



## **Preschool Handbook 2025 -2026**

I have read and reviewed this with my child.

Student's name (please print):

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Parent signature:

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Date:

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# **St. Joan of Arc Preschool Handbook 2024-2025**

**501 S.W. 3<sup>rd</sup> Avenue  
Boca Raton, FL 33432  
(561) 392-7974  
[Stjoan.org](http://Stjoan.org)**

## **Mission Statement**

St. Joan of Arc School, as part of the parish faith community, commits to building the Catholic identity of its students, to challenging them academically, and to prepare them for lives of service to others.

## **Introduction**

**St. Joan of Arc Preschool is designed to provide a happy and secure place where each child will have a variety of experiences.** The philosophy of the PK Program at St. Joan of Arc is a value oriented one based on Catholic beliefs. The program integrates STREAM activities, prayer, chapel, social skills, and academic knowledge. The learning style, needs and abilities of the individual child are priorities in the developmentally age appropriate curriculum.

St. Joan believes in a child-centered active learning environment for the young child. These young learners are filled with energy, curiosity, and are ready for discovery. Students are taught to work independently in their learning experiences with the guidance of teachers. We strive daily to nourish the trust and confidence required for every healthy learning experience. Through daily planning and evaluation sessions, teachers create the conditions for a child's active learning and generate strategies to challenge a child's emerging abilities. We believe in partnership with parents in order to provide many and varied opportunities for the child to develop spiritually, physically, socially, emotionally, and cognitively as a whole person.

Our multi-sensory, integrated learning approach provides three to five-year-olds a solid foundation of academic readiness skills and a broad knowledge base upon which to build. Essential skills are practiced which encourage the child's love for learning. The program prepares the child for formal academics with a natural, built-in format of beginning Phonics, Math readiness, and Bible stories.

Preschool fosters curiosity, inquiry and a development of school readiness for a child. Youngsters should not be pressured to perform beyond developmental maturity as this is to be a pleasant

introduction to the school experience. The program promotes social emotional learning with friends, family and community as they learn to be faith filled productive little citizens.

### **General Activities**

The Preschool activities include:

Letter and Number Practice, Science, Technology, Religion, Engineering, Art, Math, Social Studies; Snack and Recess; Lunch, Story time and Rest Time.  
Specials: PE, Music, Chapel/Church, Library, Spanish

### **Chapel/ Church and Time, Talent and Treasure**

Preschool attends weekly Praise and Worship time in the chapel. Later in the year they will attend weekly school Mass in the church. The Preschool classes do not currently attend school liturgies. Students are also introduced to stewardship through their TTT donations. TTT stands for the Time, Talent, and Treasure that the students give back to God and the Church. All monetary donations go to the school Missions Fund. Each week a Sunday Mass Family Scripture Sheet is sent home for homework. Please return it each Monday with your child's donation attached.

### **SJA School Calendar**

The Preschool calendar although similar **does not follow** the exact same schedule as the school for its opening and closing dates and times.

### **Preschool Calendar and Newsletter**

Parents will receive a Preschool Calendar and Newsletter each month from the PK teachers to inform them of activities, curriculum, and special events. The SJA Newsletter is a separate publication.

### **Parent Teacher Conferences**

There will be several opportunities throughout the year to have a conference with the teachers.

To schedule an appointment, please contact the teacher in writing or by phone.

Generally, conferences are held with the Teacher(s), Principal, Preschool Director, and Guidance Counselor. Both parents are asked to attend these conferences.

- Please address ***any and all*** educational questions directly to the Teacher. Assistants have different credentials and separate duties.

## **Formal Assessments**

The PK teachers inform parents of their child's development both academically and socially. Progress Reports are issued in October and April. Report Cards are issued in late January and at the end of the school year. If possible, both parents are asked to participate when there is a formal conference. Parents can also request a conference at any time during the year. Please refer to the Parent Teacher Conferences section.

## **Preschool School Hours**

**Arrival time** 7:40 a.m. - 8:00 a.m.

**Dismissal time** 2:15 p.m. - 2:30 p.m.

Arrival: PK 3 parents are to park in the Church parking lot and walk your child towards their classroom. This area is directly across from the church book store. Once you arrive, all families are required to utilize the Sign In Book and sign in the arrival of their child.

Arrival: PK 4 parents use the Mercy Center car line to bring their child to school at this time. Upon arrival, all families are required to utilize the Sign-In/Sign-Out Book to sign the arrival of their child. As cars progress in the car line *only*, the first 4 cars are asked to park and walk their child to the front of the Mercy Center.

Dismissal: PK 3 and PK 4 parents are asked to use the Mercy Center car line to pick up their child at this time. As cars progress in the car line in front of the Mercy Center, the first 4 cars are asked to park, sign out their child and hold their hand as they proceed back to their vehicle.

Any child picked up after 2:20 p.m. is placed in the school's Extended Care Program to ensure proper supervision. Rates for the Extended Care Program are available in the office.

## **Attendance**

If your child is absent, parents are to notify the school office. Please email the attendance line at [attendance@stjoan.org](mailto:attendance@stjoan.org) and notify them that your child will not be in school. Upon the child's return to school, a written absence note must be submitted to the teacher giving the reason for the absence.

## **Planned Absence**

Planned Absence forms are to be submitted ahead of upcoming extended absences.

## **Tardiness**

Students who are late to class cause disruptions to the morning's activities thereby delaying the schedule of the entire class. If your child is tardy please go directly to the school office when you arrive on campus. At that point, your child will be screened prior to admittance. Parents are asked to manage time wisely and abide by the school's attendance and tardy policies. Students are considered tardy after 8:00 a.m.

## **Illness**

When your child is ill or suffering from allergies, we thank you for keeping your child home so as not to spread their illness to other students. Students who have a fever may not return to school until **24 hours** after they no longer have a fever

## **Emergency Contacts**

In case of accident or illness, the parent designated on the School Emergency Form will be contacted immediately by the school office. Any change of address, telephone number or designated person(s) should be reported promptly to the school office so as to keep the family information current.

## **Student Records**

It is essential that student records be complete before the first day of school. Students will not be allowed to enter school until all required forms are submitted and approved.

## **Uniforms**

***Please see the attached form for the proper uniforms for PK 3 and PK 4 (including PE uniforms).***

The children in Preschool are to wear uniforms to school every day. The required footwear is **sneakers with velcro fasteners** with plain white socks. Students are **not** to wear light-up sneakers, zipper sneakers or open back sandals.

School Dress Down Days are once a month. Students are required to wear Velcro shoes on these days as well.

Per teachers discretion, students will have written in “dress down” days. This will be reflected on the classroom’s monthly calendar.

The PK students will have PE class once a week. The children will wear their PE uniforms to school on this day. SJA sweatpants may be worn on very cold days.

On the first day of school, students are to bring a reserve pair of underwear and socks in a zip lock bag. These items are to be labeled with the student’s name and will remain at school.

## **Identification**

Parents are asked to label all of a child’s possessions (clothes, lunch bags, personal supplies, etc.) with their name in permanent marker. This assists greatly in returning lost items to the proper owner. Items turned into the Lost and Found department without proper identification will be given to the poor after one month.

## **Potty Training**

In order to participate in school all preschool students are required to be fully potty trained. Students **may not wear a pull-up or diaper, they must wear underwear to school**. Should a toileting issue arise it will be addressed on an individual basis. A child may be required to stay at home for the week while the issue is resolved. All students are to be self-sufficient and able to independently use the bathroom.

## **Discipline**

Students are taught to practice classroom rules. If the student struggles to comply, the teacher will speak to the child and redirect the behavior. When necessary, a behavior chart is used in partnership with parents.

Positive behavior is recognized, reinforced, and rewarded.

Aggressive or violent behavior is not tolerated and a child may be removed from the classroom if necessary.

## **Toys**

Students are not to bring toys to school. Toys may be sent in on Share Days. The exceptions are books, which may be brought in on any day.

## **Lunch/Snack**

Your child may bring a lunch each day or purchase a hot lunch from the catering service ahead of time. Menu items and price list will be available each month online.

The PK classes will also have snack time each day. Please provide your child with a healthy snack and a labeled reusable water bottle. Please refrain from sending a “sippy cup” with your child to be used at school. PLEASE NOTE that glass items are not permitted. Place your child’s snack in a separate bag from their lunches that is labeled “snack” so they know which food item(s) is to be eaten at snack time.

If your child is in the After Care Program, please provide an additional snack for them.

**\*\*Parents are asked to refer to the *St. Joan of Arc School Handbook* for questions regarding all other school policies and procedures.**