

# **SETON PRESCHOOL**

## **PARENT HANDBOOK**

### **2022-2023**



**HELPING CHILDREN GROW INTELLECTUALLY,  
PHYSICALLY, SPIRITUALLY, MORALLY**



**Dear Parents,**

**Welcome to Seton Grade School's Early Childhood Program.**

**Seton's Early Childhood Program is the beginning of our mission for Catholic Schools in our area. We are at the beginning of the Bishop Garrigan Golden Bears School System. Our Early Childhood program includes the "Bear" Necessities:**

**B—Believe** in each other, laugh, smile, bring joy to all

**E—Encourage** each other to reach his/her highest level

**A—Act** in a manner we would wish to be treated; be an example for others to follow

**R—Rejoice** in the blessings which are ours to enjoy each day

**Thank you for the gift of your child(ren). Our door is always open.**



**GOALS FOR EACH CHILD IN SETON'S CUBBIES PRESCHOOL ARE:**

- To experience wonder and awe of God's world
- To experience loving acceptance by adults and children outside their immediate family
- To develop independence, self-confidence, and strong self-image
- To learn appropriate social and group skills and develop friendships
- To facilitate adjustment to subsequent school settings
- To look forward eagerly to further schooling
- To learn to enjoy accomplishing cognitive and motor tasks appropriate to their own level of development
- To become acquainted with the structure of the school day

**EXPLANATION OF 4-Year-Old Preschool Program**

The Seton Preschool is an early learning program which is under the umbrella of the Iowa Department of Education. The four-year-old program is directed by the Early Childhood Director and the preschool teacher, Mrs. Wendi Meister, with associate Mrs. Brittney Richter.

The program is designed to help the young child grow in these five areas: physical (large and small muscle development), intellectual, spiritual, social and emotional. Classes for four-year-olds meet on Monday, Tuesday, Thursday and Friday, with session running from 8:20 to 11:15 or 12:10-3:15 for the half day program. preschoolers may also participate in the preschool/Den setting all day from 8:20 am-3:15 pm.

Ordinarily the following schedule will be observed. The schedule for the **half day four-year-old program** is as follows:

8:20/12:20	Large Group Time (music, calendar, literacy)
9:00/1:00	Small Group Time (math, literacy, fine motor)
9:20-1:20	Restroom, Snack, Quiet Story Time
9:35/1:35	Outdoor Time/Gym Time
10:05/2:05	Learning Labs/Center Time
11:15/3:15	Dismissal



The curriculum for the 4-Year-Old Preschool is based on Creative Curriculum which is based around letters and their sounds, and literacy that goes along with the alphabet. The areas will be published each month in the parent letter and the calendar. Below is an example of what the first month may look like:

PRE-MATH: Shape: circle      Numbers: Review Numbers 0-5  
 LANGUAGE: Letters: Introduction to letters, Letter Aa      Beginning Name Recognition  
 Nursery Rhyme: Mary Had Little Lamb  
 PHYSICAL SKILLS FOCUS:      Gross Motor: Body Awareness/balance, roll/bounce a ball  
    Fine Motor: activities/cutting practice stage: tearing      Water Table: scrap paper/scissors  
 SCIENCE: Germs/healthy habits and bathroom self-help skills  
 CREATIVE EXPRESSION:      on-going easel art choices: painting on circles/abstracts  
    Color focus: Primary colors red, blue, yellow  
    On-going creative drama corner: Classroom play kitchen  
 MINI-MUSIC APPRECIATION: Introduction: The Sounds of Music  
 SOCIAL DEVELOPMENT FOCUS: All About Me (and promoting an "I Can" attitude)  
    Becoming familiar with classroom/playground  
    Special days: left day and right day, class birthdays  
 SAFETY THEMES: Keeping safe at home and school, Why we have rules, What is 911?  
 MINI-GEOGRAPHY AND MULTICULTURAL EDUCATION:  
    Children Around the World (We're Alike, We're Different", An Introduction, World Celebrations  
 MINI-ENVIRONMENTAL ED: Beautiful Earth (An Introduction to Nature)  
 STUDY STARTERS: Exercise & Healthy Eating, Building, Flower Shop & Wheels

Individual and group instruction will be used to teach colors, numbers, shapes and other readiness skills. This is an opportunity for all four-year-old children to take part in planned, active learning experiences to build their readiness skills. The preschool program has adopted and meets the *QPPS* (Quality Preschool Program Standards) and the *Iowa Early Learning Standards* published by the Iowa Department of Education. The Early Learning Standards are used to guide expectations for the children and their instructional practices. All children are taught that God loves them. They are encouraged to show Christ-like love in their relationships with others.

The 4 year old preschool Curriculum follows the Creative Curriculum Program. Some materials used include:

**Language**—emphasizes listening, thinking, phonemic awareness, talking and understanding speech through activities which are highly motivating. Students engage in early literacy and writing experiences. They understand and use communication and language for a variety of purposes, both verbal and non-verbal.

**Math**—The math program consists of exploring shapes, sizes and the idea of numbers through the use of manipulatives during center, free play time and informal work sessions.

### WHAT IS THE EXTENDED CUBBIES DEN PROGRAM?

The Cubbies Den is an activity time. Reasonably priced, the Den offers supervised time for play, special activities, computer and other age appropriate activities that provide the opportunity for 4 and 5 year olds to remain the entire day or the entire week in the school setting. The Den is under the direction of our Early Childhood Director and certified preschool teacher, Mrs. Wendi Meister and state certified para-educators Mrs. Joyce Rosenmeyer, Mrs. and Mrs. Lori Cink.

Bishop Garrigan Schools has long believed that there has been a great need in our community for an independent quality program at the school level that is exciting, flexible and age appropriate. We have designed an every growing curriculum packed with challenging, exciting activities for 4 and 5 year old children.

The extended day program year fee is on a chart that follows. There is an activity fee for programs such as summing and clay molding. Extended day students will need to purchase a mile ticket and a lunch ticket. Four year olds who attend the all day programs are also eligible to apply for free and reduced lunch. Included herein is a Supply List for the all day preschool and Den programs.

### DEN SCHEDULE

#### A.M. Schedule:

8:05-8:30 Table Activities

8:30-9:00 Circle Time—prayer/calendar/songs/story

9:00 Library/ Monday = Computer

Theme Activity:

9:45: Snack

10:00: Center Time

10:45: Outdoor Centers

11:20: Prepare for Lunch/restroom

11:35: Lunch

11:55: Rest

All to Preschool

#### P.M. Schedule:

11:35: Lunch

12:00-12:30 Outdoor Centers

12:30-1:00: Rest

1:00: Computer (Monday)

Theme Activity:

1:45 Snack

2:00: Center Time

2:45: Outdoor Centers

3:15: Dismissal

Monday & Friday: Theme Activities the same in the am and pm

Tuesday, Wednesday & Thursday: Theme Activities different in the am and pm: Prep students are with the den all day on Tuesday and Thursday. Some Preschool students are with the den all day Wednesday.

### **EXPLANATION OF 3 Year Old Preschool PROGRAM**

The Seton Preschool is an early learning program which is under the umbrella of the Department of Education of the State of Iowa. The three-year-old program is directed by Early Childhood director, Mrs. Wendi Meister and the preschool teacher, Mrs. Michaela Creighton, a preschool associate.

The program is designed to help the young child grow in these five areas: physical (large and small muscle development), intellectual, spiritual, social and emotional. Classes for three-year-olds meet on Tuesday and Thursday with morning session running from 8:20 to 11:00 and 12:45-3:15 for the afternoon session. Students have the option of attending either session.

The schedule for the **three-year-old half day program** is as follows:

#### 3 Year Old Preschool- T & TH

##### **A.M.**

8:10-8:30: Table Activities

8:30-8:40: Restrooms

8:40-9:00: Circle Time/songs/dancing/calendar

9:30-10:00: Centers

10:00-10:30: Daily Activity

10:30-10:45: Story and Pack-up

10:45-11:00: Outdoor Centers

##### **P.M.**

12:45-1:00: Table Activities

1:00-1:15: Prayer/opening/calendar

1:15-1:25: Restrooms

9:15-9:30: Snack

1:40-2:00: Daily Activity

2:00-2:10: Restroom

2:10-2:20: Snack

2:20-2:45: Centers/songs

2:45-3:15: Prayer/Pack-up/Outdoor Centers

As with the four year old program, the *QPPS (Quality Preschool Program Standards)* and *The Iowa Early Learning Standards* published by the Iowa Department of Education and the Iowa Department of Human Services are used to create our curriculum. Individual and group instruction will be used to teach colors, numbers, shapes and other readiness skills. All children are taught that God loves them. They are encouraged to show Christ-like love in their relationships with others. The Cubbies' curriculum follows the Creative Curriculum program.

Materials used include:

Language -- emphasizes listening, thinking, talking, and understanding speech through activities which are highly motivating. The Iowa Early Learning standards are followed.

Math -- The math program consists of exploring shapes, sizes, and the idea of numbers through the use of manipulatives during free play time and informal work sessions.

### CUBBIES3 PRESCHOOL CURRICULUM.

#### ACTIVITIES

<u>Aug/September</u>	<u>October</u>	<u>November</u>	<u>December</u>
<i>Letters:</i> A - B	C-D-E	F-G-H	I-J-K
<i>Number:</i> 0-1-2	3	4	5
<i>Color:</i> Red	Orange	Brown	Blue
<i>Shape:</i> Circle	Oval	Square	Triangle
<i>Themes:</i> All About Me	Fire Prevention	Family	Gingerbread
Sharing & Friendship	Harvest	Weather	Advent/Angels
Apples	Halloween	Thanksgiving	Christmas
Bears	Leaves	Community Workers	
<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
<i>Letters:</i> L-M-N	O-P-Q	R-S-T 8	U-V-W
<i>Number:</i> 6	7	Green	9
<i>Color:</i> Black & White	Purple	Diamond	Yellow
<i>Shape:</i> Rectangle	Heart	Kites/Wi	Star
<i>Themes:</i> Winter	Valentines	nd & Air Lions &	Easter/Spring
Five Senses	Ground Hogs/shadows	Lambs	Castles & Dragons
Folk & Fairy Tales	Feelings	Pets	Butterflies/caterpillars
	Lent	Dr. Seuss	Down On The Farm
<i>Letters:</i> X-Y-Z & Review			
<i>Number:</i> 10 & Review			
<i>Color:</i> Pink & Review			
<i>Shape:</i> Octagon and Review			
<i>Themes:</i> Growing Things			
Mother's Day			
Summer			
Jungle Safari			



## ADMISSION PROCEDURES

### ENROLLMENT

Children who will be three or four years old by September 15, are eligible to attend the Seton Preschool. Children enrolling must be toilet trained and capable of caring for their own personal needs.

The Seton Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its policies.

Within six weeks after a child begins the program, health records that document the dates of service shall be submitted to show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

### DISCHARGE POLICIES

If a child is not yet ready for group experiences, or if his/her needs are not best met in the group setting, or if parents fail to pay monthly tuition costs (unless other arrangements have been made), we may ask for a confidential conference with parents in which to discuss removal of the child from the program.

We do not believe that the child should remain in school without deriving some benefit from the program and/or experience.

### REGISTRATION

The school is required to have on file the following completed forms:

1. Application and emergency form (including medical consent);
2. Medical examination -- signed by doctor; required by the State Preschool Grant
3. Immunization card -- filled out on both sides and signed by parent and doctor;
4. Class walk and field trip permission and picture release.

### FEES AND MAKE-UP DAYS

#### 4 year olds

\*\* FREE for those involved in the 10 hour a week program - M-T-Th-F AM or PM

\* 10 hour program - 4 full day sessions per week (\$1,530)

\* 10 hour program - 5 full day sessions per week (\$2,095)

Activity Ticket for 4 year old All Day students —\$100 for the year

Milk ticket is \$30 per year

Tech Fee -\$5.00

#### 3 year olds:

The yearly fee for 2 half day sessions per week is \$690

Tech Fee - \$5.00

\* All Day and Den students will need to purchase a lunch ticket and pay a yearly milk fee. Price is determined in August for lunch. The milk fee is \$30 per year.

Students in the All Day and Den programs are required to purchase an "Activity Ticket". The ticket helps defray the cost of special activities . This will be easier to manage than a bi-monthly fee or extra charges. The activity ticket is payable on the first day of class.

Monthly payments are due the first class day of the month.

Receipts will be issued for cash payments only. If you pay by check, that will be your receipt unless you request a different arrangement. The regular fee will be charged even though the child may be absent, since regular expenses continue and the child's place is saved.

### ATTENDANCE INFORMATION

#### CLASS TIMES

##### Four-year-olds:

Monday/Tuesday/Thursday/Friday morning-8:20 am 11:15 am

Monday/Tuesday/Thursday/Friday afternoons-12:20-3:15 p.m.

All day M-T-Th-F Prek4 meets from 8:20 a.m.-3:15 p.m.

5 day program meets from 8:20 a.m.-3:15 p.m.

##### Three year olds:

Tuesday/Thursday mornings 8:20-11:00 am

Tuesday/Thursday afternoons 12:45 pm —3:15 pm

Children are to be dropped off and picked up at the classroom door by a parent, another designated adult or older sibling as arranged with the principal. Children who are walkers or car riders should arrive no earlier than 10 minutes before starting time and leave no later than 10 minutes after closing time. Staff members have organizational tasks and parent consultations to attend to before and after class hours.

Parents are asked to park in the south lot at a.m./pm arrivals and p.m. dismissal times. At other times parking is available on the north side of North Street due to recess on the south lots.

For your convenience, at this time the east North building double door will be open from 8:05-8:30. Afternoon students will be buzzed in from the North door. We will keep you informed of changes as we experience them.

## CALENDAR

The preschool follows the same general schedule as Seton Grade School, observing the same weather announcements, holidays and vacations.

## SCHOOL CLOSINGS— BAD WEATHER

It is essential to listen to the Algona radio station (FM 92.7 or AM 1600) for school closings, late starts and early dismissals. Text and email notifications are also available.

2 HOURLATE If there is a 2-hour *late start*, morning preschool classes will be canceled for that day. Students who attend the all day program (including the Cubbies' Den) will still attend that day and will arrive 2 hours late. If there is a *weather e art, dismissal*, afternoon preschool classes are cancelled, and that would include canceling the Cubbies' Den (extended day program).

PROFESSIONAL DEVELOPMENT Bi-monthly there is a 1:30 pm dismissal for *teachers' inservice*. Normally the inservices will be on the first and third Wednesday afternoon, but not always. Please refer to your system calendar. There are no preschool classes on Wednesday, but the "Den" may attend until the dismissal time.

HOLIDAYS *Holiday dismissals* are at 2:15 p.m. Cubbies 4 afternoon Preschool and Den students may attend until that time.

## SICKNESS/INJURY

A sick child does not belong in school. A child with a contagious condition may not attend until the condition is no longer contagious.

A child who becomes ill during the course of instruction will be taken to the office until the parent (or another authorized person) is contacted and comes to take him/her home.

First aid will be administered to any child who receives a minor injury. In the case of a serious injury, every attempt will be made to notify the parents or the emergency contact person immediately. The child will receive emergency medical care and/or treatment if we have been authorized to obtain the same.

Reminder: An ambulance is required by law to stop at the nearest hospital to check a patient's condition before proceeding to a designated facility farther away.

## CHANGE OF ADDRESS

Please notify the preschool teacher immediately if you have a change of address or telephone number. This information must be kept up to date, particularly in the case of an emergency.

## PROCEDURES AND ROUTINE

### ATTIRE

Preschool children should come to school in washable clothing. Tennis shoes and socks are required foot wear for all preschoolers. Please, no flip flops or sandals of any kind. The children play outdoors every day (weather permitting), so please provide appropriate attire, winter clothing will be needed when the temperatures require them. Please label all clothing.

We cannot guarantee that spills or stains will not occur, even though we use paint smocks and shirts during art projects. Parents are asked to provide an extra set of clothing for their child (including socks) in case of an "accident" or messy play.

### FIELD TRIPS

A permission slip will be signed for the year granting permission for us to take the child on walks and trips to various places during the preschool sessions from August to May. A child who cannot go on an outing for any reason needs to be kept at home that day. Please inform the teacher of the absence. Children will never be left alone or unsupervised.

### VISITING

Parents are welcome to visit any time after the first two weeks of school. By that time, the children will be used to our routine and the visit will be a pleasant activity for both parent and child. Parents who would like to help on busy days, such as cooking, field trips (as drivers or chaperones), or big art projects are encouraged to call and offer their assistance.

Parents are encouraged to visit occasionally. Please do not send a child, such as a friend or cousin, to preschool as a visitor.

### HOME AND SCHOOL COMMUNICATION

Each child will be given an envelope in which to bring home papers. Please check the envelope each day when it comes home, keep your child's papers at home, and send the envelope back empty (unless you send a note back to the teacher). Monthly class newsletters and the BGS system letters will be sent via e-mail. Please make certain the office has a current e-mail address for you. Parents/Guardians are accountable for information found in the newsletters.

There may not be papers coming home every day. The Curriculum at Seton Preschool encompasses all aspects of a child's development. We strongly believe in *learning through play* and using many hands-on activities to teach a variety of concepts. Worksheets seldom/if ever come home. Our teacher uses monthly thematic teaching as a means to teach your child something new and exciting each week. The majority of the classroom activities are focused around this theme, which makes learning fun and enjoyable, and concepts easier to understand. Encourage your child to talk about the day's school activities. The monthly and weekly themes will be included in the monthly calendar and newsletter.

Fall will bring Home Visits for four-year-olds, and Fall Parent Conferences for the 3-year-olds. You will be contacted to sign up for the individual fall parent meetings. There is opportunity for teacher/parent contact each day as the child enters and leaves the room. There will also be an opportunity for four-year-olds to have individual parent/teacher conferences in November and March. A conference may be requested at any time by either the teacher or the parent for 3 or 4 year old preschoolers.

You may use email to communicate with the teachers and the teachers will be using emails to communicate with you. You will be given email address and phone numbers for the teachers in the fall before school starts.

If you have a concern regarding some aspect of the program or policy, please contact the elementary principal who is the program administrator for the preschool. If you remain dissatisfied, you may contact the President of Bishop Garrigan Schools.

## TOYS

The Seton Preschool provides educational toys and games for the students. Please do not send items such as these to school unless you are requested to do so for Show and Share.

## SNACKS/BIRTHDAYS

We will ordinarily provide the students with nutritional snacks. Students will be "cooking" and working on self-sufficiency skills. You will have opportunities to contribute foods or materials that would be out of the ordinary.

If you would like to send a treat for a birthday snack or a holiday party, please let the teacher know ahead of time. (Suggestions include cookies, rice krispy treats, fruit, vegetable sticks, cheese sticks, trail mix, pre-packaged snacks, etc. -- no cupcakes or candy, please). Only prepackaged items will be accepted; exceptions will be fruit, veggies, cheese sticks, apples with dip. High risk foods, often involved in choking incidents, will not be served. Please alert staff to any food allergies, special nutrition needs or special health care needs.

All food is prepared, served and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program guidelines. Clean, sanitary drinking water is made available to children throughout the day. All day Prek4 students may apply for free/reduced lunch

Please do not ask to distribute birthday party invitations at preschool unless your child's entire class is invited. This will eliminate hurt feelings.

## CHILD GUIDANCE AND DISCIPLINE

Seton's Cubbies teaching staff has been trained in the Love and Logic and the Behavior Management programs. Our teaching staff will equitably use positive guidance, redirection, planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Teaching staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Teaching staff will use discipline that is consistent, clear and understandable to the child. They will help children learn to be persistent when frustrated, play cooperatively with other children, use language to communicate needs and learn to take turns.

## CHALLENGING BEHAVIORS

The teaching staff is highly trained, responsible, respectful and purposeful. The teachers anticipate and take steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, teachers promote pro-social behavior by:

- Interacting in a respectful manner with all children
- Modeling turn taking and sharing as well as caring behaviors
- Helping children negotiate their interactions with one another and with shared materials
- Engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group
- Encourage children to listen to one another and help them to provide comfort when others are sad or distressed

If a child displays persistent, serious and challenging behavior, the teaching staff, parents, and AEA support staff will work as a team to develop and implement a plan that supports the child's inclusion and success. Aggressive, physical behavior toward staff or children is unacceptable. Teaching staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

## **OTHER ITEMS INCLUDED**

The Algona-Seton Iowa Grant Handbook contains much information that you will need/want to know. Anything you are unable to locate here can be found in the Iowa Grant Handbook.

You will also be given a Seton Parent-Student handbook. You may find information therein pertaining to Bishop Garrigan Grade School —Seton Center that you have been unable to locate in this handbook.

## **REQUIRED NOTICES**

Each year we are required to publish the following information.

**Level 1 Investigators** (for charges of child abuse by school personnel) and their phone numbers:

Kristie Hough 295-3509 (school)

John Byrkeland 295-3509

## **Equal Educational Opportunity**

It is the policy of Seton not to discriminate in its education programs or educational activities on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are education I programs, which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women to society. Students who feel they have been discriminated against are encouraged to report it to the school's Affirmative Action Coordinator, Kristie Hough. Inquiries may also be directed in writing to the Director of the region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI 53203, (414)291-1111, or the Iowa Department of Education, Grimes State Office building, Des Moines, IA 50319, (515)281-5294









