly involve a gun or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

## **LEGAL CUSTODY ISSUES**

Parents are asked to inform school personnel when legal and/or physical custody of the child(ren) resides with one parent. The school must have a copy of the court-ordered custody agreement on file. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Divorced, separated, or never-married parents must submit a court-certified copy of the custody agreement.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

## **SUSPECTED CHILD ABUSE**

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. MPRCS will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

## **EMERGENCIES**

### **LOST OR MISSING CHILD**

In Pennsylvania, regulated child care centers must have policies and procedures for lost or missing children, which typically involve immediate internal and external searches, notification of the child's parent/guardian and local law enforcement, and a formal investigation by the [Pennsylvania Department of Human Services \(DHS\)](#) to ensure child safety and assess regulatory compliance. A key component is the mandatory reporting of lost or left-behind children by the facility operator to the parent and the DHS.

A comprehensive "lost or missing child" policy for a Pennsylvania child care center outlines the following steps:

- **Immediate Internal Search:** Staff must perform a thorough search of the facility and grounds.

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- **Notification of Parent/Guardian:** The facility must contact the child's parent or guardian.
  - **Call Law Enforcement:** The facility is required to notify local law enforcement immediately.
  - **Contact the Pennsylvania DHS:** The facility operator must report the incident to the Department of Human Services.
  - **Formal Investigation:** The DHS will investigate the incident to determine if the facility complied with regulations and to assess the risk to children.
  - **Follow-Up and Prevention:** The facility should review what happened to prevent future incidents, educate staff, and potentially make policy changes.

## **FIRE SAFETY**

- Our center is fully equipped with a Fire Alarm System that is serviced and monitored by Delco Alarm Systems.

Our fire evacuation plan is reviewed with the children and staff every 60 days.

- Fire drills are conducted regularly. According to directions posted in each area, the students are instructed to leave the building quickly and in silence when the alarm rings. Failure to cooperate is considered a serious matter.
- Other safety drills, such as lockdowns and shelter-in-place, will be conducted regularly. Please encourage your child to take all drills seriously.

## **EMERGENCY TRANSPORTATION**

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

## **ASBESTOS RE-INSPECTION**

The EPA requires re-inspection for asbestos materials every six months. In observance of the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Act (AHERA), the six-month required re-inspection of the premises had been performed for our school buildings in February 2026. This inspection, performed by an accredited asbestos inspector, found that there was no friable asbestos-containing material present.

The inspection findings and asbestos management plan are on file in the school office building and may be reviewed by arrangement. Parents and staff are welcome to view the information. If you have any questions about asbestos in our buildings, you may call the school principal or ACER Associates, LLC (856-809-1202).

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## **CENTER POLICIES**

Our center policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the Principal/Vice Principal.

## **INVOLVEMENT OF PARENTS/GUARDIANS**

Parents and guardians must seriously weigh their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and appropriately dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics, and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school, arrives late to school, or leaves school early.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings, or the law.
- Taking an active role in the Home and School Association.
- The failure of a parent/guardian to take seriously his/her responsibilities in this area is grounds for action by the School, including dismissal of the student.

## **VOLUNTEERS**

We greatly appreciate and encourage the assistance of parent volunteers. We recognize the invaluable assistance given by our students' families, which helps build a strong learning community. Volunteers assist in various ways.

Parents are urged to participate actively in their child's education by volunteering whenever and wherever possible.

Mother of Providence Regional Catholic School welcomes parents and guardians as volunteers. We cannot be all that we are without them.

To volunteer at MPRCS, all volunteers must:

- Attend the "Protecting God's Children" class provided by the Archdiocese of Philadelphia and provide the school with the signed attendance and Standards of Ministerial Behaviors forms
- Have updated Child Abuse clearances and State Criminal Background Checks
- If from out of state, provide an updated fingerprint check
- Submit a signed Arrest and Conviction Form

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- Complete the online Mandated Reporter Training and provide the appropriate certificate
  - National Sex Offender Registry Verification

All clearances must be less than five years old.

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**Mother of Providence Regional Catholic School**

**Early Childhood Handbook**

**RECEIPT OF THE PARENT HANDBOOK AND ACCEPTANCE OF POLICIES**

I/we \_\_\_\_\_

parents/guardians of

\_\_\_\_\_

I/we acknowledge that I/we have received a copy of the Mother of Providence Regional Catholic School—Early Childhood Learning Center Handbook.

I have read and agree to abide by the policies and procedures stated in the handbook. I understand that non-adherence to the policies may result in the termination of services and enrollment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

### Parent Advisors:

- Homeroom Parent - serves as a liaison between classroom parents and teachers
- Home and School Committee - meets monthly to plan family events and fundraisers

**Family Events:** We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Back to School Night
- Book Fair
- Drama Club Movie Night
- Spirit Nights
- Catholic Schools Week
- Back to School Pep Rally
- End of Year Tailgate

**Classroom Activities:** Enjoy and help your child's class with these special activities.

- Chaperone field trips
- Mystery Reader
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Parent/Teacher conference