

There is a lot of information contained in this handbook. Please read **ALL** of it carefully. The policies listed within are set forth by the St. John Preschool Program and St. John School. These policies and accompanying contracts become effective upon acceptance by the parent/guardian and the teacher/director.

Location

The 3 & 4 year old preschool and PreK classroom is located at 808 Cincinnati road Georgetown, KY, 40324 on Cardome campus.

The Preschool

The 3 & 4 year old programs at St. John offer a variety of experiences to promote the development of the whole child. The curriculum provides hands-on, developmentally appropriate activities to enhance the cognitive, social, emotional, physical and spiritual well being of each child. Themes are utilized throughout the year and learning games are implemented to introduce and reinforce pre-literacy and pre-mathematical skills. The child is free to explore and experiment at his/her own pace. This stimulating free-choice environment encourages positive adult/child interactions, and also fosters the love of learning.

An important aspect of Developmentally Appropriate Practice is that classroom activities need to be age appropriate and individually appropriate for all children. In other words, we provide a classroom filled with age appropriate materials and activities; however, we are equally concerned with each individual child's development. A child who needs support in an area will get it, while a child who is functioning at a higher level will be challenged.

Curriculum

The classroom curriculum is a product of many factors. Our top priority is for our activities to be developmentally appropriate. We do not pressure children into learning the alphabet, recognizing numbers, or beginning to read. Instead, we have activities available that are alphabet and number oriented. We encourage "hands on" learning and experimentation with real materials. We have a child-friendly environment that encourages exploration, thinking, dramatic play, and sensory awareness. Our goal for your child's first school experience is to foster a safe learning environment and install a love of learning. We look forward to beginning this journey with your child!

Learning Centers

The preschool classroom is set up in "centers" for the children to explore daily during free choice time. These learning centers play a major role in your child's education. They may choose to explore a few centers or all of them in one day. Our learning centers include: Table activities (writing/art, math, and tactile), Dramatic Play, Block, Science, Library and Computer. ***This year our learning centers may look a little different due to COVID-19 and new emergency state regulations approved by the CDC. Only two children at a time per center, each child will have their OWN bin of chosen toys to play with in that center and when the child switches centers toys will be properly disinfected before another child utilizes the toys.**

Art/Writing Table

The children are encouraged to express themselves at these tables. We believe in providing art activities, which are open-ended. We believe in promoting children's self expression and do not want to stifle their creativity. At this age, children are experimenting with fine motor skills such as paint strokes, learning how to grasp markers, pencils and crayons, cut with scissors, and use glue. It is our job to promote their independence and provide them with the time to experiment with different artistic mediums. Because the artwork is their own creation, we praise them on the process of their work, instead of the final product. In other words, we comment on the time spent creating the picture, or the colors used throughout the paper. Praising children in this way increases their self-esteem and gives them a feeling of accomplishment. ***Due to covid-19 and new emergency state regulations approved by the CDC- art will be taught in children's classroom by classroom teacher.**

Outdoor Play

As part of our commitment to quality care, we give the children time outside each day if the weather permits. Being outside is important for many reasons. Children need time to exercise and breathe fresh air. We will play outside in all seasons. Thus it is important to dress your child appropriately for outdoor play. Due to the playground surfacing (mulch) it is important that your child **wear only sturdy, athletic-type shoes. Open-toed (sandals) or open-heeled (back-less slip-ons) shoes are not allowed on the playground.** All pose a safety hazard. All children are expected to participate in outdoor play. We do not have the staff to keep some children inside while others go outside. If your child is well enough to come to school, we will assume he/she is well enough to go outside. On days that the weather does not permit us to go outside, we will exercise our gross motor muscles inside with a variety of activities. *** Due to Covid-19 and new emergency state regulations approved by the CDC- classroom teacher will assist students in maintaining social distancing guidelines as best as possible. Students will use proper handwashing techniques before and after outdoor play.**

Snack

There will be a snack time available in the **morning** and **afternoon**. **Each child will need to bring in their own snack and drink every day.** It should be something simple and **easy to open** (not a meal or "lunchable"). If your child stays all day, please bring two snacks and drinks, one for the morning and one for the afternoon. A water bottle is encouraged and can be refilled throughout the day. **Teachers must wear and change gloves after assistance with preparing/opening snacks. Please bring in snacks that your child can open independently to reduce frequent contact.**

Birthdays

If your child has a birthday during the school year, we will celebrate them and their special day! ***Due to Covid-19 and new emergency state regulations approved by the CDC- Birthday treats/snacks will not be permitted at this current time.**

Backpacks

Your child's backpack is very important to us all. It will serve as a very important source of communication between you, your child and the school. Please choose a REGULAR SIZE backpack with two straps (versus the one strap over the shoulder). Please make sure a regular size pocket folder can fit in the backpack without being folded or getting caught in the zipper. If it has latches or hooks, please make sure your child can open and shut it without assistance. Rolling backpacks are not allowed. They are fun, but difficult for preschool children to manage. Please do not allow your child to make their backpack a "junk" holder. Please check it daily to remove any papers from the folder that need to stay at home.

Cubbies & Hooks

Each child will be assigned a cubby or hook. They will use these to put their backpacks, outerwear and a change of clothes in. Please assist us by discouraging your child from touching anything in/on another child's cubby or hook. We want the children to be respectful of others' belongings.

Potty Training

Per state policy, we are not allowed to accept children who are wearing diapers or pull-ups. We also cannot be responsible for potty training your child. We do, however, understand the frustration of the process. Please note that if your child's potty issues (too many accidents) become a distraction to the class, a conference will be necessary to determine if the child may remain in the class.

Newsletters

You will receive newsletters throughout the school year to keep you up to date on the themes and activities we will be accomplishing. This will include any important dates or activities you need to know. You will also receive weekly e-newsletters from the school office. Please provide your email to the office if you have one. Mrs. Wayman uses the communication app ClassDoJo to communicate important information/about our day.

Office Folder

Each child will receive an office folder so that newsletters, artwork, etc., can be sent home. It is also there for you to send notes, school payments, etc., back to school. It will come home daily. PLEASE CHECK IT DAILY. If you do not check it daily your child could miss out on something.

Clothing

As part of the preschool experience, children are encouraged to be independent. Part of being independent is being able to dress yourself. This gives the child satisfaction of achieving independence and success. Thus, please send your child in KID-FRIENDLY clothing. Elastic waistbands are much easier than snaps, buttons, and zippers. Overalls and belts are discouraged unless your child can manipulate them independently. Shoes also need to be self-fastening if at all possible. We do get involved in messy activities, so please dress your child appropriately. The children will wear smocks, but they only cover part of their clothing. Per school dress code, shorts can only be worn August-October and April-May. Girls may wear dresses but please **no spaghetti straps**. **We cannot permit children wearing open-toed or open heeled shoes on the playground** (see "Outdoor Play"). For rainy days we recommend rain jackets with hoods. **Umbrellas are not allowed to be used during school.** Walking in line and carrying an umbrella do not mix very well! For cool days (60 degrees or less) we highly

recommend sending a sweatshirt or jacket with your child. Even if it's going to be a warm day, it can still be chilly for the children in the morning class out on the playground. We do suggest that each child keep a seasonally appropriate change of clothing in their cubby/backpack at all times just in case of an accident or accidental spill.

**** Please label all your child's removable clothing (sweaters, sweatshirts, coats, hats, gloves). ****

"Peace builder" Program

Our environment at preschool promotes non-violence. We are currently using the "Peacebuilder Program". This program encourages non-bullying at all ages at school and at home.

If a child exhibits violent/disruptive behavior such as hitting, biting, kicking, pushing, abusive language or bullying, etc., every effort will be made on our part to help the child understand that this kind of behavior is not acceptable. If after a predetermined period (set by Teacher) the child continues to exhibit this repetitive, unacceptable behavior, a parent/teacher conference will be scheduled. If the situation cannot be resolved in a timely manner, we can request the parent to pull their child out of our program.

Separation Ideas

Separation issues may or may not be a concern with your child. Each child handles separation differently. If your child does exhibit anxiety, the following advice may help.

- Develop a morning routine and follow the SAME sequence each day!
- Be positive. Your child will pick up on your uneasiness.
- Make your departure quick. Say goodbye to your child and leave the classroom. (Long goodbyes usually yield more tears.)

We have found that children are typically fine within a few minutes of their parent's departure. We promise to contact you in the event that your child is unable to be comforted.

Health Policy

Do NOT send your child to school if they have had any of the following symptoms within the past 24 hours:

- Fever
- cough
- Nausea or vomiting
- Earache
- Abdominal cramps
- Diarrhea
- A cold (when symptoms are not due to allergy)
- Sore throat
- Unidentified rash
- Conjunctivitis (pink eye)
- Any infectious disease your doctor has diagnosed
- Head lice

If your child is sent to school with any of the above symptoms, you will be contacted to pick up your child. You are required to provide a doctor's note to return to school if sick or sent home with symptoms.

It may sometimes be necessary for a child to take over-the-counter or prescribed medication during the school day. **All medicine sent to school must be properly labeled and in the original container.** Written instructions must be made available to the teacher giving the following information:

1. Time the medication needs to be taken
2. Amount of medicine to be given
3. Parent's signature

Immunizations

State law requires that all children enrolled in preschool have a current immunization certificate on file at school. Please send it in with the required forms for your child's file. It must be on file by the first day your child attends. These forms are checked quarterly for expirations. If your child's immunization certificate expires, you will be notified. These must be kept current in order for your child's enrollment to remain active.

Special Circumstances

We would appreciate you letting us know of any significant changes in living arrangements or other circumstances in your home. This information will be kept confidential. It will allow us to better assist your child in dealing with changes if we are aware of what's going on.

Morning Class Arrival/Afternoon pickup

Our morning begins at **7:50 am**, but you may arrive as early as 7:30 am. Please do your best to arrive **promptly**. Late arrivals disrupt the class and interrupt our daily routine. Please have your child in class by 7:50 am. **Please walk your child in the door. YOUR CHILD MAY NOT WALK IN ALONE.**

Afternoon pickup will be in the front of our building at 2:50pm.

Students being picked up will be brought to the car rider line by the teacher. Students that attend half day are to be picked up at the preschool building.

Lunch

If your child stays all day, you will receive a lunch information sheet so that you will know what is for lunch and how to order lunch. Your child may pack lunch if he/she wishes. Please have your child's packed lunch easily accessible for the child to open. ***Due to Covid-19 and new emergency state regulations approved by the CDC- lunch will be delivered from the lunchroom and eaten in the child's classroom. You may select a lunch option for your child in the mornings or bring in a packed lunch.**

Nap Time

Due to state regulations each child will have a two hour nap time. Each child will need a 2 inch kinder mat

(https://www.amazon.com/dp/BOODUCS9RG/ref=cm_sw_r_cp_api_i_Jjp7Eb2VA6ZK4), 1 blanket (size of beach towel). Linens will be sent home every Friday to be washed.

***Due to Covid-19 and new emergency state regulations approved by the CDC- linens will be sent home weekly to be properly washed and returned. After each naptime, mats will be properly sanitized. Children will be spaced apart during naptime.**

After School Program

If your child is in the afternoon class and he/she attends the after school program, we will take your child to the after school program at 3:00pm.

Parent Volunteers (Very Important)

In order to be a volunteer in your child's classroom, special activity, or participate on a field trip **you must have completed the Safe Environment training and a background check.** Please contact the school office to fill out a volunteer application. Even if you are only transporting your child on the field trip, you still must have the Safe Environment training and the background check. This policy is mandated by the Catholic Diocese and adhered to by St. John School. We will keep you informed of upcoming dates.

Field Trips

We plan to take field trips during the school year. Due to State Regulations each child must be transported to a field trip by his/her parent or guardian.

***Due to Covid-19 and new emergency state regulations approved by the CDC- Field trips are not permitted at this time until further notice.**

Child Abuse and Neglect

It is the law and also the responsibility of the teacher, teacher aide, or substitute teachers to report any and all abuse or neglect of a child. We cannot turn our heads on a child who has been abused or neglected. Therefore, we will notify Child Protective Services and the local police department when it appears that a child in our care is being physically, sexually, or emotionally abused, neglected or exploited.

Snow Days

Please watch any of the three local TV stations for closings. You can also visit the news channel websites to sign up for email or text alerts. This is the quickest way to receive notification of weather delays. **We do not always follow the Scott County schedule.** We are listed separately under St. John's, Georgetown.

Admission Paperwork

Before the teacher/director will assume responsibility for teaching and caring for your child, the following must be on record in your child's file no later than the first day your child attends:

- Signed Handbook Policy Contract
- Student Information Sheet
- Consent for Treatment of a Minor
- Release and Emergency Contact Form
- School Directory Form
- Photo/Video Permission Form
- Walking Permission Slip
- Georgetown College Waiver
- Birth Certificate
- Current Immunization Record (from physician)

****Please have all of the above forms in the office by the first day your child is in attendance. ****

****If any changes occur to your child's information, please remember to update the school. ****

This agreement must be detached from the Preschool/Pre-K Handbook, signed and returned by the end of the first week of school.

I, _____ (the parent/guardian) hereby acknowledge that I

_____ (the parent/guardian) am aware of the conditions stated in the St. John Preschool/Pre-K Handbook, and agree to abide by the policies and requirements stated within.

Parent/Guardian Name

Signature

Date

