

**Saint John the Evangelist School  
2010 - 2011 Preschool Information Document**



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## **PRESCHOOL PROGRAM - MISSION**

The **mission** of the preschool is to provide a quality Christian environment that promotes physical, social, emotional, intellectual and spiritual development for children ages three to five years.

## **PRESCHOOL PROGRAM – PHILOSOPHY**

Children are very receptive to learning about God. Our learning environment will reflect a Christian-centered focus in order to help model and teach about God's goodness.

1. Children have an innate desire to learn. It is therefore important to begin to nurture this desire at an early age in order to foster a healthy self-concept.
2. One of the primary tasks of preschool children is to begin to socialize with other children. The main way in which children learn to socialize is through play.
3. Play is the work of a child. Children will be encouraged and guided through a variety of play experiences designed to foster self-discovery and to build confidence.
4. We recognize and respect that parents are the first teachers of their child. We strongly encourage and invite parent participation in the child's educational process.

## **PRESCHOOL REGISTRATION**

We will accept children who will be three years old as of **June 1<sup>st</sup>** and children who are four and five years old as of **September 1<sup>st</sup>** of the school year for which they are enrolling. Children **must** be toilet trained in order to be accepted into the program. The school reserves the right to adjust programming per student toilet training needs.

Registration will begin during Catholic Schools Week (CSW) in January. **Open House and Preschool and Kindergarten registration will be held on Sunday, January 27, 2008.** Students currently using the program will receive re-registration documents one week prior to the Catholic Schools Week (CSW) Sunday registration. **Priority will expire the Friday before the CSW Sunday.** Any student who has not returned the re-enrollment packet by 4:00 PM on the Friday prior to the official CSW Sunday will be put in the next priority status. **Following current student re-enrollment, registration will be taken on a first come, first serve basis.**

Our goal for the preschool program is to provide a quality early learning experience for the children of this parish and community. Keeping this in mind, we would also like you to be aware of how enrollment is established for kindergarten. Priority will be given to kindergarten registrants based on the following:

## **KINDERGARTEN REGISTRATION**

All students entering kindergarten must be five years of age by September 1<sup>st</sup> of the school year for which they are enrolling.

1. Brothers and sisters of students currently enrolled at Saint John's School that meet the age criteria will have priority. This priority will only apply for those whose siblings have been enrolled for a minimum of one calendar year prior to the date of registration.
2. The next consideration will be given to children who have attended Saint John's Preschool.
3. If additional positions remain open; priority will be given to children whose parents are registered in the parish for the longest period of time.

4. Non-parishioners will be accepted only after all registered parishioners have been accepted.
5. An exception to the age requirement can only be made IF THE CHILD PASSES REQUIRED PUBLIC SCHOOL DISTRICT EARLY ENTRANT TESTING, parents meet with school personnel and an opening still remains.
6. We reserve the right to limited class size for budgetary purposes.

## **ALLERGIES**

While our building and classroom serve many different functions, we will make reasonable accommodations for students who have known food allergies.

## **AUTHORIZATIONS**

When you register your child for preschool, please name all persons authorized to pick up your child and anyone who is not allowed to pick up your child. In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file with the Preschool.

**You must inform the staff in advance and in writing if someone other than a parent or guardian is to pick up your child. The preschool staff will ask for a photo I.D.**

## **BEHAVIOR GUIDANCE**

Our environment is set up to provide a positive and enjoyable learning experience for your child. Daily routines and limits will be set by teachers in order to achieve program missions and goals for all children. Our program will strive for a consistent daily schedule, which is predictable for the children, and every effort will be made to assist each child in finding comfort with the schedule of the day.

Children will be encouraged to use their words in dealing with emotions and conflicts in school. Teachers and adults will model appropriate, positive language and behavior at all times. Should a child's behavior necessitate a disciplinary step, the teacher will first discuss the problem behavior with the child and attempt to redirect the child toward a more positive behavior. This model most successfully helps children to learn to set their own behavioral boundaries based on teacher's expectations.

In an extreme situation of inappropriate behavior, a child may be temporarily removed from the group for a short period of time. At no time will a child ever be isolated from the teacher. In the event that a child's behavior is consistently inappropriate, parents will be notified, and a conference date will be set to address a behavior system that will guide the child toward appropriate classroom behavior. We view each day as a "new day" with regard to prior behavioral issues, and each child will thus start each new school day with a "clean slate".

## **CHILD ABUSE**

Our staff members are considered mandatory reporters for any suspected child abuse. We are therefore bound by law to report any suspected abuse or neglect to the local child protection agency.

## **CLASSROOM PHILOSOPHY**

Our classroom is set-up in such a way that children are exposed to a variety of hands-on discovery learning experiences. The children make choices about the centers they will use. The materials are open-ended and provide for a variety of developmental needs within the early childhood years.

We provide an environment that encourages socialization and learning while incorporating fun and creativity. Each class session includes a balance of structure (*group circle time*) and unstructured learning time (*free choice/center use*).

## **CLOTHING**

Children should wear clothing that is both comfortable for the activities of the day and suitable for the weather. We strongly recommend that your child's garments be labeled in a way that he or she can recognize his/her own garments. Preschool children who attend Eagle Club need to use the space provided for their coats, boots, etc. in the classroom. Please send a labeled school bag each day.

## **CONFERENCES**

We will stay in close contact with you about your child's progress and development. Parent-teacher conferences will be scheduled during the school year, and parents will be notified of the date and time. Every effort will be made to accommodate parent(s) schedules. A parent may request a conference with their child's teacher at any time.

## **EAGLE CLUB SERVICES**

Eagle Club services are available for those children registered in the preschool program. Children who are left more than 5 minutes beyond the end of preschool will be sent to Eagle Club, and a late fee will be assessed to the next month's tuition.

## **FUNDRAISING**

One fundraising project during the year is the Marathon for Non-public Schools which is held in the fall. The proceeds from this fundraiser help to purchase educational materials. Parents will be asked to participate in helping the Marathon program reach its goal.

## **GRIEVANCES**

Any grievances about the program's operation, staff, policies, etc. should first be discussed with the child's teacher. If the concern cannot be resolved, please notify the principal. Remaining unresolved concerns should be taken to the Education and Faith Formation Advisory Committee. Ultimately, concerns that cannot be resolved at these levels may be taken up with the parish pastor.

## **ILLNESS**

Sickness spreads quickly among young children. We therefore ask that parents use discretion in sending children to Preschool if they are showing symptoms of a cold, flu or other illness. Parents will be called to pick up their child if he or she has a temperature of 100 degrees or higher, is vomiting or has diarrhea.

If your child becomes ill while at school, we will attempt to contact the parent. If the parent cannot be reached, we will contact person(s) listed on your emergency card.

If your child requires medication during school time we require that a medication form be completed. This form should list the type of medication, dosage, time it is to be administered and the number of days the medication is to be taken.

All prescription and/or over the counter medication must come to school in its original container. If your child needs to take the medication for more than 10 days, a doctor's note must accompany the medication.

## **MEDICAL EMERGENCIES**

All children must have a physical examination within one year prior to the first day of school each year. We require a completed health and immunization form for all children prior to the beginning of school.

We will conduct fire and weather drills several times during the year. An accident log will be maintained on site, and any accidents or injuries will be reported to the director. Only the teacher, school nurse, school secretary or principal will administer First aid.

In the event of an emergency, a staff person will call 911. We will use Saint Paul Children's Hospital as our primary emergency center unless the emergency card has designated another facility.

## **MUTUAL RESPONSIBILITY**

As stated in the front of this booklet, we feel that parents are the primary teachers of their children. This program, then, becomes an extension of the parents' role as teachers. We will make every effort to communicate policies, schedules, changes and other important information to parents in a timely manner.

This booklet is intended to provide the basis for expectations of parents on the part of the school and to set forth what parents can expect from the program for their children. It is our sincere hope that your child's preschool experience at Saint John's will be a positive one.

## **NEWSLETTER**

A newsletter will be published each month to inform parents of upcoming events at the preschool. Informal news bulletins will be sent home with the children throughout the year.

## **NON-DISCRIMINATION POLICY**

The preschool program is sponsored by Saint John the Evangelist Church and welcomes children of any race and/or creed. It is our policy to accept anyone who applies, based on order of applications received and given classroom size restrictions.

## **PRESCHOOL ORIENTATION**

An information packet will be mailed in spring. Please return all forms in the packet by July 1<sup>st</sup>. A parent information session will be held in late August. Notification of the time, date and location will be sent to you in early August. All parents and students are invited to attend the August meeting.

## **PROGRAM HOURS**

**Saint John the Evangelist Preschool operates between the hours of 9:00 AM – 11:30 AM from September through May.** Children should arrive no sooner than 5 minutes before the scheduled starting time. It is imperative that children are picked up promptly at dismissal time unless they are attending the Eagle Club program.

Please let us know if someone other than yourself will pick up your child. We will NOT release a child to anyone without your permission!

## **SCHOOL CALENDAR**

Our school calendar will coincide closely with the Saint John the Evangelist School calendar. We will likewise observe any school closings necessitated by severe weather. Please listen to WCCO (AM 830) for school closings.

## **SCHOOL CELEBRATIONS**

The children will celebrate Halloween, Thanksgiving, Advent, Christmas, Valentine's Day, Lent and Easter through special events planned around these special times of the year.

## **SECURITY AND SAFETY OF CHILDREN**

The north door (near the preschool room) remains locked during the school day. A teacher will be available at the north door during the following times to let you in:

<b>CLASS TIME</b>	<b>CLASS TIME</b>	<b>DROP OFF TIMES</b>	<b>PICK UP TIMES</b>
M-W-F CLASS - AM	9:00 – 11:30 AM	8:45 - 9:00 AM	11:30 – 11:35 AM
T-TH CLASS – AM	9:00 – 11:30 AM	8:45 – 9:00 AM	11:30 – 11:35 AM

- An afternoon M-W-F class may be added at a later date, depending on enrollment.

If you enter the building other than at the above posted times, please use the south door (off the dining room) and come to the school office to sign in and receive a visitor/volunteer badge.

## **SNACK**

Each child will be asked to bring the class snack, as noted on the snack schedule, approximately once each month. Milk is provided for the children. A snack guideline will be given to each family at orientation. Children wishing to bring birthday treats must bring enough to share with each child in the class. Treats should be store-purchased and wrapped. We are **not** able to serve homemade treats.

## **TUITION**

**A non-refundable registration fee is due at the time of registration in order to secure a space for your child. This fee is in addition to the preschool tuition.**

The rate of tuition for the year is indicated on the preschool registration form.

Tuition must be paid in full by August 15th or paid monthly utilizing the automatic withdrawal system through your bank. Full tuition must be paid regardless of illness or vacation in any given month.

In order to accommodate your child(ren), **family accounts must be paid in full by May 31<sup>st</sup>.**

Any exceptions to this policy **must** be pre-approved by the school principal, Mrs. Rowan.

## **VOLUNTEERS**

Volunteering is an integral part of who we are at Saint John's School. The benefits one gains from working side-by-side with the school community will only be realized as a volunteer. Parents are encouraged to volunteer with the preschool class as needed (ex: as a field-trip chaperone). We follow Archdiocesan policy, all volunteers are required to complete the basic background check information and additional information if you plan on working with money and/or driving for sports. Background packets can be found in the school office. Once the packet is returned to Saint John's fully complete, the parent(s) are then eligible to volunteer.

## **WITHDRAWAL FROM PROGRAM**

**We request that you provide us with a 30 day written notice if you wish to withdraw from the class. Your last month's tuition will **not** be refunded.**

**Thank you for choosing Saint John the Evangelist preschool for your child!**