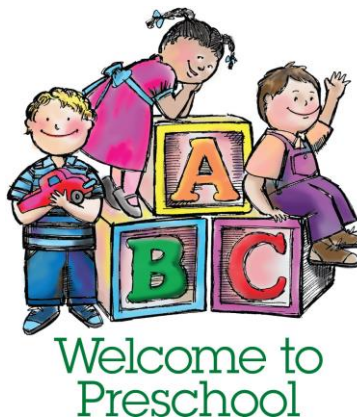


SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL



PRESCHOOL HANDBOOK 2016-2017

10650 Aboite Center Road
Fort Wayne, IN 46804
(260) 432-4001
Grades PK-8
www.seascsfw-org

MISSION STATEMENT

Saint Elizabeth Ann Seton Catholic School fosters spiritual development, academic excellence, responsibility to self, and service to others. As inspired by Saint Elizabeth, the Holy Family, and Our Heavenly Father we believe our greatest mission is to embrace God's will, serve the needs of others, lead by example, strengthen and inspire our community and live by faith, truth and love.

VISION STATEMENT OF SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL

Fostering growth in our Catholic life by following God's will through our mind, heart, and soul

SCHOOL IDEAL

Be it known to all who enter here that
Christ is the Reason for this School,
the unseen but ever present Teacher,
the Model of the faculty,
the Inspiration of its students.

PRINCIPAL-TEACHER RIGHTS

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Saint Elizabeth Ann Seton Catholic School will respect and follow the guidelines established by the administration.

STUDENT RIGHTS

Students will be dealt with fairly, with an adequate opportunity to present their version of a situation. Each student has the right:

- to an education
- to an atmosphere conducive to learning
- to fair treatment
- to the consideration and concern of teachers and fellow students

PARENTAL RESPONSIBILITIES

1. Encourage students to appreciate and respect themselves and their education
2. Support and respect the teachers and their decisions
3. To bring children to school regularly and on time
4. To behave in a way which will make school a pleasant place where all can learn
5. To use school property and furnishings properly and to protect school property
6. To follow all school regulations
7. To respect the rights of other students and school staff

PRINCIPAL'S RIGHT TO AMEND A HANDBOOK

The principal retains the right to amend the handbook for just cause. If changes are made, parents will be notified as soon as possible.

SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL ADMISSION POLICY

Existing Students:

- A. Existing students are required to register during the Early Registration period for the next academic year.
- B. An existing student who is not registered during the Early Registration period will be considered withdrawn for the next academic year.
- C. An existing student will be refused enrollment if a parent/guardian has not fulfilled the following obligations:
 - i. No outstanding financial debt from the current and any previous academic years.
 - ii. All textbook and fees are paid in full at registration or prior to the new academic year unless otherwise approved in writing by the principal.
 - iii. Tuition for the new academic year is either paid in full or up to date in with FACTS.
- D. The student's classification for the benefit of parish sponsorship will be evaluated each year in the spring. Refer to Parish Sponsorship section for more information.

Potential Students:

- A. Admissions into the school will be based on the priority established in the Waiting List policy.
- B. Prior to admittance into the school, the following requirements must be met:
 - i. All admissions paperwork, including previous school records, must be completed and returned.
 - ii. After all admission's paperwork is received and reviewed, the potential new student must have an Academic Skills Readiness assessment to evaluate appropriate placement.
- C. Potential students are invited to shadow at the school after the Academic Skills Readiness assessment is completed and scored.
- D. Newly admitted students will be on a nine-week probationary period to further evaluate that social and academic behaviors are in compliance with the school's guidelines and expectations.
- E. Parishioners of Saint Elizabeth Ann Seton Catholic Church who are interested in receiving the benefit of parish sponsorship must meet the requirements outlined in Parish Sponsorship section.

Parish Sponsorship

While the pastor, in consultation with the principal, will make the final determination of parish sponsorship, Saint Elizabeth Ann Seton parish is pleased to provide the benefit of parish sponsorship to admitted school families who meet the guidelines below:

Existing Parish Families:

- A. At least one Catholic parent or guardian is registered at Saint Elizabeth Ann Seton Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Elizabeth Ann Seton Catholic School.
- B. Family must attend Mass on Saturday evening or Sunday each week.
- C. Each year the registered family must complete and fulfill a Time and Talent form to share time and talent with the parish, including the school.
- D. Each year the registered family must complete and fulfill a pledge card to help support the financial needs of the parish by means of using weekly envelopes or online giving.

Transferring Families from Another Parish:

Families who wish to receive parish sponsorship during their first year at the school will be evaluated on an individual basis. A letter from the pastor of the previous parish is required and will be reviewed to determine if parish sponsorship will be provided during the first year. Thereafter, the family will be treated as an existing family. The pastor's letter for transferring families should briefly highlight the following information:

- A. Length of time registered at the parish
- B. Regularity of Mass attendance
- C. Involvement in the parish
- D. Financial support of the parish
- E. Any unpaid balance to the parish school, if applicable

New Parish Families without Former Parish

New parish families who have not been active at another parish, will be eligible for parish sponsorship after the first year; therefore, during the first year, non-parishioner tuition is charged. In order to receive parish sponsorship the second year, the following requirements must be met during the first year of membership:

- A. At least one Catholic parent or guardian is registered at Saint Elizabeth Ann Seton Catholic Church. Parish sponsorship will not be approved for families with dual membership with other churches for the purpose of receiving parish subsidy at Saint Elizabeth Ann Seton Catholic School.
- B. Family must attend Mass on Saturday evening or Sunday each week.
- C. Each year the registered family must complete and fulfill a Time and Talent form to share time and talent with the parish, including the school.
- D. Each year the registered family must complete and fulfill a pledge card to help support the financial needs of the parish by means of using weekly envelopes or online giving.

Waiting List Policy

Saint Elizabeth Ann Seton Catholic School offers a Waiting List when enrollment demands exceed the maximum number allowed per grade. A new waiting list is established each year.

While the pastor, in consultation with the principal, will make the final determination as to who is enrolled at Saint Elizabeth Ann Seton Catholic School, the Saint Elizabeth Ann Seton School Board, has determined the prioritization for admitting new students to the school by using a classification system. Please note that before a student on the waiting list can be admitted, all other admission requirements must be met.

Classification A:

The first group of families that will be considered for enrollment are families who are registered and active parishioners of Saint Elizabeth Ann Seton Catholic Church and have other children attending Saint Elizabeth Ann Seton Catholic School. Active parishioners are considered those who attend Saturday evening/Sunday Mass each week as well as complete and fulfill annual stewardship of time, talent, and treasure. Prioritization among students in this group will be based on the parish registration date.

Classification B:

The second group of families that will be considered for enrollment are families who do not have any children enrolled at Saint Elizabeth Ann Seton Catholic School but are registered and active parishioners of Saint Elizabeth Ann Seton Catholic Church. Active parishioners are considered those who attend Saturday evening/Sunday Mass each week as well as complete and fulfill annual stewardship of time, talent, and treasure. Parents from Saint Elizabeth Ann Seton Catholic Church who have children in Saint Elizabeth Ann Seton Catholic School Preschool will have priority for admittance into Kindergarten. Prioritization among all other students in this group will be based on the parish registration date.

Classification C:

The third group of families that will be considered for enrollment are families who are registered and active at other Catholic parishes. Please note that families in this group must pay the full cost of tuition per student unless the pastor of their parish determines that their parish will subsidize the student. Prioritization among students in this group will be based on the date of completed admissions forms. Once an individual student is admitted into the school, admittance each year thereafter is guaranteed as long as renewal is made within the enrollment period. Siblings within this group will be evaluated on an individual basis.

Classification D:

The fourth group of families that will be considered for enrollment are families who are not active parishioners of Saint Elizabeth Ann Seton Church or any other parish, not registered at a parish and/or not Catholic. Please note that families in this group must pay the full cost of tuition per student. Prioritization among students in this group will be based on the date of completed admissions forms. Once an individual student is admitted into the school, admittance each year thereafter is guaranteed as long as renewal is made within the enrollment period. Siblings within this group will be evaluated on an individual basis.

Arrival and Dismissal

The three-year old class meets on Tuesday and Thursday. The three-year old class is from **8:00-11:00 AM**. The four-year old 3-day class meets on Monday, Wednesday, and Friday. The four year 4-day class meets on Monday, Tuesday, Wednesday, and Thursday. The four-year old class 3-day class in session from **8:00-11:00 am**. The four-year old 4-day session is from **11:55-2:55**. In the morning sessions for both three-year old and four-year old, parents are required to walk their child to the classroom. All students use the main entrance of the educational wing when entering the school. Parents will bring their pre-school student to their classroom. The classroom door will be open at 7:45 AM. In the afternoon session the children will be dropped off in the carpool line which is located by the entrance to the Church offices, Door #2. We will begin to collect the children from carpool at 11:45. Lunch Bunch is from 11:00-11:50.

AM and PM Dismissal – Parents park their vehicles in the spaces by the St. Elizabeth Statue in front of the main church doors. The teacher and/or her aide will walk the students down to the gathering area. Parents will walk into gathering space to pick up their children. If parents have an older student in K-8, they must pick up their PK child and then drive around to the Aboite or Homestead Lot for their older student. Due to liability issues, teachers and aides will not buckle in your student. Parents will need to buckle their student into their seats before they leave.

Important: Children will not be dismissed to anyone unless authorized by a parent in writing. This is done to ensure the safety of your child. If it is necessary for someone else to pick up a child, the school must be notified in advance, and identification will be checked.

If a child needs to be picked up early, an adult must sign a sign out sheet in the school office.

Closing and Delays

Saint Elizabeth Ann Seton Catholic School will announce closing and delays under **Saint Elizabeth Ann Seton Catholic School**. If there is a two-hour delay, the AM session will be from 10:00-12:00 and the PM session will be from 12:55-2:55. Lunch Bunch will be from 12:00-12:50.

Clothing

Children should dress in comfortable clothing. Children are extremely active in the classroom, outside in the play area, and in the gymnasium. Clothes should allow for easy movement and be easily washable. Girls who choose to wear dresses should wear tights, shorts or pants under the dress for warmth and protection from the floor.

Footwear, which provides safety and support in active play, are best. All purpose gym shoes, rubber soled shoes and socks are required for play and gym safety. Slip on shoes, western boots, buckle dress shoes and sandals are not recommended for safety during the school day. Flip-flops, crocs and sandals are not permitted due to safety issues.

The school abides by a warm weather policy that states shorts may be worn only during the first and last quarters. No tank tops are allowed.

Curriculum

The philosophy of Saint Elizabeth Ann Seton Preschool is to provide the parents and children of our community with a loving, nurturing and Christian environment where the children can develop a positive self-image and grow in self-esteem.

Our curriculum is designed to encourage your child to grow intellectually, socially, physically and spiritually. It is also designed to meet the needs of each individual child. We offer programs for children that are 3 and 4 by September 1st of the current school year.

Program for Three-Year Olds:

2-Day Morning: Tuesday and Thursday 8:00-11:00

Our curriculum focuses on continued growth in social skills with an emphasis on group participation, following simple instructions and learning to work individually. The children develop a basic understanding of preschool enrichment through circle time activities, learning centers and games. We encompass readiness, fine motor, and language, social and gross motor skills throughout these activities. Our three-year old program has 18 children in each class with a full-time teacher and a two teacher assistants.

Program for Four Year Olds:

We offer three sessions:

3-Day Morning: Monday, Wednesday and Friday 8:00-11:00

4-Day Afternoon: Monday, Tuesday, Wednesday and Thursday 11:55-2:55

All Day, 5 Day 8:00-2:55

Our four-year old program emphasizes pre-kindergarten enrichment based on use of manipulatives, learning centers, peer interaction and a variety of other activities that enable the child to have a comfortable transition into their kindergarten experience. Our work focuses on language and social skills, fine motor development, gross motor activity, reading, writing and math readiness skills. This program has 18 children in each class with a full-time teacher and an assistant teacher. Overall, students at Saint Elizabeth Ann Seton Preschool are exposed to a rich variety of activities because curriculums are based on a multi-sensory approach to learning and incorporate Christian values in the daily schedule.

Our All Day, 5 Day utilizes **The Creative Curriculum**. This is based on 38 objectives for development and learning and presents knowledge-building volumes and daily practice resources in tandem, giving every educator the “what,” “why” and “how” of early childhood education. The curriculum offers daily opportunities to individualize instruction, helping teachers meet the needs of every type of learner. It addresses all the important areas of learning, from social-emotional and math to technology and the arts, and incorporates them throughout every part of everyday as well as offers daily, built-in opportunities for observation, helping teachers and administrators clearly see the strong relationship between curriculum and assessment. Finally, it offers complete support for working with English- and dual-language learners, including detailed guidance that helps to build teachers’ knowledge about best practices and contains guidance for working with all learners, including advanced learners and children with disabilities.

Goals of the Pre-School Curriculum

If the overall purpose of education is to foster competence in all aspects of life as a Christian, then, curriculum must provide opportunities for total learning. This is accomplished when the teacher considers the five areas of children's development- spiritual, emotional, social, physical, intellectual and creative. The overall goals of the curriculum will be to meet the needs of the children in each of these areas and at the same time keep the whole child in mind.

Through the activities in the early childhood curriculum, children will:

1. Grow spiritually
 - develop a sense of trust
 - realize their need for God's love
 - know Jesus as a Friend
 - respond to God's love
 - feel secure in God's love and care
 - see themselves as God's children
2. Grow emotionally
 - develop a positive self-concept
 - be free to risk failure and be comfortable with mistakes
 - develop a sense of security and trust
 - show independence and self-responsibility
 - channel emotions into appropriate and acceptable outlets
3. Grow socially
 - learn to play, work and communicate with peers and adults
 - adjust to group situations
 - accept others even though they may be different from self
 - develop a sense of community
 - accept change in environment and routines
4. Grow physically
 - develop gross and fine motor coordination
 - develop eye-hand and eye-foot coordination
 - become aware of his/her own body
5. Grow intellectually
 - continue to develop language use and understanding
 - develop pre-reading skills such as:
 - visual discrimination
 - auditory discrimination
 - understanding of symbols
 - love of and interest in books
 - develop an increasing attention span
 - initiate his or her own activities
 - follow two and three step directions
6. Grow creatively
 - view him/herself as a unique individual created and valued by God
 - express ideas in his or her own unique way
 - be free to create artistically using a variety of media
 - develop his/her God-given talents and abilities

Assessments/Conferences

Twice a year, the preschool teacher will do a Developmental Assessment on each 3 year-old preschool student. The teacher will share these results with the parents. The preschool teacher will do a Developmental Assessment twice a year for the 4 year-old preschool students. Conferences are conducted in January.

Lunch Bunch and Lunch for All Day

Lunch Bunch will be offered for all preschool children. Lunch Bunch will be offered from 11:00-11:50. Children are able to attend Lunch Bunch on the days that they attend school. Your child is required to bring a sack lunch. White milk will be provided for a drink. A signup sheet will be sent home at the end of each month for the following month. Payment is expected at the time of sign up for Lunch Bunch. Lunch Bunch staff is staffed by school personnel. The cost for Lunch Bunch is \$5.00 per session. The All Day, 5 Day Preschool Program will eat lunch in the cafeteria or can pack their lunch. Hot lunch for students is \$2.80. Milk or juice is available for \$0.50. **Adult lunches are \$3.50.**

Discipline

Saint Elizabeth Ann Seton Catholic School promotes a POSITIVE APPROACH to discipline with the intent to teach self-discipline skills appropriate to the student's development stages. Discipline is defined in this approach as a system of rules and regulations that govern the conduct of the student and teacher so that learning can take place. The early childhood children are taught the first five skills that include listening, following directions, asking questions, sharing and demonstrating basic social skills. Saint Elizabeth Ann Seton Catholic School has a zero tolerance policy for physical altercations. In the unlikely event that your child strikes another child, teacher or staff member, you will be contacted immediately and your child will not be allowed to remain in school for the remainder of that day. You will be required to pick your student up immediately.

Enrollment

Eligibility

Eligibility requirements are: Children who have reached their third or fourth birthday by September 1 of the current school year and are potty trained (no diapers, pull-ups or training pants allowed). Those five year olds that miss the September 1 cut-off date to begin Kindergarten are eligible and welcome.

Application and health forms are available in the school office. Copies of birth certificates and baptismal certificates are needed at the time of registration. For more information, call 260-432-4001.

Enrichment Day

Enrichment Day will be offered in addition to the schedule days of the program. Children enrolled in the 4 year-old program are eligible for the Enrichment Days. Enrichment Days will be on Friday afternoon from 11:00-2:15. If your child attends the Enrichment Day the total cost for the day is \$10.00. This fee covers the cost of transportation, and field trip fee. Payment is due upon sign up

Field Trips

FIELD TRIP POLICIES & FORMS

Field trips are educational opportunities provided for the students. They are not a right but a privilege. Students showing conduct which does not prove them trustworthy on such occasions will not be allowed to go.

A parent or guardian's signature on the standard school field trip permission slip is required before a student will be allowed to go. **Verbal permission by phone or a handwritten note is never permitted.**

Parents volunteering to drive for a field trip must have adequate liability insurance. Seat belts must be provided for all student passengers.

Field Trip Permission Form

Saint Elizabeth Ann Seton Catholic School will use the Diocese Field Trip Permission form. A medical consent form must be filled out at the beginning of the school year for each student in a family. This form will be kept on file for the entire school year.

Parents volunteering to drive for a trip must have adequate liability insurance and a valid driver's license. Seat belts must be provided for all student passengers. All drivers must be at least 21 years of age. As of July 1, 2005, booster seats are required for each child in a car.

Background Checks

School Volunteer Background Screening (P3730)

An individual who applies for a volunteer position at the school that is likely to involve regular, ongoing contact with children under 18 years of age must complete a request and authorization for a background screen in accordance with the standard diocesan background screening policy for volunteer applicants. All volunteers must complete diocesan safe environment education requirements prior to beginning their volunteer service. A parish school may coordinate such screening with the parish office, as applicable.

Please call the school office at 432-4001 or email Miss Hohenstein at jhohenstein@seascsfw.org for information on how to apply for a volunteer application and safe environment information.

Health Requirements

State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. Children are prohibited from being enrolled without proof of proper immunizations. Children enrolling in Early Childhood classes are given a health form from the Fort Wayne Allen County Board of Health that is to be filled out by the family physician and filed in the school office. Dental examinations are recommended.

Children must be potty trained. No diapers or training pants are allowed.

Illness/Injury Guidelines

It is not always an easy task to decide when your child is ill enough to be kept at home. This guideline will help you make that decision.

Colds: This is probably the hardest illness to decide. A mild cough or occasional runny nose is not cause to withhold a child from school, unless it is obvious that the child is not feeling up to attending. (A child with a non-stop runny nose or constant cough should be kept at home. The child would probably feel uncomfortable and very tired in a group of children and may pass along germs).

Fever: The child should be free from fever for 24 hours before returning to school.

Medications: After taking antibiotics for 48 hours, providing that your child feels fine and the doctor agrees, your child may return to school. State law forbids a school from dispensing any medication. Since some children must receive medication during the school day, the following conditions are to be obeyed:

1. Diocesan medication forms must be filled out for prescription and over the counter medication.
2. The form and medication are brought to the office by the **parent/guardian** immediately upon arrival of the student to school.
3. Medications must be in original prescribed containers.

Chickenpox: all pox must be scabbed over before returning to school.

Vomiting: A child must be out of school for 24 hours after his/her last vomiting episode.

In School Illness: If a child becomes ill while at school, is feverish, vomiting or in discomfort, we will phone you to take your child home. If we are unable to reach anyone at home, and the child is vomiting, spouse or emergency contact person will be called to pick up your child.

Accidents: Accidents of any nature, which may require completion of insurance forms, must be reported to the school as soon as possible. All Preschool-8 students have diocesan insurance. In the case of an accident that occurs at school, appropriate paper work is completed by all necessary parties and filed from the school office.

Emergency Forms: An emergency form for each student is kept on file in the school office. In case of an address or phone number change, please notify the school office promptly. Parents should make provisions to have children picked up in case of illness.

Home and School Association

The Home and School Association (HASA) exists to promote good communications between administration, teacher and parents and to assist the school through fund raising activities each year. **All parents/guardians are automatic members of the Home and School Association.** Meetings are usually held 4 times a year, in the various sponsored activities, for the good of the school.

Newsletter

There will be a school newsletter sent electronically home every week as well as a “Wednesday Envelope” for important papers from the school office. There also are important papers sent home in the family folder. There will also be a newsletter and calendar relating information specific to your child’s class at the beginning of each month.

Non-Custodial Parent

This school abides by the Buckley Amendment with respects to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is required that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

Snacks

Children are asked to bring a store bought snack during their special week. Each child will have a snack week. **Please keep snacks healthy and avoid candy.** A detailed snack policy will be distributed to each family at round-up.

Water is available at snack time.

Supply List

Students will use a book bag. Please bring and check it daily.

For the 3 and 4 year-old (AM and PM) programs, please use the following supply list:

Bleach disinfecting wipes- 2 containers

Glue Sticks – 5

Markers – Crayola Pip Squeak skinny

Paper Towel – 1 Roll

Storage Bags – 1 Gallon Size -Storage Bags –Boys

Storage Bags -Quart Size- Girls

1 box- 5 oz. cups (5 oz. only)

2 containers Play-Doh Any Color

1 package napkins

Small Book Bag – NO WHEELS

Complete Change of Clothes in Large Ziploc bag with name on the bag (This will remain in child's book bag)

Boys: 1 box 5 oz. cups

Girls: baby wipes- 1 package

For All Day, 5 Day Program, please use the following list:

Crayons- 2 boxes of 24 count

Disinfecting Wipes- 1 container

Folder- 2 pocket, any type- 1 needed

Glue sticks- Elmer's Jumbo- 2 needed

Glue-All-purpose White Elmer's (4 oz.)- 2 needed

Kleenex- large box- 1 needed

Marker's-Washable, any colors, wide tip, 2 boxes of 8

Dry Erase Markers-black- 2 needed

Notebook-spiral, wide-ruled, label please- 1 needed

Pencils- 1 box

Play-Doh-any color- 2 containers

Poster board-any color, label please- 1 needed

Sketch book- spiral, label please-no lines- 1 needed

Storage bags-1 box girls (gallon size), boys (quart size)

Tuition & Fees

Registration for Preschool is \$50.00 and is due at Spring registration. This is a non-refundable fee.

Tuition for the 2016-2017 school year is as follows:

Three year-old program	\$1,178.00
Four year-old (3 day) program	\$1,510.00
Four year-old (4 day) program	\$1,815.00
All Day, 5 Day 4 year old	\$3,550.00

This amount includes tuition, book and/or materials fee. Tuition is collected through FACTS Tuition Company. Payments are automatically withdrawn from either a checking or a savings account. Credit card payments are also available through FACTS. Tuition can be withdrawn the following ways: twice a year, 10 months, or 12 months. Parents can also pay in full for Preschool at the August registration. There is no financial assistance available for Preschool.

We encourage parents to be active partners in their child's education. If you would like to visit the classroom, please schedule a time or your visit with your child's teacher.

PARENT AGREEMENT

By signing below, we acknowledge that we have received a copy of the Saint Elizabeth Ann Seton Catholic School Preschool Handbook. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the Diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines

Parent/Student Signature Page

I have read the 2016-2017 Preschool Parent Handbook and agree to follow the school policies and procedures as stated.

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

PARENT SIGNATURE

DATE