

St. Francis of Assisi Preschool

Parent Handbook 2010-2011



St. Francis of Assisi Catholic School Preschool

will know and understand

Stewardship

As time, Talent, and Treasure by:

- Building a Community of Faith
- Giving Thanks for God's Gifts
- Helping Others in Need

Faith and Worship

As Knowing, Loving and Serving God by:

- Building a Friendship with Jesus Through Daily Prayer
- Developing a Caring Attitude Towards Others
- Respecting all Life

Scholastic Achievement

As Striving for Academic Excellency by:

- Using our Words to Express Feelings
- Developing Good Listening Skills
- Learning Problem Solving Skills
- Following Directions

Welcome! You are a member of St. Francis Preschool now. We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

We place great value on building trust among children, parents and educators through parent involvement in a Christian setting geared to the needs and interests of each child and each parent who is a part of our school. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

We will have special days for families, but don't wait for invitations. Visit us often (even for five minutes). You have chosen a good place for your child to spend their time away from you. We thank you for allowing us to provide for the caring, loving and nurturing of your developing child. We look forward with eagerness to the school year ahead.

PHILOSOPHY

“St. Francis of Assisi Parish School identifies faith, worship, stewardship, and scholastic achievement as the educational foundation upon which a partnership of home and school is built. Recognizing parents as the primary educators, and teachers as facilitators of learning, our students develop thorough educational program rooted in Catholic faith that imparts knowledge, values, and life skills according to the individual needs and abilities of each child. We strive to instill in our students a life long commitment and societal responsibility to the Christian ideals of peace, justice, equality, and respect for the dignity of all life.”

MISSION STATEMENT:

“St. Francis of Assisi Parish School is called to provide a nurturing environment where students can grow spiritually, socially, psychologically, and physically. Through a dedicated partnership of Parish, parents, and educators, we strive to prepare our students to become productive, global citizens of the twenty-first century. Placed within the foundation of our faith and philosophy, we share the vision and common goal of *Excellence in Catholic Education*.”

Goals:

- Instill the spirit of God's love for each child through knowledge and appreciation of His creation
- Foster creativity and self expression, stimulate curiosity and discovery
- Develop a self identity, cultural awareness and family relationship in the world around him/her
- Develop the ability to think, reason, problem solve and make simple decisions
- Develop small and large muscle, promote eye-hand coordination, visual discrimination and increase language skills
- Develop kindergarten readiness skill
- Foster an atmosphere of security, love and learning

ADMISSION TO PRESCHOOL

Each child admitted must be:

1. Ready for the type of group experience that the preschool has to offer.
2. Able to benefit from the program offered. We will accept children in compliance with the Americans with Disabilities Act, its regulation, and any other applicable laws pertaining to the provision of services to those with disabilities. The preschool must be able to meet the individual needs of each child.
3. Must be 3 years old by September 1st to those preparing for kindergarten.
4. Show a proof of immunizations must be documented before enrollment: (3) Polio, (4) DPT, (1) MMR, (3) Hepatitis B, (1) Hib, (1) Varicella (chickenpox).

St. Francis Preschool has a NO SHOTS-NO SCHOOL POLICY. No student may be admitted unless he/she has complied with California Immunization and health screening requirements. Up to-date immunization records must be presented to the office prior to the student entering school. The Community Care Licensing packet must also be completed the first weeks of school. We want you to know that if CCL comes on campus, by law, they have the right to speak to your child.

PRE-ADMISSION INTERVIEW

Prior to a final decision regarding the admission of a new student to the school, the Director shall interview the parent(s) for the purpose of

- Exploring the goals and motives of the parents in making application to a Catholic Preschool.
- Clarifying mutual expectation
- Eliciting and/or confirming those attitudes and value commitments that are essential preconditions for the success of the school's total program of Christian education and formation.

If after a reasonable period of time, it is found that a child is unable to adjust to the center, the preschool director reserves the right to request withdrawal of the child.

HOURS OF OPERATION

Full Day Program:

7:30am to 5:30pm

3/4 Day Program:

8:00 am - 2:45 pm

Part-time Day :

8:00 am - 11:45 am

Preschool parents are expected to pick up their child within 15 minutes of program ending time. A \$5.00 late fee will be charged for every 15 minutes that you are late picking up your child.

ADMISSION TO KINDERGARTEN

Attendance at St. Francis preschool does not guarantee space in kindergarten.

Admission to kindergarten is based on:

1. Age
2. Development
3. Parishioner status
4. Siblings

VACATION AND ABSENCES

If your child goes on vacation or is absent due to illness, monthly tuition payment will remain the same. The preschool operation follows the same schedule as St. Francis School, August to June, observing the same school holidays.

ARRIVAL AND DISMISSAL

All volunteers must submit a proof of current TB test to be kept on file. TB test is due every 4 years.

All children coming to preschool need to be brought to the classroom by a responsible adult preferably a parent, who should not leave until the child has been received and accepted by the teacher. A child may not leave the preschool or the school premises until he/she has been released to a person authorized on the emergency form. Please inform the office immediately of any changes of emergency information concerning who may or may not pick up.

PARENT INVOLVEMENT:

If you would like to volunteer in the preschool classroom you may sign your name on the Calendar by the school entrance. All volunteers must submit proof of a current TB test to be kept on file. If you would like to do work at home or volunteer in any other capacity, such as doing weekly laundry, developing film, making weekly playdough, please feel free to speak with your child's teacher and arrangements will be made. As part of our parent-teacher partnership we feel you should be involved every step of the way. That's why we encourage you to visit anytime and join us for special events.

Please keep yourself involved in our school by reading the school newsletter, "Chalk Talk" which will come home in your family envelope each week. A preschool calendar will be posted on the preschool website each month highlighting curriculum and events in the preschool. You can access the school website www.sfs-vista.org to view the Chalk Talk and click "Class News" on the right side, then click on preschool to view preschool curriculum and events. Preschool does participate in the school wide fundraisers, we need your support to make these events successful.

PARENT-TEACHER CONFERENCES:

Parents may arrange conferences with faculty at any time during the year by contacting faculty to discuss their child's progress. Teachers will send home student evaluations in January and again in June that will assess many areas of growth observed in your child since September. If either the teacher or parent feel a conference is necessary, one may be set up. In combination with the teacher's evaluations the faculty will make recommendations for the future placement of the child. At the end of the year, the parents will receive a cumulative portfolio of their child's work.

CLOTHING:

Dress children to be comfortable in play activities indoors and out. We suggest sturdy, washable and self-help clothing (clothing they can manage with a minimum of help, no tight belts, suspenders, or body suits with snaps). Too many layers of clothing or difficult fasteners make it hard for the child to be independent in his/her toileting, and school because they are unsafe. Since your child will be active all day, we ask you to bring a change of clothes, just in case he/she has an accident. Please include socks, underwear, and clothing in a labeled zip-lock bag to be kept throughout the school year. **Please label all your child's items** that might be left at school such as sweaters, jackets, hats, umbrellas, lunch boxes, blankets, back-packs, etc.

SNACKS:

Please make sure your child has a nutritious snack, including 2 food groups, for school. If your child has any allergies to food, we need to be aware of the specific allergy. Please see that your child has and eats a nutritious meal before coming to school. If your child is enrolled in $\frac{1}{2}$ or $\frac{3}{4}$ day you will need to provide a morning snack. If your child is enrolled in $\frac{3}{4}$ or full day, they may bring their lunch or order hot lunch through the school. Full time students will need to bring a healthy snack for the morning and afternoon snack time. It should also include servings from two food groups.

BIRTHDAYS:

Your child may celebrate his/her birthday at school by sharing a small nutritious snack with their classmates. Arrangements need to be made with your child's teacher as to the date and snack.

ILLNESS AND INJURY:

Children who are ill will not be allowed to stay at school. A fever must be gone for at least 24 hours before the child will be accepted back in the classroom. Part of our program includes outdoor activities. A child who is not feeling well enough to be outside should not be at school. Parents are notified when a student is ill or has an injury which requires medical attention. If a parent cannot be reached, an adult listed on the emergency care is contacted.

It is your responsibility to inform the director if your child has been diagnosed with any contagious disease.

We will keep you informed of any instance of serious contagious disease affecting children at the center by sending home a written notice. Please let us know if a child is absent because of a contagious disease (strep throat, lice, pneumonia) he/she may not return to school without approval from a physician indicating that the child is no longer contagious and is able to participate in activities. If your child has any allergies, please let us know so we will take the right precautions to protect your child's health. If your child sustains a minor scrap at school we will send home a written "ouch report" for you to view, we will wash area off with soap and water and apply a band aid if needed.

MEDICATIONS:

Never send any medications or vitamins in your child's lunch box. Medications shall not be administered to students by the school. School personnel cannot administer any medications without the express written permission of the parent/guardian, stating the student's name, name of medication and dosage. If a student must have medication during the school day, the following procedure is to be followed.

- Prescription medication must be in the original container and have the affixed label including the student's name. Non-prescription medication must also be in the original container, with a note from the doctor regarding dosage.
- Completed signed medication release form must accompany the medication and will be kept in the student's file.
- A new medication form needs to be signed for each new prescription.

DISASTER PLAN:

St. Francis School maintains a comprehensive emergency disaster plan for the safety of all students and faculty. We have regular drills and practices so your child can react in a safe and orderly manner. If an emergency situation should occur before or after school, please listen to your radio for instruction of school closures. As a general rule we will follow the same procedures as Vista Unified School District.

DISMISSAL POLICY:

In the event that you need to withdraw from St. Francis Preschool, we require one week's written notice prior to your leaving. Sometimes children or families may not adjust to our child care environment. In these cases, we will ask the parents to withdraw their child. If we make this decision, we will give the family at least one week's notice to withdraw.

**Questions? Contact Mrs. Jennifer Paino, Preschool Director at (760)630-7964.
Or, stop by the school office to see Mrs. Linda McCotter, the Principal.**

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