



SETON CATHOLIC SCHOOL

EXTENDED CARE HANDBOOK 2026-2027

<https://setonschool.org/>

Policies of the Archdiocesan Catholic School Board are referenced throughout this document. These policies can be found on the Archdiocesan website (dbqarch.org) or [here](#). For assistance with accessing these policies, please contact the school office.

I. Mission Statement/Vision/Philosophy

Seton Catholic School, a Preschool through Eighth-grade educational ministry of the St. Elizabeth Pastorate, provides a Christ-centered education to assist families in cultivating spiritual growth, academic excellence, and emotional development; to form the next generation of disciples to teach, witness, and share the gospel.

Seton Catholic School will be regarded as a leader in Catholic Education throughout the Archdiocese of Dubuque for faith and moral development. We will empower students to recognize and cultivate their God-given gifts and talents, to achieve success today, and be prepared for leadership tomorrow.

Archdiocese of Dubuque Philosophy of Education

The Catholic schools within the Archdiocese of Dubuque are committed to partnering with parents for the spiritual and educational formation of students.

Catholic Faith-Based Program	Academic Excellence
● Instills a love and knowledge of the Catholic faith. ● Integrates instruction with Catholic values. ● Leads students and families to active participation in their parish communities. ● Provides opportunities for worship, service, and prayer. ● Supports a safe and nurturing environment where students encounter Jesus Christ.	● Promotes lifelong learning and advances the development of the whole person to the fullest extent. ● Forms students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world. ● Fosters a culture of academic excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on community and service.

Welcome

In joining Seton Catholic School, you've joined an educational institution that is grounded in tradition and focused on educating the whole child in a Catholic environment. We are delighted that you have chosen to join our community and we welcome you.

*Welcome and may God bless your work,
Clayton Ellsworth, principal*

II. Admission

Children who are four years of age by September 15 are eligible to enroll for entrance into 4 Year Old Preschool. Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade. Exceptions to this policy are not allowed. (ACSB Policy #5112)

Seton Catholic School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature.

Parents/guardians are required to complete the annual enrollment process prior to attendance, this includes the steps found on our website: <https://setonschool.org/admissions/>. An annual tuition contract is given that indicates tuition assistance and the family's financial responsibility.

III. Equal Opportunity

Seton Catholic School is an equal opportunity employer and school. No student will be discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socioeconomic status, marital status, or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

IV. Arrival and Departure

Upon arrival, parents are responsible for bringing their children into the school. Before School students will be dropped off in the Gym and After School picked up in the Library entering the side door near the playground and Statue of Mary. **Parents are never to drop a child off and leave them unattended.** Likewise, at the end of the day, parents should personally accompany their child out of the school and through the parking lot to leave. Parents must sign their child in and out each day using the sheet provided.

V. Attendance

Each week you will be required to submit a schedule on Thursday for the following week. If you'd rather submit a Permanent Schedule, that works too. Just be sure to mark it on your schedule. Your attendance is based on the schedule form you fill out. Staffing is dependent on these schedules so it is imperative that you fill these out as accurately as possible. When your child is absent from school or leaves early due to illness, you will not be charged for Extended Care for that day. If your child does not attend their scheduled hours, and parent/school contact has not been made by 2:00 p.m., you will be charged for the hours scheduled. If parent/school contact has been made by 2:00 p.m., you will not be charged.

VI. Behavior/Discipline

Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Schools establish rules and regulations in keeping with Catholic principles and values. Children demonstrating severe misbehavior that seriously disrupts the care environment, possibly threatens the well being of staff or other students, demonstrates defiance, or breaks the law will have a meeting with the Principal to discuss consequences. Children who bite or hit another student, staff will inform the Director and he/she will inform the parents of the incident. If the student's biting or hitting hasn't been corrected and all interventions have been tried, The Director and Principal will discuss further means which may include a suspension from the program for a minimum of 1 week.

VII. Breakfast/Snack

Breakfast is available after 7:30 a.m. and served by the Seton School Lunch Program. The cost is deducted from your child's lunch account. Snacks will be served between 3:30 and 3:45 p.m. , there is no additional fee for snacks.

VIII. Change of Information

Please notify the Extended Care Director when there is a change of address, phone number, employment, authorized pickup, and/or emergency contacts. This information must be kept up to date, particularly in the event of an emergency.

IX. Departure/Pick-Up Information

Children will only be discharged to a parent, or person authorized by parent, to pick up the child. In cases of legal separation or divorce, the parents must provide the school with a copy of the temporary or final judgement of custody, indicating who is the custodial parent, and visitations. We cannot deny a parent access to their own child without documentation from the court stating that they do not have custody.

X. Early Arrival/Late Pick-Up

The Extended Care Program opens at 6:30 a.m. and closes at 6:00 p.m. If your child will not be attending or if you will be late, please call 563-556-5967 or email llahey@seton.pvt.k12.ia.us as soon as possible to notify the staff and they will let your child know that you will be late, so they do not become anxious. There is a **\$5.00** penalty per child for every arrival before 6:30 a.m. and a **\$5.00** penalty for every 15 minutes past 6:00 p.m. that a child is at the school.

XI. Enrollment Guidelines

Seton Catholic Extended Care accepts children entering 4 year old Preschool through 5th Grade.

To enroll a child the following must be completed one week prior to admission:

1. Enrollment Form/Handbook Agreement
2. A Statement of Health Form
3. A Child Health Status Form
4. Child Release Form
5. Weekly Schedule Form

XII. Extended Care Activities

The Extended Care Program is developmentally appropriate, meets the needs of each child, and will provide the perfect combination of recreational and educational activities for a well balanced out of school experience. Each day your child will be involved in physical activities, homework/quiet time, and hands-on activities that allow them to develop their interests and skills.

XIII. Health and Safety

Abuse

In compliance with School Laws of Iowa and ACSB Policy #4116.30a any certified or licensed employee of Seton Catholic School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Seton Catholic is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal or the Superintendent of Schools, so that this can be reported to trained investigators. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1— 15 (280), ACSB Policy #4116.30a & ACSB Policy #4116.30b.

Asbestos

Federal regulations and AFFC/ACSB Policy #7113, require us to inform you that there is asbestos in the Seton Catholic School building. A certified asbestos inspector has inspected the building and all the asbestos found has been sealed and encapsulated. The most recent inspection was 2012.

Blood Borne Diseases

Children diagnosed as having any blood borne pathogen disease, or with laboratory evidence of infection with a blood borne pathogen associated virus (HTLV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with ACSB Policy #5141.2.

Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. Chemicals are appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are trained in the safe handling of these chemicals. If you want to know what chemicals are used in the school and where they are stored, please contact the school office.

Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Additional Health Information

First-Aid Kits are located in each of the classrooms along with the offices, cafeteria/gym, and library/media center. A portable first aid kit is available when going outside.

Communicable Diseases - Report all communicable diseases to the school office as soon as it is diagnosed. Be sure your child is fully recovered before returning to school.

Dental Care - Appointments should be made yearly with your dentist so that any necessary dental work can be done. Good dental care is important to a child's health. If there is a dental emergency, parents will be contacted immediately. If the child has a dental emergency where they have a tooth broken or knocked out, we will immediately call parents to come pick up their child so they can be taken to the dentist. The child will rinse their mouth out with warm water and a cold compress will be applied to ease the pain.

Illness - Students will be sent home with any of the following - fever (100.3), sore throat, vomiting, diarrhea, body rash, inflammation of the eyes, untreated impetigo, and ringworm. We will check first to be certain the parent is at home. If your child is ill, please do NOT send him/her to school. A child must be fever free for 24 hours without the use of medication before returning to school. If they vomit, have diarrhea, please keep them home. They do not fully benefit from their work, and are exposing others to their illness. The Extended Care Program is an extension of Seton Catholic School therefore the same rules apply.

Immunization - Children are required by law to have the necessary immunizations before school entrance and kept up-to-date.

Injury - Parents will be notified of any injury in apparent need of immediate doctors' care. Minor injuries will be attended to by the Director or supervisor on duty. An incident report will be completed for any and all injuries. A copy of the report will be kept on file with the program and a copy will be sent home with parents.

Medication - Dispensing of prescription drugs will be administered by a nurse or staff member with training and with the written consent of parent(s). A physician's signed and dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the student's health record. Students utilizing asthma or airway constricting prescription medication are allowed to administer their own dosage provided a completed consent form is on file in the school's office. Contraceptives will not be dispensed. Dispensing of non-prescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered. (ACSB Policy #5141)

If students require emergency medications such as an Epipen, inhaler, diabetic emergency management medication, seizure emergency management medications, a doctor's order with medication administration instructions will need to be provided. In addition, an emergency care plan will need to be provided for students with emergency medications.

Sunscreen - During the months of April - September, staff will be applying sunscreen to each student, using their own sunscreen brought from home. Staff will be checking the UV as well as the weather daily to see if sunscreen is needed that day. Sunscreen will be labeled with each student's name and kept either at school for use or in their individual backpacks for daily use. Due to students' sensitive immune systems and inhalation, we will only allow **LOTION** Sunscreen. **NO SPRAY PLEASE.**

Playing outdoors has many great benefits for both children and adults. Children are able to explore and use their imagination along with getting fresh air, using gross motor skills and energy they have, and relax as they are able to be more active.

XIV. Emergency Procedures Plan

A plan of action in case of emergency is in place. All staff members have a copy of the plan of action and have been trained in how to react in the case of an emergency. A copy of the plan is located in the Wraparound Care area as well.

Unannounced safety drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills and four fire drills each year.

XV. Smoking/Smoke Free Campus

Seton Catholic School has been designated a "Smoke Free Campus". At no time will smoking or the use of any tobacco or all forms of non-FDA approved nicotine, including vapes, be permitted within the building or anywhere on school grounds.

XVI. Unauthorized Access

The safety of all students and employees is of primary importance to Seton Catholic. The campus is monitored by local law enforcement. The entrance doors will be locked throughout the school day. There can be no exceptions to this rule. Therefore, guests and visitors must enter the building through the main office during school hours.

Doors to the care area are locked at all times. No one will be granted access to the care area unless they are authorized to pick up a child that is currently in the Extended Care Program. Authorized person(s) will be let in by staff on duty.

XVII. Hours

Seton Catholic Extended Care Program is open from 6:30 a.m. - 7:30 a.m. and 3:00 p.m. - 6:00 p.m. Monday through Friday. The Extended Care Program will only be in operation on school contract days following the Seton/WD School Calendar.

XVIII. Late Start/Cancellations/Early Dismissals

Seton Catholic School follows the Western Dubuque School District regarding school closings due to inclement weather. However, based on local conditions, Seton Catholic School may elect to close due to bad weather. Please sign up for [School Closing and Delay Alerts](#).

If school is delayed the Extended Care Program **will be open**. However, if school is cancelled during the delay, Extended Care **will close**. Parents will be contacted and need to have their child picked up within 1 hour of being contacted.

On scheduled Early Dismissal Days Extended Care **will be open** until 6:00 p.m.

If school is dismissed early due to bad weather Extended Care **will be open** until 6:00 p.m. *unless weather conditions warrant us to close.

If school is cancelled Extended Care **will not be open**.

XIX. Parent Concerns

We at Seton Catholic make every attempt to create an environment that is warm, nurturing, safe, and developmentally appropriate. If a concern or problem arises, we want to know about it and try to resolve it as quickly as possible. Please use the following procedure if a problem or concern arises.

1. Take the problem to the staff member on duty.
2. If the concern is not satisfactorily resolved, bring it to the attention of the Extended Care Director.
3. If there is still no resolution, we ask that you put in writing a full account of the complaint, sign it, and it will be taken to the principal who will determine what shall be done about the complaint.

We feel that it is much easier to deal with a concern, than it is to try and mediate a crisis. Please keep us informed.

XX. Payment Policy

Parents are responsible for all payments for the Extended Care Program. To be sure the billing is accurate; parents must sign their child in/out of the program daily. **There is a one-hour minimum charge per child/per morning and afternoon of attendance.** Your bill will be tabulated expenses weekly and sent home with your child every Monday. Payments are due on Thursday for the previous

week's care. You may advance pay on your account to avoid weekly payments. All payments should be made to the school office. An extra fee of \$5.00 per 15 minutes per child will be charged if your child is in attendance before or after our program hours.

Parents risk their child's enrollment in our program if their Extended Care account is past due. If the balance has not been paid after two weeks, a collection letter is sent home with your bill and Extended Care services will be immediately terminated. At the end of the thirty-day period, if the balance has not been paid, your account will be turned over for collection. To reinstate your child(ren) you must contact Seton Catholic School and make arrangements with the Principal.

XXI. Rates

Billing is done by the hour. You will be billed a minimum of one hour per morning and one hour per afternoon as indicated on your schedule sheet. The rates are:

\$5.00 per hour

\$25 per student Registration Fee

Breakfast (morning) - lunch program rate

Snack (afternoon) included in hourly rate

XXII. Schedules

If you do not have a permanent schedule, your weekly schedule is due on Thursday for the upcoming week and turned into the office or emailed to llahey@seton.pvt.k12.ia.us . If no new schedule is turned in, we will use the previous week's schedule.

XXIII. Staff Development

All staff members will receive orientation regarding the program's policies and licensing regulations. Staff members receive training in right to know laws and bloodborne pathogens each year. Additional workshops, seminars, and/or classes to gain personal knowledge and skills will be required annually.

XXIV. Withdrawal

If parents wish to withdraw their child from the extended program we ask them to write a short letter stating when their last day will be and the reason. If the family is moving, we also ask that you list your new address so that your statement may be sent to you. We appreciate at least two weeks' notice of a withdrawal, so we can adjust worker schedules and alert other families on our waiting list that they may attend.

Occasionally, we may find that our program does not meet the needs of a child. All the staff will work with the parents to make our program the best experience for your child, but every program does not work for every child. If either the parents or the staff has concerns about the appropriateness of a child's placement, we will meet to discuss the situation. If challenges cannot be resolved or there is a safety concern involved, we do reserve the right to ask a child to leave the program.

The following policies will be in accordance with the Seton Catholic School handbook: Admission Policy/Notice of Non-Discrimination, Discipline Code, and Health/Safety Issues.

I/we have read the Seton Catholic School Extended Care Program Handbook and understand our responsibility in the matters included in this handbook. I/we have discussed the appropriate items with my/or child(ren).

Parent/Guardian Signature

Date

**Seton Catholic School
Extended Care Program**

Child Schedule Form 2026-2027

Parent's Name: _____

Child's Name: _____ Grade: _____

Is this a permanent schedule? ☐ Yes ☐ No

Weekly Changes: If this is not a permanent schedule, your weekly schedule is due on Thursday for the upcoming week. Please call or email any schedule changes to:
563-556-5967 or llahey@seton.pvt.k12.ia.us.

Daily Changes: It is important if you have a last minute change of schedule to email your students Teacher and the Office. llahey@seton.pvt.k12.ia.us or call 563-556-5967

My child will attend...

Monday	_____	- 7:30 a.m.
Tuesday	_____	- 7:30 a.m.
Wednesday	_____	- 7:30 a.m.
Thursday	_____	- 7:30 a.m.
Friday	_____	- 7:30 a.m.

My child will attend...

Monday	3:00 p.m. - _____
Tuesday	3:00 p.m. - _____
Wednesday	2:00 p.m. - _____
Thursday	3:00 p.m. - _____
Friday	3:00 p.m. - _____

Parent Signature: _____

Date: _____