

St. John the Baptist 4 Year Old Preschool



Handbook
2014 - 2015



MISSION STATEMENT

St. John the Baptist 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.

PHILOSOPHY OF ST. JOHN THE BAPTIST SCHOOL

We accept Jesus Christ...

We challenge ourselves and others to live the Gospel.

We see the person of Christ in each and every individual...

We promote respect, acceptance of all, and the total development of human potential.

We challenge all to be ready to live like Christ...

We foster spiritual, moral, psychological, mental and physical growth, strength and security.

ACCREDITATION

St. John the Baptist School was accredited by WRISA on November 17, 2011.

ST. JOHN THE BAPTIST SCHOOL PRAYER

Dear St. John the Baptist, thank you for being the patron of our school. Please ask God our Father to bless St. John the Baptist School, with many, many students and an abundance of financial resources to help our school grow. Help me, my family and all of us to grow in holiness every day. Through Christ our Lord. Amen

ST. JOHN THE BAPTIST PRESCHOOL HANDBOOK

Welcome to St. John the Baptist's Preschool Program

Dear Parent/Guardian,

Welcome! St. John the Baptist Preschool affords a learning experience where the spiritual, emotional, intellectual, and physical needs of the young child are nurtured. A Christ-centered environment provides a secure setting in which this child can experience activities that enable creativity, self-identity, and cooperation. St. John's preschool program is one that is activity based, developmentally appropriate, child centered and faith enriching. St. John's recognizes that the child is a priceless gift from a loving Creator.

Our goals in this program are:

- * 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 life long 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,

Vicki Marotz

Principal

Amy Liebergen

Preschool Teacher

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 values 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 the happenings of 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 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 by praying for others.

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

Source: Diocese of Green Bay Early Childhood Curriculum Guide

St. John the Baptist 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.

STAFF AND ADMINISTRATION

Teacher:	Mrs. Amy Liebergen	434-3822 ext. 575
Aide:	Mrs. Mary Killian	
Principal:	Ms. Vicki Marotz	434-3822 ext. 223
Administrative Assistant:	Mrs. Melissa Hollihan	434-3822 ext. 221

ADMISSIONS

A child must be four years old before September 1st of the year of entrance to the 4-year-old preschool program.

ABSENTEEISM

If your child will not be attending on a day he/she is scheduled, please call the preschool room at 434-3822 ext 575. **Also, please communicate to us if your child is not attending preschool because he/she has been exposed to or develops any contagious disease.**

DAYS AND TIMES

4-year-old preschool classes are every Monday, Wednesday, and Friday.

The hours are:

Half-Day Students 8:05 to 11:05

Full-Day Students 8:05 to 2:55 (lunch/recess from 11:00 - 11:40)

ARRIVAL AND DEPARTURE

Arrival:

- ✓ The students that are being bussed to St. John's will exit their buses on Glendale Avenue and enter the school through the link and exit out door number 4 to the playground. They will line up by door number 2 when the bell rings at 8:05. **During the first few weeks of school, we will use student ambassadors to help the children become oriented to this system.**
- ✓ Parents who are providing transportation will drop-off and pick-up their child by entering from Cardinal, driving through the parking lot using the correct lanes, dropping off their child near the door number 2 entrance, continuing through the church parking lot, and exiting on Glendale. Please do not park and bring your child to the playground as this makes the transition into school for your preschooler more difficult.

Departure:

- ✓ Half-day students will be dismissed at 11:05. Please meet us in the entryway at door number 1 no later than 11:05.
- ✓ Full-day students will be dismissed at 2:55.
- ✓ At afternoon dismissal, the students being bused will exit out the middle school doors. The teacher or the aide will make sure your child gets safely onto the correct bus. **All bussed children will ride the bus home unless a note is received from a parent/guardian indicating otherwise.** Thank you for your cooperation with this.
- ✓ Students that are going to extended care will be brought to the extended care room after school.
- ✓ Students who will be picked up at 2:55 will exit out door 2. When picking your child up, please stay in your car in one of the two lines. A staff member will bring your child to you.

* If there is ever a change in your child's transportation, please send a note in your child's folder or call the office. Please do not send an email. A variety of situations could happen, like Internet being down or me being gone, and the email would not be seen until it is too late. If you forget to send a note you can always call the office!

CHANGE OF ADDRESS/PHONE NUMBER

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

CONFERENCES

Conferences are scheduled in January. Optional conferences will be held in April.

Additional conferences are held upon the request of the parents and/or teacher. Should you wish to meet with the teacher please, please contact the teacher to make an appointment.

CURRICULUM

St. John's preschool offers a learning experience where all areas of your child's development are met. They will develop social and emotional skills, early literacy skills, and early math skills, along with the development of their small and large motor skills. Students are given the opportunity to develop these skills through play, exploration, and group activities. Center and group activities will be based on the weekly theme.

St. John's preschool is a Christian preschool. Jesus is a part of what we do in our school. Children learn how special they are and how much they are loved. A before snack prayer allows us to thank God for all our gifts.

DRESS CODE

Children should come to preschool 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, etc. Full-day students will be going outside to play on a daily basis and half day students will have the opportunity to play outside throughout the non-winter months (weather permitting). Please ensure your child comes to school with appropriate outdoor clothing (hats, mittens...). **No sandals, please.**

EMERGENCY INFORMATION FORM

Your child will receive an Emergency Form on orientation day. Please fill out the entire form. Be sure to include specific instructions for medical problems and your doctor's name and phone number. Please return the form to your child's teacher by the first day of school. Emergencies do happen the first day of school!!

EMERGENCY PROCEDURES

Emergency procedures for Fire (Fire Drill), Tornado (Tornado Drill), Bomb Threat, Hazardous Spills, and Crisis Situation 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 year.

INCLEMENT WEATHER

We follow the Howard-Suamico School District. If it is necessary to close school because of severe weather, the Howard-Suamico School District will make an announcement over the local radio/TV stations. **DO NOT CALL THE SCHOOL.** If school is cancelled, preschool is cancelled. If there is a 2 hour delay, half day preschool is cancelled for the day.

HEALTH

For the protection of all children and staff, any child with symptoms of fever, diarrhea, rashes, vomiting, severe cold symptoms, or any other signs of contagious disease should not attend preschool unless they have been symptom free for 24 hours. If your child has a contagious disease, please contact the office so the necessary information can be passed on to the appropriate people. If your child has any allergies, please inform the teacher and list them on the emergency form.

All children attending preschool shall be considered well enough to participate in all preschool activities (including large motor and outdoor activities). Any exceptions should be directed to your child's teacher. We encourage all children to participate in all activities.

ILLNESS OR INJURY

Parent/guardian will be called if illness/injury occurs while in school. Emergency forms are kept on file in the office. Other phone numbers are listed in case a parent can not be reached.

IMMUNIZATIONS AND VACCINATIONS

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

MEDICATION

Medication will only be given when an "authorized to give medication" form is on file. All medicine (prescription and non-prescription) must be in its original container. All over the counter drugs must be labeled with the child's name. A medication form is available from the school office. On this form you must specify dosage, time, 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.

BLUE FOLDERS

Each day your child will come home with a blue folder. Please check the folder each night and return it the next day. If you have anything to send to school (notes, money) please put it in the folder.

COMMUNICATION ENVELOPES

As joint partners in the home-school adventure, we like to keep you informed about all the activities going on at school. This is accomplished through the *Communication Envelope*. Each week, this "envelope" will come home with your child. Please read the information and return in the envelope anything that is to be sent back; you may keep all other contents not requested back to school. On the outside of the envelope, there is a date stamped. After removing all items, please **sign your name next to the date** and return the envelope **the next day**.

CLASSROOM INFORMATION

Please check my teacher page frequently. This will help keep you informed about what is happening in our room.

SNACKS

Good nutrition is stressed throughout the year in preschool. Our snack is served daily, mid-session. Each child is asked to bring one box of any variety of crackers twice per year. Students will have milk with their snack. If you would like to bring in a special treat for your child's birthday please let me know which day your child would like to bring in snack. We will celebrate his/her birthday that day. We also celebrate half-birthdays for our students with birthdays in the summer months!

The children purchase milk on a semester basis, this will be on your tuition statement. If your child is allergic to milk, we need a written note, which will be used for the whole year. Thank you in advance for your cooperation in our snack program.

Allergies - If your child is allergic to something, please let us know exactly what foods. Also, in case a snack would be brought in and your child is allergic, please provide an individually wrapped snack to be given to only your child.

Snack suggestions: (These are only some ideas . . . feel free to be creative!!)

Fresh fruit slices, fruit kabobs, applesauce, vegetable strips with dip, yogurt, cheese and sausage, string cheese, bananas, Gogurt, raisins, bread or muffins, . . . and the list goes on. **(No cupcakes please, they are very messy and hard for children to eat in class)**

FIELD TRIPS

Occasionally we will take field trips. Information about field trips will be sent home in the blue folders or communication envelopes. Permission slips must be signed and returned to school in order for your child to participate in the field trip experience. Verbal permission is not a legal option.

PARENT VOLUNTEER

The Diocese of Green Bay requires all volunteers assisting in school on a regular basis to attend a "Protecting God's Children" in-service and submit to a background check. All volunteers are required to adhere to this code of conduct.

VISITORS

Visitors are welcome in the preschool as long as they have the proper training/background check. Please make necessary arrangements ahead of time with the teacher and office personnel. You are asked to sign in with the office when visiting school.

PICTURES

Preschool pictures will be taken the same day as K-8 school pictures.

NON-CUSTODIAL PARENT

St. John's School 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, a school 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.

SUPPLIES

Please bring all supplies to the Open House on August 28th. Label items with the *.

- 4 *Reams of white copy paper OR \$15.00 Ream Dream Fee
- 3 Large box tissues (250 count)
- 1 *Tennis Shoes - No black marking soles/clogs - Kept at school for "Gym Only" - No "roller" shoes (full day students ONLY)
- 1 *Large smock or shirt to protect clothing during Art class
- 1 *8 ½ x 11 Spiral binding sketchbook (can be used multiple years) for Art class
- 1 *School bag (no wheels please!)
- 2 Dry erase chisel tip marker - 1 black, 1 any color
- 1 *Headphones for iPads (can be used multiple years...any brand...no ear buds please!)
- 1 Beach towel for rest time (full day students only)
- 1 *Plastic Tote Box (5" x 8")
- 1 Box of 24 Crayola crayons 1 8 or 10 pack washable broad tip markers (classic colors)
- 1 4 oz bottle of Elmer's school glue (orange top, not fins or gel)
- 6 Elmer's purple glue sticks 1 Fiskar Scissors 1 Pink Pearl eraser
- 3 Large containers of Clorox wipes
- 1 Bottle of pump hand sanitizer
- 1 Container of Wet Ones (48 count)
- 1 *Box of crackers to share (no nuts) (half day students)
- 2 *Box of crackers to share (no nuts) (full day students)
- 2 2 pocket 3 pronged folder (1 red, 1 blue)
- A-N 1 Select a size roll of paper towels & 1 washable ink pad (any color)
- O-Z Sticky back Velcro dots (white) & Googly eyes (12 mm and larger)

TUITION

The preschool is self-supporting and does not receive parish subsidy. Therefore, the tuition must cover the cost of the preschool program. There are four options for tuition payment. You may make one full payment, two installments, 3 installments, or 10 installments. Under the 10 payment options you can select one of two schedule dates; 10th and 24th of the month (if these fall on a weekend or holiday, the draw will occur on the next business day). The 1, 2, or 3 payment options draw on the 16th via an automatic withdrawal from a financial institution of your choice.

Along with tuition you will also be billed an activity fee, which will include any fieldtrips and milk.

STAR OF THE WEEK

Each child will have a chance to be our STAR of the week. Prior to the week when your child is going to be the STAR of the week, he/she will bring home an envelope containing an activity to be completed. Please send this back by Monday of your child's STAR week. This information will be displayed on a special bulletin board for one week. Children are encouraged to bring in pictures as well. Your child will also be given the chance during the week to share one thing that is special (favorite stuffed animal, toy...). Your child may also bring a favorite book for our class to read. If you would like to be a guest reader that week please let me know...the students love when a parent comes to read to them!

ENCORE CLASSES

On a weekly basis your child will have:

Everyone:

Art twice a week

Music twice a week

Library once a week

Full-Day Students:

Physical education twice a week

Spanish once a week

Thank you for taking the time to read through this handbook. If you have any questions, please feel free to call preschool (434-3822 ext. 575).