



Early Childhood Supplemental Handbook 2018-19

Mission Statement

St. John School equips children through excellent Christian education to courageously serve Christ in a changing world.

Accreditation

St. John Early Childhood is accredited by:
AdvancED
National Lutheran School Association

Philosophy for Early Childhood

We Believe

Each child is a gift from God (Psalm 127:3) and it is our endeavor to treat each child as a unique, God given individual. We encourage individuality whereby each child may find identity, purpose, and power for his/her life in Christ by living in grace and in the knowledge of Christ as Lord and Savior.

We Believe

The young child learns best about God's world through experimentation and exploration. Therefore it is necessary to provide a flexible program that enables each child to learn at his/her own developmental pattern. Play is an integral part of the program; as it is through play a child unveils the world around them.

We Believe

Teachers and parents form a partnership in carrying out the responsibilities of nurturing and educating each child (Proverbs 22:6). Together we want to teach children what it means to put their trust in Jesus as their Savior and friend.

We Believe

Education provides a warm and loving Christ-centered environment where each child can develop to his/her potential aesthetically, emotionally, intellectually, physically, socially, and spiritually.

Curriculum Based on Project Construct

Young children in their quest for knowledge are very active learners. In this light, our curriculum goals are geared toward active learning experiences. Through a variety of group and individual experiences, we hope to empower each child to:

- * think for oneself
- * decide between right and wrong
- * solve realistic problems
- * become critical thinkers and creative problem solvers
- * develop cooperative and collaborative skills
- * develop a love of learning

Project Construct curriculum is shaped by the belief that student success depends both on a solid foundation of content knowledge and the ability to apply it to real problems and new situations.

Curriculum Based on Components of Handwriting Without Tears

Handwriting Without Tears provides children a hands-on framework for a concrete writing foundation and implements letter formation in a variety of ways.

Admissions Policy

St. John School admits students of any race, color, nationality, ethnic origin or personal beliefs to all the rights, privileges, programs, and activities generally accorded to its students.

St. John School does not discriminate on the basis of race, color, nationality, ethnic origin or personal belief in the administration of its policies and programs.

All new students are accepted provisionally for the first two weeks of school. In the unfortunate event that a child does not comply with school procedures, the child's parent(s) will be asked to terminate enrollment.

Enrollment

Parents desiring to have students enrolled in St. John Early Childhood Center for the first time must complete an application through the school office. An interview with the Director will be necessary.

*** 3-year-olds to 5-year-olds ***

All children must be three by July 31 and potty-trained* before the first day of school.

** Children are able to take care of all bathroom needs in a self-sufficient manner with guidance only. Pull-ups are not acceptable.*

** We understand that there are times that children have bathroom accidents. If these accidents become persistent and occur several times, a parent/teacher meeting will be scheduled to discuss a bathroom action plan and if the child is ready for school.*

Arrival and Departure Procedures

Children may arrive in the classrooms when the doors are open at 8:15am for all morning sessions. Classes officially begin at 8:30am. All children should be accompanied by a parent to the classroom. (Centered Care is available from 7-8:15am for an additional charge).

Your child is required to be signed in and signed out by a parent each day. If someone other than the parent is signing for the child, the adult has to be 18-years of age or older and written permission given to the teacher.

A child will only be released to a parent or authorized adult to pick him/her up either at 11:30am or 3:00pm dismissal. Only in case of extreme emergency will a child be released to another adult with consent from a parent by the phone.

In the case of a delay in picking up your child, please call the Early Childhood Receptionist Desk at 636-394-4100 (ext. 378). There is no child care program available during the school day for drop-in students. After five minutes, your child will be taken to Centered Care or the School Office and remain there until someone arrives for him/her. (Centered Care is available from 3-6pm for an additional charge).

Drop-Off and Pick-Up Procedures

Morning Drop-Off

The Early Childhood families should use the ***west entrance*** for the Early Childhood Center. Parents are asked to park in the spaces away from the gym curb area. Please do not park in the spaces facing the gym. Parents are asked to proceed to the main door of the Early Childhood Center and sign their child in at the front desk. ***Exit by way of the east drive-way.***

Afternoon Pick-Up (11:30am or 12:30pm or 3:00pm)

The Early Childhood families should use the ***east entrance*** for the Early Childhood Center. Parents are asked to park in the spaces away from the gym curb area. Please do not park in the spaces facing the gym. Parents are asked to proceed to the main door of the Early Childhood Center and sign their child out at the front desk. ***Exit by way of the east drive-way.***

The Early Childhood Cougar Code of Conduct

As a cougar, I will show God's love by acting kind to my friends and teachers with my words and actions.

Discipline

Each child will be given the opportunity to learn about limits and structure without being squelched in their creativity. Praise for good behavior is the most positive manner to redirect a child's actions. Children are encouraged to be responsible for their own behavior. Here at St. John we use *Love and Logic* to reinforce responsibility for a child's own actions. If a disciplinary problem persists, the following steps will be taken:

1. Redirection of child's behavior
2. One-on-one verbalization about the behavior
3. Parent involvement
4. Intervention with action plan
5. Possible removal*

Physical punishment will NOT be used in any way. God's laws and Jesus' love and forgiveness are used to help the child understand that we all make mistakes and are forgiven.

*Some behaviors are inappropriate and of a more serious nature. In this case, the team of faculty, student, and parents will meet to form an action plan for improvement. Repeated infractions, after parental meetings with the teacher and the director, may lead to expulsion.

Biting *** 2-year-olds ***

Biting does happen at this age; in most cases it is short-lived. If this occurs, the teacher will meet with the parents of the child to determine the course of action to be taken that will suit all parties involved.

Early Intervention Plan

Children grow and change at their own rate through a fairly predictable sequence. When these predictable events do not occur on schedule, intervention commences. The earlier in a child's life that such potential risks are identified; the greater chance of reducing the impact of these problems through early intervention.

St. John Early Childhood has devised a 3-step Early Intervention Plan to aid teachers and parents to consult with each other in order to identify potential risk and intervene accordingly.

Attendance

Attendance is taken daily. If your child will not be attending classes, you are asked to notify the school at the beginning of the day (before 8:00am). You may call the Early Childhood Receptionist Desk at 636-394-4100 (ext. 378) to record a message advising the school of the absence. Please leave your name, your student's name, reason for absence, and a phone number where you may be reached if necessary.

Tardiness

Tardiness causes undue commotion and loss of class time. Any student not in his or her classroom at 8:40am will be considered tardy. When you sign your child in at the front desk, the receptionist will escort your child to class.

Illness

It is very important to a child's progress that he/she attend school regularly. However, if a child is sick, he/she should not be sent to school. A parent is the best judge of whether their child is feeling well, and if in doubt, it is best to keep the child home. Call the Early Childhood Receptionist Desk at 636-394-4100 (ext. 378) when your

child is ill and will not be attending school; this will not only help the teacher in planning for the day's activities but will allow the class to pray for their classmate to get better. The school nurse has the right to send home any child whose health seems questionable. The school nurse will call the parents to make arrangements for further care.

* All children should be excluded the first day of a cold, an upset stomach with vomiting, or diarrhea. Your child will not be allowed to return to school until he/she is free of fever, vomiting, diarrhea or is on medication for **24 hours**. Do not send your child to school with Tylenol or cough syrup to get them through the day.

Parents will fill out a medical emergency form for their child listing numbers where parents and relatives can be reached in case of an emergency. (A health room at the school, with a supervisor, is available until the child can be transported). Minor injuries will be handled by the school nurse. If we are unable to reach anyone in the event of an emergency, the child will be taken to St. John's Mercy Medical Center.

Medication Policy

By law, the school cannot dispense any form of medication (including cough drops and over the counter medicines) without ONE form of documentation. A physician's signature and written parental consent are necessary in order to administer any medication. When medication is being administered by the school, medications must be brought to school by the parent in their original containers appropriately labeled showing the child's name, the name of the medication, dosage schedule, and the name of the physician.

All Medication must be brought to the main school office.

Clothing

Children are encouraged to take part in a variety of activities, some of which are messy. A child needs to feel comfortable in their clothes and be able to play without clothing being a hindrance. Clothing should also be easy for the child to handle when toileting. Please no belts.

Label all outer clothing with the child's name or initials. This will help to ensure that what your child brings to school comes home.

To encourage positive character in children we are promoting NO violent characters (such as superheroes, monsters, etc.) on any backpack, clothing, shoes, etc. at any time throughout the school year. We are also asking children to please refrain from wearing sundresses/halter tops and to wear shorts under dresses for modesty purposes. If you are unsure about the

appropriateness of a piece of clothing, please feel free to ask for clarification.

Athletic shoes are best to wear as children are highly active and they are easier to keep on and allow for less slipping. ***For safety purposes, we are also asking for children to please refrain from wearing flip flops and/or shoes that will come off easily.*** When snow boots are worn, please send inside shoes for your child to change into upon school arrival.

Student Progress Conferences

*** 3-year-olds to 5-year-olds ***

Student Progress Conferences will be held twice a year. If at any time a parent feels the need for a conference throughout the year, please contact the teacher. Feel free to talk to your child's teacher at any time. If it is not convenient for the teacher to talk at the moment, an appointment can be made.

Confidentiality

All student records and files will be kept in strict confidence. Only parents and legal guardians, as well as classroom teachers, have access to these records and files. Screening results will be shared at Student Progress Conferences or upon request. Screening results may be used to show individual and class development.

Snacks

Snack time is an integral part of a child's day. It is time to thank God, practice sharing, utilize conversational skills, and learn about new and exciting foods. We will provide nutritious snacks for your child daily. We are aware of children with food allergies and will take steps to coordinate with parents for their safety.

Book Orders

Book orders will be sent home throughout the school year. This is optional, but we encourage parents to look through them as great books and bargains are available.

Birthday Celebrations

Give the Gift of Your Time in the Classroom - Young children feel so special when their parent comes to school. On your child's birthday, have your child bring their favorite book and come to class and read the story to the class if you can make it work. Please coordinate this special time with your child's teacher. Each birthday child will also have some exciting classroom happenings to remember this special day God created them! **There will be NO special snacks just extra special time!**

FACTS Billing

Families signed up for FACTS when they registered to handle their tuition payments. Not only does FACTS help manage tuition, but it also allows STJ to provide incidental billing. As the school year begins, all incidental billings such as lunch bunch and field trips will be billed through FACTS. This allows families to make payments on-line verses requiring a check.

Change of Address or Phone Number

Please notify the teacher if there is a change of home address, phone number for home or business, or email address. This will help keep our records current and will allow staff to have accurate contact information.

Chapel

*** 3-year-olds to 5-year-olds ***

In addition to our daily Jesus Time, we will participate in a weekly chapel service. Early Childhood students will experience chapel in the sanctuary on Wednesday at 9:30am. On the last Wednesday of the month we will attend all-school chapel at 8:30am. Offerings may be brought weekly. These offerings will be used for various missions throughout the year. Parents are invited to attend chapel services.

Field Trips

*** 3-year-olds to 5-year-olds ***

Field trips are a vital part of the Early Childhood learning experience. Field trips enable children the freedom to explore and see first-hand the world around them. Field trips also allow children to reach out into the community and share their love of Christ with those around them.

The newsletter or calendar will denote upcoming field trips. Parental consent forms for field trips are to be filled out prior to each field trip. Parents will be asked to serve as drivers and accompany the class on the trip. Attending parents will be asked to escort several children to ensure a safe and quality educational experience for all. It is required by school policy that all parents driving on field trips record proof of insurance in the school office. Siblings should not accompany Early Childhood field trips.