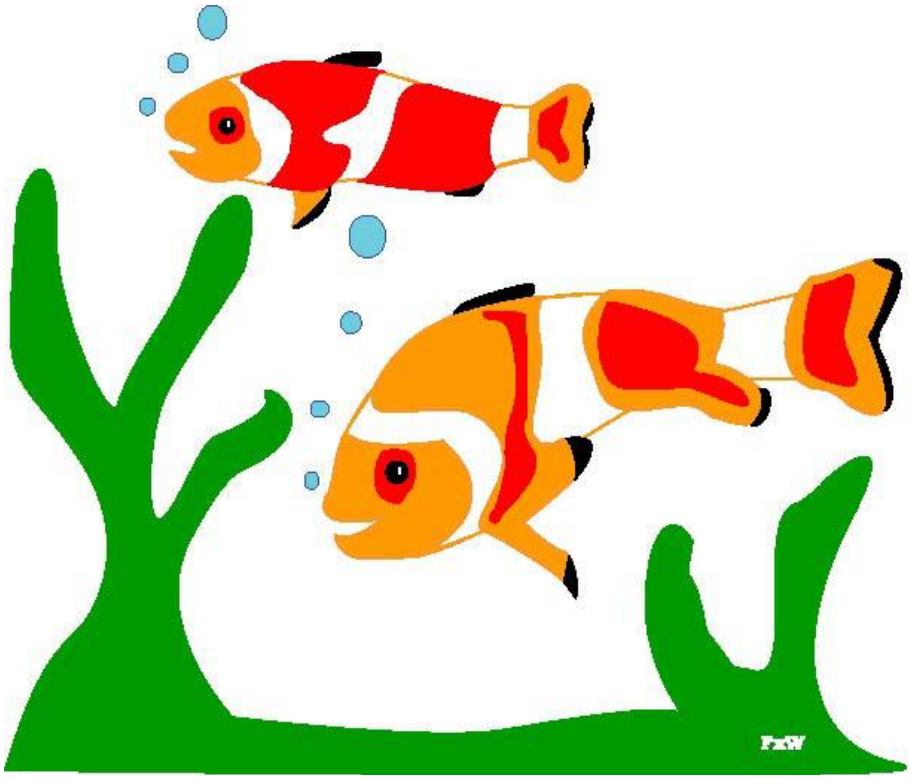
HANDBOOK FOR PARENTS

SAINT JOHN'S PRESCHOOL

. . . where children learn through love
about love of learning . . .



St. John the Baptist RC Church
1488 North Country Road, Wading River, New York 11792
(631) 929-3220 Fax (631)929-6961

SAINT JOHN'S PRESCHOOL

Mission Statement

(Philosophy)

As a non-profit Catholic Preschool, we define our mission as follows:

To provide a preschool program for children of all religions, promoting prayer, tolerance, good will and an introduction to God in the Christian community.

To be a model of communication, cooperation and trust in the shared endeavor of serving the children's best interests.

To encourage sensitivity, responsibility and self-worth in our children.

To provide the foundation necessary for future academic and personal success and to inspire children with a life-long love of learning.

St. John's Preschool attempts to fulfill its mission by providing a total learning experience in which children learn and grow becoming lifelong learners. The curriculum is developed to follow the NYS Pre-kindergarten Learning Standards which incorporates age-appropriate math, reading, social studies, and science concepts. Special visitors from the community, occasional field trips, and multi-cultural celebrations enrich the program. Children are encouraged to converse, experiment, make observations, draw conclusions, and complete tasks, through various activities. Through these experiences, young children become more confident and independent while learning how to interact with others.

St. John's Preschool admits students of any race, color, creed, gender, national origin, ancestry, place of residence, or handicap/disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies, admissions policies, and school administered programs. In the event that St. John's Preschool is unable to meet the needs of any student with a handicap/disability or any other special need, it will work with the student's school district to provide such services.

This Handbook is intended for the use of Saint John's Preschool children and parents. Its purpose is to explain and clarify the School's procedures so we all operate from a common base of knowledge. Clear communication, understanding and cooperation are essential ingredients for the success of our children. Information can also be found on our website www.stjohnthebaptistchurch.org.

Saint John's Preschool is a Catholic school enrolling children of all religions, aged 24 months to pre-kindergarten. The School was founded in 1979 by two parishioners who wanted for their young children and the children of the community a preschool which provided personal attention in an environment promoting tolerance, good will, and an introduction to the Christian community. Saint John's Preschool is a parish program under the auspices of Saint John the Baptist Roman Catholic Church, a nonprofit corporation. The Preschool is associated with the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children. We provide a hands-on, child-centered environment. Our School's admission process does not discriminate against race, sex, creed or color.

The Director of Saint John's Preschool is hired by the Pastor and serves as the professional leader of the School. The Director administers the School according to the policies set forth by the Pastor.

School Hours

The School is located on the second floor of the Parish Center. School hours are Monday through Friday 8:30 A.M. to 3:00 P.M. The class schedules are as follows:

Talented Twos	Monday/Wednesday AM-drop off	9:30 A.M. to 11:45 A.M.
Talented Twos	Tuesday/Thursday AM-drop off	9:30 A.M. to 11:45 A.M.
Nursery-3	Tuesday/Thursday A.M.	9:00 A.M. to 11:30 A.M.
Nursery-3	Monday/Wednesday/Friday A.M.	9:00 A.M. to 11:30 A.M.
Nursery-3	Monday/Tuesday/Wednesday/Thursday/Friday A.M.	9:00 A.M. to 11:30 A.M.
Nursery-3	Tuesday/Thursday & Tuesday/Wednesday/Thursday P.M.	12:15 P.M. to 2:45 P.M.
Pre-Kindergarten-4	Monday/Wednesday/Friday A.M.	9:15A.M. to 12:00 P.M.
Pre-Kindergarten -4	Monday/Tuesday/Wednesday/Thursday/Friday A.M.	9:15 A.M. to 12:00 P.M.
Pre-Kindergarten-4	Tuesday/Wednesday/Thursday P.M.	12:15 P.M. to 2:45 P.M.

Arrival/Dismissal

The children will not be invited into the classroom until the scheduled time. Please, for safety and the consideration of others working in the building, do not allow your child to run and shout in the hallway while waiting for your class to begin. Please be prompt when picking up your child. This will help alleviate any undo anxiety on the part of your child. Your child will not be released to any unauthorized person; so remember to complete necessary paperwork prior to the situation. If for any reason there is a change in your child's regular transportation home, please present a signed note to the teacher.

Safe Environment for Our Children

St. John the Baptist Parish works hard to ensure that there is a safe environment for all our children. We follow closely the requirements of the Diocese of Rockville Centre (www.drvc.org). The following is an overview of the main elements of our safe environment policies:

1. All employees and volunteers are fully compliant with the requirements of the Diocese of Rockville Centre. These include (1) application on file (2) signed Code of Conduct (3) background check conducted (4) training in safe environment session (Virtus).

2. Should there arise any concerns about safe environment, staff members and parents are to bring those concerns immediately to parish administration. Any concern will be followed up on immediately.

3. The pastor will notify the Diocese of Rockville Centre Office of Child Protection to ensure that the proper protocols are followed.

4. The Preschool program shares space with other parish programs. These include on-going formation for parishioners, religious education and youth ministry office and other parish activities. All those who participate in these parish programs are fully compliant with the requirements of the Diocese of Rockville Centre.

Tuition

Tuition rates and information are available with our brochure and vary depending on the program your child is enrolled in. The tuition is paid using a *payment plan of ten monthly installments,* with the first installment being due at the time of registration. The remaining nine installments are **due on the first of each month**, beginning on September 1st and ending on May 1st. *Please be aware that these monthly installments are not for the month, but for the yearly tuition.* For your convenience, we will be emailing invoices before the 1st of each month. Questions about your tuition account can be directed to the preschool secretary in the parish office.

Immunizations

New York State Public Health Law, section 2164 (updated May 2017), requires that all children attending a school, day-care center, or any preschool program in New York State be immunized against Diphtheria, Pertussis, Tetanus (DPT), Poliomyelitis (Polio), Measles, Mumps, Rubella (MMR), Hepatitis B, Varicella (Chickenpox), and Pneumococcal Conjugate (PCV). Children between the ages of 15 months and 59 months (up to the fifth birthday) enrolled in a day-care center, nursery school, and pre-k programs are also required to show proof of immunization against Haemophilus Influenzae Type B (Hib).

Documents indicating the required receipt of all vaccines include: a certificate of immunization, a signed transcript of the immunization portion of the cumulative health record from the prior school, a migrant health record, a union health record, a community health plan record, a signed immunization transfer card, a military dependent's "shot" record, the immunization portion of a passport, a certificate or written physician's statement of medical exemption, serological proof of immunity or prior disease history, or a written statement of exemption for religious reasons.

These documents must be presented to the parish office before the start of school.

Illness

If your child is sick, please keep your child home until good health has returned. If your child has a runny nose, cough or sneezes frequently, keep your child home until these cold symptoms have passed. Germs pass quickly through little hands. We request that you **notify** the school of any **serious communicable problems**. Please consider the health of other children in the school. Call the school if your child will be out for more than two days.

Clothing

Children should be dressed comfortably. Please send them in clothes that can get soiled. Sneakers are preferred, but shoes suitable for play and safety are acceptable. As long as it is not raining, the children will go outside, so dress them appropriately for the weather.

Birthdays

Children sometimes like to have birthday celebrations in school. Parents are asked to make arrangements ahead of time with the teacher before bringing in refreshments.

If a party is held off campus, the School strongly urges that the entire class be invited. If everyone is not invited, then inviting less than half of the class would be appropriate. Invitations may be handed out in school only if the *entire* class is invited. Otherwise, they should be mailed to the children's homes. Your support of these guidelines will help avoid hurt feelings and social problems.

Personal Belongings

The School cannot be responsible for your personal belongings which have been lost or are missing. We will do everything possible to help find them. Everything you bring to school should be **labeled** with your child's name.

Children should never bring money or valuable items of any sort to school. If for some reason such items are brought to school, they should be given to the teacher for safe keeping until the end of the class.

Conferences

Children's Progress Reports are sent out in November. Formal parent/teacher conferences are scheduled in March. The purpose of a conference is to help keep parents abreast of their child's progress. Parents requiring a conference with a teacher at other times during the year may ask the teacher for a mutually-convenient time.

Fire Drill Procedures

In September the children are shown the proper procedure for leaving the building in the event of a fire. When the alarm sounds:

1. No talking.
2. Walk quickly, no running.
3. Make a single line at the door to the classroom.
4. Walk in single file with teachers to the playground.
5. Still no talking, attendance taken.
6. Return to the classroom when instructed to do so.

The children will practice this drill throughout the year.

Parent Participation

Although the School is not a cooperative preschool, we will ask for parents to volunteer as needed. Parents accompany children on field trips, may sign up to be "Guest Readers' for their child's class during the months of January through April. Parents with a special talent or interest are encouraged to share their talents with the students and teachers.

Science Days and Multicultural Days

Once or twice during the year the children participate in a science day and multicultural day. Several concepts are exhibited and explored by the children. Parents are asked to volunteer their time in helping the children experience different ideas.

Field Trips

These will occur occasionally throughout the year. Permission slips and information will be sent home prior to the trip. Parents are asked to accompany the children on most field trips, when their schedule permits.

Fund Raisers

The School organizes voluntary fund raisers each year. Since tuition income alone does not meet the total expense of running our School, this additional source of revenue helps to balance our budget.

Book bag Program

The teachers will be rotating different *theme book bags* throughout the year. The bags contain books pertaining to a particular theme. A notebook will be in each book bag. Please sign the book and write a sentence or two about the experience. The children are welcome to draw a picture about their favorite book.

Snow Days and Emergency Closing

In the event of bad weather, the School follows the lead of our local school district --Shoreham/ Wading River. **If SWR closes, we will close**. **St. John's does not have delayed openings**. If SWR has a delayed opening St. John's classes will begin at their normal times unless you are notified. Snow Days will not be made up, regardless of SWR's make-up policy. In the case of an emergency closing or for any other reason that school will be closed, your family will be called by your child's teacher.

Gayle Mercurio, Director
929-3220
929-4339 ext. 114
Secretary
929-4339 ext. 119

Office Hours:

Monday by Appointment
Tuesday 12:30 – 2:00 P.M.
Wednesday 12:30 – 2:00 P.M.
Thursday 12:30 – 2:00 P.M.

Please feel free to contact the Director at *any* time.