

**Mrs. Carol Fisher**

**Program Director / Teacher**

**Mrs. Kelly Berkey M - W - F**

**Mrs. Amy Clark T - Th**

**Classroom Aides**

**Mrs. Kristina V. Tice**

**School Principal**

**Fr. George Jakopac**

**Pastor**

**Mrs. Tina Wendt**

**Office Manager**

**Mrs. Sue Pollick**

**Financial Administrator**

**School Address / Phone / Website**

**116 East Bishop Street, Bellefonte, Pa 16823**

**814 - 355- 7859 ( office )**

**814 - 355- 2939 ( fax )**

**[www. saintjohnsch.net](http://www.saintjohnsch.net)**

## **Overview**

*The Preschool / Pre - K program at Saint John School provides a means whereby parents can have their child educated in a Catholic and caring atmosphere. The spiritual, emotional, intellectual, physical and social growth of the young child is addressed in a developmentally appropriate setting.*

*Our curriculum includes religion, music, art, games, storytelling, fine motor and gross motor activities, self-help skills, academic readiness lessons, calendar time, nutrition and hygiene education and enrichment activities. Lessons are planned using Pennsylvania Pre-K standards.*

## **Program Options**

*Preschool Age Three Tuesday - Thursday*

*( 8:30 - 11:00 )*

*Pre-K Age Four Monday- Wednesday - Friday*

*( 8:30 - 11:00 ) or ( 11:45 - 2:15 )*

*Children must be 3 years / 4 years of age before September 1 of the school year they are to attend.*

## **Tuition**

*Preschool Age Three*

*September thru May*

*\$ 125 / month*

*Pre-K Age Four*

*September thru May*

*\$ 165 / month*

*Tuition payments are due in the Director's office no later than the first Monday/Tuesday of each month. Please send the payment and payment coupon in an envelope marked with the child's name.*

## **Calendar**

*We follow the K-5 school schedule and are not in session over Thanksgiving, Easter and Christmas breaks. Other non-school days will be listed on the yearly and monthly calendars. Calendars are available on the school website.*

## **Arrival and Dismissal**

Our learning areas are located on the first floor in the west wing of the school complex. The porch entrance is used at the 8:30 arrival time and 11:00 dismissal time for the AM class and 11:45 and 2:15 respectively for the PM class.

Parents may park for a few minutes along Bishop Street or use the church parking lot at arrival and dismissal times. Please be mindful that no parking is allowed blocking driveways or in front of the church across from the firehouse.

If someone other than a parent is to pick up a child, a permission for dismissal form must be completed. The form is available in the Preschool/Pre-K office.

Persons unknown to the staff will be asked to show photo identification.

## **Absence**

Please call the school office ( 355- 7859 ) by 8:45 a.m. for the morning class or noon for the afternoon class if your child will be absent. This will help us to avoid a delay in starting the day as well as to provide a safety check on your child's whereabouts.

## **Illness**

*Please keep your child at home when any of the following symptoms of illness are present: flushed face, fever, chills, green or yellow mucus discharge from the nose, coughing and sneezing, diarrhea, sore throat, watering eyes or pink eye, earache, drowsiness / listlessness, swollen glands, vomiting, headache and rash.*

*Also, cuts that do not have a scab must be covered with a bandage at all times.*

*If a child becomes ill at school, we will call the parent and ask that they come get the child as soon as possible. We do keep extra clothing on hand in case of a bathroom accident.*

## **Medications**

*If your child needs to take medication at school a written directive from the doctor is required. The medicine must be in the prescription bottle with the original label.*

*Inhalers and Epi pens also need a written directive from the prescribing doctor.*

## **School Delays and Closings**

Should it be necessary for our school to close due to inclement weather a message using the school reach call system will be sent. This is a phone message as well as email notification system.

Local radio and TV stations report closing and cancellations as well.

If schools in the Bellefonte Area School District are closed because of weather conditions, then St. John's Preschool and Pre-K program will also be closed.

The schedule for a **One Hour Delay** is as follows :

Morning Class Time is 9:30 - 11:00

Afternoon Class Time is regular time 11:45 - 2:15

The schedule for a **Two Hour Delay** is as follows :

When a two hour delay is needed we combine the morning and afternoon classes that day. Arrival is at 11:45 and dismissal is 2:15.

## **Clothing and Supplies**

Comfortable play clothes that your child can manage with minimal help when using the bathroom are a good choice for school. Please no belts or one piece outfits with many buttons unless your child is skilled at doing these independently. Shoes must have laces, buckles or Velcro.

Your child will need a backpack and a lunch box. Please be sure that the backpack is large enough to allow for the lunch box to be easily put in and taken out by your child.

## **Toys**

Unless we have specifically requested for an item to be brought to school, we ask that personal toys remain at home. We wish to avoid situations in which toys are lost or broken.

## **Snacks**

At snack time we say/sing a blessing and model appropriate table manners. Due to known and unknown food allergies in the class, we ask that each parent provide a drink and a healthy snack each day for their child.

We are a **NUT FREE ZONE** which means that snacks may not contain nuts of any kind or peanut butter.

When choosing the snack please be mindful of what your child can comfortably eat and drink during the scheduled twenty minutes. The time includes throwing away trash and placing the snack box in their backpack.

We suggest small portions and few choices. For example, a few crackers and a few pieces of cheese or a small portion package of pretzels.

*Several pieces of vegetables with a dip are good as well. Snack time is a time to relax, talk with friends and refuel for more fun and learning.*

## **Birthdays**

*Birthday treats are welcome for birthdays that occur during the school year or on a chosen summer birthday treat day. Please speak with the teacher prior to bringing in any treats. We ask that you do not send cake or cupcakes.*

*As a suggestion we have found that novelty shaped cookies, ice cream cups with the option of adding sprinkles, snack mixes, mini muffins and popcorn are very popular and acceptable snacks.*

*Parents of children who have food allergies will provide alternate snacks for their child to be used when a treat is not safe for them to eat.*

## **Church Services**

*Students in the four year old program will be attending the school children's Mass on selected Mondays and special occasions that occur on school days. On Mass days children in the afternoon class will be asked to attend in the morning class time instead of their usual afternoon time.*

*Dress for Mass day is the blue school shirt and skirt/pants for girls or blue school shirt and pants for boys. Our home and school association provides each child with a school shirt at the beginning of the school year.*



## **Field Trips**

*Field trips are usually local and within walking distance of the school. A permission slip must be signed and returned to school before a child will be permitted to go on the trip.*

*If a planned trip is outside of walking distance, then parents will be asked to transport their child to and from the location. Parents are invited to join us on trips that require them to provide transportation or they can choose to return at the prearranged time. Due to liability concerns siblings cannot attend these trips.*