



## **Introduction**

Thank you for choosing Saint John's Preschool! We welcome you all with great joy! We are always overwhelmed with many nice referrals. What a great compliment! We are beginning our 32<sup>nd</sup> year here and we hope that you will enjoy your time here with us, just as so many has done in the past. Thank you for your continued support and we look forward to starting off this new year with all of you here with us!

This handbook provides information about Saint John's Preschool along with policies and procedures for parents. It has been written not only to familiarize you with our program, but also to share some of what we know about children, and how they learn, with you...their parents.

**Please read this handbook and contact us with any questions or comments you may have.**

Also, please share this handbook with other adults that may be bringing or picking up your children from preschool in order to keep them informed of our procedures and policies as well.

## **Philosophy**

Our educational program values the "whole" child, and strives to enrich their social, emotional, cognitive, physical, and spiritual health by providing daily opportunities for children to grow and develop their God-given abilities through developmentally appropriate activities. Our preschool is designed to establish a solid academic foundation which promotes future school success. We feel that it is our responsibility to do our best to provide a warm, safe, accepting, nurturing, forgiving, Christ-centered environment for the young children in our care. We are also committed to strengthening the family unit and helping families function according to God's purposes.

## **Curriculum**

Students are daily involved in a variety of learning experiences explored through centers and group activities, which include language arts, math, science, large and small motor development, sensory expression, computer skills, dramatic play, Bible stories, music and creative movement. Our language arts curriculum is called Zoo-Phonics. Our curriculum is structured, age appropriate and allows children to develop at their individual rates. It is also supplemented throughout the year with field trips and special visitors.

## **Preschool Program:**

Serves ages 3, 4, & 5

Maximum class size – 19

We strive to have a teacher/child ratio minimum of 1 to 6, especially if the maximum class size is met.

## **Preschool Classes Offered**

### **First Year Classes (Jumpstart)**

Tuesday & Thursday: 8:45 – 11:35 am & 12:40 – 3:30 pm

### **Pre-Kindergarten Class**

Monday-Wednesday-Friday: 8:45 am to 12:30 pm

## **Preschool Staff**

### **Director/Lead Teacher: Mrs. Becky Brenay**

Becky has an associates degree from Delta College in Early Childhood Education along with her Child Development certificate. She has spent time working as a Director/Lead Teacher at a daycare down in Southgate, Mi. Before that she spent a year working as an aide in a Kindergarten classroom as well as at Head Start. This is her sixth year teaching at St. John's Preschool.

### **Teacher Assistant: Mrs. Darlene Eland**

Darlene holds a BA degree in Music from Central Michigan University. This is her 13<sup>th</sup> year with the preschool. She has many years experience working with the children's music programs at St. John's because she is also the Music director for the congregation.

### **Teacher Aide: Ms. Haily Sanchez**

Haily is starting her 3rd year here with us. She has done such a fantastic job with the children these past two years and it is so wonderful to have her back with us. She is a graduate of Pinconning High School and she has a 4 year old daughter, who will be back to join us in our Mon-Wed-Fri class this year. She is really good at arts and crafts as well as photography and she has been going through child care training classes these past 2 years and will continue on with those this year as well.

\*All staff is CPR, AED, and First Aid Certified for child and adult.

### **Preschool Board Members:**

Sandy Schmidt and Liz Sowden

## **Saint John's Church Staff**

**Pastor:** Rev. David Jung

**Secretary:** Tina Yenior

**Custodian:** Don Michalski

**Church properties:** Ron Cobb

## **Nutrition**

Preschoolers will be served a snack during each class. Snacks are provided by the center. They are often served family style and offer opportunities for developing social skills and good manners. Parents are welcome to provide snacks at any time or for their child's birthday. Please notify a teacher prior to the date to discuss special diets in the class, such as peanut, milk, or gluten allergies. Snacks must be store bought with the nutrition label on the snack. For a special birthday snack, we allow the child to pass out that snack themselves, so we encourage you to bring snacks that are easy for them to do this. Juice for a snack time drink is also welcomed. Some snack suggestions are: rice krispy treats, mini muffins, popcorn, graham crackers, pudding, applesauce, jello cups, crackers with cheese, animal crackers, fruit cut into small pieces, unfrosted cookies, vanilla wafers, pretzels, or snack bags: (Ritz bitz, goldfish cackers, pretzels, Teddy Grahams, cereal or trail mix).

## **Program Goals**

- To maintain a warm, safe, accepting, nurturing, and Christ-centered environment.
- To meet all children’s needs completely.
- To maintain a developmentally appropriate program by providing daily opportunities for children to enrich their social, emotional, physical, cognitive, and spiritual health through a variety of hands on activities.
- To encourage parent involvement and have open and honest communication between teachers and parents.
- To offer a variety of hands on learning experiences, which promote development of the “whole” child in the areas of social, emotional, cognitive, physical, and spiritual health.
- To encourage and foster development of personal interaction skills, problem solving, independence, and self-concept, in order to better prepare preschoolers for Kindergarten.
- For staff to instill and model Christian values such as respect, empathy, kindness, and patience.
- To enhance preschooler’s awareness of the world around them, through lesson plans which focus subjects such as diversity, community helpers, and families.
- To strengthen and support the family unit and help families function according to God’s purposes.
- To make each student’s first school experience positive and exciting!



## **Admission Policy**

**Physicals:** You have to within 30 days of initial attendance submit your child's physical to us (health appraisal forms). Physicals (health appraisals) are required by the Michigan State Department of Health, and are a prerequisite for the licensing of our center and the attendance of your child. They must be signed and dated by a physician and kept on file at the center. They are valid for two years. Please make sure all allergies are noted.

**Immunizations:** Immunizations **must be up to date** for a child to attend our preschool. State law prohibits a director from admitting a child to the program without a record of one dose of each of the following: DTP, POLIO, MMR, HIB, HEP B, and VARICELLA. To stay in the preschool program, a child needs the following:

DTP.....4 DOSES  
POLIO.....3 DOSES  
MMR.....2 DOSES  
HIB.....COMPLETE SERIES  
HEP B.....3 DOSES  
VARRCELLA.....2 DOSES (or has had chickenpox)

If immunization is against your religious or personal beliefs or there is a medical purpose as to why your child has not had their immunizations, you must sign the exemption form that is available at the preschool. Children who have not completed the required immunizations will be excluded until the requirements are met.

**Illness:** To keep colds and infectious diseases at a minimum, parents should check their child each morning for flushed skin, runny nose, rash, sore throat, fever, etc. Guidelines for when a child should be kept home or will be sent home are:

- A fever over 100 degrees F orally or 99 degrees F axillary, along with other symptoms.
- Signs of newly developing cold or uncontrollable coughing
- Diarrhea and/or vomiting two or more times in a day
- Any discharge or drainage from eyes, nose, ears, or open sores

The staff must be notified if a child is diagnosed as having a communicable disease.

After a contagious or communicable disease, the child would have had to been on an antibiotic for a full 24 hours and the preschool may require a doctor's note before the child is readmitted. The director will inform you of what conditions need to be present in order for your child to return to the center.

**Lice:** When your child attends daycare or school, it is always a good idea to check their head from time to time for head lice. Please inform us if you have had a confirmed case.

**General Classroom Sanitation Procedures:** The routine frequency of cleaning and sanitation in the facility is carried out as indicated in the Cleaning and Sanitation Frequency Table displayed in the classroom. All tables are sanitized before each class, at the end of each day and before and after snack time. Staff clean and sanitize bathroom, doorknobs, and play areas such as dramatic play, manipulatives, computers, and floor toys daily. Floors are vacuumed at the end of each day and between classes. Fabric items such as dress up clothes and smocks are laundered as needed. Staff cleans rugs and carpet by spot cleaning with a detergent and steam cleaning.

Steps of Sanitation:

1. Detergent and water
2. Rinse
3. Sanitize (using bleach water or Clorox wipes)
4. Air dry.

**Hand Washing:** Hand washing is the single most effective way to prevent the spread of disease. Staff will monitor and enforce hand washing as needed. The following proper hand washing procedure will be followed. We encourage parents to reinforce this procedure at home.

1. Wet your hands with warm, water. Add soap and rub your hands to make a soapy lather.
2. Wash the front and back of your hands, wrists, between your fingers and under your nails.
3. Rinse thoroughly with warm water.
4. Dry hands with a clean paper towel.
5. Turn off faucet with a paper towel, if possible.

**Children will wash hands:**

- after each toilet visit
- before eating snack
- after handling animals

**Staff will wash hands:**

- upon reporting to work in the classroom
- before and after handling food
- before handing dean utensils or equipment
- after toileting
- after handling bodily fluids (saliva, nasal secretions, blood, etc.) after removing disposable gloves
- after handling soiled items such as garbage

**Universal Precautions to be taken with bodily fluids:** Disposable gloves are to be worn when administering first aid or cleaning bodily fluids (vomit, urine, mucus). They are in the cabinet near the sink in the classroom. After use, they are to be placed in a plastic bag and tied before disposing into OUTSIDE trash bin. Contaminated laundry is to be placed into plastic bag and tied until properly laundered. Hands must be washed after removal of gloves. Employees identified as having exposure to blood or other potentially infectious materials will be offered Hepatitis B vaccine at employer's cost or must sign waiver declining vaccine.

**Health Care Services Resource:** We contact Bay County Health Department with any questions or concerns.

**Staff Training:** All staff members are trained in CPR, First Aid, proper hand washing, sanitation procedures, and other health policies. Staff receives Blood borne Pathogens training before left unsupervised with children. All staff, upon being hired, go through an orientation of the center's policies and practices and the child care administrative rules. All staff will have a federal background/fingerprinting check done as well as a TB test before being hired. Child abuse and neglect reporting procedures are reviewed yearly, and emergency evacuation plans are reviewed twice a year. All staff receives 16 clock hours of training yearly.

**Pesticide Application Notification** will occur in advance of pesticide use needed in the building or grounds. A notice will be posted on the bulletin board, and a note will be sent home.

### **Services:**

#### **Vision and Hearing Screening:**

Tests are conducted by the Bay County Health Department each spring at our preschool. Children enrolled in the Mon-Wed-Fri sessions will be screened, however all children are welcome to sign up for this screening process. Parents will be given test results. These results will meet the requirements for students entering Kindergarten in the fall.

#### **Children with Disabilities:**

St. John's Preschool supports the right of children with disabilities to grow and learn alongside their typically developing peers. Integrating children with and without disabilities in the classroom increases the opportunities for all children to learn about and accept individual differences. In a case of an emergency, there will always be an aide helping any children with special needs for the entire time the emergency is taking place.

#### **Learning Disabilities:**

If we suspect a problem with hearing, vision, speech, or any other learning disability that we feel could benefit from early intervention, we will refer the child to Project Find for diagnostic testing. This is done with the parent's permission only. There is a speech therapist available to come to our classroom if there is a need.



## **Safety**

**Accident/Emergency/Incidents/Injuries:** Parents will complete an information card on each child which includes emergency contact information along with medical treatment authorization. If an accident should occur, the severity of the accident will determine what further steps are taken. If needed, a trained staff member will administer First Aid and/or CPR (cardiopulmonary resuscitation) on child. The child will never be left alone. In the event of a serious accident, incident, injury or any emergency 911 will be called, parents will be contacted and a staff member will accompany child to hospital. Accident reports will be filled out on any accidents, injuries and incidents (such as a child left alone unsupervised or a lost child) and kept on file at the preschool. A copy will be sent home to parent and a verbal report will be made to DHS by the director within 24 hours of the incident.

**Medication Administration:** Prescription medications may be administered only in accordance to the procedure described on the label. Medication must be in its original container with the pharmacy label intact. Parents must sign an order each week (for both prescription and non-prescription medication) with information including name of medication, amount and time of administration. Parents are asked to give medication at home whenever possible.

### **Emergency Evacuation Procedures:**

**Fire:** Alarm will sound. Staff and children will leave classroom and exit through back door of the gym. If unable to exit through door, staff and children will exit through the classroom windows. Assistant teacher will lead the group of children. Lead teacher turns off lights, checks bathrooms, and takes attendance book. All staff and children meet on the back lawn, at least 75 feet from building. Lead teacher will then take attendance.

**Tornado:** Whistle will sound. Staff and children leave classroom and enter into the room on the east side of the gym. Children will sit under tables. Assistant teacher will lead the group of children. Lead teacher turns off lights, checks bathrooms, and takes attendance book. Lead teacher will then take attendance.

**Crisis Management Plan:** Office personnel will notify preschool in any emergency, such as a bomb threat, an intruder, or even an angry parent or relative. In the case of an angry person or intruder, that person would be stopped at the front entrance by our office staff. Our classroom doors will be locked, children and teachers will stay in the classroom, sitting together by the emergency classroom door until problem is resolved. Parents will be notified and may be asked to come and pick up child once the situation is resolved and the children are safe. If the situation is severe and/or life threatening, such as a bomb threat, the police will be notified and the children will be kept safe in the classroom until the police have cleared the building, and parents will be notified to pick up children when it is safe to do so.

**Lockdown policy:** The doors to the church/school will only be unlocked at arrival/pickup time and will only remain unlocked for the first 15 minutes after arrival/pickup or once every child has arrived/picked up. The doors will then be locked and the intercom system will be activated and any person that comes to the door will be seen on camera and will have to ring the bell and have the church secretary buzz them in. If there is ever a suspicious person in the area or there are ever emergency situations happening around the school, our schools outside doors will be locked and remained locked until parents come to pick up their children and the children and staff will remain inside the classroom. Our school is on the call list at Pinconning Central, so if they are notified of an emergency situation which they decide a lockdown is needed to be done, they will contact our school and we will also go on a lockdown until the call is made that the outdoors is considered a safe place again.

### **Man-Made Disasters Policy**

Man-made disasters may be, but are not limited to one of the following: Utility Interruptions or failure, a sewer back up, flooding due to water main break, gas leak, or chemical spill.

### **Power Failure:**

- The director or administrator should determine why the power is out. Check the circuit breaker and reset if necessary. If the outage is caused by severe weather then appliances, electronics and electrical equipment should be unplugged. The refrigerator/freezer should be kept closed. The director should also phone Consumers Energy at 1-800-477-5050. Follow closing guidelines below to determine when and if it is necessary to close.
- The lead caregivers should ensure the safety of children by monitoring the room temperature and if it is cold get the child moving with physical activity. If it is hot, the children should be given plenty of fluids and open windows and doors for ventilation. Other normal daily routine can be followed when possible.
- If at any time it is determined there is a risk of fire, follow fire evacuation procedure.

### **Gas Leak:**

A natural gas leak in or near the building can be detected by the smell of rotten eggs. In the event of a gas line break or leak we will evacuate the building immediately.

- The director will shut off the main gas valve and notify the local utility company and police department.
- Staff will take the following steps to ensure your child's safety:
  - a) **REMAIN CALM!** The lead caregiver (or person scheduled for them in their absence) should grab attendance sheet, child info cards, and emergency kit.
  - b) Guide children, in an orderly fashion to the nearest exit. When safe, the director/administrator or lead caregiver will phone 9-1-1.
  - c) When exiting out of the building there must be a teacher leading the group of children and one teacher that exits last behind the children.
  - d) The preschool will exit at the rear door of the building and the children will be moved to the relocation spot, which is the pavilion in the rear of the building. Once everyone has reached this spot, the lead teacher will take attendance, assuring that all children are accounted for.
  - e) Staff and children will remain outside until the fire department/police or director informs you that it is safe to reenter the building.
  - f) The Director will determine if and when it is safe to reenter the building. If we are unable to reenter the building, Parents will be notified of the situation and asked to come pick up their children from the pavilion in the back of the building.



**Water Main Break:**

Water main breaks may be caused by construction or age. If a water main breaks it may cause a temporary halt in water supply. If at any time a water main break causes unsafe water conditions for cooking, drinking, or hand washing, the preschool will close. If determined unsafe, halt all building water usage. Only bottled water may be used for drinking if necessary. The lead caregiver will contact parents and have children picked up as soon as possible. Classes will resume when an adequate, safe water supply is determined by the local health department.

\*Questions to ask to determine whether the preschool should close in an emergency situation, such as a power outage:

- How long is the emergency situation expected to last?
- Are there working telephones?
- Is the food that needs to be refrigerated able to be kept at 41 degrees F or lower?
- Are the sinks working?
- Are staff/children able to wash hands under warm running water?
- Can toilets be flushed?
- Is the temperature of the facility 65 degrees F or 2 feet above the floor?
- Are you able to measure to cool the temperature of the facility if it is above 82 degrees F?
- Is there enough lighting to provide for appropriate supervision of the children?

\*If it is determined that we must close, parents will all be notified by phone to come and get their children. Time given to the parents for pick up will be determined by the temperature of the building and when emergency has happened within the schedule of the day.



## **Screening Procedures**

### **Staff:**

- required to have a Comprehensive Background check with fingerprinting
- required to have a Tb test on file at the center

### **Volunteers:** (with unsupervised access to children)

- required to have a Comprehensive Background check on file at the center
- required to have a Tb test on file at the center if volunteer has contact with children more than 4 hours a week for more than 2 consecutive weeks

### **Parents:**

- recommended to have a Comprehensive Background Check on file at the center if planning on volunteering in classroom and will be unsupervised with children.
- parent volunteers that do not have a Comprehensive Background Check, will not be left alone with children.

**Both staff and volunteers are asked to STAY HOME if ill or GO HOME if becomes ill.**

**Both staff and volunteers SHALL NOT have ANY contact with children NOR be present or working at the center if he or she has been convicted of any of the following:**

- a) A listed offense, as defined in section 2 of the sex offender's registration act. 1994 PA 295, MCL 28.722.**
- b) Child abuse or child neglect**
- c) He or she has been named in a central registry case as a perpetrator of child abuse or neglect.**

**All staff and volunteers must have a Comprehensive Background Check on file at the center that would determine whether he or she HAS NOT been named in a central registry case as a perpetrator of child abuse or child neglect.**



## **Discipline Policy**

We view discipline as a means of encouraging self-control, rather than thinking of it as a punishment for unacceptable behavior. Children will never be physically or emotionally harmed. If a child loses control or is having difficulties that could cause harm to himself or others, we will remove the child from the situation and redirect him/her to another activity area. A teacher will then explain to the child why they were removed from the area. Staff members will work closely with children to help them learn natural consequences of actions and behaviors. Children will always be aware of their limits and they will know what is expected of them. Positive behaviors are modeled and encouraged. Children will be encouraged to "use their words" in order to work out conflicts. Young children are often egocentric by nature and need to learn that other individuals have needs and feelings. The children will be taught that God made each one of us special and unique. Positive character traits will also be taught.

**Withdrawing Policy:** If, after a child has been at the preschool for at least 3 weeks, and it is clear that his/her behavior is detrimental to the rest of the group, the parents will be asked to withdraw the child. The decision will be made only after careful consideration between the director, teachers, board, and parents. Written or oral notification for withdrawal of a child must be given no fewer than two weeks prior to the child's last day.

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## **Other Policies**

**Arrival/Pickup:** Children are to be escorted to and from the building by an approved adult (name must be listed on information card). The adult bringing the child is responsible for removing outerwear and assisting the child when he/she dresses to go home.

**Outerwear is to be hung in the LOBBY COATROOM near the entrance of the church.** No boots are allowed in the classroom, so please have shoes for them to change into when dropping off your child. **We encourage parents to label mittens, hats, coats, etc, with child's name.** We appreciate adults picking up children to be prompt. Adults picking up students need to sign the Student Release Log Sheet near the classroom doors. Student's artwork, notes, and other papers will be in the gym under their magnetic name card. Please take them home each class day.

**Toys from home: Students are not allowed to bring toys from home into the classroom.** Our classroom toys and activities are selected upon a rotating schedule and interests of children. Toys from home distract children from our focus of the day. They also tend to cause disagreements, not to mention get lost or broken. Also, please do not send your child with rings, or other jewelry that may get lost or put in the mouth and swallowed.

**Dress Code:** Dress your child in weather appropriate, comfortable play clothes and shoes. Smocks will be worn for painting, and we use all washable art supplies, but staining is possible. If your child is unable to manage buttons, snaps, suspenders, etc. after toileting, elastic waists are preferred. We will go outside for nature walks in the fall and spring. We have gym class, for large muscle activities, during the winter. Tennis shoes are encouraged for these activities.

**Visitors:** We welcome visitors, and hope that all parents are able to visit the classroom at least once during the school year. A note is sent home in September that will give parents the opportunity to volunteer in the classroom.

**Michigan Protection Laws:** Our staff is required by law to report any suspicion of child abuse or neglect. Also, in the incidence of divorce and child custody conflicts, until custody has been established by a court action, one parent may not limit the other from picking the child up from preschool. Written documentation in the form of a judge's order must be provided to the school.

**School Closings:** Watch TV 5 for weather related closings. Our preschool is listed as St. John's Preschool/Pinconning if we cancel school because of the weather.

**Tax Credit:** Tuition paid to a preschool while both parents work is an allowable tax credit. Our Federal ID number is 38-2370278. You will need this number to deduct tuition on your income tax forms under Child Care.

**Assessments:** You will be given a written assessment of your child's progress in the fall and spring. Also, I will do parent teacher conferences in the spring, however you may request an additional parent/teacher conference or home visit at any time during the year if needed.

**Licensing Notebook:** This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

**Fund Raisers** Free will participation in all, some or none!

**Aspire:** In the fall, we will be sending home catalogs and order forms for you/family to purchase items and a percentage of all sales goes towards our classroom needs.

**Easter Hopping:** Our big fund raiser of the year is held the week before Easter. It is similar to a school carnival.

**St. Jude Trike A Thon:** In March information will be sent home about this, but it will be an opportunity to raise money for St. Jude's Children Research Center and all money raised will go to them. On April 18<sup>th</sup>, we will host a trike a thon, when the children will be able to bring their trikes/bikes to school to ride on a track out in the parking lot and will also be fitted for new bike helmets. This will be our 3<sup>rd</sup> year doing it and last year we raised over \$8000 for St. Jude's and everyone had a wonderful time at the trike a thon.

## Important Events

**Open House:** We have an Open House each October for our preschool students to show their parents, grandparents, siblings, and any other relative or friend, their school. It is open to the community. Refreshments are served in the gym, where we have the student's -art displayed, along with photos from past years.

**Child of the Week:** Each child will have a turn to be Child of the Week. The student will be involved in a variety of special activities during that week. Notes will be sent home with dates and more information.

**School Pictures:** Our school pictures are taken each year in February.

**Field Trips:** We go to the Pumpkin Farm in the fall, to Delta College's Pool in the winter, and to the Saginaw Zoo or the Saginaw Children's Museum in the spring. I am hoping to go to the Pinconning library this year as well as a couple more, but will give plenty of notice beforehand. A parent or responsible adult must bring the child to the field trip and stay with them. Notes will be sent home with more information.

**Special Visitors:** Pinconning/Fraser firefighters with fire truck, Emergency Medical Technician with Ambulance, Librarian, and Standish FFA club (Food for America) with farm animals have all visited the preschool in the past, and we are hoping to carry on this tradition, maybe add more to this list.



## **Informative well sites on child related topics**

**www.family.org** - "Focus on the Family" website

**www.mipsor.state.mi.us** - Michigan Public Sex Offender Registry

**www.aap.org** - American Association of Pediatrics

**www.naeyc.org/families/** - National Association for the Education of Young Children website; information for families

**www.autism.net** - Autism information and resources

**www.kidshealth.org** - fun website about health and fitness for kids

**www.presehoolexpress.com** - preschool activities for teachers, parents, and grandparents

**www.scholastic.com** - for parents to help encourage a love of learning [www.cravoIa.com](http://www.cravoIa.com) - fun and informative site for parents and children

## **Literacy Enrichment**

We incorporate literacy development into all we do at St. John's preschool. We read to your child every day and/or tell a flannel board story. You will see labels on many items in the room. Paper, markers, crayons, and paint are available at all times to encourage writing. We have a listening center, computer center, and writing center.

### **Other Literacy Opportunities:**

**Weekly Homework:** Starting in January, we will send home a bag of books with a couple "homework" worksheets for the child to complete each week. The packs will be sent home on Mondays/Tuesdays and are asked to be brought back the following week on Monday/Tuesday and new packs will be given out. This is a great opportunity for the children to get used to the responsibility of doing homework, the learning opportunity it gives the child, as well as quality time between the parents and child when reading the books. It also allows for the parents to get involved and see what their children have been learning in school.

**Bible Memory Verses:** Each month we will send home a bible verse for the children to be able to memorize and at the end of the month, if they can recite that bible verse to me, they will be able to get a prize out of the "treasure box".

**Scholastic Books:** Each month we send home a flyer of inexpensive books that you may order. You are not obligated to buy anything, but with each purchase, we receive bonus points to order things for the classroom.

**Children's Picture Bibles:** Each school year, new students will receive their very own hard cover Picture Bible. It is a very special gift given to your child with love and excitement from St. John's.

## **St. John's Preschool Tuition Policy** **Mon-Wed-Fri AM, Pre-Kindergarten class**

Your child's tuition for a year of preschool is \$1395.00. You may pay it in one lump sum, or divide it into 9 equal payments of \$155.00 each. Payments are due on the 5th of each month, September through May. **A late payment fee of \$10.00 is charged if the payment is made after the 15th of the month.** No refunds are made if a child is absent or on vacation.

If a child withdraws during the year, the refund (or money owed) will be calculated by the price per hour which is \$4.13.

If your child is withdrawn, you will be billed for any sessions prior to our notification, whether your child has attended or not. There is a \$20.00 registration fee each year. Your non-refundable deposit of \$50.00 included this registration fee, plus \$30.00 that will be deducted from your May payment.

- Checks are preferred for payments.

There is a drop box for tuition payments in the church lobby. Fill out a form located above the drop box, keep the pink copy for your receipt, put the rest of the form and your check in the envelope provided. Drop it in the box, or mail them to:

St. John's Preschool  
P.O. Box 56 Pinconning, MI 48650

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### **Payment Schedule**

**You have pre-paid \$50.00**

This includes a \$20.00 non-refundable registration fee.

(balance due is \$1365.00)

September \$155.00	February \$155.00
October \$155.00	March \$155.00
November \$155.00	April \$155.00
December \$155.00	May \$125.00
January \$155.00	

***PAYMENTS ARE DUE ON THE 5th OF EACH MONTH. A LATE FEE OF \$10.00 WILL BE ADDED IF PAYMENT IS MADE AFTER THE 15th OF THE MONTH.***

**St. John's Preschool Tuition Policy**  
**Tuesday – Thursday AM & PM (Jumpstart)**

Your child's tuition for a year of preschool is \$765.00. You may pay it in one lump sum, or divide it into 9 equal payments of \$85.00 each. Payments are due on the 5th of each month, September through May. A late payment fee of \$10.00 is charged if the payment is made after the 15th of the month. No refunds are made if a child is absent or on vacation.

If a child withdraws during the year, the refund (or money owed) will be calculated by the price per hour which is \$4.22.

If your child is withdrawn, you will be billed for any sessions prior to our notification, whether your child has attended or not. There is a \$20.00 registration fee each year. Your non-refundable deposit of \$50.00 included this registration fee, plus \$30.00 that will be deducted from your May payment.

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There is a drop box for tuition payments in the church lobby. Fill out a form located above the drop box, keep the pink copy for your receipt, put the rest of the form and your check in the envelope provided. Drop it in the box, or mail them to:

St. John's Preschool  
P.O. Box 56 Pinconning, MI 48650

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**Payment Schedule**

**You have pre-paid \$50.00**

This includes a \$20.00 non-refundable registration fee.

(balance due is \$735.00)

September	\$85.00	February	\$85.00
October	\$85.00	March	\$85.00
November	\$85.00	April	\$85.00
December	\$85.00	May	\$55.00
January	\$85.00		

***PAYMENTS ARE DUE ON THE 5th OF EACH MONTH. A LATE FEE OF \$10.00 WILL BE ADDED IF PAYMENT IS MADE AFTER THE 15th OF THE MONTH.***



## Three Year Old Typical Development

- lengthening attention span
- speaking understandably in short complete sentences
- asking "Why?"
- beginning to understand past, present, and future
- understanding simple verbal directions
- retelling stories and repeating a few simple rhymes
- developing dressing and toileting skills
- throwing overhand and catching a ball with two hands
- riding and maneuvering a trike well
- climbing stairs with alternating feet
- enjoying building activities
- beginning to share, to take turns, and to play with others
- wanting to please
- copying family members to play house or "work" realistically
- knowing gender
- holding crayons and pencils with thumb and fingers
- drawing simple shapes
- beginning to print name

### You Can Help!

- Give your attention and answer questions.
- Remember to give words of praise and encouragement.
- Encourage children to care for selves independently.
- Provide picture hardcover story books.
- Read simple hardcover picture story books often.
- Write child's name often to encourage name recognition.
- Provide writing and drawing materials to encourage drawing and writing.
- Provide a variety of blocks.
- Provide dolls and toy lawn mowers for imitating adults.
- Provide manipulatives like snap together blocks.
- Play simple memory and matching games together.
- Play catch together.
- Sing and say rhymes with your child.

## Four year Old Typical Development

- asking questions
- speaking in complex sentences and using proper tenses of regular verbs
- enjoying playing with words through rhymes, songs, and simple poetry
- understanding a told story (without pictures)
- learning early personal facts - MI name, age, parent's name, telephone number
- copying and forming some simple alphabet letters
- drawing some recognizable objects
- enjoying smaller manipulatives
- naming colors
- counting to 20 by rote and beginning to recognize numerals
- being very active - hopping on one foot, walking a line
- changing moods, sometimes suddenly
- getting better at taking turns and sharing
- participating in groups and playing simple games
- delighting in fantasy play
- wanting to dress and toilet independently
- eating independently, including using a blunt knife to cut own food

### You Can Help!

- Answer questions.
- Carry on conversations together.
- Tell stories.
- Provide writing and materials and encourage writing and drawing.
- Provide alphabet and numeral manipulatives.
- Teach and reinforce personal information.
- Play games together that have easy rules.
- Provide smaller snap-together blocks and manipulatives.
- Provide lots of outside time for active play.
- Play simple running games together.
- Provide time to play with others.
- Provide a variety of dress-up and dramatic play props that support fantasy play.
- Be supportive of the desire to care for self.

## Five Year Old Typical Development

- having a good command of language including using tenses of irregular verbs
- retelling stories with pictures
- beginning to learn to read
- having good pencil control
- copying letters of the alphabet to write name
- cutting on a line with scissors
- naming shapes
- developing more sophisticated classifying skills by one unifying attribute - for example "fruit" to refer to apples, oranges, grapes, etc.
- counting above 20 and recognizing numerals from 1 to 10
- understanding first, second, third
- understanding one-half is part of a whole
- beginning to tell time
- learning to understand money and to recognize coins
- using a telephone properly
- having favorite Mends
- being very social and sharing
- controlling moods better
- walking backwards, skipping, balancing on one foot with good physical coordination
- enjoying realistic dramatic play
- enjoying shared music and rhythm instruments

### You Can Help!

- Read to and with your child.
- Have lots of alphabet manipulatives available.
- Give lots of opportunities to write with a variety of inviting supplies.
- Provide more complex construction materials.
- Practice using telephone skills.
- Share clocks and time-related activities.
- Provide counters and numerals for number practice.
- Play lotto and other classification games together.
- Take frequent trips to the library.
- Provide time to be with friends.
- Provide realistic dress-ups and play props.
- Play cooperative outdoor games.
- Share music.

## Why is play so important?

**Play is the work of children.** For the young child, play and work involve the same actions: interacting with people, manipulating objects, and making discoveries that help make sense of the world. Learning happens naturally through play. For school success, children must develop physically, mentally, emotionally, socially, and creatively. Play is a crucial part of this development of the whole child.

**Play is an important part of language development.** Children express themselves through play, and they communicate in many ways during play. Play brings together adults with children, or children with each other - a perfect environment for conversations to develop. Play helps children have fun with language!

**Play is an ideal way for children to express feelings.** Sociodramatic play helps children act out relationships and work through negative feelings. Play is critical for social development, helping children develop rules and understand the purpose of rules. Through play, children learn to make choices and decisions and solve problems.

**A child's social play begins with the first smile from an adult.** The adult serves as the play leader for young children, and through this play children develop secure attachments with adults. Adults promote play and language development by participating with children in play and by serving as models. Adults "set the stage" for play and provide a supporting role as they encourage children's play.

**At St. John's Preschool,** about one hour of each session is reserved for free play. The teachers are trained to select and present the appropriate materials to the child which enable him/her to carry out his/her own self-directed play. Self-motivated play increases learning, and it turns, motivates physical, emotional, social, and intellectual development.

We will learn about various study themes through the following developmentally appropriate play areas:

- **Sociodramatic Play:** Family Living Center (House Corner), puppets, doll house, imaginary (pretend) play through pretend grocery store, post office, veterinary clinic.
- **Art:** easel painting, finger painting, cutting, gluing, drawing, experimenting with various mediums.
- **Developing small muscles (fine motor):** Play dough, puzzles, manipulatives, table toys
- **Developing large muscles (gross motor):** gym time, balance beam, parachute, bouncers, balls, group games, active play.
- **Music/Rhythms:** instruments, rhythm sticks, songs, movement activities
- **Blocks and Floor Toys:** large and small blocks, Legos, tracks, cars, building materials, animals
- **Literacy:** language experience activities, story time, books, flannel boards, listening center (books on tape), computers, chalk board, finger plays, writing center and American Sign Language.
- **Science and Math:** sand and water play, cooking, science table, perception toys, nature walks, experiments, sorting, patterning, and counting activities.

## 2019-2020 School Year

### Important dates:

(subject to change)

Thursday Sept. 5 <sup>th</sup>	Meet and greet: 6 - 7 pm for Tues/Thurs classes; 7 - 8 pm for Mon/Wed/Fri classes
Monday Sept. 9 <sup>th</sup>	Mon/Wed/Fri classes first day
Tues. Sept. 10 <sup>th</sup>	Tues/Thurs classes first day
Wed. Oct. 16 <sup>th</sup>	Field trip to Baby Acres for Mon/Wed/Fri class 9:30 am - 11:30 am (approx.)
Thurs. Oct. 17 <sup>th</sup>	Field trip to Baby Acres for Tues/Thurs classes 9:30 am - 11:30 am (approx.)
Thurs. Oct. 17 <sup>th</sup>	Open House for all classes 6 - 8 pm
Fri. Oct. 18 <sup>th</sup>	No class
Wed. Nov. 27 <sup>th</sup> - Fri. Nov. 29 <sup>th</sup>	No school
Mon. Dec. 23 <sup>rd</sup> - Fri. Jan. 3 <sup>rd</sup>	No school - Christmas break
Fri. Feb. 21 <sup>st</sup>	Field trip to Delta College
Fri. March 20 <sup>th</sup>	No school
Sat. March 21 <sup>st</sup>	Easter Hoppening 9:30 am - 1 pm
Mon. March 30 <sup>th</sup> - Fri. April 3 <sup>rd</sup>	No school - spring break
Fri. April 10 <sup>th</sup>	No class
Thurs. April 23 <sup>rd</sup>	St. Jude's Trike A Thon
Fri. April 24 <sup>th</sup>	No class
Fri. May 1 <sup>st</sup>	Field trip to Saginaw Children's Museum for all Classes
Tues. May 12 <sup>th</sup>	Last class
Wed. May 13 <sup>th</sup>	Last class
Thurs. May 14 <sup>th</sup>	Tues/Thurs end of year graduation/potluck 10:30 am - 1 pm
Fri. May 15 <sup>th</sup>	Mon/Wed/Fri end of the year grad./potluck 10:30 am - 1 pm
Fri. May 15 <sup>th</sup>	Preschool open house 2 pm - 6 pm

If it becomes necessary to change the schedule of class days, you will be notified by a note sent home.