



ST. JOHN THE BAPTIST CATHOLIC SCHOOL
3-year-old preschool

Parent
Handbook

2016-2017



ST. JOHN THE BAPTIST PRESCHOOL HANDBOOK

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ST. JOHN THE BAPTIST PRESCHOOL HANDBOOK

Welcome to St. John the Baptist's Preschool Program

Dear Parent/Guardian,

Welcome! St. John the Baptist Preschool offers a hands-on learning experience where the spiritual, emotional, intellectual, and physical needs of young children are nurtured. A Christ-centered environment provides a secure setting in which children can experience activities that enable creativity, self-identity, independence, and teamwork. St. John's recognizes that all children are priceless gifts from a loving Creator.

OUR MISSION

St. John the Baptist Catholic School provides an education that is centered in Jesus Christ and on the Gospel Values through the intercession of St. John the Baptist. Our school is dedicated to knowing our faith, teaching our faith, and living our faith while creating an environment that maximizes learning in all academic areas. Our students are provided with the necessary education to become faith-filled, independent, critical thinkers who are prepared to be active, responsible members of the Catholic Church and society.

OUR GOALS

Christian values and attitudes shall permeate every dimension of the early childhood program. The developmentally appropriate curriculum shall include considerations for all areas of the child's development - physical, emotional, spiritual, social, and cognitive. The curriculum shall include age appropriate instruction and opportunities for free play and exploratory activities. Children learn by play; play is their work. Play shall be child-centered and self-initiated. The young child, through play, learns social skills that are foundational to lifelong living. Opportunities are provided for children to interact and cooperate with one another in small and large group activities. The integrity of the child's family is supported through multicultural and nonsexist experiences and materials. Staff members provide respectful, accepting guidance to facilitate the development of self-control. The uniqueness and self worth of each child is recognized and enhanced with encouragement and motivational incentives.

This handbook is an outline to help you understand some of our procedures in preschool. Please keep it as an easy reference throughout the year. Thank you for choosing St. John's. We look forward to an exciting, fun-filled year of learning with your child.

Sincerely,
St. John the Baptist Catholic School

PHILOSOPHY

The early years of a child's life in school are a sensitive time of learning about self and others and of growing in awareness of God's many gifts. Because children shape their basic values in early years, Catholic educators who offer pre-kindergarten and kindergarten programs have added opportunities for spiritual education.

Early childhood programs help infuse Gospel values by simple, daily activities. Some of these values and the ways they are imparted include:

| | |
|----------------|--|
| Community | Children and their teacher create an atmosphere of reverence, concern, and support for one another. |
| Faith | Children's personal relationship with God grows as they are taught about God and all of God's gifts to them. |
| Hope | Children and their teacher smile, accept one another, develop confidence, laugh, and enjoy each day together. |
| Reconciliation | Children learn to maintain a spirit of harmony, to respect one another, and to resolve conflicts with one another. |
| Service | Children help each other in keeping their classroom in good order, in serving snacks, and in other simple ways. |
| Respect | Children learn to conserve materials, to be patient, to care for school materials, and to respect the belongings of others. |
| Love | The Gospel value of love permeates the whole environment of the early childhood program. Children feel loved by their teacher's greeting and good-bye, they show love by being considerate of each other, and pray for others. |

Values are developed in the young child through everyday atmosphere and activities.

St. John the Baptist Catholic School does not discriminate on the basis of sex, race, or national origin in the enrollment and participation of students or the employment of personnel.

ADMISSION

A child **must** turn 3-years-old before September 1st, 2016 and be completely toilet trained in order to be admitted to the classroom. This includes going to and from the restroom without assistance. The teacher may not, at any time, assist your child in wiping themselves. He/she may guide your child through the steps but may not use their own hands to help. Accidents happen, so please make sure that your child has an extra change of clothes in their backpacks at all times. Extra clothes must also be appropriate for the weather conditions outside.

DAYS AND TIMES

There will be two sessions that meet two days per week:

Monday/Wednesday - 8:30-11:00am

Tuesday/Thursday - 8:30-11:00am

ARRIVAL/DEPARTURE

To ensure a smooth and safe transition for your child, all students are to arrive in the classroom no earlier than 8:30am. Parents are invited to park in the stalls closest to Door #1 (see Parking section), walk their child down the hall to the preschool room, and say goodbye at the door. Messages may be passed to the teacher at this point. We ask all parents to exit the building no later than 8:40am to help us maintain our short schedule. At pick-up, parents are to wait in the entryway of Door #1 until the teacher walks all students back. The teacher will then verify that each student makes it to the correct guardian. Please do not pick-up later than 11:10am.

PICK-UP POLICY

Parents are responsible to record all persons authorized to pick up students from school. If someone other than a parent/guardian is picking up your child, we ask that you send a note giving that person permission. Please write their first AND last name and instruct them to bring identification. The teacher will verify that the correct person is picking up the correct child. If that person will be consistently picking up your child, please state so in the note. They will then be added to your child's "Authorized Person's List". For your child's protection, he/she will not be released to anyone without prior authorization and proof of identification.

PARKING

Parents are invited to park in spots closest to Door #1, the yellow section on the handout you will receive at Open House. If this area is full, you may park in the section just to the right of the front spots. Please avoid parking in front of or behind the garages. These are reserved for parish staff.

VOLUNTEERS

The Diocese of Green Bay requires all adults wishing to volunteer at a school to attend a "Protecting God's Children" (VIRTUS training) in-service and submit to a background check. All documents for the training and background check are located on the school website under the Docs/Links link. All volunteers are required to adhere to this code of conduct.

Each child's family will be given two assigned volunteer days that are optional. Volunteers can be any member of the child's family (parent, grandparent, aunt, uncle, etc.). All preschool volunteers must be 18-years or older. The teacher will be given a list of all individuals who pass a VIRTUS training and a background check.

CURRICULUM

St. John's Preschool uses a thematic approach to education. Themes such as All About Me, Community Workers, Seasons, Weather, Advent, Transportation, and Dr. Seuss are just some of the many used. All activities radiate from the theme. Themes change every week. Lessons planned encourage hands-on learning and utilizes all senses and skills. Students are actively involved in their own learning, and many activities are child-directed to help them connect what they are learning with to their own lives at home. All children have opportunities to explore various centers including dramatic play, blocks, reading, writing, small manipulatives, science, music, and more. St. John's Preschool is also a Christian preschool. Jesus is a part of everything we do. Children learn how special they are and how much they are loved. Students will participate in morning, snack time, and closing prayers to thank God for all of our gifts.

BLUE FOLDERS

St. John's Preschool will provide all children with a blue folder. This will go home with your child every day. Please check the folder each night and return it the following class period. Only information from your child's teacher/classroom will go into this folder. If you have anything to send to school (notes, money, etc.), please put it in the folder.

COMMUNICATION ENVELOPES

In addition to what your child is learning in his/her classroom, we like to keep parents updated about all activities going on at St. John's. On your child's last day of the school week, he/she will be given a Communication Envelope from the office. Please read the information inside and sign the back of the envelope indicating that you received its contents. Return the envelope the following school day.

CLASSROOM INFORMATION

A newsletter will be sent home on your child's last day of the school week. Please check your child's blue folder for this information. This is where the teacher will share with you what your child has been learning about throughout the week. The teacher also has a page on the school website that is updated weekly. Feel free to read the information posted in order to stay informed about what is happening in our room.

CONFERENCES

St. John's Preschool offers optional conferences in November and May. Please look for a sign-up sheet that will be posted prior to scheduled conference days. Additional conferences are held upon the request of the parents and/or teacher. Should you wish to meet with the teacher, please call or email to set up an appointment.

DRESS CODE

Children should come to school dressed in clothing that is comfortable and allows for large motor activity. Please consider that the children will be involved in many hands-on activities using paint, glue, glitter, etc. We will also go outside to play when the weather permits. Please do not dress your child in fancy outfits (unless for a special occasion such as picture day or a concert). **No sandals or flip flops.**

INCLEMENT WEATHER

We follow the calendar of the Howard-Suamico School District (HSSD). If it is necessary to close school due to severe weather, the HSSD will make an announcement over the local radio and TV stations. **DO NOT CALL THE SCHOOL.** If school is cancelled, preschool is cancelled. If there is a two-hour delay, preschool is cancelled for the day.

EMERGENCY PROCEDURES

Emergency procedures for fire (Fire Drill), tornado (Tornado Drill), bomb threat, hazardous spills, and crisis situations are on file in the office and located in every teacher's handbook. Evacuation procedures and routes are posted in every classroom. Students will practice emergency drills throughout the school year.

HEALTH

For the protection of all children and staff at St. John's, any child displaying symptoms of fever, diarrhea, rashes, vomiting, severe cold symptoms, or other signs of a contagious disease **should not attend** preschool. Students may return after they have been symptom free for 24 hours. If your child has a contagious disease, please contact the teacher or office staff. If your child has any allergies (including food), please inform the teacher and list them on your child's emergency form. All children attending preschool should be considered well enough to participate in all classroom activities. This includes large motor and outdoor activities. If your child is too sick to be outside, then they are too sick to be at school.

ABSENTEEISM

If your child will not be attending on a day he/she is scheduled, please email the teacher or call the preschool room at **920-434-3822 ext. 555** after 8:00am. Please inform the teacher why your child will be missing class (illness, family vacation, funeral, etc.)

ILLNESS OR INJURY

Parent/guardians will be called if illness/injury occurs while your child is in school. Emergency forms are kept on file in the office. Other phone numbers are listed in your child's file in case a parent cannot be reached.

IMMUNIZATIONS AND VACCINATIONS

Immunization shots must be up to date. The requirements are set by law and are as follows:
4 DTP/DTaP/DT; 3 Polio; 1 MMR; 3 Hep B; 1 Varicella (chicken pox) or history of disease
An immunization form must be completed and filed in the office.

MEDICATION

Medication will only be given to students when an "Authorized to Give Medication" form is on file. All medicine (prescription and non-prescription) must be in its original container and labeled with your child's name. A medication form is available from your child's teacher. On this form, you must specify dosage, time to administer, and date. All medication must be kept in the school office. Due to the part-time nature of our preschool program, there are typically very few medications administered.

SNACKS

Good nutrition is stressed at St John's. Your child will be given one snack served mid-session daily. Students are responsible for providing the class with healthy snacks throughout the year. A snack calendar will be sent home monthly. Please post these calendars somewhere in your home to help you remember your child's snack days. The teacher will also post the calendars on the family bulletin board outside of the classroom and on the teacher page on the school's website. One of your snack days will be on or near your child's birthday.

Snack suggestions: fresh fruit or fruit cups, granola bars, raw veggies with dip, yogurt, low-fat crackers, cheese and sausage slices, bagels with cream cheese, fruit snacks, applesauce, etc. Feel free to get creative! **Cupcakes are only allowed as your child's birthday treat, but a healthier option is preferred as cupcakes are messy and high in sugar.**

All students are given milk with their snack. This is included in your tuition fees. If your child is allergic to milk, please provide the teacher with a written note.

ALLERGIES

If your child is allergic to something, please inform the teacher or office staff exactly what the allergies are. If food allergies are present and a snack is provided that a student is allergic to, an alternative snack will be given to him/her. If an EPI pen is required, it will be kept with the teacher in the classroom. A doctor's note must be given and a medication form completed (see Medication section).

FIELD TRIPS

3-year-old preschool has the option to go on 2-3 field trips throughout the school year. More information will be sent to families as field trips occur. If any adults wish to volunteer on field trip days, they must complete a VIRTUS training and pass a background check prior.

CHANGE OF ADDRESS/PHONE NUMBER

Please inform both the office staff and the teacher if you are moving, changing an address, or changing a telephone number. This helps us keep our child records current.

NON-CUSTODIAL PARENT

St. John's Preschool abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. John's will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

TUITION

Please contact office staff at **920-434-3822 ext. 221** or GRACE Administration at **920-499-7330 ext. 301** to have questions answered or to receive more information about tuition.