

St. Elizabeth Ann Seton  
Little Patriots  
Preschool Handbook 2017-2018



## Table of Contents

Absences .....	Page 6
Accident Prevention .....	Pages 10-11
Admissions Policy .....	Page 6
Addresses .....	Page 4
Age Requirement .....	Page 5
Arrival/Dismissal Procedures .....	Pages 6-7
Background Checks .....	Pages 12-13
Before and After School Enrichment (B.A.S.E. Program).....	Page 18
Birthdays .....	Page 7
Book Bags .....	Page 8
Book Club .....	Page 14
Budget Process .....	Page 15
Communication with Parents/Guardians .....	Page 8
Class Description .....	Page 5
Classroom Ratio .....	Page 5
Clothing .....	Page 7-8
Code of Conduct .....	Page 13
Curriculum .....	Page 8
Daily Schedule .....	Page 20
Data Privacy .....	Page 8
Delinquent Tuition from Previous Years .....	Page 17
Discipline .....	Pages 14-15
Discipline Goal.....	Pages 14-15
Emergency Information .....	Page 8
Essential Three .....	Page 13
Fee, Snack and Activity .....	Page 15
Field Trips .....	Page 14
Finance/Fundraising .....	Pages 15-18
Fire Drill .....	Page 8
First Aid and Emergency Procedures .....	Page 11
Food Allergies .....	Page 9
Fundraising .....	Page 16
Grievance Policy .....	Pages 8-9
Health Records .....	Page 9
Health regulations, SEAS .....	Pages 9-10
Illness during the School Day .....	Page 9
Immunizations .....	Page 10
Important Phone Numbers .....	Page 4
Late Payment .....	Pages 16-17
Late Registration .....	Page 16
Little Patriots Preschool Philosophy .....	Page 4
Lock down drills .....	Page 8
Love and Logic .....	Pages 14-15
Maltreatment of Minors Mandated Reporting Policy .....	Pages 21-22
Mandatory Criminal Background Check Policy.....	Pages 12-13
Medications During the School Day .....	Page 10
Mission Statement .....	Page 3
Money .....	Page 11

PRESCHOOL HANDBOOK

Non-admission of a Student .....	Page 17
Parent/Teacher Conferences .....	Page 8
Parental Roles and Responsibilities .....	Pages 5-6
Parent Permission Forms .....	Page 12
Party Invites .....	Page 7
Patriot Press.....	Page 8
PCYI – Protecting Children and Youth Initiative .....	Pages 12-13
Pets .....	Page 12
Philosophy Statement, Little Patriots Program.....	Page 4
Philosophy Statement, SEAS School .....	Page 3
Pictures .....	Page 10
Preschool BASE .....	Page 18
Purpose, Preschool .....	Page 5
Required Registration Forms .....	Page 6
Reporting of Child Abuse/Neglect .....	Page 12
School Addresses.....	Page 4
School Advisory Committee (SAC).....	Pages 18-19
School Closings .....	Page 13
School Lunch .....	Page 18
School Organizations .....	Page 18-19
Services .....	Pages 18-19
Snack and Activity Fee .....	Page 15
St. Elizabeth Ann Seton Parent Association (SEASPA).....	Page 19
Special Programs and Events .....	Page 13
Standards, Preschool .....	Page 5
Student/Parent Handbook Sign Off (Family).....	Page 23
Supplies .....	Page 7
TADS.....	Page 11, 15
Tornado Drills .....	Page 8
Transportation .....	Page 6
Tuition .....	Pages 16-18
Tuition Assistance/Scholarships.....	Page 17
Tuition Refunds/Penalties.....	Page 18
VIRTUS Training Requirement .....	Pages 12-13
Visitors .....	Page 14
Volunteers .....	Page 14
Waiting Lists .....	Page 6
Website .....	Page 4
Yearbook .....	Page 18

### **SEAS School Mission Statement**

**St. Elizabeth Ann Seton (SEAS) Catholic School** makes **Jesus Christ known and loved** through **living our sacramental way of life** in partnership with families and fostered in:  
**S**pirituality, **E**xcellence, **A**cademics and **S**ervice.

### **SEAS School Philosophy Statement**

We nurture the total development of each child's spiritual, moral, intellectual, social, emotional, and physical well-being in a positive, safe environment.

- ***Spiritual*** growth and moral development is encouraged through instruction and practice of our Catholic faith.
- ***Excellence*** is fostered through our daily work, and respectful interactions with others and our surroundings.
- Our ***Academics*** provide students with the opportunity to achieve their full potential as productive members of society while encouraging a lifelong love of learning.
- ***Service*** flows from our understanding of the Catholic Social Teachings and is demonstrated through service-learning at every grade level.

## **Little Patriots Preschool Program**

Shauna Thilmany: Preschool Director [sthilmany@seas-school.org](mailto:sthilmany@seas-school.org)

Tim Sullivan: SEAS School Principal [tsullivan@seas-school.org](mailto:tsullivan@seas-school.org)

### **IMPORTANT PHONE NUMBERS**

- |                                  |  |
|----------------------------------|--|
| 1. Early Childhood Campus (PreK) | 651-438-3223                               |
| 2. School Accounts Bookkeeper    | 651- 437-4387 (Tuition, fees, FACTS, etc.) |
| 3. Main Campus (K-8)             | 651 -437-3098 Fax: 651-438-3377            |
| 4. Parish Office                 | 651- 437-4254 Fax: 651-438-2948            |

### **WEBSITE**

[www.seas-school.org](http://www.seas-school.org) Click on Academics and then the Preschool Link

### **SCHOOL ADDRESSES**

SEAS Early Childhood Center - Preschool  
2035 W. 15<sup>th</sup> Street, Hastings MN 55033

SEAS Main Campus – Kindergarten – 8th  
600 Tyler Street, Hastings MN 55033

### **PHILOSOPHY**

The Little Patriot Preschool Program at SEAS is designed to provide developmentally appropriate activities in a child centered environment under the guidance of a qualified, loving and dedicated staff. SEAS Preschool staff recognizes that each child is an important and uniquely valued individual. Our program respects individual differences in maturity and offers flexibility for students. SEAS Little Patriots Preschool Program is designed to:

- Encourage spiritual growth through modeling good Christian behavior.
- Promote Daily prayer and begin to know Jesus as a friend.
- Explore and discover God’s gifts and creations.
- Develop constructive and positive social interaction skills with peers.
- Develop a feeling of self-worth and confidence.
- Develop communication and cooperation with adults and peers.
- Develop cognitive and readiness skills necessary for our SEAS Kindergarten program.
- Give children opportunities to make daily decisions and problem solve.
- Encourage good personal hygiene and health habits.
- Enhance coordination and physical skills.
- Provide a stimulating environment to promote growth in all areas: social, art, music, science, creative drama, small and large muscle movement, math and reading readiness, self-help skills, and faith formation.

The Little Patriots Program strives to provide a program that balances enough structure for each child to feel secure with plenty of freedom to explore and investigate while developing early childhood skills. A balance between social development and school readiness skills is emphasized.

### **STANDARDS**

SEAS Little Patriot Preschool Program is licensed and complies with the standards set by the Minnesota Department of Human Services.

### **PURPOSE**

The Little Patriot Program sets the foundation for learning and is recognized as an integral and important part of the mission and ministry of St. Elizabeth Ann Seton Catholic School. Our early childhood program is known for its spiritual, social, and educational contributions. The Little Patriots Preschool Program strives to supplement and enrich home and family learning experiences. We recognize parents as the first and most important educators.

### **CLASS DESCRIPTION**

The curriculum for the Little Patriots Preschool program will stress skills necessary for learning readiness such as cooperation, listening, taking turns, sharing, and problem solving. Age-appropriate activities will revolve around a weekly theme and will encourage development in the areas of self-help, small and large motor, socialization, creative art, language and literacy, music and movement, pre-math skills, and science. The children will be introduced to letters and numbers in a variety of age-appropriate and meaningful experiences. These activities will be presented in a safe, caring, and Catholic environment. Our main goal for the children is for each to celebrate their God-given uniqueness, feeling that they are lovable and capable.

### **AGE REQUIREMENTS**

Children must be 3 years old by September 1, (current year) for our 3-year-old class.

Children must be 4 years old by September 1, (current year) for our 4-year-old classes.

**All students must be able to use the toilet independently.**

### **CLASSROOM RATIO: STUDENT-TEACHER**

We are proud to offer a maximum student-teacher ratio of **approximately** 10:1. SEAS limits enrollment to 20 children with one certified teacher and one teaching assistant. Licensing allows a maximum of 20 students per session. **We value individual attention!**

### **PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. (This handbook includes this information.) In assisting your child, we require the following:

1. Attending weekend liturgy with your child and participating in the life of the parish.
2. Familiarity with information contained in handbooks and other newsletters (i.e. PATRIOT PRESS) from the school.
3. Inform the school of:
  - student illness or absence
  - custody arrangements
  - change in transportation routine
  - change in address, phone, emergency contact, childcare, etc.
  - arrangements that might affect communication with the school
  - parental status and custodial constraints (requires copy of court order in school office files)
4. Meet financial obligation of tuition, fees, or other accounts that apply. Registration eligibility is dependent upon all accounts being current.
5. Meet admissions regulations.
6. Comply with:

- policies and regulations
- goals and objectives of the Catholic school as identified in this parent/student handbook

### **ADMISSION POLICY**

#### **Non-Discrimination Policy:**

It is the policy of Saint Elizabeth Ann Seton Catholic School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Students are accepted in the following priority:

1. All students presently attending the school whose tuition account is current.
2. Siblings of students already in the school.
3. Students who are “active members” of the parish.
4. Students who are children of alumni of the school.
5. All others, earliest registration.

### **WAITING LIST**

Waiting lists will be established when sections are filled.

### **REQUIRED REGISTRATION FORMS**

Minnesota State Department of Human Services requires the following forms to be on file **prior to the first day of school:**

1. Registration
2. Current Immunization Record
3. Current Health Exam, signed by child’s medical care source
4. Emergency Information Record
5. Developmental History of the child
6. Parental Permission Agreements

According to strict guidelines from the Minnesota Dept. of Human Services, children must be excluded from the program until all the required forms are supplied.

### **TRANSPORTATION**

Each person is required to provide transportation to and from preschool. Hastings Bus Company will transport the children during field trips. All children are required to ride the bus when participating in class field trips.

### **ABSENCES**

If your child will not be attending, please call the ECC office prior to the start of class.

### **ARRIVAL/DISMISSAL PROCEDURES**

#### **Arrival:**

Children must be dropped off in the preschool classroom. Parents must make contact with a staff member to ensure our knowledge of your child’s arrival.

Teachers arrive early, but this time essential in preparing for the arrival of the children. In between sessions teachers need to have adequate time to prepare for their afternoon sessions and to eat lunch. Arriving more than 5 minutes early will require a long wait time for you and your child. A friendly red stop sign will be placed in the hallway until class starts (8:45 or 12:15). When the sign is switched, it is time to go into the classroom.

Dismissal:

An authorized ADULT must pick up their preschooler promptly at the end of the class session (11:15 or 2:45). If staff members do not recognize the person picking up your child as an authorized pick up person, ID's will be asked for and release forms will be checked. Parents and/or other emergency contacts will be called if there is a question. Children will NOT be released to unauthorized people. If someone other than usual will be picking up your child, a written note or phone call to the classroom is required.

Please update authorized people as needed throughout the year.

**BIRTHDAY CELEBRATIONS/PARTY INVITES**

We recognize children in the classroom on their birthday through song and prayer. Summer birthdays will be celebrated during the school year as ½ birthdays. Regular and ½ birthdays will be scheduled close to the actual date of their birthday. Before the scheduled birthday the children will receive a reminder note. It is optional if you want to send a birthday treat.

Although we want to offer the opportunity for the children to recognize their special day here at school, families must follow the guidelines listed below:

- **Any edible treats brought to school must be store bought and in their original packaging.**
- Instead of edible treats, students at all levels are encouraged to consider adding a book to the classroom or school library or bring in a small item like pencils for their classmates.
- The celebrations of birthdays within the classroom are handled by the classroom teacher in order to maintain a fair and equitable celebration for all students in accordance with our wellness policy.

Invitations to private parties should not be distributed on school grounds unless the entire class is invited or all the boys or all the girls in the class are invited.

**CLOTHING**

Please have your child dressed comfortably in washable play clothes and shoes designed for active indoor/outdoor play. Messy and lively activities are plentiful. Tennis or rubber soled shoes are preferred for safety reasons. **Students are not allowed to wear flip flops, sandals without back straps, or shoes with a higher heel.** We do plan to go outside most days. Please dress your child appropriately for current weather conditions. All articles of clothing that can be removed should be labeled with your child's name (boots, mittens, coats, hats, etc.) to avoid mix-ups. We encourage the children to practice dressing themselves for outside play. We have extra clothing available in case of an occasional accident/illness. SEAS Spirit Wear is available for ordering during the school year.

**BOOK BAGS AND SUPPLIES**

The only supply students need to bring to school is a book bag big enough to hold art projects. Students must be able to open and close the bag without any help. Please label your child's bag. Parents are encouraged to check their child's book bag every day.

### **COMMUNICATION WITH PARENTS/GUARDIANS**

The Preschool and Main Campus has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals. If questions or an issue arises, please contact your child's teacher by email or phone.

- **Handbook and Classroom Communications**

The Preschool Handbook is issued annually to each school family. Each Preschool teacher sends home a weekly letter and a monthly calendar.

- **Patriot Press, School Web Site, and Social Media**

A weekly newsletter will be emailed to the family or sent home with the youngest/only child per family. The school newsletter will include dated information and pertinent notices. Look for this each Thursday. If you would like a copy mailed to you, please inquire at the office for postage amount. The school website is updated regularly. The address is <http://www.seas-school.org>. The school also uses a Facebook and Twitter account, which can also be found on our website.

- **Parent/Teacher Conferences**

Parent/Teachers Conferences are held twice a year: once in the fall and once in the spring. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

### **CURRICULUM**

Our preschool uses Creative Curriculum for Preschools. Our Catholic faith is woven throughout the day.

### **DATA PRIVACY**

The only people permitted to see your child's records (name, phone, health information, emergency information, etc.) will be you, the parent/guardian, SEAS preschool employees, our health consultant, and the state licensing examiner. Information will not be given to others without parent/legal guardian's written consent.

### **EMERGENCY INFORMATION**

An emergency card is given to parents at Preschool Orientation. The information on it should be completed, verified, and turned in by the first day of school. The office should be notified immediately of any changes throughout the school year.

### **FIRE DRILL, TORNADOES AND LOCK DOWN EMERGENCY SITUATIONS**

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Periodic drills take place in order to reinforce previously taught safety precautions and to reduce any anxiety that a student may have regarding such situations. See Reunification Centers for more information in this handbook.

### **FOOD ALLERGIES**

Alert the preschool director and your child's teacher of any food allergies. Allergies should also be listed on the registration form.

### **GRIEVANCE POLICY**

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **HEALTH RECORDS**

A health record is required for each student. The State of Minnesota requires immunizations to be up-to-date.

### **ILLNESS DURING THE SCHOOL DAY**

Office personnel approve the release of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office.

### **SEAS Health Regulations:**

1. Parents are asked to protect their own children and the health of others by keeping a child home that is carrying an infectious disease. **If a child has had a fever, he/she should not be in school until 24 hours after his/her temperature returned to normal.**
2. If a child shows signs of illness such as sore throat, fever of 100 degrees or more, runny nose, coughing, or other signs of cold, headache, earache, skin rash, upset stomach, or fatigue, keep the child home until they are well enough to participate in preschool activities. **Symptoms should have subsided for 24 hours before they come back to school.**
3. If a child becomes ill during the session, the child will be comfortably isolated from the group and the parent will be called immediately. If the staff is unable to contact a parent, the person listed as an emergency resource will be called. This person must be available to pick up your child in the case of illness.
4. Children with the following illnesses will be sent home:
  - Fever-100 degrees or more
  - Significant respiratory distress; wheezing, coughing, congestion
  - Vomiting
  - Sore throat accompanied by symptoms such as fever or rash
  - Chicken pox- child may return when no longer infectious or when lesions are crusted

- over.
- Diarrhea
  - Undiagnosed rash
  - Lice, scabies, or ringworm that is contagious and untreated. We follow the District 200 health policies for these conditions.
  - Pus draining for eye or pink eye (conjunctivitis)-child may return when on medication for 24 hours or when doctor determines it to be OK
  - Unexplained lethargy
  - A child who cannot participate in our program with reasonable comfort
  - A child who requires more care than the program staff can provide without compromising the health and safety of others.
5. If your child has an allergy, please provide this information to the teacher so it will not be mistaken for a cold symptom.
  6. If a medical emergency should arise during school hours, every effort will be made to contact the parent of the child. If necessary, 911 will be called and your child will be transported to:
    - Regina Medical Center at 1175 Nininger Rd., Hastings, MN
    - Regina Medication Center Phone Number: 651-480-4100
  7. Parents will be notified of any communicable diseases that occur among the children.
  8. **MEDICATION WILL NOT BE ADMINISTERED BY THE STAFF (Possible exceptions may include asthma or severe allergies)**
  9. If your child will not be able to attend school due to sickness or any other reason, please notify the school by calling (651-438-3223).

### **IMMUNIZATIONS**

St. Elizabeth Ann Seton School follows the requirements of the Minnesota School Immunization Law (**Minnesota Statutes Section 121A.15**). ALL immunization dates are to be submitted to the school prior to a student's admittance to school. Parent/guardian is responsible for providing this information in writing to the health office and to update it each year immunizations are administered to the student. Each year the Annual Immunization Status Report will be submitted to the State of Minnesota as required by law.

### **MEDICATIONS DURING THE SCHOOL DAY (Minnesota Statute 121A.22)**

It is our general policy that medication should be administered by the parents/guardians at home; however, there are times when medication needs to be given at school.

**We will** administer medication such as anti-biotic, pain relief for recurring headaches, those used for asthma or those used on a long-term basis.

**We will not** administer medication for short-term illnesses such as cough syrup, medication for fever, etc. Students in need of these medications should remain at home until they are well.

When medication needs to be administered at school, an authorization obtained at school or at all Hastings physician's offices must be completed, and medication must be brought to school in its original container. All medication will be kept in the health office, not with the student. We may **not supply** any medication for students.

### **ACCIDENT PREVENTION PROCEDURES**

The health, safety, and welfare of your child is our first priority. Following is the list of accident prevention procedures we take with our Little Patriots:

1. **Choking/Suffocation:** Materials in the classroom are inspected frequently to make sure there are no loose parts. Children are closely watched and instructed not to put toys and materials in their mouths. Plastic bags are kept out of reach. Snack time is supervised and the children will remain in their seats while eating. Chewing gum is not permitted.
2. **Burns:** Hot water in the sinks will be set no more than 110 degrees F. Temperature of the food will be checked before giving it to the children. Protective coverings will be used on all electrical outlets.
3. **Sanitation:** Staff and children will wash their hands with soap and water after using the bathroom and before handling food or eating snack. Tables will be washed with soap and water before and after snack each day.
4. **Injuries:** A daily inspection of the classroom will be conducted. Anything found that would be hazardous to the safety of the children will be repaired or removed. The children will be instructed on the proper use of all classroom equipment. Rough play won't be allowed.
5. **Traffic and Pedestrian Safety:** Children will be supervised on walks at all times. The children will walk in a group with a staff member leading and one at the end. Children and teachers will use crosswalks and traffic lights when available.
6. **Records:** A record of all accidents, injuries, and incidents will be kept on file. An annual review of these records will be made. Modification of the safety procedures will be made if warranted by this review.
7. **Missing Child:** Children will be supervised at all times by a staff member, but in the event a child cannot be located, the police will be notified and then the parent(s) will be notified.

#### **FIRST AID AND EMERGENCY PROCEDURES**

All staff members are required to be trained in First Aid techniques and in CPR. A First Aid Kit will be present in the preschool room at all times.

#### **Emergency Procedures are as follows:**

1. In the event of a minor injury, basic **First Aid** will be administered
2. **In the event of a severe injury or medical emergency, parents will be contacted.** If parents cannot be reached, the emergency resource person indicated on your emergency information form will be contacted.
3. **911** will be called if needed and the child will be transported to **Hastings Regina Medical Center (651-480-4100)**. The transportation fee will be the responsibility of the parents. All accidents will be written in a report and kept on file.

#### **MONEY/TADS**

TADS online billing and tuition management system collects all fees for SEAS families. All families are required to use the TADS payment system.

In the event a check or cash needs to be sent to school for a fundraiser, please make sure that it is in an envelope with the child's name on it and what the money is for.

### **PARENT PERMISSION FORMS**

Parents are asked to sign a parent permission form during registration for various activities. Permission is need for:

- Taking classroom photos
- Including your child's name, phone number, and address on a class friendship list
- Releasing photos and articles in newspapers and church bulletins
- Medical emergencies (poison control and ambulance transport)
- Participation in walking field trips

The children will be riding a Hastings Bus Company bus to and from two field trips throughout the year. Advance notice will be given and permission slips will need to be signed in order to participate.

### **PETS**

SEAS may occasionally have small pets in the classroom. The preschool staff will need to screen all pets. You must speak with your teacher to discuss the possibility of scheduling a visit. Staff will closely supervise the children when a pet is present. Strict sanitary guidelines will be followed. Please inform teachers of any allergies your child may have to animals

### **PCYI – PROTECTING CHILDREN and YOUTH INTIATIVE**

The Protection of Children and Youth Initiative of the Archdiocese of Saint Paul and Minneapolis have one goal: shielding our children from abuse. The initiative has two components:

1. **VIRTUS: Protecting God's Children for Adults:** A VIRTUS training is a three-hour awareness session which better equips adults to protect children in the world around them. **It is required of all clergy, deacons, school and parish employees as well as all volunteers.** Please go to [www.virtus.org](http://www.virtus.org) to find a session most convenient for you.
2. **Protecting God's Children for Students:** Catholic schools and parish religious education programs throughout the Archdiocese of Saint Paul and Minneapolis began teaching children about personal safety and sexual abuse prevention in 2006. The safe environment programs involve four 30 to 40 minute lessons a year. The programs are age-appropriate and respect parents' role as their children's primary educators. Parents have an opportunity to review all program materials before their children receive instruction.

### **Reporting of Child Abuse/Neglect**

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

**Neglect** is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;

**Abuse** can be physical or sexual abuse, or emotional maltreatment

### **Mandatory Criminal Background Check Policy (Minnesota Statute 123B.025)**

*All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks*

*on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.*

The following positions are subject to a mandatory background check: Teachers, substitute teachers, specialist teachers, tutors, athletic coaches, counselors, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel, volunteers who have regular or unsupervised contact with minors, and District 200 personnel.

### **Code of Conduct**

These documents establish a broad set of standards to guide parish and school employees as well as those who volunteer with children in parishes and schools. **All employees and volunteers of St. Elizabeth Ann Seton must have a signed form on file.**

### **Essential Three**

All employees and volunteers must complete the Archdiocesan mandated Essential Three before coming into contact with school children. The Essential Three consists of VIRTUS training, a background check, and signing the appropriate Code of Conduct. This process must be renewed every three years.

### **SCHOOL CLOSING**

It is a general rule that SEAS Preschool is closed if District 200 is closed because of severe weather conditions. **If there is a late start, the morning only classes are canceled. All-day would begin at 10:45.** You can find out about SEAS closing on our Facebook page, school website, KDWA 1460 AM, and various other media outlets. Early dismissal forms, designating care for your child(ren) in the event of early dismissal, are completed at the beginning of the school year. Sessions missed due to bad weather will not be refunded.

### **SPECIAL PROGRAMS/EVENTS**

There are a variety of events that take place during the school year to help our families connect with each other and celebrate all the wonderful things we do here at SEAS:

**Marathon** Families participate in the October marathon fundraiser for our Preschool-8<sup>th</sup> grade school. Every penny raised goes directly to SEAS School. Details will be coming in your monthly newsletter.

**Field Trips** Two-three field trips will be scheduled, one in the fall and one/two in the Spring. (3 year old class will have separate in-house field trip experiences).

**Christmas Program** SEAS Preschool will celebrate Jesus' birthday at Christmas time with a special program at the end of each scheduled session. Families and/or special friends will be invited. Check our preschool calendar for specific dates/times. (3 year olds will have a parent/child interactive time during class.).

**All School Christmas Program** All SEAS families are invited to our all school Christmas concert.

**Preschool Family Day** A special day set aside for our 4-year-old classes for parents to come to preschool.

**Parent Presenters** Parents are encouraged to share their occupation, hobbies, travel experiences, and talents with our classes. Arrangements need to be made with your classroom teacher.

**Spring Fling** In April all preschool parents will be invited to attend our annual Spring Fling school fundraising event. The entire community comes together for a fun evening of dining, live and silent auction, and socializing in support of our school. Each class (preschool-8) creates a class keepsake project to auction.

**End of Year Celebration** An official end to our preschool year! See the calendar for dates.

### **BOOK CLUB**

We do participate in an opportunity to order books from Scholastic Book Clubs. These are not fundraising projects for our school, but opportunities for families to purchase quality books at affordable prices. We can accumulate points from each order and these points are used to obtain books, CD's and equipment for our program. There is no obligation to purchase. Orders take around 2 weeks to arrive. Checks will be made out directly to the book club: *Scholastic Books*.

### **VISITORS**

Parents are welcomed to visit at any time. For safety reasons, our building is locked when class is in session. All visitors are required to check in with the office.

### **VOLUNTEERS**

SEAS Preschool welcomes parent volunteers. We encourage you to get involved and to visit the classroom at least once or twice. Volunteers are highly encouraged and greatly appreciated.

Volunteers must complete VIRTUS Training, sign the Archdiocese Code of Conduct, and have a background check completed **before** they will be permitted to volunteer at SEAS. All volunteers and employees must renew the Essential Three every three years.

**Field Trips:** Chaperones will be needed for field trips. A lottery may be needed for some events. Younger siblings will not be able to go along on field trips. As a chaperone volunteer, we count on your undivided attention to the children under your care.

## **DISCIPLINE**

### **STUDENT BEHAVIOR AND DISCIPLINE**

**Discipline goal:** to promote safe, respectful, responsible students who exercise self-control.

All children make choices about their behavior. The school and parents need to work together to help students learn to choose appropriate behaviors and accept the consequences, good and bad, which may result from their choices.

SEAS's discipline philosophy is modeled after the **Love and Logic system**. This system is employed throughout the school day, inside and outside the classroom. Love and Logic allows children to learn from their mistakes, live with the consequences of their choices, and take more responsibility for their actions.

**Basic School Rules:** SEAS has five basic school rules, which are posted in every classroom and throughout the building:

1. We are safe
2. We are respectful
3. We are responsible
4. We use self-control
5. We raise our hand to share

The following are some frequently observed behaviors and our steps to correct them:

- **Talking** to the child-staff will encourage children to use positive problem solving strategies
- **Redirection-** activities will be redirected to avoid conflicts and by finding constructive solutions

to problems

- **Intervention**-staff will intervene in a problem if the safety of a child or others is threatened or if the problem cannot be solved otherwise
- **Explanation**-staff will explain to the children the reasons their actions are inappropriate
- **Reconciliation**-staff will encourage reconciliation by modeling, role playing, or assisting children with “making things right”
- **Rewarding**-desirable behavior
- **Temporary “time out”**-Within the classroom

**Separation from the classroom activities will be noted in a daily log.** If the child is separated from the group three or more times, the parents will be notified.

No child in SEAS Preschool will be subject to corporal punishment or emotional abuse. There is no deprivation of physical comfort for unacceptable behavior. There is no withholding of food, light, warmth, or medical care as punishment. No punishment will be given for a lapse in toilet habits.

If a child is consistently showing unacceptable behavior, that behavior will be observed and recorded by the teacher or aide and kept in the child’s file. Parents will be informed of this and called to consult with the teacher. If needed, other professionals will be consulted. **In situations of suspected abuse or neglect, the staff is required by state law to file a report with the County Child Protection Agency**

## FINANCE/FUNDRAISING

### BUDGET PROCESS

The school's budget planning is a process that coincides with the parish(s) budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

### SNACK/ACTIVITY FEE

A mid-morning nutritious snack will be served to your child each day. Parents will be charged a \$20.00 fee, payable on or before the first day of school. SEAS Preschool staff will serve milk and a healthy food item for snack.

Snack takes place during our free-choice time. This allows the children to become more independent, and to serve themselves. Class cooking activities will also give the children the chance to help make their own snack. The snack/activity fee also covers any other needs throughout the year

### TADS

TADS online billing and tuition management system collects all fees for SEAS families. TADS centralizes all your invoices: tuition, field trips, fundraising, BASE, and other miscellaneous fees throughout the year. TADS does all the clerical work for you. Invoices are automatically sent and payments are collected and tracked.

Tuition fees are due according to what you selected at the time of your tuition agreement. All other miscellaneous fees will either be assessed on the 1<sup>st</sup> or the 15<sup>th</sup> of every month.

All families are required to use the TADS payment system.

### **FUNDRAISING**

SEAS School holds several fundraisers each year. Our preschool families are required to raise a certain amount based on the amount of days their child attends (\$100 for two day programs, \$200 for all others). Information about fundraisers can be found on our website and in the Patriot Press.

### **TUITION**

The school's budget is prepared by the principal with input from the pastor, parish administrator, and the School Advisory Committee (SAC). Tuition for the next school year is typically approved at the December SAC meeting. Tuition covers approximately 40% of the school's operating costs. It is the goal of St. Elizabeth Ann Seton School to continue to provide an outstanding academic and religious education for the most affordable price.

Preschool tuition varies depending on the days and times chosen by parents. Parents are not reimbursed for missed school days.

### **Tuition Payment**

All families attending SEAS Preschool pay the same tuition rates: there is no delineation between parishioner and non-parishioner. There is a non-parishioner rate for the K-8 program. Members of parishes without a school can pay the in-parish rate if they are active members of their home parish.

All families shall be expected to make tuition payments according to one of the following payment plans. Options for payment shall include:

**Payment Options:** All families are required to use the TADS payment system for tuition and incidentals (field trips, fees, BASE, etc).

For tuition payments, TADS provides the following options:

- Option 1: Single Payment due on or before July 25, 2017. There is also a \$50 discount on your overall tuition. Discount does not apply for families with tuition assistance.
- Option 2: Two Payment Plan. One half paid on or before July 25, 2017 and one half paid on or before February 25, 2018.
- Option 3: Monthly payment plan. Payments budgeted over 10 or 12 months beginning July 2017. Payments can be made on either the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> of the month.

### **Late Registration**

All families registering children for enrollment in grades PreK-8 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the School Advisory Committee.

### **Late Fees/Payments**

It shall be the responsibility of each school family to keep the principal or school accounts department informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition, lunch and other school fees payments are received late.

School families will be notified when a fee is 30 days past due. If a fee is 45 days past due, a \$35 fee will be assessed to your TADS billing account.

#### Full Payment Plan

If payment is not received on or before July 25<sup>th</sup>, the discounted rate of tuition will not apply. When full payment has not been made by July 25<sup>th</sup>, the family will be contacted within five (5) days by a business representative of the school concerning the missed payment date and alternative tuition payment options will be offered. In addition, a late fee of 3% of the amount owed may be assessed.

#### Monthly Payment Plan

School families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days of the second missed payment will be notified that their child/children will not be allowed to enroll for the next school year.

#### Insufficient Funds

School families who miss a payment due to insufficient funds will be automatically charged a \$35 missed payment fee by TADS and may incur a similar penalty from their own banking institution. The missed payment is not automatically processed by TADS. Families are notified in the case of returned payment and then must manually make the missed payment by either calling TADS or going online.

#### Tuition Assistance/Scholarships

It is the policy of St. Elizabeth Ann Seton School that no child shall be denied an opportunity to learn and grow in the faith at our school due to financial difficulties.

A limited amount of tuition assistance and scholarships is available from the parish, administered by TADS for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the principal or pastor of their need whenever it may arise during the year.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school accounts department or the principal as soon as possible when they are experiencing economic difficulties.

#### Non-Admission of Students due to Tuition Delinquency

Preschool families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the parish will be informed that their child/children will not be readmitted to SEAS Preschool or K-8 school.

All families must be current in their payment of tuition **by July 1st**: If not, students may not be admitted on the first day of school.

#### Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by July 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the principal or pastor.

### **Tuition Refunds/Penalties**

Parents are not reimbursed if their child misses a class.

When a student is withdrawn from school prior to the end of a contract year (July 15<sup>th</sup> through the last day of school), a hardship is presented to our school community. With that in mind, the following payment schedule shall be adhered to (with administrator consultation):

Withdrawal date...

<b>Prior to September 30<sup>th</sup></b>	25% of the total tuition and fundraising commitment is payable to school.
<b>Prior to November 15<sup>th</sup></b>	50% of the total tuition and fundraising commitment is payable to school
<b>Prior to January 15<sup>th</sup></b>	75% of the total tuition and fundraising commitment is payable to school.
<b>After January 15<sup>th</sup></b>	100% of the total tuition and fundraising commitment is payable to school.

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal.

## **SERVICES**

### **PRESCHOOL BEFORE AND AFTER SCHOOL ENRICHMENT (BASE)**

This service is offered to SEAS Preschool students and their families. Before school care runs from 6:30 a.m. – 8:45 a.m. After school care runs from 2:45-5:00. Preschool BASE policy and procedures are available on our websites.

### **PICTURES**

Individual and classroom pictures are taken by Dan Rother Photography, each Fall. Notification of this will be given well in advance of the photography session.

### **SCHOOL LUNCH**

SEAS Little Patriots Preschool program **does not** provide lunch for students in the all day program. Parents should send a healthy lunch for students.

### **YEARBOOK**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place.

## **SCHOOL ORGANIZATIONS**

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The committee serves in an advisory capacity to the school principal and the pastor regarding school educational and policy matters.

The committee consists of the principal, pastor, and nine lay representatives. Any SEAS parishioner who is a fully initiated and actively participating Catholic 18 years of age or older who has at least one child enrolled at St. Elizabeth Ann Seton School, is an alumnae of the school, or a person active in the

business or development community for the geographic area in which the school is located shall be eligible to become a committee member. All meetings are opened to the public. Check the Patriot Press or school website for days and times.

**ST. ELIZABETH ANN SETON PARENT ASSOCIATION (SEASPA)**

SEASPA is a volunteer-run parent organization dedicated to building a SEAS community, both on and off our school campuses.

The mission of SEASPA is to foster a connection between parents, teachers, staff, parish, and all students of SEAS. SEASPA sponsors social events, fundraising events, and volunteer opportunities for SEAS families to get to know each other and to support one another throughout the school year.

**REUNIFICATION EVACUATION PLANS**

In the event that the students have to be evacuated from the building, main campus or ECC, the reunification location is Hastings High School. Hastings Middle School is the secondary option if HHS is unavailable. SEAS will do their best to inform all families if evacuation and relocation is necessary. The Hastings Bus Company will provide transportation for students.

**DAILY SCHEDULE OF ACTIVITIES**

Activities vary day-to-day, but the following is break down of a typical day for your child.

8:45/12:15	Arrival/Attendance	Children are welcomed by teachers They put their coats and backpack away. Children wash their hands and sign in.
9:00/12:30	Circle Time	Welcome, calendar counting, weather, and morning prayer. Introduction of theme and explanation of free choice materials/learning centers.
9:30/1:00	Free Choice	Free choice materials and learning centers such as art, block, dramatic play, library, manipulatives, sand and water (sensory), cooking and large motor center and self-serve snack
	Small Group	Group experiences in language and literacy, reading readiness, math readiness, science, and unit topics.
10:15/1:45	Clean Up	Clean up, everybody do your share
10:25/2:05	Second Circle	Music, movement, stories, finger-plays.
10:50/2:30	Large Muscle Activity	Children participate in a physical activity such as parachute, beanbag games, outdoor playground, creative movement, balls, etc.
11:10/2:40	Prepare to Leave	Recite closing prayer, reunite with parents.

Students in the all-day class will have lunch, a recess, and quiet time in addition to afternoon enrichment of the days lesson.

## **Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs**

### **Who should report child abuse and neglect?**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, you must immediately (within 24 hours) make a report to an outside agency.

### **Where to report**

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Minnesota Department of Human Services, Licensing Division's Maltreatment Intake line at **(651) 431-6600**
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at **(651)431-6600** or local law enforcement at **(651) 480-2300**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, call the Department of Human Services, Licensing Division, **at (651) 431-6500**

### **What to report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to report**

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed personal care provider organizations.

### **Retaliation prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

This information is available in other forms to people with disabilities by calling your county worker. For TTY/TDD users, contact your county worker through the Minnesota Relay at 711 or (800) 627-3529. For the Speech-to-Speech Relay, call (877) 627-3848.

### **Internal review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- I. Related policies and procedures were followed.
- II. The policies and procedures were adequate.
- III. There is a need for additional staff training.
- IV. The reported event is similar to past events with the children or the services involved.
- V. There is a need for corrective action by the license holder to protect the health and safety of children in care.

### **Primary and secondary person or position to ensure internal reviews are completed**

The internal review will be completed by the Preschool Director. If this individual is involved in the alleged or suspected maltreatment, the School Principal will be responsible for completing the internal review.

### **Documentation of the internal review**

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

### **Corrective action plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

### **Staff training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the childcare program and must be made available upon request.

# St. Elizabeth Ann Seton Little Patriots Preschool Handbook 2017-2018

## Hard Copy Sign Off

### Agreement to be governed by Handbook Policies

After reading the St. Elizabeth Ann Seton's Student/Parent Handbook please sign below and return this form to the school office by the end of the first week of school. Portions of the handbook are reviewed at the Parent Night in September. The Handbook can be found on our school website.

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 the St. Elizabeth Ann Seton Little Patriots Preschool Handbook and agree to be governed by the policies contained herein.***

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

[www.seas-school.org](http://www.seas-school.org)