



St. John's Episcopal Preschool

Parent Handbook *2021 / 2022*

1623 Carmel Road
Charlotte, N.C. 28226
Office - 704-366-3676
Cell - 704-998-7221
Jenny@stje.org

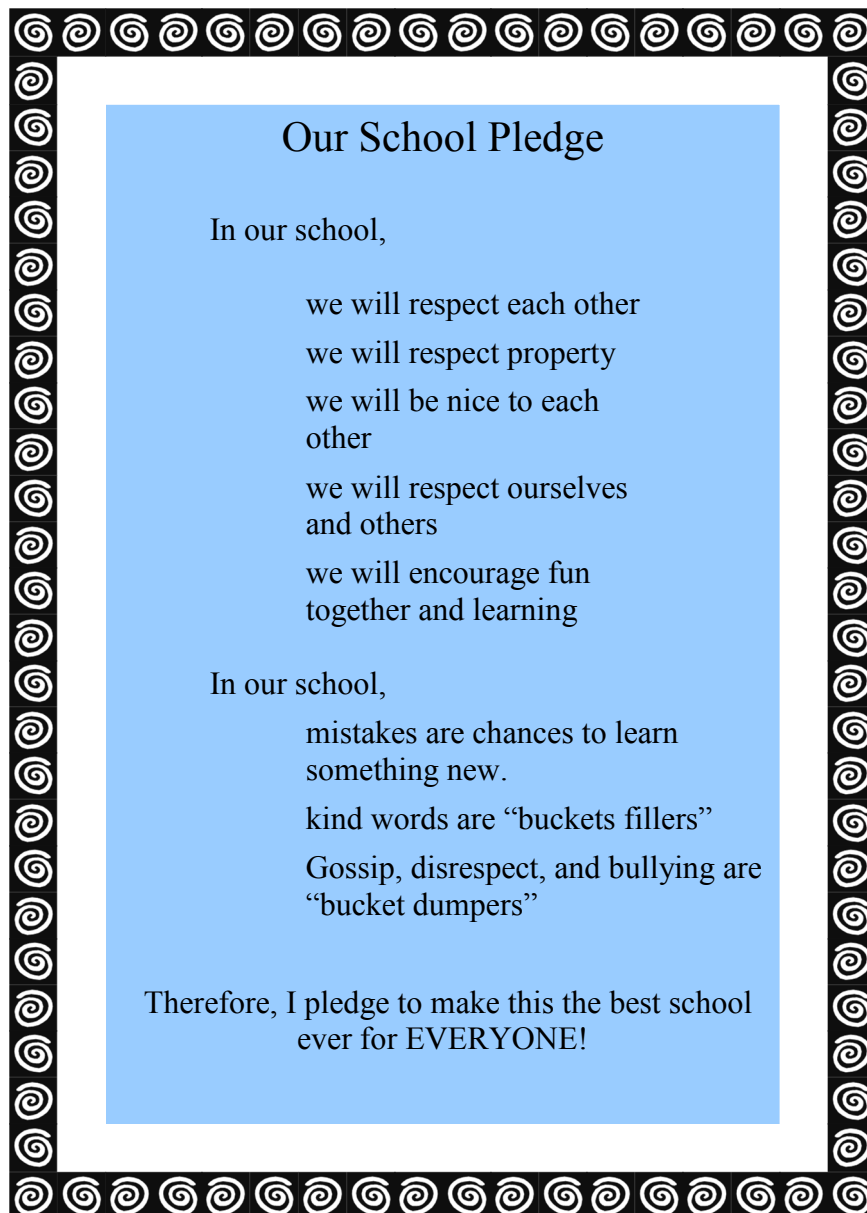
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WELCOME!

Welcome to St. John's Preschool. We are thrilled to have you as a part of our family. We want your experience here to be the absolute best, so we have put together a handbook to help answer some questions you may have about our wonderful school. The Handbook is a good resource for you and will help guide you through the year.

Please let us know if there is anything we can answer or help with while you are here with us.



Our School Pledge

In our school,

- we will respect each other
- we will respect property
- we will be nice to each other
- we will respect ourselves and others
- we will encourage fun together and learning

In our school,

- mistakes are chances to learn something new.
- kind words are "buckets fillers"
- Gossip, disrespect, and bullying are "bucket dumpers"

Therefore, I pledge to make this the best school ever for EVERYONE!

St. John's Episcopal Preschool

MISSION STATEMENT AND PHILOSOPHY

Mission of St. John's Preschool

- St. John's Preschool provides a Christian environment that encourages the growth of each child's individual talents and a love for learning.
- St. John's Preschool promotes positive self-esteem through age appropriate activities, positive role modeling and unconditional love in a safe environment.

We do this by...

- Support from loving, non-dominating teachers.
- Learning self value and the value of others.
- Being accepted within a group, as well as accepting others.
- Age appropriate materials and activities that encourage curiosity, excitement and joy for learning.
- Learning responsibility, problem solving & good decision making skills.

By working together, we can teach our children to have positive self-esteem which will help them become happy and healthy adults.

Philosophy of St. John's Preschool

We believe a good preschool program should be based on developmental principles and this is our basis of designing educational experiences. Our curriculum is directed toward the formation of basic concepts and readiness skill through the use of many varied "hands on", concrete learning experiences.

Above all, we believe each child is sacred, special and unique. We seek to meet his or her particular individual needs in a secure, emotionally supportive environment. Every child is treated, at all times, as God's own and is treated in a fashion that would please Jesus Christ, a lover of children.

Children at St. John's will have the opportunity to:

- Engage in interesting and appropriate experiences that integrate social, emotional, intellectual, and physical development.
- Grow in self-esteem, curiosity, independence, and individual strengths.
- Become increasingly self-motivated, cooperative, and able to resolve problems among themselves.
- Develop control of their own behavior through positive adult guidance.
- Participate in activities and games that encourage the development of large and small motor skills.

It is our sincere hope that the children who come to St. John's Preschool will find a joyful, enriching learning experience that will develop a love for learning and a sense of security that will last a lifetime.



TUITION

- **TUITION** is due the **1st of every month**. Your account will be debited automatically by the 5th through Tuition Express. ***TUITION IS NON-REFUNDABLE.***
- The Preschools annual budget is based on monthly tuition.. Should your plans change during the course of the school year and your child needs to be withdrawn from the program, St. John's Preschool requires **thirty (30) days notice** of your plans.
- Any child withdrawing in the months of April or May must pay the balance of the year's tuition as our preschool is non-profit and depends upon a full year's tuition commitment.
- **REGISTRATION FEE** for returning students is due January for the upcoming school year. Registration opens to the public and classes fill quickly. Class size is subject to change based on enrollment. The non-refundable registration fee must accompany the application in order to be considered registered.

Please Note:

The Director reserves the right to withdraw a child from the program based on the following:

- If a fee is not paid by a parent.
- If school forms are not signed and turned into the office by the first week of school.
- If a parent or caregiver directs rude or abusive behavior, verbal or nonverbal towards any teacher, staff member, child, or parent of this program.
- If a child develops behavior (i.e., physical, verbal, or emotional that is categorized as developmentally inappropriate) and causes undue stress on either the teacher or the other students in the class.

ADDITIONAL FEES

***ACTIVITY FEE:**

The activity fee help to cover such extra things such as:

- Music and Movement with Mrs. Miller
- Music Class
- MY GYM
- Fall Festival
- Holiday Parties (Halloween/Thanksgiving/Christmas/Valentines Day/
Donuts for Dad/Easter/Mothers Day/End-of-Year)
- Chapel Curriculum
- Cooking Programs (3's/4's/TK)

**This fee may change based on cost of living, etc.*

PPE FEE:

Each family will be charged a one time COVID Fee. Until children aged 12 and under can receive the COVID vaccination, the school will operate under the same guidelines as it did during the COVID year of 2020/2021. Additional cleaning/sanitation supplies as well as disposable masks and gloves will need to be purchased through out the school year for the health and safety of all.

Additional Fees are not refundable

WEEKDAY SCHOOL DISCIPLINE PHILOSOPHY

We believe here at St. John's Preschool that the child's **behavior** may be unacceptable, but the **child** is never unacceptable. We will help each child toward the goal of self-control through redirection, unconditional love, and positive reinforcement. We try not to use the term "time out". Instead we encourage the child to take a break from what is causing frustration by choosing another activity that is less stressful for that child and for the group. We have positive expectations of each child and always state to the child as well as to the parents what behavior is acceptable. Violent or destructive expressions of feelings, either physically or verbally, are not accepted in a child or a teacher.

The Director does reserve the right to withdraw any child if he or she is continuously disruptive to a class due to a physical or emotional problem. Any problem will be discussed with the parents prior to such action. A two-week notice will be given before any withdrawal.

St. John's Preschool serves both the church and the community and therefore all children regardless of race, religion, or creed are welcome.

All children registered **MUST** have an
EMERGENCY LOCATOR FORM
BEFORE BEGINNING SCHOOL

All children who attend St. John's Preschool are unique individuals with varied needs. We strive to include all of God's children in our classrooms. Our teachers are committed to diligent observation of children's development, and will notify parents of behaviors and traits that may need to be observed by a professional. If it is determined by teacher/administration's careful observations that a child whose needs are more extreme than our staff and facilities are able to handle, we will ask the child's parents to withdraw the student from the class or school to have his/her needs properly met. If a child's parents find our program's expectations of their child are beyond their child's ability, they may withdraw the student at no penalty.

HOURS/CARPOOL

- Preschool begins at 9:15.
- Preschool dismisses at 1:00 PM Monday—Friday. It is very important that your child be picked up promptly. Your child eagerly waits for you. Carpool will begin at 12:45.
- **A late fee of \$15 will be charged for any child picked up after 1:05 PM.**
- **If you arrive after carpool has ended, please pick up your child from the preschool office. The late fee will be billed to you at the end of the month.** Please remember to have a carpool buddy (another parent that can sit with your child until you arrive) that you can use if you are running late. If you have an emergency, please contact the office cell phone immediately:

704-998-7221

If you have to drop off your child after morning carpool or pick your child up before 12:50 p.m., please contact the office to make the necessary arrangements.

☺ **LEAVE YOUR CELL PHONE OFF**
TEACHERS WILL NOT LOAD A CHILD INTO A CAR OR DISMISS THEM TO YOU FROM THE CLASSROOM IF YOU ARE ON THE PHONE

☺ Give your child a BIG “HELLO”, a happy hug, and hold their hand if walking to your car.

☺ If you are picking up in carpool: give your child a BIG “HELLO” and your attention as the teacher is putting your child into the car.

☺ If the teacher wants to share a tidbit about the day, she’ll will make it short so you are able to be on your way.

☺ Once your child is in the car, please pull away **SLOWLY, PARK, and BUCKLE.**

*We will not release your child to anyone unless you let the office and or the Lead Teacher know **in writing** of alternate plans to go home that day via email or text to the office cell phone: 704-998-7221.

**Verbal messages will not be accepted from children.*

YOUR CHILD'S HEALTH

All health forms and documents must be provided by the first week of school.

If your child has a physical problem that we should know about (allergies, special medication, physical restrictions), please let us know upon registration. In addition, please make known to your child's teacher any special needs your child may have.

We will be following guidelines established by the North Carolina Episcopal Diocese Task Force on Family Ministry, Children's Ministry and Schools of:

St. John's Episcopal Preschool

COVID Policies and Procedures

2021-2022

Your child is very important to us.

- If a child becomes ill or is injured at school, we will contact you via phone.
- If we cannot reach you, we will contact the next person listed on your emergency form. Your child will be isolated and cared for until you or your emergency contact comes to the school.
- If a situation arises in which your child needs hospitalization, we will refer to your emergency form and the hospital listed and contact you

Allergies:

Information regarding substances that your child is allergic to needs to be in writing on the emergency card. A copy of your emergency card is kept with the teacher at all times.

BUILDING SECURITY

In keeping with the philosophy of St. John's, we feel it is our duty to provide your child with a safe, clean, and secure building. All doors leading into the Preschool will be locked during school hours. All teachers have the ability to enter and exit the classroom hallways. If you need to get your child from their class, or you need to take something to them, please contact the office or you can enter using the blue awning and speak to the receptionist.

INCLEMENT WEATHER

The preschool will notify you both through email and text message if school is delayed or closed due to weather. *School days missed due to inclement weather will not be made up or credited.*

During Preschool Hours:

Teachers will be notified as to the weather conditions and told what procedure to follow.

When weather is affecting preschool hours, the first activity is to protect the children. Notification will then be sent out via email and text to parents.

Please Note:

It is extremely important to always provide a phone number that will be answered while your child is in school. Please return messages regarding your child as soon as possible. If your child is in an accident, we will use **all emergency numbers** until we get someone on the phone.