Ball Early Childhood Center
Seguin Independent School District
Parent Handbook
2026-2027



School Hours: 7:45-3:10
Office Hours: 7:30-4:00
Phone Number: 830-401-1281
Address: 812 S. Shannon Ave

WE ARE MATADOR NATION!

BUILDING FUTURES TOGETHER

Our Mission

Building Relationships
Inspiring Success
Empowering All

Our Vision

Seguin ISD: A community
dedicated to shaping brighter futures through
connection, inspiration and creativity

VALUES

- *Students First, Always*
- *Building Meaningful & Trusting relationships*
- *High Expectations for All*
- *Support Every Voice*
- *Integrity in All We Do*
- *Collaborative Culture*
- *Growth Mindset,Lifelong learning*
- *Rise to the Challenge*

On behalf of all Ball ECC Faculty, we would like to welcome you and your child to Ball ECC. We are honored and blessed to be able to work with you and your child. The work we do here at Ball designates us as a high quality pre kinder program in the state of Texas, with highly qualified teachers in each classroom. We look forward to working with you to help your child grow and succeed. Please use this handbook as a guide to our campus and our day to day operations. Our office doors are always open. Please reach out if you have any questions or concerns.

Debra Reiley
Principal Ball ECC

Genaro Mendoza Jr.
Assistant Principal Ball ECC

Attendance/Tardies

Attendance – It's The Law: Once enrolled in a public school PK 3-12th grade the law goes into effect.

State law TEC §25.092 and Seguin ISD Policy FEC (Local) and (Legal) still require students to attend at least 90% of their classes to receive credit and be promoted.

"Texas law states that school districts may prosecute students and/or their parents when the student has been absent for 3 or more days, or parts of days within a four-month period without an excuse, or for 10 or more days, or parts of days, in a six-month period." TEC Section 25.095.

All children are expected to be in attendance each day unless they are ill or if a family emergency arises. Please plan vacations and family visits during the holiday times. Students must be **on campus until 10:00 am** everyday to be counted present.

1. Notification of total number of absences and tardies will be documented on the progress report and report card each nine weeks.
2. Truancy letters will be sent if a student accrues **3 unexcused** absences. Chronic truancy letters will be sent once a student accrues 5+ recorded unexcused absences.
3. After 4 recorded absences in a month the Social Worker will make phone calls or home visits to parents to help understand why the absences are occurring and how we can help.
4. After a student has 7+ recorded unexcused absences, a meeting will be conducted at Ball ECC with the parents/guardians to discuss absences and sign an attendance contract.
5. After a student has **10 recorded unexcused absences** or 10 recorded tardies Truancy will be filed.

What happens if your child is absent from school:

In the morning, call the **OFFICE** and notify them that your child will not be in. Follow up with a written note (or Doctor's excuse) to the Attendance Clerk when your child returns to school.

Notifying the teacher that your child is absent does not always guarantee the office gets the message. Please notify the office so there are no questions.

If your child is late, a **parent or guardian, or other child over the age of 18** must sign the student into the office, prior to going to class. If you know your child is going to be absent/tardy please call the office (401-1281) by 9:00 a.m.

If you are scheduling appointments for your child, please try to schedule them late in the day. (after 2:45). Should a student have a medical appointment and return to school the same day, a note from the physician is required to receive attendance credit for the day.

Please limit the number of early pickups. When your child is picked up from class it causes disruption to the class because they have to be escorted to the office and your child is missing instruction. Instruction occurs till 2:45 everyday.

Attendance Incentives

Each nine weeks those students with perfect attendance will be recognized with a certificate and prize/incentive.

At the end of the year students with yearly perfect attendance and **no more than three tardies will receive a prize.**

Birthdays

Only individually wrapped, pre-packaged items may be brought into the classroom.Birthday celebrations will happen at the end of the day (2:00pm).

Breakfast/Lunch

All students will eat breakfast in the classroom each morning. The menu can be found at SISD website-Nutrition department. This will be the meal rotation for the entire year. **If your child gets to school later than 8:00 am, they will not be provided breakfast (this does not apply to bus riders).**

Lunch is served daily to all students. Students may bring a packed lunch from home or receive a free lunch from the cafeteria.

Parents please do not use a lunch box as a way to send snacks. Pre K students get confused if it's their lunch or just their snack.

Bus Transportation

Seguin ISD provides bus transportation to all eligible students. It is very important that students have excellent behavior on the bus, so the safety of all students can be ensured. If your student needs bus transportation, you must call Ball's front office to make arrangements, before your child can ride the bus. If your address changes, you must inform the front office at Ball immediately.

Bus riders are dismissed from the back of the school. Staff members load the buses beginning at 3:00pm and buses will leave the campus at 3:10pm.

Car Riders

Morning car riders will be dropped off at the main entrance of the school (Shannon Ave.)

ECSE students-PK3 and PK4 (Rendell, Kirkey) drop off at the cafeteria.

Mid-day students (ECSE am only) bus riders will be loaded first and then car riders are picked up in the front of school at 11:00 am. Park and walk over to the breezeway holding your car tag.

If your child is in Rendell (Stars) and Kirkey (Dinosaurs) bus riders will load first and then car riders. Your child is picked up in front of school at 3:00pm. Park a walk over to the breezeway holding your car tag.

FRONT OF SCHOOL CAR LINE: YOUR CAR TAG IS BLUE
THERE ARE NO WALKERS

The car line will begin at 3:10 in the front of the school. If your child is in: Moreno (FISH), Marek (Zebra), Nickerson (Monkey), Leos (Flamingos), Miller (cows), Galvan (Strawberries) Rangel (Honeybee), Peterson (Lamb), Guadarrama (Hearts), Smith (Sloth) your pickup is in the **front of the school. The car line will stop at 3:30 and students will be delivered to the office.**

BACK OF SCHOOL CAR LINE: YOUR CAR TAG IS BRIGHT YELLOW THERE ARE NO WALKERS

The car line in the back of the school will begin as soon as all buses are loaded and have left (Approximately 3:10). If your child is in Timmermann (PONY), Vargas (Ducks), Lopez (Owls), Burt (Bears), Jimenez (Hummingbirds), Molina (Rabbits), Bailey (Butterflies), Ramirez (Hedgehogs), Achay (Sunflowers), Puente (Unicorns) or Green (Sunshines), your pickup is in the **back of the school. We will close the gate at 3:30 and students will be brought to the front office.**

For student safety, no student will be allowed in a car that does not display the student's name on a sign provided by our school. If you have forgotten the car tag, you will have to come to the office, show your ID and another car tag will be issued. You then can return to the car line or you can wait in the office till your child is brought to the office at 3:30.

WE DO NOT ALLOW PARENTS TO WALK UP TO THE FRONT DOOR OR BACK GATE TO PICK UP A STUDENT-NO WALKERS

Changes in Transportation and Phone Messages

To ensure the safety of the students, **transportation changes MUST BE COMMUNICATED WITH THE OFFICE FIRST!** The secretaries will need to verify phone number calling with student records and a message will then be given to the teacher. Transportation changes must be done before 2:00 to ensure that no mistakes are made.

Phone calls for teachers will not be forwarded to the classroom. A message will be taken by the office staff and given/placed in the teacher box.

Parents need to bring "I Forgot" items (folder, family projects, lunch boxes, etc.) to the office for delivery to students. In order to eliminate as many distractions as possible, deliveries to individual students of balloons, flowers, mums, birthday surprises, holiday treats, etc. will not be allowed.

Counselor

Ball ECC employs a full time school counselor. Mrs. Camarillo the school counselor provides whole class group lessons on social and emotional behaviors using Character Strong Curriculum to all classrooms. She is also available to meet with students in a small group setting or individualized sessions. All students meeting in small groups or individual sessions must have Parent permission. Please reach out if you have any concerns. dcamarillo@seguin.k12.tx.us, 830-401-1281 ext. 11705

Drop Off and Pick Up Procedures
SEE MAP BELOW

To ensure that we have the year off to a safe start, we would like to inform you of our arrival and dismissal procedures. These procedures are designed for the safety of your child. Your cooperation with these procedures is very important.

Morning Drop-Off Procedures:
Morning car riders will be dropped off at the main school entrance. Please pull to the open cone and **place your car in park.** A staff member will assist the student getting out of the car. Please have your child ready to get out of the car. (SEE MAP ON BACK OF CAR TAG)

NO PARKING AREAS:
FRONT OF SCHOOL ON SHANNON AVENUE (WILL BE BLOCKED WITH CONES)
FRONT OF SCHOOL ALONG CURB-FIRE ZONE
SONKA STREET- (THERE IS A POSTED SIGN BY THE CITY)

Afternoon Pick-Up Procedures:

TO ENSURE THE SAFETY OF ALL WE DO NOT ALLOW PARENTS TO WALK UP AND PICK UP CHILDREN FROM SCHOOL. THERE CAN BE EXCEPTIONS:

1. ECSE students at 3:00 pm
2. Parents who have communicated with the Principal a need.

Families received two car tags at Meet the Teacher. If you did not or just need additional tags, please contact the office. This tag must be visible through the front side of your windshield. Please remember the importance of the tag in the event that someone other than you needs to pick up your child. **Cars without tags will be asked to go to the front office to sign their child out. Students will be brought to front office at 3:30**
When your child's name is called, please pull up to the loading area. Students will be loaded into cars in these areas only.
If you are late picking up your child, after 3:30, you will need to park in a designated parking area in the front of the school and come in to pick up your child by signing out with the office staff. You must have your ID to pick up your child.

When parking in front of the school please pull in a parking spot and **do not park in THE FIRE LANE.**

Dress Code

Ball ECC follows the district student dress code. Here are highlights:

- Students will need to wear shoes. Because of physical education class activities and recess, Ball students should wear **tennis** shoes.**CROCS, SANDALS/SHOES WITH NO STRAP, FLIP FLOPS, HOUSESHOES, CLEATS, OR SHOES WITH WHEELS/TAP**

- Students may wear shorts, t-shirts or dresses. If wearing a dress please wear shorts underneath the dress. Appropriate undergarments will need to be worn.
- Hats, caps and any other head covering will not be worn during the school day. (except on special days)
- Clothing or any item with any writing, picture, emblem, symbol, logo or depiction of obscenity, sex, violence, blood, skulls, Satan, death or gore is not permitted.
- Clothing or any item depicting alcoholic beverages, illegal drugs and/or tobacco products will not be permitted.
- Any item symbolic of membership in a gang or secret organization is forbidden.
- Jewelry is acceptable but be cautious about wearing bracelets that could be damaged, or come off.

Discipline Plan

We follow a whole child learning model for social and emotional learning. It is the expectation that we are teaching children how to act appropriately and traditional methods of discipline are not found to be appropriate for our students. Social stories, positive behavior charts, positive behavior incentives, social skills lessons, parent conferences, etc. will be used by every teacher to ensure a positive learning environment.

Students will have a take home folder for M-TH of the week. The folder will be used for home to school communication. Please check your child's folder every day and initial on the calendar provided. This ensures that parents have seen all notes. Please use the folder for communicating with teachers. The folders will be checked daily.

Hug-a-Bear
I Can Be A Class Champ
Character Strong

Hug-a-Bear is a special event held once a month, to recognize students who have set a social or emotional goal with their teacher that they have worked on together. Teachers choose children each month, based on the student working on their goal to receive a hug from a character bear, named Hug-a-Bear. Every child enrolled will receive a hug for accomplishing their social or emotional goal and it is the teacher's choice of when they receive their hug.

A class will also be awarded Class CHAMPS and a hug from Hug-a-Bear Monthly.

Hug a bear event will be video recorded and posted on Ball ECC Facebook page along with Individual Pictures with the bear.

Items to Leave at Home

The best way to avoid the loss of personal items is not to bring them to school. The school district passed a policy concerning cell phones and electronic devices. NO CELL PHONES ARE ALLOWED TO BE ON DURING THE DAY. Cell phones will be taken up by the admin and returned to parents only. See SISD website for more information concerning cell phones.

Jewelry, stuffed animals, toys, electronics, personal playground equipment or other items are not allowed. Tracking devices (airtags, watches etc.) are allowed as long as students can not call on the device or parents can not record from the device.

Lost and Found

School insurance does not cover the personal belongings of students or staff. Please label your child's coats, clothing, lunchpails and other personal belongings. If something is lost, please check with the office for the Lost and Found. DO NOT HAVE YOUR CHILDREN WEAR EXPENSIVE JEWELRY.

Parent – Teacher Conferences

Parents are encouraged to remain informed about the progress of their student(s). Parent-Teacher conferences are important. There are many times throughout the school year that teachers will arrange specific dates and times to meet with parents. We ask that you make every effort to attend these meetings for your child. If a parent would like an additional conference they MUST be made with the teacher (during the teacher's conference period) or through the office. Call the office at 401-1281 and request a conference and arrangements will be made.

Parent and Emergency Contacts

It is very important that you keep all phone numbers and addresses up to date. At least 3 reliable emergency contacts need to be available in case an incident arises with your student during the school day. If your phone number or address changes, you must notify the front office immediately. Changes or updates can be made by the parent online using your parent portal. Please notify the office of any changes.
NO CHANGES CAN BE MADE OVER THE PHONE. WE MUST SEE ID TO DO PRIVACY AND CONFIDENTIALITY.

School Safety

We do ask that all parents follow the district safety protocols when visiting the campus.

Our campus has a secure entrance-secretaries have to buzz you in. Parents will only be allowed into the foyer area of the school until the campus secretaries have allowed a parent access.

ALL VISITORS WILL BE REQUIRED TO BRING DRIVERS LICENSE EVERY TIME THEY COME ON CAMPUS. IN ORDER TO CHECK OUT YOUR CHILD FROM SCHOOL (EVEN AT THE END OF THE DAY) YOU MUST PRESENT YOUR DRIVER'S LICENSE. WE CAN NO LONGER JUST SEE THE CAR TAG.

All of the classroom doors will be locked during the day. The only exception is at arrival so teachers can greet students, during our exploration center time (halls are monitored) and at dismissal when students are exiting the classrooms for the bus or car line.

Campus Administrators will do a safety door check three times a day to ensure that all exterior and interior doors are shut and locked.

Mandatory Drills will occur throughout the school year. The drills that take place include-Fire drills, Severe weather drills, Lockout Drills, Lockdown Drills, Evacuate Drills, Shelter in Place Drills and A.L.I.C.E drills. Parents will be notified through school messenger on the day a drill has taken place.

Social Worker

Ball ECC employs a full time social worker (Amanda Matthews) in order to make the school a safe environment for all students. Mrs. Matthews is here to help your family find community assistance for you and your student and some basic needs. If you find that you need help to make school a more enjoyable place or you need help accessing community resources, please reach out to Mrs. Matthews amatthews@seguin.k12.tx.us or 830-401-1281 ext 11714

Special Events

Ball ECC has many special events that we would like parents to attend. For safety reasons ALL VISITORS TO CAMPUS, must have a picture ID badge from our Raptor system.

When a special event occurs you will use a QR code (see example) that will take you to a google form to fill out information-Name on drivers license (must match), visitor birthdate and visitors drivers license number.

Each visitor to the event must fill out the form. Please register for the event by the due date communicated (it will always be on notes and facebook). We recommend registering even if you think you can come. IF YOU DO NOT REGISTER BY THE DEADLINE YOU WILL NOT BE ABLE TO ATTEND.



example of a QR code-
Using your phone you will hover over the QR code and then open in google to the form.

Student Conduct

The main reason we have public education is to prepare our children to become productive members of society. It is necessary that children learn to develop self-discipline in order to accomplish this goal and to further their learning. Please reinforce your student's understanding of the need to follow expectations to protect his/her interests when a group of children are learning, playing or eating together. It is the responsibility of each child to behave in a manner that does not interfere with or disrupt other students' rights to an education. Parents will be kept informed of unacceptable behavior concerns and violations of the **Student Code of Conduct**. If the behavior is not acceptable, teachers, counselors, specialists and administrators will work with the child and his/her parents in every possible way to modify and prevent disruptive behaviors.

We have many positive programs that encourage students to behave in an acceptable manner.

Our goal is to teach children that they have a choice in how they behave and that there are many benefits in choosing to get along with each other. Students are responsible for maintaining a positive learning environment. **Students will comply with the SISD Student Code of Conduct**

Students Leaving Campus Early

Our students are escorted everywhere and can not come to the office by themselves. When your child is picked up from class it causes disruption to the class because they have to be escorted to the office and your child is missing instruction and other students' learning is being interrupted.

Children will not be released early after 2:30 pm due to end of day procedures and our dismissal procedures. (No exceptions). There is no one available to bring the student to the office after 2:30.

We encourage you to try and schedule your child's doctor and dental appointments around school hours. It is very important that our student's educational days go uninterrupted. If this is not possible, this is the procedure:

- You MUST sign your child out on the yellow sheet (Student Name first) located at the desk of the attendance clerk.
- You will give your ID to one of the staff members in the office to be checked. (**The office will not release a child to an individual who is not listed on the enrollment card.)**
- A staff member will call the teacher to send your child to the office.
- For safety reasons parents will not be allowed to pick up students from the classroom.

Visitors

We welcome visitors to our campus for lunch and some of our special events. We will notify parents if the event is for students only or parents can attend. You must check in at the office and present your ID before coming on campus.

District Policy states that other Seguin ISD students can not come to the Ball campus for events during the day. Even if the child was checked out from their campus early for a reason.

We will begin to let parents have lunch with their children after Labor Day September 7th. Students need time to adjust to being in school before parents visit.

Parents are welcome to go to the classroom for the student's birthday. Please just notify the teacher ahead of time. Must bring ID and no more than 2 people.