



St. Francis of Assisi School

“Where Christian Values are Still Part of Education”

PRESCHOOL & DAYCARE HANDBOOK 2011-2012



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Welcome to St. Francis of Assisi Preschool and Daycare

St. Francis of Assisi Preschool and Daycare (also referred to as Before and After School Care) Programs are under the supervision of WV DHHR. They are governed by the administration of St. Francis School with the assistance of the St. Francis School Advisory Council. They are licensed by the State of West Virginia and meet all health and safety standards as required by the West Virginia Department of Health and Human Services and the State Licensing Board.

The purpose of the Preschool and Daycare is to provide safe, fun and educational programs for children based on meeting their developmental needs. The staff's responsibility is to assist the child in growing to his or her fullest potential.

We are excited to begin a new year of learning and growth at St. Francis Preschool and Daycare. We are planning many exciting activities and events which will help your child work towards achieving the learning standards listed below:

- To help children develop a positive self-image by providing experiences in which they may express themselves in a variety of physical, social and artistic activities.
- To provide social experiences with other children, encouraging them to interact, resolve conflicts, and learn.
- Play is an important aspect of the child's development, it is the child's way of learning about his/her world, gaining mastery over it, and integrating his/her experiences with more complexity. It also allows children to deal creatively with everyday life and improves critical problem solving skills. Therefore, a portion of our day is scheduled for this development.
- To provide experiences which will develop motor, social, math, language, and thinking skills.
- To encourage children to have a positive attitude about school and eagerness to learn and become independent, curious, and confident in their abilities.
- To help children gain knowledge about the world through units related to social studies and science.
- To help children realize there are friendly adults outside the home, whom they can trust and respect.
- St. Francis preschool provides children with their first experiences in Christian education. Children will learn that they are loved by God and are called to love one another according to the teaching of Jesus. Our preschool fulfills the Commandment of Jesus, "Let the little children come to me for of such is the Kingdom of Heaven."

Preschool Programs

Three-year old Program:

Ms. Emily Savilla will begin her first year as a member of the St. Francis School preschool staff. Mrs. Cindy Norden is the aide for the three-year old class.

Students may register for one of the following program options:

- Tuesday and Thursday
- Monday, Wednesday and Friday
- Monday through Friday

Four-year old Program:

Mrs. Gina Balsler will begin her sixth year of teaching at St. Francis of Assisi School. Mrs. Libby Shrewsbury is the aide for the four-year old class.

Students may register for one of the following program options:

- Monday, Wednesday and Friday
- Monday through Friday

Three-year old and Four-year old Afternoon Program:

Mrs. Gina Balsler will teach the afternoon program.

Students may register for one of the following program options:

- Monday, Wednesday and Friday
- Monday through Friday

Preschool Hours: Morning Class: 8:30 – 11:30 am
Afternoon Class: 12:00 – 2:30pm

Registration Fee: \$30 per family

Preschool Tuition:

Two Day Morning Class	\$ 765/\$ 85.00 x 9 months
Three Day Morning Class	\$ 945/\$105.00 x 9 months
Five Day Morning Class	\$1,395/\$155.00 x 9 months
Three Day Afternoon Class	\$ 855/\$ 95.00 x 9 months
Five Day Afternoon Class	\$1,305/\$145.00 x 9 months



Daycare Programs

Mrs. Patricia Moss will begin her sixth year as the director of the Daycare Program. Mrs. Grace Dillion, Ms. Melissa Kelly, Mr. Matt Moss, Mrs. Cynthia Norden, Ms. Victoria Sikora, Mrs. Annette Boothroyd, and Mrs. Donna Taylor are the aides for the program.

Parents may use the Daycare Program on an "as needed" basis and charges will be prorated based on the time the child arrived or was signed out.

Before School Care	7:00 am – 8:30 am
After School Care Session One	11:30 am – 2:30 pm
After School Care Session Two	2:30 pm – 5:30 pm

Before School Care Rate: \$3.00

After School Care Rates:

Session One 11:30am – 2:30pm (includes hot lunch):

<u>Number of Children</u>	<u>Hourly</u>	<u>Daily Session Rate</u>
One	\$3.75	\$ 9.25
Two	\$4.25	\$12.50
Three	\$5.25	\$15.25

Session Two 2:30pm – 5:30pm (includes nutritious snack):

<u>Number of Children</u>	<u>Hourly</u>	<u>Daily Session Rate</u>
One	\$3.75	\$ 7.50
Two	\$4.25	\$ 9.00
Three	\$5.25	\$10.00

Late Charge: There is a \$1/per minute charge for pick up after 5:30pm, which will be donated to the Jim McDonough Scholarship Fund.



St. Francis of Assisi Preschool
School Calendar
2011-2012

August

29 – First day of Preschool

September

5 – No School, Labor Day

17 – Golf Tournament – Little Creek Park, South Charleston 9am

October

3-4 - No School, Teacher In-Service, Columbus, Ohio

6-7 - Class and Individual Pictures

November

7 – Scholastic Book Fair Begins

8 – Parent/Teacher Conferences

10 – Family Thanksgiving Luncheon

11 – No School, Veteran’s Day

23-25 – No School, Thanksgiving Holiday

December

13 – Preschool Christmas Program 6:30pm

21-Jan 2 - No School, Christmas Holiday

January

3 – School Resumes

16 – No School, MLK Holiday

29 - Catholic Schools Week – Mass 11:00am

30-Feb 4 – Catholic Schools Week “Faith. Academics. Service.”

February

20 – No School, President’s Day

March

1-2 - Individual Pictures

13 – Kindergarten and Preschool Roundup 11:30am – 2:30pm

April

6-13 - No School, Easter Holiday

16 - School Resumes

May

25 – Four-Year Old Preschool Graduation

25 – Last Day of Preschool

Absences: Please call the school office if your child will not attend school. **Students should be fever free for 24 hours before returning to school.** Please note, if a child misses a day of school, there will not be make-up days.

Admission Information: Nondiscriminatory Policy: St. Francis of Assisi School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions, policies, or athletic and other school-administered programs. West Virginia State licensing requirements set the maximum class size at twenty students for three-year olds and twenty-four students for four-year olds.

Required documentation for admission: An updated immunization record, a signed physician's report, and an official state issued birth certificate must be submitted to the school office prior to attending. Documentation is subject to review by the school nurse, and new students may not begin until records have been approved by the school nurse.

Before and After School Care: Before and After School Care are services that St. Francis School provides to families from 7am until 8:30am and again from 11:30am until 5:30pm every day that school is in session. Children participating in these programs are expected to follow all applicable school rules. Parents will be billed monthly via invoices in the child's backpack. Payments are due prior to the 5th day of the following month. The children of families whose accounts fall behind will not be allowed to return until the account is paid in full. Supplies for After School Care:

An extra outfit (under garments, shorts, shirt, and socks) in a zip lock bag labeled with your child's name.
An all-in-one bedroll (sold at the school for \$23) labeled with your child's name. Bedding will be sent home for laundering at various intervals. Children will not be required to sleep, but must stay on cots quietly and allow others to sleep.

Behavior Standards: St. Francis faculty and staff help the children learn self-discipline. This includes learning to behave in ways that do not endanger self or others and to show respect for the property and feelings of others. The teachers and staff use positive guidance techniques to help teach children what to do, rather than what not to do. In the event a child's behavior necessitates intervention, teachers will separate the child and discuss alternate choices.

Book Bags: Students will need a book bag/backpack labeled with their name to carry items between home and school.

Child Abuse Laws: St. Francis School abides by the Child Abuse laws of the State of West Virginia. These laws mandate that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Closing of School: Information regarding school closings and early dismissals will be listed on V100, WCHS, WCHS-TV, and WSAZ-TV. Additionally, parents will receive a telephone call from the school computerized telephone system. **St. Francis School does not follow Kanawha County School weather related procedures.** In the event a two-hour delay is called for grades k-5, preschool will have a one-hour delay. Classes will be begin at 9:30am, and before school care will begin at 9:00am.

Communication: A monthly events calendar, a monthly lunch calendar, and a monthly school newsletter will be available and sent home to families via the child's backpack. If a second copy is needed, please provide your child's teacher with a supply of self-addressed, stamped envelopes.

Concerns and Grievance Procedures: Ideas and concerns are welcome. Feel free to discuss any concerns or issues with the classroom teachers. If issues still remain, talk with the school principal within (5) five working days. The principal will give her resolution within five (5) working days. If the principal is not available, contact the pastor within (5) five working days. The pastor will give his resolution within five (5) working days.

Crisis Plan: St. Francis School has implemented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

Dismissal Policy: The St. Francis School faculty and staff will make every effort to ensure a child's experience at the school is successful and rewarding. In the event the relationship is not successful, we reserve the right to dismiss a student at any time. Parents may contact the school in writing within three days of dismissal to schedule a meeting with the principal, pastor and teacher.

In the event a family's circumstances change and a child is no longer able to be part of the class, please provide the school with two weeks' notice. A final bill will be calculated based on the child's last day of attendance.

Dress: Your child will be engaging in messy art, cooking, and physical activities. We will also be encouraging independence in toileting. For these reasons, we ask you to send your child dressed in comfortable play clothes that won't be ruined, that allow plenty of room to move, and are easy to manipulate, such as pants with elasticized waist and play shoes (rubber soles) or gym shoes. No flip flops and **please** no dangle earrings. Please keep an extra outfit (under garments, shorts, shirt, and socks) in your child's backpack in a zip lock bag labeled with your child's name.

Drop Off and Pick Up: In order to ensure the safety of your child, **please accompany him/her into the school at morning drop off at 8:25am.** Promptly at 11:30am the preschool classes will be dismissed. Mrs. Balsler will dismiss at her outside classroom door, and Ms. Emily will dismiss at the Holley Street double doors. Please meet your child on the sidewalk. Unless we have a written note, your child will only be released to people listed on the child's emergency card. If you are late for pick up, your child will be placed in after school care.

Students who attend Before School Care will be signed in and out by a staff member. Students who attend After School Care will be signed in by a staff member. At pick up a parent will sign out the child by recording the time and signature on the sign out sheet. If the person picking up the child is different than the parent, the individual leaving with the child signs his or her own name. Only authorized individuals are permitted to sign out a child. In the event a person is not an authorized individual, a parent will be contacted.

Fire Drills: We will have twenty fire drills each calendar year per West Virginia State law.

Insurance: Liability insurance is carried by the school to protect the child, staff and facility in case of accident.

Lunch: DHHR requires St. Francis School to provide lunch to all children who are staying for the after school care program or who are attending both morning and afternoon classes. Parents have the option to send their child to school with a lunch prepared at home; however, tuition rates cannot be adjusted if the child does not eat the lunch provided by the school. In accordance with the guidelines of the nutrition program **fast foods, candy and sodas are not permitted.** Do not send candy in your child's lunch box, this includes *Lunchables* that contain candy. In the event any of the above items are brought to school, the child will be asked to save the item for home. Children are not permitted to share food.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Medication: We do not dispense medication. For the safety of all students, please do not send cough drops or any other medications to school in your child's backpack.

Open House: St. Francis School will hold an Open House prior to the first day of school to provide students and families an opportunity to visit the facility and meet with teachers.

Parent Involvement: We encourage parent participation at St. Francis, however, the Diocese of Wheeling-Charleston requires that all parent volunteers submit to a background check and participate in VIRTUS training. After a parent has completed this training they are welcome to be a homeroom parent, field trip driver, etc. Parents visiting the school during school hours must sign the visitor's log located in the school office.

Arrangements for classroom observation may be made in conjunction with the classroom teacher and the school office.

Payment: Annual preschool tuition is billed in nine equal installments. Before and after school care charges are calculated monthly and invoiced with tuition installments on the 15th of each month. Invoices will be sent home with your child during the third week of each month. Payment is due the 5th day of the following month. The children of families whose accounts fall behind will not be permitted to return until the account is paid in full. Please make tuition and after/before school checks payable to St. Francis School.

Peanut Products: St. Francis School is a peanut free school. Children will not be served any snacks or lunches containing peanut products, nor should children bring any items containing peanut products to school.

Pest Management Plan: St. Francis School's pest management program has been approved by the Department of Agriculture.

Snack: A nutritious snack will be provided daily.

Toys: We ask that you do not send toys to school without first receiving permission from the teacher.

Right To Amend – St. Francis of Assisi School reserves the right to amend this handbook. Notice will be sent to parents via children's backpacks.

St. Francis of Assisi School

Parent Declaration of Completion

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE:

I acknowledge that I have read the Preschool Handbook and further certify that I understand the requirements of this handbook and agree to comply with said handbook.

Signature: _____

Date: _____

St. Francis of Assisi School

PHOTO, VIDEO, AUDIO RELEASE

From time to time students participate in school activities that are newsworthy, i.e. a charity drive, a choir performance, or an academic achievement.

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed, audiotaped or videotaped at St. Francis of Assisi School. I realize that the photo may be published (**without the student's name**) in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Francis of Assisi School.

Signed: _____

Date: _____