

Saint John the Baptist Catholic Preschool

Family Handbook

2010-2011



**Expect More
Achieve More**

Saint John the Baptist Catholic Preschool

114 East Third Street

Wauunakee, WI 53597-1494

608-849-5325

<http://www.stjb.org/school/index-school.php>

Dear Families of Saint John the Baptist Catholic Preschool,

Childhood experts agree that attending a high-quality preschool program prepares kids for kindergarten and beyond. The Saint John the Baptist Catholic Preschool program builds a firm foundation that makes it easier for children to learn to read, earn good grades, and develop productive friendships. Although it may seem as if the students are just playing, they are developing skills that will last them a lifetime.

How does our specialized curriculum accomplish this? The preschool program is based on Wisconsin Model Early Learning Standards, research in all domains of a child's early learning and development, over 20 years of experience with preschool students and the latest curricular innovations.

We are very confident that our preschool program will prepare your child for success in the future. The teaching staff act as facilitators: preparing the environment and the routine for the children to learn in a self-directed, open-ended manner. Their thoughts and feelings will be respected and valued. They will be given many opportunities to speak one-on-one with a teacher. They will have the opportunity to build their social experiences by talking to one another during free or structured play and in a group setting during show-and-tell. Your child will enjoy educational field trips. Your child will be blessed by weekly interaction with the school librarian, physical education, computer technology; music and world language certified teaching specialists. In addition we have a lovely new space that encourages exploration and learning and is the only preschool in Waunakee that allows the children to be in a school setting. They will be involved in the life of the school through our buddy program, participation in special events and build friendships with other school students on the playground.

Our greatest gift is our dedicated preschool teacher Mrs. Ziegler and her assistant Mrs. Williams. Mrs. Ziegler has over 20 years of experience working with our little angels, and many of our graduates remember with great fondness their years in our preschool program.

Welcome to Saint John School!

Saint John the Baptist Catholic School on the campus of Saint John the Baptist Catholic Church in Waunakee, Wisconsin is a PK-6 grade Catholic elementary school under the Diocese of Madison Office of Catholic Schools.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and staff. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At SJBS, we are attempting to 'teach as Jesus did'.

The Diocesan Curriculum Standards, that exceed the Wisconsin State Standards, are followed for the teaching of all subjects. The curriculum is marked by current content and fresh approaches to methodology. We strive to offer a program, which makes use of many sources of materials, including a wide variety of technology tools.

HISTORY

For over 125 years, Saint John the Baptist Catholic School has served the people of the Waunakee community and surrounding areas, providing academic instruction and helping to develop the religious faith of generations of Catholics. Beginning with the nineteen founding families, who sacrificed to build the first school, parents have continuously recognized the value of providing a Catholic education for their children. Many parish pastors, religious and lay teachers have toiled to assist them in this work.

Today, the school proudly upholds the traditions of the past while preparing students to meet the challenges of the 21st century. The school's excellence is recognized, in part, through its accreditation through the Wisconsin Council of Religious and Independent Schools.

Striving always to emphasize faith development and the formation of sound values under the challenging conditions of our times, SJBS will continue its tradition of service long into the future.

MISSION STATEMENT

To foster Catholic spiritual growth and to prepare students to the highest academic standards by providing educational excellence, by strengthening our Catholic faith community, and by nurturing a positive self concept and a commitment to social justice.

PRESCHOOL PHILOSOPHY

The Saint John the Baptist Catholic Preschool Program is designed to provide a quality Christian and developmentally appropriate experience for all three, four, and five year old children enrolled. Saint John School recognizes that the parents are the primary teachers of their children and the home is the first and most significant influence in a young child's life. Therefore, we strive to strengthen, compliment, and extend these experiences by giving each child the freedom to develop to his/her own capacity in a warm, caring learning environment.

STATEMENT OF PURPOSE

The purpose of the preschool program is to enable the child to:

- a. Develop an awareness of God and the world around them.
- b. Develop an understanding of prayer in our daily lives.
- c. Develop and maintain a positive feeling about themselves.
- d. Develop and maintain the ability to create and to learn.
- e. Expand awareness of the world around them.
- f. Develop language through listening, speaking, dramatic play, and music.
- g. Develop an awareness of the alphabet and the sounds that letters make.
- h. Develop an awareness of numerals and counting.
- i. Develop the ability to recognize basic colors and shapes.
- j. Develop physical growth through motor activities and learning about proper nutrition.
- k. Develop respect and concern for rights and property of others.
- l. Develop the ability to express verbal and nonverbal feelings in acceptable ways.
- m. Develop self-help skills in a group of children that are of a similar age.
- n. Develop skills needed to be a friend.
- o. Develop beginning computer skills.



SAINT JOHN THE BAPTIST CATHOLIC SCHOOL/PRESCHOOL STAFF

Pastor:	Monsignor James Gunn
Parochial Vicar:	Father Lance Schneider
Principal:	Mrs. Conni Stark
Secretary:	Mrs. Karen Meinholz-Niesen Mrs. Teresa Mitchell
Pre-School:	Mrs. Yvonne Ziegler
Pre-School Assistant:	Mrs. Maureen Williams
Kindergarten:	Ms. Shannon Conaway Mrs. Kathy Fowler
First Grade:	Miss Kathleen O'Connor Mrs. Kristin Julius
Second Grade:	Mrs. LuAnn Thering Mr. Gabe Riege
Third Grade:	Mrs. Bridget Lawler
Fourth Grade:	Mrs. Pat Schwarz Mrs. Kathy Gundrum Ms. Stephanie Hetland
Fifth Grade:	Mrs. Carol Czerwien Mrs. Erika Kalscheuer
Sixth Grade:	Mrs. Mary Krysinski Mr. Bryant Ward
Music:	Ms. LoriAnne Menthols
Physical Education:	Mrs. Debra Grundahl
Librarian:	Mrs. Lynn Mais
Computer/Technology:	Mrs. Claudine Towers
World Languages:	Mrs. Katia Bymers
Academic Support:	Mrs. Marna Diemer
Food Service:	Mrs. Carrie Karls Mrs. Amy Daniels
Maintenance:	Mr. Todd Gabris Mr. Dave Haag Mr. Greg Sylvester
Parish Business Manager:	Mrs. Jackie Nerat

SCHOOL POLICIES

Accreditation

Saint John the Baptist Catholic School is accredited through the Wisconsin Council of Religious and Independent Schools.

Admission

Saint John School respects the dignity of the child and his/her right to an education. No child is to be prevented from being accepted into this school because of race, sex, nationality, ethnic origin, or religious affiliation. Saint John School reserves the right to assess and place new students, as staff and administration deem appropriate. See also *Kindergarten Admission*.

As openings become available, the following priorities will be used to accept students:

1. Members of Saint John the Baptist Parish in Waunakee and Saint Mary of the Lake in Westport
2. Members of other parishes
3. Non-catholic students

Students entering Preschool must be three (3) years of age by September 1st and be potty trained.

Arrival and Dismissal Procedures

Preschool classes begin at 8:30 and at 12:00. Parents are asked to walk their child through the Central Lobby Area doors and then proceed to the classroom. Please do not arrive before 8:25 or 11:55. Parents are then asked to leave the building through the Central Lobby Area doors.

Please do not park in the bus lanes. There is ample parking in the surface lot.

At the end of the day, please wait for your child in the Central Lobby Area. Your child will be walked out to meet you.

Early Learning Time

The Early Learning Time is an extension and enrichment of our current morning preschool class. Families may, for an additional fee of \$10.00 per day, have their child come to school from 7:30 - 8:30 AM. During this time the students will participate in Learning Centers and activities specifically designed to enrich our current programming. Our Preschool teacher will plan these activities and the teacher or her assistant will be monitoring and supervising these activities each day.

Enrollment is limited to 10 students each session. Sign up begins on the 15th of the previous month. You may choose to sign up for one day, or each day your child has Preschool class. Preference will be given to the families who sign up for multiple days. Once the classes are full, students will be placed on a waiting list and notified when an opening occurs.

Asbestos Annual Notification

Saint John School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and has retained Environmental Management Consulting, Inc. to perform the required three-year asbestos re-inspection. The inspector conducted a room-by-room survey inspecting each building material and assessing known and assumed asbestos containing building materials.

The management plan and all asbestos records are available for inspection during regular school hours. There is no restriction as to who will be allowed to review the plan, and there are no costs involved. The extreme size and complexity of these documents may require assistance of a staff member familiar with the plan during your examination of the copy.

Operations and maintenance activities are and will be performed as needs arise over the years. Scheduled six month surveillance inspections will take place in and by Environmental Management Consulting.

Attendance

a. Absence

When a child is absent from school, a phone call is to be made to the school office by the parent between 6:45 - 7:45 A.M. In case of extended illnesses - i.e. chicken pox, measles, etc. it is not necessary to call each day but advisable to notify the office when the child will return.

If the office is not notified, the school will contact the parent to verify absence.

Birthdays

Passing out invitations to only a few in the classroom has always been a sensitive issue for many students. Therefore, if you intend to invite your child's entire class to his/her party you may pass out invitations in school. However, if only a few are invited, kindly send the invitations through the mail. It is also appreciated if these few invitation recipients are picked up off school grounds.

Class Size

Preschool classes are limited to 18 per session. The administration reserves the right to make decisions regarding class arrangements.



Communication

Periodic administrative newsletters are sent to parents by way of the youngest child enrolled in school. Newsletters include notices of school activities, calendar items or changes, times of dismissal, and other items of interest. Teachers also send home frequent parent communications. These newsletters are also available on-line.

All staff members have an active e-mail address that is checked daily by all staff members. In addition, each classroom has a phone. During the school day, your phone call will be forwarded to the classroom teachers voice mail as to not interrupt the school climate and teaching atmosphere.

Preschool Sessions

Tuesday and Thursday - 8:30 - 11:00 AM

Monday, Wednesday, and Friday - 8:30 - 11:00 AM

Monday, Wednesday, and Friday - 12:00 - 2:30 PM



Dress Policy

Christian dignity in a Catholic School is often shown in the way students dress. Parents are responsible for what their children wear and we ask cooperation in the following simple guidelines.

- Students are to wear appropriate school clothing that is neat, clean, and modest. The dress code is also in effect on school days when children participate in field trips away from school. If a child arrives in questionable attire, the parents will be notified and may be required to pick up their child or bring appropriate clothing. Students may not be admitted to the classroom until appropriately dressed.
- Appropriate tops must be worn and should be long enough to be tucked in. No bare midsections are allowed. Tank tops, spaghetti straps, and oversized basketball jerseys are allowed only if T-shirts are worn under them. Tops with inappropriate messages printed on them are not to be worn.
- Shorts may be worn from April 15 to October 15 only. Shorts and skirts must be mid thigh in length or longer. Cutoffs, or jeans with holes or ragged hems are not allowed
- Caps, hats, or other head coverings are not to be worn in the building.
- Appropriate, sensible footwear is encouraged. Due to safety concerns flip-flop type sandals, clogs, and backless shoes are not allowed.
- Students must have a pair of tennis shoes for PE classes.
- Good Rule: If you think you shouldn't wear it, you shouldn't.



Drills and Emergency Procedures

Fire drills are held periodically throughout the school year. Order and quiet are emphasized during fire drills. The fire alarm is set off for fire drills. Tornado drills are held during tornado season. Five short rings of the dismissal bell signify a tornado drill.

A School Lock Down Drill will be held periodically. Lock Down Procedures are utilized in the event that it is necessary to contain students in a secure location due to a variety of emergencies.

Field Trips

Field trips are planned to supplement the curriculum and to meet educational objectives. Parent permission forms are required for all field trips. Parents are responsible for sending field trip money by due date stated on the permission slip. All monies collected for the field trip are non-refundable. Students participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

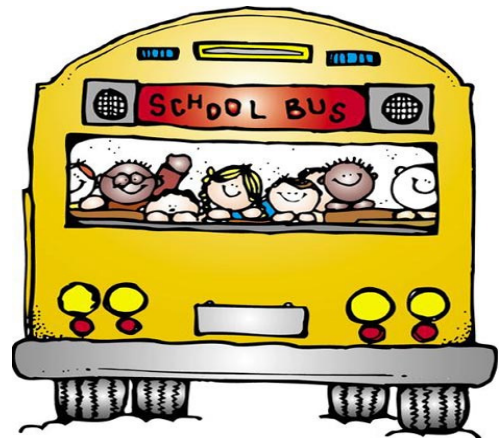
Field trips within walking distance of the school require one parental permission slip at the beginning of the year.

Teachers reserve the right to refuse any student a field trip privilege whenever necessary.

Chaperones for field trips are responsible for the safety and discipline of the children entrusted to them. **Chaperones must be on**

our approved volunteer list and have met all the Diocesan requirements of the Protecting God's Children Program. Chaperones are coached by the teachers before field trips regarding their expectations. For this reason, younger siblings are not allowed on field trips.

Student dress and conduct are expected to reflect the values as set forth in this handbook.



Instruction

The preschool space is divided into several learning centers. These centers are essential to providing the students the most comprehensive programming.

Gross Motor Center— Through the use of blocks, trucks and other materials the students:

- Develop large and small muscle control
- Improve eye-hand coordination
- Explore spatial relationships and comparisons of size and shape
- Plan and solve problems while working with other children

Dramatic Play Center—Through the use of dolls, puppets and pretend kitchen and living room areas the students:

- Make decisions
- Imitate people, their work, their feelings, their words and their environment
- Develop the five senses
- Increase understanding of the world and where they fit in
- Use and practice expressive language

Fine Motor Center—Through the use of puzzles, legos and other small manipulatives the students:

- Develop eye-hand coordination and small muscle control
- Work with a whole object and its parts
- See the interrelationship between size and shape

Listening Center—Through the use of CD's, books on tape and listening lessons, the students:

- Differentiate between sounds
- Encounter new language patterns
- Assimilate new concepts and vocabulary
- Associate spoken language with print material
- Learn additional memory skills

Activity Center—Through the use of a variety of hands-on projects, the students:

- Develop eye-hand coordination and small muscle control
- Learn to use proper pencil and scissors grip
- Experiment with form, line, movement, shape and spatial relationships
- Use creativity to plan, design and implement an idea

Literacy Center—Through the use of a variety of language arts activities, the students:

- Learn respect and care for books
- Identify with imagined events and situations
- Tell and dictate stories
- Learn to sequence pictures and events in stories
- Interpret pictures and their details
- Acquire familiarity with front-back, top-bottom, and left-right progression

Calendar—Circle Time—Through the use of a calendar and daily routine discussion, the students:

- Become accustomed to a school routine
- Learn counting, days of the week, months and seasons of the year, pattern recognition and left to right progression.

Dragonland—Through the use of a computer, the students :

- Are introduced to technology
- Use computer activities to reinforce reading readiness and math concepts
- Develop fine motor skills through mouse manipulation

Language Arts Curriculum : Happily Ever After (HEA) is a quality literature based reading readiness program for our MWF classes developed by Pleasant Rowland, founder of American Girl. This program is then continued with the Super Kids Literacy Program utilized by our Kindergarten, 1st and 2nd grade students.

This program uses a multi-modal approach that develops the learning styles of all children. Throughout HEA, children learn new words, skills and concepts by seeing and hearing examples and by participating in physical activities.

Oral language and vocabulary: HEA builds a child's foundation of vocabulary and concepts through the use of classic stories from children's literature.

Listening skills: HEA carefully builds sensitivity to sounds through instruction and routines.

Direction Following: HEA builds children's ability to follow directions by

systematically teaching necessary skills and having the students apply these skills.

Fine Motor Skills: HEA provides constant opportunities to cut, color, fold, draw, glue and trace that develops the fine motor skills necessary for writing.

SPECIALS

The preschool children go to physical education, music class, the library and the computer lab weekly. MWF Students will also participate in Spanish classes. Saint John School's licensed teachers teach these classes. The children participate in the annual Christmas and Spring Choir Concerts.

Kindergarten Admission

Saint John School follows Wisconsin guidelines for admitting kindergartners. Students must be five on or before September 1 of the present school year. Saint John School provides a developmentally appropriate curriculum and strongly discourages early entry to kindergarten.

Saint John School may admit students to kindergarten early based on the following criteria using these procedures:

- Parents arrange for, at their expense, an individually administered psychological profile test with a certified child psychologist.
- Parents write the education commission asking for early entry. This request must include the test data.
- Approval of early entry by Saint John Education Commission
- Early entry may be granted to a student demonstrating exceptional development socially, emotionally, and academically according to the comprehensive test results.



Library

Books are checked out for one week and may be renewed. Students sick on library day may return their books their first day back to school.

Medications

When it is absolutely necessary for a child to take medicine during school hours, Saint John School follows the policy guidelines outlined by the Diocese of Madison in compliance with Wisconsin statutes. The full policy is on file in the school office and applies to both prescription and nonprescription drugs. A summary of the directives follows.

1. A Medication Consent Form must be signed by the parent or guardian of the student. These forms are available in the office.
2. Written instructions from the healthcare provider must be sent to the school office explaining the administration of the medication including any circumstances under which the prescriber should be contacted.
3. The medication must be brought to the school office in an original container labeled by the pharmacy or the manufacturer with the student's name, medication name, dose, and frequency of administration.
4. The medication will be stored in the school office and administered only by authorized staff.
5. Students with specific medical conditions (i.e. Diabetes) will have an Emergency Action Plan. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care. The EAP will include the student's name, the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents and primary physician. The EAP will be available in the school office and will accompany a student on any field trip.

Asthma Policy

Saint John the Baptist Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all students with asthma.

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler.

Food Allergy Policy

This school recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies.

At all levels in conjunction with the student's parent/guardian and the primary care provider/allergist, the school will prepare an Emergency Action Plan for any student with a life threatening allergy. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care provider and/or the student's allergist. The EAP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The EAP will be available in the school office and will accompany a student on any field trip.

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan will be activated. The

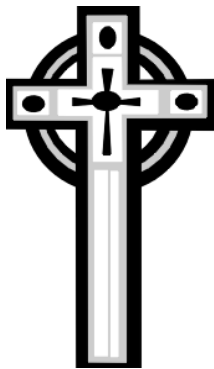
emergency medical services will be called immediately. Information will be kept about students' food allergies in the classroom and in emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers, aides and substitutes will be educated about the risk of food allergies.

Tables will be washed with soap and water following any food related events held in the classroom. Sharing or trading food will be prohibited. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food. In the classroom, and cafeteria a "nut-free" table will be established and maintained as an option for students with peanut allergies.

Photographs

At times candid photographs of your child(ren) will be taken, as they are involved in various activities. If these photos **are not** to be used for public relations (i.e. Waunakee Tribune, school brochure, etc.) notice must be sent in writing to the school no later than two weeks into the first quarter. School photographs for the yearbook are taken during Gear Up For School Day and at designated times during the school year for absentees and extra curricular activities.

Physical Exams and Immunizations At Saint John School, it is recommended but not required that children entering Preschool have a physical, visual, and dental examination. Up-to-date immunization records, however, must be provided.



Prayer

Prayer is a very important aspect in the life of every Christian. Prayer enables us to develop and nurture a personal relationship with Jesus Christ, to come to know Christ personally. It enables us to make Jesus an integral part of our daily lives, a true Friend. The students will participate in a variety of prayer experiences. Examples of these experiences include Advent and Lenten prayer services, praying the rosary, Stations of the Cross, May Crowning, etc.

Registration

Student registration for the next school year is held in February. Registration forms are due back to school on the designated date. Teaching positions are set for the next year based on paid registrations returned. Registrations paid and returned on time reserve an enrollment place for your student. Financial hardship will not prevent a student from receiving a

Catholic education. Call the school or parish office to arrange a payment schedule. REGISTRATIONS ARE TO BE RETURNED WHETHER OR NOT YOUR CHILD IS RETURNING TO SAINT JOHN FOR THE FOLLOWING SCHOOL YEAR.

Snow Emergency Information

In the event of a snow emergency, school closing or late start will be announced on the following radio and television stations:

WTSO (1070 AM)

WZEE (104 FM)

Q106 (106 FM)

WIBA (1310 AM)

WJJO (94.1 FM)

WMTV (Channel 15)

Cable Channel 6

WMLI (Lite 96 - 96.3 FM)

WMGN (98 FM)

WMMM (105.5 FM)

WOLX (94.9 FM)

WTDY (1480FM)

WISC-TV (Channel 3)

WYZM (105.1 FM)

WKOW (Channel 27)

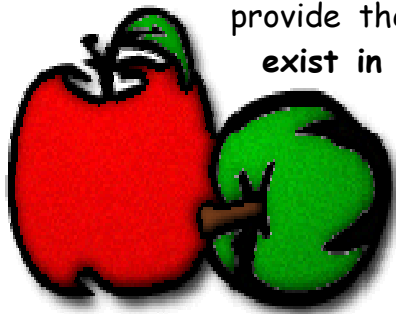
WMAD (92.1 FM)



Saint John School follows school closing, early dismissals, etc. of the public schools in Waunakee. This includes Kindergarten and Preschool.

Milk and Snack

Milk and snack will be served daily. Parents scheduled on a calendar will provide the snack. **Due to several serious allergies, which**



exist in our school population, do not send a shared snack that includes nuts: including peanut butter. It is strongly recommended that non-sugared snacks such as fruit, cut vegetables, popcorn, etc. be sent with the children as snacks.

Gum is not permitted at school or on the playground.

Please do not send gum as snacks or treats. We also suggest a non-food birthday treat. This could include pencils, stickers, sharing of a game from home, etc.

Tuition

The tuition amount set each year can be paid in full or monthly for 9 months beginning September 1st and ending May 1st. Statements will be sent, and your payment may be dropped off in the school office.

Visits to the School

Saint John School welcomes visitors to our school. Visits should be prearranged. Visitors are to check in at the office on arrival and obtain a visitor's pass and to check out when leaving.

If you are bringing an item for your child, please leave it in the office. It is important that there are limited interruptions to the classroom routine and learning atmosphere.

Volunteers

Diocese of Madison has established an Office of Safe Environment. This office oversees that our school and parish meet the compliance standards as monitored by the USCCB Office of Child and Youth Protection in accordance with their Charter for the Protection of Children and Young People.

Any person who is responsible for the independent supervision of children at a parish or school activity or event, or a parish or school sponsored activity, must be pre-screened using the same procedure for conducting employee criminal record background checks as required by the Diocese of Madison Policy DBA 4112.

The term "independent supervision of children", as used in this policy, refers to situations where

- One or more persons supervise children outside the presence of a person employed by, or a member of the clergy assigned to, the parish or school;
- A person who will have contact with children on a frequent or regular basis.

Volunteers at Saint John School must therefore

- **Attend a Protecting God's Children for Adults In-service**
- **Sign and have on file a Statement of Receipt and Agreement**
- **Sign an Authorization for Background Investigation that will authorize a background investigation before volunteering work may begin.**

Once a volunteer has completed all three requirements, their name will be placed on an approved volunteer list. Saint John School will only use volunteers on the approved list in the following areas:

- Classroom volunteers
- Participate in the athletic programs
- Field trip chaperones
- Volunteers for various school events
- Other instances where an individual will have frequent or regular contact with students

Please note that the policies set forth in this handbook are based in part on the Madison Diocesan Policy Handbook developed by the Diocesan Board of Education. This policy book is available in the school library.