

# ST. JOHN'S PRESCHOOL



2019/2020

# St. John's School

4 & 5 year old Preschool

212 Dakota Ave

Wahpeton, ND 58075

701-642-6116

[www.stjohns-wahpeton.org/school](http://www.stjohns-wahpeton.org/school)

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# St. John's School Preschool Calendar~2019/2020

August 19(4:00-6:00PM).....Open House  
August 28.....1st day of Preschool classes

September 2.....Labor Day(no school)  
September 3.....School pictures  
September 9.....PTO Meeting(6:00PM)

October 17.....NDEA(no school)  
October 21 & 22.....Parent/Teacher Conferences  
October 21, 22, 23.....Book Fair(Mehok Center)

November 11.....Veterans Day(no school)  
November 14.....PTO Meeting(6:00PM)  
November 28.....Thanksgiving (no school)

December 7.....Noel Night Dinner & Auction  
December 19.....Last day of school before vacation  
December 23-January 1.....Christmas vacation(no school)

January 2.....School resumes  
January 20.....MLK Day(no school)  
Jan 26 - Feb 1.....Catholic Schools Week

February 4 & 11.....Preschool Conferences  
February 17.....Presidents' Day(no school)

March 17.....PTO Meeting(6:00PM)

April 13.....Easter vacation(no school)  
April 14.....School resumes  
April 28.....PTO Meeting(6:00PM)

May 19.....Last day of Preschool

# Parent Handbook

St. John's Preschool offers a Christ-centered learning atmosphere with an emphasis on socialization and pre-academic skills. Children will learn through teacher created and guided instruction. Students will participate in activities and experiences designed to make learning enjoyable while supporting social, emotional and academic readiness for kindergarten.

## GOALS AND OBJECTIVES FOR ST. JOHN'S PRESCHOOL PROGRAM

1. To provide a Christian education through example, prayer, Bible stories & songs.
2. To foster competence in all aspects of a child's life according to his/her needs and personality (social, mental, emotional, creative, and physical developments).
3. To work with each child in an individual cognitive setting and a group setting.
4. To provide an environment conducive to each child's creativity and self-concept.
5. To provide guided activities to foster success, enjoyment, and a positive self-concept.
6. To bring new learning experiences into the child's environment.
7. To teach new skills or improve on existing skills.
8. To teach responsibility, respect, and courtesy.
9. To encourage participation and cooperation.
10. To provide an environment rich with language and literature appreciation experiences.

## SCHOOL POLICIES

1. **AGE:** The age of children served in this program shall include preschoolers, ages 4-5.
2. **SESSIONS:** Classes meet 3 times a week (Monday, Tuesday, Thursday morning sessions from 8:05 to 11:05am and Monday, Tuesday, Thursday afternoon sessions from 11:50 to 2:50pm)
3. **FEES:** Payment is due and payable by the 10th of each month. Monthly bills will be sent. Please make checks payable to St. John's School. Although the preschool is located at St. John's School, it is completely self-supporting. The tuition pays for the teacher's salary, supplies, etc. Because our costs do not vary with individual absences or illness, **we can not make refunds.**

Fees for this year have been set as follows:

registration fee.....\$50.00 non-refundable  
tuition per student.....\$100.00 per month(**Aug. thru Apr.**)

4. **TRANSPORTATION:** No transportation is provided by the school. Car pooling arrangements can be made between families. (A St. John's vehicle will be provided for field trips).

5. **INSURANCE COVERAGE:** The program is insured for general liability. This insurance is the same as for St. John's School. The limits of liability are: \$500,000, with an umbrella coverage of \$5,000,000.

6. **PROVISIONS FOR SPECIAL NEEDS:** The parents of any child with special needs must discuss this with the child's teacher prior to school opening in the fall to access the child's eligibility to attend the preschool.

**7. DISCRIMINATION:** This program will not discriminate in admission on the basis of sex religion, creed, race, national origin, or source of payment.

**8. PRE-ADMISSION CONFERENCE:** For those families interested in registering at St. John's Preschool, contact with the family will be made by the administrator by conferring with the family over the phone and by sending enrollment forms. An open house will be held prior to the first day.

**9. ENROLLMENT FEE:** An enrollment fee of \$20(non-refundable) and the 1st months tuition will be paid upon enrollment of the child.

**10. MINIMUM ENROLLMENT:** Parents who enroll a child agree to send the child for a minimum of three months. Parents must give 1 month notice when withdrawing a child.

**11. CONFERENCES AND EVALUATIONS:** Conferences will be held to provide you information on your child's progress. Parents are encouraged to call the teacher when the need arises for consultation.

**12. SCHOOL VISITATION BY PARENTS:** Parents are welcome to visit the preschool room. Requested conferences may be scheduled outside of class time so as not to disrupt the schedule of the class.

**13. CAPACITY:** The maximum licensed capacity of St. John's Preschool is 13 children per session.

**14.** St. John's School will post, by the Preschool classroom door, any corrections orders within three business days until the violations has been remedied or 5 days which ever is longer.

**15.** St. John's School will provide, upon request by any preschool parent, a written daily report for their child.

## **PRESCHOOL ACTIVITY OBJECTIVES**

Areas of learning will encompass physical, social, intellectual, emotional and creative development in a Christ-centered atmosphere.

**ART ACTIVITIES:** Art activities will be designed to be appropriate for preschool children. Activities should not frustrate little people. The emphasis will be on the process and not the product. Activities will be designed to improve/develop small motor coordination through tearing, pasting, drawing, cutting, tracing, rubbing, painting, and decorating. They will allow for individual expression and to develop creative potential.

**MUSIC, FINGER PLAYS, RHYTHMS, AND SONGS:** To develop memory and counting skills through repetition, to develop an enjoyment of music and to use the voice freely. To encourage the child to listen to various sounds and rhythms and notice differences and similarities; and to follow and use various instruments. Music and movement come freely to young children. They learn when they sing and dance. They learn to be aware of their bodies, learn about each other, and about their outside world. They learn to listen and understand, follow direction, wait to take turns, and to work in a group. They develop new coordination, and through the joy of experiencing new movement they learn music and rhythm.

**STORIES AND FILMS:** Stories are chosen for enjoyment, to carry out a theme, to develop an appreciation of children's literature, and to develop listening skills.

Many books of interest, concepts, seasonal topics, and weekly themes are available. We want to encourage a real enjoyment and love of literature! Books make us grow!

**LETTERS AND NUMBERS:** To recognize and form, if a child is ready and interested. We do work on writing names, with upper and lower case letters.

**MATH:** To develop/improve counting skills, to recognize numbers, to recognize comparisons, develop matching skills, and to understand other basic concepts such as beginning shapes (including geometric shapes) weighing and measuring.

**COLORS:** To match, recognize and identify primary and secondary colors, to discover how colors are made, to discuss the use of color, and to discuss colors of specific items.

**SCIENCE:** To develop an awareness of nature and the world around us by using our senses to investigate, and manipulative materials to gain first hand experience and to problem solve.

**COOKING:** To develop fine motor skills through cutting, pouring, mashing, mixing, rolling, decorating, etc., and to develop math skills by counting.

**LANGUAGE DEVELOPMENT:** To promote creative thinking, develop language skills, learn to share experiences and ideas, and learn to express feelings, thoughts, and opinions. To build correct concepts, to clarify ideas, to provide enjoyment and an appreciation of literary experiences. Children will be given opportunities to dictate their own stories and to see what the letters and words can do.

**FREE PLAY ACTIVITIES:** To promote creative potential, to encourage independence and to share with others, to encourage verbal expression, satisfaction and enjoyment, to develop muscles, and to explore raw materials.

Free play activities include:

- the book corner: books, puppets
- sociodramatic play: kitchen/house area
- large muscle play: blocks, cardboard bricks
- small muscle play: small blocks, Legos, Lincoln Logs, many small manipulative activities
- art: paint, chalk, stencils, cutting & pasting, chalkboard, collage items, writing area, Playdough, markers, stamp pads and stamps
- manipulatives: Playdough, beads, peg board, number & letter sorting, games attribute blocks, colored cubes
- gym: to encourage coordination and large and small muscle development

## **CLASSROOM POLICIES**

**ARRIVAL AND DISMISSAL:** Children should be dropped off no earlier than 5 to 10 minutes before their starting times and picked up promptly so the children don't worry. There is no supervision provided if children are dropped off earlier than 8:00am.

**ABSENCE FROM SCHOOL:** If your child will not be going to school because of illness or other reasons, please notify the school office before school starts that day at 642-6116. Without notification, parents will be called to verify the student's absence.

**SCHOOL CANCELLATIONS:** In the event of inclement weather, please listen to local radio stations for cancellations. If St. John's School classes are canceled or excused early, Preschool sessions will dismiss at the same time. Parents are to make arrangements for their child's transportation.

**PERSONAL BELONGINGS:** All personal belongings must be marked with your child's name (first and last). Please refrain from bringing toys from home, other than on designated show and tell days. Show and share items are shown and then put away. Do not bring to school toys such as Power Rangers, guns, swords, or war toys, trading cards etc. These toys often encourage aggressive play.

**SCHOOL BAGS:** All children need to bring a school bag everyday to school. The bag should be large enough to carry their folder and snow pants. Your child should be able to open and close the bag without problems. Please have your child's name in the bag.

**DRESS CODE:** Dress your child appropriately for the weather and in play clothes. Dress clothes are not suitable for wear in preschool. Please have your child wear tennis shoes for daily wear especially on "gym" days. No flip-flop sandals, please.

**SNACKS:** Families will provide the daily mid-afternoon snacks. Each parent will provide 1 box of store-bought cookies or graham crackers at Open House. When the supply runs out, a letter will be sent out and you can send in a new box. Milk or juice will be available at \$8 for 20 days.

**BIRTHDAYS:** On your child's birthday there will be a little celebration during the snack time. You may send a "special" snack on this day if you wish. Summer birthdays will be celebrated in April and/or May.

**VISION/DENTAL:** We recommend vision & dental check-ups or screenings for all children.

**BASIC SUPPLIES:** Parents will provide basic supplies for their child. These should be sent on the first day of preschool. Please, do not write your child's name on any supply unless indicated.

- 1 set of Crayola washable markers
- 1 box Crayola crayons-basic colors(24 count)
- 1 folder(please mark with child's name)
- 1 school bag/back pack large enough to fit 8 1/2 x 11 folder & winter clothing
- 2 container of Chlorox wipes
- 4 glue sticks-large size
- 1 bottle of white Elmer's glue
- 1 1" binder (please mark with child's name)
- 1 plastic art smock or paint shirt for painting(please put child's name on this)
- shoes that your child is able to take on/off independently
- \*\*1 complete change of clothes in large Ziploc bag labeled with your child's name
- \*\*A monthly snack calendar will be sent home.

**WATER ACTIVITIES:** At this time, there are no water activities scheduled for the 2019-2020 preschool year at St. John's School, Wahpeton, ND. However, if an activity is planned, a ratio of 4 children to 1 adult will be followed and parents will be notified in writing of the event. Permission will be obtained for all children to participate in a water event prior to the activity taking place.

**PHYSICAL HEALTH:** The school requires a health statement signed by each child's parent and a record of immunization on or before their first day of school.

**PROCEDURE FOR NOTIFYING PARENTS IF CHILD BECOMES ILL:** Parents or the person designated on the registration form will be notified by phone if their child becomes ill during the session. It is the parent's responsibility to pick up the child at school; and obtain proper care for him/her. Please be sure the teacher has current phone numbers.

**CARE OF ILL CHILD:** Your child will have a comfortable area to rest within sight and hearing of a responsible adult until the child is picked up.

**COMMUNICABLE DISEASES:** Parents will be notified of infectious or communicable diseases by a written statement from the school.

**EXCLUSION OF ILL CHILDREN:** We are not allowed by law to have children in attendance at school with a communicable disease. If your child becomes ill while at school we will call you or the person indicated on the enrollment form. Please keep your child out of school at the first sign of a communicable disease or infection. A teacher has the right to send a child home if she feels the child is too sick to be in school.

**EMERGENCY MEDICAL CARE:** The parent or person designated on the registration form will be notified by phone in case of an emergency. If no one can be reached, we will follow the school's standard policy for emergency care.

**EMERGENCY EVACUATION AND DISASTER PLAN:** Emergency procedures as stated in the Richland County Unified School Response Handbook will be available in each classroom and followed as closely as possible. Emergency food and water is stored and will be available to all students in the school kitchen. First-aid supplies are available in the classrooms and the school office. If a parent is not able to pick up their child as a result of an emergency the school will call their alternative contact number and continue to call both until reached. In the event that the preschool has to be relocated or must close the emergency notification system will be used in addition to radio announcements so that parents may be made aware of the situation facing the school. Fire and evacuation drills will be performed on a regular basis in accordance with local fire department's guidelines.

**DISCIPLINE:** Discipline will be handled in a firm and loving manner. They will be taught respect for the rights of others. This may be done by suggesting an alternative activity to encourage calming down and cooperation or using a time out on a chair.

Children are encouraged to solve their own problems using communication skills. Adults will step in and help the children if:

1. They could hurt themselves
2. They could hurt others
3. They could damage property



Problems are treated as mistakes we learn from. We all make mistakes. A child is not bad. The children will not be judged or compared to one another. We encourage participation and cooperation. Each child will do what he/she can. The children will be guided toward self-acceptance and mutual respect for one another.

**PHONE CALLS:** The school's phone number is 642-6116. Since the teacher is only available before, between and after school, messages will be taken by office personnel. If you have an EMERGENCY CALL, please make that clear and ask that the message be delivered immediately.

**CHILD ABUSE:** Teachers are mandated by law to report any suspected case of child abuse to Richland County Social Services. If parents suspect the center of abusing regulations, it is to be reported to Richland County Social Services at 642-7751.

## **ST. JOHN'S SCHOOL**

### **Parent Permission to Ride Bus (Unaccompanied Child Policy)**

If you choose to have your child ride bus to or from school, be aware that your child will be considered unaccompanied for these reasons:

The child's teacher(s) may not be present when:

1. Your child waits to get on the bus.
2. Your child rides bus to or from home/daycare(they are supervised by the public school busing system).

### **PROCEDURE AFTER SCHOOL**

Students will be escorted to the north exit of the school. This area is supervised by adult staff from St. John's School. Children will be partnered with an older student who rides the same bus if needed. Students will then board their bus for the ride home.

### **UN-IMMUNIZED CHILD POLICY**

Parents are required to keep your child's record current with all immunizations. Each time your child is immunized, please provide our program with an updated record of your child's immunizations for our files. According to the North Dakota law, child care programs cannot refuse to provide care to un-immunized children who are otherwise eligible if they present a valid exemption from immunization requirements; therefore, there may be un-immunized children in our program. If you do not choose to immunize your child, you are required to provide our program with a valid document of exemption.