



## MISSION STATEMENT

*We are a safe, nurturing and respectful community.*

*We will reach our full potential by growing in mind, body and spirit in accordance with the Catholic faith.*

*We will live out the Gospel.*

*We are peacemakers.*

# **EARLY CHILDHOOD PROGRAM**

## **Student and Parent Handbook**

### **ADMISSIONS**

#### **Qualifications for the BMV Early Childhood Program:**

- All children in the three-year old program must be three years of age by September 1 of the year in which the child is being enrolled.
- All children in the four-year old program must be four years of age by September 1 of the year in which the child is being enrolled.
- \*No exceptions will be made to the age requirements. Please contact the main office for special requests.
- All children must be fully toilet trained prior to admission.
- All documents required must be provided (see list below) and the online registration form must be completed and submitted prior to admission.

#### **Parents registering children for the first time should bring along with them:**

- Proof of Age (i.e. Birth Certificate, Passport, Green Card, I-94 Card)
- Immunization Records updated within the last 12 month
- Physical Exam within the last 12 month
- Copies of any special services the child may require. Re: IEP, speech etc.

### **POLICIES AND PROCEDURES**

#### **ATTENDANCE POLICY**

#### **SCHOOL HOURS AND SCHEDULES**

BMV Early Childhood Program is open on all school days from 8:00 AM until 2:30 PM. The school day begins at 8:00 AM, so all children should be in by that time. Children must be signed in and out of the school each day. Due to COVID restrictions, at this time, parents are not permitted to enter the building at time of drop off and pick up.

Extended day and half day schedules are offered as part of the BMV Early Childhood Program. Tuition rates vary. Available schedules are as follows:

- 8:00 am - 2:30 pm (Standard School Day)
- 8:00 am - 5:00 pm
- 6:30 am - 3:30 pm
- 6:30 am - 5:30 pm
- 8:00 am - 12:00 pm (Half Day)
- 9:00 am - 1:00 pm (Half Day)

## **NOTICE OF NONDISCRIMINATORY POLICY**

Bishop McVinney Regional School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **ILLNESS**

Our health policy is designed to protect all of the children and the staff of our school. We will adhere to the following guidelines:

1. Any child with a temperature of 100 or higher will be sent home and may return once they are without a fever, **un-medicated** for 24 hours.
2. Any child who vomits will be sent home.
3. Any child who has diarrhea two times during the day will be sent home and may return once the diarrhea has stopped.
4. Common cold symptoms such as sneezing, runny nose, and coughing will be tolerated unless accompanied by a temperature, or if symptoms worsen, making the child uncomfortable.
5. Any child with symptoms of Conjunctivitis or Pink Eye, including crusty lashes, reddened eyes or inner lids, and/or discharge leaking from the eyes will need to leave and seek medical attention. A child must be treated with antibiotics for at least 24 hours before returning to the center.
6. Any child with a skin rash will be sent home and must seek medical attention before returning.
7. Childhood communicable diseases such as: Strep Throat, Head lice, Chicken Pox, Impetigo, Ringworm, etc. will require that the child leave the school until the child is under the care of a physician, The length of time will vary for each childhood disease.
8. If a child is on antibiotics, they must be treated for at least 24 hours and be feeling better before returning to the school.
9. PLEASE KEEP YOUR CHILDREN HOME IF THEY ARE NOT WELL!

## **ABSENCES**

Parents should call the school office at 401-781-2370 by 8:00 AM when a student is absent. Upon return to school, the parent must also present the classroom teacher with a written excuse explaining the absence. This excuse should state the child's name, date, days of absence and specific reasons for the absence. An extended absence, due to illness, requires a statement from the doctor who treats the child.

## **DISCIPLINARY POLICY**

We understand that as children grow and learn in their environment, they begin to make their own decisions and choices. During this time, they are expected to have errors in judgment and make mistakes in their behavior. We believe in using positive reinforcement in assisting the development of good decision-making. The following steps may be taken for any behavior that continues.

1. If behavior is persistent and disruptive to the group, the child may be redirected to a quiet area to gather focus.
2. In the event that a child is disruptive in a manner to hurt themselves or others, the director or head teacher will intervene to assure the safety of all children involved.
3. Parent involvement and communication will be activated if behavior becomes a regular conflict.
4. If behavior does not improve, then termination may be determined.

## **INJURY / INCIDENTS**

All student injuries occurring during school hours must be reported to the office at the time of the occurrence. Parents will be informed of any serious injuries. An incident or injury report will be completed during the day and presented to the parents. Parents will be responsible to ensure all emergency information is current and on file at the school office.

## **CHILD ABUSE**

The faculty and staff of BMV Early Childhood Program are required by law to report suspicion of any type of child abuse to the appropriate agency. BMV Early Childhood Program is compliant with all policies of the Diocese of Providence related to this matter.

## **CHILD RECORDS REQUIREMENTS**

All records will be maintained in a fireproof, locked file cabinet within the office as well as in digital form on PROCARE. Records to be kept include:

- Medical history, including immunizations and proof of annual physical examination
- Any custodial or restraining orders
- Proof of Age
- Information from prior schools attended
- Emergency information
- Release authorizations
- General information

## **CLASSROOM MANAGEMENT**

1. Establish a classroom structure and routine so that misbehavior and distractions will be kept to a minimum.
2. On the first day of school, a set of rules will be established by the teacher and students. Rules will be posted.

## **CLOTHING**

A complete set of clothes must be kept at the school in a zip-lock bag in your child's cubby labeled with their name in case of an accident. It should contain underwear, socks, and seasonal clothing. All articles of clothing worn to school must be labeled with your child's full name. If your child has an accident and does not have a change of clothes a phone call will be made asking for clothes to be brought to the school. The children have outdoor play year round. Please dress your child appropriately for the weather.

## **TOYS AND ITEMS FROM HOME**

Please refrain from sending toys / computer games to school with your child. We cannot be responsible for loss or damage to any items brought in from home.

## **EMERGENCY SCHOOL CLOSING**

When school is to be closed due to inclement weather or some other emergency, we **will not** follow the decision made by the Providence Public Schools. Listen for announcements to be made over local radio and television stations for Bishop McVinney School delays or closures. Should weather conditions necessitate an early departure; an announcement to this effect will be made on these same stations. Emergency forms must be completed and returned to the school office. It is the Parents'/Guardians' responsibility to ensure that current home, work, and emergency phone numbers are on file in the office.

## **EVALUATIONS**

1. Formal assessments will be done twice yearly in the form of progress reports to be sent home to parents
2. Informal assessments will be on-going
3. Conferences will be held with parents in January and at other times, as necessary
4. Child Outreach RI

## **LUNCH**

Lunch is provided by Sodexo. A form regarding lunches will be sent home at the beginning of the school year. This form will determine your eligibility as far as free, reduced, or full price lunch. A monthly menu will be published on our website each month and parents will select whether their child will need a school lunch every day or if lunch will be sent from home on a month to month basis.

For those who prefer to send in lunch, you may provide a nutritious hot or cold lunch for your child. If you plan on sending a hot lunch, please make sure to send it in a thermos since we are not able to heat lunches.

Parents should also provide their children with an afternoon, nutritious snack and a drink.

Please do not include candy in your child's lunch!

## **MEDICAL EMERGENCY PROCEDURES**

First aid will be administered by staff, as necessary. Teaching staff here are First Aid and CPR certified.

1. Parents or their emergency designated contact will be notified to come and pick up the child for medical attention, if indicated.
2. If unable to contact parents/guardians or emergency contacts and immediate medical attention, staff will call Hasbro children's hospital for instructions.
3. If a life threatening situation occurs, staff will call 911 and report the condition of the child. If necessary, a staff member will accompany the child to hospital via ambulance.
4. Staff will inform parents/guardians of any illness, injury, and/or first aid treatment administered in class session.

5. BMV Early Childhood Program is not responsible for anything that happens as a result of information not given at the time of enrollment.

## **MEDICAL RECORDS**

State regulations require that we maintain medical records for each child. This information will include proof of immunizations, annual physicals, and medical history. All necessary forms are reviewed during the registration process and will be updated annually or as needed.

## **MEDICATION**

1. Prescribed and non-prescribed (over the counter) medication is not administered to a child without:
  - a. Written permission from the parent/guardian; and
  - b. A written order from a licensed physician, physician's assistant, or nurse practitioner (which may include the label on the medication) indicating that the medicine is for a specified child. The medication must be in the original container.

(1) The written order includes the name of the child, the name of the medication, circumstances under which it may be administered, route, dosage, and frequency of administration.

## **NAP TIME**

Nap or rest time for all children, as required by state regulations, is scheduled daily. Each child must bring a small blanket labeled with their name in your child's cubby. These items must be brought home each week for laundering. Pillow pets and stuffed animals are not allowed.

## **PARENT-TEACHER COMMUNICATION**

We use PROCAR primarily for parent-teacher communication. Parents will be provided with a variety of information including monthly classroom newsletters, written and oral daily reports, bulletin board notices, special parent memos and special informational events such as open house and educational events. Teachers are available for individual conferences upon request.

## **PROGRAM EVALUATION**

1. On-going feedback from parents
2. Number of students who go from three year old program to four year old program, and from four year old program to kindergarten
3. Administrative evaluation

## **RELEASE OF CHILDREN**

1. Children will be released only to the parent or to an individual authorized by the parent whose identity can be verified by the use of a proper identification card bearing a current photograph.
2. All students will be signed in at the main office at the beginning of the day and signed out upon dismissal.
3. Children will be released to individuals other than the parents only upon written notification by the parent.
4. Documentation of any restraining or custody orders must be provided to the school.
5. Copies will be kept in the child's confidential files.

6. Upon registration, parents will provide a list of those who are authorized to pick up their children. This list will be updated at the time of the January progress report.

## **UNIFORM**

Uniforms are optional for boys and girls in Preschool & Pre-Kindergarten. Please dress your child in season appropriate play clothes and sneakers or closed toed shoes.

## **VISITORS**

All visitors, parents, and volunteers must report directly to the school office to obtain a visitor's pass. Even though parents may visit the preschool classroom at any time, it is required that you stop in the office first. The doors of the school will remain locked during the hours of classroom and extended care operations.

## **OPEN DOOR POLICY**

The BMV Early Childhood Program will be open to parents for observation and visits whenever the program is in operation.

## **SAMPLE OF DAILY SCHEDULE**

6:30 - 8:00	Breakfast + Free Play / Choices of activities will be provided
8:00 - 8:45	Breakfast and table choice activities
8:45 - 9:15	Morning Meeting
9:15 - 9:45	Groups, games, physical activity
9:45- 10:10	Seated activity, project, lesson
10:10 - 11:15	Work Centers - All subject areas addressed / Bathroom Break
11:15 - 11:35	Outdoor Play
11:35 - 12:00	Bathroom Break / Meeting time - songs, stories etc.
12:00 - 12:30	Lunch
1:00 - 2:30	Rest/Nap Time
2:30	School Day Dismissal
3:00 - 3:30	Snack and independent book time
3:30 - 4:15	Whole group activity, project or game
4:00 - 5:30	Outdoor Freeplay (Winter - Indoor Freeplay) / Dismissal