

**ST JOHNS PRESBYTERIAN KINDERGARTEN  
EXTENDED ENRICHMENT CARE INFORMATION**

**2016-2017**

*This information (except for the security code) is found on our website:  
[www.sjpk.org](http://www.sjpk.org)*

Greetings to the parents of children who stay all day:

We are glad that you have chosen St. Johns for your child's preschool years. Our extended care children have a happy and worthwhile time with us. As we look to the love of God our Father each day, we will give your children the love and care you would give them yourself if you were home. Of course, an institution, however small and congenial, is different from home. Each child must make his or her own adjustment, but our excellent staff will help to ease the transition.

In order that everything can work together for the health, safety, enjoyment and growth in body and spirit of your child, **we are asking these things of our parents:**

1. We open at 7:30 a.m. Please **DO NOT** drop off your child **BEFORE 7:30A.M.**
2. **Please provide a good breakfast for your child before he/she comes to school. No food is allowed in the multi-purpose room.**
3. Parents will provide lunch, including a drink each day for their child. Lunches must be ready to eat and not require refrigeration. We serve water for the morning and the afternoon snacks. Please place the lunch in a labeled container and send in a morning snack **AND** afternoon snack in **2 separate labeled bags**.
4. In the morning, please bring your child into the building as quickly as possible. You may drive through the alley and enter through the multi-purpose room door. Please do not allow your child to walk into the building on his/her own. It is imperative that you say a quick goodbye to your child as other parents will be waiting to get through the alley. Teachers will receive children **beginning** at 7:30 a.m. You also have the option of parking on Lexington and walking into the building through the red door. You will receive the code to the red door, alley door and courtyard door on the first day of school.
5. The children are very tired after an active morning; therefore, rest time is routine procedure after lunch. We expect each child to lie down quietly each afternoon.
6. Each child should bring a backpack or tote bag with a crib sheet, travel size pillow, nap-size blanket, small nap cuddly and a change of clothes. All of these items must be small enough to fit into the backpack. Please-**NO PILLOW PETS**. All nap items must be washable. The backpack should be brought in every Monday morning and will be sent home on Friday. This will enable you to wash everything and change the clothing depending on the weather. **PLEASE LABEL EVERYTHING.** "Please write your child's name on the front/foot of crib sheet in large letters with a permanent marker. "We will provide a mat for each child.

7. Please do not send your child with a fever, upset stomach, diarrhea, green runny nose, or chronic cough. If in the opinion of teachers or administrators your child should be cared for at home, you will be called. Your ill child must be picked up within an hour and may not return to school until he/she has been fever and symptom free for 24 hours. If your child goes home at 10:30 on Monday, he/she may not return to school until Wednesday morning at the earliest.
  
8. If your child needs medication, you must sign a form provided by the office and available from extended care personnel. All medication must be in the original container with the child's name, name of the physician, medication name and medication directions written on the label.
  
9. Late afternoon is a "tired time." The children need home, family and dinner. Please be prompt. We close at 6:00 p.m. The late fee is \$10 per child between 6 and 6:05. After 6:05, the charge is \$1 per minute. The same late charges apply to 4:00 pick up as well. You will be billed for the amount you owe.  
  
\*\*Please note – Children are to be picked up on the playground or in the rainy day in their classroom. (Orange Door for 2's, Blue & Green for older children.) Please make certain that a teacher signs your child out before you exit. Each child has a cubbie with his/her name on it. Papers from school are placed in it daily. Please check the cubbies before you leave.  
  
\*\*Children must remain with their parents in the building or on the playground after pickup. For safety reasons, siblings are not allowed to go down the hall or into classrooms or to play on the playground. They must be with their parents at all times as belongings are gathered.  
  
\*\*Once a child has gone outside the fence, he/she is not allowed back inside without a parent.
  
10. Birthday party invitations **may not** be given out at school. You may obtain classmates' email addresses from the office. Please do not take a group of children from extended care to a party. This results in hurt feelings. When a parent picks up his/her child to attend a party, the child may *not* come back to extended care. No birthday presents may be brought to school. Young children are sensitive to being excluded. *Please be considerate.*
  
11. Please do not bring toys to school except on share day. Toys will be placed in the cubby for the day.
  
12. Children in the three and four year old classes must be completely toilet trained. They must be able to INITIATE AND MANAGE the toileting procedure by themselves. Three toileting "accidents" within 6 weeks will result in the child's being asked to stay at home until completely toilet trained. If after returning to school, the child has another accident, the parents will be notified that he/she must stay home for at least a week to insure that training is complete. Each successive "accident" will result in an additional week at home. Children will not be allowed to wear Pull-Ups at any time during the school day including naptime.
  
13. Extended Care is only to be used as an extension of the preschool day. If your child is not in attendance during the morning preschool hours, you may not drop him/her off for Extended Care.
  
14. While we have an open door policy here and value our parents, we ask that you be aware how

difficult it is when you “visit” your child at school. Your departure often leads to an upset child left in our care.

15. The afternoon teachers are focused on caring for your children, so please do not view this as a “conference time.” Conferences should be scheduled in advance so teachers can give you their full attention and speak privately. Brief conversations are always welcome.

Here at St. Johns we share your concerns, your anxieties, and the need to feel confident that your child is being loved and well cared for. You will find that we are flexible, caring, and concerned about you as well as your child. We look forward to sharing your joy, as together we nurture your child through a wonderful year.

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**IF YOU MUST REACH US IN THE AFTERNOON, THE SCHOOL NUMBER, 389-8191, SHOULD BE USED. IN THE UNLIKELY EVENT THAT THE PHONE IS OUT OF ORDER, WE HAVE A CELL PHONE THAT YOU MAY CALL IN CASE OF EMERGENCY ONLY. THIS PHONE (616-8358) IS ONLY ANSWERED IF THE OFFICE PHONE DOES NOT WORK.**