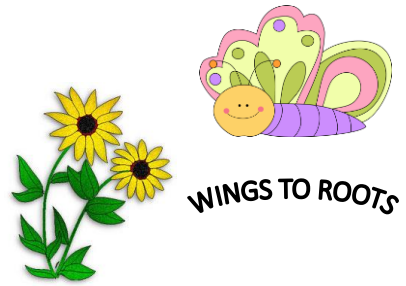


**2018-2019 STUDENT HANDBOOK**

**ST. JOHN THE BAPTIST PRESCHOOL  
315 N. Constitution Ave.  
New Freedom, PA 17349  
717-235-3525**



**RED ALERT!!**

**OUR TEACHERS AND AIDES ARE HUGGERS!**

One of the most important dimensions of school is the warmth and patience of our staff!

*Play is child's work... It is work to:*

- \* Learn that we are special in God's world*
- \* Learn to work and play with others in a group*
- \* Become accustomed to being separated from Mother and Father*
- \* Learn to use art materials to express ideas*
- \* Develop muscular skills and coordination through games, blocks and PE*
- \* Build language skills by telling and listening to stories, sharing experiences and participating in dramatic play*

**PRESCHOOL STAFF**

Principal	Mrs. Susan Mareck <b><i>SMareck@sjbnf.org</i></b>
Junior Teacher (3's)	Mrs. Cathy Christensen <b><i>CChristensen@sjbnf.org</i></b>
Junior Aides	Mrs. JoAnn Gifford (M/W/F) <b><i>JGifford@sjbnf.org</i></b>
	Mrs. Lyn McCullough (T/TH) <b><i>LMcCullough@sjbnf.org</i></b>
Senior Teacher (4's)	Mrs. Barb Brummett <b><i>BBrummett@sjbnf.org</i></b>
Senior Aide	Mrs. Debbie Gardecki <b><i>DGardecki@sjbnf.org</i></b>
Senior Teacher (4's)	Mrs. Kelly Ann Miller <b><i>KMiller@sjbnf.org</i></b>
Senior Aide	Mrs. Lyn McCullough <b><i>LMcCullough@sjbnf.org</i></b>
Time for Twos	Mrs. Kim Marchant <b><i>KMarchant@sjbnf.org</i></b>
Preschool Secretary	Mrs. Kim Lhotsky <b><i>KLhotsky@sjbnf.org</i></b>

**Pastor**

Rev. Robert A. Yohe

**Pastoral Associates**

Deacon Frederick Horn  
Deacon Michael Solomon

## **MISSION STATEMENT**

St. John the Baptist Catholic School, under the direction of the Diocese of Harrisburg, is a faith community committed to providing an education based on the teachings of the Roman Catholic Church, with Christ as our cornerstone. This environment differentiates the Catholic School from other schools.

The goal of St. John the Baptist Catholic School is to develop the whole child by providing for the spiritual, educational, emotional and physical needs of the students in partnership with the parents. Special emphasis is placed on prayer, the Word of God and the Sacraments of the Roman Catholic Church, especially the Sacraments of Eucharist and Reconciliation.

## **SPIRITUAL DEVELOPMENT**

The primary purpose of St. John the Baptist Catholic School is to assist the parents in passing on to their children the faith that makes them People of God. The principal goal of our religious education program is to bring the believer to full stature in Christ. The program is developed so that the children are encouraged to:

- Grow in attitude of love of God and neighbor
- Form habits of prayer and worship
- Engage in works of service to others

Parents are expected to set the example for the religious education of their children by participating in Mass/church each week, praying with their children, etc. We support parents in their role as primary educators of their children by providing additional instruction and opportunities to continue what is being taught in the home.

### *Patechesis of the Good Shepherd*

We invite all children beginning at age 3 to enter into the Good Shepherd program where they learn to hear God's Word proclaimed and reflect on what they have heard. This program reinforces all the skills taught and strengthened in our pre-school program. Our children are offered the opportunity to choose various activities. In doing so they strengthen their motor skills, develop their unique learning style, grow in self-discipline and embrace the conviction that God and each child are meant to be in a loving relationship.

## **ADMINISTRATION**

The Principal is administrative and supervisory officer of the school and is responsible to the Pastor and to the Diocesan Secretary of Education. The day to day operation of the school is the responsibility of the Principal. The Principal communicates Diocesan school policies to the staff and cooperates with the Diocesan Secretary for Education in educational and curriculum studies.

## **FACULTY**

St. John the Baptist faculty members are fully degreed and certified teachers. Many of the teachers have earned, or are pursuing, Master's Degrees, and all participate in workshops for professional development. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities.

## **ADMISSION & REGISTRATION**

St. John the Baptist Catholic School does not discriminate on the basis of sex, race, color and/or national or ethnic origin in the administration of its education policies, admission policies, scholarships, financial grants and other school administered programs. SJBNF reserves the right to deny admittance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. SJBNF reserves the right to amend the Handbook at any time. Parents and legal guardians will be notified of any changes.

## **ADMISSION PRIORITIES**

Admission to St. John the Baptist School (SJBNF) will be on a space available basis according to the following priorities:

1. Currently enrolled students and their siblings
2. Parishioners of St. John the Baptist Catholic Church
3. Non-parishioners

## **AGE ELIGIBILITY**

Pre-K3 students must be 3 years old; Pre-K4 students must be 4 years old; Kindergarten students must be 5 years old; First Grade students must be 6 years old, etc. **on or before August 31<sup>st</sup>** of the school year in which they are enrolling.

## **REGISTRATION FEE & POLICY**

Registration fee (**non-refundable**) must be paid for each child upon registration or re-registration for each school year. This fee is the only way to retain a place in the class.

- \$35.00 per child for Junior (3's) or Senior (4's)
- \$20.00 per child for the Time for Two's class

## **PRESCHOOL TUITION PAYMENT**

***Tuition is due the first class day of each month, if you need to make other arrangements, please speak with the school principal.*** Please put your tuition in an envelope marked with your child's name and send it in their school bag or hand it to their teacher upon arrival. If you are paying tuition with cash, please have the **exact amount**. You may also mail your tuition to the address on the cover page, **please put to the attention of "preschool."** **If you need tuition information for your taxes, please call or email the office. We do not automatically send that information to you.**

**Note: listed prices are for registered parishioners / non-parishioners**

- Juniors 2 days/week (T & TH) - \$100.00 (P) / \$115.00 (NP) per month
- Juniors 3 days/week (M/W/F) - \$135.00 (P) / \$150.00 (NP) per month
- Seniors 3 days/week (M/W/F) - \$185.00 (P) / \$200.00 (NP) per month
- Seniors 5 days/week (M thru F) - \$225.00 (P) / \$240.00 (NP) per month
- Time for Two's 1 day/week (Tues) - \$40.00 (P) / \$45.00 (NP) per month (*Thursday class will be added "if" Tuesday is full*)

**The monthly tuition is due regardless if your family is on vacation or your child is out sick. If school is cancelled due to inclement weather, etc., we always have 4 make-up days scheduled into our school year & if we go beyond that, we make every effort to schedule make-up days.**

## **NEUMANN SCHOLARSHIP/ST. JOHN'S SCHOLARSHIP FUNDS**

Tuition assistance is available for both school and preschool students through the Diocese and our school. Forms are available and **must be submitted** to the Diocese of Harrisburg through FACTS and St. John's **no later than April 15<sup>th</sup>**. The Neumann Scholarship application must be submitted before families may apply for financial aid through our school. Families who receive financial aid are expected to give back by volunteering as needed. Stop by the school office for BOTH application forms.

NOTE: These are two different funds that are available to families – be sure to fill out both applications!

## **CLASS DAYS & HOURS**

**Junior's (3's)** Monday, Wednesday & Friday – 9:00 a.m. – 11:30 a.m.  
Tuesday & Thursday – 9:00 a.m. – 11:30 a.m.

**Senior's (4's)** Monday, Wednesday & Friday – 9:00 a.m. – 1:00 p.m.  
Monday – Friday – 9:00 a.m. – 1:00 p.m.

**Time For Two's** Tuesday – 9:00 a.m. – 11:00 a.m.  
Thursday – 9:00 a.m. – 11:00 a.m. (*Thursday class will be added "if" Tuesday is full*)

**PLEASE DO NOT BRING YOUR CHILD TO SCHOOL MORE THAN FIVE MINUTES BEFORE CLASS. PLEASE PICK-UP YOUR CHILD ON TIME!**

**Arrival:** Please bring your child/children to the Father Capitani Social Hall upon arrival. The social hall doors **will not open before 8:55** and there is not a bell to ring. If you arrive earlier than 8:55, you will have to wait until the doors are opened by the staff. Please proceed to use the bathrooms in the social hall for your children to wash their hands and use the facility if need be. Once your child is ready to go, they will line up with their class in the assigned line in the social hall. Please say good-bye at this time, so they are ready to begin their day. After the parents have left, the children will then proceed to their classrooms with their teachers.

**Dismissal:** Please arrive at the social hall **no earlier than your child's dismissal time**. The teachers will have the children lined up and ready for dismissal in the social hall. We will dismiss each child one at a time in the order in which you arrive. **DO NOT PARK IN THE FIRE LANE!**

This is a tight schedule and it can work well only if we have cooperation from everyone. **Punctuality and regularity** are an important part of your child's character training. Please notify us if you must pick-up your child early. Also notify us if you are going to be late due to car trouble, etc. Be sure to have someone call us....**PLEASE!** It is very difficult for a child to wait and wait, and wonder if he or she has been forgotten.

**Late Arrivals:** Please bring your child into the school office and your child's teacher or office staff will take your child to their classroom.

**Early Pick-up:** Please come into the school office and the office staff will call down to your child's classroom and the teacher will bring your child to the office.

If you need to speak with the preschool secretary Kim Lhotsky, you may call **(717) 235-3525 (ext. 230)**, email at **KLhotsky@sjbnf.org** or after dropping your child off, please ring the bell to come into the school office.

**School Drop-off and Pick-up Safety Rules** – there are rules and courtesies that should be followed to ensure a safe and happy environment for everyone involved.

- Do park your car in a designated parking spot when walking your child into the building.
- Don't park in the fire/bus lane, double-park or block another parent's car.
- Do hold your child's hand at all times.
- Don't let your child sprint across the parking lot by themselves.
- Don't let your child climb on the walls outside **or** walk through the flower beds.
- Do make arrangements with other parents to meet and chat after dropping off.
- Don't hold conversation in the middle of the parking lot.
- Do put your cell phone away. Your focus needs to be on your child's safety.
- Do find a safe path through the parking lot when walking with your child. Use the cross walk.
- Do follow **all** the rules

### **LITTLE ANGELS EXTENDED CARE**

Our Extended Care Program is available to all preschoolers attending St. John the Baptist Preschool. Care is available before school (beginning at 6am) and after school (until 6pm). The cost is \$6.00 per hour per child and you may sign-up for any number of hours necessary. Please keep in mind prices for "**All Day**" care are available for children who will be at school for long periods of time on a regular basis.

Your child will be cared for by experienced professionals. During this time your child will have lunch (bag lunch provided by parents), play outside (weather permitting), watch movies, do crafts, have playtime and socialize with friends in our Little Angel's Learning Center Classroom. **For more information on this program, please email Ms. Debbie at [DGardecki@sjbnf.org](mailto:DGardecki@sjbnf.org).**

### **HSA (Home and School Association)**

**The most efficient means of carrying out your involvement is to become an active member of the Home and School Association and participate as often as possible.** St. John the Baptist Home and School Association is involved in many aspects of school life. All parents are members of the Home and School Association (HSA) and are welcome to attend monthly meetings. The HSA supports parents in their parenting role, welcomes new families and works to create a family spirit in the school community. HSA sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events.

### **LIU #12 SUPPORT SERVICES**

Any service provided by the Lincoln Intermediate Unit #12 requires a form signed by the parent/guardian to initiate support.

Students who experience difficulty in understanding or completing grade requirements may be recommended by the teacher for a psychological evaluation. Prior to this step, the Instructional Support Team in consultation with LIU staff will meet to formulate an educational plan. The LIU non-public teacher support liaison will assist in determining a student's need and if an evaluation is necessary.

### **CHILD ABUSE AND NEGLECT**

It is the policy of St. John the Baptist Catholic School as well as all Catholic Schools in the Diocese of Harrisburg, to take responsible action to prevent and reduce incidents of child abuse and neglect. We comply with the Diocesan Youth Protection Program as well as PA Child Protective Services and law enforcement officers. Our staff is required to report suspected cases of child abuse to the police and/or Department of Social Services.

### **CUSTODY**

In the absence of a court order to the contrary, academic records and other school information regarding his/her child will be provided to the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court – certified copy of the court order.

### **CAR POOLS**

If your child is in a car pool please give a list of those who will be driving your child to and/or from school to our secretary. If your child is to be picked up by someone other than those in the car pool, a written note from the parent is required before your child will be released.

### **FIRE/EMERGENCY DRILLS**

Fire drills are held once a month. All children will exit through the appropriate doors. Emergency drills are also practiced throughout the year. Should an emergency occur, in order to ensure the safety of the children, the cooperation of all parents is requested and appreciated. In the event of an emergency that requires us to leave the building, notification through One Call Now will be sent out to families if possible.

### **PHOTOGRAPHS**

Throughout the school year, SJBNF School may have the opportunity to share newsworthy information and/or photographs of our students and classes with local newspapers, TV, church bulletins, etc. In addition, our school has a web site in which we will be publishing photographs of various activities throughout the year. We will be sending home a Release Form or you may obtain a copy from our school website, please fill it out accordingly.

### **HEALTHFUL HABITS**

Children must be toilet trained and should be able to clean themselves. If your child has a bowel movement in his/her pants, we will call you to come in and clean your child. This process takes time and the teacher and/or aides cannot take that time away from the class. Please bring an extra change of clothes in a zip-loc bag marked with your child's name to keep at school, just in case your child has an accident.

### **ILLNESS AT HOME**

For the protection and welfare of all children, please keep your child home if he/she has any of the following symptoms:

- Fever (must be fever-free for 24 hours without medication)
- Abdominal Pain
- Loose Bowels
- Nausea/Vomiting
- Sore Throat
- Unusual Skin Conditions
- Eye Infections

Regular bedtime hours will help your child to be alert and wide awake in school. Please use good judgment in keeping home any child who may have a contagious illness or is suffering from a fresh cold, (this is the most contagious time). If there is any problem with their stomach or bowels, **PLEASE KEEP THEM HOME!** If you have been up through the night with a child who is sick, that child does not belong in class, because he or she is "ill". The child has not had a good night's sleep and no one else needs the illness.

### **ILLNESS AT SCHOOL**

Parents/Legal Guardians will be notified if their child becomes ill while at school. The school office keeps emergency information provided by the parents on file, such as emergency contact numbers of responsible persons to be called if we cannot reach you. **It is EXTREMELY IMPORTANT that this information be kept current!**

## VISITING THE SCHOOL

For the safety of our children, all doors are locked. Visitors must ring the bell located at the main entrance, identify yourself when asked to do so and after being buzzed-in, please come into the school office to sign-in, obtain a visitor's badge and remember to sign-out when your visit is complete. This includes parents, volunteers and anyone entering the school between the hours of 6:00 AM – 6:00 PM. During the school day, no one may go to a classroom without the previous permission of the Principal or her designee. **Parents may not go to any classrooms without first reporting to the school office.**

**If restrooms are needed during a visit to the school, please do not use the student restrooms, but instead ask for directions to the teacher's lounge. This is for the safety of all children in our care.**

## PRESCHOOL ADJUSTMENT

Your child will adjust to school when he/she can assume responsibility and develop independence by: dressing, displaying good food habits, answering questions, picking up toys, observing safety rules and practicing good health habits. Our job as parents is to prepare our child/children to become self-reliant, independent and a cooperative member of society who contributes his/her talents and gifts to their community. **DO NOT DO FOR A CHILD WHAT THEY SHOULD DO FOR THEMSELVES.** If possible, provide them with some of the same materials they will use at preschool to play with at home. Example: blunt tipped scissors, clay, paint, large crayons, wooden puzzles, etc.

## CLASSLIST

A class list will be given to each parent in **late October**. We will be sending home a Release Form or you may obtain a copy from our school website, please fill it out accordingly. If you need the class list for names and addresses for party invitations before then, please ask our secretary. Please do not give out party invitations in the lobby. The child who is left out wants to know what he or she is missing and feelings are fragile.

## PRESCHOOL DRESS

It is stressed that your child wear simple, washable play clothes with button snaps and zippers that he/she can manage alone. Also, please have shoes that have quiet (non-slippery) soles. Tennis shoes are to be worn on gym days. Label everything that can be removed. We cannot be responsible for lost items. The first cool day means extra clothing and the children cannot always identify that new jacket or sweater. A tote bag will be provided for your child's first year. If you have a returning preschooler, please re-use the tote bag from the previous year.

## PARENT/TEACHER CONFERENCES

Conferences for preschool are held in February. However, our teachers are always available for a conference. Call the school office to schedule a time or contact your child's teacher directly.

## CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

## PROBLEM SOLVING

It is important that all parties withhold judgment on what appears to be a grievance until all the facts have been gathered. The next step is to discuss the problem with your child's teacher and arrange a conference as soon as possible so that the problem can be quickly solved. If necessary, contact the Principal, after having met with your child's teacher. When in doubt regarding school regulations, please contact the School Office.

## SNACKS/DRINKS

Approximately every other month your child will be on the snack calendar. Your child will also be scheduled for snack as near as possible to their birthday. If your child has a summer birthday (June, July or August), we will celebrate their ½ birthday during the school year. We **encourage** nutritious snacks (vegetables, fruits, cheeses, pretzels, popcorn, etc.) and less chocolate and sugary treats, save them for birthday snacks or class parties. Due to the various allergies of the children, please do not bring anything containing nuts. **Teachers, aides and the office must be made aware of any food allergies.** Each month parents will receive a calendar with the snack schedule. You will not need to supply a drink; the teachers will give the children water. If your child is sick, it is **your** responsibility to arrange a substitute or see that your snack is sent in to school.

## **FIELD TRIPS**

Several field trips will be planned during the school year. Parents or another responsible adult will transport and accompany their child to and from the field trip location. The preschool does not have a bus and the teachers do not transport the children to/from the field trips. If you are not familiar with the field trip location, please ask our secretary for directions. **All field trips are optional.** Staff members will meet you at the destination.

**You will receive a newsletter each month of special events, trips and holidays.**

If your child is in Little Angels “All Day” Care a **parent or relative must accompany the child on the field trip.** You may bring your child back after the field trip to the Little Angel’s classroom, but you must speak with or email Miss Debbie **prior to the field trip.**

## **SCHOOL CLOSINGS**

In the event of inclement weather, it is very important to know what procedures we follow. We follow the **SOUTHERN YORK COUNTY SCHOOL DISTRICT** for delays and cancellations. **Additional snow days are already built-in to our schedule.**

Under the York County heading, WGAL News 8 and FOX 43 will specifically list **St. John the Baptist Catholic School.** If the school district has a two hour delay, please continue to watch because sometimes they may decide to close at the last minute.

*You will be notified through the following:*

**ONE CALL NOW** – phone/email notification system

**TV** – WGAL News 8 & FOX 43

**PRESCHOOL VOICE MAIL** – any delays or cancellations will also be posted on our voice mail **(717) 235-3525 – extension 230** by approximately 7:00 a.m.

**PLEASE NOTE:** If Southern York County School District is closed, **WE ARE CLOSED.**

If the school district has a **two hour delay**, preschool will follow a **two hour delay with a modified dismissal.**

**Modified schedule times are as follows:**

**Ms. Cathy’s Junior M/W/F & T/TH classes (9-11:30)** – class will begin @ 11:00 a.m. & dismiss @ 1:00 p.m. (**pack a lunch**)

**Ms. Kelly Ann’s Senior class (9-1)** – class will begin @ 11:00 a.m. & dismiss @ 2:00 p.m. (**pack a lunch**)

**Ms. Barb’s Senior class (9-1)** – class will begin @ 11:00 a.m. & dismiss @ 2:00 p.m. (**pack a lunch**)

**Ms. Kim Marchant’s Time for Two’s class (9-11)** – class will begin @ 11:00 a.m. & dismiss @ 1:00 p.m. (**pack a lunch**)

**SINCE THIS IS OVER THE LUNCH HOUR, PLEASE BE SURE TO PACK A LUNCH FOR YOUR CHILD ON THESE SPECIAL DAYS**

## **LITTLE ANGELS LEARNING CENTER (INCLEMENT WEATHER POLICY)**

- If school closes due to inclement weather, **Little Angels Learning Center will also be closed**
- If school has a two hour delay, Little Angels **before care will open at 9:30 a.m.**
- Early dismissal due to weather conditions, **all children must be picked up within one hour of dismissal or will be subject to a late fee**



**After reading the Student Handbook, please sign this page and return to school by September 14<sup>th</sup>**

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Student's Name (*please print*)

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Teacher's Name (*please print*)

I / We have read the St. John the Baptist Catholic School 2018-2019 Handbook and agree to support and follow the policies and procedures as set forth by the Catholic Diocese of Harrisburg and the School Board in the handbook.

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Parent/Legal Guardian's Signature

Date

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Parent/Legal Guardian's Signature

Date