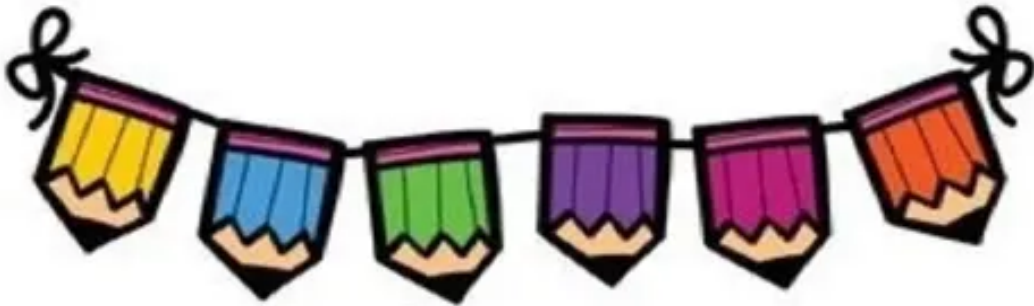


Parent Handbook

2021-2022 School Year



Welcome to

PRESCHOOL

St. John's Preschool of Elma NY

2131 Woodard Road

Elma, NY 15059

716-652-2700

stjohnspreschoolelma@gmail.com

www.stjohnspreschoolelma.org

Dear Parents or Guardians,

Thank you for considering St. John's Preschool of Elma for the 2021-2022 school year. Our school has served Elma and the surrounding community since 1986. We are tucked away in a quaint rural setting on Woodard Road, next to St. John's Lutheran Church. Here we offer 3-5yr olds a quality preschool education, and enjoyable classroom experience to prepare them for Kindergarten. Both of our sessions are integrated classrooms, age appropriate, and tailored to each child's specific needs.

This year we will offer in person classes or an option for an at home, material packet only, enrollment. There will be 15 full spots, per day and session, for in person class enrollment. We currently offer morning sessions, Monday-Friday. Morning Sessions run from 9:00am-12:00pm and are \$25 per day. At home material packets are \$80 per month. There is also a one time \$30 non-refundable enrollment fee. Checks for tuition should be made payable to St John's Preschool of Elma. Tuition will be due by the 15th of every month. All spots are on a first come, first serve basis. Please return all materials in the Enrollment packet and pay the \$30 enrollment fee to reserve your spot.

Provided there will still be COVID-19 protocols and regulations, school will continue to look a little different this year for the students here at St. John's. Adults who are unvaccinated will be required to wear masks upon entering and exiting the building, and while interacting with other students/teachers. Students are no longer required to wear a mask - but may do so if your family prefers. Everything used, including desks and chairs, will be sanitized after every class.

When you arrive at school, a teacher will come out to meet your child at the door and bring them into the classroom. We will have you sign-in your child upon arrival. We will also have you sign-out your child when you pick them up at the end of the school day. While the weather allows, we will have you pick-up your child outside on the playground. If the weather does not permit us being outside, we ask that you stand outside your car and we will bring your child to you.

We also ask that you take your child to the bathroom right before coming to school. Students will be permitted to use the school bathroom, but teachers are required to clean the bathroom after every use. Because of that, it would be of great help to us if you could ensure that your child goes to the bathroom before school.

Now more than ever all of our staff at St. John's Preschool are dedicated to ensuring that your child has a safe and quality education. We want to work with our parents and guardians, realizing that you know your children best. So, if there is any

need for a material change, schedule change, or supplementary education/material, be confident that we are committed to working with you and your children to give them the best education possible. Please don't hesitate to reach out to Ms. Rose and Miss Alysha anytime throughout the school year with any questions or concerns.

We will continue to keep you informed of any and all restrictions or procedural changes due to Covid-19 as we know more.

Thank you so much for your interest in St. John's Preschool, and we look forward to working with you and your child throughout the school year.

St. John's Preschool Staff
Rose Kordinak - Director/Lead Teacher
Alysha Copella - Assistant Director, Teacher

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Classroom Procedures

COVID-19:

1. Students will no longer be required to wear masks during class. Unvaccinated adults will be required to wear masks.
2. All group toys, supplies, desks, chairs, common spaces, and the bathroom will be disinfected after every class.
3. Snacks provided by the parents should be prepackaged and unopened.

Drop-off and Pick-up Procedures:

1. All unvaccinated adults, parents/guardians, are recommended to wear masks during arrival and dismissal of class.
2. A teacher will be outside the classroom door every morning to greet you and your child.
3. Your child will then go inside where another teacher will assist them with their bags/coat/shoes.
4. Pick-up will be done outside on the playground weather permitting.
5. During harsh weather, drop-off will be done inside the entry door at the school. We ask that when we transition to this, only *one* parent picks up their child at a time.
6. If your child is observed to have any symptoms of a fever, chills, body aches, runny nose, headache, stomachache, cough or sore throat, a parent will be called to pick up your child immediately, and the child will wait with a teacher in the back office until a parent/guardian picks them up.
7. If a person other than the parent or known guardian plans to pick up your child, we ask that parents let us know the day prior. The person collecting your child will be asked to show ID.
8. Our classroom opens five minutes prior to each session's start time.

Schedule:

1. The 2021-2022 school year will start on September 13th, 2021.
2. We follow the Iroquois Central School District for all holidays, vacation weeks, and school closings (including snow days).
3. In Addition we are also closed the Wednesday before Thanksgiving.
4. St John's closings will be sent out through our HiMama program.

Enrollment/Tuition:

1. Each child is enrolled for the entire school year (or the balance of the school year if starting after September).
2. To withdraw from the program you can choose - either a two weeks prior notice or two weeks tuition payable upon withdrawal.
3. To ensure enrollment, all forms in the enrollment packet must be completed and returned to the preschool. Also required is your payment of the one-time, non-refundable \$30 registration fee.
4. Enrollment is on a first-come, first-serve basis for both sessions.
5. Checks should be made payable to St John's Preschool of Elma.
6. Tuition is due by the 15th of each month. - September's tuition is due September 15th, October's is due October 15th, etc.
7. A late fee of \$10 will be applied if tuition is not received by the 15th. An additional \$10 will be added each week your tuition is late.
8. A \$25 fee will be assessed for any checks that are returned.
9. Whether your child is unable to attend any part of the month due to illness, vacation, school closings, etc - the full monthly tuition is still due and expected to be paid in full.
10. Morning sessions are \$25 per day, and run from 9:00am-12:00pm.

Classroom Procedures:

1. Have your child wear clothing that is comfortable and easy for them to use the bathroom in, and free of complicated fastenings. Keep in mind also that we do art projects and play outside weather permitting. Please send a sweater or jacket for outside play in the fall and spring. Sneakers are recommended.
2. Each student should bring a backpack to carry projects and school papers home.
3. Each student should bring a full change of clothes in case of any kind of accident - including bathroom accidents, spilling during snack, splashes from the sink, or art projects.
4. Each student should carry a facemask in their backpack.

Snack:

1. One snack per child is a part of the daily preschool schedule.
2. Parents are asked to provide a healthy snack for the whole class on a rotating basis.
3. If there are food allergies, all parents will be notified.
4. Please ensure that snacks are individually wrapped.
5. If you are unable to attend school on your snack day, please make arrangements with the teachers to have your snack days switched.
6. If the snack is forgotten, please notify the teachers upon arrival and they will provide a back-up snack.
7. Special treats for birthdays are allowed during snack time with permission from the director.
8. Summer birthdays are scheduled to be celebrated during the last weeks of the school year.

Absence/Illness/Emergencies:

1. Please keep your child home if you feel that your child is not well or could have been exposed to any kind of illness.
2. If your child appears to be ill during class, they will be required to put on their facemask from their backpack and socially distance. In addition their daytime provider will be contacted and your child will be sent home.
3. In case of serious illness or injury, their daytime provider will be contacted first. Then alternate emergency contact. If you are unreachable the child's physician or 911 will be contacted if necessary. You and your insurance will be expected to assume responsibility for any resultant expenses.

Masks, temperature checks, snacks, and social distancing procedures - including drop-off/pick-up - will be in effect until it is determined no longer necessary by state officials. All other procedures will be permanent.