

Dear Parent/Guardian,

We are happy to welcome each and every one of you to our St. John the Baptist family. We trust you share with us our mission and beliefs as we embark on this new school year.

Our success depends on the cooperative efforts of parents, students, teachers, administration, volunteers and coaches. Attending the monthly Home & School and getting involved in the various committee meetings keeps you informed of the ongoing improvements and happenings of our school. Along with involvement in the school community, joining our parish community in prayer at mass on Sundays is important for your own spiritual growth and health.

Feel free also to call the school office and visit with your child's teacher or the principal if you have any concerns or questions concerning the education of your children.

If you are interested in volunteering in any way this school year, you will need to have taken the Protecting God's Children class and have a background check completed. Classes are offered throughout the Madison Diocese. This training is for any adult who works with students in a Catholic school. This includes parent drivers and coaches. If you are not trained you will not be able to volunteer at school in any capacity. You can register for area classes by visiting the www.virtus.org website and registering for the Protecting God's Children for Adults class.

This handbook is an attempt to communicate procedures and policies that are in operation at St. John the Baptist School. Any terms or items not covered in the handbook are under the control and discretion of the St. John the Baptist Pastor and School principal.

I look forward to working with everyone to make the school year a very satisfying and rewarding experience for the students, staff and families.

Your Faithful Servant,

Mary E. Kilar
Principal
674-5821

Forward

LORD . . .

**As we approach this school year
Bless our entire parish community
Come into our hearts
Deliver us from harm
Enlighten our minds
Form us in your likeness
Grant us wisdom and grace
Help us grow in kindness
Imbue us with faith
Join us in hope
Keep us always in your love.**

We ask this in your name...Amen

****Due to the implementation of the Creating Safe Environment Program, all persons volunteering with students must attend a Protecting God's Children class, complete a background check and receive and sign for a Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment book along with the Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Administrators, Staff and Volunteers. This includes parents/guardians chaperoning any field trip or volunteering in any part of the school day. Please refer to school administration with any questions regarding this program.**

MISSION STATEMENT:

At St. John the Baptist School we view the student as our greatest priority. We provide educational opportunities that encourage students to utilize their talents and abilities and to prepare them for the challenges of the future so they can be contributing members of the Christian community.

We believe... Jesus is the Way, the Truth and the Life.
All children can learn.
Each child is inherently good.
Catholic education is a team effort.

Goals of St. John the Baptist Parish School

We strive...

- To lead the children of our parish school to a loving relationship with God.
- To enable each student to develop a personal relationship with God, a positive self-image, a respect for others and concern for all creation.
- To provide a curriculum of academic excellence that is student centered, value based and recognizes individual differences.
- To promote cooperation, respect and the development of a healthy self-concept.
- To encourage an atmosphere of cooperation among families, school, parish and community.
- To promote the practice of sharing time, talent and treasure.

St. John the Baptist Preschool and Pre-kindergarten Programs

PHILOSOPHY of St. John the Baptist Catholic School Preschool and Pre-kindergarten Programs

St. John the Baptist Preschool and pre-kindergarten programs offer each child the opportunity to experience the love of God and Jesus by being made to feel special, valued, loved and nurtured. A warm caring classroom environment fosters the development of each child's confidence, creativity, curiosity and sense of respect for classmates.

GOAL

To provide an opportunity for three, four and five-year-old children to interact, learn about their faith, and participate in academically, socially and emotionally enriching activities through play.

Objectives

1. To provide opportunities for students to experience God's love and learn about our Catholic faith.
2. To help promote the development of a positive self image.
3. To provide opportunities for social interaction.
4. To provide activities to build a child's foundation for future academic and social learning.
5. To help children learn to follow directions within a structured setting.
6. To develop gross and fine motor skills.
7. To encourage kindergarten readiness skills (Pre-k).

At St. John the Baptist preschool and pre-kindergarten programs the students will be immersed in song, dance, music, imaginative play, literature, large and small motor activities, games, puzzles, arts and crafts. They will be introduced to colors, numbers, shapes and letters through thematic units. A child's day will include prayer. Our Catholic faith will be integrated into songs, finger plays, stories, physical activities and art experiences that are age appropriate. Your child will experience and celebrate being a child!

ADMINISTRATION

Questions or concerns regarding the preschool should be addressed as described below.

St. John the Baptist classes are directed by the designated teacher. Assistant teacher(s) work under the discretion of the preschool/pre-kindergarten lead teacher. The school principal and the school council direct the St. John the Baptist preschool program, as part of St. John the Baptist school. The pastor is the ex officio chief administrator of the school.

ADMISSION

There is no discrimination on the basis of race, color or creed. Admission to three-year-old preschool does not guarantee a spot in four-year-old pre-kindergarten or the K-8 classes of St. John the Baptist School. All students enrolled in the three-year-old preschool program must be potty trained. Please review the Admission Policy.

ARRIVAL AND DEPARTURE

The first bell rings at 7:50 a.m. and school begins at 8:00 a.m. Please arrange to have your child arrive at school on time at 8:00 a.m. If students come before 7:50 a.m., parents are required to stay with the children until class time. Latecomers delay the start of the school day. Preschool and pre-kindergarten students are expected to honor class arrival and departure times as the older students do. Children must be picked up promptly at 11:15 a.m. dismissal.

ATTENDANCE AND HEALTH

Please call the school at 674-5821 before 8:00 a.m. if your child will not be attending school due to illness or other reasons. Please do not send your child with any of the following symptoms; a fever of 99 degrees or higher, vomiting or diarrhea. If these are experienced at school, your child will be sent home. Generally, a child should not be sent back to school until they have been symptom free for at least 24 hours.

BEHAVIOR

Students are expected to be toilet trained. They are expected to use good manners and be respectful to teachers and other children. Continued enrollment is up to the discretion of the preschool and pre-kindergarten teacher and principal. The school will work closely with parents whenever possible.

BUSSING and CARPOOLS

Students in the pre-kindergarten class, who meet requirements to receive bus service, can do so through the Jefferson Bus Service.

The school does not arrange car pools for its students; however, a class list is given to each family and is useful in helping families find other families in their area. State law requires each child eight years old and younger to be in a booster/car seat and to wear a seat belt.

CLASS DAYS

Three-year-old preschool meets on Tuesday and Thursday mornings. This class will be limited to 20 children with one lead teacher and a teacher assistant. This class will meet from 8:00 a.m. until 11:15 a.m.

Four and five year old pre-kindergarten meets on Monday, Wednesday and Friday mornings. The class will be limited to 20 students with one lead teacher and one teacher assistant. The class will meet from 8:00 a.m. until 11:15 a.m.

Classes will not be held on days that St. John the Baptist is not in session. These days would include conference/convention day, snow emergency days, spring breaks and other days off. When severe weather conditions exist, please listen/watch the local news for school closing information. When the Jefferson Public Schools are closed, our school will also be closed. Please check the school calendar for specific dates that classes will not be held.

CONTAGIOUS ILLNESS

When a child is suspected of having a communicable disease (i.e. Chicken Pox, Impetigo, Strep, Head Lice, Scabies), the parents shall notify the school of the illness and for how long your child will be absent.

Parents are asked to refrain from sending children to school when they are sick or show early signs of respiratory infections or contagious illness.

A child may return to school after having strep infection when he/she has been on medication for at least 24 hours.

FIELD TRIPS

Anytime there is a field trip, a signed permission form and waiver will need to be on file in the school office. These will come home in the weekly envelope. If this is not returned before the field trip, your child will be unable to attend the trip, no exceptions.

HEALTH

An immunization record is required for every student. Wisconsin law requires that every student meet the following requirements:

4 DTP/DT 3 Polio 1 MMRHepatitis B Series
Varicella (or documentation of virus)

Parents will be asked to complete a health history and emergency information card. If you have questions regarding these requirements, please see your doctor or contact the Jefferson County Health Department.

NEWSLETTER/ANNOUNCEMENTS

Each week a "Thursday" envelope will be sent home. For the pre-kindergarten class on M, W, F, the envelope will come home on Friday. This envelope will include a letter from the principal and any information regarding school issues such as field trip permission slips, Home & School information, etc. This envelope is to be returned to school the following Monday or Tuesday. All information from home should be sent in this envelope.

PARENT INVOLVEMENT

At St. John the Baptist Preschool, we believe that both children and parents benefit greatly from parental participation in the preschool program. This is an excellent opportunity for students, parents and teachers to know each other better and to develop community spirit.

Your involvement in our preschool, although not required, is highly encouraged and welcomed. It is our hope that you will have some time to participate in some way during the school year. Opportunities to participate may include:

- Helping in the classroom on a regular monthly basis with such tasks as set-up and clean up of free choice activities, set-up and clean up of snack time, and assisting children with art and other center projects.
- Helping the teacher as a “room parent” to organize special parties and event throughout the school year like Halloween, Christmas and St. Valentine’s Day.
- Sharing your special talents and hobbies with the children.
- Helping to supervise on field trips.

The Diocese of Madison requires all volunteers to submit to a criminal background check and to attend a sexual abuse prevention class entitled VIRTUS: Protecting God’s Children. This is mandatory for anyone who wants to volunteer in any capacity such as field trips, classroom helpers, etc. There are no exceptions to this policy.

REGISTRATION FEE

A non-refundable registration/materials fee will be assessed for each student registering for preschool classes. Payment of the registration fee holds a place for the student on the class list. This fee helps ensure enrollment and is nonrefundable. Attendance in our preschool/pre-kindergarten program does not guarantee a spot in kindergarten as specified in the Admission Policy, which lists priority of admission.

SCHOOL ATTIRE

Students are expected to be neat and clean in appearance. Clothing should always be modest and respectful. Please dress your child in comfortable clothes that s/he will be able to participate in physical activities. The school also has St. John the Baptist spirit wear on sale in the office.

SNACK

Families will be scheduled by the teacher to bring snacks for the preschool and pre-kindergarten classes. Cups and plates are available. Families will be asked to supply napkins and tissues at the beginning of the school year.

Please send snacks that are nutritious for young children. Snacks might include raw vegetables, fruit, “tea” breads, crackers, pretzels, yogurt, cheese, sausage, etc.

Unacceptable snacks are candy or candy like items.

Treats such as cupcakes, brownies and ice cream are acceptable for birthdays or holidays.

Milk can be purchased for an additional fee. If sending juice, only 100% fruit juice is allowed by state codes

TUITION

St. John the Baptist Preschool is a self-supporting program completely dependent on student fees and tuition payments. There is no parish subsidy for preschool. The rates charged for the preschool, while competitive with other area programs, will be higher than the K-8 school programs. Student absences due to illness, vacations, etc. will not result in lowered tuition.

TUITION PAYMENTS

Tuition can be paid for the entire year or on a monthly basis. Monthly payments will be due on the second Friday of every month (September through June). All preschool children will pay the preschool rate even if they have older siblings attending St. John the Baptist school (K-8). Failure to make payment will result in the loss of your child's spot in the program. Any parent owing money from the previous year cannot enroll their child for the following year. If there is a financial hardship you are asked to see the principal or pastor to work out the necessary arrangements.



St. John the
Baptist
Catholic
School

Jefferson, WI

Preschool and

Pre-kindergarten
Parent Handbook

St. John the Baptist Catholic School
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