



St. John the Evangelist School

Preschool Handbook

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Streamwood, IL 60107

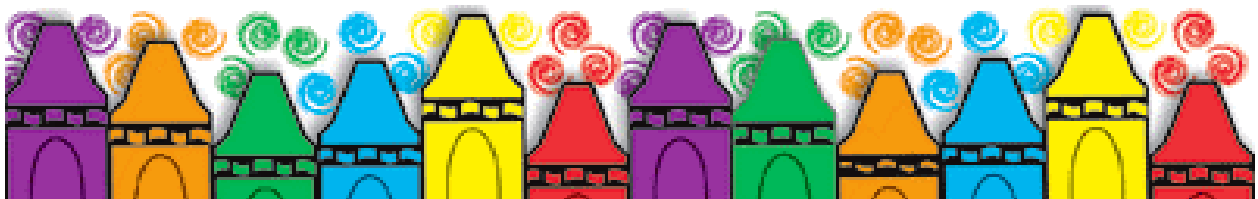
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Welcome

Welcome to St. John the Evangelist Preschool. It is our goal to make your child's preschool experience one that will instill a love of learning and an eagerness to attend school. We hope to challenge your child to grow and learn to his/her greatest capability while teaching and practicing Catholic values in the classroom. A brief overview of our program is provided below. Please feel free to contact the preschool teacher if you have any questions or concerns. Again, welcome to St. John the Evangelist Preschool! It is truly a place to learn and grow with God at your side.

Philosophy of Education

St. John the Evangelist Preschool's philosophy is centered on the knowledge that preschool age children learn through play, socialization, and through a variety of hands-on activities. Our goal is to provide students with many learning opportunities that are age appropriate, with an understanding that children in preschool are at many different stages of development. We hope to provide a safe learning environment where children can grow and learn at their own pace, with an emphasis on gaining skills that foster self-esteem and build independence.

Mission Statement

St. John the Evangelist Preschool is a Catholic school where children are educated in all areas of the curriculum. We teach and model respect for one's self, others, and the Earth. We regard each child as a unique gift from God, worthy of love. We are committed to being partners with parents/guardians in nurturing preschool students as they prepare for kindergarten and other challenges of the future.

The mission of St. John the Evangelist School, as part of St. John the Evangelist Parish, exists to:

Embrace and enhance our Catholic faith by living out the Gospel message
Dedicate ourselves to providing the best education possible for all stakeholders
Unlock the full potential of all the students and faculty alike
Create an environment where everyone feels welcome and cared for
Appreciate and celebrate our diversity
Teach our students the skills essential for lifelong learning
Enable our students and staff members to be caring members of our community

Objectives

St. John the Evangelist Preschool has developed the following objectives:

1. To provide a Christian atmosphere.
2. To encourage all aspects of growth: spiritual, emotional, cognitive, and physical.
3. To stimulate experiences through discovery learning.
4. To aid in the development of a positive self-image.
5. To encourage Christian attitudes and respect of others.

Absences

If your child is sick, or will miss preschool for any other reason, please call the school to inform them. Please state the reason for the child's absence. To contact the school office, dial (630) 289-3040 x56.

Arrival/Dismissal

The children are greeted each morning outside Door 7 (in the rear of the school). Drop-off time begins no earlier than 7:40 AM. Students are expected to be on time at 8:00 AM. Parents/Guardians are to follow the school drop-off policy by dropping the student in the parking lot in the rear of the building.

Part-time students will be picked-up at the Kyle Hall door, door #4, at 11:30 AM. The parent/guardian is responsible for getting their student from a teacher from the door. Parking is available on the street as well as at the recreation center next door. Please obey the traffic signs stating where there is no parking allowed. The teacher is not responsible for bringing the student to the car.

Full-time students will be picked up at door 7 in the rear of the building at 2:45. The teacher is not responsible for bringing the student to the car and/or buckling them into their car seat. Preschool students must be picked up at the door; they are not allowed to walk into the parking lot alone.

Birthdays

We celebrate each student's birthday in Preschool. Parents/Guardians can either send treats in the morning with their student or drop them off in the office during the school day. Summer birthdays can be celebrated either on the student's half birthday or in the month of May. Please contact the teacher before bringing in treats so they can plan accordingly. No cakes are allowed, only cupcakes (mini sized) or other treats.

Please note that we may have students with peanut allergies in our class, so please take them into consideration when purchasing birthday treats. We have found that the Walmart bakery section is the best place to find peanut-free treats. Disposable pouched drinks may be brought as well.

It is a school policy that birthday party invitations may only be passed out in school if there is one for each student in the class. Otherwise, invitations must be dispersed outside of school.

Communication

Each student will use a daily take-home folder. This folder is expected to be checked by a parent/guardian every day and returned with the child the following day. This folder will contain information for upcoming events, projects your student has created, personal notes home (if needed), and other information. Please remove all information before returning the folder back to school each day. Please include any notes to the teacher in this folder.

In addition, there will be a folder with information from the school. These folders are assembled Wednesday afternoons. Full time students will take it home each Wednesday and part time students will take it home on Thursday or Friday. Please remove all information before returning it back to the teacher. School folders go home only once a week.

For other up-to-date information, you may check our school website, www.mystjohns.org. Click on the 'Teachers Page' link on the left side and then click on your student's teacher.

If you would like to contact your student's teacher, you may do so by e-mail or send a note. Teachers are also available to meet by appointment only. Please schedule appointments at least 1 day in advance.

Conferences

Parent-Teacher Conferences will be held during the month of November. More information and sign-up times will come closer to that time.

Dressing for Preschool

Both part-time and full-time Preschool students are not required to wear the school uniform. Please dress your student appropriately as we will be doing many activities (both inside and outside) that may cause your student to get dirty. We recommend sending your student to school in washable play clothes. Please do not send students in flip flops, as we do many activities both indoors and outdoors and want to avoid injuries.

Please send an extra full set of washable play clothes with your student during the first week of school. This extra set is to be kept at school for days when your student has an accident or a spill. Please put this full set in a bag clearly marked with your student's name.

Personal Items From Home

Students' personal items (such as toys, blankets, stuffed animals) should be left at home. While it may be comforting to the student to have such items with them at school, it is important that they socialize and interact with others as well. Bringing items from home may result in torn or ruined items. If such items are brought into the classroom (other than Show & Tell days), the student will be asked to leave them in their backpacks until school has dismissed.

Show & Tell

Students will have an opportunity to bring in a Show & Tell item each month. Please have the student bring their item in a bag that is clearly marked with their name. This will help prevent lost items. Show and tell should be limited to one item per student.

Volunteers

Parent/Guardian volunteers are always welcome! Preschool takes 2 fields trips a year. In order to volunteer/chaperone, you must:

- Complete an eApps Online Criminal Background Check
- Attend a *VIRTUS/Protecting God's Children for Adults* Training Session
- Complete a DCFS CANTS Form
- Complete an Archdiocesan Code of Conduct Form

Once all of these are completed and on file in the school office, a parent/guardian is able to volunteer in the classroom. For more information on volunteering, contact Mrs. Retz at (630) 289.3040 x56 in the school office.

Students attending a field trip must go to and from the desired location with the teacher and class. Driving students separately is prohibited in either direction.

Only St. John's students may attend school sponsored field trips. Therefore, other siblings are not allowed to attend.