

# Preschool Parent Handbook



**2017-2018**

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September, 2017

Dear Parents:

This Handbook is a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read this document thoroughly. After reading, please sign the Parent Agreement Form, bring the agreement to the Preschool office and it will be kept in your child's record.

Close co-operation between the home and school is essential to promote the best interests of the child. Parents are encouraged to make suggestions, communicate with your child's teacher, the administration and assist with special celebrations. The staff of St. John Preschool is a partner to you, as you are your child's most important teacher in your child's life.

It is our hope that this Handbook will be helpful to you in clarifying policy, and promoting understanding. Please contact me throughout the school year if you have questions or concerns.

Thank you,

Julie C. Copeland, M.S.Ed.  
St. John the Evangelist Preschool Director

## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

<sup>1</sup>Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service and integrity.

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

Saint John Preschool strives to aid the parents in instructing and forming their child in the message of Christ, the knowledge, attitudes and values that develop firm faith, a sense of responsibility, a respect for authority, and a consideration for the rights of others so that the child may be a contributing member of their immediate community and to their country.

Our early education aim is to make each learning activity for your child fun and game like, developmentally challenging but not frustrating, and a multi-sensory experience. We encourage activity. The students of Saint John Preschool are exposed to many concepts and encouraged in creativity. We are delighted at the mastery of concepts; however, mastery is not a forced expectation. There will be plenty of time in the future, during the elementary years, for mastery of concepts and review. Our focus is on exposure to appealing learning activities using developmentally appropriate practices.

## ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-3). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Office of Catholic Schools, the Office of Catholic Schools policies, guidelines or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the

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school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. **Any parent who wishes to speak with the principal/director may do so after an initial meeting with the classroom teacher.**

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal/director (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent-Teacher Organization.

## ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC CHILDREN***

The presence of children from other faiths provides a wonderful diversity to the school. However,

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the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school day.
- d. While Catholic teaching respects the various faith traditions of the children attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## **II. CURRICULUM**

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
  - b. Alternating periods of quiet time and active play
  - c. A balance of large muscle and small muscle activities is provided.
  - d. Various small group or large group activities through most of the day
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- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

## ***SUPPLIES AND MATERIALS***

A \$150.00 non-refundable supply fee for educational materials is due with the application.

The following is brought in on Meet the Teacher Morning or the first day of school: 2 large

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boxes of Kleenex, 1 white Elmer's glue bottle, 6 glue sticks and 2 containers of 'baby wipes' for hand cleaning, 1 box each of Ziploc sandwich and quart size, 2 boxes of Ziploc gallon size baggies. A Ziploc bag of a child's change of clothes that spans seasons (remember to put child's name on the baggie and the clothes).

## ***ASSESSMENT***

The school's program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children's strengths and weaknesses and to aid in revision of the curriculum and planning of instruction.

Written observational notes are distributed to parents twice yearly. Two conference times are scheduled into the school year.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Teacher / Parent conferences are held in November and May. The teacher and director are available throughout the school year to discuss the growth and abilities of your child and the student goals of the preschool/pre-k program. Call 540-347-5341 to schedule a meeting or conference.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

A formal "report card" is not issued to the Preschool and Pre-K students. Observational notes are sent home twice yearly. As professionals, the staff realizes that each student will progress at varied rates.

## ***RETENTION/PROMOTION/PLACEMENT***

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the particular needs of the child.

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- a. The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

The Director and teacher will confer with parents who are concerned about a student's progress and, if required, create a plan for placement. Parents are directed to have Fauquier County Schools conduct an assessment and intervention. A private physician may be integrated into the child's plan. If a parent refuses to engage in recommended assessment tools the child may be asked to leave the program by the Director and /or Principal. If a child's behavior interferes with learning or safety in the educational setting, the parent will be asked to remove the child from the program.

### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

##### **ELIGIBILITY**

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, the siblings may receive special consideration.

##### **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

There is no testing for pre-school admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the pre-school program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
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- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (Appendix J)
- f. A non-refundable application fee
- g. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Current Certification of Immunization
  - iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

#### **GENERAL CONDITIONS OF ADMISSION**

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

#### **INTERNATIONAL STUDENTS**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
    - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
    - c. Resides at the same U.S. address as the guardian;
      - i. Guardian cannot house more than two international students;
    - d. Pays tuition in full upon school admission;
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- e. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

To register a child, an application form is completed and a non-refundable registration and educational materials fee totaling \$150.00. per student is paid. An original birth certificate must be presented for identification verification. If attending the 2 1/2 year old program students must be that age by September 30<sup>th</sup> of the school year and 'potty trained'. Preschool students must be 'potty trained' and 3 years-old by September 30<sup>th</sup>, and Pre-K students must be 4 years-old by September 30<sup>th</sup>.

**Tuition and extended day fees are paid through the FACTS Tuition Management Program.** A Virginia School Entrance Physical, Immunization Certification Form, Diocese of Arlington Permission for Emergency Care Form, Pick-up Authorization Form and Handbook Agreement Form are required to be **completed before a child enters a program.** Immunizations may need to be updated once between the child's fourth and sixth birthdays. Additional paperwork required to complete the child's file is expected in August.

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<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.

## ***ATTENDANCE-***

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

**Except in cases of emergency as determined by the principal/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.**

### **ATTENDANCE/REPORTING PROCEDURES**

#### **ABSENCE**

The parent calls the preschool office 540-347-5341- to notify staff of student's absence due to illness or any other reason by 9:00 a.m.

#### **TARDINESS**

A student who is tardy should report to the principal/director's office or attendance office. A student who arrives late with an excused reason (i.e. director's note) is counted tardy.

Frequent cases of tardiness should be brought to the attention of the principal/director so that the parent may be contacted.

Preschool begins at 8:00 a.m. If you are arriving after that time, the child is considered tardy. The door to the preschool is locked by 8:30 a.m. Please ring the doorbell and office personnel will assist you.

**If your child is not participating in the "Preschool extended day" or "Lunch bunch" program; Preschool ends at 11:30 a.m. Late fees are calculated at \$5.00 per each five minutes or portion thereof.**

#### **MEDICAL EXCUSES**

Routine dental and medical appointments for students should be scheduled outside of school hours when possible. Appointments during school hours require a written note to the classroom teacher and an authorized adult to sign the child out of the classroom. In certain medical cases involving communicable disease a note allowing the student to return to school will be required. Contact the Preschool office for specific illnesses requiring doctor authorization for return.

#### **ANTICIPATED ABSENCE**

Please inform the student's teacher and office administration of a planned absence.

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## **RELEASE OF CHILDREN**

Parents must sign in/out their children when arriving late or being released outside of regular school hours.

An authorized adult must sign in and out each student daily. Never drop a child off in an unsupervised classroom. Students will only be released to authorized adults.

Authorized adults are the adults listed on the “Authorized Pick-up” sheet completed during registration. Any changes to this list must be given in writing to office personnel and teacher.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All Fees and Tuition **MUST BE PAID** prior to the release of the child’s records.

The school requires a full **30 day notice** of transfer and/or **total payment through the next month.**

## ***LUNCH/MILK PROGRAM***

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all children without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Preschool does not participate in the Elementary School lunch program. A parent provides lunch for “Preschool Lunch Bunch” and “Extended Day” preschool/pre-k participants. Children with food allergies are seated at a table where allergens are not present. Students wash hands before and after contact with food.

## ***ARRIVAL AND DISMISSAL***

There are two methods of student drop off:

**Option 1.** An authorized adult or parent walk student(s) in, sign at clipboard in the foyer area and escort child to the respective classroom. Please remember the parking lot safety rules.

No child(ren) can be left in an unattended vehicle.

Hold the hand of your child(ren) at all times.

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## **Option 2.**

At approximately 7:45 a.m. daily, a staff member will greet you at the handicap ramp at the side offices/ Preschool building. A guardian or parent unbuckles and hands off the willing student. A sign-in sheet will document the time and person delivering the student. After gathering 3-5 students a staff member will shuttle each to the correct classroom. **This service is only available from 7:45-8:00a.m.** The first few days of class staff/parents shall establish if a student might have a separation issue. **Only students willing to ‘make the break’ from Mom and/or Dad can use this method of drop-off. Students arriving before 7:45 or after 8:00 are escorted by an adult into the school.**

**11:30 dismissal** of students is a drive-through system using the portico of St. John the Evangelist Elementary School (SJES). We request parents enter via Winchester street, slowly proceed past the Church, down the hill and wait in your vehicle. A staff member will escort your child to the car for you to seat and buckle him/her. Approved persons must initial a sign out sheet at pick-up. Children will not be released to anyone not on the student’s approved list.

**During inclement weather the preschool/pre-K students dismiss from the side ramp of the Parish Office / Preschool building. Cars enter via Winchester St., circle around lot, and student is brought to the car.**

Please display the placard given to you on “Meet the teacher” morning.

**Whenever St. John Elementary School (SJES) has an ‘early dismissal’ day preschool / Pre-K students dismiss from the side ramp of the Parish Office / Preschool building at 11:45.**

If a class goes to St. John Elementary School for a presentation or for a special class, and the weather turns foul, that particular class will dismiss from the Elementary School portico. It is in the best interest of the person picking up the student to call the Preschool office when in doubt of pick-up method.

Preschool Extended Day Dismissal is from 11:30 to 6:00 p.m. from the preschool building. Late Fees will incur for a late pick up. Children staying later than 6:00 will incur additional fees for prompt payment and future use of the service may be denied. . Extended Day and tuition billing are handled by FACTS Tuition Management Company..

**Arrival and dismissal time are not designed for impromptu parent / teacher conferences. If you need to confer about the child’s behavior, or other issues, please call the Preschool Office to set up a convenient time for a private, meaningful exchange with the teacher or director.**

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **CHILD CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/director with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

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School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

## **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the educational records of a child contain information on more than one child, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, director, assistant principal and those to whom they extend access within a given year.)

The school administration may elect to provide at cost photocopies of a child's educational records to parents, but documentation is to be stamped "unofficial."

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is a ground for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
  - b. Student Assistance Plan
  - c. Eligibility Minutes
  - d. Student Assistance Team minutes
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The following student records are to be retained for 7 years or age 25 whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

## **SCHOOL VISITORS**

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL/ DIRECTOR'S COMMUNICATION**

The Principal and Preschool Director meet often to discuss pertinent information. The Principal receives copies of monthly newsletters and calendars that are sent from the preschool office. All announcements and information must be presented to the Director for approval prior to distribution.

### **TAKE-HOME COMMUNICATION**

All materials prepared by parents for release to the parish or school community must be approved by the principal/director or his/her designee.

The Preschool office generates a monthly family newsletter containing important information of school wide events, early dismissals, and a monthly calendar/snack menu. In addition, each teacher writes a monthly newsletter informing parents of classroom activities and events. These documents will be sent via e-mail. There is one 'communication folder' given to each student at the beginning of the school year. Please check this folder daily for creative work and time sensitive information. If the folder is lost the parent is expected to replace the folder in 24 hours.

### **TELEPHONE USE**

The Preschool telephone is available to parents in emergency situations. It is a business phone and should be kept available for school personnel and professional usage.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

*St. John the Evangelist School and Preschool* will follow Fauquier County Public Schools for three consecutive cancellation days. We will not automatically cancel for "cold weather" as our

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students do not wait at bus stops. The St. John School Principal, will confer with the Director of Maintenance, and onsite employees to make an informed decision about all closings. A phone call to your provided primary contact phone number will be made and an email will follow.

If SJS (St. John School) has a **1-hour delay**, Preschool will open at **8:00am for early drop off and at 8:45am for regular drop off.**

There is no 'early drop off' on 2 hour delay days. If SJS has a **2-hour delay**, Preschool will open at **9:30am.** Please walk your child into their classroom and sign in.

St. John Preschool dismissal remains at 11:30 am with extended-day until 6:00 pm. The final decision on driving your child to school is in your hands. **Please always use your best judgment in determining what is safest for you and your child.**

In the event of an emergency early dismissal, the preschool teacher/ assistant and office personnel will call parents and notify them of what time to pick up their child/children.

Tuition is not refunded for inclement weather days.

Tuition is not refunded for family holidays.

## **PHOTOS AND OTHER MEDIA**

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

## **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal/director. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

(\*Due to the complexity of Virginia State Law regarding car seats, St. John Preschool will not be traveling off-site for field trips. We invite special visitors and community helpers into our program to enrich the students' preschool experience.)

Field trips are privileges planned by teachers and approved by the school administration with

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educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (Appendix R).

In the event private automobiles/vehicles of children, parents or other authorized adults of at least 21 years of age are to be utilized to transport children on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/director for review and approval prior to the use of such vehicles. The principal/director shall have the right to prohibit for any reason a proposed driver from transporting children on a field trip.

Youth weighing less than 100 pounds may not be seated near the front seat air bag. Cell calls and texting are not permitted while driving. Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the child. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/director for approval prior to implementation and/or distribution.

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All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal/director, the PTO officers should prepare a budget and submit it to the pastor and principal/director for approval.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal/director.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the principal/director regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

**\*All parents are encouraged to participate in PTO meetings and events.**

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, director). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, director).

[Insert additional fundraising information here as needed--optional]

## ***TRANSPORTATION/PARKING***

St John School does not provide bus transportation. Parents and guardians are to transport the child(ren) to school. **The speed limit in the school/parish parking lot is 5MPH, be cautious and aware of children and dogs at all times!**

Children are not left unattended in vehicles.

<h2><b>V. FINANCES</b></h2>
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### ***SCHOOL TUITION POLICIES***

Tuition is processed through the FACTS Tuition Management Program. If a student enrolls after the initial registration period, the tuition is paid directly to the FACTS program in adjusted amounts. Only lump sum or quarterly payments are paid to the Preschool / Office or director. Tuition payment may be broken into 12-month, 10-month, quarterly, semi-annual, or lump sum payments for the financial planning of a family. **If tuition or extended day fees fall into arrears the student may be asked to leave the program.**

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Please contact the Preschool Director to discuss any tuition concerns.

## ***TUITION AND OTHER FEE SCHEDULES***

### **Saint John Preschool & Pre-K Tuition**

**Category 1** - Registered St. John parishioners attending weekly Mass and using envelopes.

#### **Yearly**

5 Days a Week:	\$3,335.
4 Days a Week:	\$3,075.
3 Days a Week:	\$2,605.
2 Days a Week	\$2,245.

**Category II** - Non-Catholic

#### **Yearly**

5 Days a Week	\$4,100.
4 Days a Week	\$3,735.
3 Days a Week	\$3,310.
2 Days a Week	\$2,950.

Additional Fees- \$150.00 yearly supply fee per child (non-refundable)

Preschool Extended Day is available daily or on a 'drop-in' basis, Monday-Friday 7:00-7:45 a.m. and 11:30a.m.-6:00 p.m. for a separate fee of \$6.00/ hour. An invoice is generated monthly. Fees must be paid before the onset of next month. Late fees will apply to late payments. The service is immediately discontinued if payment is not current.

## **VI. CHILD RESPONSIBILITIES & BEHAVIOR**

### ***CODE OF CONDUCT***

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and

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loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.
- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

## ***DISCIPLINE***

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

### **USE OF DISCIPLINARY ACTION**

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

### **SPECIFIC DISCIPLINARY POLICIES**

#### **SUSPENSION**

Suspension may be imposed as determined by the principal/director. Once the principal/director suspends a child, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

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## **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one full year.

## **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/director believes it necessary to expel a child, the principal/director will notify the child and the child's parents about the child's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the principal/director.

Children who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***REGULATIONS AND PROCEDURES***

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

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## ***CARE OF SCHOOL PROPERTY***

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

## ***DRESS CODE***

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/director.

The parent might choose to send a child to school in the St. John P.E. uniform. It is available for order at SEARS in Warrenton through the Land's End company.

### **DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION**

Preschool and Pre-K students shall dress in comfortable clothing, which can be easily manipulated by the child. This increases student independence. Girls wear shorts under their dress for modesty. No 'midriff' shirts are allowed. All clothing should be properly fitting and age appropriate.

Shoes should fit comfortably and be of athletic type with non-skid bottoms. PLEASE no dress shoes, or flip flops, these are not appropriate or safe for playground activities.

**The St. John Elementary School gym uniform is encouraged as an option for students. It is purchased through Land's End at Sears or online.**

## ***PLAYGROUND REGULATIONS***

Preschool and Pre-K share our fenced-in playground with SJES. We are on the playground at our pre-assigned time. There is some preschool age appropriate equipment for the children to climb and swing. Teachers spread out on the playground and keep a watchful eye for safety at all times. As a safety precaution, the preschool students have limited access to some of the playground equipment.

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access and use of microwave ovens are prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

St. John Preschool does not offer a 'Hot Lunch' program at this time. The Preschool extended

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day staff serves a home provided lunch to participants in the classroom. All classroom/snack rules apply at lunchtime. No one is to share food. Due to the manufacturer peanut disclaimers printed on numerous crackers, breads and snacks, it is necessary to define our program as an 'allergy safe environment'. The entire staff has annual allergen training. The school nurse individually assesses each trainee for the proper injection technique of the epi-pen and the proper care of a student with an allergy.

Substitute snacks are provided by the allergic student's parent. Substitute goodies for classroom parties are also parent provided. All substitute snacks are to be nutritious and approved by the teacher or Director.

## ***SHOW & TELL***

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reasons. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include but not be limited to expulsion.

Each classroom has a "Show & Tell" policy that the teacher will share with the students and parents. All "Show & Tell" items should be related to the classroom lesson themes and have educational value.

# **VII. HEALTH, SAFETY & WELFARE**

## ***STUDENT HEALTH, SAFETY & WELFARE***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
  - b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.
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Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal/director who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in loco parentis or school personnel.”

## **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

## **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

## **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

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Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

Ill children are confined to the Elementary School clinic or the Preschool office. Sick children are kept isolated and supervised until the parent or emergency contact arrives in a timely manner (**30 min**) to take the ill child home. A parent or adult authorized to pick up a child on the emergency contact form will be contacted whenever there are signs of illness. A child with a temperature (100.0 and above), who is vomiting, exhibiting flu symptoms, is lethargic or complaining of feeling ill, will be sent home.

If the student becomes ill at the Elementary School building the parent will pick her/him up from that facility. **A child must be fever free for 24 hours before returning to school.** It is imperative that a child with a fever not be given an analgesic and sent to school. This practice encourages the spread of disease and is unwise at any age.

## **MEDICATION ADMINISTRATION OVERVIEW**

All school clinic, administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
  - b. After the first dose of any medication has been given at home;
  - c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
  - d. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
  - e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the
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original prescription. The new prescription must also be brought to the school in the original container as stated above;

- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared by other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal/director or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (Appendix F-6). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.(Does not apply to Preschool aged children)

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency life-saving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

#### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the

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school principal/director/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

#### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

#### **USE OF MICROWAVE OVEN**

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens are prohibited.

#### **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms and parental publications.

All schools must provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal/director and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, and janitorial staff.

## ***INFECTIOUS/COMMUNICABLE DISEASES***

#### **DISEASE**

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner

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when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

Confidentiality and respect for all students are maintained. A doctor's note may be required after

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head lice infestation and other contagious diseases.

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

Saint John Preschool conducts an emergency evacuation drill regularly with the staff and children. Emergency evacuation procedures are posted in each room. The Fire Marshall inspects the facility and emergency procedures yearly. Each staff member is familiar with these procedures. Tornado, earthquake and intruder drills are also practiced.

## ***SEXUAL HARASSMENT - STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who

engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

In cases of reported bullying, the principal/director or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

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Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal/director may also report incidents of bullying to law enforcement if appropriate.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, St. John the Evangelist Preschool conducts an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The St. John the Evangelist Preschool Asbestos Management Plan has several on-going requirements.

It is the intention of St. John the Evangelist Preschool to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Ms. Dawn Wimer, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to her at 540-347-2922.

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## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

- a. In the discretion of the principal/director or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules and other applicable laws or rules, including but not limited to use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

## **VIII. CHILDREN WITH SPECIAL NEEDS**

The Catholic school recognizes the beauty and potential inherent within each child. In an effort to

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foster continued growth, the school embraces the challenge to provide assistance and programs to serve children with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a child who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A child may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a child has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the child's confidential file. Children who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Children with disabilities are expected to follow the school's policies and honor code.

## **IX. PROGRAM INFORMATION**

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

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Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office  
3701 Pender Drive, Suite 125  
Fairfax, VA 22030  
(703) 934-1505

Verona Licensing Office  
Post Office Box 350  
Verona, Virginia 24482-0350  
(540) 248-9345

Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

Piedmont Regional Office  
Commonwealth of Virginia Building  
210 Church Street, S.W., Ste. 100  
Roanoke, VA 24011-1779  
(540) 857-7920

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-3990

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-5490

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345



## ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

## ***OVER-THE-COUNTER SKIN PRODUCTS***

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reaction. Manufacturer's instructions for age, duration and dosage shall be followed.

## ***INSURANCE***

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

## ***TAX INFORMATION***

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the school will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

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## ***PARENTAL INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

### **BIRTHDAY PARTY POLICY:**

Parents may send in a treat for the student's birthday. A mini-cupcake or cookie is reasonable. A parent may stop in for 5-10 minutes to hear the class sing Happy Birthday if pre-arranged with the teacher. Birthday parties **are not** held in the classroom.

Birthday party invitations should be mailed or discreetly handed out in the parking lot unless all classmates are invited. If the entire class is invited the invitations can be sent home via the students' communication folder.

## ***LEARNING THROUGH PLAY***

Play is the most developmentally appropriate and productive avenue for young children's learning. Play has all the characteristics of a complete educational process. It secures concentration for a great length of time. It develops initiative, imagination and interest. There is complete emotional involvement. Play is inherently individual and has no pre-determined expectations. There can be no "failure" in play. Each child is free to succeed at self-chosen tasks, and this success leads to feelings of competence, self-worth and the willingness to try new things.

Young children are learning all the time and it is the preschool's responsibility to guide them in the learning process. Learning takes place when children can question, explore, share information and ideas and try new activities. This Parent Guide is an outline of our religious and educational goals for young children.

## ***WHAT DID YOU DO IN PRESCHOOL TODAY?***

It is natural for parents to wonder what their children are learning in preschool. Children often answer the question, "What did you do in preschool today?" by saying, "I just played." While children are playing, they are learning. Play is the most important way children learn about themselves and their world.

While each preschool day has time for teacher directed and structured activities, play experiences will provide many learning opportunities that will serve as a foundation for more academic learning later. Young children learn through actions and through exploration in the environment. Though preschool children can be taught to memorize information such as alphabet letters and sight words, this information will not be meaningful if simply learned through rote drill. For a child to fully understand a concept, the information must be meaningful in the context of the child's experiences and development. When learning is relevant to the young child, not only is comprehension improved, but motivation to learn is also increased.

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## ***WHAT CHILDREN LEARN FROM CENTER ACTIVITIES***

Learning centers in classrooms foster the development of the whole child and provide opportunities for children to play and learn. Centers combine hands-on experiences for children with opportunities to feel successful and to enjoy their first school adventure.

### **ART CENTER AND EASEL**

Children are offered both open-ended and theme-related art projects. Through art activities children learn to:

- a. Make choices
- b. Follow directions
- c. Use their imaginations
- d. Explore different textures and media
- e. Use fine motor and visual perception skills
- f. Plan and carry out a task
- g. Share information and ideas through their drawings

### **BLOCK CENTER**

Blocks, the hard wood units that come in proportional sizes and shapes, are one of the most valuable learning materials in the classroom. When children build with blocks, they learn to:

- a. Develop and coordinate small and large muscles
- b. Engage in cooperative play and work
- c. Classify and sort objects by size, shape, and function
- d. Understand symmetry, patterns, and balance
- e. Use props and accessories to further stimulate creative play
- f. Develop a sense of personal accomplishment

### **COMPUTER CENTER**

In order to provide developmentally appropriate technology skills, children are given computer opportunities on a rotating basis. Our preschool technology program provides a complete early learning software collection for children ages 3 – 7. Children may choose from a menu of software selections and work at their own pace. Computer use in a preschool setting promotes:

- a. Social development
- b. Turn taking and sharing
- c. Peer tutoring
- d. Individual learning styles

### **DRAMATIC PLAY**

Young children have rich and fertile imaginations and dramatic play encourages children to express themselves in their own ways. Participating in dramatic play allows children to:

- a. Use their imaginations
  - b. Play adult roles
  - c. Develop abstract thinking abilities
-

- d. Imitate behaviors
- e. Share, take turns and cooperate
- f. Use and expand their language skills

### **LIBRARY AND LISTENING CENTER**

When children are read to regularly and encouraged to look through books on their own, listen to story tapes and make up their own stories, they develop the motivation and skills to read and write. Books help children to:

- a. Expand their imaginations and creativity
- b. Become familiar with the importance of print as a means of communication
- c. Retell a story by reading the pictures
- d. Expand their vocabularies
- e. Gain information, acquire knowledge and learn about social responsibilities
- f. Develop an appreciation of reading

### **MANIPULATIVES/TABLE ACTIVITIES**

Manipulatives provide children with a wide variety of challenging opportunities to learn new skills. They offer children a quiet activity they can do alone, with a friend or with a teacher. Use of manipulatives encourages:

- a. Self-control
- b. Perseverance
- c. Visual discrimination skills
- d. Logical thinking
- e. Emergent math skills, such as counting, sequencing and classifying
- f. Problem solving by trial and error with a varied assortment of materials

### **MEDIA/SENSORY TABLE**

The Media/Sensory Table extends classroom activities. Through the use of selected materials and props, children learn to:

- a. Explore different materials
- b. Make discoveries about the physical properties of materials
- c. Share materials

### **OUTDOOR PLAY**

Outdoor Play is an extension of the classroom that satisfies physical needs for large muscle activities and also develops a sense of wonder about things that take place in nature and the beauty of God's creation. Outdoor Play promotes:

Development of large muscle skills

- a. Upper and lower body strength
  - b. Balance and coordination
  - c. Spatial awareness
  - d. Persistence and endurance
-

- e. Safety awareness
- f. Cooperative play
- g. Appreciate God's glory

### **PLAYDOUGH TABLE**

Rolling, patting or pinching playdough provides a satisfying experience for children. By working with playdough, children can:

- a. Engage in pretend play
- b. Use their imaginations
- c. Explore through their sense of touch
- d. Experiment with different tools
- e. Develop small muscle skills

### **WRITING CENTER**

The writing center provides opportunities for children to improve their fine motor skills and eye-hand coordination as well as develop “emerging” literacy skills. With encouragement, practice and time, scribbles become lines and lines letters. Story dictation enhances children's language skills as children learn that what is said can be written down and then read back. The Writing Center invites children to explore the world of print through:

- a. Writing tools such as pencils, crayons and chalk
- b. Printing tools such as stencils and stamps
- c. Paper items such as individual journals, envelopes, construction paper and magazines
- d. Additional tools such as scissors, hole punch, stapler, scotch tape and paper clips

## ***WHAT CHILDREN LEARN FROM GROUP ACTIVITIES***

Learning to get along in a large group provides a variety of learning experiences.

### **CIRCLE TIME**

Circle Time provides an opportunity for children to develop a sense of belonging to a group. Children learn to share ideas and listen to the ideas of others. At Circle Time teachers encourage children to:

- a. Pray together and for one another
  - b. Listen
  - c. Follow directions
  - d. Focus on an activity
  - e. Respond to questions
  - f. Observe and learn from others
  - g. Be self-confident
  - h. Exercise self-control
  - i. Be compassionate
-

### **MUSIC AND MOVEMENT**

Music and movement activities provide additional opportunities for children to participate as a group in cooperative play. Music is an outlet for children's energy and high spirits and benefits their development in a number of ways. Music and movement activities allow children to:

- a. Refine listening skills
- b. Increase their vocabulary
- c. Improve balance, coordination and rhythm
- d. Manipulate and experiment with instruments
- e. Develop an appreciation of music from different cultures and music of the liturgy

### **SNACK/LUNCH TIME**

Snack/Lunch Time allows children to come together to share food and a blessing. During Snack/Lunch Time children:

- a. Follow routines
  - b. Thank God for His blessings
  - c. Socialize with peers
  - d. Develop good hygiene habits
  - e. Try new foods
  - f. Develop eye-hand coordination and use of small muscles
-

## X. APPENDICES

School Forms are available in the Preschool office or online at the school web address [www.sjesva.org](http://www.sjesva.org) under the tab 'Resources' and then 'Forms'

### Checklist for Preschool Items to Bring to "Meet the Teacher Morning"

- \_\_\_\_\_ \$6.50 in **cash** to pay for Scholastic Magazine (**Pre-K only**)
- \_\_\_\_\_ Ziploc bag with labeled change of clothes that spans seasons
- \_\_\_\_\_ 2 Large Boxes of Tissues
- \_\_\_\_\_ 6 Elmer's glue sticks
- \_\_\_\_\_ 1 bottle of Elmer's white school glue (no gel)
- \_\_\_\_\_ 1 each Ziploc baggies- sandwich, quart sizes
- \_\_\_\_\_ 2 Ziploc gallon size baggies
- \_\_\_\_\_ 2 boxes Disposable Baby Wipes (for classroom hand cleaning)

**If you have not already done so, please complete the following forms and bring them with you to "Meet the Teacher Morning": forms can be found on our website [sjesva.org](http://sjesva.org) under the tab 'Resources' and then 'Forms'**

- \_\_\_\_\_ School Entrance Health Form. **Your child cannot begin school without this form on file.**
  - \_\_\_\_\_ Diocese of Arlington Permission for Emergency Care [sjesva.org](http://sjesva.org)
  - \_\_\_\_\_ Pick-up Authorization
  - \_\_\_\_\_ Teacher Survey
  - \_\_\_\_\_ Waiver Information/Right to Object on website [sjesva.org](http://sjesva.org)
  - \_\_\_\_\_ Preschool Parent Handbook Agreement
-



**St. John the Evangelist Preschool**

**Pick up Authorization**

I (Parents Name) \_\_\_\_\_ hereby grant permission for  
\_\_\_\_\_ to be transported to and from the  
preschool by  
the person/persons listed below.

Please include names of all carpool drivers and any neighbors or relatives who  
are authorized to pick up your child from school.

Names :

Phone Numbers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of persons not legally authorized to pick up your child.

\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature

\_\_\_\_\_

Date \_\_\_\_\_

**\*The staff will require a picture ID from individuals with whom we are not familiar.**

***DAILY SCHOOL SCHEDULE- EXAMPLE***

7:00 a.m.	Before School care Opens
7:45 a.m.	Curbside drop -off
8:00 a.m.	School begins – Morning gathering includes Prayer and the Pledge of Allegiance. Introduction of theme for the day. Morning circle time.
8:30 a.m.	Free choice from a variety of planned activities which include media, manipulatives, math, fine motor development, creative expression, sensory tub and science. Teacher-directed activities, which will include theme activities and concepts reading of stories, ‘art’ activities, group discussions, musical activities, and free-choice play.
9:30 a.m.	Circle time, letter, phonics, and number presentation
9:45 a.m.	Return to centers
10:30 a.m.	Prayer and snack. Our preschool provides a snack each morning and each month. Parents are encouraged to join us for Special Party Celebrations, on birthdays and holidays.
10:50 a.m.	Presentation of calendar and weather discussion. Book reading
11:05 a.m.	Outdoor play on the playground located behind the white building (old convent) at the end of our parking area. The preschool enjoys being able to share the playground with our elementary school. Our children are on the playground during the preschool’s assigned time.
11:30 a.m.	Closing prayer and first dismissal
11:30 a.m.	<b>Extended Day</b> – gather, attendance, free play, centers
12:30 p.m.	Lunch
1:00 p.m.	Rest time
1:45 p.m.	Clean -up
2:00 p.m.	Playground
2:45 p.m.	Centers, free choice, craft
4:00 p.m.	Snack
4:20 p.m.	Free choice and centers
6:00 p.m.	Dismissal / closing

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Diocesan Forms-may be available on [sjesva.org](http://sjesva.org) website or in Preschool Office:

Permission for Emergency Care Form (*Appendix F-1*)  
Confidential Health History Update (*Appendix F-1A*)  
Virginia School Entrance Health Form (*Appendix F-2*)  
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)  
Inhaler Authorization Form (*Appendix F-3*)  
Asthma Action Plan (*Appendix F-3A*)  
Epipen/Twinject Authorization Form (*Appendix F-4*)  
Allergy Action Plan (*Appendix F-4A*)  
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)  
Diabetes Medical Management Plan (*Appendix F-5A*)  
Medication Authorization Form (*Appendix F-6*)  
Confidential Individual Health Office Visit Record (*Appendix F-11*)  
Waiver Information/Right to Object Form (*Appendix N*)  
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)  
Academic Intervention Plan (*Appendix AA*)  
Preschool Handbook Agreement Form (*Appendix AG-3*)

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**PRESCHOOL HANDBOOK AGREEMENT FORM**  
**St. John the Evangelist 2017-2018**

PARENT/GUARDIAN

I have received a current copy of the Parent/Child Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies contained therein, and will require my child(ren) to comply with the policies which apply to children.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or the Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

(Parent Signature)\_\_\_\_\_

(Printed Name)\_\_\_\_\_

(Date)\_\_\_\_\_





## Saint John Preschool Tentative Calendar 2017-2018

### AUGUST

- 15 **The Assumption of Mary**
- 21 Teachers report – Teacher’s In-Service
- 28 First Day of Elementary f School
- 31 “Meet the Teacher Morning”  
9am-10am for 3Day PS and All Pre-K  
10am-11am for 2Day Preschool

### SEPTEMBER

- 4 **Labor Day- No School**
- 5 First Day of PS for 2 day students and  
Pre-K 4/5 Day students  
Extended care begins 7-7:45 a.m. and 11:30- 6:00 p.m.
- 6 First day of School for 3Day PS and Pre-K 3Day students
- 14 Back to School Night 7 -9 p.m. in Elementary School
- 21 **“Welcome to School Celebration” in Mercy Hall  
10:30 a.m.**
- 22 **Preschool Curbside Pickup at 11:45pm**
- 25-26 Preschool Pictures
- 29-30 **Oktoberfest 4pm - 10pm**

### OCTOBER

- 2-6 Phantom Bake Sale
- 9 **Columbus Day-No School**
- 27 **Professional Development – No School**
- 27 “Trunk or Treat” 5pm-9pm
- 30-31 Fall Party and Games (No costumes)

### NOVEMBER

- 1 **All Saints Day**
- 9 **2 Day Preschool Parent/Teacher Conferences – No  
School for 2Day PS**
- 10 **Parent/Teacher Conferences –  
No School – All Classes**
- 12-18 Discover Catholic Schools Week
- 13 **America Day – Wear Red/White/Blue**
- 14 **Inside/Out Day**
- 15 **Wacky Wednesday**
- 16 **Hat Day**
- 17 **Favorite Sports Team T-Shirt Day**
- 17 Open House 4pm – 7pm
- 20-21 Thanksgiving Celebrations in Mercy Hall
- 21 **Mercy Hall Pickup – No Extended Day**
- 22-24 **Thanksgiving Break –No School**

### DECEMBER

- 7-8 St. Nicholas Day
- 8 **Immaculate Conception, Holy Day**
- 9 **Breakfast with Santa**
- 13 Christmas Program 6:30 p.m. in Trinity Hall
- 19-20 Classroom Christmas Celebrations
- 20 **Classroom Pickup - No Extended Day**
- 21 Christmas Break Begins

### JANUARY

- 3 Preschool Resumes
- 15 **Martin Luther King Day – No School**
- 16 **Professional Development – No School**
- 28 Catholic Schools Week
- 29 Preschool Registration begins for 2018-19
- 20-30 **SJS T-Shirt Day**
- 31 **PJ Day/Mother Goose**

### FEBRUARY

- 1 **PJ Day/Mother Goose**
- 2 **Mardi Gras Party – Curbside Pickup at 11:45**
- 2 **Family Fun Night – Chili Cook Off**
- 3 Open House 9am-12pm
- 13-14 Valentine’s Day Parties
- 14 **Ash Wednesday**
- 19 **Presidents’ Day – No School**

### MARCH

- 1 Reading Rocket Program Starts
- 12 **Professional Development- No School**
- 26-27 Easter Class Parties
- 28-29 EPSF Screening
- 29 **Holy Thursday – Curbside Pickup at 11:45  
No Extended Day**
- 30 **Good Friday – No School**
- 30 **Easter Break – No School**

### APRIL

- 2-6 **Easter Break – No School**
- 9 Preschool Resumes
- 10 **Preschool Principal’s Chat 8:15am**
- 17-18 Spring Pictures
- 25 Spring Celebration-Mercy Hall-10:30am

### MAY

- 10-11 Mother’s Day Tea 10:30am
- 11 **Curbside Pickup at 11:45am**
- 15-16 Dads and Doughnuts 8:00am – 8:30am
- 17 **2Day Preschool Parent/Teacher Conferences  
– No School for 2Day PS**
- 18 **Parent-Teacher Conferences-  
No School-All Classes**
- 23 Preschool Spring Program in Trinity Hall 6:30pm
- 25 **Last Day of School-Classroom Pickup  
-No Extended Day**
- 28 **Memorial Day-No School**

### Fun and Learning Camp Schedule

- May 29 – June 1
- June 4 – June 8
- June 11 – June 15