

St. Elizabeth Ann Seton PreK BASE Handbook 2017-2018



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Purpose of BASE: PreK

The BASE program will provide a safe, nurturing, and fun atmosphere before and after school for children of families enrolled at St. Elizabeth Ann Seton School.

Objectives of BASE

This program will meet the social, emotional, spiritual, and physical needs of PreK children.

There are two goals for this program: to offer students the opportunity for personal and academic growth.

Within these two goals, there are three objectives that this program will focus on.

1. To increase the student's ability to improve their academic achievements by helping the student complete homework assignments, improve the student's academic performance, and improve the student's attitude toward homework.
2. To increase the student's lifetime recreational skills by increasing their existing skills in a variety of recreational activities and by exposing them to new lifetime recreational activities.
3. To increase the student's self management skills through learning self control, developing organizational skills and learning responsibility.

BASE Staffing

The BASE program will have adequate staffing with a preferred ratio of 15:1. Staffing will be determined after preliminary enrollment is completed and commitment has been made by SEAS school families.

Drop-off and Pick-up Procedures

Parents must bring their child/ren into the school each morning. All parents must sign in their child/ren to BASE each morning. Please also make sure the staff is aware of your child/ren being dropped off.

Parents must pick up their child/ren each afternoon. All parents must sign out their child/ren at this time. Children will be released only to those who are authorized to pick them up as indicated on the enrollment form. If someone other than an authorized person will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child.

School Closings

In cases of very severe weather, hazardous road conditions, or unforeseen events, BASE will not be in session. If Hastings Public School and SEAS school close, the BASE program will close as well. Please listen to the local radio station **KDWA-1460** the school **Facebook page** for updated information on school closings. **Sessions missed due to bad weather will not be reimbursed, unless we will be making up the missed day.** In the event of a delayed start morning BASE will be cancelled and the afternoon BASE will be held as usual.

Payments and Calendars

It is imperative that parents complete and return calendars on schedule. This will allow us to have adequate staff and programs for your child/ren.

Parents are required to fill out a BASE calendar every month to notify the director when your child/ren will be attending. These forms will be given to parents in their information folder the 3rd week of each month. The family folder with calendars need to be returned to the office or BASE by the 27th of the month for the following month's services.

Parents will receive an electronic reminder if payment has not been received by the 27th of each month. Delinquent accounts may result in late fees and/or dismissal from the BASE Program. Please contact our school principal with any financial issues. If you have any questions in regards to your payment schedule with the TADS program please contact Kelly Hendrickson 651-437-3098.

Emergency Procedures & First Aid

All adult staff members are trained in First Aid techniques and CPR.

BASE Behavior Management

For safety and fun it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of Jim Fay (Love and Logic.) This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If it continues, the student will be removed from BASE activities until the care giver deems appropriate. If the student behavior continues he or she will be removed from all BASE activities and Plan of Responsible Action form will be completed by the student. Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student. ***Please see the school student handbook for greater details.***



2017-2018

**St. Elizabeth Ann Seton
Catholic School
Pre K BASE Handbook**

Hard Copy Sign Off

Agreement to be governed by Handbook Policies

After reading the St. Elizabeth Ann Seton's Catholic School Pre K BASE Handbook, please sign below and return this form with your BASE enrollment.

The Handbook can also be found on our school website www.seas-school.org, under Preschool Page.

Please be advised that anything not covered here will be an administrative decision. The administration reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.

We have received and read (either via the website or hardcopy) the St. Elizabeth Ann Seton Catholic School Pre K BASE Handbook and agree to be governed by the policies contained herein.

Parent/Guardian Signature _____ Date _____