



**St. Elizabeth Educational Day-Out Services
S.E.E.D.S.**

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Web site: www.seedsrootedinlove.org

2019/2020

Parent Handbook

Dear Parents,

Welcome to S.E.E.D.S. We are pleased you chose our program for your family. We will strive daily to provide a loving and safe learning environment for your children.

S.E.E.D.S. has been serving the community since 1991 with a quality early childhood program. We are licensed by the State of Texas' Dept. of Family and Protective Services, as well as Nationally Accredited through N.A.E.Y.C. since July, 2004. We hope you will be involved as we grow, improve, and progress through the year together. Your input, suggestions, support and volunteer efforts are always welcome.

Once again, thank you for choosing S.E.E.D.S. for your family.

Rooted In Love,

Noelle Alvarado
Manager, S.E.E.D.S. Program

History

St. Elizabeth Educational Day-Out Services, S.E.E.D.S., is a non-profit organization sponsored by St. Elizabeth Ann Seton Church. The program began with the vision of two mothers, Laura Knapp and Debbie Reinhardt, who saw a great need for a preschool in the parish community. St. Elizabeth Education Day-Out Services, S.E.E.D.S., was the name chosen to represent this school because these mothers believed in the educational value of early childhood. "Rooted in Love" was chosen as S.E.E.D.S. motto because Christ's love is the foundation that enables us to love and care for others.

A seed was planted, and a staff consisting of a director, assistant director, 8 teachers and 2 assistants opened S.E.E.D.S. in autumn of 1991 to 80 children. Currently, the S.E.E.D.S. staff consists of over 20 staff and approximately 150 children. Through the many years of service, S.E.E.D.S. has continued to grow and fulfill a need in the parish for a quality child-care center.

Mission Statement

S.E.E.D.S.' mission is to provide a Christian, nurturing community in which young children discover God, themselves, and others in their environment. The program offers a balance of spiritual, intellectual, physical, social and emotional elements guided by a committed staff whose primary interest is the child.

Philosophy

S.E.E.D.S. strives to provide a developmentally appropriate program for children ages 18 months through 5 years old that is sponsored by St. Elizabeth Ann Seton Church. We offer a loving Christian environment where pre-school children are encouraged to actively participate in creative, learning experiences. We provide opportunities to stimulate their natural curiosity and imagination. Our goal is to foster developmentally appropriate independence for each child. We work together with families to provide a positive, loving environment to help each child develop into a physically and mentally healthy individual.

GOALS

1. To provide an awareness of God's love for us and to foster appreciation, respect and enjoyment of God's world and His creation.
2. To provide a setting that gives children the opportunity to develop wholesome, independent, interactive relationships with other children and adults.
3. To provide children creative, safe and enjoyable learning experiences which contribute to the developmental needs of each child.
4. To provide children an important foundation for growth in the areas of self-awareness, self-esteem, and social interaction.
5. To provide a loving and nurturing learning environment for children.
6. To provide an experienced, well trained staff.

Curriculum

Activities are planned using a monthly thematic calendar and early childhood essential elements. These activities give children an opportunity to develop cognitively, spiritually, physically, and emotionally. We will focus on the process of learning, not the product in a center-based program.

Activities can include:

- Arts and music
- Music appreciation, singing, rhythm activities
- Creative movement and dramatization
- Enjoyment of stories and books
- Indoor and outdoor playtime
- Nutritious snacks and lunches
- Cooking and science activities
- Fine motor and gross motor development
- Activities in perception and discrimination
- Games with letters and numbers
- Block building activities
- Language development
- Introduction to Spanish
- Special guests and speakers
- Parent participation events

Learning Experiences Play Can Provide

Art

Can provide an opportunity for the child to express their feelings about themselves, their home and community.

Can develop fine motor skills which are a pre-requisite for printing and writing activities.

Can help build a positive self-concept through successful experiences. (Display art work)

Can provide an opportunity to concentrate, plan and organize thoughts.

Can encourage creative and independent thought processes.

Can help the child learn about color, texture and shapes.

Can serve as a good tension reliever. (Modeling clay)

Block Play

Can help develop social skills. (Cooperative play, sharing, etc.)

Can increase child's understanding of mathematical skills. (shape, size, space, measurement, etc.)

Can provide experience in problem solving activities

Can develop gross motor skills.

Can increase child's attention span.

Housekeeping Play

Can help learn that other people can feel and think differently about the same thing.

Can help child develop acceptable social skills. (sharing, taking turns, etc.)

Can encourage development of oral language.

Can help child learn about family and community life roles.

Can help child learn about his/her feelings and the world around them

Can be used to help the child increase his language development skills.

Can serve as a prop to help a child develop self-confidence in expressing themselves in a group.

Can let child act out how they feel without taking the blame for these feelings

Displays and Collections

- Can help child increase his vocabulary of scientific words and concepts.
- Can provide an opportunity for a child to explore experiment and understand their world.
- Can encourage an inquisitive mind.

Manipulative-Math Supplies and Games

- Can provide an opportunity to use counting, matching, patterning and classifying skills.
- Can help develop social skills. (sharing and taking turns)
- Can increase child's mathematical vocabulary and concepts.
- Can help promote better eye-hand coordination.
- Can promote understanding of left-right direction.
- Can increase development of fine motor skills.
- Can provide experiences in problem solving activities.

Books

- Can learn how to care for books.
- Can increase verbal skills through story-telling, flannel board and puppet activities.
- Can develop listening skills and attention span.
- Can develop orderly thinking. (Sequence of a story)

Music (Games, Songs, Records, etc...)

- Can develop listening skills.
 - Can encourage a love of music.
 - Can learn appropriate group behavior
 - Can increase oral skills.
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- Can provide an acceptable way to release feelings of aggression and hostility.
 - Can learn new words and concepts.
 - Can serve as a good follow-up activity for other learning.

Construction Corner

- Can develop gross and fine motor skills.
- Can help child learn to work independently.
- Can help child learn to solve problems.
- Can help child learn math concepts. (Take apart, put back together, whole, half, etc..)

Outdoor Play

- Can help promote the development of social skills including playing cooperatively and with a group for a common good.
- Can serve as a socially acceptable way to release tension and let off steam.
- Can provide an opportunity to participate in science activities (planting and watering garden).
- Can gain an understanding of measuring skills through sand and water play.
- Can help the development of gross motor skills (climbing, running, jumping, etc.)

Religion

The children are taught the principles of Christian love and daily living. Prayer is a part of each day. Our religious studies consist of bible stories, Christian music, and a monthly prayer service or liturgy. Parents are always welcome to participate in this service.

Spanish

General objective: To help children recognize and participate in activities using some Spanish words and sentences. This will stimulate and enhance their eagerness to learn and speak Spanish.

Water activities

Children will experience water play in the classroom in specially designed sand/water tables. Be sure to send an extra change of clothes everyday.

Transportation/Fieldtrips

S.E.E.D.S. does not provide any form of transportation to or from the Center. In lieu of going out on field trips, S.E.E.D.S. brings special guest speakers to our location. This provides all of the children the opportunity to experience things they might otherwise not get a chance to come in contact with, in the safety and comfort of our Center. Some examples include the Dairy Cow exhibit, a Puppet Pizzaz show, Museum of Health & Science, Houston Zoo.

Parent/Teacher Conferences

SEEDS conducts at least two parent/teacher conferences per school year. Teachers will share their written assessment plans for each child with developmentally appropriate objectives identified and goals for each individual child. Parents are encouraged to participate by asking questions, sharing ideas and goal setting with their child's teacher(s). Parents may visit the facility at any time during our regular day; however they must schedule a time to speak with a staff member privately. Please do not take the teacher away from her duties with the children.

Discipline & Guidance

At S.E.E.D.S., we believe that a child's inappropriate behavior is often the result in their level of development. In other words, young children are just now learning to perform socially. We use the following guidelines to promote positive behavior and for responding to problem behavior.

- Developing rules and consequences with the children stated at their developmental level.
- Reinforcing and rewarding positive aspects of behavior.
- Allowing children time to practice obeying new rules.
- Ignoring some kinds of inappropriate behaviors. Some misbehavior is an attempt to get attention.
- Teaching and practicing conflict resolution with the children at their level
- Occasionally, giving a cool down, or calming time for other types of behavior. This gives the child an opportunity to regroup and calm down before joining the group.
- Having consistent rules and consequences.

Teachers never use physical punishment such as shaking, hitting or biting. Teachers use positive language and never use threats associated with food, naps or toilet training. Teachers never use derogatory remarks, abusive, or profane language, yelling at a child to humiliate, ridicule or reject a child. Teachers do not withhold or threaten to withhold food as a form of discipline.

If problem behavior persists the child will be sent to the Program Manager's office. The Program Manager will counsel the child and will contact the parents by phone if the situation suggests that a conversation is necessary. If the challenging behavior continues, the teachers, family and other professionals will work as a team to develop an individualized plan that supports and includes positive behavior support strategies for the child's inclusion and success. While the program goal of our Discipline/Guidance policy is to limit or eliminate the use of suspension, expulsion or any other exclusionary measures, the Program Manager reserves the right to dismiss a student when all of the above courses have been tried. The Administration and child's family must be in agreement that exclusion from the program is in the child's best interest. The Program Manager and S.E.E.D.S. program administrators will offer assistance to the family in accessing services or alternate placement for the child. S.E.E.D.S. complies with federal and state civil right laws.

*****A child may be dismissed because of disruptive, abusive or threatening behavior of the parent or guardian.***

Health Issues

Each child must be healthy in order to participate in all S.E.E.D.S. activities. The Department of Human Services requires that parents submit and maintain a current record of the child's immunizations signed by a physician. We also need a signed statement from a physician stating that the child has been examined within 12 months prior to attendance and is in good health. Texas State Licensing requires that this form be updated annually. All immunizations must be completed by the first day of attendance. **(Immunization exemptions are only permitted for medical reasons).**

A child that is under immunized will be promptly excluded in the event of a vaccine preventable disease outbreak in the program.

S.E.E.D.S. encourages but does not require our staff members to receive such vaccinations as but not limited to Pertussis (Whooping cough) and the Influenza Vaccination.

Any change of address, telephone numbers, persons to pick up, or emergency information must be given in writing to the S.E.E.D.S. office so changes can be made to your child's file.

The following health standards will be strictly enforced.

S.E.E.D.S. requires that you help us maintain a healthy, learning environment by keeping your child home if he/she has:

- **Had a fever or was given anti-fever medication in the past 24 hours**
- **Had diarrhea or vomiting in the past 24 hours**
- **Been on an antibiotic less than 24 hours**
- **Has a green or yellow nasal discharge**
- **Has a persistent cough**
- **Exhibits symptoms of a communicable disease**

If for any reason your child will not be attending school that day, we ask that you call and notify the office that morning. Please notify the Director in case of a confirmed communicable disease so that the other parents may be alerted. Teachers are also instructed to inform Director if they have

contracted a communicable disease in order to keep all children and staff safe and healthy. Communicable diseases listed by the Texas Department of Human Resources are:

- Chicken pox
- Diphtheria
- Head lice
- Mumps,
- Viral gastroenteritis
- Pink eye (conjunctivitis)
- Polio
- Ringworm of the scalp
- Type A viral hepatitis
- Common cold with fever
- Impetigo
- Influenza
- Measles
- Fifth disease
- Rubella
- Meningitis
- Salmonellosis
- Scabies
- Shigellosis
- Strep throat
- Scarlet fever
- Tuberculosis
- Whooping cough

If a child becomes ill during the day, he/ she will be isolated from the other children and the parent will be contacted. Sick children wait for pick-up in the office with the Assistant Director. A cot and water or juice will be provided to keep the sick child comfortable. Please make sure to complete the "Person Picking Up" portion of the daily classroom sign-in sheet. **A person available during S.E.E.D.S. hours must be listed with a current phone number.**

Should your child become injured during the day, you will be immediately notified. The director and parent will then determine what medical aid will be sought. If S.E.E.D.S. is unable to contact either parent(s) or the contact person(s), the director will make the decision regarding the child's need for medical attention with the parents being responsible for any and all bills that might be incurred.

If your child is on medication (antibiotics), please make sure you administer the prescribed dose before and after the program. The S.E.E.D.S. staff **does not** administer medications. Please see the Program Manager or Office manager if there is a special health condition that requires medications to be administered during the school day. We require a medical permission form for any medication (prescribed or over the counter). If your child has medication to be administered on an emergency basis, such as an epi pen or inhaler, we require a medical permission and action plan from the child's doctor. All medications should be labeled and left in the office, **never** in the child's classroom (this includes, but not limited to diaper cream, powders, and sunscreen). Please see the director if there is a special health condition that requires medications to be administered on an emergency basis, (epi pens, inhalers, etc.) We require a medical permission form and action plan for this. Any medications should be labeled and left in the office, **never** in the child's classroom. This includes diaper creams and powders.

The children will play outdoors in all temperatures. If you feel your child should not go outside for whatever reasons, please do not send them to S.E.E.D.S. that day.

Safety Issues

S.E.E.D.S. facilities are well maintained for the benefit of our children and families. When renovations or repairs are needed, they will be executed while children and teachers are off premises, i.e. weekends, Spring Break, Christmas and summer vacation.

S.E.E.D.S. ensures the safety of each child by keeping the area clean and safe for play. Teachers

check their classroom for hazards daily. Tables are cleaned and sanitized before school. Support staff checks outside play areas for hazards before the school day begins. Teachers and all staff wash their hands upon arrival. Staff reports hazards to Director so that removal or repairs can be made in a timely fashion.

S.E.E.D.S. is a gang free zone as a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code section 42.064. This new statute requires that information about gang free zone be distributed to parents and guardians of children in licensed child care centers.

A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under State Law. The specific locations include daycare centers. The gang free zone is within 1000 feet of S.E.E.D.S.

More information can be found on S.E.E.D.S. Parent Information Board or by contacting Texas Department of Family and Protective Services @ www.dfps.state.tx.us.

The purpose of gang free zones is to deter certain types of criminal activity in area where children gather by enforcing tougher penalties.

Licensed Child Care Centers, School-Age and Before or After-School Programs, and Homes will still fall under the following standards:

746.3707 Are firearms or other weapons allowed at my child-care center?

- (a) Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence.
- (c) Firearms, hunting knives, bows and arrows, and other weapons kept on the premises of a child-care center located in your home must remain in a locked cabinet inaccessible to children during all hours of operation.
- (d) Ammunition must be kept in a separate locked cabinet and inaccessible to children during your hours of operation.

Allergies/Disabilities

S.E.E.D.S. accepts children with differing abilities and needs. In serving all our children we work together to provide the safest environment. We request that you have your child visit the restroom and wash their face and hands before going to their classroom. This will help to prevent the spread of germs in the classroom. We appreciate your support in this matter.

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected abuse or neglect to the Texas Dept. of Family and Protective Services or law enforcement. If you suspect child abuse or neglect you may call

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1-(800) 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime.

S.E.E.D.S. requires one hour of annual training for all staff members to focus on prevention, recognition and reporting of child abuse and neglect. This training also serves to increase employee & parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect. Methods of increasing awareness of prevention techniques for child abuse and neglect are also provided to the staff. The staff are encouraged to assist the parent of the victim by offering community and faith based services such as, but not limited to Child Advocates, Children's Protective Services, and Catholic Charities. We also provide a multitude of resources for staff and parents in our S.E.E.D.S. office to obtain assistance and intervention for child abuse and neglect. Any staff member accused of abuse or neglect of a child in the program will be disciplined and may result in immediate termination.

Texas Department of Family and Protective Services

S.E.E.D.S. is licensed by the Texas Department of Family and Protective Services. To review the Minimum Standards of Child Care Centers please come by the S.E.E.D.S. office and a copy will be made available to you. Our most recent inspection is always posted on our Parent Information Board.

Contact Information:

Texas Department of Family and Protective Service
2221 West Loop South,
Houston, Texas 77024
713-940-3009
www.dfps.state.tx.us

Clothing and Other Supplies

All children should bring a bag or backpack for their belongings. Label ALL of your child's belongings with his/her name. This includes backpack, clothing, lunch box, etc. Included in this bag should be:

- Change of clothing, including socks, underwear and shoes Note: please check your child's extra set of clothing periodically to insure that it is size and season appropriate. Remember some children may require 2 - 3 sets of clothing for the day. Plastic bag for any soiled items
- Disposable diapers for those children not yet potty trained. Please speak to the Director if your child has a medical reason that he/she cannot wear disposable diapers or pull-ups.
- A comfortable sleep mat must be brought daily for rest time (2:00 dismissal). Foldable mats are best. No sleeping bags please.

Dress your child in comfortable play clothing and shoes, such as tennis shoes. Please do not send your child in open-toed shoes. Your child will be painting, gluing, cooking and playing outdoors, so please dress them appropriately. Please dress your child for the weather and send a light jacket or

sweater for chilly mornings. The children's clothing should be dry and layered for warmth in the cold weather.

Our playground is partially shaded by the trees but if you would like to have a skin protector on your child you must apply it before the child is brought into the classroom. If you are concerned about
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mosquitoes on the playground, you must apply insect repellent on your child before being brought into the classroom. Please be careful of the over spray. No S.E.E.D.S. staff member is allowed to put either sunscreen or insect repellent on any child other than their own.

Birthdays

Birthdays are very special to all children. The Center will acknowledge the child's birthday with a Birthday Crown or Decoration and sing to them at snack time. It is our policy not to have a child's "Birthday Party" at school. If you would like to pass out invitations to a party to your child's classmates, we ask that you please include the entire class. If this is not feasible, we ask that you mail the invitations. If you would like to send a special treat to share with your child's class, please inform the office and your child's teacher of your plans. Abiding state regulations we ask that you **do not send any homemade edibles** to school. You may send either whole fruits or commercially prepared packaged foods in factory-sealed containers. Non-edible treats (stickers, pencils, erasers) are acceptable.

Food & Dietary Needs

Please, pack your child a healthy, well-balance snack / lunch to meet the state minimum guidelines that are listed in the dietary requirements. Pack these items in a labeled container. A Recommended Snack List is provided with your registration paperwork to give you ideas of healthy snacks. We do ask that you refrain from sending chocolate and other "overly sweet" snacks.

We must abide by the Texas Department of Family and Protective Services' Minimum Standards to ensure that children receive their daily nutritional needs. For a child that stays at the Center until 2:00, these standards state that ½ of child's needs must be met while in our care. Please follow these guidelines when preparing lunches and snacks. Also complying with the Texas Department of Family and Protective Services we acknowledge that parents have the right to breastfeed or provide breast milk for their child in our care.

There are several foods that are a choking hazard. Hot dogs and grapes must be cut length-wise before we can serve. Please do not pack your children "lunchables" as these are very high in sodium.

<u>Food Group</u>	<u>Suggested Daily servings</u>	<u>Suggested Serving Sizes</u>
Vegetables Dark-green leafy Deep-yellow Dry Beans and peas Starchy vegetables Other vegetables	3-5 servings Include all types regularly Serve Dark-green leafy and deep yellow vegetables often. Serve cooked dry beans and peas several times a week	*1/4 cup cooked vegetables *1/4 cup chopped raw vegetables *1/2 cup leafy raw vegetables
Fruits Include citrus fruits or their Juices regularly	2 – 4 Servings	✓ 1/2 cup of juice ✓ 1/4 cup of cooked or canned fruit ✓ 1/4 cup raisins
Breads, cereals, rice and pasta	6 – 11 servings Include several servings of whole grain Products daily	➤ 1/2 slice of bread ➤ 1/2 roll, biscuit or muffin ➤ 4 crackers, saltines ➤ 1/4 cup cooked cereal, rice or pasta ➤ 1/3 ready to eat dry cereal ➤ 1/4 cup of hot cooked cereal
Milk, yogurt and cheese	4 servings ❖ 1/2 cup of mild yogurt	❖ 3/4 oz. of natural cheese ❖ 1 oz. of processed cheese
Meats, poultry, fish, dry beans and peas, eggs and nuts	3 – 5 servings	➤ 1 oz. of cooked lean meat ➤ poultry or fish ➤ 1/2 egg ➤ 1/2 cup cooked beans ➤ 2 tablespoons *peanut butter

The following forms must be on file **before your** child can attend S.E.E.D.S.

- **Enrollment Form (updated annually)**
- **Admission Requirement (updated annually)**
- **Copy of Immunization (updated as new shots are given)**
- **Parent Handbook Acknowledgment Page with Media Release (updated annually)**
- **All PreK 4/5 students must provide the results of a vision and hearing screening (numeric results) done by your child's pediatrician or other source. The screening must be done after the child's fourth birthday.**

Any change of address, telephone numbers, persons to pick up, or emergency information must be given in writing to the S.E.E.D.S. office so changes can be made to your child's file.

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Hours of Service / Fee Schedule / Classroom Ratios

Class placement is determined by the child's age on Sept. 1st.

Registration Fee: Toddlers (18 – 23 mos.) & Twos classes \$ 145
Pre K 3 & 4 classes \$ 155

Mandatory Fundraiser: All families must sell \$100 worth of raffle tickets annually.

Monthly Tuition Rates:

Pre K 3 & 4 classes

---Mon/Wed/Fri 9-12 **3's Only** \$279
---Mon/Wed 9-2 & Fri 9-noon \$396
---Tues/Thurs 9-2 \$308
---Tues/Thurs 9-2; Fri 9-noon \$396
(Dual Language Friday)
---Mon – Fri 9-noon \$453
---Mon-Thurs 9-2; Fri 9-noon \$670

Before school care 7:30am – 9:00am

__ 2 days/wk \$38/mo. __ 3 days/wk \$57/mo.
__ 5 days/wk \$95

Toddlers & Twos classes

---Mon/Wed/Fri 9-noon \$289
---Mon/Wed 9-2; Fri 9-noon \$412
---Tues/Thurs 9-2:00 \$318
---Mon – Fri 9-noon \$477
--- Mon-Thurs 9-2; Fri 9-noon \$680

After school care 2:00pm – 3:30pm

__ 2 days/wk \$46/mo. __ 3 days/wk \$69/mo.
__ 4 days/wk \$92
__ Fridays noon – 3:30pm \$75/mo.

Before and After school care consist of less structured play time activities that allow families to drop off and pick up at times more convenient to their schedule. The children will be grouped together based on ages except for the first hour and last hour of the day. Teacher: Child ratios will be maintained for the median age of the group. Children must be signed up for these programs in advance. There is no daily drop in for either before or after care.

S.E.E.D.S. does not offer a drop-in service.

Teacher: Child Ratio

Toddlers (18-23mos.) 2:8 Twos (24-35mos) 2:10 Pre K 3 1:9 Pre K 4 1:10

There is a sibling discount offered if you have 2 or more children in the S.E.E.D.S. program. Please speak with someone in the office if this discount applies to your family.

Arrival and Dismissal

Except for Early Morning Care, parents & children will NOT be permitted in the hallways or classrooms until 9:00 AM. The staff will be preparing the classrooms, and the halls will be quite congested. Please do NOT pass the double doors located by the S.E.E.D.S. office until these doors are opened. Children must be signed in each day upon entering the classroom and signed out when leaving the classroom. Parents must supply the name of who will be picking up the child and a phone

number where they can be reached during the day. Initial and put the time of drop off and pick up on the sign in sheet. If you are late, (after 9:15) please stop at the office to sign in on the visitor log before taking your child(ren) to class and signing in. Classroom activities begin promptly at 9:10 AM. We ask that you do not linger in the hallways visiting with other parents as the children can be distracted from their learning environment.

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At the end of the day, we ask families to vacate the building as soon as you have received your children as the staff will be moving items back to the storage closet. Children who are not picked up by their designated times will be taken to the office area to wait until someone arrives. According to your session choice, a late pick up fee begins accruing if the child is not picked up on time. You will be charged \$1 per minute after the scheduled pick up time. **This charge is due the day it is incurred.** If someone needs to pick up your child and is not on the daily sign-in sheet to pick up, please notify our office. We will need the person's name and will ask for their driver's license before releasing your child to them.

No child will be released to any person, including parents and guardians, believed to be impaired.

Your children are the staff's primary focus, please limit visiting with the staff at drop off and pick up times. If you would like to schedule an appointment with the teacher, inform the office so that one can be arranged. Anytime you are in the building please sign in on our visitor log.

Parking Lot

Visitors should park in the school or church parking lots. Please do not leave your vehicle idling, with the exception of being necessary in extreme heat or cold to maintain engine temperature.

Please do not leave children unattended in your vehicle.

Tuition & Fees

A non-refundable registration fee is required at the time you register your child. There are no supply or activity fees. Your child can be placed on the waiting list at no cost. A Security Deposit, equal in amount to your child's monthly tuition is collected within a 60 day period of your child's registration. This deposit insures that your child is placed on a class list. This deposit will be applied towards your May tuition.

If your child will be terminating class prior to the end of the session in May, you must give written notice to the S.E.E.D.S. office at least 2 weeks prior to the child's last day or you will forfeit your Security Deposit.

The S.E.E.D.S. program is based on a yearly tuition plan. The entire month's tuition is required regardless of the number of days missed due to illness, holidays, and other reasons. Payments are due the **FIRST OF EACH MONTH**. There will be a total of eight monthly tuitions. May's tuition, the ninth payment in the schedule, is paid in advance as your Security Deposit. Please refer to the Hours of Service and Fee Schedule on the previous page if you are unsure of the amount of your child's tuition.

Please follow the procedures outlined below regarding tuition payments.

Bring all payments to the S.E.E.D.S. office. There will be a box marked tuition payments in the outer office. Please place your payments in this box. If you require a receipt, please see the office personnel. **All cash transactions require a receipt.**

- All checks are to be payable to SEAS (St. Elizabeth Ann Seton)
- On the memo line of your check please indicate your child's first and last name
- you are unable to bring your payment into our office, please mail it to the address below:

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S.E.E.D.S.
St. Elizabeth Ann Seton Church
6646 Addicks-Satsuma Road
Houston, Texas 77084

Please allow 4-6 days for mail to reach us. A **\$30 late charge** will be assessed on **any payment not received by the 10th of the month**. If the 10th is a holiday or falls on a weekend, payment must be submitted to the S.E.E.D.S. or Parish office on or before the 10th to avoid a late charge.

A return check fee of \$30 (per account agreement) is required on all returned checks. If S.E.E.D.S. has received 2 return checks against your account, payment thereafter must be made by cash or money order.

Automatic withdrawal from the S.E.E.D.S. program will result if you become 6 weeks in arrears.

If you are enrolling child(ren) mid – school year and after the first of the month, tuition may be pro-rated for that month using the child's start date. If you require financial assistance, please see the director for a financial aid application.

If a change to your child's schedule (for example M/W/F to T/Th) is needed, a Change Fee of \$20 will be charged every time a change is made after Sept. 1st. This includes adding or dropping from early morning and/or after school care as well.

Visiting

S.E.E.D.S. has an open door policy for the parents of enrolled children. However, to maintain a safe environment for the children, we ask that all visitors sign in on our visitor log. We encourage visits after the children have developed relationships with the staff and maintained a routine of coming to school.

Hints for Observation

- Report to the office, sign in visitor's log.
- Watch the class before entering the room, try to avoid detection so you can get a clear indication of the activities in the classroom.
- Once in the room, avoid talking. Be a silent observer.
- Avoid moving around. Unnecessary movement can disturb the class.
- Just relax and be as comfortable as possible.
- Have a pad and pencil ready to take notes, or to jot down some questions you may have.
- Avoid talking to the teachers, as their primary focus will be on the care of the children.
- Please check back with the office before you leave the school. We must be aware of who is in the building at all times. We also like to have your feedback and we will be glad to answer any questions you may have.

- Virtus Training: All volunteers, including parents are required to attend the (**VIRTUS**) “Protecting God’s Children” training. Once you have been trained please send proof of attendance so that you can be on our list of approved volunteers. Information and registration is available online at www.virtus.org.
- A comfortable place with a rocking chair has been provided in the Nursery for our breastfeeding mothers.
- Background checks: All volunteers, including parents are required to complete the archdiocese background check. Clearance will be communicated to the manager.

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Fundraising

Our SEEDS program uses various means of fundraising to keep tuition costs down, and assist in funding the tuition assistance/scholarship program.

Mandatory Fundraiser

- *RAFFLE*: This is our main fundraiser. Proceeds are used to make center improvements, provide continuing education opportunities for our staff, and to sustain our Tuition ‘Assistance/Scholarship Program. Each family will have to sell \$100.00 in tickets, or be charged \$100.00 to their account. Opportunities to sell your tickets after masses or during other activities may be provided check with office.

Other forms of Fundraisers

- *SOCIAL EVENTS*: such as an ice cream social or pizza social after school so families may meet.
- *SCHOLASTIC BOOKS*: Throughout the year, flyers will be sent home giving you information on books at a discounted rate which will be available to you to purchase for your child. The S.E.E.D.S program will benefit by receiving free books.
- **Winter Silent Auction**: Themed baskets and donated auction items displayed. Funds generated to classroom or playground enhancements.

All of the above “other forms of fund-raisers” enable S.E.E.D.S. to obtain valuable equipment for the program. Participation in these activities is strongly encouraged. Any support our parents can provide is greatly appreciated.

Planters Club

S.E.E.D.S. Planters Club was established in January 2001. The Planters Club serves in a fund raising and service capacity.

Special Services

Photographer Alan Ross will take both class and individual portraits of our students. Mr. Ross is an excellent photographer and has done an outstanding job for S.E.E.D.S .in the past. Photos will be taken early - you will be notified well in advance.

Fire Drills

Fire drills will be held in accordance with the Harris County Fire Marshall's regulations. These drills are worked out with the faculty and the Fire Marshall to insure safe and orderly evacuations and precautionary measures. These drills are done monthly. Fire drill relocation maps are located in all classrooms near the door.

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Severe Weather

Severe weather drills are held every three months. Children are moved to the three safe locations in S.E.E.D.S. (boy's and girl's bathroom and the hallway between Rooms 1-4). During severe weather S.E.E.D.S. office will monitor new and local weather reports.

S.E.E.D.S. will follow Cy-Fair's decisions regarding national and weather emergencies. However, S.E.E.D.S. reserves the right to cancel classes if the weather conditions are hazardous for driving. The Pastor is the final authority when canceling class. Whenever possible, the Manager will announce closures prior to the start time of school on the telephone answering machine.. Parents will be contacted by telephone if an emergency occurs after drop off time. If you are notified during the school day, please do not delay. Pick up your child immediately.

Emergency Preparedness Plan

As in any emergency, our teachers' priority is always ensuring the safety of the children in their class. They are in-serviced at orientation to refresh these procedures. During all emergencies and emergency drills, teachers take with them their class's sign-in book and emergency bag that contains emergency forms, contact information, snacks and water. Emergency bags otherwise are kept safe in each teachers closet. The Program Manager, Office manager and Support Staff are equipped with walkie-talkies/radios and/or cell phones to endure constant communication during drills and emergencies. During an emergency they are equipped to communicate with S.E.E.D.S. and S.E.A.S. school & parish personnel, emergency authorities and parents.

In case of stranger on premises or outside threat S.E.E.D.S. will go into lock-down mode. All staff will be alerted over the intercom or on walkie-talkies using a pre-planned code word. Teachers and children will stay in the rooms they are presently located and the hallways will remain clear. No one comes out of the classroom unless directed by the office personnel. Office personnel will notify teachers when everything is clear. If children need to be relocated from the exterior classrooms, they will be relocated to the Prayer Room.

In case of a confirmed communicable disease, the other parents will be notified in writing by the S.E.E.D.S. office. Please refer to the list of communicable diseases listed under Health Issues in your handbook.

In case of a gas or chemical leak, children will be evacuated to safety. The Cardinal D'Nardo Hall will be our designated safe place on the premises. If it is determined that the children must evacuate the premises, the children will be relocated to Truitt Middle School, 6600 Addicks-Satsuma Road, Houston, Texas, 77084. This evacuation will proceed as a Fire Drill with the children walking calmly with their classroom teacher to farm house.

The full Emergency Preparedness Plan can be found in the office so that parents can review.

Appeals Process – Grievance Procedure

Although the Diocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent/guardian meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. Please see the Manager for grievance forms.