



St. John the Baptist

Pre-School

Handbook

2017-2018

ST. JOHN THE BAPTIST PRE-SCHOOL

MISSION

St. John the Baptist Catholic School has as its mission to integrate Catholic values and morals into a challenging academic education. This mission unites students, staff and parents to seek, in faith, a sense of belonging in and mutual respect for God's world around us and its people.

PHILOSOPHY

As educators in St. John's Catholic School, the faculty will attempt to fulfill the expectations of family caretakers and meet the needs of their children in the following way:

- *By developing a firm foundation of spiritual values and character.*
- *By mastering the basic elementary subjects.*
- *By appreciating understanding and practicing American ideals of democracy and citizenship.*
- *By developing global awareness and understanding.*
- *By encouraging a responsibility and stewardship toward God's creation, as is made known in all life and environment.*

OBJECTIVES

To accomplish this purpose the following goals have been established:

1. To impart basic religious instruction and formation and to provide for meaningful religious experiences;
2. To provide quality education by imparting basic knowledge, understanding and skill in the fundamental school subjects;
3. To prepare worthwhile citizens for our Church, our country, and our community;
4. To strive to become an extended family---a community of love, care, and concern.

ST. JOHN'S PRE-SCHOOL GOALS

Discover God and Jesus' love and appreciation of our wonderful world.

Develop positive feelings about self, other, school and the environment.

Encourage independence in taking care of personal needs.

Help each child recognize rights, feelings, and property of others.

Practice and encourage safety in and out of school.

Involve children in activities that help physical development.

Encourage sharing and cooperation.

Provide opportunities for self-expression for each child through language, drama, art, etc.

Increase child's attention span.

Provide experiences with books, computers, and other library materials.

Introduce the use and need for numbers and letters in daily life.

Stimulate the child's thought processes to bring greater understanding, awareness, and curiosity.

Prepare the child for the transition into kindergarten.

GENERAL INFORMATION

St. John's Pre-School
702 East Poplar Street
West Frankfort, IL 62896

Phone: 618-937-2017
Fax: 618-937-2287

STAFF: Teacher: Mrs. Leanna Leek

DAYS: Monday - Friday

HOURS: 8:00 – 11:00 a.m.

*****NO TOYS FROM HOME SHOULD BE SENT TO SCHOOL.**

*****STUDENTS MUST BE COMPLETELY POTTY TRAINED.**

ABSENCES: When a student is to be absent from school we ask that you please call the school office (937-2017) between 7:15 and 8:00 a.m. and let us know.

ALLERGIES

There are several children attending St. John the Baptist School who suffer an allergy to peanuts and nuts. Even exposure to a tiny amount of this item could be potentially serious and life threatening. Currently classrooms are deemed peanut free as needed due to specific student needs.

We the staff and parent community strive to provide a safe environment for all our students. To this end, we have reviewed the individual needs of our students and the procedures and policies presently in place. We can all play a role in preventing such a dangerous and frightening situation at school. Although the specific child and family must take responsibility to avoid exposure, we can also help to make the school environment safer.

We therefore ask your co-operation. We ask that:

- You avoid sending ANY snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
- You inform your child's teacher before giving food products to any children, other than your own.

It is imperative that we all teach children to respect this very serious situation and discourage teasing or threatening of the allergic child.

We recognize that this may be an inconvenience for you, but please realize how important your co-operation is. We would take the same care should your child have such a health care need.

Thank you for your consideration and support in this matter. As a school team, we do our utmost to ensure the safety of all students.

ARRIVALS/DISMISSALS: The pre-school teacher will be on duty at 7:55 a.m. for the morning class. Please escort your child to the pre-school room. If you bring your child to school earlier than 7:55, please send them to the social room to be supervised by the teacher on duty.

Dismissal time for morning class pre-school students is 11:00 am and 2:45 pm for the afternoon preschool students. Please pick your child up promptly at that time. If someone other than the parent will be picking up your child, a note must be sent or a phone call must be made to the office stating such.

For your safety and especially the safety of our children, the following procedures are to be followed when bringing your children to school and/or when picking them up.

- All traffic should enter the parking lot from Main Street through the front gates. If you are going to walk your child into the school--please park your vehicle appropriately in one of the marked places and proceed carefully into the building.
- When picking up your child, please park in one of the appropriate spaces, walk to the entrance, get your child and safely escort him/her to your vehicle.
- All traffic should then exit through the gate on the east side of the parking lot near the playground swings.
- Please do not block any of the gates or drives. Parking lot congestion is bad even when conditions are good. Whenever someone enters the wrong gate, parks inappropriately, or blocks a gate or drive, there is a great risk of a child being injured.

BEHAVIOR MANAGEMENT: Our staff strives for consistency in handling children properly. It is our belief that positive behaviors will increase when they are reinforced and negative behaviors will decrease when they are not reinforced. If there is a need for more than these reinforcements, other methods used are "time-out" or "loss of privileges". The child is always told why the penalty is occurring. In helping us to better understand your child's behavior, it is imperative that you report any upsetting experience to the teacher.

COMMUNICATION WITH PARENTS:

Contacting the principal

Please feel free to call or stop by the principal's office at any time. Because the principal will be in and out of the office visiting classrooms and doing other administrative chores, please call

ahead for extended appointments. In case of emergency, you may contact the principal any time, day or night.

Contacting the teacher

A teacher will not be called from class except in cases of emergency. If an appointment is needed with a teacher, please call the office and leave a message. The teacher will return your call as soon as possible.

Visiting Classrooms

Parents are always welcome to visit the classroom, but they must call the teacher one day ahead so that the teacher will be aware of the visit. Visitors must always check in at the office.

CONFIDENTIALITY: Those who work at St. John's are encouraged to maintain confidentiality in dealing with students and parents/ guardians. Talking about students, staff and specific issues outside the school can often be misinterpreted, causing rumors and gossip that can only hurt the school.

DISCIPLINE CODE: "Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity.

True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love and firmness--a firmness that will steadily bring the student toward self-discipline.

"True discipline involves both preventive and corrective procedures for helping students take charge of their own life, making decisions, and learning from the consequences of those decisions." (Dioceses Reg. 5144.1)

DAILY SNACKS AND BIRTHDAY TREATS: Daily snacks will be provided by St. John's. If your child has a food allergy, please make sure the teacher is informed. Birthday treats such as cookies, donuts, ice cream, juice, etc. may be brought in for your child's special day. Please limit this to food and drink only. Summer birthdays will be celebrated in the spring. Please consider healthy snack food for birthdays.

DRESS CODE: Preschool students do not have a dress code as such. They may wear shorts or slacks. Girls should not wear jewelry except for small earrings for pierced ears. No finger nail polish or temporary tattoos should be worn to school. Children should not wear sandals or flip-flops, dress shoes, mules or clogs. The best choice of shoe for children would be tennis shoes.

ELIGIBILITY: Preschool is open to children who turn 3 years old by September 1. St. John the Baptist Catholic School, in following the policy of Diocese of Belleville, admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of their educational policies, admissions policies, scholarships and local programs and athletic and other school-administered programs. **(DP #5111.1)**

All children must be completely toilet trained. This means that the child knows to go to the bathroom without being reminded to do so and does not wear pull-ups. Accidents will be handled with a minimum of attention. **Please provide an extra set of clothes for emergencies.**

FIELD TRIPS: During the year children will participate in trips planned and supervised by the teacher. Parents will be asked to go along for additional supervision. A permission slip will be sent home for you to sign and must be returned to school before each trip is taken. If you choose for your child not to attend a trip, please let the teacher know and keep your child home on that day.

All volunteer drivers are required by Diocesan regulations to complete and have on file at the school a volunteer application and a background check. In addition, drivers must attend an Initial Child Protection Training or Renewal Session. These forms are available in the school office.

No students are to ride in the front seat of any vehicle. All students must wear a seat belt and use a booster seat if required.

GRIEVANCE PROCEDURE: Should a problem or misunderstanding arise, the proper procedure to discuss the matter is as follows:

1. Call the school office or send a note to the teacher requesting a conference. If parents are unable to attend a conference in person the teacher will telephone them.
2. If after discussing the matter with the teacher and no resolution seems possible, then the parents may contact the principal.
3. A conference will be set up with parents, teacher, and principal to discuss and clarify the concern or grievance.

HEALTH POLICIES: St. John's Preschool aims to protect the health of each child as well as the health of the entire group. Parents, please **do not** send a child to school if within the preceding twenty-four hours he/she is showing signs of illness such as rash, vomiting, diarrhea, sore throat, harsh cough, earache, swollen glands, or a fever. **Do Not give a child a fever reducing medicine and then bring him/her to school.** Your child must be fever free and have not been given fever reducing medicine for 24 hours prior to return to school. **Do Not** bring your child to preschool if he/she has a communicable disease. A communicable disease is a highly contagious disease that must be reported to the Franklin County Health Department. The following list is what we are required to report to the health department:

Chicken Pox
Impetigo
Measles
Fifth's Disease
Strep Throat
Pink Eye
Scarlet Fever
Pneumonia
Staph Infection

If your child appears ill upon arrival at school, he/she will be sent home. If your child has a physical condition that may affect his learning or health, **please inform the teacher.**

HOLIDAY OR HOLY DAY CELEBRATION: We will have celebrations for Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter. Room mothers or volunteers will be asked to assist with snacks, drinks and games for these occasions.

ILLNESS AT SCHOOL: If a child becomes ill during the school day, the procedure will be as follows:

The principal or secretary will call the parent/guardian at home or work. The student will remain in the office until picked up by the parent/guardian who will sign the sign-out sheet before leaving the office.

INSURANCE: All students must be covered by insurance according to the diocesan policy. If school insurance is not needed, a waiver must be signed and on file in the school office. Forms will be sent home the first week of school.

MEDICATION: In keeping with state and federal laws, no school personnel, salaried or volunteer, is permitted to administer first aid or dispense medication to any student. Only immediate and necessary first aid measures will be administered and parents will be notified of the action taken.

All medication to be taken by a student must be accompanied with the Medicine Consent Form giving explicit instructions and permission for the student to administer the medicine. Medicine

must be in the original container and marked with the student's name. All medications will be kept in the school office and administered under a teacher's or other staff person's supervision.

Any student who is required to take oral medication during the school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log, which includes date, time, dosage, and signature of person giving medication.
5. Only the principal or designated person shall be allowed to supervise a student taking prescription medication. At no time shall the principal or designated person administer medicine to a student.

PARENT HELPERS/VOLUNTEERS: St. John's School encourages and welcomes all volunteers. Parents are very important in our pre-school program. They can help with projects and experiences that require more loving hands that the teacher can provide.

In order to be a volunteer at our school you must attend the Initial Child Protection Training Course (and refresher course every year thereafter), complete a volunteer application and a background check (at no cost). Please ask for your volunteer packet in the school office. These requirements are for any parent/guardian/grandparent/other who wishes to volunteer in the lunchroom, classroom, playground, field trips, or any other event in which they will be in contact with our children. This policy is in place for the safety of our children. Your cooperation is greatly appreciated.

Parents will be contacted by the teacher to volunteer in the classroom. Other services might include helping on field trips, sharing art and craft ideas, etc.

PHYSICAL EXAMINATION: Prior to the opening of school, each child must have a physical examination and all immunizations up to date. This is a state law that we must follow. A dental examination is recommended.

REGISTRATION FEE/SNACK FEE: \$150.00 Payable at the time of registration and used to cover costs of materials and snacks throughout the year. Registration fee is non-refundable.

REPORTING CHILD ABUSE/NEGLECT: Illinois law has made it mandatory for building principals and teachers to report suspected child abuse or neglect to the Department of Children and Family Services. St. John's School will comply with and follow the procedures outlined by the law.

TUITION: St. John the Baptist School collects tuition through the SMART Tuition Management Services Program. All families must enroll in the SMART Tuition Management Services Program. Parents may also pay the tuition in full to St. John the Baptist School prior to August 15, 2015. If paying by credit card additional fees will apply. Questions about the SMART program can be directed to SMART at 1-888-868-8828; Email: www.smarttuition.com. Any exceptions to the payment schedule must be approved by the principal. Families who pay the full tuition at the beginning of the school year will receive a \$100 discount.

Tuition fees are as follows: **\$2350 for the half-day program and \$3200 for the full day program.**

VACATIONS, HOLIDAYS, AND SNOW DAYS: Follow St. John's School Calendar. During time of inclement weather we will follow West Frankfort District #168 schedule. If necessary, changes may be made to the calendar with proper notice given to the parents.

WHAT YOU CAN DO TO HELP READY CHILDREN FOR A LIFE OF LEARNING.

Read to your child: stories, nursery rhymes, bible stories, highway signs. Set an example that reading is fun. Children imitate their parents.

Encourage and let your child help around your home: setting the table, picking up toys, raking leaves, and taking care of the family pet, etc. This teaches your child responsibility and builds self-esteem.

Practice good health and safety habits. Eat nutritious balanced meals and snacks. Set a regular bedtime and stick to it. Children this age need nine to ten hours of sleep. Brush teeth after meals and before bed. Learn first and last name, parents' names, address and telephone numbers. Exercise and play games with your child. Wear seat belts while riding in vehicles. Help your child learn how and when to cross the street. Your family should learn fire safety and practice escape routes out of your home.

When problems and frustrations arise help your child to see what they are, recognize them, and help them to come to understanding and solutions. Learning how to solve problems and frustrations is an ongoing process in all of our lives. Most importantly, love them unconditionally and you will earn their love and respect.

SPEECH AND LANGUAGE OF THE THREE YEAR OLD

At age three, your child

Can match primary colors, names and color

Knows night and day

Understands “yesterday”, “summer”, “lunchtime”, “tonight”, “little-big”

Begins to obey prepositional phrases like “put the block under the chair”

Uses words to relate observations, concepts, ideas and relationships

Frequently practices speaking by talking to himself or herself

Knows his or her last name, sex, name of street on which he/she lives and several nursery rhymes

Can tell a story or relay an idea to someone

Has a sentence length of 3-4 words

Has a vocabulary of nearly 1000 words

Is able to consistently produce the following: “m, n, ng, p, h and w”

May repeat sounds, words or phrases, which is perfectly normal at this age

Can draw circle and vertical line

Can sing songs

Expresses fatigue verbally

Can stay with one activity for 8 or 9 minute

Asks “what” questions frequently

SPEECH AND LANGUAGE OF THE FOUR YEAR OLD

At age four, your child....

Points to colors red, blue, yellow, and green

Identifies crosses, triangles, circles, and squares

Follows commands even though objects are not present

Understands “early in the morning”, “next month”, “noontime”

Can speak of imaginary conditions such as “suppose that” or “I hope”

Asks many questions although more interested in how answers fit his/her own thoughts rather than just the explanation

Has a sentence length of 4 - 5 words

Asks “who?” and “why?”

Begins to use complex sentences

Uses contractions such as “it’s a” or “there’s a”

You can stimulate your four year old’s speech and language by

Helping your child classify objects and things like talking about what kinds of things he can ride in

Teaching your child the correct use of a telephone

Helping you plan activities such as what you will make for Christmas dinner.

Giving your child more responsibility

Talking with him/her as you would any person

Reading longer stories to your child

Letting your child tell and make up stories for you

Continuing to show your pleasure at this development in speech, language, and thought

Not expecting absolute perfection in the way he/she pronounces words.

