

St. John's Preschool

Play, Learn and Grow Together!



Parent Handbook

401 St. John's Rd.
Woodstock, IL 60098

(815) 338-5185



Dear Parents,

We would like to welcome you and your child to St. John's Preschool. Our preschool was established in 1983. It is governed by the Preschool Ministry Group as a non-profit Christian preschool. St. John's Preschool is licensed by the Illinois Department of Children and Family Services (DCFS). As a licensed preschool, our program must meet all standards to meet the needs of preschool age children. We hope that you will find our preschool program offers a unique, Christian, educational experience for your child.

Our program is designed to nurture and encourage your child's growth and development in a Christ centered environment. Your child will be given the opportunity to learn and grow at their own rate, and in their own way. The classrooms have a relaxed atmosphere with special interest centers that invite the children to explore, experiment, discover and develop in a way unique to them.

Our staff is exceptional! The director and teachers are educated, experienced professionals, dedicated to making your child's first school experience a happy learning adventure.

Please take a few minutes to read through this handbook. It will answer questions you may have regarding our program and it describes our policies on many issues. If you need any further information, please feel free to call the school at (815)338-5185.

Sincerely,

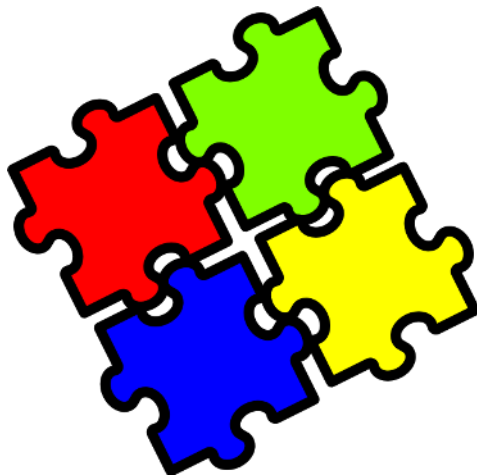
The Preschool Ministry Group

ST. JOHN'S PRESCHOOL

ABOUT OUR PRESCHOOL: St. John's Preschool has a desire to prepare your child (2-5 years old) for Kindergarten socially, emotionally, and academically. Our preschool provides:

- An educational foundation for lifetime learning.
- A balanced program of play, music, socialization, and academics through a developmentally appropriate curriculum.
- A loving, caring and safe and environment.

PHILOSOPHY: At St. John's Preschool we believe that children's growth is achieved by offering opportunities for individual growth, development, and problem-solving through hands-on play and activities. In a Christian setting we provide rich, educational experiences with an emphasis on your child's intellectual, social, emotional, physical, and spiritual growth.



REGISTRATION: St. John's Preschool is open to children ages two to five years old based on class offerings. Registration is on a first come-first serve basis, however, current students and families along with alumni may register early. The registration fee is **NONREFUNDABLE**.

Additional registration paperwork is required to be turned in by the first day of school for each student's file. In addition to these forms, a certified copy of the child's birth certificate must be provided to St. John's Preschool within 30 days of enrollment. A copy of the birth certificate will be placed in the child's folder with all other registration paperwork. If a birth certificate isn't provided to St. John's Preschool within the 30 day time frame, St. John's Preschool is **REQUIRED** to notify Illinois State Police.

CURRICULUM: Our curriculum is presented through theme units in which teachers plan and organize developmentally appropriate early childhood activities. Hands-on learning centers are designed to promote cognitive, language, and physical development along with reading readiness skills. The curriculum consists of the following content areas to help build each child's developmental skills:

Religion: Preschool students experience the love of Jesus through weekly Bible stories and songs. Preschoolers worship, pray and sing songs of praise with other friends of Jesus in their classroom and in a weekly chapel service.

Literacy: Preschool students begin to understand the connection between letters, sounds, words and language. They begin to recognize the letters (uppercase and lowercase) of the alphabet, especially those in their name, and begin to associate sounds with the letters. Story time is a part of each day.

Writing: Preschool students begin to recognize upper and lower case letters and begin to write letters, especially those letters that are in their name. They learn the correct grip on a pencil.

Math: Preschool students understand mathematical concepts by using a variety of manipulatives. They classify, group, sort, and begin to understand addition and subtraction. They count and recognize numbers as well as understand the value of these numbers.

Science: Preschool students have the opportunity to explore and discover the world around them using many hands on materials such as: magnets, magnifying glasses, scales, plants/seeds, etc. There are many opportunities to perform experiments.

Art: Preschool students will enhance their creativity by experiencing a variety of art activities such as: drawing, coloring and painting. They experiment with color, shapes, and objects as they use their imaginations to develop their own creations. The students will have the opportunity to use a variety of materials such as crayons, markers, play doh, paint, shaving cream, glitter, etc.

Music: Preschool students will be exposed to a variety of music through rhythm games, fingerplays, and simple songs.

Large Motor: Preschool students enjoy large motor activities relating to movement. They enjoy walking, running, hopping, skipping and riding a tricycle. Through these activities the students practice body control and balance. Large motor activity is a part of each school day to give the child the opportunity to build on these skills.

RELIGIOUS INSTRUCTION: Throughout the school year the preschool students are invited with their families to a worship service. This service includes the children singing special songs that they have learned. All families are encouraged to attend the worship service with their children.

STAFF: All staff members must meet or exceed the Illinois Department of Children and Family Services (DCFS) licensing requirements. The staff members must complete 15 hours of professional development each year, be CPR and First Aide certified and stay up to date on all of the licensing standards set forth by DCFS.

CLASSES OFFERED: We offer a FLEXIBLE schedule where the parent has the opportunity to choose what days and how many days their child attends.

2 YEAR OLD CLASS: This class is an introduction to the preschool classroom, where the children can develop a comfort and positive attitude about learning and socializing with others. The children will be involved in fine and gross motor activities, crafts, games, stories, songs, and dramatic play. Children do not need to be potty-trained for this class, although we do encourage starting the process sometime during the year. We have a 1 or 2 day option to choose from.

CLASS OFFERED: Tuesday, Wednesday or Thursday from 8:30-11:00 am

3-5 YEAR OLD CLASS: This class builds a foundation to develop the skills needed to succeed in Kindergarten. The children are encouraged to try out their ideas with emphasis on the process rather than the product. Emphasis of the program is planned, purposeful play that allows the children to learn from hands-on experiences: thus enhancing pre-reading, pre-language and pre-math skills.

CLASS OFFERED: Monday-Friday from 8:30-11:00 am

****Afternoon enrichment classes are available dependent upon enrollment.****

CLASS SIZES: Class sizes are limited to 16 children with each classroom having a qualified teacher and aide. These exceptional teacher/child ratios allow our staff to be very aware of your child's development and gives us the opportunity to offer more individualized emergent learning.

ARRIVAL: At 8:25 am the preschool entrance doors will open so a parent/caregiver can walk their child to the door to check-in. Upon arrival, the person dropping the child off **MUST** sign in the attendance book in the preschool entrance and a staff member will then take the child to the classroom to start their day. For the safety of your child the church is a secured building. The doors will be locked 10 minutes after the start time.

DISMISSAL: When class is over, you must enter the building to pick up your child at their designated time. Your child will only be allowed to leave school with you, his/her parents, or those persons whom you have authorized. Upon dismissal, the person taking the child home **MUST** sign out in the attendance book. **THERE MAY BE TIMES WHEN AN I.D. WILL BE REQUIRED TO SIGN OUT A CHILD.**

RELEASE OF CHILDREN: Children are released only to those persons designated on the enrollment form. The school should be notified in writing if your child is to be released to anyone other than those persons listed on the enrollment form. If an emergency arises and you must call to authorize another adult to pick up your child, please call the preschool (815)338-5185. Identification will be required of the person picking up your child.

ABSENCES: If your child is going to be absent, please leave a message for your child's teacher through email or a phone call. You may leave a message by calling (815) 338-5185.

LATE PICK UP POLICY: It is important that all children be picked up on time. We understand that circumstances happen and you end up running late on occasion. This policy will take place when late pick up becomes repetitive, and will go as follows:

1. Call the preschool if you are running late. 815-338-5185. There will be no fee on an **occasional** basis.
2. If late pick up becomes repetitive, there will be a late fee of \$20 after 11:45 a.m. This fee will start on the 2nd late pick up without a phone call stating that you are running late.
3. If after 12:00 p.m., we have the option of contacting the authorities if we deem necessary. Before this would happen, we would first try and reach both parents, and then the names on your Red Emergency Card. (Please keep these cards updated and notify us of any changes.)

Your children are very important to us, as they are to you. If you do run late, they will be safe and cared for. Any issues with late pick up will be kept confidential from your child.

GUIDANCE AND DISCIPLINE: The goal of our discipline is self-discipline. We encourage the children to verbalize and problem-solve their differences with each other. If children are having a difficult time on their own, we may help out by redirecting them to a different activity, discussing their problem or behavior. It is only in rare occasions that we use any type of "time-out" and if used is only done for a very short period of time, within the classroom so that the child may take the time they need to calm themselves.

HEALTH AND ILLNESS GUIDELINES:

Physical Examinations – according to the Department of Children Family Services, every child must have a complete physical examination. TB skin test and Lead Screening Assessment must be completed before entering school. No child will be admitted to class without these requirements listed and appropriately signed on their physical form. Religious concerns etc. need to be brought to the Director's attention.

Illness – If a child shows signs of illness, parents are urged to keep their child at home. Cold symptoms are perhaps the most difficult to decide when your child should stay at home and when he is well enough to come to school. Here are a few guidelines:

- Clear runny noses indicate (not always) no infection and your child may come to school.

- Green or yellowish discharge from the nose indicates infection (usually) and your child may be contagious. He/she should not come to school, especially when having a difficult time blowing their nose.
- If your child has a fever, he/she is contagious and should not be sent to school. Your child must be free from a fever for 24 hours before coming to school.
- A persistent cough that does not readily respond to medication should be checked by your physician.
- Pink Eye or Conjunctivitis – is very contagious to children. If you notice redness and or “crusty” eyes, PLEASE DO NOT SEND them to school and call your physician.

If your child does come to school ill, we will call to let you know that you may pick them up. If your child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

COVID-19 POLICY: The health and well-being of our preschoolers, families and staff is our highest priority. In the interest of limiting the transmission of COVID throughout the community, we are taking the following precautionary measure:

If your child has been in close contact with someone suspected or confirmed of having COVID, and they are unvaccinated, your child must remain out of the preschool for a 5-day quarantine period. If your child isn't experiencing any symptoms, they will be allowed to return to school on day 6, but must wear a mask through day 10. However, should a vaccinated child become exposed, they may remain in the preschool so long as they are not experiencing and COVID symptoms.

If your child or any other family member has any of the following symptoms, we ask you to remain out of the school that day and notify the preschool immediately.

- Fever of 100.4 F or higher
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing
- New Loss of Taste or Smell

Our policy is subject to change upon new guidelines set forth by DCFS.

MEDICATION POLICY: The giving or application of medication or individual special medical procedures shall be provided only if a written order or a prescription from a physician has been given to the child's parent or guardian. All arrangements of the administration of medication must be made through and approved by the Director in advance. If administration of medication is permitted, it will only be with written permission from the parent or legal guardian and the child's physician. This includes all "over the counter" drugs as well. All prescription drugs must be in the original container showing a label with the child's name, name of medication, expiration date, dosage, and frequency per day. All medication brought to the school must be checked in and will be stored in an area not accessible to children. Always hand any medications, including inhalers, directly to the Teacher immediately upon arrival. St. John's Preschool is not responsible for and will not administer any medication that has not been labeled, delivered, and authorized as described above.

EPI-PEN: If your child has an allergy that may require the use of an Epi-pen, St. John's Preschool will require their own Epi-pen kept on site which will be provided by the parent or guardian. If your child would require the use of the Epi-pen while in attendance the following steps will be taken:

1. The Epi-pen would be injected by a staff member.
2. 911 would be called after the Epi-pen is injected.
3. The parent or guardian would then be contacted and given further information.

COMMUNICATION: St. John's Preschool believes that OPEN communication between school and parent is the key to giving your child a positive school experience. Communication between home and school is essential to have a successful program. We intend to keep communication open through school newsletters, monthly calendars, emails, and daily messages. Parents are always welcomed to reach out to their child's teacher with any questions or concerns.

CONFERENCES: Parent/Teacher conferences are held during the course of the school year for our 3 and 4 year old classes. These conferences will inform you of your child's social, emotional, intellectual (cognitive), and physical development. The conferences are usually held in February. A sign-up sheet will be distributed so you can choose what time works for you.

EMERGENCY CLOSING: St. John's Preschool closes when Woodstock School District #200 is closed due to inclement weather. Please do not call the church or preschool office since there is no one there during school closing. Every effort will be made to send an email out to the parents by 7:30 am. Please make sure your email is up to date.

FIELD TRIPS: From time to time, our classes will leave St. John's for field trips. Permission forms will be made available for parents to fill out and return before students are permitted to go on such outings. Preschool t-shirts or sweatshirts are required for all children on field trips. If there is a cost involved, parents will receive information regarding this also.

SNACKS: The preschool will provide snacks and juice for the children as part of the tuition fee. The snacks provided will be nutritious such as washed fruits, crackers, pretzels, yogurt, Jell-O, pudding, etc.

****IF YOUR CHILD HAS A FOOD ALLERGY, YOU WILL BE RESPONSIBLE FOR PROVIDING A SNACK FOR YOUR CHILD****

HOLIDAYS: We like to celebrate holidays with small parties. Each parent will be asked to sign up to bring an item for the party.

BIRTHDAYS: We do celebrate birthdays with the children so you may bring in a special treat if you wish. (Please-No Cakes). Cups and napkins will be provided by the school. **The McHenry County Health Department requires that snacks be prepackaged and store or bakery bought.**

SUPPLY LIST

- Backpack – It is important that all children have a backpack to carry any paperwork and projects home from school.
- 3-Ring Binder – All children need to bring in a 3-ring binder which is used as a “Me Book” which will be used for different activities in their classroom. This book is designed for your enjoyment as a keepsake of your child's experience at St. John's Preschool.
- Sheet Protectors for 3-Ring Binder (25 count) – The sheet protectors will help preserve the pages in the “Me Book”.
- Extra Clothing – Your child will need an extra set of clothing put in a zip lock bag labeled with your child's name, to be kept at school. This clothing should include the following: shirt, pants, socks, and underwear. Parents are welcomed at any time to change these clothes according to seasonal weather.

- Box of Kleenex
- Roll of Paper Towels
- Disinfecting Wipes
- T-Shirt/Sweatshirt – T-shirts are supplied at registration and sweatshirts can be purchased at the beginning of the school year. All children are required to wear St. John's Preschool shirts on field trips.
- Sippy Cup – Marked with child's name(2 Year Olds Only)
- Diapers/Wipes (2 Year Olds Only)

FUNDRAISING: St. John's Preschool holds fundraisers throughout the school year. These fundraisers help provide new supplies to our classrooms along with any updates our classrooms need. The proceeds of these fundraisers help out with supplies, classroom improvements and new materials. We request that families participate in these fundraisers to help keep our tuition costs down and support our high-quality program.

TUITION: St. John's Preschool is **nonprofit and depends solely on tuition for income.** Financial affairs are governed by St. John's Lutheran Church, Preschool Ministry Group. Tuition shall be charged in 9 monthly installments, to children enrolled at St. John's Preschool. Tuition is based on how many sessions your child attends a week.

The monthly payments (9 months) are due September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, and May 1.

Because the school must meet its financial obligations, tuition fees **cannot** be adjusted for daily absences due to illness or vacations. If you withdraw your child from our program, the tuition is owed until you give notice.

Any returned check will be subject to a \$20.00 fee and tuition must be paid in cash.

After two tuition checks are returned for insufficient funds, you must begin paying in cash.

LATE TUITION PAYMENTS: Tuition is paid on a monthly basis. The payments are due on or before the first of each month for the next months' sessions. If you are paying in cash, please have the exact amount. You will receive a tuition envelope at the beginning of the school year.

Each month the envelope will be sent home in your child's backpack. Please return payment in the same envelope in our child's back pack and we will then record your payment on the envelope.

Checks returned for any reason will be assessed \$20.00 service fee. After two tuition checks are returned, the family must begin paying in cash.

DELINQUENT PAYMENTS: If the tuition payment is not paid by the first of the month, there will be a late charge of \$25.00 on the 5th day of the month. An additional \$5.00 late fee for each day after will be assessed for each day that tuition is late. The Preschool Ministry Group will consider extenuating circumstances that are brought to their attention. Please contact the director if you need to discuss these circumstances with a board representative, so that we may be of help. If delinquent payments continue without discussion with the director, the family's enrollment in school will need to be assessed to determine if the child will stay in school.

TUITION DISCOUNTS

Family Discount – Any family who has more than one child enrolled in our program will receive a 10% discount on their monthly tuition.

Church Members – Scholarships available through the St. John's Education Fund. Paperwork is available in the church office.

**ACKNOWLEDGEMENT OF PARENT HANDBOOK
ST. JOHN'S PRESCHOOL**

This parent handbook outlines the policies and procedures of St. John's Preschool. An understanding of and adherence to the policies and procedures will ensure positive parent-school relations and that the children's needs are being adequately met. Therefore, the preschool requires that all parents and/or guardians of children enrolled at St. John's Preschool read, sign, and return to the Preschool Director the statement that follows.

1. I have read the Preschool Parent Handbook.
2. I will adhere to the parent policies explained in this handbook.
3. I realize that lack of adherence to these policies may result in termination of the child care arrangement.

I understand that the policies in this handbook and communicated to me in any fashion are subject to interpretation, review and change by the Preschool Board.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

Child's Name (please print): _____