



MONSIGNOR SLADE CATHOLIC SCHOOL

— 1954 —

Monsignor Slade Edu-Care Center

Parent and Student Handbook

2026-2027

A Message from the Edu-Care Director

Dear Edu-Care Families,

Welcome to another wonderful year at Monsignor Slade Edu-Care Center!

Thank you for choosing our program and for entrusting us with the care, education, and well-being of your child. We recognize the tremendous responsibility that comes with caring for young children, and we are grateful for the trust you place in us each day. The preschool years are an important time of growth and discovery, and it is our privilege to be part of your child's early educational experience.

At Edu-Care, we believe that children thrive when the adults in their lives work together. You know your child best, and our teachers bring their professional knowledge, experience, and understanding of early childhood development. When we communicate openly and work together, we are able to provide the consistency, encouragement, and support that young children need to feel safe, confident, and ready to learn.

Our Edu-Care Center is an important part of the Monsignor Slade Catholic School community. While our youngest students are just beginning their educational journey, we strive to provide an environment that reflects the values of the school: faith, respect, kindness, responsibility, and service. We want our children to feel loved and valued while also learning how to care for themselves, their friends, their teachers, and their school community.

Please take the time to read this handbook carefully and become familiar with our policies and procedures. These guidelines are in place to help us maintain a safe, consistent, and positive environment for every child and family. Many of our policies are also required by Maryland State Department of Education Office of Child Care regulations and by the procedures of the Archdiocese of Baltimore.

As an Edu-Care family, we ask that you:

- Partner with your child's teachers and the Edu-Care administration in supporting your child's growth and development.
- Read and respond to communications from Edu-Care and keep your child's information, emergency contacts, health records, and authorized pick-up information current.
- Communicate questions or concerns directly with your child's teacher or the Edu-Care administration so that we can address them appropriately and promptly.
- Respect the role of our teachers and staff and communicate with them in a professional and respectful manner. We are committed to treating every family with respect, and we ask that the same courtesy be extended to our staff.
- Follow all arrival, dismissal, attendance, health, safety, and security procedures. These procedures are designed first and foremost to protect our children and staff.
- Support your child in developing appropriate behavior, kindness, respect, and independence.
- Understand that decisions regarding classroom placement, staffing, schedules, and program procedures are made with the needs and safety of the entire Edu-Care community in mind.
- Trust that our teachers and staff are caring for your child to the very best of their ability. If a concern arises, we welcome the opportunity to listen, investigate, and work toward an appropriate resolution.

Most importantly, we ask that we remember that we are all here for the same reason: **your child**. We want every child who walks through our doors to feel safe, cared for, known, and excited to come to school. We want families to feel welcomed, informed, and confident in the care their children receive.

The partnership between home and school is especially important during these early years. Thank you for being an important part of our Edu-Care community and for helping us create a place where children can learn, grow, and flourish.

I am looking forward to the year ahead and to all that we will accomplish together. Thank you for your continued trust and support of our teachers, our staff, and the Monsignor Slade Edu-Care Center.

With gratitude,

Suzanne Peters

Director

Monsignor Slade Edu-Care Center

Parent and Student Handbook 2026-2027

Monsignor Slade Edu-Care Center
124 Dorsey Road
Glen Burnie, Maryland 21061
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Extended Care: ext 2411

Suzanne Peters, Director
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About Monsignor Slade Edu-Care Center

Our Programs

Part Time PreK 2
Full Day PreK 2
Part Time PreK 3
Full Day PreK 3
PreK 4
Extended Care for Full-Day Pre-K4 - 8th
Summer Program for Pre-K 2 - 7th Grade

Licensing, Accreditation, and EXCELS

Monsignor Slade Edu-Care Center is licensed by the Maryland State Department of Education (MSDE), Office of Child Care. We participate in Maryland EXCELS and maintain a Level 5 quality rating, the highest level of recognition within the program.

The Edu-Care Center is also accredited by Cognia and holds a Certificate of Early Learning Accreditation, valid through June 2028.

Philosophy

As a Catholic, licensed child care center, the Monsignor Slade Edu-Care Center welcomes each child as a unique and precious child of God. We recognize that every child develops at his or her own pace and has individual strengths, interests, needs, and abilities. Our goal is to provide a loving, nurturing, and supportive environment where each child is encouraged to grow spiritually, intellectually, emotionally, physically, and socially.

We believe that young children learn best through meaningful experiences, hands-on exploration, and play. Our child-centered program provides a balance of structure, guidance, and opportunities for discovery. Through a rich variety of developmentally appropriate activities and experiences, children are encouraged to explore their environment, build confidence, develop independence, and develop a lifelong love of learning.

We strive to create a warm and welcoming environment where every child feels safe, secure, valued, and accepted. Children are given opportunities to take on challenges without unnecessary pressure and to experience success as they develop new skills. Through play and positive interactions with teachers and peers, children begin to develop important social skills such as sharing, taking turns, listening, following directions, communicating, solving problems, and respecting the needs and rights of others.

The Edu-Care Center provides educational programs for children ages two through five, with a focus on meeting the unique needs and developmental stages of young children. Our teachers intentionally plan experiences that support the whole child and lay the foundation for future learning, positive relationships, and responsible decision-making.

We believe that early childhood is the beginning of a lifelong educational journey. By nurturing each child's God-given gifts and providing opportunities to learn, explore, create, and grow, we strive to help every child develop a strong sense of self-worth, a love of learning, and the confidence to become a caring, capable, and responsible member of our community.

Our staff is committed to providing the highest quality early childhood education and participates in ongoing professional development to remain informed about current research, best practices, and approaches in the field of early childhood education.

Curriculum

Our Edu-Care Center provides a developmentally appropriate, engaging, and well-rounded curriculum for children in PreK2 through PreK4. Our curriculum is designed to support the whole child and promote growth in all areas of development, including social-emotional, physical, cognitive, language, and spiritual development.

All PreK2, PreK3, and PreK4 classrooms use The Creative Curriculum, which provides the foundation for our classroom instruction and learning experiences. Teachers use this curriculum to plan meaningful, hands-on experiences that are appropriate for each child's age, developmental level, interests, and individual needs.

Our PreK3 and PreK4 classrooms also incorporate the Archdiocese of Baltimore Early Childhood Curriculum, which aligns with Maryland's Early Learning Standards and provides additional guidance and learning experiences across developmental and academic areas.

As a Catholic early childhood program, faith formation is an important part of our daily experience. PreK3 and PreK4 classrooms use the Who Am I? religion program, while our PreK2 classrooms use Stories of God's Love. These programs introduce children to God's love and help them begin to develop an understanding of faith, prayer, kindness, respect, and caring for others in ways that are appropriate for their age.

Together, these curriculum resources provide a comprehensive approach to early childhood education while allowing our teachers the flexibility to respond to the unique needs, interests, and developmental stages of the children in their care.

Inclusion and Student Status

Monsignor Slade Edu-Care Center is committed to providing a welcoming, respectful, and nurturing environment for every child and family. Consistent with the Christian principles of the Gospel and the mission of Catholic education, we recognize the dignity and God-given worth of every individual and strive to treat all children with love, respect, and compassion.

In accordance with the policies of the Department of Catholic Schools of the Archdiocese of Baltimore, Monsignor Slade Edu-Care Center does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admission policies, or other school-administered programs.

Children entering the Edu-Care Center must meet the age requirements established by the Maryland State Department of Education (MSDE) Office of Child Care. Required enrollment and health documentation must be provided prior to a child's admission and maintained throughout enrollment. Additional documentation may be required as outlined by MSDE regulations and Archdiocesan policies. Monsignor Slade Edu-Care Center welcomes children with a variety of abilities and developmental needs and strives to provide an inclusive environment in which each child can learn and grow. If a child has been identified through Child Find or has an existing Individualized Family Service Plan (IFSP), Individualized Education Program (IEP), or 504 Plan, families are asked to provide a copy of the current plan at the time of application or enrollment. This information allows our administration and teaching staff to better understand the child's needs and determine appropriate supports and services.

The Edu-Care Center maintains a strong working relationship with Anne Arundel County Child Find and Infants and Toddlers. We collaborate, when appropriate, with Anne Arundel County Public Schools professionals who provide Community Based Services (CBS) and other support services. We work in partnership with families and outside professionals to support each child's development and to identify strategies that promote success in the classroom. For more information about the Infants and Toddlers program and the services they provide, please visit their website at <https://marylandpublicschools.org/programs/pages/special-education/mitp/index.aspx> . For more information about Child Find and the services they provide, please visit their website at <https://www.aacps.org/page/child-find>.

All students participate in an initial evaluation period following enrollment. During this time, teachers and administration observe each child's adjustment, development, behavior, and participation in the classroom. Developmental screening, including the Brigance Screening Assessment, may be used to help identify areas of strength and areas where additional support may be beneficial.

If concerns arise regarding a child's development, behavior, communication, academic progress, motor skills, or ability to participate successfully in the program, the teacher and/or Director will communicate with the child's parent or guardian. Together, we may discuss classroom strategies, additional supports, developmental screening, or referrals to appropriate community resources, including Anne Arundel County Child Find.

Monsignor Slade Catholic School also has access to the support of a full-time school counselor and maintains a partnership with Kennedy Krieger Institute for additional professional guidance and resources when appropriate.

While we make every reasonable effort to support and include children with varying needs, enrollment and continued attendance are dependent upon the Edu-Care Center's ability to safely and appropriately meet a child's individual needs within the resources and structure of our program. The Center reserves the right to determine whether it can provide the level of support, supervision, staffing, or accommodations necessary for a child to participate safely and successfully. When concerns arise, the Center will work collaboratively with families and appropriate professionals to determine the best course of action.

The Edu-Care Center also reserves the right to deny or discontinue attendance when a child's behavior or needs cannot be safely or appropriately supported within the program, or when behavior is significantly disruptive to the functioning, safety, or well-being of the child, other students, or staff. Any such decision will be made by the administration with consideration given to the individual circumstances and the needs of the entire Edu-Care community.

Our Community

Foundational Documents

Archdiocese of Baltimore Catholic Schools Mission Statement -

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential—spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial stability.

Monsignor Slade Catholic School Mission Statement -

Rooted in Catholic faith and committed to academic excellence, Monsignor Slade Catholic School is dedicated to forming the whole child to know, love, and be a disciple of Christ.

Belief Statements

- We believe in the value and dignity of each person and the importance of accepting and nurturing children from all backgrounds.
- We believe that the knowledge of religious truth and values is necessary to respond to the Church's call to meet local, national, and global needs.
- We believe that the school, in partnership with parents/guardians, promotes students' development and awareness of their relation with God and others.
- We believe a nurturing and safe environment is essential for learning.
- We believe in encouraging critical thinking, leadership, and civility, by providing learning opportunities that meet the needs of the developing person.

School History

Ground was broken at the site of Holy Trinity School in October 1952, and construction was begun in May 1953. On Sunday, June 20, 1954, the official dedication of the school was held with the Most

Reverend Francis P. Keough, DD, presiding and the Rev. Michael W. Hyle as featured speaker. Opening day, September 7, 1954, saw a student enrollment of 504 and a staff of six Sisters of Notre Dame de Namur assisted by three lay teachers.

With the division of Holy Trinity Parish into four separate and independent parishes, the parochial affiliation of the school was no longer practical. In July, 1973, the Northern Anne Arundel Regional Catholic School was organized under the Archdiocesan Board of Education, using the facilities of the Holy Trinity school-convent education complex and serving the parishes of Good Shepherd (Glen Burnie), Crucifixion (Glen Burnie), St. Bernadette (Severn), Our Lady of the Fields (Millersville), and St. Joseph (Odenton), as well as Holy Trinity (Glen Burnie). During the 1977-78 school year, St. Elizabeth Ann Seton (Crofton) became the seventh member of the Regional School parishes. During the 1991-92 school year, Our Lady of the Chesapeake (Pasadena), became the eighth member of the Regional

School parishes. In 1994 -95 St. Lawrence Martyr (Jessup), became our ninth parish. The parishes of St. Elizabeth Ann Seton, St. Joseph, and Our Lady of the Fields disincorporated with Monsignor Slade Catholic School in 2001 to form a new regional school which serves families in the southern part of Anne Arundel County.

Renamed the Arthur Slade Regional Catholic School by Lawrence Cardinal Shehan at dedicatory ceremonies on February 24, 1974, the school continued its fine tradition of service to the people of Anne Arundel County, providing a religious-oriented education for kindergarten and grades 1 through 8 in the primary, intermediate and middle school levels. Since 1975, a state-approved Edu-Care Center has functioned providing services for 3-4 year olds. The expansion of the Edu-Care center in the fall of 1994 brought the addition of a part-time nursery school program for children ages 2-4. In the fall of 2014, a full day two year-old program was established.

A major renovation of the school auditorium was completed in 2004 in honor of the 50th anniversary. The school was re-named Monsignor Slade Catholic School in 2004 to honor the priestly ministry of its founder.

In 2018, the parishes of Crucifixion, Good Shepherd and Holy Trinity merged into one parish, named Christ the King Catholic Church.

The year 2019 marked the 65th anniversary of the school. Monsignor Slade is proud of its continuing reputation for academic excellence in Anne Arundel County.

Monsignor Slade Catholic School stands today as a living tribute to the faith and foresight of its founder, Msgr. Arthur C. Slade, pastor of Holy Trinity Parish from 1946 to 1968. A vision of the necessity of Catholic education for the children of his parish was a compelling force motivating his life. Monsignor Slade died on November 12, 1971. The school personnel and parent/guardian communities strive to develop a quality, faith-filled program in tribute to the legacy passed on by Monsignor Slade.

Foundress of the Sisters of Notre Dame de Namur, Saint Julie Billiart -

Saint Julie Billiart, was born in Cuvilly, France, on July 12, 1751. Julie gave evidence of her future apostolate, when playing school as youngsters are wont to do, she actually taught her friends the catechism and hymns. As a teenager, Julie even instructed the reapers in the fields, answering their questions and explaining many truths of faith. Despite paralysis, which claimed Julie while still in her teens, she continued, gathering the children of the neighborhood around her bedside to hear the Word of God. During the French Revolution and its aftermath Julie was hounded from village to village as Public Enemy Number One because of her steadfastness in adhering to the true faith, and her 'wickedness' in instilling that faith into the hearts of others.

It was during this tragic time that Julie was given a vision of her future work. In ecstasy she beheld the crucified Christ surrounded by a group of women dressed in a religious habit she had never seen before. A voice proclaimed that these would one day be her daughters, going all over the world to teach little children to know and love the good God. The fulfillment of such a prophecy seemed impossible but the earnest prayers of a missionary priest, who implored the Sacred Heart of Jesus for Julie's cure, proved effective. Henceforth every ounce of her newborn strength was used for God's glory. When it became possible to teach the faith openly again, missionary priests conducted missions throughout France. Julie was asked to prepare the women and the children for the sacraments. So successful was this endeavor that more and more parishes requested her assistance. Meanwhile, a noble lady, Mademoiselle Francois Blin de Bourdon, who had escaped an appointment with the guillotine by the timely fall of Robespierre, offered her fortune and services to Julie, to be used in furthering the work of the apostolate. Together they opened a small school for the poor children of the district, and gradually other young ladies sought to join them. It was then that their spiritual director suggested the formation of a religious congregation. On February 2, 1804, the first vows were taken, thus officially giving birth to the new institute and shaping the fulfillment of Julie's vision.

Many pastors sought to obtain the help of Julie's Sisters in rebuilding their scattered flocks. Bishops of other dioceses added their entreaties. Julie's immediate superior, however, looked with disfavor upon this branching out of the institute. Julie felt the necessity of being true to her vision, but cost what it might, obedience to authority was ever her watchword. After many misunderstandings and vicissitudes, which virtually amounted to persecution, including the expulsion of the Sisters from their native France, the obstacles were gradually cleared away by Divine Providence. Today we find the Sisters of Notre Dame on every continent.

The order in the United States has spread from the first Ohio Convent in 1840 to six provinces in the United States. Julie Billiart was beatified in 1906 by Pope Saint Pius X and canonized by Pope Paul VI in 1969.

Sisters of Notre Dame de Namur

'How good is the good God' is the maxim of St. Julie Billiart, foundress of the Sisters of Notre Dame de Namur (SSND) in 1804. St. Julie envisioned her Sisters as teachers proclaiming God's goodness while addressing students' individual needs. Believing as St. Julie did that children must be taught what they need to know for life, the Sisters of Notre Dame are committed to the following tenets:

- Creating unique communities
- Proclaiming the goodness of God
- Providing opportunities for life-long learning
- Cultivating global perspectives
- Cultivating respect for the human dignity of every person, especially the poor

While the SSND order no longer oversees Monsignor Slade Catholic School, we espouse these noble calls as part of our mission to promote Catholic faith and intellectual development in our students.

School Colors: Green and White

School Mascot: Roadrunner

Edu-Care Staff

Edu-Care Center Staff 2026-2027

Mrs. Suzanne Peters, Director

Mrs. Madelyn Wise, Administrative Assistant

Teaching Staff:

Part Time PreK 2 & Part Time PreK 3 - Room 505

Mrs. Camila Collins, Teacher

Ms. Cindy Creek, Assistant Teacher

Mrs. Bonnie Anuszewski, Assistant Teacher

Ms. Gale Ford, Assistant Teacher

Full Day PreK 2 - Room 504

Ms. Mary Bohn, Teacher

Ms. Susan Valinotti, Assistant Teacher

Ms. Ariana Hood, Assistant Teacher

Full Day PreK 3 - Annex 1

Ms. Maya Herishen, Teacher

Ms. Gianna Markey, Assistant Teacher

Ms. Emelyn Tello, Assistant Teacher

Full Day PreK 3 - Annex 1

Ms. Shanda Miller-Burgess, Teacher

Mrs. Brandi Endres, Assistant Teacher

Mrs. Lynda Velez-Rosa, Assistant Teacher

Ms. Carole Patterson, Assistant Teacher

PreK 4 - Room 107
Mrs. Rebecca Padencov, Teacher
Mrs. Taylor Adams, Assistant Teacher

PreK 4 - Room 109
Ms. Michele Cameron, Teacher
Mrs. Cheryl Wieland, Assistant Teacher

PreK 4 - Room 110
Mrs. Kelly Johnson, Teacher
Ms. Kelly Pisco-Coello, Assistant Teacher

Full Time Substitute Teacher
Ms. Julia Redwine

Enrollment and Financial Information

Registration and Enrollment for New Students

Registration for the Monsignor Slade Edu-Care Center is completed through an online application process. Families interested in enrolling a child in our Pre-K2, Pre-K3, or Pre-K4 programs must complete the online application and submit the required non-refundable \$100 application fee. Applications are accepted year round and are subject to available space within each program.

Application Process

Applications for the Edu-Care Center are completed online through the Monsignor Slade Catholic School enrollment system. Families must provide accurate and complete information as part of the application process.

The following information and documentation may be required as part of the application and enrollment process:

- Child's birth certificate
- Baptismal certificate, if applicable
- Current and complete health and immunization information
- Copies of any existing IFSP, IEP, 504 Plan, or other educational or developmental plans, if applicable
- Information regarding any medical, developmental, behavioral, or educational needs that may affect the child's participation in the program
- Any additional documentation required by the Maryland State Department of Education (MSDE), Office of Child Care, or the Archdiocese of Baltimore

A non-refundable application fee is required at the time of application. Submission of an application and payment of the application fee does not guarantee admission or placement in a particular class.

Enrollment Requirements

Once a child has been offered a place in the Edu-Care Center, families must complete all required enrollment paperwork before the child may begin attending. Required documentation includes, but is not limited to:

1. MSDE Emergency Form (OCC 1214)
2. Maryland Health Inventory Form (OCC 1215)
3. Maryland Immunization Certificate (DHMH 896) completed by the child's physician
4. Maryland Blood Lead Testing Certificate (DHMH 4620)
5. Custody or court documentation, if applicable
6. Copies of current IFSP, IEP, 504 Plan, or other relevant support plans, if applicable
7. Any additional forms or documentation required by MSDE, the Archdiocese of Baltimore, or Monsignor Slade Edu-Care Center

All required health and enrollment documentation must be submitted before the child's start date.

Families are responsible for keeping all enrollment information current throughout the school year, including emergency contacts, authorized pick-up persons, medical information, and other information that may affect the health, safety, or care of their child.

Admission and placement decisions are based on available space, program requirements, age eligibility, and the Center's ability to appropriately and safely meet the needs of the child within the structure and resources of the program.

Priority of Admissions

Acceptance of new students in grades Pre-K2 - 8 is based on the completion of all admission requirements, the results of admissions testing (students grades K-8) and possible openings in the following priority:

1. Siblings of current students
2. Catholic parishioners of any of the incorporated parishes
3. Catholic students transferring from other Catholic schools
4. Catholic students transferring from a non-Catholic school
5. Non-Catholic students

Please note: Siblings of students already attending MSCS are given priority of admission if parents/guardians have applied during the period of re-registration for their current student(s). If a parent/guardian applies after the re-registration deadline of December 19, 2026, priority of admission will be given only if seats are available in the applicant's grade level.

Tuition & Fees

Edu-Care Program fees are paid monthly using the FACTS Tuition Management System. Parents have several billing options available through their FACTS Tuition Management System account. Specific questions about the FACTS Tuition Management System account should be directed to the MSCS Business Office. Tuition payments should never be sent directly to the school. The school expressly disclaims any responsibility or liability for money of any kind sent to school with a student. Any such funds sent at the risk of the parent/guardian will be considered the sole responsibility of the sender. Parents/guardians are advised to use the approved official tuition payment channels.

Our program begins on the first day of school and runs through the last day of school.

To withdraw from the Program, please provide written notice two weeks in advance. All withdrawals must go through the admissions director, Mrs. Buchanan at j.buchanan@msladeschool.com. All financial obligations must be met, and books and materials must be returned before records are forwarded to another school.

We participate in Military Child Care in Your Neighborhood (MCCYN) for DoD and US Coast Guard families. For more information please visit their website at <https://public.militarychildcare.csd.disa.mil/mcc-central/mcchome>. Our provider number is 3000074514.

We participate in Child Care Aware for active military families. For more information please visit their website at <https://www.childcareaware.org/>. Our provider number is 9052020.

The state of Maryland offers a child care scholarship program. For more information about qualifications, please call 1-877-227-0125 or visit their website at www.Money4ChildCare.com

All financial obligations to the Edu-Care Center must be fulfilled in accordance with the tuition and fee agreement. Parents/guardians are responsible for ensuring that their FACTS account remains current and that all tuition, fees, and other charges are paid in full and on time. Outstanding financial obligations may result in the withholding of student records and/or dismissal from the Center. The

school considers the financial agreement between the parent/guardian and the school to be a serious commitment and expects all financial obligations to be honored.

Home and School Association (HASA) Fee

An annual membership fee of \$75 will be charged to each family, as all families are part of the Home and School Association. This fee will be added to your oldest child's FACTS account as part of the annual tuition contract issued through your FinalSite portal.

Withdrawals

Withdraw from the Program requires written notice two weeks in advance. When withdrawing a student, parents/guardians must contact the admissions director, Mrs. Buchanan at j.buchanan@msladeschool.com, and complete all necessary paperwork. All financial obligations must be met, and books and materials must be returned before records are forwarded to another school. Please note: If notice to withdraw an enrolled student is received on or after June 1st of your contractual year of enrollment, but prior to the end of the first academic trimester, then one-third the annual tuition amount will be due. In the event of withdrawal after the start of the second academic trimester, the full annual tuition will be due.

Re-registration Fees

All returning families must be re-registered by completing an Intent to Enroll Form and paying the re-registration fee of \$150 per student through the FinalSite portal on or before 11:59 p.m. of December 18, 2026. If re-registration occurs after the aforementioned date, an additional \$100 per child processing fee will be assessed. All re-registration fees are non-refundable. An early-incentive program may be offered.

If a parent/guardian re-registers after the re-registration deadline of December 18, 2026, priority of admission will be given only if seats are available in the student's grade level.

Please note: Applications for siblings of current students should also be submitted during the re-registration time period to be given priority of admission.

Returning 8th grade students are assessed a \$145 graduation fee. This fee will be added to your FACTS account.

Any returning family's FACTS accounts activated after April 1 will incur an additional processing fee of \$100 per child. If current families who plan to re-register their child(ren) for the upcoming school year do not complete the appropriate process prior to the established deadline, and do not have an activated FACTS account, the student(s) is subject to be placed on a waitlist and/or unenrolled. If activated after June 15, families may experience a compressed payment schedule.

Change in Status

Please notify us, in writing, of any change in work status, telephone number, address, marital status, custody status, etc. Parents wishing to withdraw their child(ren) should give the Center two weeks' notice in writing.

Student Records

Student records are maintained in the Edu-Care office. Access to records is governed by the records policy stated below.

Records Policy (Family Educational Rights and Privacy Act)

Monsignor Slade Edu-Care Center complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Monsignor Slade Catholic School are as follows:

- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a correct record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record.

School officials have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School, to other schools to which a student is transferring, and in connection with financial aid under certain circumstances.

- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or legal agreement records and other school-related information regarding the student.

It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records. The school reserves the right to notify the custodial parent of any request to review records.

Non-Custodial Parent/Change in Custody

MSCS does not allow a non-custodial parent physical access to his/her child during school hours unless the custodial parent has consented or the school has a court order permitting access. All court-ordered documents must be accurate and updated. The school will adhere to the specifics of the individual custody order/visitation agreement, in accordance with the archdiocesan legal team.

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

If there is a change in custody of a child, a copy of the court order that describes the custody arrangements must be submitted to administration in a timely manner. This information is stored in a confidential file within the school.

Daily Operations

Hours

The Edu-Care Center is open from 7:00 a.m. to 5:00 p.m. for Pre-K 2 Full Day and Pre-K 3 Full Day.

Part Time Pre-K 2 and Part Time Pre-K 3 classes run from 8:00 a.m. - 11:30 a.m.

Extended Care is open from 7:00 a.m. to 7:35 a.m., and 3:00 p.m. to 6:00 p.m. during the school year.

Extended Care is open from 7:00 a.m. to 6:00 p.m. during the summer.

We reserve the right to alter hours of operation if necessary.

Arrival

Edu-Care Children (2s & 3s) - When dropping off your child, please obey all traffic directions and keep to the 10 mph speed limit. Park in the Edu-Care lot and walk your children into the appropriate building. Children are to be signed in and out by an adult.

Extended Care Children (Pre-K 4 through 8th grade) - From 7:00-7:35 a.m. parents may park in the gym lot by entering the school at the armory entrance. Please escort your child into the building through the double doors at the bottom of the steps.

After 7:35 a.m. PreK4 through 8th grade children should be dropped off in the school parking lot in the school drop-off lanes. Traffic control must be obeyed at all times. Children in the cafeteria will be escorted upstairs at 7:35 a.m. where they report to their classrooms. Children are to be signed in and out by an adult.

Please see the Traffic Procedures & Safe Driving Policy section on page 21 .

Departure/Pick-Up

Only parents, legal guardians, or authorized designees may pick up and sign out a child from the program. If someone other than the parent or guardian will be picking up the child, written permission must be provided, previous to picking up. Persons not recognized by staff will be asked to provide identification. Emergency Cards (OCC Form 1214) must be kept current and updated annually. Children are to be signed in and out by an adult.

Late Pick-Up - The Edu-Care Center (2s and 3s) closes at 5p.m. Extended Care closes at 6 p.m. If running late, please give the Center a call. Picking up after closing time will result in a late pick-up fee of \$20 per every 15 minutes, or any portion thereof. Late fees will be added to the family's FACTS account.

Extended Care Programs

Extended Care (during the school year) - This program is designed for MSCS children enrolled in full -day Pre-K4 through 8th grade who need child care before and/or after school hours. We offer a variety of activities to supplement the school day. Though we are not able to provide tutoring services, we do provide your children with the opportunity to do their homework in a safe, nurturing environment. The extended care program is designed to promote a positive self-concept in each child. The Center is staffed with warm, caring childcare teachers with whom to identify, who will give your child emotional support and encouragement to be imaginative, creative and resourceful. The children have opportunities to celebrate holidays and special occasions and regularly engage in projects or age-appropriate crafts.

Summer Program - This program provides full-day child care during the summer months for children ages two through 7th grade. This program runs for 8 to 9 weeks throughout the summer. The program includes water play, sports/games, arts & crafts, theme weeks, field trips, etc. Information regarding the summer program is released in February for the upcoming summer.

Emergency Closings/Inclement Weather/Snow Days

Per archdiocesan policy, Monsignor Slade Catholic School, the Edu-Care Center and the Extended Care Program will follow the delayed opening or school closing announcements given for Anne Arundel County Public Schools (AACPS). Upon a decision made by AACPS, MSCS will communicate that decision with all registered numbers via text and call, as well as email. Social Media accounts, as well as the school website, will also be updated. On days when AACPS is not in session, or for school-specific emergencies, a decision will be made in accordance with the Archdiocese, and communicated with MSCS families immediately.

If there is a two-hour delay, all half-day programs (PreK2, PreK3, PreK4) are cancelled.

In the event of a two-hour delay, morning extended care begins at 9:00 a.m.

During school closures for inclement weather or other emergencies, extended care will also be closed.

Emergency Drills

MSCS has a Crisis Response Team composed of School and Archdiocesan personnel. The team is responsible for the implementation of a Crisis Intervention Plan. Fire drills and crisis safety drills are conducted on a regular basis during the school year. Fire drill routes are posted in each classroom. Crisis safety drills include evacuation; hold; secure; lockdown; reverse evacuation; drop, cover, and hold; and other weather-related drills. Students are taught the expectations and procedures of all types of drills.

Health, Wellness, and Safety

Health and Safety

To promote physical fitness and gross motor skill development, students will have unstructured physical activity daily. When the weather is appropriate, the outdoor playground areas will be used. For full day students, they will go outside in both the morning and afternoon.

The safety of our students is our top priority, but it is the nature of physical activity that accidents will occur. For minor accidents, staff will administer first-aid and send a notification to the parent/guardian. Staff may call the emergency contact to alert them of a health concern. In health emergencies, the staff will call 911 and then the emergency contact. MSCS has a registered nurse on staff and she may be consulted as well.

Students with disabilities and/or special health care needs should have documentation on file through the Health Inventory, IFSP/IEP or other documentation. This information will be shared with our preschool director, principal, school nurse and classroom staff. Communication about special needs and accommodations is key to the successful care and education of the student, and a conference of concerned parties may be arranged to discuss implementation of special considerations or accommodations.

Sick Policy/Absences

If a child becomes ill while at the Center, a parent/guardian will be notified and arrangements must be made to pick up the child immediately. No sick child is to be brought to the Center. Symptoms that indicate illness may include fever over 100 degrees, vomiting, diarrhea, unspecified rash, general malaise, severe coughing, etc. If any of the symptoms above appear while the child is in our care, the child will need to be picked up immediately. This is health department policy. Please let us know if your

child will be absent and for what reason. Children who are sent home with a fever cannot return to school until they are fever-free for twenty-four hours without medication. Children sent home with diarrhea or vomiting may return after twenty-four hours if diarrhea and vomit free.

Communicable Diseases

Parents/Guardians must notify the school if their child is diagnosed with a communicable disease. The school is required to notify the Anne Arundel County Health Department of certain communicable diseases. All reports are confidential.

The following communicable diseases/conditions are necessary to report:

- Animal bites/Rabies
- Adverse reactions to Pertussis vaccine
- Measles – regular or German
- Tuberculosis
- Meningitis
- Influenza
- Mumps
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Pediculosis (head lice)
- Virus Infection (AIDS and all other symptomatic infections)
- Chicken Pox (varicella)
- COVID-19 or other variants
- Lyme disease

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note is required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. If a student is suspected to have lice, they will be examined by the school nurse. If appropriate, that student must be picked up early from school. The student must be completely free of live lice, and be nit free within ¼ of an inch of their scalp before he/she can return to school and classes.

Medication

To request that medication be administered to your child during school hours, including over-the-counter medication, please provide a doctor's written authorization on the Medication Administration Authorization Form (OCC 1216). All prescription medication must be in the original container and have the name of the child receiving the medicine on the label. Once brought to the center, all medication should be turned over to a staff member as medication may not be in your child's lunch box, backpack, or cubby. The child must receive one dose prior to attending school. School-aged children attending Extended Care and requiring medication must provide the completed Medication Administration Authorization Form and medicine to the center, as we do not have access to the nurses office during extended care hours.

Allergy & Anaphylaxis Policy

Monsignor Slade Edu-Care Center is committed to providing a safe and supportive environment for children with allergies and medical conditions. The Center works in partnership with parents/guardians and health care providers to reduce the risk of allergen exposure and respond appropriately to allergic reactions and anaphylaxis.

Enrollment and Allergy Information

Parents/guardians must provide complete and accurate information about their child's known allergies, medical conditions, and emergency needs at enrollment and immediately whenever information

changes. Emergency medical instructions for children with special health conditions will be maintained and readily accessible to staff responsible for the child.

Individualized Allergy and Anaphylaxis Plan

For any child with a potentially life-threatening allergy or who requires medication for an allergic reaction or anaphylaxis, the parent/guardian must provide a completed Maryland State Department of Education Office of Child Care OCC 1216B Allergy and Anaphylaxis Medication Administration Authorization Plan.

The OCC 1216B must be completed by the child's health care provider and signed by the parent/guardian. It identifies the child's allergen(s), symptoms, treatment instructions, emergency procedures, and prescribed medication. The authorization is valid for no more than one year and must be updated sooner if the child's condition or treatment changes.

The current plan will be maintained where it is readily accessible to staff responsible for the child. Appropriate staff will be informed of the child's allergy, emergency procedures, and location of emergency medication.

Medication

Prescribed emergency medication, including epinephrine auto-injectors, must be provided by the parent/guardian, in the original pharmacy-labeled container, within its expiration date, and stored according to the manufacturer's, pharmacy's, or health care provider's instructions. Medication will be kept inaccessible to children while remaining readily accessible to designated staff authorized to administer it.

Medication will be administered only by appropriately trained and authorized staff in accordance with the child's current OCC 1216B. Medication administration will be documented as required. Parents/guardians are responsible for replacing expired medication and providing updated medication when the child's prescription or treatment changes.

Prevention and Cross-Contact

The Center will take reasonable steps to reduce the risk of allergen exposure and cross-contact. Staff will review children's allergy information, practice appropriate handwashing and cleaning, avoid sharing food or utensils when doing so could create a risk, and carefully monitor children during meals, snacks, celebrations, food-related activities, and other situations in which exposure may occur. Allergy-related needs will also be considered during classroom activities, field trips, and other off-site activities.

Emergency Response

If a child experiences a suspected anaphylactic reaction, staff will immediately follow the child's individualized emergency plan. When indicated by the child's OCC 1216B:

1. Administer prescribed epinephrine immediately.
2. Call 911 and inform emergency responders that epinephrine was administered.
3. Stay with and continuously supervise the child.
4. Notify the parent/guardian as soon as possible.
5. Follow the child's emergency instructions and provide additional medication only as authorized.
6. Provide the child's emergency plan and medication information to emergency responders when appropriate.

The Center will not delay emergency treatment while attempting to contact a parent/guardian.

Staff Training and Off-Site Activities

Staff responsible for children with potentially life-threatening allergies will be familiar with the child's allergy, symptoms, emergency plan, and medication location. Staff who administer medication must meet Maryland Office of Child Care training requirements.

When a child participates in a field trip or other off-site activity, the child's required emergency medication and emergency medical information will accompany the child, and appropriately trained staff will be available as required.

Documentation and Follow-Up

All medication administration and allergy-related incidents will be documented in accordance with Maryland Office of Child Care requirements. Parents/guardians will be notified following an allergic reaction or emergency medication administration. The Center will request updated medical documentation when a child's allergy, medication, or treatment plan changes.

Parents/guardians are responsible for keeping the Center informed of changes to their child's allergies or medical needs and for maintaining current health care provider authorizations and emergency medication.

This policy is intended to supplement the child's individualized health care provider instructions and current Maryland State Department of Education Office of Child Care requirements. When an individualized medical order provides more specific instructions, staff will follow those instructions.

Child Abuse and Neglect Policy and Procedures

Maryland Law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

Food

Part-Time PreK2 and PreK3 - Families provide a daily snack. The center provides milk and water.

Full Day PreK2, PreK3, PreK4 - Families provide a bagged lunch and snacks each day. PreK2 & PreK3 must bring 2 snacks. Please label them AM and PM accordingly. PreK4 must bring 1 snack. The center provides milk and water. Lunches must not contain potentially hazardous foods. Foods that are a potential choking hazard must be cut into smaller pieces (grapes, hot dogs, etc.). Lunch boxes/bags should be insulated and include an ice pack. Glass containers are not permitted. Please be reminded that we cannot heat food for your child in the microwave. Children arriving early (before 7:35 a.m.) may bring a snack to be eaten immediately. If the child chooses not to eat the snack, the food will be put away and offered at the next scheduled eating time. Hot lunch can be purchased from our lunch caterer, Heaven Sent Catering. You can order lunches online at <https://heavensentcateringllc.h1.hotlunchonline.net/>.

Extended Care - Extended Care children must bring a lunch on half-days and days when school is scheduled to be closed. Lunches from home must not contain potentially hazardous foods and should have an ice pack for safe storage. Glass containers are not permitted. Please be reminded that we cannot heat food for your child in the microwave. Families must provide one or two snacks a day depending on their child's schedule. Please label snacks, "Extended Care." The center provides milk and water. Children arriving before 7:35 a.m. may bring a snack to eat immediately upon arrival. If they choose not to eat the snack from home, it shall be put away. Exceptions to this rule will be made only for medical reasons.

Please discuss with staff if your child has food allergies.

Please be sure you are sending whole grains, fresh fruits, and vegetables for balanced meals, as well as limiting fat, sugar, and salt content.

Naps

Full-day 2s, 3s, and 4s are required to rest each day. Each child is provided with a cot. State regulations require that each child have a top and bottom cover for the cot. A small sleeping bag or nap mat may be used. All bedding must be clearly labeled and taken home weekly for laundering.

Cubbies

Each child in the Center is assigned a cubby, hook, or basket for coats and backpacks. Other supplies as needed will be kept at the center in cubbies or classrooms.

Clothing

Children ages 2-4 should always keep a change of clothing in their cubby or classroom. We do not recommend belts or straps that the child cannot manage. It is important for children of this age to have easy access so that removing clothing does not hinder toileting. All children go outside every day unless the weather is extremely unsuitable. Please make sure your child is dressed for the weather. All clothing must be labeled. Sandals or flip-flops are not allowed because of the danger of tripping or injury when trying to run or climb. Tennis shoes are mandatory at all times. School uniforms are not required. Casual play clothing is recommended daily.

Extended Care children remain in their uniforms until they are picked up for the day. Students may, however, choose to bring a pair of tennis shoes to wear after school. Children in Pre-K4 should always keep a complete change of clothes in their backpacks.

Diapering Supplies & Toilet Training

Families of children requiring diapering must provide all supplies needed for the child (diapers, wipes, etc.). Parents must sign an authorization form to have any topical ointment applied. We do require that children be fully potty trained before transitioning to wearing only underwear to class. This is primarily due to hygiene and health concerns as potential accidents on furniture, carpets, and toys is unsanitary and poses health risks to other students and staff. Children in Pre-K4 must be toilet-trained.

Toilet Accidents – Pre-K4

If a Pre-K4 student has a toilet accident, a parent/guardian will receive a phone call. If no one is reachable by phone, the school nurse will send an email notification. Depending on the severity of the accident, we may request that the student be picked up from school. Staff do not assist students in the cleaning or changing process. If the frequency of accidents increases and becomes a concern for school personnel, the student may be asked to remain home for a period of time to work with parent(s)/guardian(s) on regaining consistent toileting. If toilet training remains unsuccessful and frequent accidents continue, this may result in unenrollment from the program.

Sunscreen

Sunscreen should be applied before the children arrive. We strongly encourage sun safety and recommend longer sleeves and hats as well as teaching the child to apply sunscreen as needed. With parent requests and permission, staff will assist younger children with sunscreen applications. For staff to reapply sunscreen, a signed consent form must be on file. Families will label and supply the sunscreen.

Student Life and Classroom Expectations

Parties

If you would like to celebrate your child's birthday at the Center, we are more than happy to do so. Please make arrangements with the staff. We request that you keep it simple. Items must be peanut-free. During the year, staff members will plan holiday celebrations and request donations. Sign-up sheets will be posted or electronically shared.

Toys from Home

Except on designated "Show & Share" days, we ask that children not bring toys from home. The full-day

children may bring a small doll or stuffed animal for naptime, as long as they understand that it must stay in the cubby at other times. Books may be brought in to share at story time. If a child insists on bringing something, please tell them that they must ask permission to do so. The Center is not responsible for toys brought from home. Pacifiers are prohibited. For preschool children, electronic devices should remain at home, unless special permission is granted.

Screen Time Policy

Children ages two and older utilize screen time for educational instruction, physical activities, and purposeful interactions to enhance the curriculum and planned lessons. Directed and supervised by the teachers, an interactive BenQ Board/Smart TV, and a teacher computer may be used. Teachers engage the students with active participation, interactive hands-on experiences, classroom dialogue, and exploration in the classroom.

According to the Academy of American Pediatrics, passive, excessive, and inappropriate screen time is directly related to a child's learning. Screen time impacts a child's cognitive development, overall health, physical development, and social/emotional development. The Center supports the AAP recommendations on limiting screen time. When screens are utilized, the children have the option of using their bodies (movement and voice), instruments, ribbons, signs, pointers, and to participate in dialogue (Q and A).

Electronic Device Use

Any personal electronic devices—including, but not limited to, FitBit devices, Apple watches, smartwatches, Meta glasses, AirPods, and any form of wearable or handheld technology—are prohibited in school and the Edu-Care Center unless specifically authorized by administration. This includes any device capable of recording, transmitting, or receiving audio, video, or images. Cell phone use by students is prohibited in school, during extended care, and during any school-related activity under the direct supervision of school employees. All cell phones must remain powered off and stored inside the student's backpack for the duration of the school day including extended care. Cell phones may not be carried on a student's person (e.g., in a pocket, waistband, or clothing) or accessed at any time during the school day or extended care unless expressly authorized by school administration. Tablets and chromebooks may be used during extended care at the discretion of the teachers, but must be signed into the school's wifi to ensure that proper firewalls are in place.

Pictures & Media Release

During the year, pictures will be taken of students involved in school activities for publicity purposes, including the school's website. A technology Acceptable Use/Media Release form is available through FinalSite. This form must be signed, granting permission for your child's likeness to be used in publications, including social media posts. . Should you wish that your child not appear in any publication, please indicate that on the Talent Release form and return it to the school.

Uniforms

PreK2 & PreK3 students are not required to wear uniforms.

Pre-K4- Girls' and Boys' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027) -

Children in Pre-K4 are required to wear the Slade sweatshirt, Slade sweatpants, and gym shoes to school each day. No musical, flashing lights, or Heely-style tennis shoes are permitted. Black or white above-the-ankle socks are required. The gym uniform may only be purchased through the uniform company.

Pre-K4 - Girls' and Boys' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027) -

The optional summer uniform consists of Slade gym shorts and Slade gym t-shirt. No musical, flashing lights, or Heely-style gym shoes are permitted. Black or white visible socks are required. The gym uniform may only be purchased through the uniform company.

Out-of-Uniform Days

PreK4 students may participate in Out-of-Uniform days. Please see the main school's Parent/Student handbook for detailed information about appropriate Out-of-Uniform day attire, hair, jewelry, shoes, and nails.

A \$25 fee for out-of-uniform days will be charged to the student's FACTS account. Families who do not wish to participate must opt out at the beginning of the school year to avoid being charged the fee.

Slade Spirit Wear Day Attire

Spiritwear days are distinct from out-of-uniform days. Spiritwear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official MSCS spirit wear, purchased through [Crab & Anchor](#), [Slade Sports Team](#), and/or any Slade-sponsored activity or event. Students participating in Spiritwear Days must wear, at a minimum, an approved MSCS top (e.g., T-shirt, sweatshirt, quarter-zip, jersey or hoodie). Spiritwear bottoms are optional. The Spiritwear top must remain visible throughout the school day and may not be covered by non-Spiritwear apparel or accessories. (For example, a student may not wear a Spiritwear T-shirt underneath a non-Spiritwear sweatshirt or jacket.) Failure to comply with the Spiritwear Day dress expectations may result in the student forfeiting the privilege to participate.

Spiritwear days are the last day of each school week, unless otherwise noted. Spirit wear days are optional, and if a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform. All expectations for uniforms and out-of-uniforms apply for Spiritwear days.

Library

PreK4 students may borrow non-reference books from the library throughout the school year. Please see the main school's Parent/Student handbook for detailed information about library use and borrowing books.

Professional Pictures

Each year the school contracts with a photographer for individual and group pictures. Purchasing information will be distributed by the photographer.

Behavior and Family Partnership

Discipline

When we discipline children, we are teaching them two things: to use desirable behavior and to avoid undesirable behavior. We believe the most effective method of discipline is a positive reward system. Praise and kindness will be used as encouragement. Teachers help promote self-discipline by modeling positive and appropriate behavior, encouraging children to "use their words" during peer disagreements, and redirecting behavior when it is appropriate. Children are given developmentally appropriate choices to allow for independent thinking. On occasion, when warranted, a child may be asked to use a "quiet area" to settle and will be there for one minute for every year of age. There will then be a discussion with the teacher about the behavior. Parents are made aware of discipline concerns through notes, emails, phone calls or informal conversations. The Center or parents may request a conference to discuss concerns, work on behavior goals, and develop an action plan. We work together towards developing positive behaviors.

For behaviors that do not respond to the above techniques, removal from the program may be necessary. Types of behavior that could result in dismissal are: repeated physical and/or verbal abuse (hitting, biting, hair pulling); constant refusal to follow directions and obey staff; leaving the group without staff permission; offensive language and/or actions. All of these situations are potentially hazardous to your child and/or others. Every attempt will be made to work with the child and family to correct misbehavior, but if the behavior continues, the child will be dismissed from the Center.

It is our goal to help each child learn in a developmentally appropriate way, starting with social-emotional development, which gives the student the foundation for future academic success. To help a child learn positive behavior, we use praise, behavior modeling, and redirection to achieve our goal. In some instances, we may implement a behavior chart with stickers to show the child the progress that they are making toward a desired behavior goal. We will work in conjunction with the child's parents to set achievable goals so that the student experiences a sense of accomplishment in school and at home.

In each classroom we develop classroom rules at the beginning of the year, asking for input from the students so that the rules and expectations are clear and understandable. We also work with the students on personal problem solving skills. We want to help develop empathy for other children, resilience and self-confidence. If a child is having difficulty with a skill, we will model it for them, then give them the opportunity to try it for themselves.

Involuntary Withdrawal Policy

Monsignor Slade Catholic School and the Edu-Care Center is a community of teachers and students working together to pursue knowledge and the development of individuals. Sometimes the needs of students are beyond the professional expertise of the teachers and affect the rights of the other students. These can be academic, social-emotional, and/or behavioral needs. We reserve the right, at our sole discretion, to require the involuntary withdrawal of any student whose academic, behavioral, social, emotional, medical, or other educational needs cannot be appropriately met by the school/Edu-Care Center, or whose conduct, performance, or continued enrollment is determined to be inconsistent with our mission, policies, expectations, or best interests of our school community.

Parent-Staff Communication

Areas of concern relating to your child may be discussed either informally at drop-off or pick-up or at a formally-requested conference. Other formal, teacher-requested conferences will be scheduled. Monthly calendars and weekly newsletters are provided. Appointments for conferences should be made for a time that is convenient for those concerned and must also allow for complete supervision of the children.

Family Engagement

We have many opportunities for family engagement during the school year. We encourage families to be a part of activities such as Muffins with VIP! (Formerly Muffins with Mom), Donuts with VIP! (Formerly Donuts with Dad), Grandfriends and Special Friends Days, etc. We participate in community outreach through our work with local food banks, homeless shelters, etc. We encourage families to be a part of our Home and School Association, and to participate in school fundraisers. Through our partnership with Christ the King Church, we reach out to the local Hispanic community, working with church leaders to translate for families who may speak English as a second language, and we also have bilingual teachers who help to keep accurate communication flowing with our families.

Service Hours Program

Service Hours are required for each family with students enrolled in PreK4 Full Day through 8th grade. Please see the main school's Parent/Student handbook for details about the program.

Parental Support/Compliance

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent/guardian, child or other family member, the administration reserves the right to withdraw child/children from the school and/or Edu-Care/Extended Care. Depending on the severity of the breach of partnership with the school, parents/guardians or other family members may be prohibited from entering the campus. At no time should a parent confront a child or another parent. Inappropriate adult language and behavior will not be tolerated and may result in the dismissal of the child.

Security and Campus Safety

Visitor Entry

In order to ensure a safe environment for your child, all exterior school doors will remain locked during the school day. Visitors may only gain entrance to the building by ringing the doorbell at the designated entrance. All visitors are required to sign-in and obtain a picture identification badge before visiting any part of the school building. Visitors must wear the picture identification badge while in the building, and ensure they sign out at the front office before exiting the building. No visitor should attempt to gain entry to the building by knocking on one of the side doors. Advanced Notification of attendance for an event, including morning prayer, should be emailed to visitor@msladeschool.com.

Traffic Procedures & Safe Driving Policy

For the safety of our students and community, all families are required to follow MSCS's established traffic patterns. Parents/Guardians may not create their own rules, traffic flow, or drop-off/pick-up locations. Exiting through the entrance-only driveway (near the Armory) is strictly prohibited, as it is dangerous, illegal, and irresponsible. Repeated violations may result in law enforcement involvement and may jeopardize your child's continued enrollment at the school.

There are two authorized entrances to campus:

1. The Armory-side entrance is for cars turning right only from Dorsey Road or for vehicles entering from Central Avenue.
2. The main entrance at the light across from the Pascal Senior Center accommodates both right and left turns from Dorsey Road and handles two-way traffic to and from the parking lot.

Families using Extended Care may use either entrance. Upon entering campus, drivers must follow all directional signs, student safety patrols, and staff instructions. At dismissal, please park within marked lines. Oversized vehicles (vans, trucks) may use end spaces to avoid blocking others.

All vehicles must exit via the main driveway (Pascal Center side), traveling along the back of the lot by the trees, past the Edu-Care Center, and out to Dorsey Road. Do not exit via the Armory driveway, which is an entrance only.

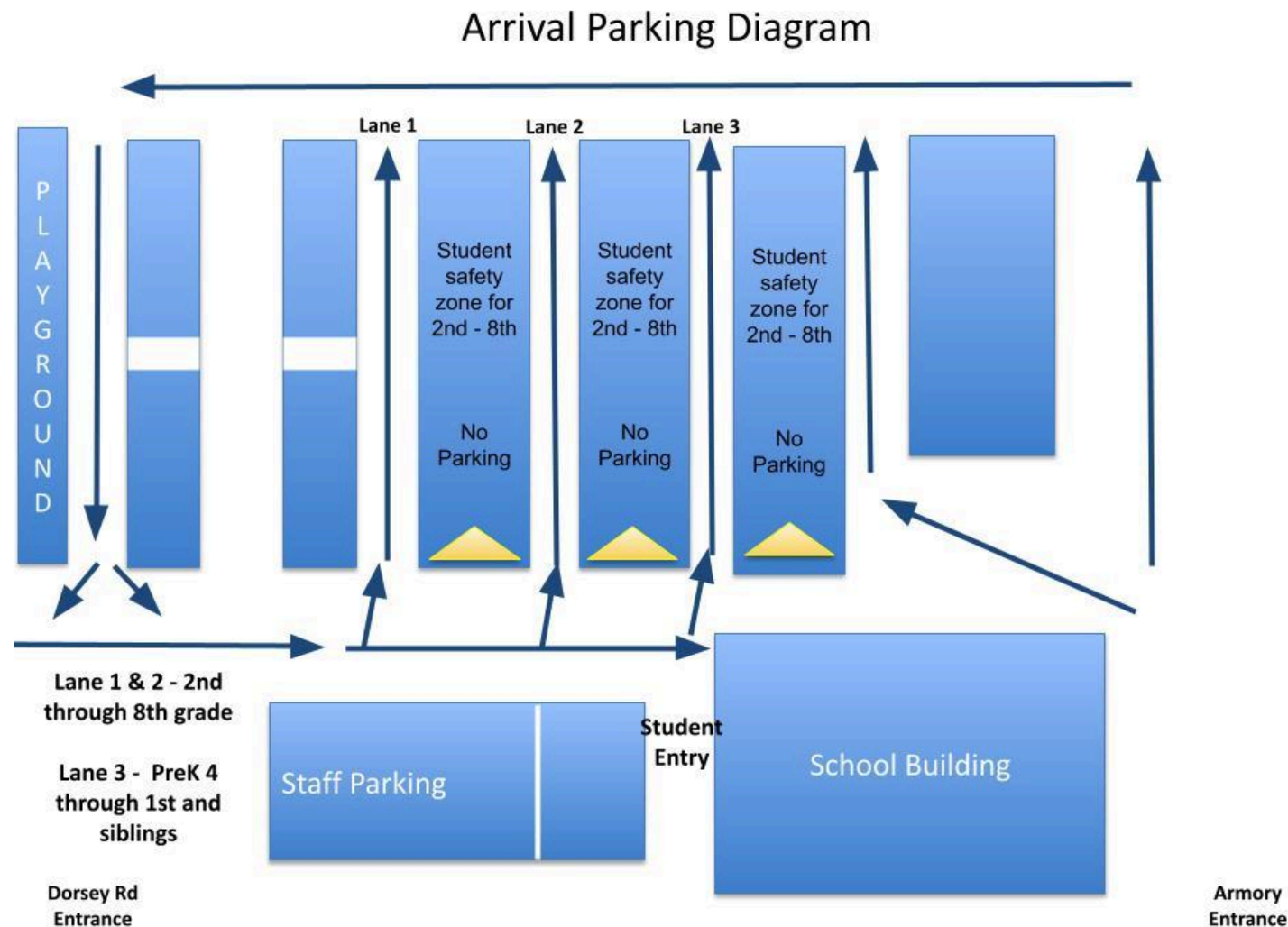
Your full cooperation is essential to maintaining a safe and respectful environment for all families. During construction, the parking lot procedures are subject to change.

All drivers on Monsignor Slade's campus are expected to operate their vehicles safely, responsibly, and in accordance with school procedures. Drivers must obey all traffic signs, directional arrows, and parking lot diagrams, follow the instructions of safety patrol students and staff on duty, enter the correct lanes for drop-off or pick-up without attempting to bypass the process, remain in line and refrain from cutting, passing, or entering the wrong line intentionally, and never ask their child to misrepresent their dismissal group (e.g., claiming to be a single rider when they are a multiple) to avoid waiting.

Unsafe driving, disregarding established procedures, or manipulating dismissal protocols creates a hazardous environment for students and staff. Repeated or serious violations may lead to administrative action and could impact continued enrollment.

Morning Drop-off Procedure

Please refer to the chart below for a detailed diagram of this a.m. procedure.



REMINDER: Students are not supervised prior to 7:34 a.m., unless they are enrolled in our Extended Care Program. This simply means that all students, unless they are a morning Safety, are to remain in cars until the staff reports to traffic duty at 7:34 a.m.

If you use the armory entrance (closest to Central Ave) - Parents/Guardians entering the school property using this entrance will need to follow one of the following options when dropping off students:

1. **Extended Care Drop-Off (7:00 a.m. to 7:33 a.m.)**

Those parents/guardians dropping their children off at Slade's Extended Care are strongly encouraged to use the "Armory Entrance" each morning. There are a few parking spaces designated for this purpose alongside the cafeteria; however, if you should find these spaces completely in-use, you are asked to park along the tree line on the right side of the driveway next to the Armory and walk your child down to the cafeteria to sign in.

If you arrive after 7:33 a.m., you will need to proceed through the regular drop-off line.

2. Drive & Drop-Off

The Armory entrance is available for cars containing only in grades 2-8 students. Parents/Guardians should proceed past the cafeteria and follow the orange cones slightly to the left and into the fourth available lane. All students in the Armory entrance lane should exit their vehicles on the left once traffic is stopped by staff or student safeties on duty. Students should follow the yellow line to the yellow cone in the nearest 'Student Safety Zone'. Again, be vigilant and watch for students crossing any traffic lane.

Active supervision of students by staff on the parking lot ends by 8:00 a.m. If parents/guardians arrive after supervisory staff has left the parking lot, they must park and walk their student to the carport door.

If you use the Pascal Senior Center entrance -

Parents/Guardians entering the school property using this entrance will need to follow one of the following options when dropping off students:

1. Edu-Care Parents/Guardians

Upon entering the school property, please turn right into the Edu-Care parking area (the area just after the 1st STOP sign). When ready to leave, you must rejoin the incoming flow of traffic by turning right at the stop sign closest to the Edu-Care learning cottages. A teacher is posted in this area to facilitate this merger. Once you have rejoined the line of traffic, please follow the directions of the teacher on duty and proceed through the traffic pattern and exit our parking lot.

2. Drive & Drop-Off Parents/Guardians

Proceed to the driveway where parents/guardians will be directed into one of the three available lanes. The third lane is for students in grades Pre-K4-1st grade and any siblings/riders they may have in the vehicle. The first and second lanes are for any cars containing only 2nd-8th grade students. Follow the blue lane markings, as well as the directions of the staff on duty. Do not stop if there is room to advance in the lane. This will allow for a smoother flow of traffic and prevent back-ups in the driveway.

Please remain in your car at all times. There are student safeties on post to assist your child with his/her coat, book bag, musical instrument, lunch, etc. All students should be prepared (coats on, book bags in hand, etc.) to exit the vehicle once it comes to a complete stop.

All students in the first three lanes should exit their vehicles on the right once the traffic is stopped by staff or student safeties on duty. They should follow the yellow lines to the yellow cones in the nearest 'Student Safety Zone'. Please be vigilant and watch for students crossing any traffic lane. Please remain in your car. There are staff and student safeties on post to assist children in Pre-K4-1st grades. All students should be prepared (coats on, book bags in hand, etc.) to exit the vehicle once it comes to a complete stop.

For the safety of everyone, do not let your child out of the vehicle prior to the designated drop-off area to 'cut across' or walk along the faculty parking area. Please be patient while waiting for the cars in front of you to finish unloading. For the safety of our students, please do not pass a stopped vehicle for any reason.

3. Park/Walk Parents/Guardians

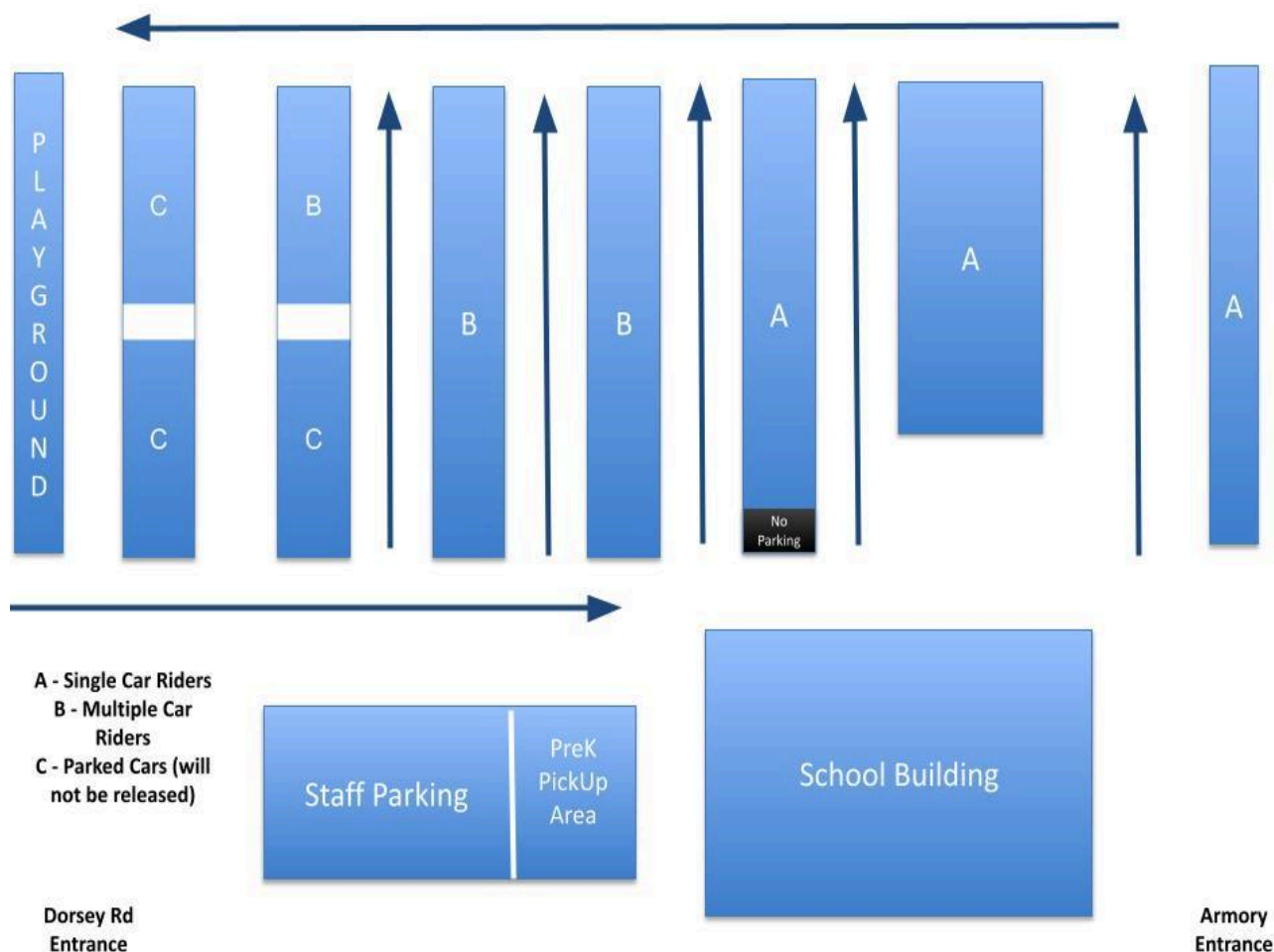
Any parent who wishes to walk their child to the building will need to park in the row closest to the field. Students must be escorted by an adult to the yellow lines and proceed to the yellow cones in the nearest 'Student Safety Zone'.

Afternoon Parking/Dismissal Procedure

Please refer to the chart below for a detailed diagram of this p.m. procedure.

Parents/Guardians are reminded that the following procedures are designed with the safety of all in mind. Therefore, please be diligent in following these guidelines, as you are a role model for your children. (NOTE: Parents/Guardians are not allowed to park in the Parish Center parking area, the Edu-Care lot or the Armory parking lot during Slade dismissal)

Dismissal Parking Diagram



A. Armory Entrance

All parents/guardians entering the parking lot from this entrance should proceed up the driveway and wait behind the cones. Once student safeties have removed the cones, parents/guardians may park in the first row closest to the Armory. Once parents/guardians have their child(ren), they are to proceed to the back of the parking lot where the late pick-up line forms along the fence.

B. Pascal Center Entrance

All parents/guardians entering the parking lot from this entrance should proceed past the Edu-Care Center parking area, up along the 'front aisle' (area between the faculty parking area and the parent/guardian parking area), turning left down either a single-child car-rider (three rows nearest the Armory) or a multiple-child car rider aisle (three rows nearest the playground).

Please remember that vehicles are to park facing the playground end of the lot. Each parking aisle has been designed for two-way traffic.

We also ask that you, out of courtesy to your fellow Monsignor Slade Catholic School parents/guardians, park between the designated lines for the spaces. Do not straddle two parking spaces. There are plenty of spaces along the back row if your vehicle needs additional room. Also,

larger vehicles such as full sized vans or trucks may park at the end of the rows where you will obviously have more room.

C. Pets

As children or adults may be allergic to or fearful of certain animals, as well as the risk of diseases, bites, or injuries, no animals are allowed to be outside of the vehicle while on the MSCS campus.

Parking Directions for All Parents (Singles and Multiples)

Please do not arrive before 2:00 p.m. for dismissal as students may still be using the blacktop area for recess or PE classes.

The first two parking areas closest to the Armory are for single-child car-riders only (cars containing one Monsignor Slade student). These areas are labeled Section “A” on the dismissal diagram. If all of these spaces are filled, you will need to park in one of the Section “B” areas, but be aware that you will be dismissed by the teacher on traffic duty with those cars in Section “B”.

Triple parking is allowed in the first row/section of “singles only” (section closest to the Armory) rather than the ‘double parking’ allowed in all other rows. Please be advised that if parking in this area, you agree to be ready to leave on time when it is your turn. Should you miss your turn, you will be required to wait to leave until the very end of the dismissal process.

The next three parking areas are for multiple-child car-riders (cars containing two or more Monsignor Slade Catholic School students). These areas are labeled Section “B” on the dismissal diagram. Please refrain from parking in the “reserved” parking spaces on the parking lot, unless you are the authorized user of such space for the school year.

All parents/guardians of children in grades Pre-K4-K must walk to meet your child/ren. Please stand and wait for your child/ren in the designated pick up area. Do not wait up near the carport entrance or the faculty parking area, as the children need clear passages from the school in order to dismiss in a timely fashion.

Students and parents/guardians should report to their cars immediately to enable the staff on dismissal duty to begin moving vehicles off the lot. No cars are to move until directed to do so. Once traffic has begun to move, parents/guardians and students may cross to their cars only after being signaled by staff or safety on duty to do so.

Staff on duty will indicate when cars are to begin to move out of the parking area as well as which direction they are to move. Please wait until you are directed to move by the staff.

If a child is normally a single-child car-rider, but will have other Monsignor Slade Catholic School students riding home with him/her on any given day, the parent MUST park their vehicle in the multiple child parking section (Section “B”). This child should also come out with the multiple-child car-riders. The reverse of this is true for a child who is normally a multiple-child car rider, but who will be a single child car-rider on any given day.

If you arrive in the parking lot after 2:55 p.m., parents/guardians are stopped by a faculty/staff member and placed into a “late line.” The faculty/staff member will dismiss the late line once it is safe to do so. When traveling to pick up the children, follow the directives of those in the parking lot. Late line drivers should park their vehicles as directed, and wait for a faculty/staff member to safely instruct students to enter the cars. Do not leave your vehicle to go meet your children whether in the waiting area or when parked in the designated late parking area.

If parents/guardians are in the parking lot in the afternoon, but do not plan to exit with all other cars during dismissal, they must park in the lanes closest to the field/basketball hoops.

Communication and Technology

Electronic Notification System - Bright Arrow

The school's electronic notification system provides important information to parents/guardians. This service will automatically send e-mail and telephone messages detailing any announcement from the school. All parents/guardians in grades Pre-K2 - 8 will need to register for a notification account. For initial access, parents/guardians will be provided a temporary user id and password and asked to set up an account at arch.balt.powerschool.com/public. The password will not change from year to year. When selecting your e-mail addresses and phone numbers, remember they may be used during or after school hours, so please choose accordingly.

Archdiocese of Baltimore - Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents/guardians) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

- *Acceptable* uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:
- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.
- *Unacceptable uses of the Internet and technology tools include but are not limited to:*
- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language ·

Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or “pirating” music)

- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Posing as another person with the use of technology
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another’s password (passwords should be changed frequently)
- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization · Intentionally erasing, renaming, or disabling of anyone else’s files or programs · Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.
- Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland ‘s law prohibiting the Misuse of Computer Service (“Grace’s Law”).
- Parents/guardians are responsible for
- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services -

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent/guardian consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents/guardians must contact the school principal in writing.

Right to Amend Handbook

Monsignor Slade Catholic School reserves the right to amend the Parent & Student Handbook at any time. As changes in the policies occur, the online handbook will be updated. Changes will be highlighted. This Parent & Student Handbook is an informative booklet for parents/guardians and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.