

# St. John the Baptist

## EC 4



Handbook  
2018 - 2019



### **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 is accredited by WRISA.

### **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 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.
- \* 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,

Andrew Mulloy

Sarah Baye

Amy Liebergen

Principal

Preschool Teacher

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

Teachers:	Mrs. Amy Liebergen	434-3822 ext. 575
	Mrs. Sarah Baye	434-3822 ext 230
Classroom Aides:	Mrs. Amy Blom	2 <sup>nd</sup> Aide TBD
Principal:	Mr. Andrew Mulloy	434-3822
Administrative Assistant:	Mrs. Melissa Hollihan	434-3822 ext. 221

## ADMISSIONS

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

## TUITION

Please contact Mrs. Hollihan in the school office (434-3822 ext 221) or GRACE administration (499-7330 ext 301) for information about tuition.

## DAYS AND TIMES

EC 4 classes are every Monday, Wednesday, and Friday. Class will start at 8:05. Half-day students are dismissed at 11:05 and full- day students are dismissed at 2:45

## ARRIVAL AND DEPARTURE

Arrival:

- ✓ The students who will take the bus to St. John's will exit their buses on Glendale Avenue and enter the school through the link. An adult will meet the students at the link and bring them to our line in the hall near door number 2.
- ✓ Parents who are providing transportation will drop-off and pick-up their child by entering the parking lot from Cardinal, driving through the parking lot using the correct lanes, dropping off their child near the door number 2 entrance, then continuing through the church parking lot, and exiting on Glendale. Please do not park and bring your child to the door. It is not safe to have people walking through the traffic, it is harder to keep traffic flowing, and it makes the transition into school for your preschooler more difficult. Students will enter door number 2 and line up in the hall near the door until 8:05. At 8:05 we will walk down to our room. If you arrive after 8:05 you will need to bring your child into the school through door number 1 and check in at the office.

Departure:

- ✓ Half-day students will be dismissed at 11:05. Please meet us in the entryway at door number 1.
  - ✓ Full-day preschool students will be dismissed at 2:45 (11:30 on early release days).
  - ✓ Full-day students who will be picked up will exit out door 2. Please arrive by 2:35 (11:25 on early release days) so we can clear out some cars before the middle school students are dismissed. Also, please stay in your car in one of the two lines. A staff member will bring your child to you.
  - ✓ At afternoon dismissal, the students taking the bus will exit out the link doors (by the kindergarten room). An adult will make sure your child gets safely onto the correct bus.
  - ✓ Students that are going to extended care will be brought to the extended care room after school.
- \* If there is ever a change in your child's transportation, please **send a note** in your child's folder or call the office by 2:30. Without a note we will bring your child to his/her usual departure place. Please do not send an email. Situations have occurred in which emails were not seen until it was too late.

## CHANGE OF ADDRESS/PHONE NUMBER

Please inform both the office and the teacher if you are changing an address or telephone number.

## CONFERENCES

Conferences are scheduled twice per year. Both conferences are optional, but parents are strongly encouraged to attend the fall conference. If a conference is not requested by the parents but the teacher feels one is necessary, the teacher will request a conference. Additional conferences will be held if necessary.

## 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 themes.

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. Daily prayers allow us to thank God for all of our gifts.

## DRESS CODE

Children should come to preschool dressed in clothing that is comfortable and allows for large motor activity. **Shoes must have a back and a closed toe.** 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...). We also ask that each student keep a change of clothes (shirt, pants, underwear, socks) in his/her backpack. Occasionally spills happen or in the winter months students get wet outside.

## EMERGENCY INFORMATION FORM

Your child will receive an Emergency Form at Open House. Please return the completed form to your child's teacher by the first day of school. Emergencies do happen the first day of school! We will refer to this form for your contact information if your child becomes ill or injured at 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 room. 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, an email and text message will be sent. If there is a 2 hour delay, half-day preschool is cancelled for the day but the full-day students will have school the remainder of the day.

## HEALTH

If your child will not be attending on a day he/she is scheduled, please call the office at 434-3822 ext 224. 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. Children attending preschool will 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.

## IMMUNIZATIONS AND VACCINATIONS

Immunization shots must be up to date. 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. Please contact the office if you need this form. All medicine (prescription and non-prescription) must be in its original container and be labeled with the child's name. Any medication must be kept in the school office.

## 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. Any items that need to be sent to school (notes, money) should be put in the folder. **Please do not send birthday invitations in the folders as they are not allowed to be passed out at school.**

## COMMUNICATION ENVELOPES

As joint partners in the home-school adventure, we like to keep you informed about all the activities going on throughout the school. This is accomplished through the ***Weekly Communication Envelope***. After removing all items, please **sign and return** the envelope the next day of preschool.

## CLASSROOM INFORMATION

Please check our teacher pages on our school website frequently. This will help keep you informed about what is happening in preschool.

## 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 information about being Star of the Week. A schedule for Star of the Week will be given to each family at Open House.

## **SNACKS**

Good nutrition is stressed throughout the year in preschool. Our snack is served twice daily, once in the morning, once in the afternoon. Each child is asked to bring a box of any variety of crackers. More crackers will be requested throughout the year as the supply runs low.

We encourage all students to bring a water bottle for snack. These will be sent home daily. We have a water fountain in our room so if your child forgets his water bottle he will still be able to get drink of water.

We do create a birthday snack schedule. Your child's snack day will be scheduled as close to his/her actual birthday or half-day birthday if your child has a summer birthday. Sending in a birthday snack is optional. Some snack ideas are: fruit (pre-cut), fruit kabobs, applesauce, vegetables with dip, yogurt, string cheese, Gogurt, raisins, bread or muffins. If you have another idea but are not sure if it is acceptable feel free to ask!

Allergies - If your child is allergic to something, please let us know exactly what foods. It is also helpful if parents send a special snack for their child to keep at school for birthday snack days. If your child is unable to eat the birthday snack then he/she can have that special snack.

## **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 VOLUNTEERS**

The Diocese of Green Bay requires all volunteers assisting in school to attend Virtus training and submit to a background check. If you would like to volunteer, please sign-up using our VolunteerSpot page. The button for the direct link to our page is at the bottom of my teacher page.

## **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.

## **ENCORE CLASSES**

On a weekly basis your child will have physical education, music, art, and library. Days and times will vary from year to year. Some encore classes are in the afternoon so half-day friends will only have the classes offered in the morning.



# St. John the Baptist EC 4 Handbook

I have read this handbook for EC 4 and agree to follow the procedures outlined in it.

Parent/Guardian Name \_\_\_\_\_  
(print)

Parent/Guardian Signature \_\_\_\_\_

Please sign and return this page  
to your child's teacher by  
the first day of school.

Thank you!