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WELCOME!

Welcome to the Seton Parish Preschool Program! Our program offers many experiences that will invite your child to grow. We are pleased that you have chosen to include us in this important time of development in your child's life. We will work with you to give your child an enjoyable, positive preschool experience. We invite you to visit with us often.

OUR PHILOSOPHY

We know that each child is unique and that children learn at different rates. Our preschool staff nurtures the social, emotional, intellectual, and physical needs of children through developmentally age appropriate activities and experiences in a Catholic setting.

This handbook contains information regarding our preschool program. It is very important that you read about our policies and procedures. This handbook will answer many of the questions you may have about our program.

Once again, welcome to the Seton Parish Preschool!

Sincerely,

Dian Fogus Director

Melissa Shafer Assistant Director

600 Hill Road North
Pickerington, OH 43147
614-833-0482, ext. 229

preschool@setonparish.com

CURRICULUM GOALS

Our program is designed for the children to:

1. Be safe and feel secure.
2. Provide a sense of self-worth as one of God's children while enhancing self-confidence and self-esteem in all learning.
3. Provide concrete experiences with learning activities and problem-solving.
4. Learn to respect the personal and property rights of others.
5. Develop and realize their potential in all areas of development: social, emotional, physical, and intellectual.
6. Develop skills that will enable them to be successful in a school setting through cooperation, sharing, friendship and values.
7. Be given opportunities to express themselves through language and creativity.
8. Offer experiences that support and encourage emerging literacy
9. Model a cooperative and supporting partnership between children, teachers, and parents, establishing a positive connection between home and school.
10. Be shown respect and kindness that reflects God's love for them and all His creation.

These curriculum goals will be met through:

A curriculum which is aligned to the State of Ohio's Early Learning and Development Standards, The Step - Up Star rating scale, The Religion Graded Course of Study, adopted by the Dioceses of Columbus and Learning Without Tears Program.

Assessments: We use a teacher developed assessment to determine where a student is as aligned with the Ohio Learning Standards in addition to ASQ3, ASQ:SE and the Learning Without Tears program.

A daily schedule plan that provides a balance of activities on the following dimensions: indoor/outdoor, large muscle/small muscle, individual/ group, quiet/active

A staff flexible enough to change planned activities according to the needs of children.

Planned activities in the areas of language, math, science, social studies, religion, art, music, and motor development.

SAMPLE DAILY SCHEDULE

9:15/9:30- Meet at the door.

9:20-9:30/9:30-9:40 Welcoming children unpacking/handwashing.

9:35-10:50 Learning Centers fine
motor, creative experiences, science, dramatic play, math, social studies

10:50-11:00 Clean-up time

11:00-11:30 Circle

11:20-11:30 bathroom break

11:30 -12:00 Lunch

12:10-1:00 Large motor Activity/ Music

1:00-1:15 pack up/ story time

1:15/1:30 Dismiss.

Classroom schedules vary slightly to adapt to the skills and needs of toddlers, three-year old's, and four and five-year-old. Schedules are posted in each classroom and will be in the class first newsletter.

NAPPING: Will not take place during our 4-hour day.

MUSIC is a weekly part of the program.

OUTDOOR PLAY: The children will play outside each day when the temperature with wind chill is not below 25 degrees and the temperature with humidity is not above 90 degrees. We will not play outside if our playground is covered with snow/ice or water. If it is raining, snowing or lightning.

FIELD TRIPS: We will not take a field trip where transportation is needed. Classrooms may only be walking on Seton Parish grounds.

AGE GROUPS:

TODDLERS 2 years old by August 1st

Our toddler teachers can spend time with each child and learn individual needs in this classroom setting. Since children learn through play and exploring, we provide them with a wide range of activities throughout the morning. Language development, enriching vocabulary, teaching some self-help skills, socialization, sharing, and potty-training skills are all being nurtured during this period of growth. Toddler activities also help develop small and large muscles and introduce letters, colors, numbers, and shapes.

PRESCHOOLERS

Preschoolers love to try new things, so our preschool program for 3 to 5-year old's features developmentally appropriate play-based learning in a caring and loving atmosphere. Hands-on sensory experiences help children understand concepts as we emphasize pre-reading, language, science, and math skills, while our crafts focus on the process not the product. Small groups are used at craft and language arts tables that allow for individual instruction. Being in a caring and nurturing environment also gives each child the opportunity to develop a positive self-image. Our program is designed to encourage a love of learning while preparing them for kindergarten and beyond.

Our curriculum and the Ohio Department of Educational Standards are available for your review upon request in the preschool office.

STAFF/ CHILD RATIOS

The staff/child ratios at Seton Preschool meet the Ohio Department of Education Standards. Our ratios are as follows:

Toddlers 2:7 (Caterpillars) *1:7

Three Year Olds 2:12 (Ladybugs and Bumblebees) *1:12

Four & Five-Year Olds 3:18 Dragonflies and Butterflies *1:14

*Ohio Standards

LICENSING

The Ohio Department of Job and Family Services regulates our program. The license is posted on the Preschool bulletin board, located in the Education Wing near the bathrooms. The laws and rules governing the preschool are available upon request or may be found at the ODJFS website. The program's licensing record, including compliance reports and inspection forms from the health, building, and fire departments, are available upon request from the department. The Ohio Department of Job and Family Services' toll-free number is **1-866-635-3748, option 2, extension 4**. This number is used to report a suspected violation by the preschool. The local number is **614-466-7765**.

RESOLVING PROBLEMS: If a parent has a concern 1st contact is the child's teachers. The 2nd contact will be the preschool director. The 3rd contact will be Jim McQuaide, Finance director or Father Leo Connolly, both can be found in the parish office. If you still have concerns, please contact ODJFS.

STAFF: All staff members are committed to professional development and attend service training on a yearly basis. Every teacher is also current in the mandatory classes of Communicable Disease, First Aid and Child Abuse, CPR. Every teacher is FBI checked and cleared and has completed "Protecting God's Children".

ADMISSION:

Seton Parish Preschool does not discriminate in the enrollment of children based on race, color, religion, sex, or national origin. Enrollment preference is given to members of Seton Parish. Registration begins in Early February for the upcoming school year. Children must be 2 years of age by August 1st to qualify for our Toddler program and be able to walk independently to all activities and sit in a chair at lunch. 3 years of age by August 1 to qualify for our 3-year-old program as well as **fully potty** trained and 4 years of age by August 1 to qualify for our Pre-K program. A **non-refundable** registration fee needs to be paid at the time of registration.

POTTY-TRAINING:

For the Caterpillar class, children do not need to be potty-trained. A form is completed by the parents/guardians for children in this age group to identify the stage of diapering/potty-training each child is in. Diapers are checked every 1 ½ hours.

For all other classes 3, 4 and 5-year old's, a child must be fully potty-trained and able to meet his/her toileting needs independently. If a child in this age group struggles with staying dry as the school year approaches, parents are asked to discuss this with the director. Together it will be determined if the child is able to begin. If there are numerous potty accidents once the school year has begun, the director and family will determine if the child can continue. If it is determined that the child will not be able to continue, the spot on the roster will be relinquished, unless the family chooses to pay monthly tuition rates until the child can return. However, if the spot is given up, the family will have priority to enroll later.

REGISTRATION FEES AND TUITION

Parents/guardians will be required to pay a yearly non-refundable registration fee. The fees are as follows:

One child	\$95.00
Each additional child	\$85.00

Tuition rates are determined by establishing the cost of running the program for the year, then divided into nine monthly payments. A 10% discount is given to families with more than one child enrolled. Tuition rates listed in this handbook reflect sibling discounts as specified.

Tuition must be paid electronically from a credit card or bank account. You may choose the date (1st-15th) each month that we are in session Sept.-May. The EFT form is included in your registration packet. Tuition must be paid during a child's absence to guarantee continued enrollment. If tuition is not paid for a period of 60 days, continued enrollment will be at the discretion of the director and administrators of Seton Parish Preschool and Seton Parish. No balance can be carried forward after the final day of preschool in May of each year.

The school day ends depending on class between (1:15 -1:30) At the discretion of the director, late fees of \$5.00 may be charged if late pick-ups are frequent.

WITHDRAWAL POLICY

In the event a child is being withdrawn from the program, a two-week written notice should be given to the director. We may ask you to reimburse the program if the two weeks' notice is not given.

2023-2024
Monthly Tuition Rates

1 Day Program	\$105.00
2 Day Program	\$180.00
3Day Program	\$260.00
1 Day w/ Sib. (1 Day)	\$189.00
2 Day w/ Sib. (1 Day)	\$257.00
2 Day w/ Sib. (2 Day)	\$324.00
3 Day w/ Sib. (1 Day)	\$329.00
3 Day w/ Sib. (2 Day)	\$396.00
3 Day w/ Sib. (3Day)	\$468.00

REQUIRED FORMS/MEDICAL INFORMATION

The following forms must be completed and on file before a child can attend Seton Parish Preschool:

1. Registration Form
2. Child Enrollment and Health Information (JFS #01234) which includes the Emergency Transportation Authorization*
3. Child Medical Statement * *(JFS # 01305) which must be signed by a physician
4. Authorized Pick-up List
5. Family Contact Information
6. EFT Electronic Transfer/Tuition agreement
8. If a child has allergies or modified diet, additional forms are required. (JFS #01236 and #01217)

** As a condition of enrollment, Seton Parish Preschool requires that parents/guardians grant permission for emergency transportation. Discuss with the director if you have a concern with requirement.*

***This medical statement verifies that a child has been seen by a physician for a well-child exam within the last 13 months. The physician certifies that the child is free from communicable diseases and must also supply a list of immunizations the child has received. If the child has not received his or her immunizations a signed note is needed from the Dr. for admittance*

This form is required by ODJFS and may need to be renewed during the school year, depending on the date of the last well-child exam. Seton Parish Preschool will notify a parent/guardian well in advance of a medical statement that is about to expire so that a new form can be completed at the next well-child exam.

HOURS OF OPERATION

The preschool is in operation on Wednesday, Thursday, and Friday from 9:15 a.m. to 1:30 p.m. Thanksgiving, Christmas, New Year's, and Easter breaks are designated on our preschool calendar. The calendar is posted online and is also included with enrollment paperwork. The school year starts mid-September and ends mid-May. The school year is 31 weeks long.

ABSENCES

If a child is going to be absent or late, please notify the preschool office (614-833-0482) ext. 229 or email preschool@setonparish.com as soon as possible so the teachers can be informed. If the child is absent due to an illness, **please inform the office of the nature of the illness so that exposure notices can be given to other families if necessary.**

WEATHER CANCELLATIONS

PLEASE WATCH THE LOCAL NEWS FOR INFORMATION REGARDING PICKERINGTON SCHOOLS DELAYS AND CLOSURES.

In the event of inclement weather, we will close if Pickerington Schools close. If Pickerington Schools operate on a delay, we will start one hour later. If once the school day begins there is a need to *close early* due to inclement weather or another event, parents will be called with details and an email will be sent out.

SPECIAL CIRCUMSTANCES:

If the preschool is in session on a day that Pickerington Schools have a scheduled day off and there is inclement weather, the director will decide regarding a preschool delay or closure.

IF UNDER THESE CIRCUMSTANCES it is decided to delay, we will inform parents as quickly as possible, by posting information on the Seton Parish Preschool webpage, Facebook page, email and remind app. If it is decided to close, we will phone, post on the Seton Parish Preschool webpage, Facebook, and email as well as send out information on the Remind app.

PARENT/GUARDIAN RESPONSIBILITIES

Arrival: The parents/guardians will be walking the child to their designated outside door and waiting for the teacher to arrive and check the child in before leaving. The teacher will be assessing the child's health and the child must have no signs of illness to enter the building.

Departure: The parent/guardian will wait outside their child's designated door for teachers to bring students out. An "Authorized Pick-up List" must be completed to specify who can pick up each child. The form gives the option for parents/guardians to be the only people allowed to pick up the child. Teachers should be made aware when someone from the list is picking up their child.

If someone other than the persons listed on the "Authorized Pick-up List" is to pick up your child, notice must be given to the teachers or director. **In case of an emergency or unexpected change in who will be picking up your child, the parent/guardian should call Seton Parish church office (614-833-0482) to give permission to release the child. Do not leave a message on the preschool voice mail, as it may not be received in time.** The parish office will promptly notify us, and the director will contact you to verify the information. (A child cannot be released to someone other than those listed on the "Authorized Pick-up list" if this is not done.) Anyone picking up a child may be asked to show her/his driver's license or photo ID.

In the event of any issue regarding custody of a child, Seton Parish Preschool must be provided with court-issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child while that person has custody and may designate other persons who are authorized to pick up the child at such times. Seton Parish Preschool may not legally refuse the right to release a child to a person having custody.

CLOTHING: It is recommended that children wear comfortable and washable clothing as well as comfortable shoes so that they feel free to take part in all activities. We encourage parents/guardians to **AVOID** flip-flops, “cros” and sandals. Snow boots can be worn into school in inclement weather, but a child should change into other comfortable shoes upon arriving at school.

TOTE BAG: Every child should have a large tote bag or backpack that is big enough to carry art projects and notes. Each child will also need a change of clothes (including socks and underwear) to keep in their backpack in case of an accident. *Make sure all items are labeled with the child’s name.*

PERSONAL ITEMS: Children may need the security of a favorite item from home to help diminish separation anxiety. These items may include a favorite book, or family picture and are allowed *if needed*. However, we ask that other toys, particularly toy guns or weapons, be left at home.

BIRTHDAYS: Birthdays are important to young children. We will be celebrating birthdays or half birthdays this year, Check with the teachers for classroom guidelines. Guidelines vary depending on the age of the classroom.

If having a party outside of school, we respectfully ask that you do not use classroom cubbies to hand out invitations to children *unless ALL* the children in the class are invited.

SWIMMING: There will be no swimming activities.

FIELD TRIPS: We will not be taking field trips off the parish property. Nature walks may occur around the pond.

PARKING LOT SAFETY

Our first concern will always be the safety of your children. **Please make sure anyone who transports your child is aware of these rules for Seton's parking lot.**

- 1) **Do not park in the portico (the covered space near the chapel).** Use only designated parking spots, and park in the handicapped spots only if you have the proper permit.
- 2) **Do not drive through the portico as you enter or leave the parking lot.** Cars driving through this space pose a safety risk for those who are trying to walk in or out of the church or Eucharistic Chapel.
- 3) **Please heed the YIELD signs that are placed throughout the parking lot.**
- 4) **Pedestrians have the right of way.**
- 5) **Follow the Speed Limit of 10 mph.** Any accident with a child and a car could have horrible consequences, but even more so if the car is speeding.
- 6) **Do not use your cell phone while walking your child to and from your car to the building.** All parking lots pose a danger for children, and your children depend on you to keep them safe.
- 7) **Do not use your cell phone while you are driving through the parking lot.** Because there can be more than 50 children coming and going from dozens of cars at any given time, every driver's attention needs to be on the parking lot.
- 8) **Please do not allow your children to play in or handle the drainage stones** that surround the building.
- 9) **Please do not allow children to climb the trees**

PARTICIPATION

We know it is important for the parents/guardians and teachers to work together to ensure that the needs of every child are being met. Your participation in the program and your comments are always welcome.

For special classroom activities, the teachers will give you information about how you can contribute (e.g., dressing your child in a special way, photos from home, selecting items for a share bag).

VOLUNTEERING

In accordance with the Diocese of Columbus Safe Environment Standards, any adult who *volunteers* in the preschool program must be fingerprinted, and the results of a background check must be on file with Seton Parish. A certificate verifying completion of Protecting God's Children must also be on file with Seton Parish. Parents/guardians are not required to "volunteer"; however, if they choose to, the above requirements must be met.

COMMUNICATION

A monthly newsletter will be emailed to you keeping you informed of the program's events, schedules, and activities. Notes or emails may be sent out as well. Each classroom will also provide a monthly newsletter with class-specific activities, goals, and themes. In addition, the teachers will provide information through the Remind app and classroom emails. Each classroom has a specific login that will be given out at the beginning of each school year.

If at any time, parents/guardians want to discuss your child's development and progress arrangements can be made by phone.

Teachers will complete evaluations for each child throughout the school year to assess their progress. Parent teacher conferences will be offered in late January.

If at any time you have questions involving your child, please feel free to contact your child's teacher. If further assistance is needed, please contact the director.

Hours of availability for the director are as follows:
During the school year, mid-September through mid- May:
TUES 8:00 to Noon WED/THURS/FRI: 8:00-3:00

Summer hours vary, but voice- and e-mail are checked on a regular basis.

Melissa Shafer (Asst. director) is the designated person in charge if the director (Dian Fogus) is not on the premises.

GUIDANCE POLICY

The staff for Seton Parish Preschool understands that helping a child develop self-control is very important. Our goal is that each child will learn self-discipline through careful guidance. Constructive, developmentally appropriate guidance and management techniques are always used and include such measures as: *redirection, modeling appropriate behavior, separation from the problem situation, and talking with the child.* Your child will be treated with love and respect. Our expectations will be kept within the child's abilities to understand. We will use positive guidance, acknowledge their feelings, set clear limits, and if necessary, use an appropriate time away from the situation to help the child gain control of himself or herself. The teachers will not impose punishments for failure to eat or for toilet accidents. This discipline policy applies to all teachers, staff, volunteers, and parents/guardians while they are at the preschool and follows the methods and procedures listed within ODJFS Rule 5101:2-12-19 concerning child guidance.

If a child demonstrates behavior that requires frequent “extra attention” from the teachers, we may choose to develop and implement a behavior management plan. This plan would be consistent with the requirements of ODJFS Rule 5101:2-12-19. If the situation arises where a child is consistently endangering himself, peers, or teachers, every attempt will be made to work together with the family to correct the behavior. The safety of all children is our primary concern; therefore, if the behavior is not corrected, it may be necessary to dismiss the child from the program.

SAFETY POLICY

The following guidelines help to ensure the safety of your children while they are in the care of Seton Parish Preschool:

1. Children will always be under the care and supervision of a staff member.
2. Parents/guardians are required to wait at the outside door with their child until the teacher has checked them in. Parents must pick up their child at the same door. The children are not to walk to the car alone.
3. Parents/guardians are responsible for keeping all emergency records and contact numbers updated at all times.
4. No child shall be released to an unauthorized individual without permission from the parent/guardian. No child will be dismissed to a juvenile younger the age of 16. Parents/guardians must complete an “Authorized Pick-up List”; you may choose to specify on this list that no one is authorized except the parent/guardian.
5. Fire drills are to be held monthly and a record of these will be posted and maintained at the center. Tornado drills are also conducted, as well as emergency lock-down drills. Each classroom and area where children gather has a copy posted of emergency procedures. If the facility needs to be vacated, the Parish Activity Center (PAC) will be used. If that facility is also unsafe, Spence Funeral Home, located adjacent to Seton Parish, will be used.
6. A First aid kit is in the preschool storage closet located in the preschool hallway.
7. A telephone is in the Religious Education Office, the Church office, and the Preschool office. Each teacher has a cell phone as well as the director
8. All spray aerosols are prohibited when children attend the center.

9. The program will only administer emergency prescription medications, e.g. EpiPen, emergency inhalers. For further information, please see ADMINISTRATION OF MEDICATIONS in this handbook.
10. The director and each staff member are mandatory reporters and therefore required by law to immediately notify the Fairfield County Job and Family Service agency when they suspect that a child has been abused or neglected.
11. The entrance doors to the building will be locked while the children are in preschool.
12. Doors to the classrooms will be locked after the children arrive in the morning.
13. An intercom system is available it will be used to notify all the classrooms if there is a safety concern in the building, on the parish property, or on the properties bordering the building. A coded system will alert the teaching staff *without* frightening words or warnings that might upset the children.

COMMUNICABLE DISEASE POLICY

A person trained to recognize the common signs of communicable disease or other illness shall observe each child as he/she enters the building. **If your child shows any sign of illness, please keep him/her at home.** This is in consideration for the ill child as well as for the other children. Hand washing and disinfecting procedures are used throughout the facility and antibacterial soaps are available at all hand washing areas for staff and children. The following shall be recognized as signs of illness and /or disease:

1. Temperature of 99 degrees F or higher (taken by maxillary method) child must be fever free for 24 hours before returning to school
2. Diarrhea (three or more abnormally, unexpectedly, or unexplained loose stools within a twenty-four-hour period)
3. Excessive green discharge from the nose
4. Severe cough: causing the child to become red or blue in the face or to make a whooping sound
5. Difficult or rapid breathing
6. Sore throat or difficulty swallowing
7. Strep throat (until 24 hrs. after physician prescribed medication has been given)
8. Yellowish skin or eyes; stiff neck with elevated temperature
9. Untreated infected skin patches, unusual spots, or rashes
10. Evidence of lice, scabies, or other parasitic infestations
11. Unusually dark urine and/or gray or white stool

12. Conjunctivitis (bacterial) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Child can be readmitted after 24 hours of antibiotic.
13. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
14. Any communicable disease such as chicken pox or scarlet fever

***COVID 19 Symptoms:** fever or chills, cough or shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. If testing positive you must stay home for at least 5 days and mask for the next 5 days.

CHILDREN SHOULD NOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED ABOVE. IF, UPON ARRIVAL, A STAFF MEMBER OBSERVES ANY OF THE ABOVE LISTED SYMPTOMS, THE CHILD WILL BE SENT HOME AT THE DISCRETION OF THE DIRECTOR. THE CHILD MAY NOT RETURN TO SCHOOL UNTIL 72 HOURS AFTER THE CONTAGIOUS PERIOD AND ALL SYMPTOMS HAVE SUBSIDED.

If during attendance in the program a child shows signs of illness, the parent/guardian or emergency contact will be notified. The child will be isolated from the other children but remain under adult supervision until he/she is picked up. When it is known or suspected that children have been exposed to a communicable disease, parents/guardians will be notified by an email. **Please notify us immediately if your child has been diagnosed with a communicable disease so that we can take appropriate action within the program.** (We will not name the child who is ill on the notice.) The Ohio Department of Health Communicable Disease Chart is posted on the preschool bulletin board.

ACCIDENTS/EMERGENCIES

In the case of a minor accident or injury, a teacher or director will assess what needs to be done to care for the child. An incident report will be completed when an accident or injury warrants first aid. The report will be completed by a staff member and signed by a parent/guardian. A copy will be given to the parent/guardian and the original will be kept in the preschool office.

In case of an emergency, the Violet Township Emergency Squad will be called and if necessary, the child will be transported to the hospital. Director will bring medical records and stay with child until parent arrives. The parents/guardians will be contacted immediately after the emergency squad has been called. *As previously stated, as a condition of enrollment, Seton Parish Preschool requires that parents/guardians grant consent for emergency transportation. The director will log into oclqs.force.com by the next business day to report the incident*

All staff members are currently certified in Basic First Aid, CPR, as well as Recognition and Prevention of Child Abuse/Neglect. At least one staff member is certified in communicable disease training.

ADMINISTRATION OF MEDICATIONS

As stated in this handbook concerning our Safety Policies, Seton Parish Preschool will only administer emergency medications such as an EpiPen or and emergency inhaler. A parent/guardian will provide training regarding the administration of the medication for the director and for the staff members who care for the child. The medication must contain a prescription label with the child's name and a current date (within the last 12 months). Ohio Department of Job and Family Services (ODJFS) Forms #01236 and #01217 must be completed and training must be conducted before medications will be kept on site. Only adults who have been trained will administer emergency medication.

TRANSITIONING POLICY

PLACEMENT:

Seton Parish Preschool operates mid-September through mid-May. Each child's placement in the program is based on his/her age *as of August 1 of each year*. This "cut-off" date positions most children to progress through preschool and into elementary school aligned with the date used for Kindergarten placement by Pickerington Schools, the district in which Seton Parish Preschool is located.

BEGINNING THE SCHOOL YEAR:

Children in our program remain in the class they were assigned for the full school year, just as they will do in elementary school and beyond. While we recognize that children grow physically, socially, and academically at varying levels, this formula most mimics the dynamics of their experience in elementary and secondary school.

Before a child is enrolled, we encourage families to tour our facilities during a school day. This gives the child and parent/guardian a chance to see the program firsthand.

Each year, a "Meet the Teachers" day is held before school begins. This gives the child and parent/guardian the opportunity to meet the teaching staff as well as the other children who will be in the child's class. It also gives the child exposure to the classroom and building.

ONCE SCHOOL HAS BEGUN:

If a child is struggling with separating from his/her parents/guardians, the staff will work with the families individually. With separation issues, we bring siblings who are in the program into the classroom for brief visits or visit a sibling in his/her classroom. A comfort item can be brought from home, such as a family picture or book.

If efforts to settle the child are not effective, staff and parents will discuss starting the child later. Consideration will be given to the child's wellbeing, the preschool experience of the other children in the classroom, and the staff's ability to provide a positive learning environment for all the children. If it is determined that the child cannot adjust after sufficient attempts are made, the spot on the roster will be relinquished unless the family chooses to pay monthly tuition rates until the child can return. However, if the spot is given up, the family will have priority to enroll later.

TRANSITIONS DURING THE SCHOOL YEAR:

If your child joins the program after the school year has begun, when possible, we conduct a tour so that the child can be introduced to his/her classmates before his/her first day of school. The new child will also be introduced in the classroom newsletter so that other families in the class know there is a new family to be welcomed into the program.

In the spring, children will be introduced to the next "grade" level. The Caterpillar class (2 and 3-year old's) will visit both the Ladybug and Bumblebee classrooms for 3 and 4-year old's. Ladybug and Bumblebee children will visit the Dragonfly and Butterfly rooms for 4 and 5-year old's. The Dragonfly and Butterfly class will have a visit from a Kindergarten teacher from the area who will answer their questions about Kindergarten and talk with them about what to expect when they enter elementary school.

SETON PARISH PRESCHOOL STAFF

CATERPILLARS

Shelly Zang & Laura Slaby

BUMBLEBEES

Alyson Mains & Ginger Hall

LADYBUGS

Mindy Gribben & Kim Smith

DRAGONFLIES

Misty Luallen, Maureen Coffey, Jessica Swisher

BUTTERFLIES

Theresa Kline, Cathy King, Deb Haas

MUSIC

Janet Reale