



Seton Catholic School Preschool Handbook 2024-2025

Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish and member of the Diocese of Lexington, serves students Pre- K through 8. We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.



Revised August 2024

Seton Catholic Preschool Parent Handbook

MISSION

Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish and members of the Diocese of Lexington serves students Preschool through 8.

We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.

PHILOSOPHY

Seton Catholic Preschool provides a loving and fun learning environment for the children who attend its preschool program.

We believe children learn best by doing, and are interested, curious, and competent learners. We believe we must teach the whole child blending learning with faith and must individualize education to meet the developmental needs of each child.

STATEMENT OF NON-DISCRIMINATION

Seton Catholic School admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Seton Catholic School does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies and admission.

ADMISSION POLICY

Children of S.E.A.S. Parishioners, who are active members of the parish by December 31 of the year prior to admission, will have priority for admission to the school. Families who have relocated from another Catholic parish outside the Lexington area may provide a letter from their pastor that verifies their active membership in their former parish. (An active parishioner is defined as someone who is registered and participates in time, talent and/or treasure.)

Children entering the Pre-K 2 must be two years old by August 1st of the school year admitted.
Children entering the Pre-K 3 must be three years old by August 1st of the school year admitted.
Children entering the Pre-K 4 must be four years old by August 1st of the school year admitted.

All Pre-K 3 and Pre-K 4 students must be potty trained upon the start of the school year.

ADULT CHRISTIAN STANDARDS

The choice of attending Seton Catholic School by parents for the children includes a commitment to be governed by the school's policies, procedures, rules, and our Catholic values. All parents/guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving school, its students and personnel, and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

COMMUNICATION WITH STAFF

Parents and school staff have various forms of communication:

- **E-Mail:** Each staff member has an e-mail address. Use the first letter of the staff member's name, their last name, and then add: @cdlex.org
- **Telephone:** The school's phone number is (859) 273-7827, and all staff members have a voice mailbox.
- **Conferences:** All conferences need to be scheduled with the lead teacher.
- **Communication Chain of Command:** Child's Teacher → Preschool Director → Principal

CONFIDENTIALITY

Families having any concerns should follow the Issue Resolution Procedure. Communication is key for success in the preschool program. Please do not gossip in such a way that is harmful to families or teachers. Our goal is to provide a safe, loving environment for each of our children. We do not want to harm a child, family, or teacher by talking about them to others and not speaking directly to those involved. Please understand when talking with teachers that teachers cannot compare or comment on other children in the classroom.

LICENSING REQUIREMENTS

Seton Catholic Preschool is a licensed facility and meets state requirements. Each month, all classes will participate in fire and disaster drills. These drills are documented and inspected by the Fire Marshall each year.

IMMUNIZATION CERTIFICATES

Children entering Seton Catholic Preschool must have an up-to-date Kentucky immunization certificate upon entering school. In addition, as children turn 4 years and 5 years old, they must go to the Pediatrician and present Preschool staff with a copy of the current immunization certificate within one week of the child's birthday.

SCHEDULES

A schedule for each classroom should be posted in and outside each classroom. Schedules are a tentative plan for the instructional day in preschool and sometimes must be changed to meet the needs of the individual class. If you have any questions about the schedule of the day, please ask the teacher, as some days there is much flexibility to the classroom schedule, especially regarding outside play.

SNACK

State licensing requires that all snacks include 1) **skim or 1% milk**, 2) **a serving of fresh fruit**, 3) **a serving of a nutritional snack**. There are children in the preschool program with severe peanut allergies, so **all classes will be allergy conscious**.

All families are responsible for bringing snacks for the class when assigned throughout the year. Teachers make a rotation for families to bring snacks, so all children will have opportunities to be the snack helper, and it will also coordinate with birthdays of children.

HEALTH AND SAFETY

We are a well-childcare facility. We will always err on the side of caution when it comes to the health and wellbeing of your child.

Your child's health is very important to us. We cannot accept any sick children at our school. A child who is sick exposes the other children and our staff to illness. If your child becomes ill while here, you will be contacted immediately.

If your child exhibits any of the following symptoms before coming to school, he/she should be kept home OR if your child exhibits any of the following symptoms while at school, he/she will be sent home:

- Diarrhea (more than one abnormally loose stool in a day)
 - If your child has diarrhea during the evening, night or in the morning before coming to school, you MUST keep your child at home. Diarrhea is VERY CONTAGIOUS.
 - Your child must be diarrhea-free for 24 hours before returning to school.
 - If your child is taking medication that can cause diarrhea, you must provide our school with written documentation from your child's doctor or pharmacist stating your child's diarrhea has been caused by medication or your child will be excluded from school until the diarrhea ceases.
- Elevated temperature (morning temperature of 100° or higher)
 - Your child must be fever-free for 24 hours without fever-reducing medications before returning to the center.
- Unusual cough
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Vomiting
 - Your child should be vomit-free for 24 hours before returning to school.
- Chills
- Yellowish skin or eyes
- Pinkeye (tears, redness, or eyelid lining irritation, followed by swelling and discharge)
 - If your child has eye discharge that is allergy related, you must provide our school with written documentation from your child's doctor stating the discharge is allergy related and not contagious to others. To protect all our children and staff, our school will consider any eye discharge to be contagious, unless we have this written documentation. If medication is prescribed by your child's doctor for eye discharge, your child must be on that medication a full 24 hours before he/she will be allowed to return to school.
- Headache or stiff neck
- Unusual spots or presence of a rash
- Infected skin patches (crusty, bright yellow, dry or gummy areas of skin)
- Severe itching or scratching of body or scalp
- Please notify our office if your child has been exposed to a communicable disease (chicken pox), strep throat, mumps, measles, whooping cough, etc.). Cooperation from

all parents is essential in helping us prevent the spread of communicable diseases in our school.

- If your child has been prescribed medication for a communicable disease, your child must have been on that medication a full 24 hours before he/she will be allowed to return to school.

CHILDREN MAY BE SENT HOME AT THE DISCRETION OF THE DIRECTOR OR SCHOOL NURSE SHOULD THEY EXHIBIT SYMPTOMS OR BEHAVIOR THAT INDICATES GROUP CARE IS NOT THE BEST ENVIRONMENT FOR THEM AT A GIVEN TIME.

MEDICATION & DOCUMENTATION

If a child must take any medication at school which is prescribed by a doctor, that medication must be sent to school in the container received from the pharmacy and must have on its label the following:

- Child's Name
- Name of Child's Doctor
- Frequency
- Dose
- Date

All prescription and non-prescription medication, including sunscreen, should be taken to the school office before school and have appropriate documentation and a medicine dispensing form completed each day the medication is to be given.

CHILD ABUSE LAWS

Seton Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

SESSION INFORMATION

Preschool hours are as follows:

Half-day – 7:50-11:30

Full day – 7:50-2:50

YMCA after school care: 2:40-6:00 pm

The class day begins at 7:50 am. Tardiness will be documented, and late fees will be charged for dismissal.

CURRICULUM AND CLASSROOMS

The Pre-K program has a curriculum and assessment to chart the progress of all children. Conferences will be scheduled throughout the year to discuss the progress of children with families.

Pre-K 2 and Pre-K 3

The Pre-K 2 and Pre-K 3 program classroom is center-based, giving children the choice to explore art, book/cozy area, blocks, dramatic play, easel, musical instruments, puppets, puzzles, math & science areas, and sensory activities each day. Children are taught in individual, small, and large group settings, inside and outside of the classroom using songs, music & movement, Spanish, and sign language. Children will gain knowledge and experience in all the developmental areas (Cognitive, Adaptive, Motor, Social & Emotional, and Communication)

over multiple exposures. The preschool program uses the Kentucky Early Learner goals to plan experiences for children as well as “Discovering God’s World” curriculum to plan spiritual experiences for children.

Pre-K 4

The Pre-K 4 program is a rich learning environment that uses themed units to teach children the concepts needed to be successful in kindergarten. The Pre-K class is center-based giving children the choice to explore art, books, blocks, dramatic play, math & science, music, and sensory activities each day. The children develop fine and gross motor skills in individual, small and large group settings, in the classroom, and outside. Children will gain knowledge and experience in all the developmental areas (Cognitive, Adaptive, Motor, Social & Emotional, and Communication) over multiple exposures. Some of the cognitive skills the children will learn will be alphabet and sound recognition, and number recognition. The children will practice writing skills daily and learn some basic sight words. The preschool program uses the Kentucky Early Learner goals to plan experiences for children as well as “Discovering God’s World” curriculum to plan spiritual experiences for children. The Pre-K program will also gain experience in the humanities (PE, Music, and Art) with the specialized encore teachers.

Assessing Growth and Development

The Brigance Screening tool will be administered to all students. Screeners will help teachers identify a child’s level of functioning. Students will also be assessed by their teacher throughout the year. Results will be shared in hard copies, and conferences are available. Determination of promotion will be made by teachers after considering the above tools along with observation. A professional evaluation or therapy recommended by the teacher must be followed through, and results shared with teachers within a specified amount of time. Failure to comply may result in termination of a child’s enrollment at SCS.

Behavior Management

Guidance is an important part of learning. In our preschool classes, we work to provide a safe learning environment for ALL children. We will work to help the children develop responsibility and self-regulation behaviors. Self-control is very important, and we will provide the children with the tools to work through their problems and adapt to their surroundings. By doing this, we will work to create a caring and Christ-like community of learners.

Behavior is managed positively with consideration of the child’s development. Positive reinforcement and redirection are the most common methods, along with room management, careful supervision, consistent schedules, clear classroom expectations, and well thought out day-to-day lesson plans.

If a non-desired behavior arises, a child may be removed from the situation that is stimulating that behavior. After a short time, the teacher will sit down and talk with the child about the behavior and alternative solutions. The teacher will communicate on-going misbehavior with parents through phone, email, or face-to-face communication.

If a child’s behavior requires attention over an extended period of time and the child is unable to be directed in a positive and productive direction, the school will request a parent-teacher conference to seek additional solutions. The family and school will work collaboratively to address misbehaviors and find age-appropriate solutions. If misbehavior continues over a period of time or reappears, additional conferences will be requested with the principal and guidance counselor.

If, after a period of time using the methods listed above, a child is not responding to interventions, the school will reserve the right to determine in its discretion when conduct is of a nature to warrant a child's withdrawal from the program.

Dismissal from the program may result at the school's request, including but not limited to, when:

- The teachers and administrators determine that Seton Catholic School is not able to meet a child's emotional or developmental needs.
- A child in PK3 and PK4 is not potty trained and able to take care of restroom needs.
- The child is not able to follow basic classroom rules.
- The child runs away from staff members.
- Physical aggression towards other children or staff members (punching, spitting, biting, kicking, pinching, etc.)
- Intentional destruction of property
- Habitual lateness with tuition payment

This policy can be modified at the discretion of Seton Catholic School administrators and Preschool Director based on the severity of the behavior and situation.

ARRIVAL AND DISMISSAL

Doors for Preschool are open from 7:30-7:50 a.m. Please come to the entrance door for drop off.

For early dismissal, please email your child's teacher no later than the morning of or call the office for an unexpected early pick-up. The teacher will bring the child to the office to be signed out to their guardian.

At 11:30 a.m. dismissal, you will line up in the parking lot outside the main entrance of school. We will bring your child out to your car. Please display your carline number so we can see it easily.

The 2:50 p.m. dismissal will take place in the preschool lot. You should pull into the preschool lot and go right to wrap around to the preschool doors. Please display your car line number and we will bring your child to you. Once you have your child and we have given you the go ahead sign you can pull on past the doors to go out the parking lot.

TARDINESS

If the instructional part of the day has begun (7:50 a.m.), you must sign into the office and get a tardy slip from the secretary to give to the teacher. Too much tardiness can be distracting to the child, teacher, and class.

CANCELLATION OR DELAY OF SCHOOL

In the event that it is necessary to cancel school due to inclement weather and/or other emergencies (including during the school day), parents will be notified via the Remind app, the local television, and school email. **If there is a one-hour delay to the school day, Preschool half day students will still be held for the AM session. If there is a two-hour delay to the school day, Preschool half day students are not required to attend that day.** Preschool families should enroll in the text alert program, Remind. Information on enrolling will be provided at the start of the school year.

DRESS CODE FOR PRESCHOOL

Children need to be dressed “to play” everyday in preschool. Dancing, running in the mulch, jumping, painting, and sitting on the floor are all a part of learning in preschool. All children in preschool should be wearing comfortable clothes and tennis shoes to play at school. Please do not send your child in belts, crocs, sandals, dress shoes, shoes that light up when child walks, cowboy boots, rain/snow boots, one-piece rompers, and onesie-type undershirts. Dress your child in suitable clothing to permit outdoor play. Please mark all jackets, sweaters, coats, hats, and mittens with the child’s name.

Please allow 2-year-olds and 3-year-olds to wear elastic-waist pants, and Velcro tennis shoes when possible. Please purchase mittens for your 2-year-olds and 3-year-olds, as they are easier to put on independently.

OUTSIDE PLAY

Preschool students go outside at least 20 minutes every day as long as it is clear. Children need to be dressed and have seasonal gear (jackets, coats, mittens, hats) to go outside every day. Please be mindful that sometimes the weather is not at its high for the day when the preschool students are outside, and they may need a light jacket until it warms up in the afternoon. **Only tennis shoes are permitted on the play structures.** Children are exposed to three surfaces outside: mulch, grass, and concrete. There are many play structures for climbing, sliding, moving, and engaging in pretend play. Toys such as balls, bubbles, sidewalk chalk, paintbrushes, bucket & shovels, happy hoppers, and trucks are kept on the playground for children’s use. Some days are not nice enough to be outside to play. On these days, gross motor activities are completed in the classroom or in the parish hall.

BACKPACKS

All children need a standard size backpack large enough for a folder to fit inside. Included in the backpack must be a *seasonal* change of clothes for emergencies (pair of bottoms, top, socks, and underwear). Please put your child’s change of clothes in a plastic bag labeled with their name.

FULL DAY CARE

Children attending all day will need the following:

- Lunch:
 - Option 1 – Hot lunch (must be ordered daily)
 - Option 2 – Packed lunch (must consist of a protein, fruit or veggie, & a carbohydrate)

- For nap:
 - Pre-K 4 students need a blanket and fitted crib sheet.
 - Pre-K 2 and Pre-K 3 students only need blankets.

SCHOOL CORRESPONDENCE

Star Mail is sent out once a week to give information to all families about things happening at Seton Catholic School. There are often sign-ups, advertisements, and surveys included in Star Mail. There will also be a class newsletter sent out weekly.

RIGHT TO AMEND

Seton Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent home in writing.