

**SAINT JOHN PREPARATORY SCHOOL**  
**PARENT HANDBOOK**  
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PASTOR/ADMINISTRATOR  
LETTER FROM THE CHAIRMAN OF THE BOARD

DEAR PARENTS:

Saint John Preparatory School (SJPS) is excited that you have chosen us to provide an excellent opportunity for you and your child to experience an educational institution where a dedicated staff and a well-prepared faculty have proven that a child's education can be fun and also educationally rewarding.

We are assured that you will find SJPS to be an exciting place where you and your child will create precious moments filled with accomplishments that you will cherish for years to come.

On behalf of the Board of Directors, please consider this welcome statement filled with the great enthusiasm that we have for quality education, and high expectations that will serve our glorious past in a way that all who are familiar with it will be compelled to say that there is a bright future for SJPS in our communities.

It is my prayer that Christ will bless you and your family throughout this school year and always.

Yours in Christ,

Jamey O. Graham, Sr.  
Chairman of the Board of Directors  
Saint John Preparatory School

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1.

A BRIEF HISTORY OF SAINT JOHN PREPARATORY SCHOOL

In the early 1950's the New Saint John Baptist Church (Church) was built under the leadership of Reverend Roscoe C. Wilson, Sr. As the Church grew it eventually reached its capacity. The mortgage had been paid in full and there was a need to add to the existing Church seating capacity. The Church initiated a campaign to increase its capacity to provide for a Preschool to serve children ages 3 through 5. The addition was completed in 1970. Mr. Dewey Duckett rented a portion on the ground floor to house a federally funded Head Start Program. The program was operated by Mrs. Elizabeth Taylor and a staff member, Mrs. Sadie Palmer. In the interim, a committee of the Church members was appointed to study, plan and organize the Preschool which was Reverend Wilson's vision. In 1971 Saint John Preschool was organized.

The Preschool was organized as a non-profit mission of the Church. It was originally funded to accommodate seventy-five children ages three through five. The first director of the Preschool was Mrs. Nezzie Middleton Jenkins. She was followed by Mrs. Josie Primus. Mrs. Gracie Simons House was employed as a Director/Teacher for the five year old program. She served for fifteen years in that dual capacity until she was appointed as full-time director.

The Preschool has now become a critical component of the Saint John Preparatory School. On September 28, 2006, the Preschool Board of Directors filed Articles of Incorporation for the creation of Saint John Preparatory School. The Preschool was transitioned to operate as a component of the Preparatory School. It is anticipated that the Preparatory School will have the capacity to provide educational opportunities for a larger number of children by providing more class sections at the current grade levels served and by eventually serving higher grade levels.

The Preparatory School is designed to provide an atmosphere of learning experiences that offers each child the opportunity to realize his/her optimal emotional, social, educational, moral and physical development. Mastery of readiness skills is emphasized and a wide use of audio-visual and manipulative instructional tools is implemented to ensure high quality learning. The Preschool meets South Carolina's accreditation, is licensed by the Department of Social Services, and is listed with the State Department of Education.

Saint John Preparatory School has served as the basis for thousands of children who have continued their education at some of the nation's most prestigious colleges and universities and who have served our nation in the military. Additionally, its alumnae are consistently recognized for outstanding contributions to society. They have always found unique and creative ways to share with us the value of their educational experiences at Saint John. At Saint John we not only pursue excellence with our children, but we achieve it everyday.

2.

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## ADMINISTRATION, FACULTY AND STAFF

SJPS is proud to announce its administration, faculty and staff for academic school year 2013-2014. We are certain that the service that you will provide will continue to meet the high quality that is known to be an integral component of the excellence that Saint John Preparatory School delivers.

### ADMINISTRATION

JAMEY O. GRAHAM, SR. CHAIRMAN  
SAINT JOHN PREPARATORY SCHOOL  
BOARD OF DIRECTORS

SAINT JOHN PREPARATORY SCHOOL  
YVETTE B. THOMPSON-CHAIRPERSON

DIANA FRIDAY, DIRECTOR  
SAINT JOHN PRESCHOOL

PEGGY KNIGHT  
OFFICE MANAGER

TANYA BROWN  
OFFICE ASSISTANT

KAREN LONG  
BUSINESS MANAGER

### SAINT JOHN PRESCHOOL FACULTY

#### TEACHERS:

MARY ARCHIE  
ANGELA GILLEY  
WILLA NOEL

IRMA GILLETTE  
ROSA JOYNER  
JESSICA MITCHELL

#### TEACHER ASSISTANTS:

TISHA CASTILE  
BONNIE WALTON

CARLISA MYERS  
SONJA JUNIOUS

### STAFF

HEAD DIETICIAN  
ASSISTANT DIETICIAN  
CUSTODIAN

DELORES FREEMAN  
DARLENE MABRY  
JACKIE PARKS

FOREIGN LANGUAGE TEACHER

AMINYAH HAILE

MUSIC TEACHER

CORRIE BOYCE

KARATE AND BASKETBALL

MR. & MRS. TONY THOMAS

DANCE TEACHER

GAIL G. FAUST

## **BELIEFS / OUR PHILOSOPHY, VISION, MISSION STATEMENTS AND VALUES**

### **PHILOSOPHY**

- A. VISION STATEMENT**
- B. MISSION STATEMENT**
- C. ARTICULATED VALUES AND BELIEFS**
- D. OBJECTIVES—EMOTIONAL AND PHYSICAL DEVELOPMENT**
- E. OUR PHILOSOPHY AND APPROACH TO EARLY CHILDHOOD EDUCATION**

- A.** Saint John Baptist Church feels that education is a mission of the church; therefore, provisions are made in the Preschool to provide training for children between the ages of three and five. “Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6. The church operates the Preschool and is a non-profit institution requiring a nominal cost for day care and educational services to young children.

The Preschool seeks to motivate, encourage and teach young children the skills essential for smooth entrance into the public schools. Physical, emotional, social, spiritual, and educational growth is emphasized. It is further believed that parental involvement is imperative if young children are to succeed.

- B.** In five years Saint John Preparatory School will have promoted and ensured the development of its “Twenty-first Century academic village” where parents will meaningfully participate in the lives of their children in a safe, caring and superior educational environment.
- C.** The faculty and staff of Saint John Baptist Church Preschool, with the cooperation and support of the children and parents, will provide a safe and healthy environment where each child is ensured of a challenging learning program that will allow for achievement at his/her maximum potential and ultimate success in school.

Saint John Preparatory School, where excellence is never compromised, ensures the development of its students through a dedicated and highly skilled staff implementing a curriculum in close collaboration with parents and supported by a caring community so that its students will be prepared to meet the challenges of an ever-changing world.

**D. \_Articulated Values and beliefs: WE BELIEVE:**

- Practicing honesty and integrity are essential to the development of good character
- The well-being and education of children are vital to the future of our society
- Everyone shares in the responsibility for the children's education
- Everyone has a contribution to make to society and has a responsibility to do so
- The quality of our school directly affects the quality of our community
- All children can learn
- Challenge, effort, self-discipline and responsibility to learn are necessary for students to reach their potential
- Learning is a lifelong process
- People are our most important resource
- Each individual has worth and deserves respect
- The family unit provides the foundation for all learning
- Parents have the responsibility and the right to be responsibly involved with their children's education

**WE BELIEVE**

- That the goal of the Preschool is to develop independent, successful children.
- That the adults in a child's life are the most significant element in achieving that independence and success;
- That a child learns to be independent and successful through his/her play;
- That play is guided by the emotional climate of the classroom, by the arrangement and selection of materials, and most importantly, by responding to developmental needs;
- That physical, emotional, social, and cognitive growth is interrelated, and occurs sequentially, within the developmental pattern;
- That within the developmental patterns each child progresses in a unique style and pace;
- That development is enhanced when parents and staff work together to provide support to the child's growth.

**5.**

**E. Emotional Development:**

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To provide an emotional climate within the classroom that will contribute to the child's sense of belonging

1. To set an example of fairness, honesty, and integrity for the child to emulate.
2. To give each child recognition for his/her efforts and accomplishments.
3. To provide opportunities for the child to succeed, avoiding frequent failure by matching the task to his/her ability.
4. To encourage the child to express his/her ideas freely without fear of rejection or ridicule.
5. To help the child create a favorable self-concept.

**Physical Development:**

1. To assure the child's physical abilities and provide continuous opportunities for his/her physical growth.
2. To provide adequate space and equipment for the development of the child's motor skills.
3. To encourage the child to develop correct habits of healthy living.

**F. OUR PHILOSOPHY AND APPROACH TO EARLY CHILDHOOD EDUCATION**

Saint John Preparatory School (SJPS) has its foundation in Saint John Baptist Church. The history SJPS is provided in Part I. above. Saint John Baptist Church has always positioned itself to be a beacon in the communities that it serves in spiritual, welfare, and educational matters. To that extent, SJPS provides educational opportunities for children ages three through five. The Biblical basis for SJPS is found in Proverbs 22:6, "Train up a child in the way he should go; and when he is old he will not depart from it."

At SJPS we are totally committed to developing the talents of each child and preparing each child to integrate his/her faith and academic training for the future. SJPS supports parents as the primary educators of their children, providing an atmosphere rich in family values and academic excellence. SJPS seeks to motivate, encourage and teach young children the skills essential for smooth admission into other educational institutions to further their educational aspirations. Physical, emotional, spiritual and educational growth is emphasized. It is further believed that parental involvement is imperative if young children are to succeed. It is licensed by the SC Department of Social Services and the Enhanced ABC Child Care Provider.

The National Association for the Education of Young Children suggests you look for these 10 signs to make sure that children are in a good classroom.

1. Children spend most of their day playing and working with materials or other children. They do not wander aimlessly, and they are not expected to sit quietly for long periods of time.

6.

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2. Children have access to various activities throughout the day. Look for assorted building blocks and other construction materials, props for pretend play, picture books, paints and other art materials, and table toys such as matching games, pegboards, and puzzles. Children should not all be doing the same thing at the same time.
3. Teachers work with individual children, small groups, and the whole group at different times during the day. They do not spend all their time with the whole group.
4. The classroom is decorated with children's original artwork, their own writing with invented spelling, and stories dictated by children to teachers.
5. Children learn numbers and the alphabet in the context of their everyday experiences. The natural world of plants and animals and meaningful activities like cooking, taking attendance, or serving snack provide the basis for learning activities.
6. Children work on projects and have long periods of time (at least one hour) to play and explore. Worksheets are used very little, if at all.
7. Children have an opportunity to play outside every day. Outdoor play is never sacrificed for more instructional time
8. Teachers read books to children, individually, or in small groups throughout the day, not just at group story time.
9. Curriculum is adapted for those who are ahead as well as those who need additional help. Teachers recognize that children's different background and experiences mean that they do not learn the same things at the same time in the same way.
10. Children and their parents look forward to school. Parents feel secure about sending their child to the program. Children are happy to attend; they do not cry regularly or complain of feeling sick.

While this is not an exhaustive list, it does provide an opportunity for teachers to evaluate their instructional strategies on a daily basis.

**Saint John Preschool CALENDAR FOR 2013 | 2014**

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<b>Parent Teacher Orientation</b>	<b>August 1, 2013 6-8 p.m.</b>
<b>Teacher – In- Service Training</b>	<b>July 29,-Aug. 2, 2013</b>
<b>First Day of School for Students</b>	<b>August 5, 2013</b>
<b>Labor Day</b>	<b>August 30, - Sept. 2, 2013</b>
<b>Thanksgiving Break</b>	<b>November 28-29, 2013</b>
<b>Winter Break</b>	<b>December 23-Dec. 27, 2013</b>
<b>New Year Day (closed)</b>	<b>January 1, 2014</b>
<b>Martin Luther King Day</b>	<b>January 17-20, 2014</b>
<b>President’s Day</b>	<b>February 17, 2014</b>
<b>Spring Break</b>	<b>April 18-21, 2014</b>
<b>Kindergarten Graduation</b>	<b>May 21, 2014</b>
<b>Last Day of school</b>	<b>May 23, 2014</b>
<b>Memorial Day</b>	<b>May 26, 2014</b>
<b>Summer Session Begins</b>	<b>May 27, 2014</b>
<b>Independence Day</b>	<b>July 4, 2014</b>

## CURRICULUM OVERVIEW

Our beliefs are fundamentally driven by developmentally appropriate practices. Our curriculum is customized to meet each child's individual needs: socially, emotionally, physically and cognitively. Our daily practices have consistency and incorporate emergent curriculum which stimulates each child's unique interests, curiosity and sense of discovery. Ultimately, our curriculum strives to enhance the development of social skills, relationships, respect for others and oneself, self-help skills, autonomy, peaceful conflict management and the empowerment of one's own ideas and feelings. Children at this age (3-5) are still acquiring basic life skills.

Our curriculum is designed to enhance their cognitive, social and emotional development. Our teacher to student ratio averages about 1:10. This enables our teachers to spend one-on-one quality time with children. Positive reinforcement and clear consistent guidelines provide a safe nurturing environment for children to explore and grow. It is important to remember that each child develops at his or her own individual pace. The four major domains of childhood development are cognitive, social, emotional and physical. Usually, children develop at different levels in all four domains. Chronological age does not necessarily go hand in hand with developmental stage. Below, please find some areas of growth that we hope your child will experience.

### *Three Year Old Program*

- Physical Development
- Mathematics
- Personal Development
- Health and Safety
- Language, Spanish and Music
- Classroom Work-Play Habits

### *Four Year Old Program*

- PERSONAL/EMOTIONAL DEVELOPMENT
- LANGUAGE AND LITERACY
- MUSIC-ART-SCIENCE-SOCIAL STUDIES
- HEALTH AND SAFETY
- MATHEMATICS AND SPANISH

### *Five Year Old Program*

- LANGUAGE ARTS
- MATHEMATICS
- SCIENCE
- SPANISH
- SOCIAL STUDIES AND MUSIC

Children's learning styles will vary from time to time as they grow. A well-blended curriculum offers the most for greater development predicated upon the variety of students and their abilities matched with their learning styles. SJPS has found it to be an advantageous approach to implement a modified Abeka-Curriculum. This approach has afforded SJPS to be responsive to the needs of its diverse student population and also to maintain a high quality instructional program. There are several curricula that are being taught at the pre-k and k grade levels. The list below provides a brief overview of them.

### THE ABEKA CURRICULUM

The Abeka curriculum is a comprehensive and phonetics-based learning program. Arithmetic, grammar, and spelling are all rule-governed activities. Students use manipulative materials and problem solving techniques that give real meaning to mathematics. The social studies program leads students to be historically informed, globally aware, and responsibly active citizens. Children are also encouraged to develop a sense of the processes inherent in scientific study. Reading is given a great deal of importance in the curriculum. Children learn to read through a systematic phonics program. The phonics program is employed as a logical and orderly way to teach children to read English, which is an alphabetical language.

### A. GRADING SYSTEM

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Students are assessed four (2) times per academic school year. They are assessed through the distribution of report cards/progress reports. The report card/progress report will be distributed every nine weeks or on a schedule similar to Richland School District One report card issuances. The following areas are assessed:

#### KINDERGARTEN GRADE LEVEL

- PERSONAL DEVELOPMENT;
- PERSONAL INFORMATION;
- READINESS SKILLS;
- READING AND WRITING READINESS;
- MATHEMATICS;
- MUSIC-ART-SCIENCE- SOCIAL STUDIES;
- CLASSROOM WORK - PLAY HABITS; AND
- HEALTH AND SAFETY

#### METHOD OF REPORTING

- + THE STUDENT'S WORK MEETS GRADE LEVEL EXPECTATIONS
- S THE STUDENT'S WORK IS SATISFACTORY
- THE STUDENT'S WORK NEEDS IMPROVEMENT
- THE SKILLS HAVE NOT YET BEEN TAUGHT

THREE YEAR OLD AGE LEVEL

- PHYSICAL DEVELOPMENT
- MATHEMATICS
- PERSONAL DEVELOPMENT
- HEALTH AND SAFETY
- LANGUAGE
- CLASSROOM WORK - PLAY HABITS

METHOD OF REPORTING

- VG VERY GOOD  
G GOOD  
W WORKING ON IT  
T TRYING  
NI NOT YET INTRODUCED

FOUR YEAR OLD AGELEVEL

- PERSONAL/EMOTIONAL DEVELOPMENT
- LANGUAGE AND LITERACY
- MUSIC-ART-SCIENCE-SOCIAL STUDIES
- HEALTH AND SAFETY

METHOD OF REPORTING

- + DEMONSTRATES SKILL/BEHAVIOR CONSISTENTLY  
S SHOWS SATISFACTORY PROGRESS  
. NEEDS DEVELOPMENT  
^ NOT ASSESSED THIS PERIOD

Should parents have questions about their child's assessment, they are required to meet with the appropriate faculty member by arranging a parent/teacher conference. It is difficult and potentially disruptive for questions to ask about reports without an opportunity for faculty to prepare for such discussions.

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Common Core Standards	South Carolina schools contain the broad goals and objectives which identify the minimum content required at each grade level and for each course. The curriculum standards South Carolina "School Readiness Guidelines for 3, 4, & 5 Year-Old Children" will be implemented. These standards relate what students should know and be able to do in content areas and grade levels. Faculty should list the appropriate curriculum standard for each lesson plan.
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Instructional Objectives	Objectives Instructional objectives are the learning outcomes for the lesson. In other words, what do you want the student to be able to do when the lesson is over? Find information about instructional objectives. Write the instructional objectives for the lesson. Need help?? Go to information about writing instructional objectives.
Materials	What materials, resources and technology will be needed for the lesson? List all materials (e.g. text books, other books, etc.

## **B. INSTRUCTIONAL GUIDELINES**

SJPS encourages faculty to develop curriculum that will ensure high quality student achievement. Instructional Guidelines provide specific direction to teachers about the pedagogical practices that all SJPS teachers use regularly. They set the targeted frequency for different teaching methods, and describe how each method should be implemented for maximum learning. Far from a “script,” the instructional guidelines require highly skilled teachers who have the creativity and professional skills to address each student’s individual needs. In combination with clear, explicit standards, the instructional guidelines ensure that all students receive a high quality educational program. These guidelines will be reviewed each year to ensure excellence in the instructional process.

## **C. STUDENT ASSESSMENTS**

Students are given class work and parent-child interaction assignments. They are afforded a rich combination of working alone, in small groups, in large groups, and individually. All work is graded and students are constantly given feedback to encourage and reinforce mastery of skills. Assessments are always used to encourage students and not as a way to discourage or damper students' enthusiasm. Parents can play an important role in working with their child to develop a habit of completing all assignments. The importance of giving priority to homework can never be underestimated. The foundation that can be established at this early age will be integral to the child's later development.

Student assessments are also displayed in the school, in the hallways and nearly every place where students, parents and guest will appreciate the efforts of children. Parents are encouraged to show great pride in their child's work however small it may seem. Taking pictures of children in front, on the side of their work, or asking for samples of their work can convey an invaluable message to the child. Students will also be afforded opportunities to showcase their work in other places in the city and at other institutions. Parents are encouraged to support SJPS in these efforts.

### Typical Daily Schedule -

- 7:15 - 8:25** Organized activities, play and devotion.
- 8:26 – 8:45** Am Snack (healthy foods are served; candies and cookies are avoided)
- 8:50 - 9:20** CIRCLE TIME ROLL, CLASS, SHARING, PHONICS, CALENDAR COUNTING, ALPHABET READINESS, STORIES AND USE OF LEARNING CENTERS AND SCIENCE
- 9:21 - 10:30** LANGUAGE AND MATH SKILLS
- 10:30 - 10:55** OUTDOOR ACTIVITIES 3 YEAR OLD CLASS  
LANGUAGE SKILLS CONTINUE FOR KINDERGARTEN AND 4 YEAR OLD
- 10:30** MUSIC - MONDAYS 3 YEAR OLD, WEDNESDAYS 4 YEAR OLD  
FRIDAYS 5 YEAR OLD
- 11:00 - 11:25** OUTDOOR ACTIVITIES - 4 YEAR OLD
- 11:00** 3 YEAR OLD CLASS TIDY-UP - WASH UP AND PREPARE FOR LUNCH  
(STORY AND MUSIC)
- 11:25** LUNCH 3 YEAR OLD  
4 YEAR OLD CLASS TIDY-UP AND PREPARE FOR LUNCH  
(STORY AND MUSIC)
- 11:40** OUTDOOR ACTIVITY FOR KINDERGARTEN AND LUNCH FOR 4 YEAR
- 11:50** LUNCH FOR KINDERGARTEN
- 12:30 - 2:30** REST AND QUIETTIME
- 2:30-** REST IS OVER PREPARE FOR AFTERNOON SNACK
- 2:20 - 3:00** AFTERNOON SNACK, PHYSICAL ACTIVITY AND LEARNING CENTERS
- 3:01 - 4:00** FOREIGN LANGUAGE (TUESDAY ONLY)
- 3:00 - 5:00** DANCE (MONDAYS)  
BASKETBALL & KARATE (THURSDAY ONLY)
- 4:00 - 5:30** REVIEW AND COMPLETE SKILLS FROM MORNING, OUTDOOR PLAY, ORGANIZED ACTIVITIES, SMARTBOARD, MUSIC, FREE PLAY  
BLOCKS, GAMES, DRESS-UP, COMPUTERS, CUTTING,  
PASTING, PUZZLES, AND PREPARE TO GO HOME.
- 5:45** **SJPS CLOSSES**

#### **D. PARENT-TEACHER ORGANIZATION**

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The Parent-Teacher Organization (PTO) is an integral part of SJPS. It is an organization that is organized around SJPS and enjoys its tax-exemption status as a result of that affiliation. Parents of SJPS students are required to hold membership in the PTO. The fee is minimal (\$5.00 per parent) and a schedule of their annual activities is set forth in their Annual Calendar of Events 2013-2014. Parents are encouraged to attend meetings and participate in their activities. Officers are elected each year in May. Faculty members may cast their secret ballot for officers. Faculty members are also encouraged to attend meetings.

attempt to destroy five years of another's good and sacrificial work. Parents are required to help in promoting calm and professional atmosphere at all times.

#### **E. FIELD TRIPS**

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Field trips are scheduled throughout the year. A permission form will be completed by all parents at the beginning of the school year as part of the enrollment process. Teachers are to ensure that such form is completed and is part of the student's enrollment file prior to permitting any child to participate in a field trip. All parents are **REQUIRED** to purchase a Saint John T-Shirt and Sweater Shirt to wear on field trips. (Parents who are experiencing financial difficulty may contact the Director). Parents will be reminded at least one week before a field trip is taken setting forth the nature of the field trip and the time that the child will be away from SJPS. Any special clothing needed for the field trip should be communicated to the child's parent. All field trips must be authorized by the Executive Director or the Director. Field trips are to be related and integrated in the curriculum. Essentially, field trips are to be considered as an opportunity to further the advancement of the curriculum and thereby advance and reinforce the curriculum and the instructional process.



## GENERAL INFORMATION AND POLICIES

### A. STUDENT CODES OF CONDUCT

These rules apply inside and outside the classroom. These rules have been developed to ensure that each child's interest will be protected and respected. These rules should be thoroughly explained and reinforced with students frequently. It may be necessary for them to be explained and reinforced with parents. Please advise us if this occurs.

- Children must respect themselves and others.
- Children can climb on playground equipment only.
- Children may not open gates or doors unless instructed by faculty.
- Children may not throw sand, insult, tease or frighten one another
- Children may only play in areas where teachers are supervising.
- Children must sit down when eating.
- Children may not run in the classroom.

**ALL CHILDREN ARE EXPECTED TO ADHERE TO THE CODES OF CONDUCT.**

### B. CONSEQUENCES

It is our desire to help redirect negative behavior.

Following are the consequences:

1. **Teacher-Student "Talk"**
2. **Teacher talks to parents.**
3. **Student sent to office.**
4. **If student/parent is unable to control unacceptable behavior, the child will be suspended for three days.**

After the 2<sup>nd</sup> suspension the child will not be able to return.

\*\* "Tuition still applies

### C. BIRTHDAY CELEBRATIONS

Birthday parties are planned by SJPS. A teacher or teacher assistant will be assigned to plan the monthly birthday activity. They are held on the third Friday of each month. **Parents are not to arrange birthday celebrations with their child's teacher(s).** Teachers are advised that birthday celebrations are to be kept simple and short.

If parents wish to have a birthday celebration away from SJPS, and if they will not be inviting all of the children in their child's classroom, they should mail the invitations or facilitate them accordingly. If invitations are going to the entire class, parents may give them to the teachers so that they can be placed in the children's folders.

#### **D. OPERATIONAL PROCEDURES AND DAILY SCHEDULE**

SJPS opens at 7:15 a.m. Monday through Friday and closes at 5:45 p.m. Classes begin at 8:45 a.m. and end at 5:30 p.m. Children should be in school not later than 8:30 a.m. Any student who arrives after 8:45 a.m. is considered late and will be marked accordingly. Perfect attendance is defined as being in school at least four hours or more each day that school is in session. Late reporting to school is disruptive to the teacher, other students and the student who is late. Tardiness negatively impacts the quality of education and the instructional delivery process. Parents should avoid bringing children to school late.

#### **E. IN GENERAL - CLOTHING, WISE THOUGHTS, FOOD, ETC.**

Make sure that your child is properly clothed, especially during cold and inclement days. Each child will need two (2) small covers to fit over a cot for napping. Make sure your child's property is labeled. A tote bag or handbag may be helpful from time to time for carrying items. Roller bags are discouraged. An extra set of clothing may come in handy in the event of accidents. Make sure that you bring all items to school for your child. Packing your child's bag the night before with your child's assistance could be a teachable moment and a reminder to you. Please visit your child's classes. Your presence makes a very powerful statement. Let your child see you smiling with his/her teacher, staff and others. This will ensure your child that they are in a safe and friendly environment. This is especially critical at the beginning of the school year. Just like any other habit, healthy eating habits start from a young age. Therefore, certain items are discouraged and we avoid them in our snacks. We want all our children to eat healthy, well-balanced meals (e.g. fruits, vegetables, breads). We discourage parents from bringing food. We provide two snacks and a hot meal each day.

#### **F. RESERVATION TO CHANGE**

Due to our ever-changing world, SJPS reserves the right to amend this Handbook at anytime. All parents will be informed of these changes through our usual means of communication, i.e. memos and newsletters.

## USDA STATEMENT

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SJPS facility is operated in accordance with the United States Department of Agriculture Policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin. Any person who believes that he or she has been discriminated against in any USDA - related activity should write to:

Saint John Baptist Church  
3404 West Beltline Boulevard  
Columbia, South Carolina 29203

### **G. Parent Access and Communication Policy(s) :**

The Preschool staff shall permit parents free and full access to the (their children) premises without prior notice. In some cases a parent and/or parents may be denied access if there is a court order limiting parental access. This free access must not disrupt instructional activities or classroom routines.

### **H. Policy on Children's Records**

The Preschool will keep a separate file record on each child. The file shall be kept in a confidential manner, locked in a file cabinet, but shall be immediately available to the Department of Social Services, the child's teacher, parent and/or guardian upon request.

### **I. Discipline Policy**

**The Preschool staff and teachers shall use no corporal punishment as a discipline method for behavior management. None of the following shall be used as a form of redirecting behavior or punishment:**

1. No corporal punishment, emotional, or harsh and demeaning language, etc.
2. No child will be unsupervised or left in isolation,
3. No child will be subject to withholding food, sleep, or toilet use.
4. No child will be restrained by any means, etc.

The following positive, non-abusive methods for managing behavior shall be implemented and followed by all staff and teachers:

1. Time-out will be used as a form of redirecting behavior; time of duration will be the same as the age of the child.
2. The child's parents will be called if a child continues to be disruptive, threatening, and overly aggressive to include kicking, hitting and biting, etc.

#### **J. Physical Activity Policies**

1. Indoor play: We provide a variety of age-appropriate toys for indoor play. Toys may be rotated or placed temporarily out of use so that the children do not become bored. Younger children have less-developed organizational skills and can get easily frustrated or upset when there are too many toys to choose from. It is also more difficult for them to help with clean up when there are toys everywhere, because it is so overwhelming to them. For this reason, during free play times, each child may select one or two things at a time to play with. They will be shown how to put those things away before selecting something else.

2. Outdoor play: We will be playing outdoors every day that weather permits. Please make sure that your child is appropriately dressed for school/outdoor play at all times. Our activities will include walks, playground, water play (sprinkler in summer), and others. We do not go outside when the temperature is below 20 degrees (including wind chill), or above 92 degrees (including heat index). We are mandated by state law to take the children outside. Parents who feel that their child is not well enough to participate in outdoor activities must keep them out of daycare until they are able to participate in all activities.

3. Children should arrive (uniform) dressed for school/ play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. You will be expected to supply an art smock to protect clothes from paint or other art materials. Please don't dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather.

### **K. Nutrition Policy**

We participate in the U.S.D.A. Food Program and all meals will be provided at no cost to parents. All parents will be required to fill out the USDA Eligibility Form regardless of eligibility.

As long as Saint John Preschool participates in the USDA Food Program, all meals will be provided. Meals will consist of am snack, lunch and afternoon snack. Children who arrive after meal times should be fed before they arrive. Menus will be posted on the bulletin board just inside the door. Copies of the menu are provided to parents upon request. We prefer that children do not bring food, drinks, etc. from home unless requested. Children tend to think the "grass is greener . . ." when they see someone eating something different from them. We will honor a parent's religious or philosophical objections to a menu item and the parent can substitute any objectionable item with an item from home.

If your child has allergies, and requires a modified diet, we must be notified of this in writing. An appropriate substitution will be made, if possible. If a child has so many allergies that he/she cannot eat from our menu, we may require the parents to provide his/her lunch and snacks.

### **ENROLLMENT PROCEDURES AND OPERATIONS**

SJPS accepts families of all faiths, religions and backgrounds. The criteria for admission are based on three factors. First, all children must be three years old by date of entry into SJPS. Please note that enrollment is possible in January of each academic school year. Secondly, children must be potty trained. Finally, parents must abide and agree with the rules and regulations of SJPS. SJPS is not equipped to educate children with disabilities. The facilities and its staff have not been certified to provide the care that such a child might need. It is not SJPS's position to accept a child into its program where the child's needs will not be addressed. Parents may carefully search for educational institutions where their child's needs will be met. This will be extremely helpful to the child.

The following forms must be completed to become officially enrolled at SJPS:

- Pay Registration Fee of \$100.00 (non-refundable)
- SJPS Preschool Admission Contract
- SJPS Acknowledgement Form
- Emergency Information

## **A. Enrollment Procedures**

The following forms and Procedures must be completed to become officially enrolled at SJPS;

Pay Registration Fee of \$100.00

1. Complete and return the SJPS Preschool Admission Contract with the emergency information.
  2. Child must be 3 years of age by date of entry
  3. Child must be potty trained
  4. Parents must abide and agree with rules & regulations.
  5. Parent complete and return the Parent Acknowledgement of Handbook page (last page (in the Parent Handbook).
- 
1. The SJPS admission Contract is received and reviewed by an office staff to make sure that it is completed in full according to DSS regulations.
  2. The registration fee is received by an office staff.
  3. A copy of the South Carolina Certification of Immunization is received within 30 days from the first day at SJPS.
  4. An office staff makes a copy of the parent(s) picture ID.
  5. The office staff receives tuition for that week.
  6. The child's teacher will give the parent a welcome letter, supply list, weekly Teaching Goals for the appropriate age group, curriculum for the appropriate age group, Music for Preschool sheet and a SJPS Spanish Program sheet.
  7. Give the parent a copy of the SJPS Parent Handbook.

## **B. SCHOOL COLORS AND NEWSLETTER**

SCHOOL COLORS: Blue and White

SCHOOL ALMA MATER: Dear Saint John Preschool  
Song written by Betty J. Cunningham

NEWSLETTER: Our newsletter is called "Blue Jays Today". It is published  
It is published monthly and appears on our website.

## **C. STUDENT UNIFORMS**

SJPS requires its students to wear uniforms. This policy has proven to be beneficial in many ways. Students must wear their uniforms everyday they are attending school except on Fridays. On Fridays they may wear other clothes that are appropriate for their age and in a school setting. Faculty must refer the name of any student who violates this rule. Socks, shoes (sneakers) must be worn to school. Sandals, and flip flops are not acceptable as they present a potential danger to children in the array of activities that a child may have to undertake in a given day. Blue jeans are not uniform. Parents should inquire with management for guidance on this matter. **No high heels or jewelry.**

## D. TUITION AND FEES PAYMENT SCHEDULES

The tuition fee schedule for academic school year 2013-2014 is as follows:

- Registration Fee: A registration fee is required for each school term - August and January) (non-refundable)
- Late Pick-Up Fee: Parents who pick-up children after 5:45 p.m. will be charged a late pick-up fee of \$5.00 for every fifteen (15) minutes or any portion thereof after 5:45 p.m. SJPS has a compelling reason to close its operations and prepare for the next day.
- When this effort is delayed or hampered, it cost unnecessary expenses. Parents are advised that they can avoid this fee by making arrangements to pick-up their child as required.
- Weekly Tuition: **\$120.00** (This amount is paid one week in advance. It is due on Monday morning of each week and must be paid not later than **12:00 noon**. Payments after this date and time will incur a late fee of \$25.00). **If tuition is not paid by Tuesday of that week the child will not be permitted to attend SJPS until the same is paid in full up to the period that will be specified by a member of management.**
- Method of Payment: **Tuition may be paid by check, money order or debit card.**  
For checks that are returned for any reason, a \$25.00 fee is assessed and must be paid by money order only.  
In the event that a child is sick (**three days or more**) for an extended period of time, tuition may be adjusted **after** consultation with the Preschool director and the presentation of a **doctor's statement**. Otherwise, full tuition is due.

Children who are absent due to reasons other than death in the immediate family (mother, father, and sibling) is required to pay full tuition. During the summer session, vacation will be honored up to two weeks. One week of your choice and the week of Teachers In Service Training Week. Tuition and fees are subject to change. Parents will be notified of such as soon as possible.

### *DROP OFF AND PICK UP REGULATIONS*

SJPS requires that your child be signed in and out each day with a full legal signature and the time of arrival and departure. The sign-in sheets are available in the front foyer of SJPS. Authorized personnel (office staff, teachers) of Saint John Preschool will sign children in **daily (am and pm) at the front door and signed in a second time, by the parent, at the fellowship hall upon arrival until 8:30 am**. All children are to be properly signed out by an authorized parent/guardian with a legal full signature. If a parent/guardian fails to properly sign a child out, Saint John Preschool can be fined for each infraction.

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Children will be accepted beginning at 7:15 a.m. each day. Children should arrive no later than 8:30 a.m. every day. Some children need enough quality time to separate from parents. SJPS closes at 5:45 p.m.; therefore, all families are required to leave the grounds of SJPS no later than 5:45 p.m. unless they are attending meetings or other SJPS events. Once a parent or guardian has signed a child out, he and/or she is their responsibility.

If parents pick up children before the end of the school day, please be respectful to the teachers and the other students who may still be in class or on the playground involved in activities. SJPS staff will release children only to people on the child's appropriate forms kept with management. Only persons listed on the forms, as designated by the parent, will be allowed to pick up the child. Only persons over the age of 18 with a picture ID may pick up children.

Parents must inform management in writing if someone other than a person who is authorized on the contact form will be picking up your child. Any person who is picking up a child will be asked to provide the staff with a picture I.D. They will also need to sign the child out with their full first and last name, as well as the time of arrival or departure. If the child is being dropped off by a person, this does not constitute an authorization for him or her to pick up the child. In addition, once the parent has authorized a certain individual to pick up the child, the authorization is valid only for that specific day unless stated otherwise.

If only one parent has custody of the child, and the other is not authorized to pick up the child, the custodial parent must instruct the Executive Director or the Director of this fact, and must provide him/her with a copy of the Court Order confirming visitation rights. If there is any change in the legal custody of the child while the child is enrolled at SJPS, the parent must immediately notify the Executive Director or the Director and must provide them with a copy of the Court Order confirming the change in custody. If a biological parent insists on picking up the child from SJPS (only if their name appears on the application and/or additional paperwork), the Executive Director or the Director will release the child to that parent on demand and may immediately inform the local police department. This procedure is to ensure the safety of our children as well as all the staff. Parents should use all strategies to avoid placing staff in a position of conflict.

- WITHDRAWAL PROCEDURES

Parents may withdraw their son/daughter at anytime for any reason. The withdrawal procedure is as follows:

1. The Parent must inform a member of management with a two week notice of their intent to withdraw a child. The same must be given in writing and a series of forms must be completed by the parent.
2. No refunds will be issued for any withdrawal. All fees owed must be paid before the withdrawal process is complete.

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- **REMOVAL FOR CAUSE AND PROCEDURE**

A child may be recommended for removal from SJPS if any of the following reasons:

**Payment is delinquent and all reasonable measures have been taken to enforce payment as determined solely by SJPS.**

The child's behavior becomes abusive to the other children.

The child's parent's (or parents') behavior is disruptive or abusive to any staff member.

The child's parents fail to cooperate with the staff, the policies and/or the procedures of SJPS.

Parent is habitually late in picking up (i.e. after 5:45 p.m.) the child from SJPS.

Immunizations and/or required paperwork are not current.

Parent refuses to sign the SJPS Parent Handbook Agreement Form.

Any other reason as defined by SJPS.

Any child who is recommended for removal may appeal the withdrawal notification to the Board of Directors of SJPS. The Board will meet as soon as possible to review the recommendation of the Administration. The effected Parent(s) may appear at the meeting but may not be accompanied by legal counsel or any other representative as this is viewed as a private matter involving the child, the parents and SJPS Administration. No secret recordings of the meeting may be conducted by the participants. An official recording will be conducted by SJPS. The parent may request a copy of the same for a reasonable cost.

### **Saint John Baptist Church Preschool Transportation Policy**

1. The Director or a Designee, and the bus driver must have a bus log of all students on the field trip. All teachers should have a class list of children who are on the field trip. The chaperone should have a list of assigned students on the field trip.
2. The staff will conduct roll call and count all students when boarding the bus to leave the school.
3. The staff will conduct roll call and count all students when leaving the bus upon arriving at their destination.

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4. The staff will conduct roll call and count all students before leaving their destination.
5. The staff will conduct a roll call and count all students upon arriving back at school and leaving the bus.
6. Once students are inside the school attendance will be taken by the staff.

**Policy on Supervising children during School hours:**

**Saint John Preschool Teachers and Staff supervise the children by counting each child during transitional periods then carefully monitor the children during the day. (Monitored on log sheets). (Lunchroom, playground, restroom, fieldtrips or one area to another).**

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**Notice**

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NO SMOKING will be permitted on church grounds. We want clean air for our children to breathe. **Thank You For Not Smoking!**

**The building is closed at 5:45 p.m.  
All children are to be picked up by 5:45 p.m.  
Late charges apply after 5:45 p.m.**

*This facility is operated in accordance with the U.S. Department of Agriculture's Policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.*

*Any person who believes he or she has been discriminated against in any USDA-related activity should write to:*

Saint John Baptist Church Preschool  
3404 West Beltline Boulevard  
Columbia, South Carolina 29203

## HEALTH MATTERS AND MEDICATIONS

Each family is responsible for informing SJPS of any allergies, disabilities or phobias the child might have. A child who is not in good health (by decision of teacher or director) must return home. In general, a child who is not able to participate in all school activities is not well enough to be in school. When a child becomes ill during the day, SJPS will contact the parents. It is the family's responsibility, or any authorized personnel's responsibility to pick the child up within an hour. The following are symptoms most commonly seen that require a child's removal from school:

1. A fever  
(temperature greater than 100.0). The child must be fever free without medication for 24 hours before returning to school.
2. Conjunctivitis  
Which is an eye infection commonly, referred to as "pink eye." A physician's clearance is required to return to school.
3. Unexplained rash.  
A physician's clearance is required to return to school.
4. Impetigo  
A physician's clearance is required to return to school.
5. Diarrhea  
The school uses the criteria of 2 bowel movements before calling the parent(s). The child needs to be diarrhea free 24 hours before returning to school.
6. Vomiting  
Vomiting needs to cease for at least 24 hours before the child can return to school.
7. Evidence of nits or lice  
Children are excluded from school until nit and lice free.
8. Others  
Other communicable diseases such as chicken pox, strep throat, continuous cough, ringworm and so forth must have a physician's clearance to return to school.
9. Signs of illnesses that are non-specific  
The child may look and act differently. There may be unusual paleness, irritability, unusual tiredness or lack of interest. The child requires more attention and care than our adult/child ratio allow and may need assessment by a physician.

## **WHEN TO CALL A PARENT**

Parents should keep their child home when an antibiotic is prescribed until the medication has been given for at least 24 hours. Many illnesses are considered non-contagious after administration of antibiotic for 24 hours.

## **Saint John Baptist Church Preschool General Emergency Medical Procedure Policy**

Saint John Preschool must safeguard all children and staff at all times: This policy applies at any time an emergency occurs on the premises or away on a school field trip. The medical plan shall address the following:

1. Any needed first aid will be provided immediately by the nearest staff member(s), while other available staff are assigned to supervise other children and give the proper care needed.
2. All existing emergency procedures relevant to the immediate situation will be put into action by the Director and or other staff appointed to do so by the Director.
3. When needed, office staff or appointee will call Emergency Medical Services immediately to appraise the situation and request advice.
4. Parents will be contacted with all available related information.
5. Palmetto Children's Hospital will be the hospital used(unless otherwise indicated) if an emergency occurs and a medical facility is necessary.
6. All staff will follow EMS recommendations for emergency transportation of any injured person or child to the nearest hospital (Palmetto Richland).
7. All staff will fully cooperate with requests and or directions by responding emergency personnel, and provide them with information needed from the child's record to address the situation.
8. At least one staff member shall accompany any child taken to the hospital, and stay with such child/children until their parent or emergency contact person arrives.

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9. After the emergency and its related results have been resolved, and no one remains in danger, all staff involved will complete any related facility accident report as required.
10. The same procedures will be followed if away from school on a school field trip or school related business.
11. Parents should keep their child at home if a discolored nasal discharge is present and running nose with a temperature of 100 degrees.
12. Parents should keep their child home if he or she has a severe cough. If the child contracts any communicable disease or condition, please notify the director of the doctor's diagnosis. A notice will be posted (without using name) so that teachers and other families can be on the lookout for symptoms.

- MEDICATION

Medication can be brought to school and administered only if:

1. PRESCRIPTION MEDICATIONS may be administered if all the following conditions are met:
  - A.) Prescription medications shall be administered in accordance with the label directions as prescribed by the child's physician.
  - B.) For each prescription medication, the licensee shall obtain in writing approval and instructions from the child's authorized representative for the administration of the medication for the child.
  - C.) This documentation will be kept in the child's records.
  - D.) The instructions from the child's authorized representative shall not conflict with the label directions as prescribed by the child's physician.

SJPS has a written plan to record the daily administration of prescription medications when signed by the child's authorized representative daily when medications have been given.

All medicines must be administered in the management's office under management's supervision.

## FIRE DRILLS, LOCKDOWNS, BOMB THREATS AND EMERGENCIES

### 1. Fire Drills

The purpose of fire drills and emergency evacuation plans are to provide for an orderly evacuation of SJPS. Per each academic year, fire drills shall be conducted often.

The Safety Coordinator shall complete a Fire Drill Report for each fire drill or evacuation drill. The Report shall be reviewed with management and any plans for improvement must be incorporated in the next fire/evacuation drill.

Faculty is responsible for the safety of students in their class. Faculty shall take these measures before a fire drill or emergency:

- Review the evacuation plans posted in the hallways;
- Follow the emergency escape route that has been established for his/her class;
- Become familiar with the secondary route in case the first route is inaccessible;
- Identify a location outside and away from the building where the class can meet and ensure all students are accounted; and checked off on log sheet.
- Review this information with each class.

When the fire alarm sounds faculty shall:

- Take the class roster and immediately guide students safely out of the building.
- Assemble the students at the predetermined accountability site.
- Account for students using the class roster.
- Report the status to the building liaison or safety coordinator.
- Do not re-enter the building until clearance has been given by the safety coordinator or management.

### 2. Lockdowns

Lockdowns are situations where it is safer to stay inside the building rather than move to outside locations. In emergencies, two protection strategies can be preferable to an evacuation: sheltering-in-place and lockdown. Sheltering-in-place procedures may be ordered in situations involving chemical leaks, biological or chemical attacks. The purpose of lockdowns is to minimize accessibility to a school or rooms in that school, thus reducing the risk to staff, students or patrons of some sort of victimization from dangerous intruders. Lockdowns might be necessary in situations of: persons armed with firearms on school property, gunshots directed at or near school and grounds, police incidents involving dangerous persons that are adjacent to or within a short distance of the school site, or intruders. Lockdowns involve securing the building from outside intruders and moving students away from exposed areas such as doors and windows. Ideally, clients, students and staff congregate in safe rooms, locked from the inside.

### 3. Bomb Threats and Emergencies

Bomb threats and other emergencies are to be treated either as lockdown procedures or fire drills. Fire, evacuation, sheltering-in-place and lockdown procedures will be posted in each classroom. Drills in each of these areas will be conducted on a basis that will ensure safety.

#### **PARENT COMMITMENT**

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We agree to accept all rules and regulations of SJPS. We understand the SJPS does not tolerate profanity, obscenity in word and/or action, or disrespect to the personnel of the preschool. We will encourage our child to comply with school regulations. We realize that the SJPS reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational program. We understand that damage to property by our child will be directly charged to us.. We agree to pay the TUITION AND ANY OTHER FEES as are chargeable according to the current tuition schedule and fees that have been stated in this booklet and/or the Admission Agreement. Yes, we agree to pay our financial obligation to the SJPS on the date due. We have read ALL of this Parent Handbook, understand and agree to it. We also commit to volunteering. All parents are encouraged to become a member of the PTO. Parents must participate in Parent/Teacher Conferences after each marking period. Parents also must attend workshops and seminars.

## PARENT ACKNOWLEDGEMENT OF HANDBOOK

By signing this page in the space provided below, I hereby acknowledge that I have received and I understand the contents of the Parent Handbook of Saint John Preparatory School. I also acknowledge that the same has been discussed with me and if I had any questions, they were fully answered. I understand the policies in full and I am signing below being fully informed of the benefits and consequences set forth in the Handbook. I also acknowledge that if I have any questions about this Handbook in the future or any policies of Saint John Preparatory School, I have been encouraged to direct them to the Executive Director or the Director. The original of this page will be placed in the Parent/Student's file and a copy of this page will be given to the Parent as part of the Handbook.

DATE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_  
(Print Name)

Parent Name: \_\_\_\_\_  
(Sign Name)

DATE: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_  
(Print Name)

Administration: \_\_\_\_\_  
(Sign Name)