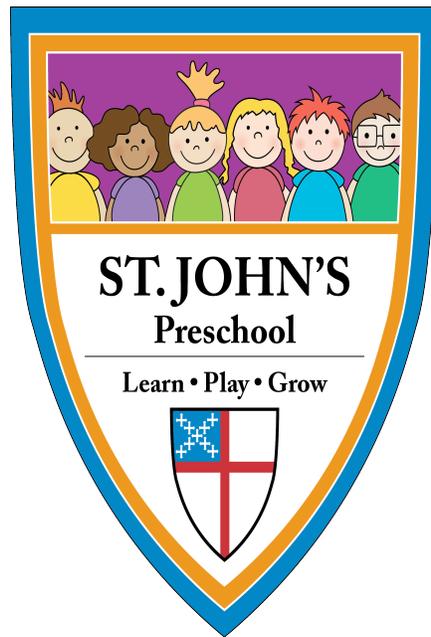


St. John's Preschool



Parent Handbook 2020-2021

St. John's Preschool

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**Andrea Collins
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Co-Directors**

Our mission is to help each child reach his or her learning potential. We want our preschool children to leave each day with smiles on their faces, new ideas in their heads, and love and confidence in their hearts.

LEARN • PLAY • GROW

Tuition – The monthly tuition for classes is as follows:

Program Choice

3-Day Option (M,W,F *or* T,Th,F) = \$255

4-Day Option (M-Th) = \$310

Enrichment Classes:

1 Class = \$55 2 Classes = \$110 3 Classes = \$148

Extended Day Choice:

1 Day = \$20 2 Days = \$40 3 Days = \$60

Tuition is always due on the **first** school day of each month. September 2020 tuition is due August 26, 2020 at Parent Orientation. All checks should be made payable to **St. John's Preschool**. Direct withdrawal option will start with the October tuition.

School Hours –

Program (M-F) --- 8:45-11:45 a.m.

Extended Day (T/W/Th) --- 11:45-2:00 p.m.

Enrichment (T/W/Th) --- 12:30-2:00 p.m.

Drop Off – The location for drop off is at Preschool Door #5 located on the west side of the building. Please enter the car line from Oswego Rd. Please do not wait on Oswego Rd. If you arrive after 9:00 a.m., you will need to enter the building through Door #1. You will need to escort your child to the restroom to wash their hands prior to escorting them to the classroom where you will sign them in.

Pick Up – Children will be brought out to the car at the conclusion of the school day. Please form a car line at Preschool Door #5. Children will only be released to persons listed on the pick-up authorization form. We must be notified in writing if anyone else is picking up your child.

AS PER D.C.F.S. SAFETY REGULATIONS, WE WILL NOT RELEASE A CHILD TO A PERSON UNKNOWN TO US WITHOUT A PROPER FORM OF IDENTIFICATION.

Late Pick-Up - If you are going to be late picking up your child, please call the preschool office and let us know. Currently, we do not have a fee for late pick-up. We do reserve the right to institute one if a parent is chronically late in picking up their child. A teacher or the Preschool Director will remain with the child until a responsible person comes to pick him/her up. If we do not hear from you within 45 minutes of the end of class, we are required by DCFS to call the authorities and let them know the situation. It is imperative that you inform us of any changes on the Emergency form at any time during the year in case we need to try and contact someone to pick up your child. While we understand that being late is sometimes unavoidable, we ask that you show respect for the teachers' schedules.

Readiness — All children should be toilet trained by the first day of school. We understand that accidents do happen. Please send a change of clothes (including socks) in a Ziploc bag with your child's name on the bag. This should be left in your child's cubby at school. If your child's accident is a bowel movement, we will call you to come and assist your child. We are prevented from changing them due to DCFS regulations.

Snacks — The school provides snacks each day. We serve healthy, DCFS approved snacks as well as an offering of milk or water. A list of snacks will be sent home with the monthly calendar at the beginning of each month. The exceptions to this would be, holiday parties or when we are celebrating a birthday or half birthday (for summer birthdays).

Communication — An Events and Information e-mail will be sent home at the end of each week. The monthly calendar will be sent home in hard copy format during the last week of each month. Additionally, a Monthly Newsletter will be sent home via e-mail the last week of each month. **Please, read your newsletter and email reminders!** It is essential that parents be informed about what is happening in their child's preschool. A folder will go home at the end of each week in your child's school bag. This will contain your child's schoolwork as well as any forms or notes that need your attention. Please check it each Thursday or Friday and return it the following week. You may use it for communication as well.

Discipline - Socialization is an important element in learning. All young children should develop a sense of security and safety in the classroom environment as well as respect for self and others. Through positive interactions in a caring atmosphere, the following strategies will be utilized: positive interactions, setting limits, consistency, and modeling of appropriate interactions/behaviors.

If a situation arises in which intervention by a teacher is necessary to maintain an ongoing safe/secure environment, the following consequences may occur: reminder of appropriate behavior, redirection, or removal of child from the area for safety reasons. All strategies are based on individual children or the learning situation.

If your child is having a problem at school, we will let you know. If the problem continues, we will ask you to observe your child in the classroom. We may schedule a conference to discuss the situation. Our goal is to keep the lines of communication open. If your child is having trouble adapting to the preschool environment, we will make every effort to help them through any difficulties that may arise. We realize the importance of parents and teachers working together.

Birthdays — We invite parents to come in and read a favorite story and spend some time with us on your child's birthday celebration day. Children with summer birthdays will be scheduled to celebrate their half birthday. You will receive an email notification at the beginning of the month that your child's birthday will be celebrated.

Parties – We will have three parties during the school year. Parties will be held for Halloween, Christmas and Valentine’s Day during the school day.

School Bag – St. John’s Preschool will provide School bags. Please label all removable clothing and anything else they are asked to bring to school.

Christian Content – We will be spending time each week on Christian non-denominational Bible stories and songs. We will do this through a wonderful program called “Godly Play.” We are hopeful that we can foster children’s spiritual development which will aid them in making good decisions and managing the resources God has given them.

Absences – Please call the preschool by 9:00 a.m. if your child is going to be absent. When calling, please give your child’s name and reason for the absence. As per DCFS, if we haven’t heard from you by 9:30 a.m., we will be calling home. In the event of an extended absence, payment of the monthly tuition is still required. Unfortunately, we cannot hold or guarantee class placement upon your child’s return without the monthly payment.

Snow Days – In the case of inclement weather, you will receive a telephone call by 8:00 a.m. indicating that school will not be in session that day.

Field Trips – We participate in field trips throughout the course of the school year. Information about locations, transportation and chaperones will come home prior to the event.

Conferences – Parent/teacher conferences will be held twice a year, fall and spring. We will send a note home approximately two weeks in advance with the day and time of your conference. We will try to schedule a time that is convenient for you.

Health Issues – When your child is ill with any symptoms of communicable disease (e.g., cough, cold, fever, rash, diarrhea or vomiting), please do not send your child to school. If your child has a fever, please wait until the temperature has been normal for 24-hours before he/she returns to school. If a child becomes ill during school hours, parents will be notified to pick up the child.

If your child sustains a minor injury during school hours, the staff will administer basic first aid and you will be notified of the injury at pick up time. All staff members are certified in CPR and First-Aid. If the injury is more serious the parent will be called immediately. Please keep your emergency information up to date.

Pest Control — The classroom is sprayed for pest control four times a year. It is normally done on a Friday after school to meet the 48-hour window required where children are not present. You will receive prior notification regarding the date of spraying.

Lead Testing — Lead testing was performed by First Environmental Laboratories, Inc. on Sept. 12, 2018. All water sources, faucets, and drinking fountains used by St. John's Preschool were tested. All 14 sites tested received a <2.0 rating indicating they do not contain lead above the reporting limit.

Visitation — Always remember that St. John's Preschool has an open-door policy. You are welcome to visit the classroom at any time.

Dress Code — It is important that all students dress age appropriate for school. We ask that if you child is wearing a dress and/or tights they wear shorts underneath. We also would like to suggest that until your child can do snaps, buttons, and zippers, they wear pull-on elastic pants or shorts. This helps tremendously when they are using the toileting facilities.

We go outside, weather permitting, every day. Please, make sure your child has the appropriate clothing: hats, gloves, coats, jackets, shoes and/or boots for outside play.

