

St. John the Evangelist Catholic School

# Preschool Handbook

## 2023-2024



117 West Monroe Street

Goshen, Indiana 46526

574-533-9480

[www.stjohncatholic.com/school](http://www.stjohncatholic.com/school)

## **Our Program**

Our goal is to provide a positive Christian environment, which will promote social, physical, intellectual, and emotional growth of the preschool child. Learning experiences appropriate for the developmental age of each child is provided daily. Children need to feel good about themselves! Positive guidance techniques are used to enhance a child's feelings of self worth. The daily schedule includes time for group interaction which helps the children learn to cooperate, listen, and share; self-selected activities which stimulate cognitive growth and creativity, as well as emotional and social development; and daily activities to promote positive growth in large and small motor development.

## **Mission Statement**

St John the Evangelist Catholic School, as a vital extension of St John's the Evangelist Catholic Parish, is committed to developing the whole student: spiritually, academically, morally, socially and physically in order to prepare the student for a changing pluralistic world and for their eternal salvation.

## **Preschool Philosophy**

St. John the Evangelist often reminds us to "Love one another as Jesus loves us." With that in mind St. John's Preschool strives to be an irreplaceable source of spiritual, academic, and social development geared for the betterment of the world. It is the philosophy of this preschool that early childhood should be a time of fun, warmth, security, exploring, and discovery. Preschool children are receptive and creative. Our program strives to nurture and encourage this quality in its students.

## **Spiritual Growth & Religion**

We are proud that at St. John's Catholic Preschool, Christian values are developed throughout our everyday atmosphere and opportunities. The children are introduced to basic prayers, participate in special activities within the church and the school, participate in missions of giving to learn to care for others as Jesus reminds us to do. Our hope is to provide an environment that nurtures respect for self and others, and to encourage family values and an awareness of God's love for us. Juniors will attend Mass every other Friday beginning February.

## Supply List

- 1 backpack
- 2 tissue boxes
- Small blanket
- Small pillow
- 1 set of extra clothes (pants, shirt, underwear, socks)
- 1 pack of dixie cups
- Uniform

## Toys

Because we strive to provide a developmentally appropriate learning atmosphere, we provide all of the toys and activities the children need. Children should not bring toys to school.

## Napping Policy

All students will be provided a supervised rest period after the noon meal. Students will rest on a firm, portable, easily sanitized cot. Cots will be a minimum of two (2) feet apart on all sides, except where they touch a wall or other room divider.

## Screen Time Policy

St. John the Evangelist Catholic School does not rely on television, movies or computers to fill space in our daily schedules. Devices, such as tablets and/or tv/dvd/streaming video may be used for instructional or physical activity purposes.

## Lunch

A cold lunch can be brought from home. A hot lunch is offered through Elkhart Community Schools and is delivered to St. John's. A hot lunch includes milk. Milk is available for \$0.40 if your child brings a cold lunch. Teachers/aides will notify parents if their child is not eating their hot lunch and will suggest sending a lunch from home. We encourage talking with your child about the menu and decide what they will eat and what they will not eat.

## Parent Communication

Parents are informed daily/weekly through the Seesaw App. Information and instructions will be in your child's folder.

## Parent Meetings

In early June, parents will receive a letter from the school for an orientation meeting in July. At the orientation meeting, we will talk about the guidelines, protocols, and exceptions for preschool.

In late September, the whole school has a Fall Fest at Sunrise Orchard.

In October, during parent/teacher conferences, parents will have the opportunity to meet with their child's teacher to discuss the child's academic and behavioral progress.

In early February, we have an all school Open House for new families.

In early March, we have another Open House for only preschool students.

## Parent Responsibilities

- Provide and keep all information complete and updated.
- Let the teacher know of any changes in your child's life that may affect the child's school performance.
- Pay tuition on time.
- Get your child to school on time and pick them up on time.
- Never leave your child at the door or the room unless the teacher/aide is there.
- Keep your child home if they are sick.
- Notify the school if someone other than yourself will be picking your child up.
- Support school fundraising efforts.
- Attend school functions.
- Volunteer when asked or needed.

## Questions, Problems, Concerns

Our goal is to work together for the well being of each child. If you have questions, problems, or concerns regarding any issues at preschool, we ask that you take them to your child's teacher first. If not resolved, contact the school principal.

## Child Care Development Funds (CCDF) / On My Way Pre-K

The CCDF Program is administered through the Indiana's Family and Social Services Administration (FSSA).

- Families must use their Hosier Works for Child Care Cards (HWCC) on our Point of Service (POS) Device to record time and attendance information.
- St. John the Evangelist Catholic School will maintain additional written and/or electronic attendance records of all children's arrival and departure.
- St. John the Evangelist Catholic School may not possess or use the HWCC at any time.
- The POS Device is located in the school office.
- Families or their authorized users are to swipe in and out daily. In the event the office is closed and the user is unable to swipe at arrival/departure, swiping must occur on the next day by using the Previous Check In and/ or Previous Check Out Options.
- Families may enter attendance for previous days up to 13 days in the past. If families fail to swipe for more than 13 days, the family is responsible for calling the missed 'swiped' days in or by updating the attendance on the online portal.
- Families are responsible for payment to St. John the Evangelist Catholic School for unsuccessful and/or missed transactions payments.

## **Children with Exceptional Educational Needs & Procedures**

After careful observation from the teachers in the classroom, the teachers will express their concerns to the principal, which will then lead to a meeting with the parents/guardians. With the parents/guardians' consent, the evaluation process will then partake.

Our school psychologist will observe the student in the classroom and another meeting will follow to discuss the child's needs, if it corresponds to the concerns that were communicated.

## **Admission Policy**

Children who are three or four years old by August 1 are eligible for admission. A child must be three(3) by August 1 to be admitted in the PeeWee Class. Children must be four(4) by August 1 to enroll in the Junior Class.

## **Affirmative Action**

Children are admitted regardless of race, creed, color, sex, national origin, or religion.

## **Progress Reports**

Parents/Guardians of St. John the Evangelist students will be kept informed of the progress of their child through report cards, progress reports, and parent/teacher conferences.

## **Health Services Policy**

St. John the Evangelist Catholic School health services are designed to supplement but not substitute for the healthcare parents should provide for their children.

The health services are provided to encourage parents/guardians to devote attention to the child's health, to acquaint them with problems of which they may be unaware, and to protect the school population on questions of school sanitation and communicable diseases.

## **Health Services Procedure**

1. Children should not be sent to school with a fever, sick to their stomach, or with a persistent cough. They should be symptom free for 24 hours (without the use of medication) before returning to school.
2. Children are excluded from school for contagious diseases, infectious skin rashes, pink eye, or head lice.
3. St. John the Evangelist Catholic School should be notified of any communicable disease by the parent/guardian.
4. For long-term absences, school fees will not be waived and the tuition will be the regular rate. Readmission to school will follow the procedure designated by the principal.
5. Parents will be notified of possible illness or serious injury, and all head injuries.

## **Medication Policy & Procedure**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Only those medications which are prescribed as necessary by a physician

to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

A policy shall be developed in each school as to who shall administer the medications. In each building in which less than a full-time registered nurse is hired, access to medication shall be under the authority of the principal.

Parents are responsible for bringing all medication to the school office.

Schools may not routinely administer over-the-counter medication. Over-the-counter medications shall be administered at home. Over-the-counter medication shall be administered at school only in accordance with diocesan-approved procedures:

### **1. Prescription medications**

A program for administration of prescription medications is developed and managed by the principal and/or school nurse:

- a. A school WILL NOT administer prescription medication to a student unless the school has the following on file:
  - i. The written order of the student's physician or health practitioner AND
  - ii. written permission from the student's parent or guardian. Any student taking prescribed medication at a school MUST have the appropriate information on file or the student will be in violation of the policy.
- b. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.
- c. All medications are kept in locked areas (other than classrooms) or inside a tamper-proof container.
- d. When a medication is to be administered at school, the student's parents shall be requested to advise the school nurse (or principal) of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.

e. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.

f. In specific cases, the school (at the discretion of the principal and/or school nurse) may require that the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parent/guardian to adjust administration time to avoid the need for medications during school hours.

g. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.

## **2. Over-the-Counter Medications (OTC)**

a. School personnel may not provide over-the-counter medications for a student.

b. OTC (non-prescription) medication may be administered at school with the parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.

c. OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured.

d. The parent/guardian must provide consent forms giving authority to the school to administer the OTC medication.

e. For all medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC medication, along with any Written Order of a physician if applicable.

## **3. Self-Administered Medications**

a. The principal must have on file an authorization from the student's parent for the student to possess and self-administer medication. The authorization must include the three items listed in paragraph b.



b. In addition to the parent's authorization, the principal must have on file a written statement from the physician indicating that:

i. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;

ii. The student has been instructed in how to self-administer the medication; and

iii. The nature of the disease or medical condition requires emergency administration of the medication.

c. The authorization and statement described in paragraphs A and B must be filed with the principal annually.

d. Students having a chronic disease or medical condition may possess and self-administer medication for that disease or condition while on school grounds, traveling to, or attending school events.

#### **4. Protection of School Personnel**

a. A school may not require a teacher or other school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable insulin or a finger stick for glucose. A school also may not discipline such a person for refusing to administer medication, drugs or tests without the written consent by the student's parent/guardian or the written order of a physician/practitioner.

b. If a school employee is not a practitioner or a person licensed under IC 25-23 and the school employee is responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner or a registered nurse licensed under IC 25-23 the training that the practitioner or registered nurse determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner or registered nurse that indicates the school employee has received the training described above.

#### **5. Discarding Medications**

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the

medication in an appropriate manner and document that the medication was discarded. Medications should be discarded in the presence of a witness.

## 6. Protection from Liability

a. If compliance with II(E) and IV(B) above has occurred, a school administrator, teacher, or other school employee designated by the school administrator, after consultation with the school nurse, who in good faith administers either:

i. non-prescription medication in compliance with the written permission of the pupil's parent or guardian, except in the case of a life threatening emergency;

ii. a legend drug (as defined in I.C. 16-18-2-199 and including injectable insulin) in compliance with the written order of a practitioner and written permission of the pupil's parent or guardian, except in the case of a life-threatening emergency;

iii. a glucose test by in compliance with the written order of a practitioner; health care services, basic life support, or other services that require the administrator, teacher or employee to place the administrator's, teacher's or employee's hands on the pupil for therapeutic or sanitary purposes; or any combination of numbers 1 through 4; to a pupil is not personally liable for civil damages for any act that is incident to or within the scope of the duties of the employee as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct. IC 34-30-14-2.

b. The school is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition as described in paragraph III, except for an act or omission amounting to gross negligence or willful and wanton misconduct. *(Diocesan Policy #P4210)*

## **Emergency Card Policy**

To ensure proper notification in emergency situations, St. John the Evangelist Catholic School will have on file for each student and staff member current emergency information. *(Diocesan Policy #P4140)*

## Emergency Card Procedure

1. At the beginning of each school year, an emergency card for each student will be provided. Parents/guardians are to return the completed card to the school office as soon as possible.
2. Current business telephone numbers should be provided by each working parent. Our school will also be provided the name of an appropriate contact person in the event both parents cannot be reached during the day.
3. Parents/guardians should notify the school when there is any change of address, listed and unlisted telephone numbers, or contact persons(s).
4. If a student becomes ill, a member of the school staff will contact the parents/guardians or others as listed on the emergency card.

## **Emergency School Closing Policy**

In the event that the Goshen Community Schools are delayed or closed due to inclement weather, St. John the Evangelist Catholic School will also follow the same designated action. However, St. John the Evangelist School may close due to inclement weather even though other schools remain open. When circumstances dictate that St. John the Evangelist School should be closed after the start of the school day, the appropriate procedure will be followed.

## Emergency School Closing Procedure

1. Radio and TV stations will be contacted and public announcements will be made.
2. Communication via email.
3. All children will be kept at school until the parent or someone authorized by the parent arrives for the children and signs them out at the office.

It is the responsibility of each family to work out a plan for the proper supervision of the children once they are dismissed from school.

## **Snow Days**

If Goshen Community Schools are closed due to inclement weather, preschool is also closed. In the event of a two hour delay, the morning children will not have school. All-day children will arrive at 10:00 and be

released at 2:35. Listen to local radio and TV stations for school closings. You will also receive an alert message and seesaw message.

## **Safe & Secure School Plan**

Because we are concerned with the safety and well-being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

### **Fire, Severe Weather and Emergency Plan:**

In the event of a fire or an emergency, a staff member will activate the fire alarm and call 911. Staff will direct all children to the closest exit while conducting a count for attendance. Upon evacuation all occupants of the building will meet in the church parking lot and if necessary proceed to our relocation site. All emergency information will be taken out of the building and parents will be called. It is the parent's responsibility to keep their child's emergency information card up to date.

Emergency evacuation drills are conducted every month at different times of the program day as determined by the principal of the school. The principal of the school maintains documentation of the date, time, and effectiveness of each drill in the Fire Drill Log. Evacuation plans are posted and found in each classroom, and in the Fire and Emergency binder with each teacher.

In the event of a severe weather emergency (other than snow) teachers will be instructed to take their classes to the lower level of the school. The children will sit along the wall with their heads covered.

In the event of a prolonged power outage, loss of heat, or loss of water-parents and/or the emergency contact will be called and children will need to be picked up. We apologize for any inconvenience this causes but the school must ensure safety and sanitation conditions and must be able to maintain center-wide power, flushing toilets and operating washing facilities at all times.

### Lock-Down Procedure:

In the event an intruder enters our building or there is an emergency situation occurring outside, our lock down procedure is a simple 4 step process that the entire staff is trained and familiar with. 911 will be immediately notified, all children will be locked within their classrooms away from any windows, and for the safety of all, parents will be notified as soon as authorities clear the situation and declare the area safe.

### Sudden Weather Emergency

If a storm or other weather event occurs during business hours causing a power outage or other emergency situation, all children's parents will be immediately notified to pick up their children as soon as it is safe to travel to our facility.

### Protection of Children Policy

As part of its effort to protect all children from harm as well as to create safe environments in which children can learn and grow in faith, the Diocese of Fort Wayne-South Bend will provide annual safe environment training to all children enrolled in diocesan Catholic schools and parish religious education programs. In age appropriate lessons, the children will learn about God's love for them; personal space; treating ourselves and others with respect and care; safe and unsafe touches; and how to get help from a trusted adult if needed.

### Teacher/Staff Policy

Employees will be required to complete:

1. Diocese of Fort Wayne-South Bend Application
2. Safe Environment Training Video
3. Personal Conduct and Policies Manual
4. Authorization and Release for Background Check Information form and an additional national background check permission form if he/she has lived out of state in the past ten years. *(Diocesan Policy# P3720)*

### Field Trip Policy

Field trips will be planned for the students of St. John the Evangelist by the teachers or the principal. They will serve as enhancements for the

curriculum and are intended to broaden the education of our students. Transportation will be provided by Goshen Community Schools buses.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet behavioral guidelines or must be accompanied by their parent or guardian. The principal has final authority in making this decision.

Students who fail to submit a signed permission form will not be allowed to participate in the field trip. Telephone calls cannot be accepted in lieu of proper forms. The field trip permission form has been set by the diocese and includes parental permission, medical information, and permission for treatment. Both parts of this form need to be completed for a student to participate with his/her class on a field trip. The teacher will carry these forms when accompanying the class on a field trip.

For the safety and security of all students, transportation to and from field trips for all students will only be by school bus.

Parent chaperones are encouraged to ride the bus, if space is available.

## **Dress Code Policy**

Preschool children are required to wear uniforms. Children are required to follow the same dress code as established in the handbook.

- Snow pants, boots, hats and gloves are required when there is snow on the ground.
- Boots are not allowed in the classroom (boots are required for winter, but shoes need to be worn in the classroom.)

Clothes must be simple enough for your child to utilize. Children should wear clothes that they can zip, button, snap, or fasten without assistance. Please dress your child according to the day's weather. We will be taking the children outside daily as long as the weather allows.

A uniform dress code has been adopted for St. John the Evangelist students to provide an atmosphere that is conducive for learning. This code is not solely up to the principal or the teachers to enforce.

It is the responsibility of the parents to ensure that the dress code is understood by their children and followed.

The principal may revise the uniform dress code for special occasions such as "spirit day."

When a dispute arises over the appropriateness of an item of dress, the decision of the principal is final.

## Dress Code

Any khaki or navy blue pants, but no denim of any color may be worn. Tight leggings may not be worn as pants. Plain navy blue or white polos or turtlenecks. Girls can also wear solid navy blue skirts, skorts, or jumpers (must be fingertip length or longer.) Closed back, tennis/athletic, or dress shoes in good condition, although Velcro shoes are recommended for those who do not know how to tie their shoes. No sandals are permitted.

## Enrollment Forms

All registration forms, copy of birth certificate and immunization record, must be completed and returned before the first day of school.

## Fees

A nonrefundable registration fee of \$35 is required at the time of registration. Tuition is figured as a flat fee with no refunds for illness, vacations, or snow days. Payments are made thru the FACTS system with a payment date of either the 5th or the 20th of the month.

### Peewees

T/TH Morning Peewees: \$135.00

T/TH All day Peewees: \$200.00

All Day Everyday Peewees: \$460.00

### Juniors

M/W/F Morning Juniors: \$170.00

M/W/F All Day Junior: \$285.00

All Day Everyday Juniors: \$460.00

## Immunizations

Each family is given the required medical packet at pre-registration. The completed packet must be returned no later than the first day of school. We are required by law to report complete information. Failure to comply will result in removal from the program.

## Attendance Policy

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. *(Diocesan Policy #P4040)*

Attendance is very important to your child. Please see that your child is in school daily, except for illness.

## Attendance Procedures

### 1. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work if the student's absence is unexcused or the student is truant. *(Diocesan Policy #P4040)*

If your child will not be in school, or will be tardy, please call the school between 7:30am and 8:15am. A written excuse signed by a parent/guardian must be sent to school following an absence.

### 2. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

*(Diocesan Policy #P4040)*

### 3. Absences from School

Absences from school fall into three categories:

a. absences which are counted as present

examples: court appearances pursuant to a subpoena;  
placement in a short term in-patient treatment program which provides an instructional program; homebound instruction;  
religious observances



b. excused absence

examples: illness of the student (with written statement by parent/guardian or doctor); funerals for death in the immediate family, or for persons outside of the immediate family with parental permission; out of school suspension; medical and legal appointments - such appointments should be scheduled after school hours when possible.

c. unexcused absence

examples: no parent/guardian contact with the school giving an explanation for the absence on the day of the absence; no physician's note to excuse an absence, once more than 5 days of absence have occurred; family vacations; absences other than those defined as excused or absences counted as present.

## **CCDF / On My Way Pre-K Attendance Requirements**

A child receiving CCDF or an On My Way Pre-K Grant will attend at least 85% of the time.

Families are allowed up to 60 personal/sick days per year. Personal days are days that the child does not attend the program. The parent must authorize any personal days that are used.

### **Tardy Policy**

A child is tardy if he arrives later than 8:00 am, the designated time for the beginning of the morning session.

#### **Tardiness Procedure**

A student is expected to be in his/her homeroom by 8:00 a.m. Parents/Guardians are expected to provide a written/verbal excuse when their child is tardy for the start of the day.

Students who come to school after 8:00 a.m. must first report to the office and present the written excuse for their tardiness.

### **Family Vacation/Trips Policy**

Family Vacations or extensions of family vacations during the school year are strongly discouraged. A vacation trip, no matter how educational it

may seem, is no substitute for the learning that takes place in the classroom on a daily basis.

The school does not have the authority to give permission for a student to miss school for family vacations. That decision must be made by the parents/guardians. Family vacation days taken while school is in session are considered unexcused absences. (*Diocesan Policy #4040*)

Parents who will be taking their children out of school for extended vacations are to inform the school in advance of the vacation. However, the school is not obligated to provide a student's work in advance.

The student is expected to complete the work within a specified time when returning to school.

## **Irregular Dismissal Time Policy & Procedure**

Outside appointments are encouraged to be scheduled when school is not in session. If the need arises to schedule said appointments during school hours, the following procedure should be followed.

1. Any time a student is to leave school before the normal dismissal time, a note to this effect must be sent to the child's homeroom teacher prior to the time that the student is to be dismissed. The note must be dated and signed by the parent/guardian. This procedure also applies to students who wish to leave the school building for lunch.
2. When a student is to leave before the normal dismissal time, the parent/guardian must come into the office and sign the student out. This also applies when a sick or injured child is picked up.

## **Code of Conduct**

We, the staff of Holy Cross School, believe that we work and grow in a Christ-centered school. This environment will enable all students to develop to their full potential. We believe that effectiveness of the learning process is related to good order and a Catholic environment established in the school. We seek to provide the necessary framework to guide our students in developing habits of respect and responsibility. The goals of discipline are to ensure the safety of students and staff and to create an environment conducive to learning.

In guiding a student's growth, in the proper formation of Christian values and attitudes, a positive approach will be emphasized. Students are expected and encouraged to practice SELF-DISCIPLINE. Self-discipline helps promote personal growth and a fundamental justice for all. The combined efforts of student, parent, and teacher are the key to achieving an atmosphere of responsible behavior and Christian attitudes.

The student must understand that choosing one form of behavior over another brings with it certain consequences. Thoughtless or deliberate disregard of school rules will be addressed with corrective measures appropriate to the situation.

## **Discipline**

We believe that positive verbal and nonverbal interaction encourages acceptable behavior in young children. This encourages a child's good feelings about his/her unpleasant behavior and serves as an example to the other children to act in such a manner as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control and redirecting them to another place or activity for a short period of time-out is used for a child who continually demonstrates unacceptable behavior. If behavior problems persist or cause frequent disruptions to the class, parents are asked to a conference to discuss what may be helpful in motivating their child to behave in an acceptable manner. Ineffective solutions or continued behavior problems may result in removal from the program.

## **Classroom Discipline Plan Procedure**

### **1. Positive reinforcements**

It is very important that a child's development is nurtured through caring, patience and understanding. Positive reinforcements include verbal recognition, positive notes to the student, plus many more. Staff will not use threats or bribes, physical punishment (even if requested by the parents or guardians), deprive your child of food or other basic needs, humiliation or isolation.

### **2. Response to negative behaviors**

In response to a child's misbehaviors, staff will respect your child, establish clear rules, be consistent in enforcing rules, use positive language to explain desired behavior, speak calmly while bending down to your child's

eye level, give clear choices, redirect your child to a new activity, move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary.

### 3. Cubby Rules

Cubbies have been provided for students in Early Childhood for their convenience and use. These cubbies are school property and must be kept in good order. No decals, stickers, or other types of stick-on items are permitted in/on cubbies. Cubbies are subject to inspection by any member of the teaching staff or school administration at any time. Any inappropriate items will be removed.

"All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles etc., at any time and for any reason consistent with diocesan policy."

*(Diocesan policy #4590)*

### 4. Distracting Items

Occasionally, students bring items from home which cause distractions for other students and for themselves while at school. Students are to leave all valuables at home. We are not responsible for items lost. Items like perfume, cologne, hand washes, lotions, lip gloss, etc. need to be left at home.

## Discipline Review for Students

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. an explanation of what the student is accused of doing that is wrong; and
2. an opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding to all parties. *(Diocesan Policy #P4530)*

## Termination of Care Policy

For more disruptive or harmful behaviors, your child may be removed from class and taken to the school office. Staff members will notify parents should disruptive or harmful behaviors continue. If the situation can be resolved, your child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other school arrangements and will result in termination of care for your child. The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their child's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-34-1-7 and, in that case,

the matter shall be referred to the Child Protective Services.

*(Diocesan Policy #P4420)*

## Withdrawal

If a child needs to withdraw from the program, a two week notice is required so that another child can fill the vacancy. There is no refund for early withdrawal. An exit form will be required for the parent/guardian to fill out and all fees need to be paid off.

## Substitute Teacher Policy

St. John the Evangelist Catholic School ensures that early childhood certified teachers will substitute for any preschool teacher who is absent from the classroom.

## Parent/Guardian Involvement in the School Policy

Parent/Guardian involvement has been the hallmark of St. John the Evangelist Catholic School as well as a long-standing tradition. We firmly believe that our school is not complete without this component.

Research studies document the profound and comprehensive benefits for students, families, and schools, when parents and family members become participants in their children's education.

In addition, our families provide many of the services that make St. John's run efficiently and allow the school to provide additional opportunities for our students.

Please contact the school to inquire as to how to become involved with St. John the Evangelist Catholic School.

## **Arrival and Dismissal**

Anyone who will be transporting your child to and from school must follow the directed procedures. No one will be allowed to pick up your child without permission from you. Call the office if there is a change in your child's transportation.

## **Curriculum**

Children will be introduced to basic readiness with an emphasis on introduction and not mastery. Children will be encouraged to develop social skills, cognitive skills, large and small motor skills in a relaxed play atmosphere. They will be introduced to science, music, arts, and much more.

## **Days and Hours**

PeeWees who attend on Tuesday and Thursday mornings begin at 8:00 and end at 11:00. All-day children who attend on Tuesdays and Thursdays end at 2:35. PeeWees who attend all day everyday will begin at 8:00 and end at 2:35. Juniors who attend class on Monday, Wednesday, Friday will begin at 8:00 and end at 11:00 if they are morning children. All-day children will end at 2:35. Juniors who attend all-day everyday will begin at 8:00 and end at 2:35.



# Parent Handbook Signature Page

This handbook contains important information about the policies and practices related to all facets of our preschool program at St. John the Evangelist Catholic School. By signing this page, you are acknowledging that you have read and understand the policies and practices outlined in the Preschool Handbook. After reading the handbook, please sign the appropriate lines below and return this page to the St. John the Evangelist Catholic School office on 117 W. Monroe Street, Goshen, IN 46526. If further clarification is needed, please contact the Program Director, Mrs. Virginia Muñoz.

Thank you for your cooperation!

We, the parent(s)/guardians of \_\_\_\_\_  
have read and understand the contents of the Preschool Handbook.  
We agree to follow the policies in the Preschool Handbook. We  
understand that the school reserves the right to amend policies and  
procedures when necessary, and that we will abide by changes. Any  
changes made to the Preschool Handbook will be distributed by the  
School.

\* The Preschool Handbook is not an enrollment contract.

Signature of Parent/Guardian \_\_\_\_\_  
Dated \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_  
Dated \_\_\_\_\_

Please Note: It is required that both/all parents sign this form.

## **School Advisory Board Members**

Father Royce Gregerson - Pastor  
Virginia Munoz - Principal  
Ruth Newell - Staff Representative  
Rosie Santos  
Natalie Pfeifer  
Jenny Krider  
Eric Bradley  
Mollie Kieffer

## **HASA Members**

Virginia Munoz - Principal  
Jennie Krider - President  
Rosie Santos - Vice President  
Areli Bautista - Treasurer  
Carmen Darnell - Secretary





## St. John the Evangelist Preschool Parent Survey

Dear St. John Parents:

From time to time St. John's conducts surveys about programs in order to ensure that we are meeting the needs of the participants. We are asking that you take a few moments and complete this survey to let us know what you think about the preschool program. Please return your evaluation in the envelope hung outside your child's classroom door or put in your child's Eagle Pack. Your comments will help us improve the quality of this program. Please return by May 19th. Thank you.

1. Are our classrooms child friendly? \_\_\_Yes \_\_\_ No
2. Are our classrooms comfortable for you and your child? \_\_\_Yes \_\_\_ No
3. Are the teachers helpful when needed? \_\_\_Sometimes \_\_\_Yes \_\_\_ No
4. Is the office staff helpful when you need information?  
Sometimes\_\_\_ Yes\_\_\_ No \_\_\_
5. Rate your teachers' performance teaching your child.  
\_\_\_Excellent \_\_\_ Good
6. Do you find the monthly calendar & bulletin board informational helpful? \_\_\_Yes \_\_\_ No
7. Rate how your child relates to other children socially.  
\_\_\_Excellent \_\_\_ Good
8. How would you rate the curriculum presented to date?  
\_\_\_Excellent \_\_\_ Good
9. How would you rate your child's interest towards Preschool?  
\_\_\_Excellent \_\_\_ Good
10. What do you like most about the preschool program?  
\_\_\_\_\_
11. What do you like least about the preschool program?  
\_\_\_\_\_
12. What, if anything, can be done to improve our school or program?  
\_\_\_\_\_

13. Would you recommend our preschool program to others? \_\_\_Yes \_\_\_  
No
11. Have we met your expectations? \_\_\_Yes \_\_\_ No If no, where did we  
fail? \_\_\_\_\_
12. Rate the fee you pay for your child to attend preschool?  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_Poor
13. Are the payment plans convenient? \_\_\_Yes \_\_\_No
14. Is this your first experience with St. John the Evangelist Catholic  
School? \_\_\_Yes \_\_\_No  
If yes, where did you learn of this program? \_\_\_\_\_

Please feel free to make any additional comments on the back of this form.  
All information is confidential.



## St. John the Evangelist Preschool Child's Information

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

St. John's has developed this form to better allow an open exchange of information about the student whose name appears above. Your completion of this evaluation is extremely helpful. We greatly appreciate your taking the time and effort to complete and return this form. Your insights and observations are important to all of us. Please know that the professional comments you share will be held in strictest confidence.

Social and Emotional Development	Mature	Age Appropriate	Needs Development	Immature
Listens				
Cooperates				
Relates to peers				
Relates to adults				
Exhibits self-confidence				
Adjusts to transitions				
Tolerates frustration				
Separates from parents				
Shares				
Functions independently				

Asks for help when needed				
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Comments: \_\_\_\_\_

Physical Development	Mature	Age Appropriate	Needs Development	Immature
Fine Motor Control				
Gross Motor Control				
Handedness established		R L		

Cognitive Development	Mature	Age Appropriate	Needs Development	Immature
Express ideas orally				
Articulates clearly				
Sustains attention in small groups				
Sustains attention in large groups				
Grasps Concepts				
Recalls details				
Demonstrates an interest in learning				
Follows directions				

How would you describe your child? \_\_\_\_\_



## St. John the Evangelist Preschool Staff Program Evaluation

Strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Improvement Areas/Goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee\*\* \_\_\_\_\_ Date\_\_\_\_\_