



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

**6646 Addicks Satsuma
Houston, Texas 77084**

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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,

Karen A. Bedore
Director

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 30 staff and approximately 230 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 20 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.
- 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 a school year. Parents are encouraged to participate by asking questions, sharing ideas and goal setting with their child's teacher. 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. You can ask what a good time would be and then notify the office so we can arrange for the teacher to be free for your visit.

Discipline

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 or hitting and do not engage in psychological abuse or coercion, Teachers use positive language and never use threats or derogatory remarks.

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 Director's office. The Director will counsel the child and will contact the parents by phone if the situation suggests that a conversation is necessary.

Director reserves the right to dismiss a student when all other courses have been tried.

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. 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)

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
- Viral gastroenteritis
- Head lice
- Mumps,
- 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 director if there is a special health condition that requires medications to be administered on an emergency basis, (epi pins, 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.

Allergies/Disabilities

S.E.E.D.S. accepts all children with differing abilities and needs. In accepting all children we work together to provide the safest environment, S.E.E.D.S. needs your help as well. We have children in our program with extreme allergies to peanuts and peanut derivatives. This type of allergy can be so sensitive that the smell or cross contamination of peanuts can cause a severe reaction. **The S.E.E.D.S. School is a peanut free facility; in addition we request that you have your child go to the restroom and wash their face and hands before going to their classroom.** We appreciate your support and help 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 1-(800) 252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

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 can not 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 Center. Authorities suggest a sunscreen or sun block with UVB & UVA protection of SPF 15 or higher being applied to exposed skin. If you are concerned about mosquitoes on the playground, you must apply insect repellent on your child before being brought into the Center. Please be careful of the overspray. No insect repellent should be sprayed in the direction of another person's child. Authorities recommend only repellents containing DEET are used children older than 2 months.

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 Protective and Regulatory Services’ Minimum Standards to insure 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.

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	❖ ½ cup of mild yogurt ❖ ¾ 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 ➤ ½ egg ➤ ½ cup cooked beans ➤ 2 tablespoons *peanut butter

****Seeds is a peanut free facility***

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	\$ 115
	Pre K 3 & 4 classes	\$ 125
	Vision/Hearing screening for all 4 and 5 year olds	\$ 20

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

Monthly Tuition Rates:

Pre K 3 & 4 classes

---Mon/Wed/Fri 9-noon	\$220
---Mon/Wed 9-2 & Fri 9-noon	\$300
---Tues/Thurs 9-2	\$225
---Tues/Thurs 9-2; Fri 9-noon (Dual Language Friday)	\$300
---Mon – Fri 9-noon	\$365

Before school care 7:30am – 9:00am

2 days/wk \$30/mo. 3 days/wk \$45/mo. 5 days/wk \$75

After school care 2:00pm – 3:00pm

2 days/wk \$20/mo.
Fridays noon – 3:00pm \$30/mo.

Toddlers & Twos classes

---Mon/Wed 9-noon	\$150
---Mon/Wed/Fri 9-noon	\$230
---Mon/Wed 9-2; Fri 9-noon	\$310
---Tues/Thurs 9-2:00	\$235
---Mon – Thurs 9-2:00	\$470
---Mon – Fri 9-noon	\$380
---Mon-Thurs 9-2; Fri 9-noon	\$500

Before school care 6:30am – 9:00am

2 days/wk \$45/mo. 3 days/wk \$65/mo. 5 days/wk \$105

After school care 2:00pm – 3:00pm

2 days/wk \$20/mo. 4 days/wk \$40/mo.
Fridays noon – 3:00pm \$30/mo.

After school care 2:00pm – 6:00pm

2 days/wk \$80/mo 3 days/wk \$120/mo 4 days/wk \$160
Fridays noon – 6:00pm \$60/mo.

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.

S.E.E.D.S. will operate on a calendar following Cy-Fair ISD's closings for the most part.

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 and 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.

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. A charge of \$1 per minute will be assessed for each minute thereafter. 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.

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.

Tuition & Fees

A non-refundable registration fee is required at the time you register your child. If your child will be four years old as of Sept. 1st, you are also required to pay a \$20.00 Vision and Hearing Screening Fee at Registration. 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 specific class list. This deposit will be applied towards your last month's 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 monthly 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:

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 \$25 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 \$25 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 prorated 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.

Fundraising

Our SEEDS program uses various means of fundraising to keep tuition costs down.

Mandatory Fundraiser

- *RAFFLE*: This is our main fundraiser for center improvements, continuing education opportunities for our staff and to sustain our Tuition Assistance/Scholarship Program. Each family will have to sell \$100.00 in tickets to friends and family, 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 (usually held on the playground unless inclement weather)
- *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.
- *PAPER RECYCLING*: Newspapers, office papers, junk mail, are all welcome! Please drop off in the designated teal (commercial garbage size) collection container located In the S.E.A.S. parking lot.

- *USED CELL PHONES:* Instead of throwing away your old cell phone, please drop it off in the S.E.E.D.S. office or in the designated boxes in the Administration office or the Church foyer.
- *ADVERTISING IN THE S.E.E.D.LING TRIBUNE:* Business card sized ads can be placed in the newsletter at a nominal fee. Please submit advertising to the director.

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, but S.E.E.D.S. does not want any parent to feel obligated or pressured to participate.

Advisory Board

S.E.E.D.S. Advisory Board was established in January 2001. Its purpose is to provide assistance to the S.E.E.D.S. administration in formulating goals and strategies for S.E.E.D.S.

The Advisory Board meets once a month and the minutes of these meetings are available to all parents in the S.E.E.D.S. office. All parents have an opportunity to communicate with the board and/or Director by placing agenda topics or concerns in the suggestion box in the S.E.E.D.S office.

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.

Speech-Language pathologist will screen and assess the child’s language, articulation, fluency and voice skills.

Pinewood Hearing and Vision Screening will provide hearing and vision screening for Pre-k4 children. This service is required by the state to be done at this age. A fee is assessed at the time of Registration for this service.

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.

Severe Weather

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 Director 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.

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. A formal grievance must be in writing and must be received five (5) working days following the occurrence of the event on which the grievance is based. Please contact the director for a copy of the Diocese's Appeals Process/Grievance Procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and procession of formal grievances with Diocesan schools.

