



Mother Seton Preschool

Parent Handbook

2021-2022

Mission Statement

It is the mission of Mother Seton Preschool to provide a loving and nurturing environment where young children feel secure and safe as they embark upon their learning adventure. We partner with parents to help children grow socially, emotionally, physically, academically and spirituality.

Program Goals

- To create a warm and welcoming family environment, rich with traditions and friendships.
- To prepare your child for Kindergarten and academic success through quality early childhood educational activities.
- To foster in your child, an awareness and love of God and the Catholic faith.
- To model kindness, compassion, and respect for each child as a unique person with an individual pattern of development.
- To provide a firm foundation for your child's mental, social, emotional, physical and spiritual growth.

Curriculum

At this age, children develop skills and concepts at their own unique pace. Our age-appropriate curriculum allows children to explore and create through a hands-on learning experience.

We promote learning in the following areas:

- Social, emotional and spiritual development
- Fine and gross motor development
- Language development, both written and oral, through art, music, Spanish, tactile discovery, and imaginative play
- Mathematics and other logical reasoning skills

A copy of the preschool curriculum can be found at www.setonrcs.org

Child Guidance

Mother Seton Preschool is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of Mother Seton Preschool's values, including self-control, respect for others, and a positive self-esteem. We encourage this by:

- Setting the children up to succeed
- Giving encouragement for appropriate behavior
- Focusing on what children "CAN DO"
- Having a variety of activities
- Limiting the number of children at learning centers
- Listening with interest and respect.

When a problem arises, the teacher relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. If a child shows difficulty cooperating in an area, he/she may be redirected to another activity.

When physical aggression occurs-

- The teacher will ascertain the cause for the incident, in order to help the child develop better communication skills to use instead.
- The teacher will observe and document the child's behavior.
- If the child continues to exhibit an issue with inappropriate behaviors, or is harmful to other children, the child may be separated for a short amount of time.
- In the case of an ongoing problem, the parents will be notified.
- When needed, a conference would be scheduled to discuss possible behavior strategies.

Biting-

- First offense- Parent contacted and the child's attention redirected
- Second offense- Parent contacted and child removed from the classroom for the day
- Third offense- Parent contacted and a conference scheduled to discuss future prevention

Communication

Communication between the parents and the teacher is important. If a problem arises, please email the teacher or call the school office and leave a number so that the teacher may get in touch with you.

The school office sends home a monthly newsletter with calendar reminders, lunch menu and school news information. Each teacher will send a weekly email with news about their classroom activities.

Drop off and pick up procedures

Morning drop off-

- School begins at 7:50, children can be dropped off beginning at 7:20.
- Enter the school through the preschool doors.
- Walk you child into school and sign them in at the check in table, including their lunch request.
- Children arriving 8 Am and after should check in at the main entrance.

Dismissal-

- School is dismissed at 3 Pm.
- Park in one of the pick-up lanes near the concession stand.
- The cars park bumper to bumper, all facing the same direction, heading toward the school gym.
- When all students are safely in their cars (about 3:05), the parking lot supervisor will release the first lane of cars, then the second lane. This process will continue until the parking lot is cleared.
- Leave space in the back for new cars to enter into the next lane.

- For the safety of our children, all cars must wait in their lane until dismissed by the supervising teacher.

Students that stay will be sent directly to aftercare at dismissal.

Before and After Care

Extended-day care will be available each day from 6:30 to 7:20 AM and 3:00 to 6:00 PM.

Please ask the school office for information.

Attendance

If your child will be absent, please email their teacher by 8 Am. If you need to pick your child up during the day, please contact the school office. We will bring your child to meet you at the office. It is always best to call ahead.

Health/Injuries

An office staff member has completed the Archdiocesan proper training for personnel on medication administration and has Heart saver AED/CPR certification as well as training in first aid and Epi-Pen administration. (In addition, many of our staff members have completed this training.)

In the case of a minor accident or injury, staff will administer basic first aid and TLC. If the injury is more serious, first aid will be administered and parents contacted immediately to assist in deciding the appropriate course of action. Parents will **always** be contacted for a bump or blow to the head, no matter how minor. If any injury is life threatening, local EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. We do not have a registered nurse on staff.

Immunization and Physical Exam

To protect the health of all the children in our school, it is required that we have an immunization record and a physical exam form for your child in our school office before the first day of school. Forms are available in the school office. Health records will be maintained in accordance with Missouri State Law as mandated by section 167.181RsMo. Parents who have questions should contact their doctor or the St. Charles County Health Department at 636-949-7400.

Communicable Diseases

If you suspect that your child may have a communicable disease, please notify the school office and do not send him/her to school. The following are guidelines for school attendance regarding communicable diseases:

COVID-19: Please contact the office for the update to date COVID-19 information.

Chicken Pox: May not attend school until six days following the eruption of the first crop of vesicles.

Conjunctivitis (Pink Eye): Exclusion from school until treated with prescription antibiotic drops for at least 24 hrs. and weeping has stopped.

Fever: Following the general fever guidelines, a child with a fever of >100.5 or 1-2 degrees above child's normal temperature will be sent home. Students must be completely fever free for 72 hrs. before returning to school.

Gastrointestinal: A child who has had diarrhea or who has been vomiting needs to remain at home 72 hours after it stops.

Measles: May not attend school until rash has disappeared—usually about a week.

Mumps: May not attend school until all swelling has disappeared—usually about 12 days from onset.

Strep Throat/Scarlet Fever: Must be excluded from school until all discharge has ceased and child has been fever free for 72 hours.

Whooping Cough: Must be excluded from school three weeks from onset of paroxysmal cough.

Impetigo: Must be excluded from school until sores are completely healed or child has note from doctor.

Pediculosis (Lice): Must be excluded from school until free from all insects and "nits." Proof of treatment (label from medication or note from physician) is required upon return to school.

Medication

Ideally, all medication should be given at home. Most medication that children require do not need to be given at school. Any medication that is given three times a day will be given at home (morning, after school, and at bedtime). If medication (prescribed or over-the-counter) must be given at school, there must be a direct order of a licensed physician, licensed physician's assistant or nurse practitioner. The medication must be in the original container, appropriately labeled by the pharmacy. Medication must be delivered to the office by the parent, not sent in the child's backpack or lunchbox.

Classroom

Snacks- Snacks are included in the cost of tuition and will be provided twice a day. Teachers will select snacks that are healthy and accommodate allergies.

Student/teacher ratio- The maximum ratio in the classroom shall be 10 students to 1 teacher/staff member. The maximum number of students in the room per day is 20 and 10 in the small room.

Toys at school- No outside toys are allowed to come to school. The school is not responsible for damage to any items or toys brought from home.

Uniforms-

From Fischer's School Uniforms

- Boys and girls polo shirts and sweatshirts with the Mother Seton logo
- Girls knit dress

Navy blue shorts, pants, skirts or leggings are available at Fischer's, but can be purchased at other retailers as well. We ask the children not wear belts while in preschool.

Shoes should be closed toe and appropriate for outdoor play- no crocs, sandals, flip flops, cowboy boots, etc. Socks must be worn at all times.

Classes will be outside as much as possible, so please make sure children are dressed for the weather.

Supply list- Can be found on our school website www.setonrcs.org

Admissions and Financial information

All up to date information can be found on our school website www.setonrcs.org