



# St. John's Preschool Handbook

2019-2020

## **Welcome!**

We are so excited that you have chosen to send your child to St. John's Episcopal School Preschool. This handbook will provide you with important information about our preschool program.

## **Mission Statement**

St. John's Episcopal School Preschool is a theme based academic program nurturing character and faith. Our primary mission is to provide a safe, caring, and positive environment that fosters a lifetime love of learning. Our engaging program encourages the social, emotional, cognitive, and spiritual development of the whole child. We proudly focus on teaching our students our core values of kindness, honesty, respect, and compassion - values that are integrated into the daily routines and that form a strong basis for all of our academic and social lessons throughout the year.

## **Preschool Guidelines**

### **Attendance**

If your child is going to be absent, please call the main office at 301-774-6804 or email the teacher.

### **Arrival and Dismissal**

#### **Arrival**

Preschool drop off begins at 8 a.m. and class starts at 8:20 a.m. each day. Please park and accompany your child to the classroom to sign your child in each morning. You may assist your child with putting

his/her backpack and coat into his/her cubby before giving them a hug and kiss good-bye.

## Dismissal

Please come to the classroom to pick up your child at dismissal. You will be required to sign your child out in the afternoon. If someone other than the parents are going to pick up your child, please send in a note to the teacher. The person designated to pick up your child must be able to provide identification.

## Bathroom Needs

All children should be potty trained. Children will be reminded during transition times to use the bathroom and to wash their hands. With the expectation that there could be accidents, we are asking each family to provide a change of clothes for their child/children. This should include a shirt, pants, underwear, and socks. Please provide these items in a labeled Ziploc bag. We will send soiled clothing home to be returned the following day. Parents need to be sure that their extra clothes are seasonal.

## Behavior Management

In keeping with the Goals and Criteria of a St. John's Episcopal Preschool education, we want to teach our children to make good choices and to learn kindness and patience with those around them. We will guide the children in learning self-control and personal responsibility as they grow and develop.

The guidelines for discipline in our preschool are:

- Setting realistic limits and consistently enforcing them

- Reinforcing positive behavior
- Modeling appropriate behavior, such as speaking in a calm voice, when difficulties occur
- Intervening before situations become escalated

In response to inappropriate behavior the staff will:

- Speak to the child or children involved regarding the inappropriate behavior
- Remind or inform him/her of the guidelines involving the activity
- Redirect the child to an appropriate activity
- Give the child choices in his/her redirection, as applicable
- Remove the child from the situation completely, if necessary, for the appropriate and needed amount of time for both the individual child and the group as a whole

Examples of behaviors deemed unacceptable in the preschool environment include:

- Inflicting or attempting to inflict bodily harm to any child or staff member
- Disrupting activities with extreme or unsafe behavior
- Using a rude voice or inappropriate behavior

If a behavior persists, the teacher will meet with the parents to develop a positive plan to help the child be successful in school.

## **Clothing**

Preschool children do not wear school uniforms. Please dress your child in washable, comfortable play clothes and closed toe shoes. Check the weather daily and dress your child accordingly. Outdoor activities will

be planned most days, with the exception of inclement weather. Please label all coats, mittens, and hats with your child's name.

## **Communication**

The teachers provide weekly newsletters to parents informing them of activities in the classroom, themes, upcoming events, etc. Parents can also contact their child's teacher by phone, email, or note in the child's folder for any questions or concerns.

## **Evaluation and Parent/Teacher Conferences**

Once a year, our teachers will schedule and hold parent/teacher conferences. The staff will present and review the child's evaluation with the parents and discuss development, milestones, and progress. The teachers will inform parents of conference dates via a class newsletter, and a sign-up sheet will be posted in your child's classroom. The staff and/or Preschool Director will meet with parents at any time throughout the year as deemed necessary by the teachers or desired by the parents.

## **Health Information**

Washing of the hands is extremely effective in preventing disease. We require staff to practice appropriate hand washing while supervising and teaching the children. We also have the children wash their hands before each meal and after outside playtime or other messy activities.

## Sick Policy

Children exhibiting any of the following symptoms of illness should not come to school:

- **Child looks or acts differently than usual**- tired, pale, irritable, or difficult to wake and has a temperature of 100 degrees or above.
- **Cough**
- **Diarrhea**- an increased number of and/or abnormally loose stools in a 24 hour period of time.
- **Eye/Nose Drainage**- red or pink mucus or pus draining from the eyes or nose.
- **Fever**- any child with a temperature of 100 degrees or higher is considered a risk to classmates and teachers and must stay home until he/she has been fever free for 24 hours **WITHOUT** any medication.
- **Respiratory Symptoms**- rapid breathing, severe cough, high-pitched croup, or wheezing.
- **Skin Problems**- undiagnosed skin rashes, rashes with sores, or any unusual appearance on the skin.
- **Sore Throat/Earache**
- **Nausea/Vomiting**- two or more episodes of vomiting within a 24-hour period.

When a child is sent home due to illness, he/she may not return to school until the child has been symptom free for a minimum of 24 hours unless a written statement from a health care provider deems that the child, by returning, is not endangering his/her health or the health of the children or staff. The child should be able to fully

participate in the daily routine of the classroom without any restrictions. If the child is hospitalized or sustains a serious injury, he/she must have a physician's note to return with detailed instructions.

## **Lunch and Snacks**

Parents provide snacks in bulk that will be shared at snack time. We will ask for snack donations when needed throughout the school year to replenish our supply. Parents also provide lunch daily. All items that need to be kept cold, please put in a Ziploc bag or container with your child's name on it. We will place those items in the refrigerator. We also have a microwave in the classroom to heat up lunch items.

## **Outdoor Play**

The class will go outside twice a day, weather permitting. We utilize both the front and back playgrounds at St. John's. Please make sure that your child has the appropriate outerwear for the day's weather. During hot weather, please apply sunscreen each morning at home. During cold weather, hats and gloves are necessary.

## **Rest Time**

All children enrolled for full days will have a daily rest time. The preschool provides the rest cots. We ask that parents send in a small blanket and a very small pillow (or an all-in-one nap mat) with which to rest. Rest items will come home every Friday for washing.