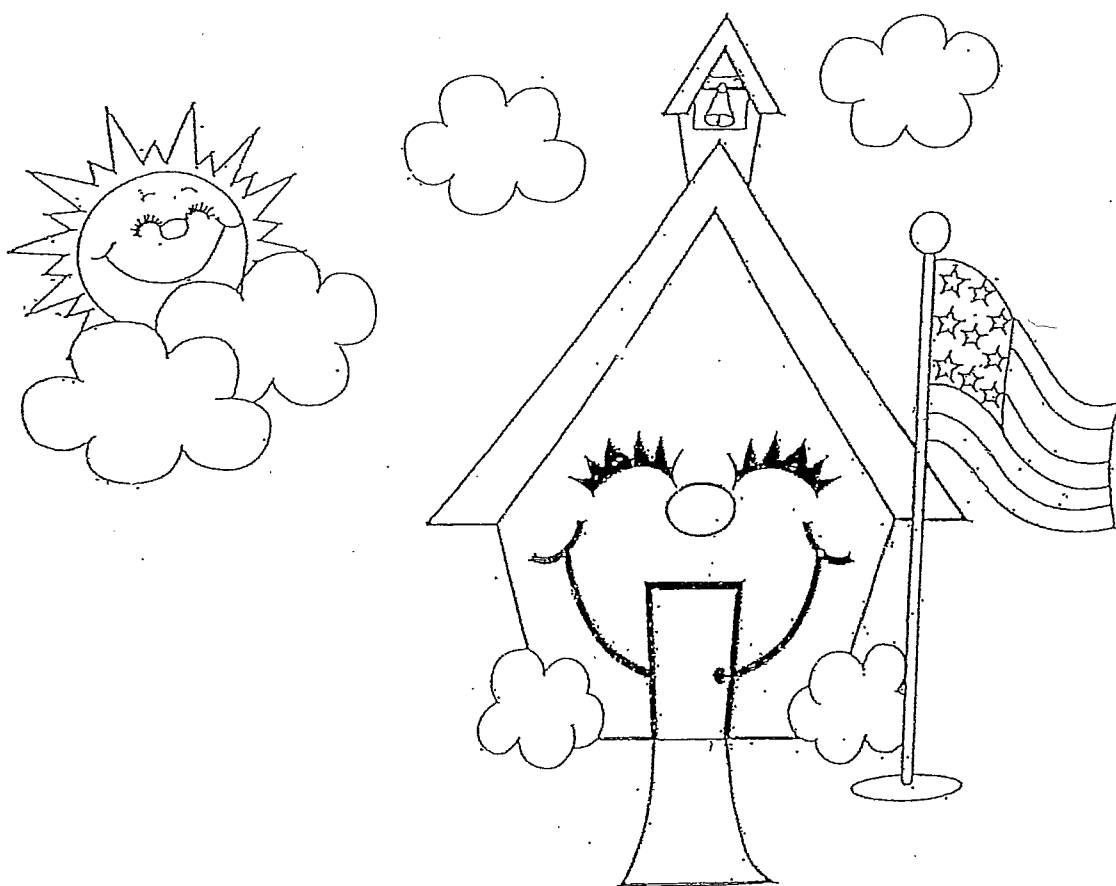


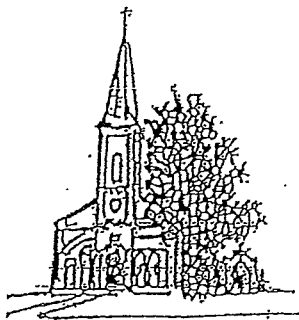
ST. JOHN THE BAPTIST PRESCHOOL

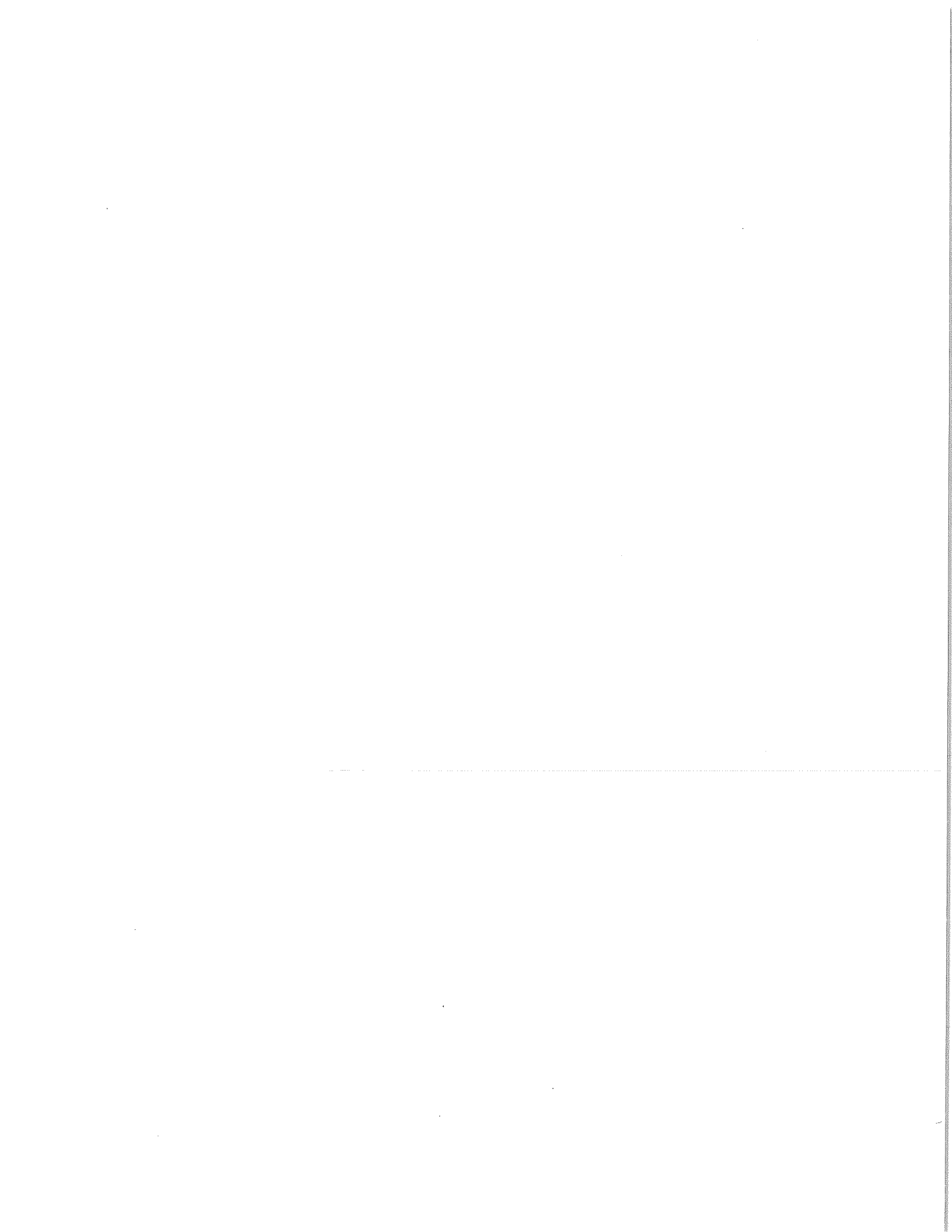
PARENT HANDBOOK

2018 – 2019



5579 GILDEHAUS ROAD
VILLA RIDGE, MISSOURI 63089
(636) 583-2392
www.sjgschool.org





WELCOME TO ST. JOHN THE BAPTIST PRESCHOOL

St. John the Baptist staff would like to thank you for entrusting us with your child. Our staff has created an environment that nurtures your child's social, emotional, intellectual and physical development. This is accomplished through loving dedicated teachers and a program rich in manipulative with developmentally age-appropriate materials and other sensory tools.

This handbook will hopefully be informative and helpful in answering any questions that you might have. If you have any unanswered questions please contact Miss Cara Aholt, Preschool Teacher / Director, at 636-583-2392.

Thank you & God Bless!

Father Tim Foy, St. John's Pastor

Mr. Gary Menke, Principal

Miss Cara Aholt, Preschool Director

SCHEDULE

Our preschool's curriculum includes the following major areas of development:

Religion
Science
Phonics (sounds & letters)
Reading Readiness
Math
Motor Skills (fine & gross)
Self-Help Skills
Social Studies
Computer/Library
Music/PE

SESSIONS & FEES

Preschool sessions are Monday through Friday for three, four and five year olds. Full-time sessions are from 7:30 a.m. - 3:00 p.m. and our half-time sessions are from 7:30 a.m. - 11:30 a.m.

Our preschool teachers plan ahead of time according to the number of students scheduled for each session. Therefore, it is very important that your child attend his/her scheduled session.

A one-time yearly registration fee of \$100.00 will be required.
A one-time yearly activity fee of \$20.00 will also be required.

Fees for our preschool sessions per week are as follows:

Two days	\$52.00	Half-days	\$42.00
Three days	\$71.00	Half-days	\$55.00
Four days	\$87.00	Half-days	\$66.00
Five days	\$100.00	Half-days	\$74.00

NOTE: Payment is expected to be paid in full on Mondays, biweekly or monthly. Due to staffing requirements, fees are applied throughout the calendar year regardless of absences, sick days, snow days, etc. Thank you!

DROP OFF/PICK UP

Your preschooler's day will start at 7:30 a.m. and end at 11:30 a.m. for half-time students and 3:00 p.m. for full-time students. When you ARRIVE with your child walk him/her in and sign the register. If you PICK your child up at 11:30 please come in and sign your child out. Children leaving at 3:00 are dismissed with K-8th grades in the parking lot. A map and directions for 3:00 dismissal is enclosed.

BEFORE AND AFTER SCHOOL CARE

St. John's Elementary School has a before and after school care program for a minimal fee. Registration and fee information is enclosed. These program fees are subject to change.

SNACKS

Morning snacks with drink are provided at 9:30 a.m.

Snacks and a drink are provided for those children that utilize the after-school care program.

We understand that your child's birthday is an extra special day for him/her. If you would like to bring a birthday treat for each child in the class, let the teacher know to make sure that you have enough for each classmate.

LUNCH

Lunch is served in the cafeteria at 11:30 a.m. The cost for a nutritious hot lunch is \$2.35 a day. Lunch menus are posted in the church bulletin weekly, our web-site and on our bulletin board. Your child may bring a lunch if so desired. A carton of milk or fresh fruit may be purchased for \$.50.

DRESS CODE

Since children need to know how to use the bathroom before enrolling in our preschool program, school appropriate play clothes that allow self-dressing are preferred. Please keep in mind that St. John's teachers encourage hands-on development, which includes 'messy' projects with glue, foods, paints, etc. In addition, we will have outside recess and will be utilizing our nature area/outside classroom often. Therefore, socks and close-toed shoes or tennis shoes are necessary and children need to be dressed appropriately for the weather.

Please make sure that you have a baggie with an extra set of clothes in your child's cubbie. Be sure your child's clothing and baggie are clearly marked with their name.

TOYS/SHOW AND TELL

We request that your child not bring toys to school. This is allowed only when your child receives the sharing bag.

PARENT PARTICIPATION

You and your child are important to us. Your ideas and suggestions are very much appreciated and we encourage you to pass them on to us. You will find that our teachers are always willing to listen.

Parent volunteers help make our community as wonderful as it is. Be sure to sign up where your help is needed. THANKS!

DISCIPLINE

St. John's students are expected to respect others and to be courteous at all times. If a time-out is needed, the student will be asked to sit in a designated 'time-out' area until he/she is calm and can rejoin the group. Behavior will be noted on their daily sheet.

ILLNESS AND MEDICAL PROCEDURES

Please keep your child home from school if he/she is experiencing.

Diarrhea
Vomiting
Headlice
Fever of 100 degrees or higher
Bacterial or Viral infections
Communicable disease (pinkeye, ringworm, etc.)

These symptoms may appear during school and you will be contacted to pick your child up from school as soon as possible.

State laws require students to have an up-to-date immunization record on file. This information will be required at registration.

Medications can be administered by parents/guardians to their children at school. We follow the Archdiocesan Policy (#4702) in regard to administering prescription and non-prescription medication – internal and external, which is as follows:

- Written orders from a physician should detail the name of the drug, dosage, time interval the medication is to be taken, and diagnosis or reason for the medication to be given.
- Written permission should be provided by the parent or guardian requesting that the school comply with the physician's order.
- Medication should be brought to school in the original container appropriately labeled by the pharmacy or physician. Forms for your doctor are in the appendix of this handbook.

The enclosed emergency card and an emergency authorization form have to be completed and returned the first day of school.

A complete health record on your child is kept in our school files. This includes a record of immunizations, communicable diseases, and serious illnesses.

CALENDAR

Preschool days will follow St. John's Elementary School schedule. When they are off or have half-days, so will the preschool. This also includes snow days.

SNOW DAYS

When it is necessary to close the preschool due to inclement weather, please check the following television stations:

TELEVISION STATIONS 2, 4, or 5

A School Reach message by phone will also be made from our school principal.

PARTIES

Throughout the school year holiday parties will be held. Parent involvement is greatly appreciated in preparation of these parties as each holiday approaches. Parents involved in any activity with children are required to attend the "Protecting God's Children" workshop. Dates of the workshop will be given at the start of school.

FIELD TRIPS

Our Pre-Kindergarten class will be going on field trips throughout the school year. Parents are welcome to join us. Transportation will be by bus or parent drivers. Information regarding planned field trips will be sent home in your child's folder in plenty advance to give you time to prepare and make necessary arrangements.

INFORMATION/COMMUNICATION

Our preschool teachers will keep you informed by a monthly newsletter/calendar that will be sent home in your child's folder. This newsletter/calendar will keep you informed on what your child is learning, parties, field trips, etc.

Other information that your child's teacher has to pass on will be sent home in your child's folder. Your child's completed work, and a weekly or biweekly lesson plan will also be included in their folder.

As mentioned earlier in this handbook our teachers encourage communication between the parents and themselves. Please feel free to discuss any ideas or concerns with your child's teacher.

DAILY REPORTS

Your child's teacher will assess his/her development through classroom observation. A summary of your child's activities will come home daily.

SUPPLY LIST

Miss Cara's Class	Miss Amanda's Class
1 back pack	1 back pack
1 folder with pockets	1 folder with pockets
4 bottles of Elmer's glue	1 box of 24 Crayola crayons
1 box of 10 Crayola markers	4 bottles of Elmer's glue
1 package baby wipes	1 large glue stick
2 rolls of paper towels	1 package baby wipes
1 package 5 ounce Dixie cups	2 rolls of paper towels
1 extra set of clothes in a baggie	1 package of 5 ounce Dixie cups
1 ream of copy paper	1 extra set of clothes in a baggie
1 two pack of glue sticks	1 ream of copy paper
Girls: 1 box snack size Ziploc bags	Girls: 1 box sandwich size Ziploc bags
Boys: 1 box of Kleenex	Boys: 1 box gallon size Ziploc bags

PLAY DATES

Our preschool coordinator will have a play date scheduled before the school year starts. Children and parents can come play, chit-chat, and familiarize themselves with our preschool. The date will be mailed to you as soon as decided upon.