



St. John's Episcopal Preschool

Educating the next generation of "Modern Explorers"
as they discover the world around them.



Four-Star Rated

by the Great Start to Quality Program

Enrollment Information 2017-2018



www.sjepreschool.org



www.facebook.com/sjepreschool

405 North Saginaw Road, Midland, MI | (989) 631-2260

St. John's Episcopal Preschool admits students of any race, color, religion and national or ethnic origin.

St. John's Episcopal Preschool
405 N. Saginaw Rd
Midland, MI 48640
(989) 631-2260
sjepreschoolmi@gmail.com

St. John's Episcopal Preschool Mission

Our mission at St. John's Episcopal Preschool is to provide every child with a quality early childhood experience. We believe that education is a partnership between parents and teachers. We encourage problem solving in a loving, safe, play-based environment that develops confidence and fosters independence. This foundation for learning is cultivated by highly educated and caring teachers in a positive atmosphere. Through play and creative problem solving, exposure to literacy, math and science fundamentals are introduced and socialization skills are nurtured. We believe in empowering children by providing an atmosphere that allows children to learn by doing through concrete, hands-on experiences. Our priority is to provide a program that reflects the needs and goals of children and families.

Welcome to St. John's Episcopal Cooperative Preschool!

Thank you for your interest in our program—we're delighted to have your child join us for a year full of new and exciting preschool experiences! St. John's Episcopal Cooperative Preschool provides an enriching early childhood program for children from ages 2-5 under the direction of highly qualified teachers, aides and assistance by cooperating parents. We are a non-profit organization, licensed by the State of Michigan and are proud to be 4 STAR rated with the *Michigan Great Start To Quality Program*. We are a member of the Midland County Great Start Collaborative and have been a partner with them in providing an enriching preschool experience to many qualifying students over the past several years.

Our caring staff are all certified in First Aid and CPR and log more than the required number of professional development hours annually for licensing. They are dedicated to provide a loving and caring environment for children where they feel safe, secure and ready to play and learn.

In the 3/4/5's class children will experience the fun and enjoyment of learning in all curriculum areas using the Creative Curriculum program and ongoing opportunities with STEAM (Science, Technology, Engineering, Art and Math). Literacy activities, puzzles, games, music and movement and outdoor play also enrich our day! Both individual and group opportunities help the children to grow socially, emotionally, physically, and intellectually and also help them develop positive social skills such as cooperation, problem solving, negotiating, self-control and coping skills with their peers. Staying for lunch is a highlight of their day and helps prepare them for the all-day kindergarten program.

We look forward to getting to know your family and growing with your child over the next year!

Sincerely,

Katie Partipilo
Executive Director

Wendy Fritsch
Lead Teacher

A Typical Day in the 3/4/5's Class

Activities and materials are designed and available to include and integrate all academic areas. The children are introduced to early reading and math skills through meaningful experiences. These include listening to stories and poems, singing, dictating and sharing stories, charts and print in the classroom, early phonemic awareness, writing, and dramatic play. Math skills include counting, sorting, patterning, sequencing, matching and graphing. Science and art activities are always available. We will also go on some local fieldtrips.

Set Up/Preschool Begins: Co-op parents arrive 20 minutes early and assist in preparing for the day's activities. Please walk your child into the preschool, hang backpacks and coats on hooks, wash hands, and greet the teacher in the Activity Room to sign in. The children are then free to choose their own activities for the first 10 minutes of class.

Opening Circle Time: We'll move to the Foyer for our opening circle song to greet each other, share news, calendar time and assign the daily jobs (calendar helper, watering the plants, etc.). Then we will read our story that ties in with our theme and typically "sets the stage" for the day's activities.

Small Group Time: Each day, the teacher will plan a small group activity that pertains to a skill or the topic of study. Children will work in small groups and be led by the teacher, aides and co-op parents. Small group time will include literacy, math, science, art and fine motor skills with an emphasis on skill-building.

Developmental Play: During this time, the children are free to choose their own activities, explore and have fun with hands-on activities! Children may visit the Art Room, Activity Room, Block Room or the Foyer where many activities are available.

Circle Time: After working together to clean-up the preschool we will gather together for a short Circle Time to share the Journal from the Puppet Bag that goes home daily, to guess the object in the "Mystery Can", or to play a quick game.

Snack Time: Before snack time, the children will be escorted to the bathroom and to wash hands. The children and teachers sit together and enjoy eating a nutritious snack and talking together "family style." We encourage good manners and cleaning up after ourselves.

Group Time: We may use this time to enjoy sharing a birthday child's poster and their "special treasures." This age group loves to play games! We may play a group game such as Alphabet or Number Bingo, as well as card games, board games, or do large co-operative puzzles together.

Group Games/Music and Movement: Time to get active together with games such as "Duck, Duck, Goose," the parachute or the scoops and balls. Or, time for music and movement fun!

Lunch: Before lunch, the children will be escorted to the bathroom and to wash hands. Students and teachers enjoy eating lunches together. We will encourage conversation, good table manners, and cleaning up after ourselves.

"D.E.A.R." Time (Drop Everything And Read Time): We will have some quiet time to enjoy some good books!

Outside Time/Curbside Pick-up: Time to enjoy the outdoors with balls, games, play time in our enclosed play yard or go on a nature walk. Afterward we will walk around to the brick wall for curbside pick-up by a parent or guardian.

Detailed class and teacher information available at www.sjepreschool.org

The Importance of Parents at St. John's Episcopal Preschool

Have you ever wondered what it takes to run a preschool? Dedicated parents are crucial to making our preschool successful!

Our preschool is a non-profit, parent run organization, licensed by the State of Michigan. St. John's Episcopal Church graciously contributes the use of the facilities and subsidizes scholarships for families with need, but the operation of the preschool is solely the responsibility of the parents and teachers, thus making it a *cooperative* preschool.

Tuition schedules are set to cover the salaries of the teachers and aides, who are the only paid employees of the preschool. The preschool has no administrative or maintenance staff, so activities such as cleaning and repairs depend on the volunteer efforts of parents.

The preschool board is staffed by 5 officers (President, Vice President, Administrator, Treasurer and Secretary) and 7 committee chairs (Program, Publicity, Ways and Means, Equipment/Supply, Membership, Tuition, and Church Liaison). This volunteer group of parents is responsible for making all budget and policy decisions regarding the preschool. The teachers serve as non-voting advisors.

Under each of the committee chairs lay a number of specific job responsibilities that are necessary in order to keep the school running smoothly. The jobs include everything from health and licensing responsibilities, to fundraising, supply, and program coordination.

So as you can see, we need the support of each and every one of you. Whether you have volunteered to be a board member or to make playdoh each week, your role is critical to the successful operation of the school. Thank you for your commitment to the school and your child!

Job Responsibility Information

Board Jobs (May – May)

President: Chair monthly Board meetings; oversee scholarship applications with Tuition Chair; prepare applications and materials for Open House and attend the event; write bimonthly newsletter; ultimately responsible to ensure all preschool functions are carried out.

Administrator Chair: Attend monthly Board meetings; coordinate/conduct interviewing for open staff positions during the summer; responsible for staff contracts including hiring, dismissal, and substitutes; handle all insurance and licensing issues involving safety, health and documentation. Ensure health department reporting requirements are fulfilled.

Secretary Chair: Attend monthly Board meetings; record and issue meeting minutes; handle all official preschool correspondence – thank you notes, etc.

Treasurer Chair: Requires computer and some business acumen; familiarity with Excel software; attend monthly Board meetings; responsible for issuing checks for bills and reimbursements.

Membership Chair: Attend monthly Board meetings; attend Open House to answer questions related to the preschool and serve as a key contact; prepare, distribute, and process application packets; prepare, maintain, and distribute class lists; create and distribute mailing labels as needed, prepares Job Board list.

Publicity Chair: Attend monthly Board meetings; coordinate external advertising; coordinate with other Board members or committees on publicity needs, prepares and posts flyers around town advertising our preschool and our important dates, updates the preschool Facebook page.

Ways & Means Chair: Attend monthly Board meetings; oversee activities of all fundraiser workers; identify and coordinate fundraisers for the school year; staff table at Orientation.

Tuition Chair: Attend monthly Board meetings; handle tuition collection; create spreadsheet or binder/ledger for tuition tracking; collect and deposit tuition payments; track and follow-up on delinquent payments; collect fines for co-op/job delinquencies; oversee scholarship applications.

Preschool Parental Responsibilities (for all parents not in a Board position)

Co-op Parent Schedule Coordinator (Sept. – May): Create the schedule for the co-op parent workers for the year. This position works closely with the lead teacher for that class.

Breakfast Buddies Helper (Sept. – May): Help prepare and serve breakfast to children arriving early for school with light cleanup afterward. Breakfast Buddies runs from 7:45-9:00 am.

Handbook and Orientation Packet Coordinator (Aug., Sept. and May): Collect and organize information for orientation packets; distribute.

Publicity Helper (May – May): Assist the Publicity Chair with any of the above duties.

Health Coordinator (Aug. – Oct.): Requires a computer. Attend county health department class to enter health information into computer (disk provided by health department) by October 1st; address any health problems throughout the year (lice, strep throat, chicken pox, etc.) by coordinating clean-up workers, sending letter to parents, and notifying health department when required. Send weekly class health reports to the Midland County Health Dept.

General Maintenance Coordinator (May – May): Handle repair or painting of equipment as needed and update equipment lists.

Playdoh Preparation (Sept. – May): Prepare 2 batches of playdoh every 2 weeks for 4-5 months. Supplies are provided.

Toy Washer (Fall/Winter): Will wash toys at school (or take home) upon request twice a month.

Spirit Night/Open House Worker (Oct.): Assist in set-up, name tags, food, T-shirt sales, and clean-up during Spirit Night. Pick up food (beverages, sweets, snacks, fruits/vegetables), staff school rooms (Art, Block, Activity), greeters, food/sweatshirts tables, assist in set-up and clean-up during Open House.

Ways and Means Helper (May – May): Assist with any planning, set-up and clean-up of fundraiser activities. Works closely with the Ways and Means Chair.

St. John's Episcopal Preschool Registration Form

To enroll your child in St. John's Episcopal Preschool, please complete pages 6-8 of the application and submit it along with the appropriate registration fee to:

Attention: Membership
St. John's Episcopal Preschool
405 N. Saginaw Road
Midland, Michigan 48640

Two's and You Students: There is a non-refundable registration fee of \$10 required to process your application.

3's, 4's and 5's Students: There is a non-refundable registration fee of \$100 required to process your application. Once you are enrolled, \$50 will be credited to your first tuition bill after enrollment.

Child's Name: _____ M/F
Last First Middle

Name to appear on child's name tag: _____ Child's Age: _____

Birth date: _____ Allergies: _____

Parents' Names: _____
Father Mother

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

___ Check here if you prefer to NOT have your contact information shared with classmates

Father's Employer: _____ Work Phone: _____

Mother's Employer: _____ Work Phone: _____

Has anyone in your immediate family attended St. John's Episcopal Preschool? Y/N

If so, when? _____

Are you a member of St. John's Episcopal Church? Y/N

How did you hear of our program? _____

T-shirt size _____

Job Responsibilities (see pages 4 & 5 for descriptions)

St. John’s Episcopal Preschool is successfully run by parents and without the dedication of these volunteers, our school could not function. Therefore, it is critical that we maintain that standard by assigning jobs. It is an expectation that you fulfill this duty that we ask of you. There are many options to choose from, but understand that jobs are assigned on a first come, first served basis.

For the 2’s Classes: Please choose one Clean-up Night (circle one): Beginning or Mid-Year Clean Up

For the 3/4/5’s classes: You may choose to sign up for one clean-up night along with a job responsibility (preschool job signups will be done at orientation night based on the list of jobs on page 5), **OR** you can opt to become a member of the Preschool Board* for the school year (May to May). The board is made up of other preschool parents and is a great opportunity for you to have a direct say in your child’s education. The board meets the first Tuesday of each month at 6:00 pm.

Option 1: Preschool Job (sign up held at orientation night) **AND** Beginning or Mid-Year Clean Up
(Circle one)

Option 2: Board Position*: _____

**Board members are given early registration opportunities and will have their registration fee waived.*

Class Schedule/Offerings

St. John’s Episcopal Preschool is a cooperative preschool which means that parents have the opportunity to work within the classroom for a lower tuition rate, if they choose to. Those parents interested in the co-op option will be required to help in your child’s class a few times a month, and will receive a discounted tuition. There is also a private option for parents that are not interested in the co-op option. Tuition is slightly higher because they are not consistently working in the classroom.

Please circle the class you are interested in registering for.
Remember that each child will need a separate registration form.

Two’s & You Class

Monday and/or Wednesday from 9:30-11:00 (*Wednesday class will be filled first*)

Child must be 2 years old before you start class. You can start throughout the school year and tuition will be pro-rated.

FALL SESSION SPRING SESSION FULL YEAR

3’s and Young 4’s Class

Monday and Wednesday 9:00-12:30 (with a lunch brought from home)

Child must be potty trained and must be 3 by Sept. 1, 2017 to align with State requirements.

COOPERATIVE PRIVATE

Older 4’s and Young 5’s

Monday through Thursday 9:00-12:30 (with a lunch brought from home)

Child must be potty trained and must be 4 by Sept. 1, 2017 to align with State requirements.

COOPERATIVE PRIVATE

Tuition Information

Class	Cost	Payment
Two's and You	\$110	\$110 per session (spring or fall)
3's/ Young 4's Co-op (Mon/Wed)	\$1050	6 payments of \$175
3's/ Young 4's Private (Mon/Wed)	\$1260	6 payments of \$210
Older 4's/ Young 5's Co-op (Mon-Thurs)	\$2100	6 payments of \$350
Older 4's / Young 5's Private (Mon-Thurs)	\$2520	6 payments of \$420

Scholarship applications are available online. Please contact Katie Partipilo at 989-631-2260 with any questions. Scholarships are confidential and are only discussed with the Tuition and President board members.

St. John's Episcopal Preschool's policy in regards to abuse and neglect is as follows:

- *Abuse and neglect of children is against the law.*
- *Volunteers shall not have contact with children while in the care of a child care center if either of the following conditions apply: A) They have been convicted of child abuse or neglect; B) They have been convicted of a felony involving harm or threatened harm.*
- *It is mandated by law that caregivers report any abuse or neglect.*

As required by the State of Michigan, all parents must answer the following questions with a "yes" or "no"

Father:

_____ Have you ever been convicted of an offense other than a minor traffic violation?

_____ Have you ever been involved in the abuse or neglect of children?

Father's signature _____ Date _____

Mother:

_____ Have you ever been convicted of an offense other than a minor traffic violation?

_____ Have you ever been involved in the abuse or neglect of children?

Mother's signature _____ Date _____

ICHAT clearance is the Internet Criminal History Access Tool maintained by the Michigan State Police. Please provide us with your **full name** and date of birth as well as name and date of birth for any caretaker that may be present in class.

Father's Full Name: _____ Date of Birth: _____

Mother's Full Name: _____ Date of Birth: _____

Caretaker's Full Name: _____ Date of Birth: _____