

PRESCHOOL ELIGIBILITY

The school is open to all children, regardless of race, nationality or creed, who may benefit from our program. The child must have reached his/her fourth birthday by August 31 of the year entering preschool.

ENRICHMENT ELIGIBILITY

Enrichment is open to all children in Seton's preschool and kindergarten programs.

PROGRAM PHILOSOPHY

St. Elizabeth Seton provides continuous educational experiences, care and protection for the children enrolled; and support and information for parents of those children. Program plans promote the development of the child as an individual and as a member of a group. Activities are designed to foster the spiritual, social, emotional, physical and intellectual development of each child. Opportunities for creative expression are provided with emphasis the process rather than the product. Experiences which promote a positive self-reliance are included in the program.

REQUIRED FORMS

The following forms are required to be on file in the Child Development office:

Registration form

Child information form

Immunization record

Emergency card

Parent permission form

Parent handbook agreement

Birth Certificate (Preschool only)

Social security number (Preschool only)

VACATION/HOLIDAY CREDIT

No credit on tuition is given for scheduled holidays, vacations or absence due to illness. This ensures a space for your child in our program.

PAYMENT IN CASE OF WITHDRAWAL

Each child is enrolled for the entire school year for the balance of the school year. Two weeks prior notice, or two weeks tuition is payable upon the child's withdrawal for the program before April 30th. No refund of tuition can be made after May 1st.

CONFERENCES

Conferences in relation to your child's progress can be arranged twice during the school year. Preschool conferences will be held in October/November and then if needed in February/March. Please feel free to set a conference at any time during the year.

HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to us. We require that your child have standard immunizations. A copy of preschool children immunizations records needs to be kept on file in the Child Development office.

Parents will be notified if your child appears to have symptoms of illness during the day. You will be required to pick up your child upon notification. It is important to fill out the emergency card and keep us informed of changes in phone numbers.

Keep your child home if he/she has had symptoms of illness such as fever (100 or above), vomiting, diarrhea, sore throat, skin infection, runny nose or earache within the last 24 hours.

If your child will be absent, please call and notify the school by the morning of the absence at 348-1477

**** We will report any contagious disease to the State Health Department. We will isolate any ill child until a parent arrives to pick up the child.**

MEDICATIONS

A medication administration form must be completed and signed by a parent before the dispensing of any type of medication. Please ask a staff member to help you with these forms.

EMERGENCY PROCEDURE

In case of an accidental injury, we will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary we will call an ambulance. The school will maintain parent consent from agreeing to this provision.

NUTRITION

We will serve a mid-session snack in Preschool and Enrichment. In Preschool, the snack will be provided by the parents on a rotating basis. If you forget to bring snack on your day, please bring something we can keep on hand in the event we do not have a snack to serve another day. The Enrichment snack will be provided by the school.

LUNCH

Parents of Enrichment children can purchase lunch cards through the school hot lunch program or send a sack lunch.

PRESCHOOL BIRTHDAY

We celebrate Preschool birthdays during snack time. Please do not send in full cakes, as they are time consuming and require a great deal of clean-up. Summer birthdays will be celebrated in April/May towards the end of the school year.

DISCIPLINE

Positive reinforcement is an aspect of St. Elizabeth Seton philosophy (Preschool-8). Children will be praised for appropriate behavior. We refrain from punitive measures when we are trying to help a child solve a problem. Our purpose is to help him/her retain control of his/her emotions and actions—not stop the child from expressing feelings and moods.

Discipline rules are explained in a cheerful, sympathetic manner to make them understandable and acceptable to the child. Rules are enforced in a positive and objective way.

We will re-direct an uncooperative child to another activity. If a child requires too much adult attention the children will be temporarily removed without punitive action. This "time-out" will allow the child to reflect of appropriate behavior and/or problem solving.

CLOTHING

Preschool—your child will need to be dressed in comfortable clothing that they can play in as well as get "dirty"! Some of our projects are quite messy and a child may be reluctant to participate if he/she is afraid to get his/her clothes dirty. We stress self-help skills, so have your child wear clothes that he/she can manage. Provide sweaters and jackets on sunny fall, winter or spring days, as the weather changes quickly and our classroom temperatures may fluctuate. We do play outside almost every day, so please dress accordingly.

Kindergarten—Enrichment—your child will need to wear their uniforms during Enrichment.

****Please mark all of your child's items, as we have a great deal of clothing that looks alike.
Put your child's full name on each piece of clothing.****

ARRIVAL AND PICK-UP

Preschool—Morning preschool class runs from 8:00-10:50a.m.

Afternoon preschool class runs from 12: Noon to 2:50p.m. All preschool children must be walked to Room 116 by a parent or guardian. The classroom is being used before 7:50 a.m. for AM Child Care; therefore, we ask that you arrive between 7:50a.m. and 8:00a.m.

AM Preschool dismissal time will be 10:50a.m. PM preschool dismissal time will be at 2:50 p.m. Please pick up your child in Room 116. The teacher will have all the children ready to go and waiting. If you know you will be detained, please notify the school immediately so we can reassure your child that you are coming.

Enrichment—AM Enrichment will begin at 8:00a.m. and dismiss at 11:50 a.m. PM Enrichment will begin at 10:50 a.m. and dismiss at 2:50p.m. Parents much drop off and pick up their Enrichment child in Room 117.

AUTHORIZATION TO PICK UP YOUR CHILD

No child will be released to a person not authorized by a parent to pick the child up. We must have written or verbal (per phone or in person) authorization for changes in pick-up person(s). We will ask for identification if necessary.

PARENT VISITATION POLICY

Our goal as a Child Development program is to create a positive and supportive relationship between parents and staff members. This goal enables us to provide the best possible care for all children in our Preschool, Enrichment and Child Care programs. We welcome parent visitors to our classroom. We require 24 hour notice on any visits. Frequent visits can become distracting to your child and others. If the staff observes visits creating any disruptions, a meeting will be requested to discuss the matter.

It is our hope that policies and information on these pages are helpful to you. With everyone working together, this will be a great Year!!!