



Student Handbook

1 West Macon St.
Savannah, Georgia 31401
(912) 232.1225

www.stjohnspreschool.org
childrenschool@stjohnssav.org
www.facebook.com/stjohnspreschoolsavannah

TABLE OF CONTENTS

- I. Introduction from Director, Mission Statement
- II. Philosophy/Curriculum/Placement
- III. School Calendar/Holidays
- IV. Registration and Fees
- V. Program Costs
- VI. Health and Safety
- VII. Attendance
- VIII. Drop-off/Pick-up and Parking
- XI. Daily Information
- X. Parent Involvement and Communications
- XI. Termination of Services
- XII. CSSJ Monthly Curriculum

I. INTRODUCTION FROM DIRECTOR

Welcome to The Children's School at St. John's. This handbook has been compiled to provide general information regarding the policies and procedures at the School. Should you find it necessary, please do not hesitate to contact me at school (912) 232.1225 with your questions or concerns. I look forward to working with you and your children.

Catherine M. King, CSSJ Director

MISSION STATEMENT

The Children's School is an educational ministry of St. John's Church serving young toddlers through pre-kindergarten. Our purpose is to provide a nurturing Christian environment to assist each child to reach his/her full potential. We welcome all children without regard to religion, race, and color, national or ethnic origin.

II. PHILOSOPHY/CURRICULUM/PLACEMENT

The Children's School is a non-profit school operated by the staff of St. John's Church. The school, like St. John's, is committed to providing a Christian environment for young children. We believe that each child should develop spiritually, intellectually, physically, and emotionally in order to be a well-rounded individual. The primary goal of the school is to develop children who are confident, motivated, creative, and eager to learn.

Our curriculum is designed to develop a foundation for future learning. Our program recognizes the individual growth and development of each child and provides stimulating and challenging activities that enhance gross and fine motor skills. We strive to create an atmosphere of excitement for learning in a carefully structured, yet relaxed and safe environment. Music, art, and physical education are a part of the program each day. Social skills are emphasized throughout the program.

Toddlers

Your toddler's learning experiences and curiosity will be enhanced with such things as hands-on manipulatives, books, puzzles, songs, finger play, dance and art. These activities are designed to increase the child's imagination, to better understand his/her senses, to enhance language and social development, and to encourage thinking skills. Throughout our daily activities, our nurturing teachers give praise and encouragement. They strive to build self-esteem and confidence in these toddlers.

2 year-olds

Two year olds will build language skills through social interaction, stories, songs, and dramatic play. Self-help skills such as dressing for outdoors, putting on shoes, ongoing toilet training, washing, and feeding will be encouraged. They will learn about personal hygiene, safety, peer participation, and the meaning of community. Numbers, colors, shapes, and the alphabet will be introduced. Children may explore with a variety of materials including sand, clay, blocks, and paint. Eye/hand coordination will be developed along with small motor skills by using puzzles, beads, and pegboards. The children will have many opportunities for creative expression through art, finger plays, and dance. Children will have daily opportunities for exercise in both our indoor and outdoor play areas.

3 year-olds

In our 3-year-old program, we promote self-esteem and the initiative to solve problems and resolve conflict. The children will express themselves through art, creative play, music, and dance. We will continue the study of numbers, shapes, colors, alphabet, phonics, and handwriting. Small and large motor skills will be developed through challenging and enjoyable activities. Safety issues will be reinforced. In learning about themselves children will also learn about relationships with peers, family, church, and environment.

Pre-Kindergarten

The Pre-Kindergarten curriculum is designed as a preparation for Kindergarten. Our focus is to develop the whole child by providing opportunities that best suit his or her individual needs. We will reinforce letters, numbers, colors, shapes, alphabet, phonics and handwriting, pre-math, and pre-reading. The children will express themselves through art, music, creative and organized play, and dance. Special units will involve food and nutrition lessons, manners and social conduct, safety awareness, cooking activities, and science projects. The foundation will be laid to develop the confident, motivated, and creative child.

PLACEMENT

New students at CSSJ are in a placement period for the first four to six weeks of school. It is the responsibility of the Director to make any class changes that are in the best interests of your child and his or her developmental concerns. Although we celebrate birthdays with great enthusiasm, your child will not be moved forward to another class or age group on his or her birthday. The Director will make final decisions regarding any class change.

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III. SCHOOL CALENDAR/HOLIDAYS

The Children's School at St. John's Church 2014-15 School Year Calendar

Pre-Planning For Staff	Monday, August 25 to Wednesday, August 27 2014
First Day of School	Wednesday September 3, 2014

SCHOOL HOLIDAYS/CLOSINGS

Holly Days Bazaar St. John's Church	Monday, November 10 to Friday, November 14 2014
Thanksgiving Holidays	Wednesday, November 26 to Friday, November 28, 2014
Christmas Holidays	Monday, December 22 to Friday, January 2, 2015
Students Return	Monday, January 5, 2015
Martin Luther King, Jr. Day	Monday, January 19, 2015
St. Patrick's Day	Tuesday, March 17, 2015
Spring Break	Friday, April 3 to Friday, April 13, 2015
Last Day of School	Friday, May 22, 2015

IV. REGISTRATION AND FEES

A. Registration for returning students takes place in January. Parents will receive an application and medical permission form from the Director. Parents should fill out the forms and pay all required fees to ensure a place for his/her child for the following school year. Returning students are given priority for class spaces. Open registration for new students begins in February. Contact the Director for information regarding registration of new students.

B. Fees are determined yearly and are approved by the Board of Trustees. There will be no tuition rebate when a CHILD OR CHILDREN ARE ABSENT DUE TO VACATION OR ILLNESS OR WHEN THE SCHOOL IS CLOSED FOR SPECIFIC HOLIDAYS OR EMERGENCY SCHOOL CLOSURES.

All children must be picked up from the school by 1:00 p.m. A late pick-up fee of \$5.00 is charged for every 5 minutes after 1:00 p.m. We understand that circumstance may cause the occasional late pick-up, however consistent tardiness will result in charges. The late pick-up charge must be paid in full before the child can be accepted back in the school. There will be a \$25.00 service charge for each check returned for insufficient funds.

V. PROGRAMS AND FEES

PRE K PROGRAM: Monday through Friday.

PRE K PROGRAM: Monday, Wednesday, Friday

THREE-YEAR OLDS: Monday through Friday

THREE-YEAR OLDS: Monday, Wednesday, Friday

TWO-YEAR OLDS: Monday through Friday

TWO-YEAR OLDS: Monday, Wednesday, Friday

TODDLERS: Monday and Wednesday

TODDLERS: Tuesday and Thursday

REGISTRATION	SUPPLY FEE	MONTHLY TUITION
(Due With Application)	2-DAY- \$150	2-DAY- \$190
\$175.00	3-DAY- \$225	3-DAY- \$225
\$125.00- each additional child	5-DAY- \$300	5-DAY- \$310

*THESE RATES EFFECTIVE THROUGH MAY 31, 2015

VI. HEALTH AND SAFETY

A. HEALTH STANDARDS

1. Immunizations

Every child enrolled in school is required to have a certificate of immunization prior to admission. A physician or the Health Department may complete these forms. Once a child is enrolled, it is the responsibility of the parent or guardian to ensure that immunizations are kept current and that school records are updated. Failure to comply with this requirement may result in the termination of services.

2. Illness

The school shall follow the Department of Human Resources (DHR) communicable disease chart of recommendations for exclusions of sick children and their checkup readmission to the school. Infectious Diseases include but are not limited to:

Chicken Pox

Hepatitis A

Impetigo

Infectious Diarrhea

Infectious Conjunctivitis (pink eye)

Strep throat, scarlet fever

Vaccine preventable diseases (i.e. mumps, measles)

Lice

Ringworm

Scabies

Any cases or suspected cases of communicable diseases shall be reported to the Chatham County Health Department as indicated on the Communicable Disease Chart. Written authorization from a doctor is required before a child may return to school. Contact the Director if your child has been exposed to any infectious disease so that other parents may be notified. If a family member has a communicable disease, your child should remain at home until written authorization is obtained from a doctor for the child to return to school.

a. Fever

A child shall not be accepted or allowed to remain at the school if he/she has the equivalent of a 101° or higher oral temperature and another contagious symptom, such as, but not limited to, a rash, diarrhea or a sore throat. The equivalent to 101° oral temperature is 100° auxiliary (underarm) or 102° rectally.

If the child has a fever of 101° or greater and is unable to participate fully, the parent or guardian shall be called and requested to come for the child as soon as possible. The child may return to the school when he/she has been fever free for 24 hours without taking a fever reducing medication such as Tylenol.

b. Diarrhea

When loose or frequent stools are noted, staff shall take the child's temperature. If the child's temperature is 101 degrees or greater orally (or its equivalent) and the child has two or more loose stools in one hour or three loose stools in two hours, the parent or guardian shall be notified and requested to come for the child as soon as possible. The child may return to the school when there have been no symptoms for 24 hours.

c. Vomiting or Upset Stomach

If a child has vomiting while at the school, the parent or guardian shall be notified and requested to come for the child as soon as possible. If a child has been vomiting frequently before coming to the school, he/she should be kept at home.

d. Consistent Cough

If a child has a consistent cough while at the school, the parent or guardian shall be notified and requested to come for the child as soon as possible. If a child has had a consistent cough before coming to the school, he/she should be kept at home.

*Please do not send your child to school if he/she has a constantly running nose, or a skin rash. If these symptoms are noticed, the parent/guardian will be called to pick-up his/her child from school.

*If your child is experiencing discomfort due to teething, he/she may be more comfortable at home.

3. Administration of Medication

Medications will not be administered at school unless a written request is presented.

4. Allergies

It is the responsibility of the parent to inform the school of any food allergies or food exceptions based on health reasons or religious preferences. Food allergies/exceptions are of concern as we may have cooking lessons and/or treats on special occasions.

B. SAFETY

1. Accidents and Incidents

All staff members are instructed in First Aid and/or CPR. When a child receives a minor injury, staff will comfort the child and give the appropriate treatment as trained in First Aid. The parent or guardian will be notified of the injury when the child is picked up. They will be asked to sign an "Accident Report Form". If another

designated adult picks up the child, that adult will be asked to sign the form and will be asked to relay the information to the parent/guardian. A copy of the Accident Report is kept in the student's file.

2. Emergency Medical Procedures

At the beginning of the year, all parents are required to sign a medical permission form to be used in case of an emergency. In the event that a child is involved in an accident that warrants medical attention every effort will be made to contact the designated parent or guardian to secure instructions for appropriate medical care. However, if circumstances dictate an immediate response, the child will be transported to the hospital required by the parent/guardian's insurance company as recorded on the medical permission form in the child's file or in extreme emergency to the nearest hospital emergency room. The appropriate adult will be notified and will be expected to come to the emergency room at the hospital to oversee the child's medical care. A designated staff person will remain with the child until a parent/guardian arrives. Please notify the school of any change in telephone numbers or emergency contacts.

VII. ATTENDANCE

The school encourages all enrolled children to participate in school programs on a daily basis. We miss your child when he/she is not at school! We are concerned and would appreciate receiving a telephone call to let us know why your child is absent.

It is school policy to follow the Chatham County public schools closings due to inclement weather. On such occasions, please refer to local news or call the school for more information.

VIII. DROP-OFF/PICK-UP AND PARKING

1. General Information

Parents or guardians of children are responsible for providing transportation for their child or children to and from the school. The school does not provide transportation for any child. The school day begins at 9:00 a.m. Please arrive as closely to this time as possible. Children should be picked-up no later than 1:00 p.m. either by his/her parent or another adult authorized in writing by the child's parents. Verbal notification to the child's teacher is appreciated as well. If someone other than a parent will drop-off or pick-up a child, verbal and written notification to the teacher is required.

2. Saying Good-bye

Experiencing separation anxiety is normal for both children and parents. It is our belief that being matter-of-fact and direct with your child about attending school helps both the child and parent through this process. When you arrive at school, give hugs and kisses and remind him/her that you will return. This allows a clear "good-bye" to take place and reinforces for your child that he/she is now at school.

Prolonging the good-bye will convey your insecurity about leaving. It is always best to be loving and firm about your intended departure and say good-bye rather than disappear once your child is occupied. It is not a good practice to substitute food at the time of departure. Parents may give a child a favorite book to share with the class or take out a picture the child has drawn for the class or the teacher. Parents are always welcome to participate in their child's classroom activity provided their attendance is not too long and becomes a disruption to the planned school day.

3. Location of Drop-off/Pick-up

Student Drop-off and pick up at the Cranmer Hall door.

4. Parking

There is limited parking for dropping off and picking up children. A student unloading and loading zone exists in front of Cranmer Hall. Do not double park in the loading zone to drop-off or pick-up. If you choose to accompany your child to class, please park away from the drop-off and pick up area directly in front of the school. Metered parking is available on Charlton and Madison Square.

IX. DAILY INFORMATION

A. Dress Policies

Parents are asked to dress their children in clothing suitable for participation in planned daily outdoor playground activities. Clothing should be appropriate to weather conditions and particular seasons of the year. (ALL CLOTHING SHOULD BE MARKED WITH THE CHILD'S NAME – especially sweaters, jackets, and hats.)

Children should always wear WASHABLE PLAY CLOTHES in which they can comfortably participate in all activities. Dressing children in "good clothes that they cannot get dirty" puts an unfair hardship on children and on the staff. Children MUST wear shoes that allow them to participate safely in all activities. Flip-flops, thongs and sandals are not appropriate shoes for most playground activities. Tennis shoes are often the best alternative to enable children to participate in all program activities. Tennis shoes with Velcro closings are especially helpful to teachers. All children enrolled should have a packet left at school with a complete change of clothes, including underwear and socks. All clothing should be marked with the child's name.

B. Toilet Training

Although your child may be toilet trained prior to beginning school, accidents frequently occur. These accidents occur when children are distracted by daily activities or experiencing unusual stress (i.e.: illness, change in family environment, etc.). Therefore, please keep clean clothes available at school and replace clothes as they are soiled. This will assist in your child's adjustment. Take a relaxed, cheerful attitude and offer your child positive encouragement and praise for successes

during this transitional time. Teachers will do the same. Every effort is made to encourage potty training while at school. Bathroom breaks are taken regularly with the class group and individually as needed. However, teachers do not undertake the job of toilet training a child. This is a parental responsibility.

C. Food, Nutrition and Allergies

Each day students have a special time for snack and lunch. Please send healthy meals and at least two drinks; only one juice please. Acceptable items include sandwiches, fruits, crackers vegetables, and dessert. Please be sure that lunch is ready for the children to eat. Items will not be refrigerated or microwaved, so pack accordingly. Food will not be shared among children due to different ages (chewing abilities) and different health concerns. Please send all accessory items needed for your child to eat his/her snack or lunch (bibs, bottles, spoons, cups, and napkins). Items should be labeled.

It is the responsibility of the parent to inform the school of any food allergies or food exceptions based on health or religious preferences. Food allergies/exceptions are of special concern as we may have cooking lessons and/or treats on certain occasions.

D. Toys, Money, or Candy

We request that parents do not send toys, money or candy to school with their child unless asked to do so. Please check your child's pockets to see what they contain before and after school. Check especially for small, unfamiliar items. These may be part of the classroom materials.

E. Discipline

We use disciplining as teachable moments. Staff members praise children for correct behavior and redirect them if their behavior is inappropriate. Our staff tries to teach children to work out problems with peers using words rather than physical actions. When a child exhibits consistent behavior problems, he/she will be referred to the Director. The Director and classroom teacher in cooperation with the parent or guardian will then work to develop an appropriate behavior intervention program.

F. Field Trips

In order for a child to participate in a field trip, a signed permission is required from parent/guardian. Advance notice of specific trips will be posted in appropriate classrooms and permission slips will be sent home for signature. If a parent does not want his/her child to go on a particular field trip, the parent must inform the classroom teacher as soon as possible so that appropriate care can be provided for the child at school. Transportation for school sponsored field trips and special activities will be arranged in parent driven carpools. Part of the field trip permission slip will include permission for your child to travel in a carpool. Should you wish to drive your own child, please do so and indicate this on the permission slip.

G. Beginning of the Year

At the start of the school year young children will need the following supplies:

- ✓ Supply of diapers/wipes (two boxes are desirable)
- ✓ Complete change of clothes (with all items labeled)
- ✓ Art smock (also labeled)

Teachers will notify parent/guardian when any of these items need to be replenished.

Please ensure that teachers have current immunization forms, telephone numbers, and emergency contact information.

X. PARENT INVOLVEMENT AND COMMUNICATIONS

A. Volunteering and Contributing

Parents are encouraged to volunteer as field trip chaperones and helpers with special activities.

The Children's School is a ministry of St. John's Church. The school is a non-profit organization. Parents and guardians of children in the school are encouraged to make voluntary financial contributions to the overall support of the program. All contributions will be acknowledged with a written receipt on the school letterhead. Any contributions of toys, books, or other materials and supplies are greatly appreciated.

Below is a list of some items that are helpful:

Boxes of tissue
Paper towels
Bubbles
Various buttons
Wooden puzzles
Toys in good condition

B. Communication

Parents should check his/her child's book bag daily or ask the teacher for any special notices. Teachers will send weekly email updates of the class activities. A monthly calendar will be sent home from each teacher noting curriculum information and activities

In the event that a significant change occurs in your home, such as an address, telephone number, or job employment numbers, you must inform the school as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes which may affect your child's behavior, security, and general well being. Common causes of distress include: parental absence, being

away from home for any reason for an extended time, a new person living in the home, divorce, illness of either parent, illness of a sibling, hospitalization, accidents or death in the family, new caregiver, a move, or death of a pet.

1. Conferencing

A parent may request a conference with the Director or their child's Teacher(s) at any time throughout the year. We hope to maintain continued close communication with every family. Please be aware, however, that during the school day the staff may be working with the children, being attentive to their needs and safety, and doing the extensive preparation work necessary for our learning environment. Therefore, except in particularly important instances, teachers will not be free for "on the spot" conferences or discussions. Please call to schedule an appointment.

4. Confidentiality

Parents are assured that the staff maintains strict confidentiality in regard to the children and the families they serve.

5. Grievance Procedure

a) Any grievance or complaint should first be brought to the attention of the child's teacher. In some cases, the teacher may not even be aware that a problem exists.

b) If the problem cannot be resolved to the satisfaction of parent and teacher, the parent should notify the Director in writing. The Director will schedule any necessary meetings to resolve the concern.

c) If the grievance is still unresolved, the CSSJ Director will contact the Parent Liaison for the Board of Trustees. The Parent Liaison will present the grievance to the Board of Trustees for action.

d) The President of the Board of Trustees will notify the parent, teacher, and CSSJ Director with any information/decisions regarding the problem/concern.

XI. TERMINATION OF SERVICES

The Children's School reserves the right to terminate services to clients for the following reasons:

- Failure to pay fees in accordance with program policy;
- If a child's disruptive and/or harmful behavior cannot be positively impacted by a jointly implemented behavioral plan or if a child's special needs cannot be met;

- If a parent's or a guardian's disorderly conduct, abusive language, or threatening behavior is generally out of order or potentially harmful to school children, staff, or property;
- If a parent or guardian's request for a child's care or education is in conflict with the school's policies and goals;
- Failure to keep child's immunization record current;
- Failure to comply with the school policies and procedures;
- Repeated failure to pick-up a child by 1:00 p.m.

If for any reason a parent disagrees with the school's decision to terminate services, he or she may request a review of this decision by using the school's grievance procedure.

XII. CSSJ MONTHLY CURRICULUM

SEPTEMBER

All about Me
 Self-awareness
 "I am special because...."
 Home and Family
 Personal Safety
 Safety and the Police Officer
 Our Insides
 Our 5 Senses

OCTOBER

"Let's Go Around the Block"- Transportation
 Fall- changing colors
 Child Health Month
 Nutrition
 Dental Health
 Fire Prevention Week (first or second week)
 Harvest Celebration on October 31st

NOVEMBER

My Community
 The First Thanksgiving

DECEMBER

The Birth of Jesus
 Spirit of Giving
 Christmas around the world

JANUARY

Winter
Migration
Hibernation

FEBRUARY

Watching our Weather
Valentines Day Crafts
Ground Hog Day

MARCH

God's Wonderful World
What is a continent?
What is an ocean?
What is a lake?
What is a mountain?
What is an iceberg?
What is a volcano?

APRIL

God's Wonderful World
Signs of Spring
 New life and growth
Life cycles
 Caterpillars/Butterflies
 Tadpoles/Frogs
Birds
Down on the Farm

MAY

Under the Big Top