



Preschool Handbook

St. Francis of Assisi School
112 Saxer Avenue
Springfield , PA. 19064
School Office : 610-543-0546

Welcome to St. Francis of Assisi Preschool Program

In this handbook , you will find the guidelines for our PreK program. Please read and refer any question or concerns you may have to our school principal ,Mrs. Hamilton .

MISSION STATEMENT

St. Francis of Assisi school is committed to preparing and nurturing our students to be full and practicing members of the Catholic church. Through evangelization , we call everyone to live fully in the message of Jesus Christ. Our academic excellence rigorously challenges all students to be contributing members of the St. Francis family as well as our global community.

GOALS

- To provide a loving , Christ centered environment with qualified , experienced Catholic educators.
- To provide opportunities for learning and sharing our Catholic faith through formal & informal experiences among parents, teachers and children.
- To direct activities to help each child develop a healthy concept of themselves and others allowing them to value the talents and gifts the God has given to us all.
- To promote positive social interactions by providing opportunities for children to work and play cooperatively.

CURRICULUM

We offer a child centered , developmentally appropriate program for children 3-5 years old. Our curriculum is based on guidelines developed by the Archdiocese of Philadelphia and the Pennsylvania Early Learning Standards. We also supplement our learning with Handwriting without Tears , The Letter People and Investigator Club.

Our program is based upon research and knowledge in all areas of child development :

- Social and Emotional development
- Physical development

- Cognitive development
- Language development

Free play is an important part of our school day and is an opportunity for positive interactions with classmates and social / emotional development.

PARKING INFORMATION

Parents may not enter the school parking lot at any time. It is suggested that you park on Saxer Avenue or behind the Church rectory . Please walk your child to the preschool entrance(s). We appreciate your cooperation in keeping all of our school children safe.

ARRIVAL

Our school day begins at 8:00am. If your child arrives after 8:00am they are to go to the main school office. An aide will come and get them to walk to their classroom.

The PreK 4 children enter at the green awning doors in the play yard.

The PreK 3 children enter through the side doors on the Church side of the school.

DISMISSAL

Half day dismissal will be at 11:30 . The PreK 4 children will dismiss from the green awning doors. The PreK 3 children will dismiss from the rear school doors at the parking lot.

Full day dismissal will be at 3:00. The PreK 4 children will dismiss from the green awning doors. The PreK 3 children will dismiss from the side doors on the Church side of the building.

PARENT / TEACHER COMMUNICATION

All preschool information will be sent through email and / or notes in your child's folder. A monthly calendar will be sent home and all teachers have a blog that you are asked to subscribe to for updates.

Please check your child's folder daily and send back to school each day.

Teachers are not available by phone during school hours. Please email your child's teacher with any questions or concerns.

The preschool also has a parent orientation night prior to the beginning of school and parent conferences in the Fall and January.

LABELING ITEMS WITH NAMES

Please label everything and anything that may come to school with your child. Clothing , water bottle , lunch box , back pack , hats , gloves , etc.

WHAT TO BRING TO SCHOOL

Each child will need :

- A lunch box labeled with name on outside (full day students)
- A back pack / book bag labeled with name on outside large enough to hold lunch box & daily folder
- A snack for morning snack (if in lunch box please label)
- A 16oz to 24oz water bottle
- A full set of change of clothing in a zip lock freezer bag. Long pants , Tshirt , socks and underwear. This does not have to be gym uniform. If your child needs to change , the soiled clothes will be sent home - please replace change of clothing and send back to school the following day.
- Please note , we do not allow toys from home unless it is show & tell day.

Please make sure everything is labeled !

REST TIME

The preschool children will have rest time every day in the afternoon. The children do not have to sleep but they must remain quiet for those that do. Each child will have their own individual rest mat.

TOILET TRAINING POLICY

All children in the preschool program must be toilet trained before the beginning of the school year. We realize " accidents" will happen. Accidents are unusual incidents and should only happen infrequently.

Toilet trained children :

- No longer wear diapers or disposable underwear
- Can tell the teacher when he/she needs to go to the bathroom
- Can attend to their own hygiene
- St Francis of Assisi school reserves the right to dismiss any child that does not meet our toileting policies.

UNIFORM INFORMATION

It is mandatory that the preschool children wear the school uniform daily unless otherwise noted on the calendar (dress down days / special events) The school uniform is the SFA gym uniform gym shorts (warm weather , sweatpants (cold weather) and SFA gym T-shirt or sweatshirt. Please have your child wear velcro sneakers.

LUNCH INFORMATION

The children will eat lunch at 11:45 in the classrooms. A microwave is available for reheating. We can not mix any items , this must be done at home. Please provide a napkin and utensils (no knives) for your child's lunch.

Any school lunches will be ordered through the school website and information will be sent home monthly.

SCHOOL COMMUNICATION

Communication between Home and School is important and establishes a positive relationship. Several modes of communication exist in our school to keep parents informed of activities and upcoming events that will be taking place in our school. Please check the school website often :SFAschool.com

You will receive a Monthly class calendar from your child's teacher.

Each teacher has a teacher blog for information

Option C alerts are sent out with important news/ information

Our school principal sends out a " Tuesday envelope " with weekly news.

CLASSROOM RULES

Please review and encourage your children to follow our classroom rules

Helping Hands

Walking Feet

Indoor Voices

Listening Ears

Kind Words.

In addition , we have rules for the Hallways and the Playground.

Hallway Rules :

Walking in Line

No pushing

No talking

Holding doors

Helping Hand for the day is Line Leader

Playground Rules:

Taking turns

No pushing

Being respectful of our area

Using playground equipment properly

Including everyone in play.

CLASSROOM BEHAVIOR MANAGEMENT

The children are expected to follow classroom rules and teacher directions.

They are expected to be kind to one another. Children are given gentle reminders as needed when expectations are not complied with. If the behavior is of a serious nature , such as hitting a classmate , the child will be removed from the group until they are ready to rejoin. The parent may need to be contacted.

SCHOOL SAFETY

Preschool doors and all school doors are kept locked at all times. Some of the preschool classrooms have security monitors to enable the teachers to see who is outside. In addition , the school office has monitors that show the outside of all school doors and hallways. Drills are conducted on a

regular basis for fire , lockdown and extreme weather. You will be notified when these drills are taking place.

BIRTHDAY AND HOLIDAY CELEBRATIONS

Children's birthdays will be joyfully celebrated in school on or near the date of the birthday. Children with a summer birthday are welcome to celebrate a ½ birthday at school.

You are welcome to come in to read a story with your child's class and send in a birthday treat to share with the class. Treat suggestions are popsicles, ice cream cups, cookies and brownies. Cupcakes are best with minimal icing.

Please contact your child's teacher to arrange a suitable date for celebrating.

Various holidays will be celebrated during the school year:

Halloween Dance a Thon and School parade

Thanksgiving Feast

Christmas Pollyanna Exchange

Christmas Program

Valentines Day Card Exchange

St. Patrick's Day celebration

Easter Egg Hunt

School Field Day

Preschool Picnic

The dates of these events will be noted on classroom calendars and teacher blog sites.

The preschool children are involved in all activities of the school. We attend school concerts and assemblies ,annual May Procession , Walk a Thon , etc.

ILLNESS/ ABSENCE

Please email your child's teacher by 8:30am if your child will be absent from school. If your child is absent for more than 3 consecutive days , a Doctor's note is required for return to school.

MEDICATION USAGE AT SCHOOL

It is requested that medications be administered to your child at home prior to coming to school. If it is essential that your child receive medication during school hours , a medication release form must be completed by the parent and we must have a doctor's not with dosage instructions. This includes asthma inhalers and Epi Pens. The school staff will not administer any medication to your child without these two forms.

EMERGENCY CLOSING INFORMATION

St. Francis of Assisi School follows the Springfield School District for school closing due to weather and other area emergencies. You will also receive an Option C alert from our school principal.

If there is a 1 hour delay , school will begin at 9:00am. If there is a 2 hour delay , school will begin at 10:00am. **There is no before school care on days that have a delayed opening.**

TUITION INFORMATION

St. Francis of Assisi School uses FACTS tuition payment program for all school tuition payments. Information for creating your FACTS account will be given at the time of registration and can also be found on our school website : SFASchool.com.

Please direct all tuition questions to the parish business off at 610-543-0848.

A 10% discount will be applied if more than one child in the family is attending the preschool program. You will be advised of discounted tuition at the time of registration.

Please note , there are no refunds or make up days for family vacation days , sick days , days school is closed or snow days.

AFTER SCHOOL CARES PROGRAM

Our after school program closes at 6:00pm. A late fee of \$5.00 per 5 minutes is due and payable to the staff member on duty if you are late picking your child up. This late fee applies to all pick up times. If we do not hear from a parent/guardian within 10 minutes of pick up time we will

contact persons listed on your emergency contact form to pick up your child.