

St John's Episcopal Church Pre-school

MISSION STATEMENT

St. John's Episcopal Church Pre-school is a Christian oriented program designed to promote creativity, physical, social/emotional, mental and spiritual growth and development for children, to the extent of the Pre-school's facility and staff.

Pre-school Policy and Regulations

Entrance Requirements

Children will be enrolled based on their age as of October 16 for the relevant year of admission. Pre-school admission is based on a waiting list. The priority list is as follows:

- 1) Currently enrolled children
- 2) St. John's Church Members – Someone whose name is on the church roll.
- 3) Siblings of currently enrolled students
- 4) Siblings of alumni
- 5) Wait list/ General Public

Once these priorities are met, we offer the remaining spaces to children according to the date in which they were placed on the waiting list. If the classes have specific needs, selection of students is at the discretion of the Director.

Schedule

2 year-olds	Tuesday and Thursday	9-12
3 year-olds	Monday, Wednesday & Friday	9-12
4 year-olds*	Monday through Friday	9-12

*Starting in fall 2005

We follow the New Hanover County School Schedule with the exception of the first day of school. The first day of pre- school for the 2004/2005 school year ,will begin with two year olds, Tuesday, September 7, 2004. We will be closed when the public schools are scheduled to be closed for workdays, vacation, holidays, hurricanes or snow.

When we have *inclement weather*, we will follow the New Hanover County Schools. Listen to the local radio and television stations to determine if we will be open during snow or a hurricane, or you can try to reach us by phone. When schools open late, we will be closed for the day. We do not make up missed days due to weather, sickness or vacation.

If the schools are closed due to inclement weather during class time, please pick up your child as soon as possible. Our teachers may need to pick up their own children from their schools.

Financial Arrangements

Annual Registration Fee: \$70.00 for each child (non-refundable)
\$120.00 for two children in the same family
An enrollment fee is charged any time during the year when a new student is accepted. This is separate to the monthly tuition.

Tuition:

2 year-olds	\$120.00 per month
3 year-olds	\$145.00 per month
4 year-olds (2005)	\$170.00 per month

The first Tuition payment for pre-school will be due on **Aug 1st**. Tuition will be paid a month in advance so no May payment will be collected unless a child starts in the middle of the year. Checks are preferred and no bills will be sent. Payments can be left in the Pre-school box or mailed to St. John's, attention Pre-school. Monthly Fees are due on the 1st class of each month. For your convenience, payment may be paid monthly or yearly. A late fee of \$10.00 will be assessed for payments received after the 10th day of the month. If you are unable to pay, please inform the Director so that this matter can be discussed.

Tuition is not based on attendance; therefore, no reduction can be made for holidays, vacations or time missed by students. In case of an extended absence for any reason, tuition must be paid if the child's place is to be held. A 30-day written notice is requested for withdrawal and tuition payments are non-refundable. **We are a non-profit organization and our budget is based on the projected income.**

Arrival and Departure Procedures

The doors will open at 9:00 am. Please be considerate and pick up your child promptly at 12:00 p.m. If you have an accident, do not worry! A teacher or volunteer will care for your child until you arrive.

We will not release your child to anyone other than the person who dropped him/her off unless otherwise pre-arranged in advance by the parent. Written permission is required if your child plans to go home with another person. Please inform the teacher of carpools. The teacher may ask the designated person for identification.

A \$5.00 late fee will be assessed if you child is not picked up by 12:15 and for each additional fifteen minutes that you are late.

Discipline Policy

St. John's Pre-school wants its students to develop good self-concepts, problem-solving abilities and self-discipline. We believe this happens when adults and others communicate with them in a positive, non-threatening, and understanding manner.

Our discipline methods include:

- Redirect child to another activity.
- Positive reinforcement for positive behavior.
- Natural and logical consequences.
- Helping children recognize another's child's feelings rather than to force an apology.
- 1-2-3 Magic to address child's misbehavior in a systematic way without yelling or arguing.

Note: Corporal punishment is not allowed at any time.

If a child's behavior becomes disruptive to the other children, that child may be separated from the group for a short period of time.

If your child has the habit of biting or hitting, he or she will be asked to stay at home until this problem is resolved. This policy is for the protection of the other children.

Parent Involvement

We hope that all parents will be involved in our program. Parents are always welcome to visit our school. Any parent may contact their child's teacher to offer help with an art program, read a story, substitute for a teacher, come and bring a special "show and tell" or go on a field trip with the class. These activities will greatly enhance the Pre-school curriculum.

On all field trips, the Pre-school would like one adult for every four children. No siblings are allowed on field trips.

Please sign up with your child's teacher to help with one of the holiday parties. These are Halloween, Thanksgiving, Christmas, Valentines, Easter and the end of the year party.

Insurance

St. John's Pre-school does not provide insurance coverage for your child. Should you desire such coverage, please make your own arrangements.

Conference/Evaluation

We do request that the children's routine not be disturbed by unscheduled conferences. We ask that you do not attempt to hold conferences during arrival and departure times. Our teachers are committed to giving every child their full attention.

If you would like to meet with your child's teacher, please schedule a conference call or a conference in person in advance. Parent /Teacher conferences will be scheduled in January and May.

Clothing

When choosing your child's clothing, please plan accordingly. The children will paint, glue, use markers, etc. Smocks will be used but accidents do happen. Additionally, they enjoy climbing and running on the playground so please make sure they wear appropriate shoes.

All articles of clothing should be clearly marked with the child's name. A complete change of clothing, in a zip lock bag, should be sent to school to be kept there in case of accidents. We can change your child's soiled clothing, if necessary, and return them to you in the zip lock bag.

Personal Items for Students

Please do not send your child to school with toys or personal items that may be lost or broken.

If your child is in diapers, please send diapers with your child to school. Do not send in pull-ups for your child to be changed into. This requires your child to be disrobed. Diapers will be changed after snack time. We prefer that children in our 3-year-old program be potty trained.

Snacks

The parents will provide snacks on a rotating basis. Snacks should be nutritious. A list of snack options will be provided for your convenience.

Please do not deviate from the list because children with allergies will be taken into consideration. Please do not send any food containing peanuts or peanut butter. Water will be provided during snack time.

Birthdays

If your child wishes to share a birthday treat with the class, please notify your teacher in advance. We ask that no party favors be given to the children at school but a book donated to our Pre-school library for your child's birthday is a wonderful way to celebrate the big event.

Please do not send birthday invitations to school unless all children in the class are invited. We prefer no balloons or presents be sent to school.

Health Concerns

Children must be up to date on their immunizations against child-hood diseases. Each child must have, on file with the school, a copy of his or her immunization record verified from the doctor's office. Also, each child must have a physical upon entering school.

For children not meeting immunization requirements, you will be notified by the pre-school immediately. Should you fail to provide the pre-school with an updated copy of your child's immunization record, your child will not be permitted to return to pre-school until the necessary documentation is provided.

Please do not bring your child to school if he/she has been behaving in a symptomatic way (is lethargic or irritable), has a temperature, has yellow-green discharge from the nose, sore throat, ear ache, rash, diarrhea, nausea or vomiting.

Please make sure your child had been symptomatic and/or fever free for at least 24 hours.

Please notify the school if your child has been diagnosed with a communicable disease or head lice. All parents will be notified as to the nature and exposure of any communicable disease. However, the child involved will not be identified.

If your child becomes symptomatic during class, we will contact you or call the emergency number to have them picked up.

An accident report will be completed on each child who experiences "a significant injury" and this report will be shared with the parent.

Information about allergies or limitations should be in writing on your child's information sheet. Please report any changes or additions in writing.

We will not administer medication to any child.

If the child is absent for more than one class, please call the teacher or the pre-school director to let us know.

Daily Activities for Twos, Threes and Fours

School Arrival:

Playtime

Morning Circle:

Hello Time, Songs, Calendar, Weather, Group Language

Learning Centers and Art Time:

Theme related art activity

Manipulatives

Kitchen/Dress up center

Blocks and Trucks

Reading Center

Science/Nature/Discovery center

Work Time:

Group table activities and fine motor development

Chapel Time: Lesson and Music each week

Snack Time:

Story Time:

Theme related stories

Favorite stories

Growing Readers once a month

Outside Time:

Running, jumping, climbing, throwing, catching, kicking, skipping, dancing, swinging, structured games.

Music and Movement Time:

Theme related songs and finger plays

Instruments

Classroom favorites

Good-bye Time:

Review the day

Upcoming events

Good-bye songs