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# BISHOP MCVINNEY EARLY LEARNING CENTER

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3YRS-Old & PRE-SCHOOL

## Student and Parent Hand Book



**BISHOP MCVINNEY SCHOOL**  
155 Gordon Avenue, Providence, RI 02907  
Phone: 401-781-2380 Fax: 401-785-2618



## MISSION STATEMENT

*Bishop McVinney is a Roman Catholic, coeducational, Pre-K to 8 elementary school serving a diverse, urban population. We promote and provide opportunities for spiritual, academic and physical growth in a nurturing environment. We enable students to reach their full individual potential affirming and empowering them to be Disciples of Christ.*

*At Bishop McVinney Regional School, we encourage all to live out the Gospel message to build community, promote peacemaking and inspire leadership and service.*

## ADMISSIONS

To enroll in BMV Early Learning Center a child must be:

- 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.
- All children must be fully toilet trained prior to admission.
- All forms contained in the registration packet must be completed prior to admission.

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

- Birth Certificate
- Baptismal Certificate
- Immunization Records
- Social Security Card
- Copies of any special services the child may require. Re: IEP, speech etc.



## *Policies and Procedures*

### ATTENDANCE POLICY

#### School Hours

BMV Early Learning Center 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. Parents must bring their child into the building and insure that the child is under supervision before leaving. Parents must also enter the building when returning to pick-up their child. A staff person must be notified that they are taking their child home. Additionally, the parent must sign the child out in the sign-out book. Only those adults for whom we have written authorization will be allowed to sign a child out of the center, after providing proper photo identification.

Extended day services are offered as part the BMV School Early Learning Center program. The school is open from 6:30-5:30, if you are going to be late to pick your child up, please notify the school as soon as possible. There will be a late fee of \$10.00 for each 15-minute interval that children remain in the school after 5:30 PM.

#### 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 will be sent home and may return once they are without a fever 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 ill!!!**



## **Absences**

Parents should call the school office at 781-2370 by 8:00 A.M. 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.

## **Early Dismissal**

If it becomes necessary to have a student leave school early, a parent must submit a note specifying the reason for the request. All appointments including doctors and dentists are strongly discouraged during school hours. Only the parent, guardian or adult listed on the emergency form will be allowed to take the child from school. This adult must come directly to the office and sign the student out in the logbook.

If a child must be dismissed with anyone other than the parent or another person on the approved list, the request must be made by way of a note to the office stating the exact identity and relationship of the person who is picking the child up. The person who picks up the child must present the classroom teacher with a valid and current identification card.

## **Daily Schedule**

- Extended Day (6:30 A.M. – 5:30 P.M.)
- Full Day (8:00 A.M. - 2:30 P.M.)
- Lunch 11:30-12:00



### **Accidents**

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 accident 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.

### **Birthdays**

Each child will receive special attention by our staff and their classmates on their birthday, unless requested otherwise by their parent/guardian. Parents are welcome to bring in a treat for their child's class. We recommend that you send in small muffins, small unfrosted cupcakes, and oatmeal raisin cookies, etc. Please avoid anything with nuts, since there may be some children with allergies. Please advise the classroom teacher in advance if you wish to bring in a treat and she will advise you of the number of children who should be in attendance on that particular day.

### **Child Abuse**

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

### **Children's Records Requirements**

1. All records will be maintained in a fireproof, locked file cabinet within the office
2. Records to be kept include:
  - a. Medical history, including immunizations and proof of annual physical examination
  - b. Any custodial or restraining orders
  - c. Information from prior schools attended
  - d. Emergency information
  - e. Release authorizations
  - f. 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 change of clothing must be kept at the school in your child's cubby/bookbag labeled with the child's name in case of an emergency. 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.

### **Home Equipment**

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 follow the decision made by the Providence Public Schools Superintendent.

Listen for "No school in Providence" announcements to be made over local radio and television stations. 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.

### **Evaluation of Children**

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**

Lunches will be provided by Sodexo. A monthly menu will be published and lunches will be available by the day or for multiple days. Milk is also available by the carton. A form regarding lunches will be sent home at the beginning of school. This form will determine your eligibility as far as free, reduced, or full price lunch.

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 has received First Aid and CPR training.

1. Parents or their emergency designated contact will be notified to come and pick up child for medical attention, if indicated.
2. If unable to reach parents or their designated contact, our school nurse will be called for instructions regarding need for medical assistance. If necessary, staff member will accompany the child to medical facility and remain with him/her until a parent or designated contact arrives.
3. If unable to contact parents/guardians, emergency contact, or nurse and immediate medical attention, staff will call Hasbro children's hospital for instructions.
4. If life threatening situation, staff will call 911 and report condition of child. If necessary, staff member will accompany child to hospital via ambulance.
5. Staff will inform parents/guardians of any illness, injury, and/or first aid treatment administered in class session.
6. BMV Early Learning Center 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**

No student is allowed to keep any type of medication on his/her person during school hours. Only emergency medication, i.e., EPI-PEN, inhaler will be allowed in the school and may be stored in the office. During school hours 8:10-2:15 our staff member who has a degree in drug administration will administer all medication. During extended care hours a Parent/Guardian or designated friend may come to school to administer other medication as needed. In such cases, a written note must accompany the identification of such a person.

1. Cough drops and/or throat lozenges will not be allowed.
2. Parents must inform the school of any medical conditions or allergies affecting their child/children.



### **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 are not allowed.

### **Parent Communication**

Parents will be provided with information in a variety of ways, 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 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. Copies will be kept in the child's confidential files.
5. 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 Code**

Boys and girls in Preschool & Pre-Kindergarten will be exempt from the BMV School uniform code. However, please dress your child in season appropriate play clothes and sneakers.

### **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 pre-school 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 Learning Center will be open to parents for observation and visits whenever the program is in operation.

### **Schedule of Daily Activities**

6:30 - 8:00	Free Play for Extended Day Students — Choices of activities will be provided, breakfast
8:00 - 8:45	Breakfast and table choice activities
8:45 - 9:15	Meeting Time
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 Lavatory
11:15 - 11:35	Outdoor Play
11:40 - 12:00	Lavatory Meeting time- songs, stories etc.
12:00 - 12:30	Lunch
1:00-3:00	Rest Time
2:30	<i>school dismissal</i>
2:30 - 5:30	<i>Extended Day Program</i>
3:00 - 3:30	snack, tooth brushing and independent book time
3:30 – 4:15	Whole group activity, project or game
4:15-5:00	outdoor free play ---- winter-indoor free play
5:00-5:30	dancing & games Cleanup, get ready for home and coloring
5:30	<i>Extended Day Dismissal</i>