

SBS Early Childhood Program Parent Handbook

(Preschool & Pre-Kindergarten)

School Year: 2026–2027



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Mission Statement

Saint Bridget School: A Catholic community that nurtures a love of God, respect for all, and a joyful foundation for lifelong learning.

Governance and Oversight

The Early Childhood Center (ECC) is an integral part of **Saint Bridget School** and fully aligned with its Catholic mission and educational philosophy. The ECC is not a separate entity, but rather a vital extension of the school community, serving our youngest learners and preparing them for a lifelong journey of faith and learning.

The ECC operates under the **pastoral leadership of the Pastor of the Light of Christ Catholic Collaborative**, who holds ultimate responsibility for the spiritual and educational mission of the school. In partnership with the Pastor, the **School Principal** serves as the chief administrator of Saint Bridget School, overseeing all academic and operational aspects, including the Early Childhood Center.

Day-to-day leadership and programmatic guidance for the ECC are entrusted to the **Early Childhood Director**, who works collaboratively with the Principal, faculty, and families to ensure a safe, nurturing, and developmentally appropriate environment for every child.

Together, the Pastor, Principal, and ECC Director form a leadership team that ensures the Early Childhood Center remains firmly rooted in Catholic values, consistent with the standards of Saint Bridget School, and responsive to the needs of our families and parish community.

Philosophy of Saint Bridget School Early Childhood Center

Saint Bridget School Early Childhood Center (ECC) is rooted in the Catholic tradition and dedicated to fostering the growth of young children in partnership with families and the parish community. Our philosophy centers on nurturing the

whole child—spiritually, emotionally, socially, intellectually, and physically—so that they may grow in awareness of God’s love and the dignity of every person, regardless of race, sex, color, creed, or ethnic origin.

We emphasize the value of work and play as meaningful contributions to learning and development. Through the proclamation of the Gospel and modeling the example of Jesus, children begin to experience faith as part of their daily lives, learning the importance of prayer, worship, kindness, and service to others.

In guiding young children, we seek to instill responsibility, compassion, and respect in ways appropriate to their age, preparing them to become caring and ethical individuals who will contribute positively to their families, parish, and the wider community.

Educational Objectives

- To nurture a strong foundation of faith and love for God.
- To encourage curiosity, creativity, and a joy for learning.
- To develop early literacy, numeracy, and problem-solving skills, with exposure to age-appropriate technology where available.
- To foster social-emotional growth through cooperation, sharing, and respect for others.
- To guide children in understanding kindness, fairness, and peace as essential to community life.
- To support the development of independence, responsibility, and readiness for future learning.

Expectations for Parents and Guardians

As the primary educators of their children, parents and guardians play an essential role in the mission of Saint Bridget School ECC. In partnership with the school and parish community, parents and guardians are expected to:

Model Christian Values

- Support the teachings of the Catholic faith in word and action.
- Demonstrate respect, kindness, and integrity in all interactions.

Support the School Mission

- Encourage their child’s spiritual, academic, social, and personal growth.
- Reinforce values of responsibility, honesty, and service to others.

Communicate with Respect

- Approach faculty, staff, and administration with courtesy and cooperation.
- Resolve concerns through appropriate channels in a spirit of partnership and understanding.

Promote a Positive School Environment

- Support school rules, policies, and classroom expectations.
- Refrain from behavior, in person or online, that undermines the school or parish community.

Engage in the School Community

- Participate in school and parish events whenever possible.
- Support the school through prayer, volunteerism, and stewardship.

Saint Bridget School ECC values a strong partnership with parents and guardians. If a parent or guardian engages in behavior that is disruptive, disrespectful, or inconsistent with Catholic values, the school reserves the right to:

- Request a meeting to address concerns in a constructive manner.
- Limit or restrict parent/guardian access to school property or events if necessary.
- Refer persistent or serious issues to the Pastor and/or School Board.
- Take further action as needed to protect the integrity of the school community.

Summary: Parents and guardians are called to collaborate with Saint Bridget School ECC in creating a faith-filled, safe, and nurturing environment where every child can thrive.

Admissions Policy

Saint Bridget School ECC welcomes children of all religions, ethnic backgrounds, races, colors, genders, and national origins in the administration of educational policies.

Registration & Enrollment

- Registration for new students begins in November for the following school year.
- Enrollment decisions are made after in-house re-registration, which takes place in January of the current school year.

Age Requirements

- Children entering the ECC must meet the age requirements for their program (e.g., Pre-K, Preschool, Kindergarten) as set forth by the school at the time of enrollment.
- A child entering preschool must be 3 years old by August 31st.
- A child entering pre-kindergarten must be 4 years old by August 31st.

For an appropriate acceptance determination, all requests for admission to grades one through eight must include the following:

- Official birth certificate (or acceptable copy)
- Baptismal certificate (if applicable)
- Please be aware that Saint Bridget School ECC has limited resources to provide specific special needs services.
- The principal reserves the right not to admit or readmit a student if the proper educational services cannot be met.
- Medical history and vaccination records

Partnership for Success: Supporting Diverse Learners

At Saint Bridget School ECC we are committed to nurturing an inclusive environment where each child's unique needs are respected.

- **Special Education Services:** As a private Catholic school, we do not administer IEPs or 504 Plans. Families seeking these services should contact their local public school district. Students enrolled at Saint Bridget School ECC may access these public services.
- **Support Strategies:** Differentiated instruction and tailored strategies are employed to help students succeed. In cases where learning or behavioral challenges exceed available resources, families may be encouraged to seek outside support.
- **Communication & Collaboration:** We maintain open dialogue with families to ensure students receive the guidance and resources needed to thrive.
- **Early Intervention Considerations:** Families of children receiving early intervention services should discuss their child's needs with the school to determine whether Saint Bridget School ECC is an appropriate placement.

90-Day Probationary Enrollment Policy

All new students are admitted on a **90-day probationary basis** beginning on the first day of class. This period allows the school and family to confirm appropriate placement.

At the end of 90 days, the student's enrollment will be reviewed based on:

1. **Academic Progress** – Effort toward grade-level expectations, assignment completion, participation, and growth.
2. **Behavior and Conduct** – Respect for rules, staff, and peers; ability to maintain a positive learning environment.
3. **Social and Emotional Adjustment** – Appropriate classroom adjustment, peer interaction, and self-regulation.
4. **Attendance and Participation** – Consistent attendance, punctuality, and active involvement in school life.
5. **Family Partnership** – Parents/guardians maintain open communication and support school policies and expectations.

Acceptance Priority

Children will be admitted to Saint Bridget School ECC according to the following enumerated categories:

1. Brothers and/or sisters of presently enrolled students
2. Children of Saint Bridget Alumni
3. Saint Bridget Contributing Parishioners
4. Active Parishioners from other Parishes
5. All other applicants

****School Administration reserves the right to amend the Acceptance Policy to maximize the enrollment of all programs.**

Financial Policies

Saint Bridget School ECC publishes tuition rates and policies annually on the school website. www.stbridgetschool.us. In addition, the Pastor issues an annual tuition letter highlighting any policy updates and rate changes.

Parents/Guardians are expected to review both the school website and the Pastor's annual letter for the most current tuition information, and financial policies.

Records Policy

Saint Bridget School ECC complies with the provisions of the **Buckley Amendment (Family Educational Rights and Privacy Act)** regarding the rights of parents and guardians. The school is allowed up to 24 hours to address requests or situations that may arise under this law.

In the absence of a court-certified order stating otherwise, the school will provide a noncustodial parent/guardian with access to their child's academic records—this may include an unofficial copy of report cards and other school-related information.

If a court-certified order specifies that information is to be withheld, it is the **responsibility of the custodial parent/guardian** to provide the school with an official copy of that order. Likewise, divorced or separated parents must file a court-certified copy of the custody agreement with the school.

The school cannot be held responsible for enforcing custody arrangements or restrictions that have not been officially communicated through proper legal documentation.

Reporting an Absence

- Parents/guardians **must contact the ECC Office by 8:30 a.m.** on the day of absence.
- If no call is received, the school will attempt to contact the parent/guardian. **However, it remains the responsibility of the parent/guardian to notify the school of the student's absence.**

Arrival and Drop-Off Procedures – Before School Program

Before School Care Program

- Students enrolled in the **Before School Care Program** may arrive beginning at **7:00 am**.
- Drop-off takes place at the **side door (Parish Side) of the Main School Building**.
- This door will remain locked until 7:30 am. Parents must walk their child(ren) to the door and ring the bell for entry.

Important Reminders:

- No child may arrive before 7:30 am unless they are enrolled in the Before School Care Program.
- Early drop-off is available for **\$7.00 per day**, but this must be prearranged in advance.
- At 7:30 am, students in the Before School Care Program will be **escorted to the Early Childhood Center by school staff**.

Regular Drop-Off (7:45 am – 8:00 am)

- Parents are asked to **park in the lot near the main entrance of the Early Childhood Center (ECC)**.
- Each child must be **escorted to the door by an adult**.
- Older siblings are **not permitted** to drop off ECC students.
- Faculty and staff will **greet children at the entrance** and escort them to their assigned classrooms.

Early Dismissal

If a student must leave school before regular dismissal, the following procedures apply.

Parent/Guardian Notification

- Parents must send an email noting dismissal to **both** the homeroom teacher and ECC Director

Student Pick-Up

- For safety, students will only be released to a parent/guardian in person.
- If another adult is authorized to pick up the student, the school must be notified in advance.
- Students will not be dismissed without these safety precautions.

Dismissal – Regular Hours

- **Dismissal for the ECC** will begin **after the Main School Building dismisses at 2:10 pm**, and go until 2:25 pm.
- For safety, **ECC students will only be released to adults**. Older siblings are **not permitted** to pick up ECC students.

Preschool Dismissal

- Preschool students will exit through the **side door (under the roof on the porch)**.

Pre-K with Younger Siblings in Preschool

- Pre-K students who have younger siblings in Preschool will be called to the **Preschool dismissal door** and will be dismissed together with their sibling.

Pre-K without Younger Siblings

- Pre-K students without younger siblings in Preschool will be dismissed from the **main ECC entrance**.

Supervision

- Parents/guardians are responsible for the supervision of their children once students have been dismissed from the ECC.

Calendar and Communication

A tentative yearly calendar, based on the schedule provided by the Archdiocese of Boston Catholic School Office, will be sent home at the beginning of each school year.

Most communications will be sent home with students. Parents/guardians are encouraged to:

- Check school bags daily for notices or updates.
- Promptly return any signed tear-off portions of notices to the classroom teacher or designated staff member.

Timely cooperation helps ensure clear and effective communication between home and school.

In addition, parents/guardians will receive a digital Weekly Update from the School Principal, which provides important reminders, school news, and information about upcoming events and activities.

Home–School Communication

Each student will be provided with a school folder that should be kept in their backpack and be used for:

- Teacher notes and school notices
- Daily papers, classwork
- Parent communication

Please check and empty the folder **daily**.

Early Childhood Center Uniform Policy

Purpose

To ensure consistency, foster SBS pride, and promote a sense of community, **all Preschool and Pre-Kindergarten students are required to wear a school uniform every day.**

Daily Uniform Guidelines

Students may wear any combination of the following **approved school-logo items**:

- **T-shirt** – short or long sleeve
- **Sweatpants**
- **Shorts**
- **Crew Neck Sweatshirt**
- **Fleece**
- **An approved light blue hooded or crewneck sweatshirt from the Spiritwear section of Donnelly's website.**

Year-Round Uniform Options

- **Approved uniform shorts and other approved uniform pieces may be worn at any time during the school year. There are no seasonal restrictions.**
- **Families should use good judgment and make sure students are dressed appropriately for the day's weather and temperature.**

Footwear Policy

To promote **safety and minimize classroom distractions**, the following footwear expectations apply:

Sneakers are required daily

- Must be **Velcro or slip-on** (no lace-up styles)
- **Safety First:** Untied shoelaces are a common tripping hazard. Velcro and slip-on shoes help prevent accidents during busy playtimes and outdoor fun.
- **Encouraging Independence:** Young children are still developing their fine motor skills. Velcro and slip-on shoes allow them to put on and take off their own shoes, which builds confidence and independence.
- **Saving Time:** Easy-on shoes keep our day moving smoothly and give us more time for learning and playing!
- **Light-up sneakers are not permitted**

Note: Light-up footwear can cause classroom distractions and may pose safety concerns during shelter-in-place drills when lights are off.

Accessories & Ear Piercing Guidelines for Our Little Learners

At SBS, we love when our little ones come to school ready to learn, play, and shine — in a safe and simple way! Here are our friendly reminders about accessories so we can all stay comfortable and focused.

Headbands

Headbands are **okay to wear**, as long as they are:

- **Plain and simple** — no glitter, animal ears, characters, or decorations
- **Colors we love:** school plaid (with or without a bow), brown, black, or navy
- **Not too big** — no wider than 2 inches

If a headband is too fancy or doesn't follow the rules, we'll kindly ask to take it off and send it home for another day.

Hats, Hoods & Sunglasses

To help us **see, stay safe, and be ready to learn**:

- **Hats** stay off while we're inside
- **Hoods** stay down in the classroom
- **Sunglasses** are for outside school time only — not during class, recess, or special days like Dress Down Days

Earrings and Jewelry

We want everyone to feel **safe, comfy, and free to play!** That's why we keep earrings simple:

For Girls:

- Girls may wear **one tiny earring** in each ear.
- Earrings should be **small studs only** (no hoops or dangly ones, please!).
- We ask that earrings be **quiet and plain** so they don't distract or cause accidents/injuries

For Boys:

- Boys do not wear earrings at school.

Other Jewelry:

- For safety reasons, **necklaces, bracelets, rings, and other types of jewelry are not permitted** in early childhood classrooms.
- Exceptions may be made for medical ID bracelets or religious items, but these should be discussed with the teacher ahead of time.

Dress Down Day Policy

Dress Down Days allow our youngest learners to enjoy casual attire while maintaining a safe and respectful school environment. This policy helps foster independence, order, and safety while supporting the school's mission to provide a structured and welcoming space for Early Childhood students.

Allowed:

- Clean, comfortable play clothes
- T-shirts with age-appropriate images and wording
- Closed-toe shoes or sneakers
- Weather-appropriate outerwear

Not Allowed:

- Pajamas (Unless specific Pajama Day)
- Costumes, or dress-up clothes
- Short shorts, tank tops, halters, or bare midriffs
- Flip-flops, strapless sandals, slippers
- Make-up, sunglasses (indoors), or hats
- Items with inappropriate language or images, or political context

Change of Clothes

Please provide a **complete, labeled change of clothes** (shirt, pants, underwear, socks). These will be kept at the Early Childhood Center for use in case of accidents or spills.

Field Trip Attire

Students must wear their **regular school uniform** on field trips. Teachers will communicate any additional requirements in advance.

Labeling

To avoid lost items, please **clearly label** all personal belongings with your child's **full name**, including:

- Clothing
- Jackets
- Lunch containers
- Backpack
- Hats and gloves

Early Childhood Attire and Environment Policy

This policy helps foster independence, order, and safety while supporting the school's mission to maintain a structured and welcoming environment for Early Childhood students. Our goal is to ensure a safe, respectful, and joyful setting where every child can thrive.

Parents and guardians are expected to ensure their child arrives at school each day in full compliance with these guidelines. Final decisions regarding appropriate attire will be made by the Early Childhood Director, in consultation with the school Principal.

The school reserves the right to modify this policy at any time as needed to best support the needs of students and the school community.

Backpack Guidelines

Choose a **standard-size backpack** that your child can independently manage. It should comfortably fit:

- A folder for school notices and student work
- Lunch/snack containers
- Seasonal items (e.g., hat, gloves)

Safety & Practical Considerations

- No oversized or wheeled backpacks
- Avoid toys, keychains, or long straps
- Do not send valuables or electronics to school

Water Bottle Policy

To support hydration, safety, and age-appropriate independence, all children in the Early Childhood Program are required to bring a suitable water bottle to school each day.

Water Bottle Requirements

Please ensure your child's water bottle meets the following criteria:

- Capacity: No more than 14 ounces
- Design: Leak-proof and non-spill (must seal securely when closed)
- Child-Friendly: Lightweight and easy for young children to open and close independently
- Contents: Water only – no juice, milk, or flavored drinks
- Labeling: Must be clearly labeled with the child's full name

Prohibited Water Bottles

To maintain a safe and developmentally appropriate environment, the following types of bottles are not allowed:

- Stanley cups
- Owala bottles
- Hydroflasks (Unless, leak-proof and non-spill cap is used)

These styles are often too heavy, difficult for small hands to manage, and more prone to spills or accidents.

The program will provide filtered water to refill as needed.

We appreciate your help in selecting a water bottle that supports your child's independence and keeps our classroom safe and clean. If you have any questions about approved bottles, please contact your child's teacher.

Crisis Situations

Although rare, any crisis situation will activate the school's **emergency response plan**. The safety and well-being of all children, faculty, and staff is our highest priority. In the event of an emergency, the ECC will follow procedures developed in consultation with the **Archdiocese of Boston Catholic Schools Office** and in alignment with **state and local safety guidelines**.

These procedures may include:

- Contacting the proper civil authorities (police, fire, or medical personnel).
- Securing the school building.
- Ensuring that students remain under direct supervision at all times.

Parents/guardians will be notified promptly if communication is required. Instructions will be provided regarding dismissal, reunification, or any other necessary safety measures.

To ensure preparedness, **students and staff participate in regular age-appropriate safety drills** (e.g., fire drills, evacuation practice) throughout the school year. These drills are practiced calmly and in a developmentally sensitive way, so that children become familiar with expectations without unnecessary fear or stress.

Cooperation from parents/guardians and calm adherence to established procedures are essential to maintaining a safe and orderly environment.

Fire Drills and Emergency Evacuations

- During fire drills and evacuations, children will be guided by their teachers to **walk quietly in a line to designated safe areas**.
- Silence is encouraged so that teachers and staff can provide directions and ensure safety.
- Evacuation routes and procedures are posted in each classroom, and staff will consistently review them with students in a gentle, age-appropriate manner.
- Teachers and aides will maintain close supervision to help children feel secure during the process.

WEATHER RELATED DELAYS AND CLOSURE

Accurate contact information in the FACTS Student Information Portal ensures that parents/guardians receive **timely emergency notifications** about school closings, delays, or other urgent updates. Outdated information may result in missed messages, causing confusion or delays in making safe arrangements for your child.

Delayed Openings:

- Half-day students will not have school.
- Full-day Kindergarten will still be in session.
- There will be **no Before School Care Program** on delayed opening days.
- Parents/guardians should not call the school for confirmation, as the office may not be open.

Closings

- Saint Brigid School ECC generally follows the **Abington Public Schools** closing announcements, as broadcast on major television and radio stations.

- **Exceptions:** At times, Saint Bridget School ECC may make a different decision due to unique circumstances (e.g., students traveling from surrounding towns). Parents/guardians will be notified through the school's **emergency notification system**.

If conditions are still unsafe in your area, we encourage families to use their own best judgment and keep safety as the top priority when deciding whether to travel to school. Please call and leave a message if you have made the decision to stay home.

Field Trips

During the school year, **Preschool and Pre-K students** may participate in occasional field trips. These experiences are carefully chosen to provide **age-appropriate cultural, social, and educational opportunities** that enrich learning beyond the classroom. Local destinations are typically selected to ensure safe and manageable experiences for young children.

Permission Requirements

- In order for a child to participate, a **parent/guardian must sign the official school field trip permission and waiver form**.
- **Oral permission or handwritten notes will not be accepted** under any circumstances.
- Without the signed form, a child may not attend the trip and will remain at school.

Student Participation

- Participation in field trips is considered a **privilege**.
- Students may be denied this privilege if there are **outstanding tuition payments, poor attendance, or concerns about behavior and safety**.
- While on trips, students are expected to listen to teachers and chaperones, use kind and respectful behavior, and remain with their assigned group at all times.

Chaperone Guidelines

- Chaperones must have completed a CORI, and VIRTUS training
- Chaperones are asked to give their full attention to supervising ECC students. For this reason, **siblings or younger children who are not enrolled at Saint Bridget School may not accompany chaperones on field trips**.
- Parents/guardians should understand that the school, its employees, and volunteer chaperones **cannot assume liability** for injuries, loss, or damage to property that may occur during a trip.

Lunch

- **Preschool students eat in their classroom**
- **Pre-Kindergarten students may eat lunch in their classrooms, or the kitchen**, under the supervision of their teachers and aides.
- **Glass bottles, carbonated drinks, or caffeinated beverages are not permitted.**
- If a student does not have lunch on a given day, a **nutritious snack will be provided**.
- Families are reminded that **food allergies are a serious concern**. Please be mindful when sending in food items and avoid foods that may pose risks to students with allergies. Teachers will provide guidance if specific classroom restrictions are in place.
- Students should not be sent with heat-up lunches.

Recess

- The **ECC Director** will decide whether recess is held outdoors or indoors, depending on weather and safety conditions.
- Parents/guardians should ensure that children come to school with **appropriate outerwear** each day (e.g., mittens, hats, coats, boots when necessary).
- Teachers and staff will **actively supervise** students during recess.
- All children must remain **within the designated play areas** for safety.

Assessment and Report Cards

- **Early Childhood (Preschool and Pre-Kindergarten) students** receive **mid-year and end-of-year developmental assessments**.
- These assessments are designed to track progress in areas such as social-emotional development, early literacy and numeracy skills, fine and gross motor abilities, and readiness for continued learning.
- Copies of assessments are sent home for parents/guardians to review and keep.

Parent-Teacher Communication

- In addition to written assessments, **parent-teacher conferences may be scheduled** during the school year.
- Conferences may be requested by **either parents/guardians or teachers** at any time to discuss a child's developmental progress, classroom performance, or behavioral concerns.
- These meetings provide an opportunity to share insights, address challenges, and work together to support the child's growth and success.

Health and Safety

- A **school nurse** is available daily from **8:00 a.m. to 2:00 p.m.** to support the health needs of all students.

Medication Policies

- All medications must be provided in their **original containers** with appropriate **medical documentation**.
- **Epi-Pens and other emergency medications** will be administered according to established medical protocols.
- Teachers and staff are trained to respond to medical emergencies in coordination with the nurse.

Illness Policy

- Children must remain at home if they have a **fever of 100.0°F or higher**.
- Students may return to school only when they are **fever-free for at least 24 hours without fever-reducing medication**.
- If a child becomes ill or injured during the school day, parents/guardians will be contacted. The child must be **picked up as soon as possible**, or alternate arrangements must be made with an emergency contact.

Emergency Contacts

- Families are responsible for ensuring that **emergency contact information is accurate and up-to-date** at all times.
- In the event of a health or safety emergency, the school will attempt to contact parents/guardians first, followed by designated emergency contacts if necessary.

Discipline Policy

At Saint Brigid School ECC, discipline is understood as a way of **teaching and guiding children** rather than punishing misbehavior. Our goal is to foster a safe, respectful, and faith-filled environment where each child can learn to make positive choices, develop self-control, and treat others with kindness.

Guiding Principles

- Every child is created in the image and likeness of God and deserves to be treated with **dignity and respect**.
- Discipline is intended to **teach, not punish**.
- Positive behaviors are encouraged through **praise, modeling, and consistent routines**.
- Misbehavior is addressed in ways that are **developmentally appropriate, fair, and respectful**.

Strategies for Guidance

Teachers and staff will use the following approaches:

- **Positive Reinforcement** – praising desired behaviors to encourage repetition.
- **Redirection** – guiding children toward appropriate activities or behaviors.
- **Clear Expectations** – using simple, age-appropriate language to explain rules.
- **Natural and Logical Consequences** – helping children understand how their actions affect others.
- **Calm Reflection Time** – providing short breaks or “quiet moments” when children need time to regulate emotions.

Partnership with Parents

- Parents/guardians will be informed if patterns of concerning behavior arise.
- If necessary, teachers and parents may meet to create a **behavior support plan** tailored to the child’s needs.
- Consistency between school and home is encouraged to best support the child’s growth.

Behaviors That Require Immediate Attention

While we recognize that young children are learning self-control, certain behaviors require prompt intervention to maintain safety. These include:

- Intentional physical aggression (hitting, biting, kicking).
- Dangerous behavior that could cause harm to self or others.
- Repeated defiance that disrupts the classroom community.

In such cases:

1. The child will be safely removed from the situation.
2. Parents/guardians will be notified.
3. A meeting may be scheduled to discuss strategies for support.

Final Note

Discipline at the ECC is always carried out with **love, patience, and respect**, reflecting our Catholic values. By working together, teachers and parents help children learn responsibility, compassion, and self-discipline in a nurturing environment.

Visitors

For the safety and security of all children, all visitors must enter the main entrance. Visitors are required to:

- Sign in and out with the ECC office
- Wear a visitor's badge at all times while in the building.

No one is permitted in classrooms, hallways, or other areas of the school without prior authorization from the ECC office.

Classroom Visits

- Classrooms, teachers, and students may not be visited during school hours without prior approval or an appointment.
- Only the ECC Director may grant permission for visitors—including parents/guardians—who wish to present information or meet with the school body, staff, or parent community.
- The school building and grounds are dedicated to the spiritual, educational, and developmental needs of students. All visitors are expected to respect this environment.

Meetings with Teachers or Staff

- Teachers are responsible for their classes during the school day and may not be interrupted for unscheduled visits.
- Parents/guardians must schedule meetings in advance if they wish to speak with teachers or staff.
- Unexpected or unannounced visits are not permitted.

Pictures

Individual student pictures will be taken in the fall; along with class pictures. A spring individual picture session may take place. Pictures will be made available for purchase.

Unauthorized Use of School Name

No student, parent, or guardian may use the school's name or identifying logo without the **prior written authorization of the Principal** (administrative head). Unauthorized use includes, but is not limited to:

- Opening any bank account
- Soliciting funds on behalf of the school
- Collecting money on behalf of the school
- Selling products on behalf of the school
- Scheduling field trips, vacations, or other accommodations
- Posting the school's name or logo on any website for any purpose, including the support of social or political agendas

Any unauthorized use of the school's name or logo by a student may result in disciplinary action, up to and including expulsion. Unauthorized use by any individual may also result in legal action.

Right to Amend

Saint Bridget School ECC reserves the right to amend this handbook at any time. Notice of amendments will be sent to parents in a timely manner.