

St. John's Preschool
Parent Handbook
2011-2012

Purpose

St. John's Preschool is a private Christian preschool sponsored by St. John's Episcopal Church. The preschool is semi-structured; both instruction and play are planned with developmental goals in mind. Preschool is a learning experience and provides challenges and stimulation to promote social and intellectual growth. Our preschool uses music, art, literature, and free play to encourage a child to grow creatively.

St. John's Preschool is open to children of all faiths. While not part of the Christian Education Program at St. John's the preschool day may open and close with a simple child's prayer and grace will be said before snack time. Traditional Christian holidays are observed. Monthly values (such as respect, love, joy, and gentleness) will be presented to the children in subtle ways as part of everyday living. In the spring children will celebrate the Christian faith with a Praise and an Alleluia singing program.

Admission Requirement

Pre-3's class – 3 years of age on or before December 31
3-year-old class – 3 years of age on or before August 31
3+ year-old class – 4 years of age on or before December 31
4-year-old class – 4 years of age on or before August 31
Pre-K class – 5 years of age on or before December 31
Science Enrichment class – 5 years of age on or before August 31

Allergies

Please inform you teacher of any allergies your child has, including foods, pollen and animals. Please provide two Epi-pens. One to keep in the classroom and one for our emergency shed if one was prescribed to you by your doctor.

To the best of our ability we are a peanut/tree nut/peanut butter free school. If you have any concerns please talk to the Director or your child's teacher.

Arrival

It is our policy that students are to be dropped off no earlier than five (5) minutes prior to the scheduled start of their class. Every child needs to be brought to their classroom by an adult. Please do not drop your child off at the front door. If you occasionally need help getting your child from your car to the classroom, please let us know. Most

importantly please do not leave your other children in the car while you are taking your preschooler to their classroom.

Appropriate Dress

Preschool can be messy so please dress children in comfortable and washable play clothes. While all of the paint that we use is water based it can be difficult to remove from clothes if it has been on there for awhile.

Every class goes outside every day so appropriate coats and hat are important. Appropriate footwear is also important; shoes that enclose the entire foot (i.e. tennis shoes) are recommended as most kids spend their outside time running. Not recommended are flip flops, sandals, crocs or anything with “heels”.

Please label all coats, hats, gloves, mitten, sweaters, sweatshirts or anything that might be removed by the child. There are two Lost and Founds: one by the downstairs office and one in the upstairs hallway. Any unclaimed items will be donated to charity on the last day of school in June.

Attendance

It is our hope that your child attends class regularly. If your child is ill please call the office at 425-822-5079 anytime to let us know. The school has a voice mail system that enables you to leave a message 24 hours a day.

If you have a vacation planned, please inform your teacher and the office. You can call the office (425-822-5079) or email the school (stjohnpreschool@hotmail.com) with the information.

Monthly tuition is not adjusted for days missed due to illness, vacation or snow days.

Birthdays

We are happy to celebrate your child’s birthday or “special day” at Preschool. Please check with your child’s teacher to determine how birthdays are handled in the classroom. **Please do not bring individual party invitations and gifts to preschool.**

Calendar

Our calendar is set by the Preschool Staff in June of the previous school year.

All calendars, both yearly and monthly, can be found on our website:
www.stjohnspreschoolkirkland.org

Cell Phone

Please program the St John's Preschool numbers into your cell phone. That way you will always have the numbers available to you so you will be able to inform us of late arrivals, late pick ups, illnesses or other missed days.

425-822 – 5079 (main office – has answering machine)

425-301-7750 (cell phone – always with a staff member during school hours)

Class Size

St. John's Preschool class sizes shall remain no more than 14 children per class with a teacher and an assistant for each class. Student: teacher ratio will be no greater than 7:1, unless special circumstances arise or the Director deems it necessary.

Community Service

Two or three times a year we are pleased to provide assistance to others within our community. This usually includes a gift and food drive in December and a canned food or coin drive in the spring. These activities are coordinated by the Preschool Board and Staff. Your input is welcome.

Participation in these "drives" is completely voluntary.

Communication

At St. John's Preschool, we strive to keep communications between home and school open and available.

Our parent-teacher information exchange form provides the staff with a base of information about your child. We encourage you to keep your child's teacher informed about current events in your child's life that may affect his/her behavior or attitude at school.

A class calendar and parent letter can be found on our website www.stjohnspreschoolkirkland.org. This will provide you with an overview of happenings in your child's classroom throughout the month. Room parents as well as email will be used to contact you and inform you about upcoming events. The majority of our communication happens via email. Please make sure the school office has an updated email address for you and whoever else you would like to receive these emails.

Each child will be provided with a St. John's tote bag. These bags will be used to bring their art work and various notices home from school. Please check your child's bag regularly and be sure they bring them to every class they attend. This is not a reliable way to send tuition or notes to teachers.

Conferences are usually held in January. There are no conferences for the Science Classes. Teachers are always available by appointment if you have any questions.

If you have a concern about your child or your child's teacher, please make contact with your child's teacher first. After this has been done, and if you feel you need more help, please contact the Director about your concerns.

Discipline

St. John's Preschool has a positive discipline policy consisting of the following actions:

1. Staff will give positive praise to children to acknowledge behavior such as, taking turns, sharing, keeping hands to themselves.
2. If unwanted behavior happens:
 - a. Teachers are to stop behavior.
 - b. Teachers are to tell student that behavior is not appropriate and why.
 - c. The correct behavior will be modeled for the child.
 - d. The child will be asked to exhibit correct behavior.
 - e. If behavior re-occurs the child will be removed from the situation (leave activity, take a break, or miss a few minutes of recess).
3. If behavior becomes a pattern:
 - a. Teachers are to contact parents to be partners in a positive plan .
 - b. The Director is to be informed of teacher/parent concerns.
4. If a child continually endangers the physical or emotional well-being of others and the behavior has gone beyond the control of the teacher and Director (with the involvement of the parents):
 - a. The child will be removed from school.

Classroom Enrichment

While the main focus of our program is in class, we do have out of class room experiences to enhance the learning experience for the children. These enrichment experiences are in the form of "incursions" and "excursions"

"Incursions" are when people come to our building to talk to us. In the past we have had Irish Dancers, Pacific Science Center, Northwest Puppet Theater, and the Seattle Aquarium. We welcome any parent(s) who have any special skills/information that they would like to share. You can share with the entire school or just with your child's classroom. Please talk to you child's teacher if this is something you would like to do.

“Excursions” are also known as field trips. These can be either walking to places in Kirkland, starting and ending at the Preschool, or places that are farther away such as the pumpkin patch. For trips that are not within walking distance of the school, parents are required to get their child both to and from the trip.

Some excursions will take the entire school day while some will take only a portion of the school day. Any trip that is at least 1 ½ hours long, including travel time, is considered a full day and there will be no in building time that day.

Fundraising

The preschool sponsors one or two major fundraisers for the preschool and the church during the school year. These fundraisers help us to provide those little “extras” for our students while keeping tuition costs down. In the past, several items beyond our budget have been purchased with this money, including playground equipment, a laminator and die cut machine as well as presentations by Thistle Theatre and the Pacific Science Center. Fundraisers in the past have included a garage sale in October and the school Carnival and Auction in the spring.

It is highly recommended that parents participate in these fundraising efforts. For the Carnival in the spring each classroom provides a raffle basket. Families are asked to provide either a cash or merchandise donation to the baskets. Parents are also asked to help staff the Carnival games and crafts stations and if able donate to the auction. Your room parent will give you more information as these events approach.

Illness

If your child is ill, please keep them at home. Not only will they prefer being at home but you lessen the likelihood of others becoming sick. Also, please notify the office at 425 822 5079 to let us know that your child will not be coming in.

PLEASE KEEP THEM AT HOME IF:

- They have had a fever within the last 24 hours
- They have had diarrhea within the last 24 hours
- They have vomited within the last 24 hours
- They have thick mucus coming out of their nose
- They have a “wet” cough

We reserve the right to call you to come and pick up your child if we determine that they are too ill to remain at school.

Monthly tuition is not adjusted for days missed due to illness.

The State Health Department requires that an up-to-date immunization record for your child be on file in the school office in order for your child to attend school.

Parent Help

While St. John's Preschool does not require parent participation, we welcome and greatly appreciate help from adult family members in various activities. Examples of instances where we rely on help from parents are: room parents, resource people with specific skills and talents to share with us, and Board members.

Room Parents

Room Parents play an integral role in the St. John's Preschool Community. Being a Room Parent provides a unique opportunity to get to know and to support your child's teacher and classroom in ways that are greatly appreciated. As the primary liaison between the teachers / school leadership and classroom families, Room Parents initiate and promote the team effort between school and home that is so important to our school.

Communication is key to being an effective Room Parent. Room Parents are asked to communicate with their teacher and the Room Parent Coordinator to understand classroom needs and to communicate with parents so they can volunteer to help meet those needs. The job of a Room Parent is not to do all the work but to delegate.

Pick-Up

It is our policy that students are picked up no later than five (5) minutes after the scheduled end of their class. Every child needs to be picked up at their classroom by an adult. If you occasionally need help getting your child to your car from the classroom, please let us know. Most importantly please do not leave your other children in the car while you are picking up your preschooler from their classroom.

It is important for you to be on time to pick up. If you are going to be late please call the office at 425 822 5079 or the cell phone at 425 301 7750 to let us know. The first time you are late with no phone call you are excused. The second time you are 5 minutes late with no call, you will receive a written warning. After the written warning, if you are more than 5 minutes late you will be charged. The fees are \$1.00 per minute up to 15 minutes (a total of \$15 for 15 minutes). After 15 minutes, the fee increases to \$2.00 per minute with no limit. These rates will continue to apply for the remainder of the school year.

If you are continually late, even with a phone call to the office, you will be charged the late pick up rate after the third (3rd) time.

Preschool Board

St. John's Preschool is governed by a volunteer board, comprised of preschool parents, St. John's parish members, Vestry members, the Director of the Preschool, and the Rector of St. John's Episcopal Church. The Board sets policy and procedures and oversees operation of the preschool.

If you are interested in becoming a member of the Board, please contact the Director in the spring. The Board meets monthly.

Rainbow Program

St. John's Preschool is proud to offer classroom integration to children on the Autism Spectrum and children with other challenges as we are able to accommodate them in the classes. You will be notified if there is a Rainbow Child in your child's classroom. Due to confidentiality we are unable to tell you who the child is or what their needs might be.

Every classroom with a Rainbow Child will have an additional adult, called a "Shadow", in the room. The primary role of the Shadow is to ensure the smooth integration of the Rainbow Child, but they will also be interacting with your child just as any other St. John's Staff Member would do.

If you have any questions about the Rainbow Program, please contact the Director.

Registration

Registration begins in January for the school year beginning the following September. Families currently enrolled at St. John's will be eligible for early registration and are guaranteed a position. Please check our website at www.stjohnspreschoolkirkland.org for registration forms and dates.

Open registration for families not currently enrolled in St. Johns begins in mid-January. Tours of our facility take place in January and February for new families who are interested in attending St. John's. Registration letters are mailed mid February to new families.

At the time of registration, a \$80.00 non-refundable registration fee will be collected.

Snacks

St John's preschool strives to provide a peanut/tree nut/peanut butter free environment as much as we are able.

Snacks are provided daily. We make every attempt to provide healthy snacks that contain no nuts. Please check with your child's teacher if you have any questions about what is served.

Occasionally snack made be made by the children in the classroom as part of the daily curriculum. This is often a sweeter snack than we would otherwise provide and is a special treat not the norm.

Please do not send in any food from home unless:

- your child has severe allergies and you have discussed this with the teacher
- you are asked to by the teacher
- your child is attending “lunch bunch” and needs a lunch (no peanut butter or other nuts please!)

Water is the only beverage served at snack time.

Snow Policy

In the event of snow or inclement weather, please listen to your radio station for news of Lake Washington School District. If the Lake Washington School District is closed, St. John’s Preschool will be closed unless you are notified by the Preschool. If Lake Washington School District is 1-2 hours late, morning class at St. John’ will be canceled, but afternoon classes will be held on time as well as the afternoon extended class.

Snow days missed beyond 2 days per class, up to a limit of 5 days, will be made up at the end of May, during conference days or holidays.

Special Events

Every classroom celebrates Halloween and Valentine’s Day as well as other special days. Please refer to the monthly classroom calendar for information.

Every class, except Science, hosts a special night for Dads to come to preschool. This occurs in October for the 4’s and the Pre-K classes, February for all of the 3’s classes and March for our Pre-3 classes. This is a special evening just for Dad (or special person) and their student. Please check the yearly calendar for this year’s date. The calendar can be found on our website www.stjohnspreschoolkirkland.org

Every class, except Science, hosts a Mother’s Day Tea the Thursday or Friday prior to Mother’s Day. This event is just for Mom (or special person) and student. If you have more than one student at St. John’s we will stagger the events so you may attend both.

In addition to classroom events, St John’s as a whole hosts the Carnival/Auction and singing programs. The Carnival and Auction are held in spring, the Praise Program for 4’s, Pre-K, and Science is held in January/February and the Alleluia Program, Pre-3, 3’s and 3+ is held after Easter. Please check the yearly calendar for this year’s dates. The calendar can be found on our website: www.stjohnspreschoolkirkland.org

Toys and Treasures at School

As toys and other treasures from home can easily be lost or broken, we ask that your child not bring them to school. In addition to being lost or broken, it can be disruptive to the classroom environment and it becomes a situation for the teachers to monitor.

Many of the classes have Show and Tell (or “Sharing”) this is the only time it is appropriate to bring items from home. Please check with your child’s teacher how show and tell is handled in your child’s classroom.

Tuition and Fees 2011-2012

Pre-3’s (W/F or T/Th)	\$210/month
3-year olds (W/F or T/Th)	\$210/month
3+ (Mon, Tues, and Thurs)	\$255/month
4-year olds M/W/F	\$255/month
Pre-K (Mon-Thurs)	\$295/month
Science (Tues/Thurs)	\$165/month
Science (Tues or Fri/am)	\$95/month
4’s Extended (M or W)	\$35/month
Pre-K Extended (T or Th)	\$40/month

Your child’s tuition for each month is due and payable on the first class day of the month. Tuition payments can be placed in the box provided in either the downstairs or upstairs office, or you can mail your check to: St. John’s Preschool, 127 State St., Kirkland, WA 98033.

Accounts not paid by the 10th of the month will incur a \$20.00 late fee. Returned checks are assessed a \$25.00 fee. If, for any reason, you are unable to make a payment, please contact the Director by the date due so that alternative arrangements can be made.

Monthly tuition is not adjusted for days missed due to illness, vacation, or snow days.

Tuition for September of the following year, as well as a one-time materials and field trip fee, is due no later than June 1 of the current school year and is **non-refundable**.

If you find you must withdraw your child before the end of the school year, please notify the Director in writing. Tuition is not adjusted if you withdraw in the middle of the month.

A 10% discount (on the lower tuition) is available to families with more than one child enrolled in our programs.

Scholarships may be available, please check with the Director.

Visitors

There are no unaccompanied siblings, friends, relatives or other non-registered children allowed in the classrooms during the school day.

Parents, siblings accompanied by parents, and other adult relatives are invited in for special occasions, such as classroom parties or birthdays. Your classroom teacher will inform you of these opportunities. If you'd like to visit your child's classroom during other times please talk with your child's teacher.

Occasionally outside professionals are invited into the classrooms by the teacher in consultation with the Director, or by the Director or the Board. Most of these visits will be noted on your child's classroom calendar. The calendar for every class can be found on our website: www.stjohnspreschoolkirkland.org

Web Site

www.stjohnspreschoolkirkland.org

The preschool website is used to communicate important school information. The website should be checked regularly for information on:

- Classroom calendars
- Monthly notes from the director
- Monthly notes from the teachers
- Information on Field Trips, including directions
- Information on upcoming activities for the preschool
- Committee News

Some of this information will be available only on our website and a hard copy will not be available at the school. Please be sure to check the website regularly.