

St. John's School

4 & 5 year old Preschool

212 Dakota Ave

Wahpeton, ND 58075

701-642-6116

www.stjohns-wahpeton.org/school

Mrs. Lisa Lehmann ~ Teacher

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St. John's School Preschool Calendar~2024-2025

August 15(2:00-7:00PM).....Open House
August 22.....1st day of Preschool classes

September 2.....Labor Day(no school)
September 10.....School pictures

October 18.....Diocesan PD Day(no school)

November 28.....Thanksgiving (no school)

December 7.....Noel Night Dinner & Auction
December 19.....Last day of school before vacation
December 23-January 3.....Christmas vacation(no school)

January 6.....School resumes
January 20.....MLK Day(no school)

February 10-11.....Parent/Teacher Conferences
February 13.....Professional Development Day(no school)
February 17.....Presidents' Day(no school)

April 21.....Easter vacation(no school)

May 13.....Preschool Programs
May 15.....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 preschool age children who turn 4 on or before August 1st of the year they enroll. Additional consideration may be given to children that turn 4 during the school year if enrollment allows.

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 made through the FACTS tuition website, <https://online.factsmgt.com/signin/414HQ>.

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. Our costs do not vary with individual absences or illness, for that reason **we can not make refunds. Students whose tuition balance is more than three months past due will not be allowed to attend until the account is brought current.**

Fees for this year have been set as follows:

registration fee.....\$100.00 non-refundable
tuition per student.....\$125.00 per month (**Aug. thru May.**)

4. TRANSPORTATION: St. John's School contracts busing services through Wahpeton Public Schools. Children attending preschool who live or attend daycare in the Wahpeton school district may use the bus when arriving for our AM session or following our PM session. 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:

- Your child waits to get on the bus
- Your child rides bus to or from home/daycare

Children will be supervised by the public school busing system.

No other transportation is provided by St. John's School. Carpooling arrangements can be made between families. In the event of a field trip, St. John's will provide busing.

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 and school administration prior to registration to assess 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 to determine interest and notify availability/waitlist status by conferring with the family over the phone or via email and by sending enrollment links. An open house will be held prior to the first day.

9. ENROLLMENT FEE: An enrollment fee of \$100(non-refundable) will be paid upon enrollment of the child.

10. MINIMUM ENROLLMENT: Parents who enroll a child agree to pay for a minimum of three (3) months tuition. Parents must give one (1) month notice when withdrawing a child.

11. PROGRESS REPORTS AND CONFERENCES: Student progress is monitored regularly throughout the year. Staff ensure all ND Early Learning Standards are taught. We strive for all students to meet early learning objectives. Parent-teacher conferences are held twice a year, in the fall and spring. A Sign-up Genius will be created and distributed for parents to select an appointment time to meet with their child's teacher.

Additional reports may be sent home at the discretion of the teacher. We also encourage parents to contact their child's teacher at any time in regards to their child's progress. If at any time the teacher has a concern or feels a child's progress is delayed, parents will be notified and a plan implemented.

12. HIRING POLICY: St. John's Preschool will follow all North Dakota rules and regulations regarding all hiring. All staff will be trained in CPR/First Aid. All staff will be fingerprinted and criminal background will be checked. All staff are required to complete a certain number of training hours each year.

13. VOLUNTEERS AND SAFE ENVIRONMENT: Volunteers are encouraged as there is a great need for them throughout the school. If you are interested or know someone who is interested in volunteering, please contact your child's teacher or the school principal to confirm a date and time at least 24 hours prior to arrival. All volunteers must adhere to the Diocese of Fargo Code of Conduct for Safe Environment and complete volunteer training as required. A volunteer packet will be available at open house and in the school office throughout the year, as well as available for download on the school website.

14. PRESCHOOL LICENSING: St. John's preschool is licensed through the ND Health and Human Services child care licensing system. If at any time a correction order is issued, it will be posted by the Preschool classroom door within three (3) business days until the violation has been remedied or five (5) days, which ever is longer.

15. COMMUNICATION: Positive and proactive communication at the origin of a concern is critical to maintain a positive working relationship between parents and staff members, which in turn is in the best interest of every student.

16. KINDERGARTEN READINESS

GOALS: St. John's Preschool utilizes professional expertise along with the comprehensive standards set forth in the ND Early Learning Standards to establish Kindergarten readiness goals. The standards are used to guide the design of St. John's Preschool planning and curriculum. The goals ensure that children have a solid foundation when they enter kindergarten. All goals fall into six (6) domains.

- **Domain I: Approaches to Play & Learning**

Skills include handling of classroom materials, cleaning up materials, following routines & rules, transitioning from one activity to another with ease, maintaining focus for extended periods of time (moving to that 10-15 minute mark), controlling impulses regularly, completing tasks, and holding an increasing amount of information in order to complete multi-step tasks.

- **Domain II: Social & Emotional Development**

Skills include seeking help from a trusted adult when needed, cooperatively plays with others, engaging in conversation about past experiences, recognizes basic emotions in books and can describe them, and appropriately expressing feelings.

- **Domain III: Language, Communication, & Literacy**

Skills include attending to longer conversations, can recall in order multiple step directions, demonstrates understanding of a variety of question types, uses spoken language, communicates clearly personal needs, demonstrates rhyme recognition, names most upper & lower lowercase letters, and knows the sounds of several letters.

- **Domain IV: Cognition**

Skill include mathematical concepts such as counting verbally to 20, instantly recognizing (without counting) small quantities of up to 5 objects, can count and answer how many from 1-10, recognizes numerals up to 10, associates quantities from 0-5, along with basic patterns, recognizing basic shapes, and understanding directionality. Scientific expectations include using senses to make observations, questions, creating categories, and making predictions.

- **Domain V: Social Studies (learning and understanding life within their families and communities)**

Skills include understanding routines, awareness of classroom procedures and rules, responding to transitions, appropriately handling materials, developing friendships, and identifying similarities to self to stories, etc.

- **Domain VI: Creative Arts**

Skills include singing, keeping a beat, participating in group music activities, dancing, and creating different materials to make their own art.

PLACEMENT DECISION: All students enrolled in St. John's preschool will be assessed through a Kindergarten readiness screening starting in January. The screening may include but is not limited to a readiness assessment, parent/guardian observations, and professional recommendations of teachers and school administration.

At the spring conference, typically held in February, the preschool teacher and/or administrator will inform families of their child's Kindergarten Readiness Screening results, progress, and a recommendation for the upcoming school year. The student's progress will continue to be monitored through the final assessment which usually occurs at the end of April. At this time families will be notified of the final determination of grade level placement at St. John's for the following school year.

Occasionally, the overall Kindergarten Readiness screenings may determine a child is not ready to move forward into St. John's Kindergarten. This may be for a variety of reasons including a child that may benefit from an additional year of preschool to continue to develop skills needed to be successful in kindergarten or it may be a consideration for a student to be referred to another educational setting that can offer a higher level of services than St. John's is able to offer at this time.

CLASSROOM POLICIES

ARRIVAL AND DISMISSAL: Children should be dropped off no earlier than 10 minutes before their starting times and picked up promptly at the time of dismissal.

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, parents will be notified by text message of delays or cancellations. In the event of a late start, there will be no morning preschool session. 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 share days. Toy weapons and/or war like toys are not permitted even on special days.

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.

SNACKS: Families will provide the daily mid-session snacks. A snack calendar will be sent out each month, notifying each family of their designated snack day as well as any food allergies in the classroom. Please bring 13 healthy, prepackaged snacks to share with the class on that day. Milk or juice will be available at \$0.50 per day, funds can be added to your family's account in the school office or FACTS Family Portal.

BIRTHDAYS: On or near 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 on or near half birthdays.

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 brought to Open House. Please, do not write your child's name on any supply unless indicated.

- 1 set of Crayola washable markers
- 1 Crayola watercolor set
- 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
- 1 reusable plastic water bottle (please mark with child's name)
- 2 containers of Clorox 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 mark with child's name)
- **1 complete change of clothes in large Ziploc bag labeled with your child's name

WATER ACTIVITIES: At this time, there are no water activities scheduled for the 2024-2025 preschool year. 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/CARE OF ILL CHILD: 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 and school office have current phone numbers. Your child will have a comfortable area to rest within sight and hearing of a responsible adult until the child is picked up.

EXCLUSION OF ILL CHILDREN/COMMUNICABLE DISEASES: 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. Parents will be notified of infectious or communicable diseases by a written statement from the 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 redirecting the child or resetting emotions with a break from activities.

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

PHONE CALLS: The school's phone number is 642-6116. Since the teacher is only available before and after school, messages will be taken by office personnel.

CHILD ABUSE & NEGLECT: Teachers are mandated by law to report any suspected case of child abuse to Child Protective Services. If parents suspect the center of abusing regulations, it is to be reported to CPS by calling 833-958-3500.

PROCEDURE AFTER SCHOOL: Students riding bus 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 choose to not immunize your child, you are required to provide our program with a valid document of exemption.