



Pre-Kindergarten Handbook

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Revised: 11/20/19

Mission Statement

The mission of St. Elizabeth Ann Seton parish school is to foster the spiritual, intellectual, moral, physical, and social growth of its students. Steeped in a traditional Catholic environment, the school is committed to academic excellence and faith development.

Philosophy

St. Elizabeth Ann Seton School is a Catholic community which believes in the sanctity and worth of every person. We support parents as the primary educators of their children. We join with them in partnership as we strive to prepare their children to be successful citizens of the world and to carry forth the traditions and beliefs of the Catholic Church.

Each child is a unique gift from God who must to be nurtured and supported in every area of his/her growth and development. To facilitate this growth, our school is committed to high academic standards, a discipline program which will promote personal and social skills, character education, and a Catholic faith which will permeate all aspects of our school life.

Program

St. Elizabeth Ann Seton Pre-Kindergarten is a pre-academic developmental program designed to foster kindergarten readiness in 3, 4 and 5 year olds. Positive growth in the areas of social, emotional, motoric (both fine and gross), and intellectual development is nurtured in a spiritual atmosphere.

Within the daily schedule are incorporated a full range of activities which will allow growth and development for each child as individuals and as members of a community. Children will have the opportunity to have teacher directed activities as well as free choice activities. They will have quiet time and active time; they will work on large motor skills and fine motor skills; they will have indoor activities and outdoor activities. In addition to emergent learning time in the areas of religion, reading readiness, math, science, and social studies, the curriculum will include fine arts experiences such as arts and crafts, cooking, music, dance, rhythm, and art appreciation.

Hours:

½ day Pre-K: 7:45 – 11:00

Full Day Pre-K: 7:30 – 3:00 p.m.

SEAS 3's: 12:00 p.m. – 3:00 p.m.

Parents are welcomed to visit their children at any time during school hours.

Admission

Admission is based on space available, the age requirement, and developmental readiness. A child must be 4 years old by August 31st of the year s/he enters. Priority will be given to SEAS parishioners.

Various school and state forms are required for admission and must be completed as part of the online enrollment before a child can be admitted to St. Elizabeth Ann Seton Pre-Kindergarten:

Forms such as but limited to Emergency Contact/Pick-up Sheet, Emergency Treatment Form, State Blue Form, Copy of Immunization Records (signed by doctor), Payment Agreement Form, Student Registration, Health & Dietary Instructions, Birth Certificate, Baptismal Certificate, Registration Fee, and Activity Fee.

Birthdays and Parties

If you wish to have a little celebration for your child on his/her birthday, you may do so during morning snack or lunch time. Arrangements must be made in advance with your child's teacher. Invitations to private parties are not to be given out at school unless every child in the class is included.

Before/After Care Program

St. Elizabeth Ann Seton School Before/After Care Program is established as a child care alternative for parents whose children attend St. Elizabeth Ann Seton School. It will operate during the school year on school days only. The fee is \$3 for Before Care and \$5 per hour for After Care.

Our goal is to provide a safe, healthy and caring environment which assists in developing the whole child. There will be a snack, homework, play and creativity period in each day's activities. (Children are to bring their own snacks.) Our school's values, discipline system and philosophy will be continued in our Before/After Care Program.

Our Before Care Program is available from 7:00 a.m. – 7:30 a.m. daily. Our After Care Program is available from 3:00 p.m. – 6:00 p.m. daily. You may reach the Before/After Care office at 219-7691.

Character Education

St. Elizabeth Ann Seton Pre-K is an important part of our total school and will be included in all of the formative programs offered in "the big school." These programs will be incorporated into the Pre-K in a developmentally appropriate way. The Character Education component will be presented through the use of books and stories. We will be focusing on specific character values such as: responsibility, respect, compassion, honesty, tolerance, and integrity.

Clothing

The children will need to wear comfortable play clothes, suitable for movement activities, sitting on the floor, and playing outside. Shoes must be closed toed and sturdy. Socks must be worn. We ask that you send a labeled, complete change of clothing in a Ziploc bag. Make sure you label all backpacks, lunchboxes, pillows, sweaters, coats, etc. clearly with your child's first name and last initial. If girls wear dresses, please have them wear shorts also.

Conferences

We are always happy to speak with you about your child. However, please keep in mind that teachers will not be able to interrupt their supervision of the children in order to have impromptu or "quick chat" during the regular course of the day. Set an appointment if you wish to speak with your child's teacher.

Custodial Parents

In situations where a student's custody is legally defined, it is the responsibility of the custodial parent(s) to provide the school office with legal documentation stipulating all custody provisions. If requested in advance, custodial parents may each receive separate copies of school notices and reports.

Disenrollment

St. Elizabeth Ann Seton Pre-K may withdraw or disenroll a student in the event that the student exhibits excessive numbers or degrees of socially inappropriate behavior; payment agreements are not honored; or in the rare case where a parent's actions significantly reduces the school's ability to effectively serve the student.

Discipline

We follow the *Discipline with Purpose* philosophy. We teach that discipline is a skill and lessons on the skills of self-discipline will be incorporated into the curriculum. In Pre-K, the five areas upon which we will concentrate will be: listening, following instructions, asking questions, sharing, and social skills.

The path of correction will be in steps. The steps proceed as they are needed. If Step #1 does not produce the desired effect, then Step #2 will be put into place and so on to Step #6. This path will continue as far as necessary. The Steps are: #1 non-verbal cues, #2 verbal cues, #3 re-direction, #4 discussion with the teacher, and #5 quiet space. If self-correction still does not occur, then, #6 intervention by the Principal/Director may be necessary.

In order for a discipline program to be successful, it requires consistency in use. Information on each specific skill and ways to help children practice the skill will be sent home on a regular basis.

Emergency and Accident Procedures

Our staff has training in CPR and First Aid. In the event of illness or accident, first aid will be administered and parents (or emergency contact) will be contacted. If your child has a minor scrape, bruise or scratch we will treat him or her and send notification home. If the accident is of a more serious nature, we will send home an Injury Report which will describe the incident in detail. If you receive an Injury Report, please sign the original and return it to the school office.

Fees and Tuition

There is a non-refundable \$50 pre-registration fee per child. Registration does not guarantee acceptance into SEAS Pre-Kindergarten. Upon admission, there will be a \$100 activity fee.

Tuition may be paid in a one payment in August or ten monthly payments starting in August. There will be no refunds or make-up days for absences or pre-designated holidays. Tuition is calculated according to annual budgetary obligations and the cost per pupil to educate a child in our school. Therefore, rates are variable from year to year. Full time spaces will be filled before part time spaces will be considered.

Field Trips

St. Elizabeth Ann Seton Pre-Kindergarten will not be taking field trips off campus.

Fire Drills

Monthly fire drills are scheduled and a record of the drills is kept in the Pre-K office.

Illness

Do not send your child to school if s/he has a fever (100 degrees or more), vomiting, diarrhea or a rash. If your child appears obviously ill upon arrival, you will be asked to take him/her home, both for the child's comfort and consideration of others.

If your child becomes ill during the day, you will be notified to pick him/her up. If your child is diagnosed with a contagious disease such as pink eye or strep throat, please let us know and please do not send your child back to school until s/he has been on antibiotic medication for 24 hours. If your child has been ill, we require that s/he not return until symptom free for 24 hours.

Please notify the Pre-Kindergarten at 219-7691 if your child will be absent. If your child is ill, the school needs to record all absences due to illness. This is in accordance with ADHS requirements. Any communicable diseases your child is exposed to will be posted on the Parent Board the day following a reported occurrence. Reportable illnesses are: chicken pox, food poisoning, lice, salmonellosis, scabies, measles, meningitis, mumps, rubella, strep infections, whooping cough, Reyes syndrome, pink eye, giardiasis, hemophilus influenza type B (HiB).

Insurance

St Elizabeth Ann Seton Pre-Kindergarten carries liability insurance in accordance with regulations of the State.

Inspection Reports

All facility inspection notices are kept on the premises at the reception desk and are available upon request.

Late Charge

Late Tuition: Tuition is payable by the 5th of each month. There is a \$35.00 late charge after the fifth day of every month.

Late After Care: A late charge of \$35.00 will be added to any unpaid After Care bills after the 15th day of the month.

Late Pick-up: The After Care Program ends at 6:00 p.m. A charge of .50 cents per minute will be charged for any pick-up after 6:00 p.m.

Lesson Plans

Monthly lesson plans are posted on the Parent Board and in each classroom.

Licensing Information

This facility is regulated by

THE ARIZONA DEPARTMENT OF HEALTH SERVICES
400 WEST CONGRESS , SUITE 100
TUCSON, ARIZONA 85701
PH: (520) 628-6540 FAX: (520) 628-6537

Medication Policy

We are required to have both a written order from a licensed medical practitioner (M.D., D.O., or Nurse-Practitioner) and permission from the parent or guardian before we can administer any medication. This includes prescription and over-the-counter (OTC) medications. The label on the prescription container suffices for the physician's order. For OTC medication, a separate note from the physician will be required. A separate permission form is required for each medication and for each child.

All medications must be brought to the nurse's office by a parent or guardian in the original, labeled container with the child's name on it.

UNAUTHORIZED MEDICATIONS WILL NOT BE GIVEN. The nurse will call the parent/guardian or send a note and inform them of the situation. Parents are welcome to come in and administer their child's medication if they wish. Parents must come to the office and sign-in. The receptionist will get the student from the classroom

For children receiving daily medication, we must be informed of any changes in medication dosage or frequency in writing.

Children are not to have medications in their possession. All medications must be brought to the nurse's office by parent or guardian. The medications will be kept in a locked cabinet or refrigerator.

Medications containing narcotics, such as Tylenol #2 or 3 or cough syrups which contain Codeine, WILL NOT BE GIVEN. Please do not send narcotic medications to school.

Nap and Quiet Time

Full-time students will have nap/quiet time from 12:00-1:15 p.m. You will need to supply a sleep mat and pillow case cover for it.. We will send home the pillow case to launder every Friday.

Non-Discrimination Policy

St. Elizabeth Ann Seton Pre-Kindergarten admits students of any race, color, gender or ethnic origin to all of its rights, programs and activities. The school will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of personnel and the administration of its educational programs and policies.

Parent Information Board

There is a notice board in the reception area for parent information. Please check the board daily for updates.

Parent Involvement

Parent participation is welcomed and encouraged as soon as the children settle into a routine. Parents who volunteer on a regular basis are required by ADHS to abide by staffing requirements such as fingerprinting, proof of immunization, references, etc.

Payment

Tuition is payable by the 5th of each month. Payments do not change in months when there are school holidays. Monthly statements will not be sent. There will be a \$35 late fee for any tuition paid after the fifth day of the month.

Pesticide Application

Notification of the application of pesticides will occur within 48 hours before application. The notice will include:

- Brand, concentration and rate of application
- Date & Time
- Name and phone number of Exterminating Business
- Name of licensed applicator

Refunds

There will be no refunds given unless the office receives notification two weeks prior to withdrawal.

Safety Policy

No child is ever to be left alone or unsupervised. A staff member will remain in the reception area to assure safe arrival practices. The facility will be locked at all times. You may gain entrance by using the buzzer at the front doors of the school.

A telephone is located in the reception area and in each classroom. Emergency numbers are located on the phones. Numbers include Police, Fire, Poison Control, Northwest Medical Center, Animal Control Center, and Child Protective Services.

Separation Anxiety

As the beginning of school approaches, it is best to be low-key and matter-of-fact with your child about the first day of school. Over-stimulating a child with exciting talk about school can actually increase his/her anxiety.

Be prepared to stay with your child for a brief time the first day, if necessary. The teacher will guide you as to when to leave.

Always say goodbye to your child, don't sneak away once they are busy with an activity. Tell your child, "I will be back after you play a while and have a snack, then we'll go home together."

Mixed feelings about your child's first day are normal. You may feel like crying even though you are excited about this big step. It is best to not display anxiety at separation time because that can confuse the child. They may think that something must be wrong if you are upset.

Some children separate easily and barely have the need for a quick hug and "goodbye."

Drop and Go is the best way for parents to handle the apprehensive child. Deliver them, reassure them you will return, kiss them goodbye, and go with a smile. The faster the exit, the sooner the child will calm down.

Delayed reactions occur sometimes when, after an apparently easy separation, the child realizes that this is a regular routine. A child may balk at going to school, but try to handle it in a firm, positive manner. Letting the child stay home will only prolong the problem.

Children adjust to school and separation from home in different ways. There may be some reluctance in returning to school after an extended weekend or holiday period. This is normal behavior.

DON'T WORRY! If your child has prolonged difficulty with separation we will help you both get through it!

Sign-in and Sign out Procedures

The sign-in and out log will be kept at the reception desk. You must notate the day and time of arrival and departure in the log. Your signature must accompany each entry.

SEAS Pre-Kindergarten must have a written consent form, signed by the parent/guardian specifically naming persons permitted to pick-up a child. A picture identification will be required before a child is released to a designee.

Snacks and Lunch

The children need to come with their own snacks. Full-time students need to also bring a lunch. Students who will be using the Aftercare Program will need to bring a lunch and 2 snacks. Lunches and snacks should be nutritious and low in sugar . . . no candy or gum. By ADHS regulations, beverages must be either 2% milk or 100% juice.

We will not be able to microwave or heat lunches nor will we be able to refrigerate items.

The following is a list of nutritious foods to consider for snacks and lunches:

Crunchie

Raw vegetables with or without dip:

Asparagus tops	Green pepper rings, slices, squares
Broccoli tops	Lettuce wedges or chunks
Carrot or celery strips	Cabbage wedges or chunks

Juicy As Can Be

Fruits or vegetables:

Apple wedges, slices, halves	Nectarines
Cherry Tomatoes	Apricots
Grapes	Plums
Orange wedges, sections, slices	Pineapple
Tomato wedges	Melon cubes or balls
Tangerine sections	Grapefruit wedges, sections, slices
Blackberries, blueberries, strawberries, raspberries	Peach halves or slices

Good Grains

Bread or toast cut in triangles or strips	Biscuits
Muffins	Banana bread
Crackers	Rolls
Unsweetened cereal, dry or with milk	English muffins
Cheese toast	Pumpkin bread
Cornbread cubes	Oatmeal cookies

Smooth Sailing

Banana chunks
Pudding

Applesauce with raisins and cinnamon
Avocado slices, cubes, dip

Powerful Proteins

Meat cubes, strips or slices Cheese cubes, strips or slices
Cottage cheese, plain or with fruit Finger sandwiches in shapes, strips
Eggs, hard-cooked or deviled
Peanut Butter on crackers or toast
Mini-pizzas using English muffins, bun halves, or biscuits
apples, bananas, celery

Creative Combos

Cheese and fruit
Cheese and crackers
Cheese and vegetables

Kabobs: use any combo of meat, cheese, fruit, and/or vegetable, speared on plastic picks or pretzel sticks

Meat-cheese stacks: alternate layers of meat and cheese slices then cut in small cubes

Treasure Logs: roll cheese, cheese spread, or cottage cheese spread in slice of meat

Lettuce or Cabbage Roll-Ups: roll cheese, meat or peanut butter inside of lettuce or cabbage leaf

Trail Mix: combine raisins, peanuts and/or unsweetened, dry cereal

Applewiches: core and slice apples in rings then make sandwiches using cheese slice, meat slice or peanut butter

Peanut Butter Stuffed Apple: core apple, stuff with crunchy peanut butter, slice into rings

Stuffed Celery: use peanut butter, cheese spread, cream cheese, pineapple cream cheese, cottage cheese, egg or meat salad

Banana: rolled in crushed peanuts, Cornflakes, Special K, or Total cereal

Snacks Kept at School

Pretzel sticks, Cereal or Granola Bars, 100% Juice

Staff

Staff members were interviewed and selected based on their experience, education, and their love and respect for children and their development as human and spiritual beings. All staff members meet the State of Arizona Health Services (ADHS) Day Care Licensure Division requirements. Staff members are required to complete a minimum of twelve continuing education/in-service hours per year.

Staff/Student Ratio

There are 2 classrooms, 2 teachers, 2 aides per 40 students. This is an 8:1 ratio.

Sun Protection

Please apply sunscreen to your child prior to sending him/her to school. If you wish to have us reapply sunscreen throughout the day, send in a labeled bottle of sunscreen and sign a permission form. This must be stored with the teacher. Hats and caps (labeled) are encouraged during the warmer months.

Toys

Toys are not to be brought to school unless your child wishes to display them in a scheduled show and tell. No guns, swords, lasers, war toys or toys of destruction are permitted at school.

Transportation

St. Elizabeth Ann Seton Pre-kindergarten does not offer transportation to or from school.

Withdrawal Policy

A written notification from the parent/guardian must be submitted to the school office when withdrawing a child.

Parent Responsibilities

It is the parents' responsibility:

1. To notify the office immediately of any change in home or work address, or telephone number.
2. To not bring sick children into school and to notify the school if their child is absent for any reason.
3. To sign their child in and out each day.
4. To notify the teacher if there is a change in the home that may affect their child's behavior.
5. To provide healthy snacks and lunches for their child.
6. To pay tuition and After Care charges on time to avoid late fees.
7. To support the parent/school partnership.

School Responsibilities

It is the school's responsibility:

1. To inform parents of any illness or accident.
2. To have a formal conference with each parent at least once a year.
3. To follow the guidelines represented in this handbook.
4. To provide monthly newsletters, calendars and lesson plans and to inform parents of classroom themes and activities.
5. To work in partnership with parents.

Student Responsibilities

It is the student's responsibility:

1. To listen.
2. To follow directions.
3. To ask questions.
4. To share.

5. To use good manners.
6. To grow in God's love and Grace!