

St. Francis of Assisi Preschool Family Handbook



2018 - 2019
Toddlers, Two's, Three's
and Four's

Opening Prayer

Oh, Jesus, I give to you today,
all that I think, do, and say.

Amen

Grace

Dear God,

I gratefully bow my head,
To thank you for this daily bread;
and may there be a goodly share,
on every table everywhere.

Amen

Guardian Angel Prayer

(Students in the 4 year old program learn this prayer)

Angel of God my guardian dear,
To whom God's love commits me here,
Ever this day be at my side,
To light, and guard, rule and guide.

Amen

St. Francis of Assisi Catholic Church

861 Wildwood Lane

Grapevine, TX 76051

Phone (817)481-2685 ext. 230

FAX (817)488-3169

Email: preschool@sfatx.org

St. Francis of Assisi Preschool Hours:

9:00 a.m. - 2:00 p.m. Tuesdays/Thursdays (possibility of adding Wednesdays 9-2 for 3 & 4 year olds)

If change occurs, this handbook will be updated and redistributed.

Dear Parents,

Welcome and thank you for choosing St. Francis of Assisi Preschool for your child's early education. The staff and I are looking forward to getting to know you and your child. Our program is designed to be developmentally appropriate and promote spiritual, social, physical, emotional, and cognitive progress in our students. These skills will be reinforced through art, stories, movement, music, group activities, and by positive example provided by our staff.

Please read the information contained in this booklet and keep it handy for reference. These guidelines will help provide you with a better understanding of our program.

It is our goal to make this a loving and educational experience for your child. Feel free to contact us if we can assist you in any manner.

Sincerely,

Karen Bedore

St. Francis of Assisi Preschool

Program Director

❖
❖ **Admission**

The St. Francis of Assisi Preschool is for the children of registered parishioners. Non-parishioners may be enrolled if space is available. Registration for the new school year takes place in the spring.

Children must meet the following age requirements for each class:

18 months old or Two years old by September 1 for the Toddler's or 2's class

Three years old by September 1 for the 3's class

Four years old by September 1 for the 4's class

On initial admission, parents must:

- Provide a copy of a birth certificate.
- Pay a non-refundable registration fee.
- Complete an application form containing emergency contact information and sign an acknowledgment agreeing to the policies of the St. Francis of Assisi Preschool.
- Present a completed health history form signed by a physician and include a current immunization record. The preschool follows the Diocesan guidelines and does not accept exemptions for immunizations. This is due by August 1.
- Information Release Form
- Picture Release Form

No child can be admitted without all listed forms completed and fees paid in full.

❖ **Attendance**

Prompt and regular attendance is essential for your child's adjustment to school. St. Francis Preschool is ready to receive your child at 8:50 a.m. and expects them to be picked up by 2:10 p.m.

Children who have not picked up by 2:15 p.m. will be assessed a \$20.00 charge for each 10 minutes after this time until picked up. St. Francis Preschool is unable to care for children before or after regularly scheduled hours.

- Please contact St. Francis Preschool if your child is ill. Call the church at (817) 481-2685, ext. 230. You may leave a voice mail message if the Director is unavailable. You may also send an email to preschool@sfatx.org. If you are going out of town, please send a note or email to the school with the dates you will be gone.

A confirmation letter will be sent in August containing a school calendar and tuition information and dates when your child's teacher will contact you. The Director determines your child's classroom assignment based on many factors and it is not possible to accommodate parental requests regarding that assignment.

❖ **Behavior**

If a child's behavior is unacceptable, such as hurting another student or staff member repeatedly (biting, kicking, hitting, etc.), or being uncooperative or disruptive to the program, the following actions will be taken:

- The child's behavior is to be recorded on an incident report.
- The teacher informs the parent about the incident and gives them a copy of the report. The teacher discusses the behavior and enlists the parents input to develop a plan to resolve the behavior.

- After three incident reports, a conference will be held with the parents, teacher and Director to determine if the child will need to leave the program.
- In the event a child or parent's behavior is deemed severely disruptive to the program, the Director reserves the right to bypass the above procedure and immediately withdraw the child.

❖ St. Francis of Assisi Preschool Advisory Board

The purpose of the Preschool Advisory Board is to guide and support the Preschool through development of policies. A roster of members of the Advisory Board will be distributed each fall to all families in the program. Each spring, the Advisory Board will oversee the nomination and election process needed to fill vacancies.

❖ Clothing

Please dress your child in comfortable, washable play clothes for school each day. Durable jeans and cotton shirts are great for both boys and girls. We recommend that your child wear rubber-soled tennis shoes. They are quiet in halls and won't slip on play equipment. Flip-flops or platform shoes are not permitted. Check your child's clothing to be sure he/she can fasten and unfasten their jumpers, overalls, etc. Belts and sashes are difficult for your children to cope with at bathroom time. Girls should wear tights or modesty shorts under dresses since children often sit on the floor. It is also requested that girls not wear ankle length skirts, strapless tops, or clothes that reveal the midriff area. Please make sure your child has appropriate outerwear since outdoor activities are planned each day.

All children in the three and four year old classes should have a zip-lock bag containing a change of clothes including underwear and pair of socks labeled with their last name. The preschool has a limited supply of extra clothes that can be used in case of accident. **Please be sure to label all clothing and personal belongings with your child's name.** St. Francis is not responsible for ruined clothing beyond our reasonable control.

❖ Communication

Each child will have a folder that contains;

- There will be 4 clear pockets in the center of the folders.
- The 1st pocket will contain your child's daily work as well as notes from the school. This pocket needs to be cleaned out every day to make room for items for the next day. This pocket will also be used to send notes to the school or for tuition payments.
- The other pockets are for monthly classroom calendars, newsletters, a school calendar, daily schedule, and a classroom roster. If any of this information changes, the staff will update the information.
- Drop-off/pick up procedure information can be found in the back pocket of your child's folder.
- Most communication will be done by email to save paper and our environment. Please make sure the school has the primary email address for the family.
- Teacher's email and phone numbers will be given to the families in their classroom so you may contact the teacher if your child is having any problems. Teachers are **NOT** allowed to answer their phones (calls, texts or emails) during school hours. If you have a situation arise during a school day that you need to get in touch with the staff, please call the office and leave a message. Under no circumstances should you share any staff member's phone numbers with any other person(s).

❖ Conferences and Progress Reports

The purpose for Progress Reports is to provide feedback to parents regarding progress in school. Your child's development is influenced by many factors and is never static. These evaluations should be viewed as only one indicator of growth. Parents who desire a conference are asked to send in a written request to their child's teacher or by email to the Director. An appointment will then be arranged. Parents are encouraged to contact the Director, Assistant Director, or their child's teacher with any concerns or questions.

❖ Finance

A non-refundable registration fee of \$200.00 for the first child and \$150.00 for each sibling are due at the time of admission. These fees are not applicable to the first month's tuition. Tuition for members of the parish is \$250.00 per month for the first child enrolled in the preschool. A sibling discount of \$25.00 is offered. Sibling tuition is \$225.00 per month. Tuition for a non-parishioner is \$275.00 for the first child and \$250.00 for siblings. The first tuition payment is due September 1st and the final tuition payment is due May 1st. The center does not send out monthly statements. If a receipt is needed, let the Director know. There is no deduction in tuition due to absences. Please discuss any financial concerns with the Director.

Tuition is due on the first of each month. You have until the 10th of the month (if the 10th is a day school is not in session, tuition is due the next school day) to pay before a late fee is incurred. Tuition paid after the 10th will incur a \$25.00 late fee. The center charges \$25.00 on all returned checks. In the event two checks are returned, parents will need to pay the Director in cash until the end of the school year. Tuition is due until the center receives a two-week written notification by a parent or guardian of a child's withdrawal. No tuition will be refunded without prior notice.

Tuition may be paid by cash, check at the school, or credit/debit card by using Faith Direct. Information can be found on the Parish website at www.sfatx.org. Please set your payment options to be processed prior to tuition due date. If you elect to do automatic payments make sure to amend your account after the May tuition payment to stop them.

❖ Holiday/Bad Weather

St. Francis of Assisi Preschool will be closed on any day that the Grapevine/Colleyville Public Schools are closed due to weather and holidays. We do not follow Holy Trinity School's schedule. Watch WFAA channel 8, or tune into radio WBAP (820) for a list of closings. Staff at St. Francis will also be assigned to call all families to inform them of any closing or change in schedule. In the event that the Grapevine/Colleyville Public School calls for early dismissal, St. Francis will close at noon. Days that Grapevine/Colleyville Public School calls for a late start time, St. Francis will start at our normal time of 9:00AM. If there are changes to this policy, you will be notified through our Flocknote email and text alerts of the change. If an early release is needed, the Preschool will contact families and ask that they pick up their children as soon as possible. Days that end in early dismissal will not be made up or result in any reduction of tuition. A maximum of three make-up days will be scheduled if needed due to cancellations. Parents will be informed of the rescheduled dates. If events result in St. Francis canceling more than three days, they will not be made up or result in reduction of tuition.

❖ **Illness**

Children should not be sent to school who appear to be ill. **Please wait 24 hours after a child has vomited, runs a temperature over 100.4°, or has had diarrhea before returning them to school. It is also requested that children who have a green discharge from their nose stay home until it clears or you have a doctor's note since this is indicative of an infection.**

If a child is found to be ill, they will receive separate supervised care until a parent can pick them up from school.

- Parents are asked to notify the school when students come down with contagious illnesses such as chicken pox, strep, or conjunctivitis so that staff and other students can be notified.

❖ **Medication**

The Preschool does not administer any medications with the exception of over the counter diaper rash ointments, and bandages for a cut or scrape. **Do not send in medicines of any kind with your child. This includes herbs or vitamins.** The St. Francis of Assisi Preschool cannot guarantee an allergy free environment. Students with severe allergies will be admitted on a case by case basis.

❖ **Pictures**

The Preschool staff members and families take pictures of the children for use in crafts, memory books, and to document other class activities. A professional school photographer takes individual pictures in the fall and class pictures in the spring. This is done as a service and there is no obligation to purchase any product.

❖ **Snacks/Lunch**

A mid-morning snack is provided for all students. Please notify your child's teacher to schedule birthday treats. List any food allergies in the appropriate space on your child's health form.

If you have more than one child, please pack separate lunches. Lunches cannot be heated or refrigerated. No glass containers please. Please strive to pack a nutritious lunch for your child that is low sugar in order to give them the best opportunity to be successful at school.

❖ **Social Networking**

Staff members are prohibited from participating on Facebook and other social networking sights with our families. This is to make sure that our relationships remain professional. Please contact your teacher or the administration directly to convey information about your child.

❖ **Staff**

The staff is made up of the Director, Assistant Director, Teachers, and Teaching Assistants. They possess the following qualifications:

- Have a Christian lifestyle
- Have experience and enjoy working with children
- Pass a background check done by the Diocese of Fort Worth
- Attend a workshop "Keeping Children, Youth, and Vulnerable Adults Safe".
- Possess good mental and physical health.

❖ Staff/Child Ratio

18 Month Olds & Two Year Olds	3 staff to 14 children
Three Year Olds	2 staff to 14 children
Four Year Olds	2 staff to 14 children

❖ Transportation

Parents and guardians are responsible for the transportation to and from school.

- If your child should ever need to be picked up by anyone other than persons stated on your form, **please notify the center with a signed and dated note in writing and advise the person they must:**
 - Check in with the Director or Assistant Director
 - Present picture identification before a child will be released to them.
 - Must have an approved car seat for the child in their vehicle. SFA Preschool staff will not place any child in a vehicle without a car seat.

- In the event it is necessary to make a last minute change, you must phone the Director or Assistant Director.

Staff member's duties prevent them from bringing students in before school or driving them home after school.

❖ Updated information

Parents must update information as necessary on application and health forms. The Director must be sent a dated and signed note regarding all changes (i.e. phone number, address changes, e-mail, immunization updates, transportation arrangements). **It is required for each student to submit new, completed registration forms, including the health form, each year they attend the preschool.**

Class lists that include the student's name, address, phone number, e-mail and parent's names will be distributed to members in each class. The list will be updated as needed. The purpose of these lists is for social contact for our families. Please do not share this information with persons not in your child's class.

If you need to contact your child's teacher, please call or email the Director during school hours. A message will be given to her, and she will return your call. The name and phone number of staff assigned to your child will be made available to you, and it is asked that you call them at home only if you have a serious and immediate concern. **If your child will be absent, please call the school at (817)481-2685 ext. 230 and leave a message or send an email to Director.** Please be respectful of our staff's privacy and do not share their phone number with persons not in your child's class.

❖ Withdrawal/Termination

If you no longer desire for your child to participate in the program, you are required to provide two weeks written notice of your child's last day. The Director will determine if any tuition will be refunded and a check will be mailed. **No tuition will be refunded without prior notice. Registration fees are not refundable.** These policies are in no way intended to be punitive. However, in order to meet our expenses and offer adequate staff/child ratios, we must ask for your cooperation in these matters. If a

student is absent for two weeks and efforts to contact the family have been unsuccessful, the student will be withdrawn.

If a child has difficulty adjusting (i.e. unable to separate from parent or persistent aggressive behavior etc.) the program will make every effort to communicate and resolve the problem. If the Director does not feel that the program is meeting the child's needs, we reserve the right to terminate enrollment. The Director will arrange a refund of any unused tuition in this case.



❖ **Important Notes for Parents of Two Year Olds**

The staff are trained and experienced to provide assistance in your child's adjustment to school. **Parents can help by bringing their children on time and establishing a short routine for saying goodbye.** Parents are always welcome to contact the Director, Assistant Director, or staff assigned to their child during the day by telephone to check on them.

Please send in a drink in a thermos, spoon and bib with your child's lunch if it is necessary. Lunches cannot be heated or refrigerated.

Parents must provide disposable diapers, and over the counter rash ointment. Please be sure to replenish your supplies as needed. Please clean and wash your back pack weekly. Children are asked to have a labeled tote bag large enough to carry all their belongings. A bag with handles that opens easily (such as a diaper bag) is suggested. If you choose a backpack, please avoid ones with wheels. These prove to be more difficult for staff and children.

If you would like to send in a birthday treat please make arrangements with your child's teacher. Holidays (Halloween, Christmas, Valentine's Day, and Easter) are celebrated by a special snack. Parents will be assigned items needed on these occasions by the room parent.

Please send in a blanket and a stuffed animal if needed for rest time. Mats are provided. Please send extra clothes daily.

We urge you not to allow your child to bring in toys from home. We have an adequate assortment of toys available for children to share. Naptime animals (please limit to one) are always welcome.

❖ **Important Notes to Parents of Three's and Four's**

Please notify the teacher regarding sending in a special snack to celebrate your child's birthday. Holiday Parties (Halloween, Christmas, Valentine's Day, and Easter) are organized by the room parent and you will be assigned items needed.

The children should carry a labeled tote bag large enough for all their belongings. A bag with handles that opens easily is suggested. If you choose a backpack, please avoid ones with wheels. These prove to be more difficult for staff and children. All children in the three and four year old classes should have a zip-lock bag containing a change of clothes including underwear and pair of socks labeled with their last name. The preschool has a limited supply of extra clothes that can be used in case of accident. **Please**

be sure to label all clothing and personal belongings with your child's name. St. Francis is not responsible for ruined clothing beyond our reasonable control.

Please send in a light blanket for three-year-olds and a beach towel for four-year-olds. Be sure to label them with your child's initials. Please clean and wash blankets, towels and backpacks weekly.

All three and four year old children must be completely toilet trained to participate. Disposable undergarments are not allowed as they interfere with independent use of the bathroom.

Children are asked not to bring toys from home except on those days designated for "Show and Tell". Special napping animals (please limit to one) are always welcome, but be sure to label them with your child's name.

Please Note: The St. Francis of Assisi Preschool is not required to be licensed by the state of Texas due to the number of hours class is held each week.

In the event that you have a concern about the safety or cleanliness of the school environment, please contact the Director or Pastor to make your concerns known.

The Director, in consultation with the Board and/or Pastor, reserves the right to amend policies based on the best interest of the program.

Revised 2/18