

Academics

Our preschool follows the curriculum established by the Diocese of Wichita. We encourage student learning through the use of all their senses. Some of the experiences your student will have in preschool include:

- Self help and character education through dramatic play
- Listening skills
- Beginning skills for reading and math (shape and letter recognition, rhyming, counting, etc.)
- Social skills

Parent-teacher conferences

Conferences are held twice a year, in early October and in March. Parents are encouraged to contact teachers whenever they have questions about their child's progress, relationships, or behavior at school.

Admission

A child must be at least three years of age on or before August 31st in order to enter preschool. A State certificate of birth, a physical, an immunization form and Baptismal Certificate (if not baptized at St. Elizabeth Ann Seton Catholic Church) must be provided on or before the first day of school.

Attendance

Parents are asked to notify the school office if their child will be absent or late.

Arrival and Dismissal

Preschool sessions are held from 8:15-10:45 a.m. and 12:30-3:00 p.m. Students may begin arriving no more than fifteen (15) minutes prior to the beginning of class. Parents may park along the one-way street (across from the rectory) and walk their student to the door by the playground. The first car in the drop off line should pull forward to the *speed limit sign* and all other cars should pull forward behind the lead car. **For safety reasons, students should only exit cars on the right side (passenger side).**

Students will be dismissed for pick up by the *bell tower* in the Church parking lot. They will not be released to anyone except the parent or carpool driver unless previously arranged with the teacher. Students will be in the school office if they are not picked up by 10:50 in the morning or 3:05 in the afternoon.

If there is an unexpected delay in picking up your child, or if someone other than the assigned person is picking up, please contact the school office to let them know.

Backpacks

Please send your child to school each day with a full size backpack with his/her name written on the inside. The backpack should not have wheels. One of your child's school supplies was a folder. Please return this folder every school day in the backpack. Also, please keep a change of clothes in a gallon sized Ziploc bag in your child's backpack.

Baptism Day

Each student's Baptism date can be found on a monthly hall bulletin board. Names are announced daily over the intercom and students receive a bookmark.

Birthdays/Snacks

Snacks and drinks will be served during each class time. Snacks usually consist of one of the following: crackers, dry cereal, pretzels, cookies, or fruit. Students will receive milk as their drink. If a child does not like the snack, they do not have to eat it, but no alternatives are offered. The exception would be for allergies, and parents would be asked to provide a suitable snack.

Birthday Celebrations:

Each student's birthday is recognized with an announcement over the intercom.

Many parents send treats on their child's birthday. The treats are passed out during class. Healthy snacks are preferred. The snacks should be individual items. **No drinks**, cakes, or items that an adult would be required to slice and serve, please.

Typically, we recognize June birthdays in January, July birthdays in February, and August birthdays (up to school beginning) in March. Treats that are brought to the school are to be delivered to the office.



Communication

Parents may contact a teacher for an appointment by email, note, or by leaving a message in the office. Parents are asked not to contact teachers at home. Parents are welcome to visit the preschool during the school day. We ask that you notify the teacher at least one day in advance. Please, no siblings or other children while visiting the classroom. Parents must be sure to check in at the office and wear a name tag when visiting.

For security reasons, all doors into the school are locked during school hours. Visitors may enter through the doors on the south side of the gym (by the flagpole) by using the intercom system. These guidelines are essential to maintaining the security of our school.

Items that parents deliver

Please do not take items directly to classrooms. Items that children forget and that parents bring to school should be marked with the child's name and left at the office for delivery. Please park in the reserved area marked with 15 minute parking signs at the back of the gym.

Sending money to school

All money (cash or checks) should be sent in a sealed envelope marked with what the money is for, the child's name, and the teacher's name.

Monthly Fees

The first payment is due on or before September 15th. After that the monthly fee will be due on or before the 15th of each month, with the final payment being due in May. There will be no refunds or credit given for students' absences. The monthly fee will be charged regardless of holidays or snow days.

School Website

The school website (www.seaswichita.com) is a good informational resource. Please visit the teacher's class page weekly for show and tell and important classroom needs and announcements.

Calendar

A yearly preschool calendar will be provided at the beginning of the school year. Other classroom and individual notices and reminders will be sent home as needed.

Discipline

Life goals desired for each student:

- To have daily prayer
- To be responsible
- To respect others and self
- To be of service
- To always put forth the best effort



Dress Code

Comfortable clothing is important. For both boys and girls, jeans, slacks, or sweats and tennis shoes are acceptable dress. Girls may wear appropriate length dresses. Please be sure to dress your child in clothing that they can handle in the bathroom alone and shoes that they can easily get on and off by themselves. Velcro closures on clothes and shoes save a lot of time.

Preschool classes will be going outside every day, weather permitting. Be sure to send jackets, heavy coats, hats, and/or mittens when necessary.

Health and Safety

Emergencies

The Diocesan Superintendent of Schools is authorized to call off school because of bad weather or other emergencies. For school cancellation announcements, listen to radio KFDI (AM 1080, FM 101.3 and the television channels (3, 10, 12).

Health Information

Parents will be asked to sign a release of responsibility upon registration. The health room is staffed by a registered nurse to provide temporary care or first aid. Parents will also be asked to sign a consent form allowing the school nurse to consolidate immunization records into the Kansas WebIZ registry. Consent is only needed one time and expires when the student no longer attends St. Elizabeth Ann Seton Catholic School.

Please keep children who are obviously ill at home. Illnesses are considered most contagious at the beginning. Children with fever, vomiting, or diarrhea should not be sent to school.

Students being sent home due to illness or injury are dismissed from the health room to the parent or designated adult. Students who have been ill should remain at home for at least 24 hours after their temperature has returned to normal.

Immunization

All students must have current immunization and have on file a current KCI form. Non-compliance with immunization guidelines will result in exclusion from classes.

A new KCI (form B) medical exemption must be submitted yearly for those students being medically exempt from certain immunizations.

Medication

A written note signed by a doctor or dentist requesting that medication be given during school hours must accompany all medications and include the following: name of student, name of medication, reason for medication, dosage amount and time to be given, and anticipated number of days medication will be taken at school. A written request for medication to be given at school, signed by the parent, must accompany all medication. The medication must come in an official prescription container or the original over the counter packaging. It is the parent's responsibility to supply the medication and assure that the medication is the same as identified on the label.

Physical examinations

All children entering Preschool are required to have a physical before entering school. Documentation of the physical will be kept in the child's health records. Physicals performed by a chiropractor are not accepted.

Lost and Found

A lost and found basket is kept in the entrance area. It fills up quickly with articles of clothing that are not marked. Parents and students are welcome to check the lost and found basket at any time.

Please clearly mark your child's clothing and other items with a permanent marker.

Open House

Open House will be held for all families in the fall prior to the start of school.



Parties

The students will have a classroom party for Halloween and Valentine's Day. You will receive more information from the teacher as the date draws closer.

Protection of Children

Virtus

All priests, employees, and volunteers who have contact with youth are required to attend VIRTUS training. This includes those driving on field trips (even if only driving their own child), attending class parties, and volunteering at school in any capacity. It is imperative that all those who work with our youth have an awareness of the issue of child abuse and what steps may be taken to monitor and prevent abuse.

In addition, employees and volunteers are asked to read and sign both the Policy on Suspected Abuse of Children and the Code of Ethical Standards which stresses human dignity and respect for all people.

Adult Registered Sex Offender (Diocesan Policy 416)

A parent or guardian must disclose to the principal and parish pastor of an elementary school if he/she or any other person living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor to discuss restrictions made upon the offender prior to the offender being allowed on school property or participating in school events, no matter the event's location.

Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

An offender must be accompanied on school premises and at school events by an adult approved or appointed by the school, which may include a family member. This adult must be VIRTUS certified, meet the offender at an agreed upon location off the premises, supervise the offender at all times, and walk with the offender off the premises. This adult must ensure that the offender does not interact alone with any children, other than the child(ren) with whom the offender lives.

An offender may be allowed to attend school events when children are not present (e.g. teacher conferences). This must be scheduled in advance by contacting the principal.

If the offender is the only person available to transport his/her child to and from school, the offender will have a restricted time and place to do so, must remain in his/her car, and must not communicate with any youth who is not his/her child.

Principals and pastors will inform school staff, and parents with a student in the same grade of an offender's status.

Refusal or failure to abide by this policy could lead to any appropriate action being taken as determined by the school in its sole discretion, including, but not limited to, the offender not being allowed on school property or at school events, or the dismissal of the child from school.

Catholic School Students Who Are Registered Sex Offenders (Diocesan Policy 416a)

Parents/Guardians must inform the school if their student is a registered sex offender. When the principal and pastor learn that there is a registered sex offender, the student will be removed from the classroom until the following steps are taken:

1. Meet with the student and his or her parents/guardians to obtain information about the offense, any legal restrictions, and all relevant documentation.
2. Contact the Catholic School Office and the Safe Environment Office for guidance regarding continued enrollment or applicable restrictions on the student offender while maintaining confidentiality.
3. Develop a written plan in collaboration with the Catholic School Office and the Safe Environment Office.
4. Meet with the student and his or her parents/guardians to review the written plan including applicable restrictions while the student is on school property or is participating in school-sponsored events, including consequences for violating the restrictions.
5. Obtain the signatures of all parties, including the student offender.

Emergency Safety Interventions (ESI)

An ESI is the use of seclusion or physical restraint. The use of ESIs shall **cease as soon as the immediate danger of physical harm and violent action ceases to exist**. Before using an ESI, a school employee witnessing the student's behavior must have determined that **less restrictive alternatives** to ESI, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

ESIs shall be used **only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm**. Violent action that is destructive of property may necessitate the use of an ESI. ESIs may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

A student may not be secluded if the student is known to have a **medical condition** that could put the student in mental or physical danger as a result of seclusion. The medical condition must be in a written statement from the student's licensed health care provider, and a copy of given to the school and placed in the student's file.

When a student is placed in seclusion, a school employee shall be able to **see and hear the student at all times**. If a seclusion room has a locking door it must be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in cases of emergency, such as fire or severe weather.

A seclusion room must be a **safe place**. The room must have good ventilation and lighting, and be free of any condition that could be a danger to the student. The room must also be similar to other rooms where students frequent.

Seclusion is **not time-out**, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

For the complete ESI document, including the grievance process, go to www.seaswichita.com/school under the heading-School Documents.

Safety drills

Fire and Tornado drills are held according to State requirements.

Volunteers

There are numerous ways to volunteer and there are numerous needs for assistance. Check with the teacher for ways to volunteer. Volunteers are asked not to bring other children to school with them. All volunteers are required to read and sign a Diocese of Wichita Abuse Policy Form and a Code of Ethical Standards for Volunteers and attend a VIRTUS Training session. They must also sign in at the office and obtain a name tag before proceeding to the classroom.

St. Elizabeth Ann Seton Catholic School

Preschool Parent Handbook



645 N. 119th St. W
Wichita, KS 67235
316-721-5693

The mission of St. Elizabeth Ann Seton Catholic School is to educate each child spiritually, academically and socially, guiding each to live a Christian life anchored in Catholic values.

Preschool Classes for 2019-2020

Monday, Wednesday, Friday 4 year olds 8:15-10:45

Tuesday, Thursday 3 year olds 8:15-10:45

Monday through Friday 4 year olds 12:30-3:00

Students may begin arriving 15 minutes prior to class time