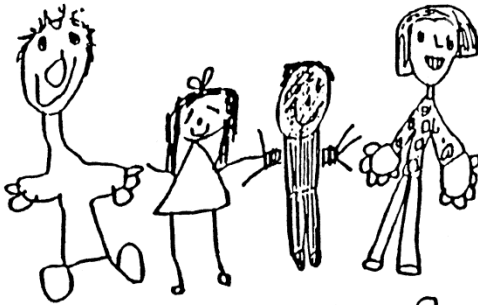


PARENT HANDBOOK



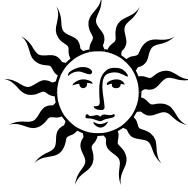
WE ARE SPECIAL

ST. JOHN'S CHRISTIAN PRESCHOOL
4629 ASPEN HILL ROAD
ROCKVILLE, MD 20853
301-946-4977
sjkidsabc@verizon.net
www.stjohns-rockville.org

1966

Tax ID# 52-1890498
LIC. # 15-43094

2011



*The work of water is bubbles!
Day is the job of sun.
Green is the business of gardens,
and the duty of children is fun!*

-- Joan Walsh Anglund --

St. John's Christian Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and athletic and other school administered programs.



We dedicate this handbook to the children who have
passed through our red doors

WE LOVE THEM ALL!

Mission: "To shepherd growing and developing children in
a Christian environment."



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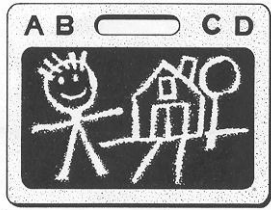
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Preschool

WELCOME

September 2011

TO OUR PARENTS:

The staff of St. John's welcomes you and your child to our school. We wish your child many fun-filled learning experiences in a nurturing Christian atmosphere. We wish you, the parent, a rewarding experience as you watch your child grow and flourish. **At St. John's Christian Preschool we want all children to know that they are SPECIAL!**

Our handbook will inform you of St. John's policies, programs, and operation. We suggest you read it carefully and keep it close at hand for reference throughout our busy year. If you have a question, please feel free to call me.

All of us are eager to become acquainted with you and your child. We hope you and your family find a warm welcome at St. John's!

Sincerely,

Virginia Cameron

Director

Email-sjkidsabc@verizon.net

STATEMENT OF PURPOSES

PRESCHOOL PRIMER



In 1966 a group of concerned parents at St. John's felt a need to provide an educational experience for their preschool age children in a Christian environment. To fulfill this need, they organized St. John's Lutheran Preschool, a non-profit organization to be operated by St. John's Lutheran Church. The preschool was established for the purpose of promoting the mental, physical, emotional, social and spiritual growth of children under professional supervision and guidance through a comprehensive program of instruction with a daily emphasis on Christian attitudes.

In the summer of 1994 the school became incorporated under the name of St. John's Lutheran Preschool, Inc. This is the corporate entity that operates and governs the school. There is close communication between the Board of Directors and St. John's Church Council at all times. The Chairperson is the council's key link with the corporation and the Chief Officer of this corporate entity responsible for overseeing the governing and operating the preschool.

Through the years the program has continued to expand to the present enrollment of nearly 90 students, ages 2 through 5, who are attending classes for 2, 3 or 5 days per week from 9:00 a.m. to noon or 1:30 p.m. Less than 10% of the total enrollment are children of members of our congregation. However, the Church Council has recognized the need for a Christian preschool in our community and continues its support.

In May of 2000 the school's name was changed to St. John's Christian Preschool to reflect the significance of our mission statement - "To shepherd growing and developing children in a Christian environment."

The preschool is staffed by a director, dedicated teachers and assistants and a treasurer. The entire staff is constantly striving to instill in the children a positive self-image, realizing that a child with self-esteem is more likely to develop into a loving and caring adult. Of course, our pastor makes his contributions to the program with the weekly chapel service he leads.

BOARD OF DIRECTORS

The Board of Directors consists of members of St. John's Lutheran Church and the Director. The Pastor and Treasurer are ex-officio members. The Board of Directors determines school policies, hires staff and sets the budget. Members currently meeting monthly include:

Durond Brown	301-570-6242
Virginia Cameron (Director)	301-460-8879
Kathy Deppe	301-340-9170
Lisandra Knotts	301-279-0207
Marilynn Schreiberstein (Treasurer)	301-519-1830
Lisa Tekelenburg	301-598-3334
Martha Wagner (Chairperson)	301-603-8148

PRESCHOOL STAFF

All teachers have earned a four-year college degree. All assistants are experienced in working with young children.

Director

Virginia Cameron	301-460-8879
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Office Assistant

Kathy Arvedlund	301-681-7254
-----------------	--------------



Teachers

Debbie Ball	301-460-5660
Laurine Cooke	301-593-8859
Joan Nagiel	301-871-6606
Cathy Sintetos	301-603-1792

Assistants

Nancy Karchnak	301-460-9717
Betty Mott	301-603-8906
Suzy Ozkayan	301-260-8038
Louise Whitsell	301-946-7253

If you have any suggestions or comments concerning school policies, programs, or operations, please call on any of the above concerned persons.

SCHOOL REGULATIONS AND POLICIES

ENROLLMENT AND ADMISSION

1. Applicants for St. John's Christian Preschool must be at least 2, 3 or 4 years old by September 1st of the year they enter for the 2, 3 and 4-year-old classes, respectively. School policy requires children to be toilet trained before entering school. Diapers and "pull-ups" are NOT permissible during school hours. The ONLY EXCEPTION is the 2-year-old class which meets in the Toddler Nursery; this classroom contains an approved diaper changing station.
2. A non-refundable registration fee and a refundable one month's tuition (May's tuition) are payable for each child with the application for admission.
3. Parents will receive written confirmation of acceptance within one week of the school's receiving completed registration papers and the deposit.
4. MEDICAL FORMS FURNISHED BY THE SCHOOL MUST BE SIGNED BY A PHYSICIAN AND FILED AT SCHOOL IN COMPLIANCE WITH THE HEALTH DEPARTMENT. Immunizations must be current unless a contradiction exists.
5. Registration begins in January for the following school year. The priority rating system, valid for 1 week, extends through "d" and is as follows:
 - a. children of confirmed members of St. John's Lutheran Church at time of registration.
 - b. children presently enrolled in St. John's Christian Preschool.
 - c. siblings of children presently enrolled in St. John's Christian Preschool.
 - d. siblings of children who have attended St. John's Christian Preschool in the past 5 years, but not currently.
 - e. children in the community-at-large.
6. The school maintains a waiting list for all classes to cover any openings that might occur.
7. Should enrollment involve a child with a documented special need, the parent must first meet with the Director to determine if the school has the resources to meet the child's needs.



TUITION AND REFUNDS

1. Monthly tuition payment shall be paid on or before the 1st of each month and is considered delinquent if not received by the 5th of the month. Parents may be asked to withdraw a child if tuition is more than one month delinquent.
2. All tuition shall be payable by check (no cash) to St. John's Christian Preschool. Any check returned by the bank will result in the charge of \$30.00; after a 2nd returned check, only a money order will be accepted as payment.
3. Mail tuition to: St. John's Christian Preschool, 4629 Aspen Hill Road, Rockville, MD 20853.
Teachers will not accept payments; however, you may hand deliver your payment to the preschool office mailbox marked "tuition payments". The preschool office is located in the preschool hall. Do not send payments to school with the children.
4. No adjustment of fees can be made by the school for absences, withdrawals or dismissals.
5. Tuition rates for 2011-2012 are as follows:
2-day (2's) classes \$ 250.00 per month
2-day (3's) classes \$ 198.00 per month
3-day (3's) classes \$ 297.00 per month
3-day (4's) classes \$ 231.00 per month
5-day (4's) classes \$ 385.00 per month
6. We also offer an optional annual or semi-annual tuition payment plan. Tuition may be paid on a 4 or 8 month basis.



	<u>1st</u> <u>payment</u>	<u>2nd</u> <u>payment</u>	<u>Annual</u> <u>payment</u>
2-day (2's)	\$ 1000.00	\$ 1000.00	\$ 2000.00
2-day (3's)	\$ 792.00	\$ 792.00	\$ 1584.00
3-day (3's)	\$ 1188.00	\$ 1188.00	\$ 2376.00
3-day (4's)	\$ 924.00	\$ 924.00	\$ 1848.00
5-day (4's)	\$ 1540.00	\$ 1540.00	\$ 3080.00

The semi-annual payment made in September on Orientation Day is for the months of September, October, November and December 2011. The second payment is due on or before January 1, 2012, for the months of January, February, March and April 2012 (May is the required registration deposit).

7. There is no charge for field trips, snacks, special events and Weekly Reader.

WITHDRAWAL

1. The school reserves the right to request the withdrawal of any child for good and just cause.
2. A parent may withdraw a child at any time during the school year, but written notice must be given 30 days prior to departure if May's tuition is to be refunded.



ABSENCE, ILLNESS, ACCIDENTS AND TOILETING

1. Any child who shows signs of illness should not be sent to school. The health department stresses that a child with a yellow or green nasal discharge be kept at home, and we concur; this is easily overlooked as a sign of illness. If a child becomes ill at school, we will contact the parents at once.
2. **PARENTS SHOULD NOTIFY THE SCHOOL IMMEDIATELY IF A CHILD HAS BEEN DIAGNOSED AS HAVING A COMMUNICABLE DISEASE. THE PRESCHOOL WILL IN TURN NOTIFY THE PARENTS IN THAT CHILD'S CLASS OF POSSIBLE CONTACT.**
3. CCA regulation requires this school not re-admit a child after an absence due to illness for 3 days or more without first receiving a written statement from the parent or physician that the child may return to a regular schedule.
4. If your child is on any medication, make sure the teacher is aware of this. Medication often causes behavioral changes.
5. If an absence is anticipated, or if your child is unable to attend for any reason, please advise the child's teacher.
6. If your child is allergic to any foods, fibers, plants, animals, etc., be sure the teacher is aware of this.
7. Every precaution for safety is taken in school situations, but should an accident occur, appropriate first aid will be administered at the school and the parent notified immediately. We will use the information on the emergency form on file to contact a relative/friend should the parent not be available. In extreme cases, a staff member will accompany the child to the hospital, should such action be necessary.
8. The classroom teacher or assistant accompanies a child to the bathroom if the parent has, on the home information sheet, deemed assistance necessary. Any child who has an accident at school will be changed at once, in the bathroom, by the classroom teacher or assistant. We keep extra clothing on hand for this need. Parents of newly trained children may prefer to send in a change of clothes.

SOLICITATION

The school maintains a non-solicitation policy. Class lists, for example, are not to be used for business purposes.



SCHOOL CALENDAR AND SNOW DAYS

1. A calendar of school events and holidays is found on the last page of the school handbook. Please refer to this calendar for St. John's specific holidays.
2. If it is announced that the county public schools are closed due to weather conditions, this school will also be closed. This school will reopen, if closed because of weather conditions, the same date the county schools open. If the county schools have a delayed opening, the preschool will remain closed. If the county schools close early due to inclement weather, we will close at the same time as MCPS. The Board of Directors will take into consideration the number of missed days in planning make up days. (MCPS emergency hotline number is (301) 279-3676).

ATTENDANCE

Parents are required to initial their child's daily attendance record, both arrival and departure times. A designed carpool driver may also take on the responsibility.

HOLIDAY OBSERVANCES

We observe the following holidays with the children: Halloween, Christmas, Valentine's Day and Easter. Specifically, Halloween involves the fun of dress-up and pretend with a costume parade, party, snack and games. At Christmas time we place priority on the celebration of Jesus' birthday and to that end make family gifts, cards, a crèche, learn simple Christmas carols and read age-appropriate biblical stories about the birth of Christ. The pastor highlights this theme in their weekly chapel service. We also acknowledge the secular aspect of Santa, who appears at the Christmas parties. Valentine's Day finds us emphasizing family love and friendships. The children exchange valentines, make family valentines, and enjoy a party, snack and games. Easter is the story of Easter Sunday wherein we highlight the resurrection and new life through age-appropriate books.

Again, the Pastors touch on this theme in their weekly chapel service. The children make a family Easter card. At the Easter party the children enjoy a special snack, games and a treat from the bunny.



CHAPEL

1. Each week the pastor of St. John's Lutheran Church will lead the children in a devotional service in the chapel. This reinforces their learning about the Christian faith, provides an opportunity for worship on their level and includes a prayer, a song and a brief Bible or Christian attitude story.
2. The teachers follow an established Christian Education curriculum, and to that end also teach a weekly Bible or Christian attitude story.

TRANSPORTATION AND CARPOOLS

1. Carpools are arranged by parents from the enrollment list given to every family in September.
2. All children must be delivered and called for by the person designated in writing on the carpool schedule that is filed with the teachers. Such designations may be changed by the parent in writing when necessary.
3. WE ASK THAT THE DRIVERS BRING EACH OF THEIR CHILDREN TO THEIR ASSIGNED ROOMS. PARENTS SHOULD MAKE CERTAIN A STAFF MEMBER IS PRESENT BEFORE LEAVING ANY CHILD IN A CLASSROOM.
4. The children cannot be released from their rooms at dismissal time until the designated driver is at the classroom door and has signed out the child/children in his/her care.
5. Permission to go home in another carpool or to a friend's house should be requested in a note to the teacher.

6. ALL CARS ENTER THE CHURCH PARKING LOT BY ASPEN HILL ROAD AND LEAVE BY THE IRIS STREET EXIT. (THE PARKING LOT IS ONE WAY, PLEASE!)
7. PLEASE PARK IN DESIGNATED SPACES ONLY AND NEVER IN FRONT OF THE DOOR OR HANDICAPPED SPACES. ALWAYS WATCH FOR CHILDREN!



ARRIVAL AND DEPARTURE TIME

1. The preschool's classes are in session weekdays from 9:00 a.m. to 12 noon, or 1:30 p.m. The exception is the 2-year-old classes, in session 9:15 a.m. to 11:45 a.m., Tuesday through Friday.
2. Children may enter the building beginning at 8:55 a.m. There is sufficient time for the child to enter, remove outerwear, engage in an activity and separate comfortably from the caregiver. The designated driver must sign in all children in his/her care.

LATE PICK-UP FEE

ANY CHILD NOT CALLED FOR BY 12:05 FOR THE A.M. SESSION OR 1:30 P.M. (EXTENDED HOURS) WILL BE TAKEN TO THE PRESCHOOL OFFICE TO WAIT, WITH A STAFF MEMBER, UNTIL THE CAREGIVER ARRIVES. A LATE FEE OF \$5.00 PER MINUTE WILL BE ASSESSED AFTER THAT TIME, AND THE PAYMENT SO RECORDED. The clock in the office will serve as the guide in determining the correct time. All monies collected through late fees will be added to the special events fund which serves all children. Payment is due at time of pick-up. (Late fees for the 2-year-old class will be assessed after 11:50 a.m.)

VISITORS

Parents of enrolled children are welcome to visit the classroom and chapel. Please schedule your visit with the teacher in advance. If consultation with the teacher is desired, please arrange an appointment in order that class instruction not be interrupted. All other persons who desire to see the school may do so at our annual January Open House or thereafter by appointment. We ask that visitors bring only the prospective preschooler and make other arrangements for siblings.



TELEPHONE CALLS

Telephone messages may be made to the staff and the Director during school hours at 301-946-4977. If you have a concern about your child, leave a message and your child's teacher will return your call promptly.

CLOTHING

1. PLEASE SEND YOUR CHILD TO SCHOOL IN COMFORTABLE PLAY CLOTHES SUITABLE FOR PRESCHOOL ACTIVITIES.
2. All removable articles of clothing must be labeled. Clothing the children wear should be as simple as possible, the right size, and in good repair, so that they can remove/put on all clothing themselves. Floppy shoes (sandals) can cause accidents; baggy clothes, cords and strings on clothing can become caught in playground equipment.
3. It is requested that children wear rubber-soled shoes as a safety measure.
4. Slacks or leotards provide needed warmth for the girls in floor and outdoor play.
5. Children should be dressed according to the weather. Hats and mittens or gloves are necessary in cold weather.
6. The school provides smocks for painting activities.

BIRTHDAYS AND HOLIDAY PARTIES

1. Birthdays will be given a simple and uniform recognition. Because our chronological class grouping causes some birthdays to occur within a few days of each other, we ask that you notify the teacher in advance if you wish to provide birthday refreshments. Please do not provide favors or "goodie bags". You are welcome to attend your child's party.
2. We will celebrate "unbirthdays" with parties in May for children having summer birthdays.
3. We ask that parents distribute home party invitations outside of school.
4. Special parties are held at Halloween, Christmas, Valentine's Day and Easter. Room parents will contact parents to provide one of the following: holiday favors, refreshments or paper goods. Favors should be age appropriate and bagged to take home. Refreshments may include cookies, donuts, or the items of your choice; please avoid cupcakes, chocolate and nuts. We do not ask the parent to provide juice; if you should decide to do so, we serve only milk, apple juice, orange juice and lemonade. **(RED, ORANGE, AND PURPLE JUICES STAIN CLOTHING AND CARPETING.)**



BIRTHDAY CLUB

A preschooler typically receives several gifts at birthday time. This club provides a way for your child to experience the joy of giving and sharing, too. We maintain a list of books we'd like to add to our school library. Parents have the option of choosing a book and donating it in honor of their child. We will provide a bookplate so parents can inscribe a special message. The classroom teacher will respond with a timely recognition and reading of the chosen book, and a written recognition will be mailed home. See our Director for details. Of course, this could be accomplished at any time.

PHOTOGRAPHY

1. Individual pictures are taken in the fall and may be purchased if the parent wishes. They are available in time for Christmas gift-giving. Class pictures are taken in the spring.
2. We ask that parents and friends attend the special chapel services at Thanksgiving, Christmas, Easter and graduation **AND RESPECT THESE AS CHURCH SERVICES**. Therefore, our school policy prohibits the use of cameras of any kind during these services. Further, children are often ill-at-ease and distracted when facing a camera, let alone several cameras. The **ONLY EXCEPTION** to this is the graduation chapel for 4-year-olds. We realize parents wish a memento, and to that end we hire a professional videographer who provides videos at reasonable cost.



SNACKS

1. Juice, crackers, cookies, fruit or vegetables are served to all classes in the middle of the morning.
2. Children may wish to bring in a special snack to share with their friends. This is encouraged; please check first with the teacher.

EXTENDED HOURS "LUNCH BUNCH" PROGRAM

We offer an extended hours program for 3 and 4-year-olds, Monday through Friday, from 12:00 to 1:30 p.m. Children have an opportunity to eat lunch and enjoy social interaction with school friends. There is an additional charge of \$44 per day, per month, for this program.

FIELD TRIPS

1. Field trips are part of the school program and are accomplished by carpool assistance from parents. Room parents will contact parents to provide these driving/chaperoning duties.
2. **ACCORDING TO MARYLAND STATE LAW, CHILDREN UNDER 40 LBS. MUST RIDE IN CARSEATS AND CHILDREN UNDER 8 YRS. OLD MUST RIDE IN BOOSTER SEATS.**
3. All permission slips for field trips must be returned to the child's teacher promptly to ensure safe, organized trips.
4. We ask all parent drivers/chaperones to make other arrangements for siblings so as to give full attention to the children. The children will be kept together and use the "buddy" system.
5. All drivers/chaperones will be given printed directions to the destination and are expected to comply with all traffic laws.
6. We ask all children to wear the school t-shirt on all field trips.



CONFERENCES

PARENT-TEACHER CONFERENCES ARE HELD ONCE A YEAR. The specific dates are noted on the school calendar. The school is closed for two days at this time to permit those parent-teacher exchanges to take place. Parents should sign up with the child's teacher for an appointment a week in advance. Parents may request additional conferences with either the teacher or Director at any time during the year by calling the school office for an appointment. The teacher may also request a conference at any time.

BEHAVIOR EXPECTATIONS

In the belief that there is no real learning without discipline, children are expected to exhibit positive, age-appropriate behaviors. Respect for others, consideration and cooperation are essential behavioral expectations. Staff and children work together to model and practice positive behaviors. At times it is necessary to make use of the "time out" system and remove a child from the group to reflect on and redirect negative behavior.

NEWSLETTER

A newsletter will be published at the beginning of each month and will serve to keep parents informed of policies and upcoming events. A permission slip for field trips is attached to these newsletters, as necessary.



SCHOOL FOLDER

Every child will be given a school folder that travels from home to school and back again each school day. Parents are responsible for checking the folder for school news and art work, etc., and returning any required communications. Written comments might appear as well, and parents are invited to respond.

EVENT BOARD

We will use an event board, located outside the preschool building and to the right of the entrance doors, to keep you informed of monthly events. Such events will also be noted in the monthly newsletter.

BULLETIN BOARD

The preschool maintains a bulletin board on the right hand wall just inside the door. Timely articles, cartoons, notices, etc. are placed here. We invite parents to bring in articles, trip brochures, etc. to share. BUSINESS ADVERTISEMENTS ARE INAPPROPRIATE.

EMERGENCY PREPAREDNESS

Our school's philosophy is to keep all children safe while in our care. We have an emergency plan to handle shelter in place or evacuation to another site and a method to contact parents. Staff members are trained in the correct responses; these are reviewed yearly. Detailed written documentation is in the office, classrooms and main hallway.

DOORBELL

For security reasons, the outside doors leading into the preschool hall are locked after 9:15 a.m. and unlocked at 11:45 a.m. Please ring the doorbell on the right-hand door frame if you need to enter the building during the "locked" times.

CONCERNS

1. It is requested that any concerns regarding a teacher-pupil relationship be referred to the teacher in question. If it is not satisfactorily resolved during an in-person conference, it should be referred to the Board of Directors in writing.
2. Concerns of a nature other than teacher-pupil should be referred to the Director who will, in turn, arrange a meeting with the parent at the earliest opportunity.

CHANGES IN SCHOOL REGULATIONS AND POLICIES

Changes in regulations and policies may be made when action becomes necessary for the betterment of the school.

SCHOOL PROGRAM



OBJECTIVES

Our constitution states "St. John's Christian Preschool has been established for the purpose of promoting the mental, physical, emotional, social and spiritual growth of children under professional supervision and guidance through a comprehensive program of instruction."

These goals are carried out in a loving, caring, Christian atmosphere where development of a child's self-esteem is a priority item.

GUIDELINES

1. Children should be involved.
 2. Play is the way children learn.
 3. For the most part, the environment, not the child, should be structured.
 4. The school and parents must work together.
- We stress process, not product. Therefore, you will often see a product that represents a culmination of a weekly activity, rather than a daily product. Many of our curriculum themes cover a week or more.

CURRICULUM

Our school is certified by the MSDE and therefore includes age appropriate presentation of the seven key areas that comprise the Maryland Model for School Readiness for kindergarten. These areas are physical development, language/literacy skills, social/emotional development, mathematical thinking, scientific thinking, social studies and the arts.

SEPTEMBER

- Welcome to school as a new physical, social, and learning environment
- Our family
- Self: feelings, growing
- Fall Awareness/Nursery Rhymes

OCTOBER

- Autumn Awareness: colors, apples, harvest
- Safety: street, strangers
- Safety: fire, home
- Halloween Fun

NOVEMBER

- Transportation: shapes
- Transportation: numbers 1-5
- Thanksgiving: Native Americans, Pilgrims
- Thanksgiving: significance

DECEMBER

- Christmas: significance, joy

JANUARY

- Winter Awareness: numbers 6-10
- Winter Animals
- Senses: sight, sound, touch
- Senses: smell, taste

FEBRUARY

- Our Presidents
- Valentine's Day and Friendship
- Good Food Values
- Dental health



MARCH

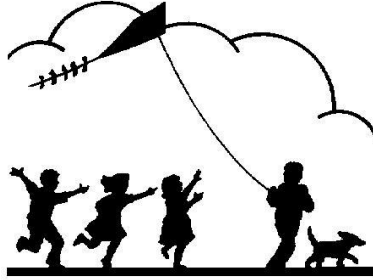
- Dr. Seuss
- Circus Fun/Zoo Animals
- Spring Awareness: weather, caring for our world
- St. Patrick's Day
- Easter: significance, joy

APRIL

- Plant Growth
- Baby Animals
- Farm Animals

MAY

- Mother's Day
- Insects
- Summer Awareness: beach



MUSIC ENRICHMENT

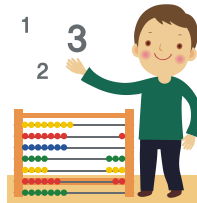
Beginning in October, each class meets weekly with the Music Enrichment Teacher. The 30-minute class may include circle songs, active movement, Christian songs, seasonal material, dramatic play and musical instruments. Class ends on a "quiet note" as children relax to a soothing melody.



AREAS TO BE EXPLORED THROUGHOUT THE YEAR

Music (including use of instruments)
Finger plays
Dramatics
Children's literature
Creative art
Development of concept of "school"
Field trips
Development of self-esteem
Comfortable social interaction, sharing, courtesy
Development of self-control
Special visitors (including parents)
Development of Christian attitudes through prayers, grace, Bible stories and chapel services

Numbers
Manual skills
Perceptual skills
Expansion of language
Cooking
Alphabet
Listening
Following directions
Circle games
Handwriting Without Tears
Table manners
Science
Playground fun, physical development



STAFF RATIO

Understanding that each child is a special and unique individual, every qualified and experienced staff member implements our program as noted in the curriculum outline. All teachers are required to hold at least a bachelor's degree; our teachers meet monthly to coordinate all activities. Additionally, our entire staff attends local professional meetings and workshops through the year.

All of our large, attractive classrooms are staffed by a teacher and an assistant. Our teacher-child ratio reflects our understanding of age differences and each child's need for individual attention.

2-year-olds 10 children per one teacher and one assistant

3-year-olds 14 children per one teacher and one assistant

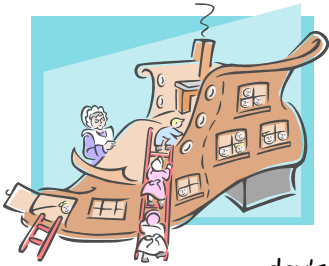
4-year-olds 18 children per one teacher and one assistant

DAILY ROUTINE

A typical day of preschool includes the following activities: arrival time (children play with table toys.), opening exercises (prayer, Pledge of Allegiance, patriotic song), show-and-tell, music, finger plays, outside play, rest period, snack, story, learning/circle games, dramatics, inside play, and creative art. Working with children demands flexibility; the order and variety of activities may vary depending on circumstances and the age group. A dry erase board outside each classroom details the daily activities.

ORIENTATION DAYS

These "get acquainted" days provide an opportunity for each child to see his school and classroom and briefly meet his teachers and classmates. Parents, too, have a chance to meet the staff and other parents, ask questions and receive the handbook and other important information. Parents are notified of their orientation time and date by letter in August.



MOTHER GOOSE DAYS

These special days highlight all of the famed "Mother Goose" characters. Send your child to school dressed as any one of these "characters", and we'll try to guess the character he is pretending to be! All of the day's activities, even the snack, will center on ole'

Mother Goose!

HAT DAYS

Send your child to school in a favorite hat or even a silly hat. Any hat will do - seasonal, special occasion, sports, hobby, costume, "professional", etc. We'll provide the fun!

MICKEY MOUSE DAYS

Mickey is a classic favorite, and we celebrate his birthday on these days! Children may wish to bring in a special show-and-tell and/or even dress for the occasion. Mickey will be the theme of the day's activities.



THANKSGIVING CHAPEL

The 3 and 4-year-olds will place their favorite canned or boxed foods on the altar, sing some songs relating to a thankful theme, and listen to the Pastor's message. Parents and friends are welcome to attend. Check the school calendar.

POLAR EXPRESS DAYS

The famous Caldecott medal winner is celebrated as the children arrive in pajamas, act out the story and even ride a train!

CHRISTMAS CHAPEL

The highlight of our Christmas season is the family Christmas service. The 3 and 4-year-olds sing Christmas carols for their parents and friends. The Pastor contributes the Christmas story. Mark the date from the school calendar.

COLOR DAYS

These special days, noted on the yearly calendar at the back of this handbook, offer fun learning for children. Send your child to school clothed in the color of the day; all activities and the snack are theme based.

SPIRIT DAYS

We'll all wear our school T-shirt, act out our special school cheer, and center many activities on our school colors of blue and gold.

DR. SEUSS DAYS

We honor this beloved author's birthday with Wacky Wednesday and other stories.



EASTER CHAPEL

The 3 and 4-year-olds celebrate spring and Easter in song and the pastor tells the story of Easter Sunday. Again, parents and friends are welcome. The date is noted on the school calendar.

TEDDY BEAR PICNIC

The preschool is transformed into Winnie-the-Pooh's "Hundred Acre Woods" as each child brings a "teddy" from home for the bears' picnic. The children join the bears for the feast of honeycake and berries and their version of the famous song.

MOTHER'S DAY SOCIALS

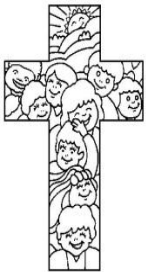
The children prepare special invitations, gifts, snacks and songs and then decorate Fellowship Hall to share all of this with their mothers. This is not to be missed!!

END-OF-YEAR PICNIC

Each and every May the preschool plans a parent and child outing at Wheaton Regional Park. The staff serves a "free" hot-dog lunch to all parents and preschoolers. Parents supervise their children as they enjoy the train ride, merry-go-round and playgrounds. The date you will find on our calendar.

CARNIVAL DAYS

The children are treated to special games in which every child wins a prize every time! And, the last ticket "buys" a special snack, too.



GRADUATION CHAPEL

We say good-bye to our pre-kindergarten children in a special ceremony. This family event features the children as they sing several favorite songs and the Pastor's special presentation, too. After the sanctuary program, staff, children, parents and friends enjoy refreshments. Check the yearly calendar for the date.

PARENT PARTICIPATION

VOLUNTEER QUESTIONNAIRE

We invite parents to volunteer their help to make our program thrive. In fact, we ask parents to fill out a brief volunteer questionnaire at the beginning of the school year. The questionnaire is kept on hand for ready reference throughout the year. Our room parents provide contact, support, and organization for a wide variety of activities. With everyone's help, the job is easy and fun for everyone.

ROOM PARENTS

St. John's Preschool works closely with parents to facilitate communication concerning all aspects of our program. Room parents are an effective means of coordinating other parent volunteers to accomplish such tasks as arranging classroom holiday parties and baked goods for our special chapel programs, and making "phone tree" calls/sending emails as necessary.

BACK-TO-SCHOOL NIGHT

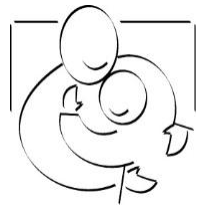
This yearly event will provide parents the opportunity to meet the pastor and teachers and visit the classrooms for the teacher's presentation of her program. This fall event for parents is always a well-attended success.

SPECIAL PROGRAMS

When possible, we'll schedule guest speakers to cover topics pertinent to parents. These informal, workshop evenings are both meaningful and interesting. Let us know what subjects and/or speakers are of interest to you!

SHARING OF TALENTS, JOBS, AND CULTURES

Through the year we utilize the universal appeal of music and dance to expose the children to several diverse cultures. Our music teacher has incorporated this goal in her planning, and the classroom teachers follow through in the classrooms, adding their own ideas. But, you parents are our greatest asset. So many parents have special talents or abilities, interesting jobs, or a less-known cultural heritage to share. Please make arrangements with the Director to come into school and share of yourself with the children.



OPEN HOUSE

In January we hold our annual Open House for parents who wish to select a preschool program for the following fall. On this day, from 9 a.m. to 12 p.m., we have Board of Directors members, parents, and the Director on hand to give building tours, make parents welcome in the classrooms as they observe the program in operation, provide registration forms, and answer questions. The calendar marks the specific date, so jot down this day, and please spread the word to your friends and neighbors with preschoolers

2011-2012 SCHOOL CALENDAR

2011

August 29 - 31 Staff Days

September 1 Orientation Day, 2 & 5 Day Classes

September 2 Orientation Day, 3 Day Classes

September 5 HOLIDAY, Labor Day

September 6 First Full School Day, 2 & 5 Day Classes

September 7 First Full School Day, 3 Day Classes

September 29 & 30 Mother Goose Days

October 11 Back-to-School Night

October 18 & 19 Hat Days

October 21 Professional Day (Teacher Training)

NO CLASSES

October 27 & 31 Halloween Parties

November 10 Professional Day (Teacher Training),

NO CLASSES

November 17 & 18 Mickey Mouse Days

November 21 & 22 Thanksgiving Chapel Services

November 23 - 25 HOLIDAYS, Thanksgiving

December 13 & 14 Polar Express Days

December 19 & 20 Christmas Parties

December 21 Christmas Party, Wed/Fri 2's

December 21 & 22 Christmas Chapel Services

December 23 - Jan. 2 HOLIDAYS, Christmas & New Year's



2012

January 3 CLASSES RESUME REGULAR SCHEDULE
January 7 Priority Registration begins for fall 2012
January 10 & 11 School Spirit Days
January 13 Annual Open House
January 16 HOLIDAY, Martin Luther King Jr.'s Birthday
January 18 - 20 Vision/Hearing Screening
January 23 & 26 Parent-Teacher Conferences, NO CLASSES
February 13 & 14 Valentine Parties/Red Days
February 15 Valentine Party, Wed/Fri 2's
February 20 HOLIDAY, Presidents' Day
March 1 & 2 Dr. Seuss Days
March 15 & 16 Green Days
March 27 & 28 Easter Chapel Services
March 29 & 30 Easter Parties
April 2 - 9 HOLIDAYS, Easter
April 10 CLASSES RESUME REGULAR SCHEDULE
April 24 & 25 Teddy Bear Picnics
May 10 & 11 Mother's Day Socials
May 16 Parent - Child Outing/Lunch,
Wheaton Regional Park
May 17 & 18 Carnival Days
May 23 Rain date - Wheaton Regional Park
May 24 & 25 Red, White & Blue Days
May 28 HOLIDAY, Memorial Day
May 29 Last School Day, 2 Day Classes, Tues/Thurs 2's
May 30 Last School Day, 3 & 5 Day Classes, Wed/Fri 2's
May 30 Graduation Chapel Services (4's only)
May 31 & June 1 Staff Days
June 4 & 5 Reserve Staff Days should the school year be disrupted by
excessive emergency closings; May 31 & June 1 will then become class
session days.



Total days for implementation of educational program:

- 2 - day 75
- 3 - day 107
- 5 - day 182

Notes

The best things you can give children, next to good habits, are good memories.

-- Sydney J. Harris --



St. John's Christian Preschool