

# Parent Handbook



**2019-2020**

**725 Frame Road**

**Newburgh, IN 47630**

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**[www.sjbschoolnewburgh.org](http://www.sjbschoolnewburgh.org)**

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## **MISSION STATEMENT**

St. John the Baptist Catholic School is a Christ-centered community forming disciples through faith, knowledge, and service.

## **OUR PHILOSOPHY**

St. John the Baptist Catholic Preschool is an extension of the teaching ministry of St. John the Baptist Catholic Parish community. Our early childhood educators plan to encourage curiosity, exploration, and problem solving in an atmosphere of warmth, affection, and respect for each individual child.

Our early learning educators plan experiences based on a monthly curriculum guide. Children are involved in activities which include foundations of math, science, social studies, creative art, language arts, music, movement and dramatic play. All interrelated aspects of the child's growth and development are incorporated in a Christian environment.

***This handbook contains important information about St. John the Baptist Catholic Preschool.*** Please read through and become familiar with all policies and procedures. If you have questions, feel free to contact Julie Swihart [jswihart@evdio.org](mailto:jswihart@evdio.org) any time. We welcome the opportunity to work with you and your child to make his/her experience at St. John the Baptist Catholic Preschool a positive one that will create a lifetime of memories.

## **OBJECTIVES OF OUR CURRICULUM**

**SPIRITUAL-** Helping children know they are a blessing from God – that God loves them.

**INTELLECTUAL-** Providing “hands-on”, age-appropriate activities that stimulate each child.

**EMOTIONAL-** Helping children develop a positive self-concept.

**SOCIAL-** Guiding children in positive ways of interacting with others. Helping children learn the importance of friendship, respect, and working well with others.

**INDEPENDENCE-** Teaching self-sufficiency such as putting on coats, snapping, zipping, and tying shoes..all the skills necessary as they grow.

**PHYSICAL-** Providing activities that help children develop fine and gross motor skills.

St. John the Baptist Catholic Preschool implements the Big Day for Pre-K curriculum. It is a program organized around “Big Experiences” that engage children and integrate social-emotional, academic, and physical development. Weekly and daily lessons build on a social-emotional and knowledge focus that help children learn about themselves and their world as they move toward kindergarten readiness.

### **RELIGION AND PRAYER**

At St. John the Baptist Catholic Preschool, we start each day in prayer as a class. Each class prays before they eat and there are activities throughout the year that incorporate our religious beliefs and values.

### **STAFF**

The staff at St. John the Baptist Catholic Preschool is dedicated to the well-being and education of each child who comes to our school. Everyone on the staff holds current training in CPR, Universal Precautions & Bloodborne Pathogens.

The staff is also trained in recognizing physical or sexual abuse or neglect in young children. If at any time a member of the staff suspects that a child in our care has been physically or sexually abused by anyone or that a child is being neglected by his/her parent or guardian, it will be immediately reported to Child Protective Services.

### **ADMISSION POLICY**

Enrollment at St. John the Baptist Catholic Preschool is open to any child as long as space is available and the staff is able to meet the physical, developmental, and behavioral needs of the child within a group setting.

Children must be potty-trained and have independent bathroom skills such as pulling up bottoms and washing his or her hands. Pull ups are not allowed.

Each child is welcome without discrimination regardless of gender, race, creed, national origin or religious affiliation. Your child’s enrollment position is held when his/her registration fee is paid. All forms must be submitted before admission. It is the responsibility of the parent to keep information current. All enrollment paperwork and medical records are confidential and will be kept in the Preschool office.

Registration will be given the following priorities: Current students/siblings, siblings of current SJB students, members of SJB Parish.

**Enrollment Opens:**

December 2: Current SJB Preschool and School Families

December 9: SJB Parish Families

January 6: Open Registration

**\*These dates are subject to change from year to year**

**PRESCHOOL AND EXTENDED CARE OPTIONS**

- **PRE-K:** Children must be 4 by August 1

**5 DAYS PER WEEK**

8:00 a.m. to 10:30 a.m. or 12:00 p.m. to 2:30 p.m.

- **PRESCHOOL:** Children must be 3 by August 1

**3 DAYS PER WEEK** (Monday - Wednesday - Friday)

8:00 a.m. to 10:30 a.m.

- **2 DAYS PER WEEK** (Tuesday and Thursday)

8:00 a.m. to 10:30 a.m.

- **EXTENDED CARE**

Full Time (Only on days attending preschool)

Monday - Friday

7:00 a.m. - 6:00 p.m.

- **EARLY BIRD DROP OFF**

Monday –Friday

7:00 am -8:00 a.m.

## **LATE FEES**

**PRESCHOOL:** A **\$5.00 fee** will be charged for late pick-up after 10:30 a.m. for morning classes and 2:30 p.m. for afternoon classes.

**EXTENDED CARE:** A late fee of **\$1.00 per minute per child** for late pick-up will be charged after 6:00 p.m. This late fee is to be paid directly to the caregiver who has given their precious time to stay past normal business hours. Refusal to pay late fees may result in the dismissal of your child from St. John the Baptist Catholic Preschool.

## **ENROLLMENT FEE**

Each child enrolled is required to pay a **\$100.00 non-refundable enrollment fee**. \$50 of the enrollment fee will be applied to your first week/month tuition.

## **SUPPLY FEE**

Each year at Orientation, a supply fee is due. This fee helps to cover some of the costs of daily supplies that are used, such as: paint, paper, etc.

Additionally, there is an activity fee that covers all of the following: T-shirts, school bags, field trips and Weekly Reader.

## **TUITION**

**PRESCHOOL:** Each child's tuition payment is due on **the first of the month**. If payment is not received by the 5<sup>th</sup> of the month, a \$10 late charge will be assessed to that month's tuition.

**EXTENDED CARE:** Each child's tuition payment is due on **Monday or the first day** of the week your child attends. If payment is not received by 6:00 p.m. on Tuesday, a \$10 late charge will be assessed to that week's tuition.

Tuition is due and will be the same amount each month/week regardless of the number of days attended. Checks should be made payable to St. John the Baptist Catholic Preschool. There is a \$20 fee for returned checks.

If your child's tuition becomes a concern, please contact the Director immediately. Failure to pay tuition in a timely manner may result in your child's dismissal from St. John the Baptist Catholic Preschool.

**Preschool Only**

2-day \$ 110/month

3-day \$130/month

5-day \$160/month

**EARLY BIRD DROP OFF**

2-day \$10/month

3-day \$15/month

5-day \$20/month

**Preschool with Before/After Care**

2-day Preschool with Extended Care \$75/week

3-day Preschool with Extended Care \$105/week

**Full-time Preschool and Extended Care**

2-day Preschool with 5-day Extended Care \$145/week

3-day Preschool with 5-day Extended Care \$145/week

5-day Preschool with 5-day Extended Care \$145/week

**NOTICE OF WITHDRAWAL**

If you are withdrawing your child from St. John the Baptist Catholic Preschool, a 30-day written notice or payment for one month is required. Such a notice will allow St. John the Baptist Catholic Preschool to fill your child’s position in a timely manner.

**HOLIDAYS**

St. John the Baptist Catholic Preschool follows the St. John the Baptist Catholic School calendar (K-8). When school is closed there will be no extended care.

**WEATHER**

**PRESCHOOL:** When **Warrick County** schools are closed because of inclement weather, St. John the Baptist Catholic Preschool will also be closed. When **Warrick**



**County** has any delay, morning classes will be cancelled. If **Warrick County** dismisses early, afternoon classes will be canceled.

**\*\* Make-up snow days are planned on the school calendar. If school is closed due to weather, tuition is non-refundable due to continuing monthly expenses.**

**EXTENDED CARE:** When **Warrick County** schools are closed because of inclement weather, extended care will also be closed. When **Warrick County** has a delay, extended care will open at 9:00 AM. When **Warrick County** schools have an early dismissal, extended care may close early.

\*\*School closures are announced on local TV and radio stations. You will also receive a phone call and email from SchoolMessenger.

### **DROP OFF/PICK-UP PROCEDURES**

**EARLY BIRD/EXTENDED CARE:** Children may be dropped off any time after 7:00 AM. Please use the playground entrance. Parents must walk child in and sign them in.

**PRESCHOOL:** We will use a car line for drop off and pick up. If you are the first car, please pull up to the yellow line in the drive. We will unload **three** cars at a time. Please do not let your child out until all cars have stopped. Doors will not open until 7:55 AM / 11:55 AM. Dismissal will work the same way. When driving around school please be aware of the cones for the elementary playground. If the cones are up and children are out, please wait for them to go inside before coming around school.

### **SIGN-IN/SIGN-OUT**

**EXTENDED CARE:** For the protection of your child, we require each child to be signed in and out daily. Your child will not be allowed to leave St. John the Baptist Catholic Preschool with anyone that is not listed on his/her enrollment form or emergency card unless a prior phone call from a parent has been made. Anyone unfamiliar to the caregivers must present a picture ID. Also, it is very helpful if you notify us that your child will be absent or is arriving late.

### **DISCIPLINE**

Our approach to discipline is positive reinforcement. Redirection will be given, when necessary, to lead children to more acceptable behavior. The child will be relocated to any activity where he/she can be more successful.

No staff member shall be permitted to use corporal or other cruel, harsh, or unusual punishment or any frightening or humiliating method to control the actions of any child or group of children. Punishment shall not be associated with food.

If a child's inappropriate behavior is in danger of possibly harming someone else, harming themselves, or destroying property, the child may be removed from the activity. He/she may be placed in an area by themselves or with another group of children until the time comes when he/she can be successfully returned to the activity.

If behavior problems with a child persist, the parents will be notified and possibly asked to set up a conference time with the Director and the child's teacher. During this conference, strategies will be discussed by all parties involved to improve the child's behavior.

**NOTE: We reserve the right to refuse or limit attendance to any child whose behavior is or becomes detrimental to group experiences.**

#### **PARENT VISITATION/ SECURITY PROCEDURES**

We welcome and encourage parents to visit St. John the Baptist Catholic Preschool to volunteer. In the interest of school security, ALL visitors must check in when entering the building. Visitors should ring the buzzer to enter. Upon entering, please sign the visitor log and put on a visitor sticker. Special events are planned throughout the year, which allow you to come and spend time with your child.

In order to attend field trips with our children and volunteer, all visitors will need to complete the Youth Protection Training through Mr. Jay VanHoosier  
jwvanhoosier@evdio.org

#### **PHONE CALLS**

Any parent wanting to speak with a teacher or caregiver in length will need to call the office, 490-3000, to set up a time that is convenient for both you and the teacher.

#### **CLOTHING**

**WE WILL GET MESSY!** At St. John the Baptist Catholic Preschool we believe in having fun, and having fun is sometimes messy. Please dress your child in play clothes each day. Children should wear tennis shoes – they are best for playground activities. No sandals, please.

Please wear appropriate outerwear. We will play outside every day, weather permitting.

There will be no outside play if temperature (including wind chill) is below 32 degrees.

There will be no outside play if a heat advisory/ozone alert is in effect.

Children attending extended care should have a weather appropriate change of clothes on hand at all times. This will be a great help when an accident occurs. **Please mark all articles clearly with your child's name.** When the extra clothes are worn home, please remember to bring in a replacement set the next day. St. John the Baptist Catholic Preschool will not be responsible for lost or stolen articles.

### **NAP TIME AT EXTENDED CARE**

Nap time will be from approximately 12:30-2:00 every day. Each child will need to bring one small blanket and a small nap-size pillow (16" x 16" maximum size). Due to state regulations, no blanket should hang over the sides of the cot to avoid creating a tripping hazard. **NO sleeping bags or comforters, please.** Clearly label all items with your child's name.

These items will be sent home each Friday to be laundered.

### **LEADER FOR THE DAY**

When it is your child's turn to be the leader, they may bring in one item for Show-N-Tell which **fits in his/her school bag.** Class calendars will specify which days your child is the leader. Please refrain from bringing small toys with lots of little pieces. The teachers will do their best to keep all toys together, but cannot assume responsibility for missing pieces. Other than Show-N-Tell days, toys of any kind are not to be brought to preschool or extended care. For the well-being of each child, we do not allow toy weapons of any kind to be brought to St. John the Baptist Catholic Preschool. Please refrain from bringing videos.

### **BIRTHDAY AND HOLIDAY PARTIES**

Special days and holidays are observed throughout the year. We ask that you help with at least one party each year. Party parents are responsible for a special snack, story, and two or more games. The St John the Baptist Catholic School's Wellness Policy only allows for fresh fruit and vegetables and water to be served. The party will be held at preschool during the last half of class time.

We ask two or more parents to sign-up for each party. The expense and time should be shared equally. Parents are encouraged to contact each other in advance of the party so they can work together to plan an enjoyable party for the children. Each child will celebrate his/her birthday or “half-birthday” at preschool. The St John the Baptist Catholic School’s Wellness policy does not allow edible treats to be brought in. However, if you would like to send a treat bag with non-food items that is ok. Another suggestion would be to donate a book to your child’s classroom. Watch the calendar for the day your child will be celebrating his/her birthday.

### **FIELD TRIPS**

Field trips will be taken throughout the school year. All students will ride a school bus. The trip fees for the student are paid at Orientation. If there are additional trips scheduled, parents will be notified in advance of the date and cost. Parents interested in attending should send a note or call the preschool office in advance. Anyone accompanying their preschooler on the trip will have to have their own transportation to meet the class at the destination.

### **MEALS AND SNACKS**

**PRESCHOOL:** Snacks will be served each day in accordance with the St. John the Baptist Catholic School’s Wellness Policy.

**EXTENDED CARE:** Nutritionally balanced meals and snacks will be served to all children in attendance. Lunch will be served each day at 10:45 a.m. **If your child will be arriving late to school please notify the office by 8:00 AM so they can be included in the lunch count.** If your child is away from the building at that time, please arrange to feed them before returning. A morning and afternoon snack will also be offered. In fairness to the other children, we will not allow a child to bring any food in the building.

### **IMMUNIZATION/PHYSICAL EXAM REQUIREMENTS**

When considering the health and safety of each child, our goal is to ensure the healthiest environment for everyone.

State regulations require that we maintain a medical record on each child and that each child has a physical examination. If your child has had a physical examination within two months prior to his/her enrollment, a copy of this exam will suffice for your child’s records. It is necessary for us to keep current record of your child’s immunizations.

## **ILLNESS POLICY**

Your child is not to be brought to St. John the Baptist Catholic Preschool or Extended Care or allowed to remain if he/she is suffering from any of the following symptoms:

\*Fever of 100 degrees or higher, or while taking medication to control a fever, vomiting, diarrhea, a rash that is deemed contagious, or any other contagious illness (see State chart).

If your child is absent or sent home due to illness, he/she may not return to St. John the Baptist Catholic Preschool until free of fever or any of these symptoms **without medication for 24 hours**. Once you have been contacted stating your child is ill, you have 1 hour to make arrangements to pick him/her up. A doctor's statement may be requested, following a contagious illness. We appreciate your assistance regarding your child's health. It is always our goal to keep everyone healthy.

## **MEDICATIONS**

**PRESCHOOL:** Medications are not administered to children attending preschool only.

**EXTENDED CARE:** Prescription medications may be administered to your child while in extended care. The medication needs to be sent in the original container with the child's name on the label. The prescription label also needs to have the prescription number, date, doctor's name, dosage and the drug clearly listed. We will ask you to fill out a form giving us permission to dispense the medication. Any over-the-counter medication authorized by a parent to be given to their child will **ONLY** be given if there is a medication order signed by your child's physician on file. A physician's orders are only valid for a period of one year. Parents must provide any over-the-counter medication.

## **SPECIAL NEEDS POLICY**

Whenever possible, students with special needs will be included in school programs if reasonable accommodations can be made to meet the individual needs of students with disabilities.

Once a student is identified as potentially in need of specialized services, referral is made to the Warrick Education Center or members of the St. John the Baptist Catholic School's resource team so that the child may be evaluated. This evaluation will follow standards established by state and federal guidelines.

A student service plan will be developed for the student with assistance and support from persons representing Warrick Education Center or the resource team.

### **MEDICAL EMERGENCIES**

The staff at St. John the Baptist Catholic Preschool will take all precautions to make sure that your child remains safe. However, in the event of a medical emergency or accident, we will attempt to contact the parents of the child first. If a parent cannot be contacted, the emergency contacts will be called. If the situation should require immediate medical attention, emergency medical personnel will be called. Your authorization to take any emergency medical measures necessary is part of the parental release.

All St. John the Baptist Catholic Preschool faculty members are trained in First Aid, CPR and Universal Precautions.

### **INSURANCE STATEMENT**

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other effects of sickness or injury.

### **EMERGENCY PROCEDURES**

St. John the Baptist Catholic Preschool and Extended Care have monthly fire drills. The children practice fast and safe evacuation from the building. In case of inclement weather, the teachers have been notified as to the safest place to take their classes. Local weather stations are monitored for the latest weather updates. Please try to refrain from checking on your child during weather emergencies. This delays the staff in moving everyone to a safe location.

In the event of an emergency situation (earthquakes, severe weather, fire, loss of water, electricity or gas supply, etc.) you will be contacted by School Messenger with any information about pick up instructions or early closing.

## **PICTURES & VIDEOS**

Your child may have his/her picture taken during various events or as part of a class project. Some pictures may be placed in the newspaper, school website, Facebook page or other publications. Parental consent is included in registration forms.

## **COMMUNICATION POLICY**

If you have a concern about your child's program, teacher or classroom, please address it first with your child's teacher. Good communication can often help solve many of the problems we encounter.

If your concern is not satisfactorily addressed after speaking with your child's teacher, you may address your concerns with the Director. If you still do not receive a satisfactory resolution, the Parish may be consulted to act as a mediator to help resolve whatever the issue may be.

## **IMPORTANT CONTACT INFORMATION**

- **Leah Harbour, Teacher**  
**[lharbour@evdio.org](mailto:lharbour@evdio.org)**
- **Lisa Kunce, Teacher**  
**[lkunce@evdio.org](mailto:lkunce@evdio.org)**
- **Julie Swihart, Extended Care Director**  
**[jswihart@evdio.org](mailto:jswihart@evdio.org)**

# HANDBOOK ACKNOWLEDGEMENT

Please sign below signifying that you have read and understand the regulations in the Parent Handbook. Please return this page to the office within one week of your child's start date.

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Child's Name Date of Birth

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Parent's Signature Date