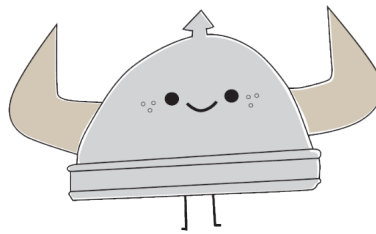




PARENT HANDBOOK

St. Francis of Assisi Catholic Preschool



SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL EXIST TO
Form, Inform, & Transform
STUDENTS AS MEMBERS OF CHRIST'S MYSTICAL BODY.

853 N. SOCORA, WICHITA, KANSAS 67212 • 316-722-5171 • WWW.STFRANCISWICHITA.COM

Right to Amend: St. Francis of Assisi Catholic School Preschool Program reserves the right to amend these policies for just cause, including prices for school lunches. Parents will be notified of changes through School



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Welcome TO SAINT FRANCIS OF ASSISI PRESCHOOL

This handbook is prepared to help you become familiar with our Preschool Program, and the goals developed for our students. In addition, this handbook will provide you with the policies and school rules for the activities of your students.

As you read through this handbook, if you have any questions, please contact our school office. We want your student to have a successful preschool experience.

Our program is designed to foster a love of God, others and self while building a foundation for academic success through a commitment to the spiritual, social, emotional, physical, and cognitive formation of the child.

Our goal at St. Francis of Assisi Preschool is to provide children a well-rounded learning environment focusing on the spiritual, social and cognitive growth of each child. We believe every child's potential is limitless when nurtured in a loving Christian environment of learning, prayer, and play. Your child's education is our priority!

OUR PRESCHOOL CURRICULUM VALUES:

WE BELIEVE:

- Teaching Basic Prayers • Church Postures, Gestures and Tradition • Religious Events • Bible Stories

WE PLAY:

- Friendship Skills • Create Life Long Learners • Explore Our Environment
• Develop Social and Emotional Skills

WE CREATE:

- Small Muscle Skills Development • Problem Solving • Pre-Math Skills • Patterns

WE MOVE:

- Large Muscle Skills • Finger Plays • Counting • Physical Education • Play

WE SING:

- Songs that teach Colors, Numbers, Letters, Manners, Rules and Expectations
• Explore Musical Instruments • Learn Nursery Rhymes

WE READ:

- ♦ Alphabetic Concepts • Letter and Number Skills • Language Development
• Print Concept • Vocabulary

WE DISCUSS:

- Critical and Analytical Thinking • Self-Worth • Show-N-Tell

WE OBSERVE:

- Learn How Things Work • Cause and Effect; Experiments





COMMUNICATION

Parents may call St. Francis of Assisi Catholic School during regular school hours, 7:15 am to 4:00 pm. You may also contact the Preschool Teachers via email. All email addresses are the teacher's first initial and last name @stfranciswichita.com.

PSA Mrs. Berry: sberry@stfranciswichita.com, Mrs. Knoblauch: tknoblauch@stfranciswichita.com
PSB Miss Frangenberg: krfrangenberg@stfranciswichita.com, Mrs. Alexander: salexander@stfranciswichita.com

School Messenger:

We have a phone broadcast system that will enable school personnel to notify all households and parents by telephone within minutes of an emergency or unplanned event that causes early dismissal or school cancellation. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by **SchoolMessenger**, a company specializing in school-to-parent communications.

St. Francis of Assisi Catholic School will continue to report school closings due to school or weather on our local TV stations and will use this system as an overlay to the public announcements. In the event Preschool will be cancelled, each family will receive a message from St. Francis via **SchoolMessenger**.

"The Flash":

Our school newsletter, "**The FLASH**", is also distributed through **SchoolMessenger**, using the parents' email address on file. This newsletter is distributed every Friday during the school year, either in copy form or video form. Parents are encouraged to keep the School Office informed when telephone numbers or email addresses change. These updates will ensure parents continue to receive telephone broadcasts and email distributions through **SchoolMessenger**.



CLASSROOM COMMUNICATION TOOL

Seesaw gives families an immediate and personalized window into their child's day, helping to answer: "What did you do at school today?" Seesaw gives the teachers time for organization and parent communication, makes formative assessment easy, and provides a safe place to communicate for parents and teachers. This avenue of communication also allows the teachers to share great photos and videos of your students in a private, secure way.

Parents will be given a QR code assigned to their child's classroom profile along with instructions for setting up your account.



CLASS SCHEDULES

PRESCHOOL CLASSES:

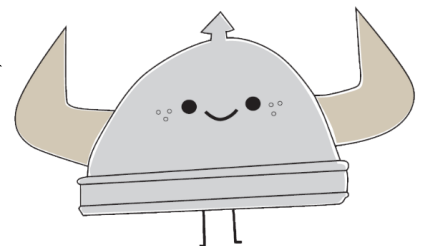
- | | | |
|---|-------------------------------------|---|
| ⇒ | Three Year Old, Tues & Thurs AM | 7:50 am to 11:00 am (No EDP* available) |
| ⇒ | Four Year Old, Mon, Wed & Fri AM | 7:50 am to 11:00 am (No EDP* available) |
| ⇒ | Four Year Old, Mon thru Fri PM | 12:00 pm to 3:20 pm (PM EDP* is available) |
| ⇒ | 3 Year old Tues & Thurs PM | 12:00 pm to 3:20 pm (PM EDP* is available) |
| ⇒ | Four Year Old, Mon thru Fri ALL DAY | 7:50 am to 3:20 pm (AM & PM EDP* & Lunch is available) |

* Extended Day Program

Refer to the 2023-24 School Calendar for the days school is in session.
www.stfranciswichita.com > School > Resources > Forms and Documents >
 Communications > Yearly Calendar

The preschool program follows the school calendar in most instances. Preschool teachers will provide parents with additional information if the preschool schedule differs from the yearly calendar.

See Page 22-24 for
info on our Extended
Day Program!





ADMISSIONS AND IMMUNIZATIONS

- A child must be three or four years of age on or before August 31, in order to enter preschool.
- Enrollment for Preschool is completed online; an account through PowerSchool will be created when parents begin the online enrollment.
- Documents required with the Preschool Enrollment Form include:
 - Health Physical Form (Appendix A),
 - a copy of the Birth Certificate (issued from the State),
 - a copy of the child's baptismal certificate,
 - a copy of your child's latest immunization record, signed and dated by the student's doctor (Appendix A),
 - a copy of your child's IEP, if applicable, and
 - the nonrefundable enrollment fee of \$60
- All students attending school in Kansas must be in compliance with the State's current immunization laws and regulations. Students must have proof of required immunizations before attending the first day of school in the Catholic Diocese of Wichita. Parents will be notified if your student does not have all appropriate immunizations/documentation.
 - ◆ The Diocese of Wichita does not accept religious exemptions.
 - ◆ If a medical exemption is necessary, an annual *KCI-FORM B Medical Exemption* form must be completed and signed by the student's family licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child. All medical exemptions will be validated by the school. If medical exemption cannot be validated, then the student will be excluded from school until validation can occur.
- All children attending must be potty trained.
 - ◆ Kansas State law does not allow staff of a preschool to change diapers.
 - ◆ Pull ups are not allowed.
 - ◆ If the student has 3 accidents he/she will be removed from preschool program.
- Only the 4 Year Old ALL DAY Preschool Classes will eat lunch at School, either by bringing their lunch from home, or purchasing a lunch through the School Lunch Program. The fee schedule for the lunch program for preschoolers is explained in the School Lunch Program, Appendix C.



ARRIVAL AND DISMISSAL



MORNINGS PRESCHOOL CLASSES & KC KINDERGARTEN CLASS

All Parents will drive up to Stewardship hall for drop off and the teachers will get your children out of the car seats for you. Parents—please stay in your vehicle.

- Drop off, for preschool and KC Class only, begins at 7:30 a.m.

Preschool classes are held in Stewardship Hall. Parents will use the drop-off/pick-up zone in front of Stewardship Hall for all Preschool Classes.

A copy of the St. Francis of Assisi Catholic Church/School Campus Map is found in this handbook.

Parents may also choose to park in the parking lot in front of Stewardship Hall and walk their child to the classroom from the main crosswalk at the front door of the main building.



DISMISSAL:

Children will be taken outside by their teacher or classroom paraprofessional and dismissed in an orderly fashion.

Children will not be released to anyone except the parent or a carpool driver as shown on the *After School Student Pick-Up Form*. The *After School Student Pick-Up Form* is included in the online registration. After registration is closed, a form may be obtained through the school office.

- When the child registers for Preschool, emergency contacts are designated as approved pick-ups for the student.
- If there is an unexpected delay in picking up your child, or if someone other than the assigned person is picking up, parents will advise the School Office and the Preschool Teacher of this change. The individual may need to provide identification when picking up your child if their name is not shown on the *After School Pick-Up Form*.

If parents are late in picking up their student from Preschool and the **School Office** has not been notified, you will be contacted 5 minutes after dismissal by the Preschool Teacher.

- If your child attends a morning Preschool Class, and you are over 10 minutes late, your child will be brought to the **School Office**, and you will pick them up there.
- **PLEASE NOTE:** A late fee of \$1.00 per minute will be added to your next month's statement.

If your child attends the afternoon 4 year old preschool class or the All Day 4 year old class and you are over 10 minutes late, your child will be taken to the Extended Day Program (EDP) in Cana Hall. You will pick your child up at the Extended Day Program.

- If your child is registered to attend EDP, regular rates will apply.
- If your child is not registered to attend EDP, you will be billed a late fee of \$1.00 per minute.
- For more information about the EDP Program, please refer to the Extended Day Program Policy found in Appendix B of this Handbook.



ST. FRANCIS
OF ASSISI
CATHOLIC SCHOOL

PARKING LOT MAP

MORNING DROP OFF



Afternoon Pick Up





PAYMENTS & FEES

- The Registration Fee for all Preschool Classes is \$60.
 - This fee is used for milk and snacks, and supplies used by the students during the School Year.
 - The Registration Fee is due with the Application for Enrollment form.
 - This Registration Fee is non-refundable.
- Preschool Fees are emailed the last week of each month regarding next month fees. Payments are due by the 15th of the new month. Payments can be made by cash, check or online payment through e~Funds*. Failure to stay current on payments will result in your child being removed from the program.
 - *To create an account through e~Funds for Schools, please refer to the school website. stfranciswichita.com > School > Resources > Parent Education > e~Funds for Schools—Parent Registration Process.

MONTHLY FEES:

- The monthly fees for September through May are:

| | |
|--|-----------|
| ⇒ Three Year Old, Tues & Thurs AM & PM | \$ 95.00* |
| ⇒ Four Year Old, Mon, Wed & Fri AM | \$140.00* |
| ⇒ Four Year Old, Mon thru Fri PM | \$230.00* |
| ⇒ Four Year Old, Mon thru Fri, ALL DAY | \$480.00* |
- *August fees are prorated at 50% of the regular monthly rate. Monthly invoice statements will reflect this amount.
- All Day Preschool Students have the option of eating breakfast and lunch at school, or bringing their lunch from home. For guidelines on our food service program, refer to Appendix C: Meal Program. Lunches for our all-day preschool students are provided at an additional cost. Qualifying students receive free and reduced priced meals. Applications are available at online registration and can be submitted throughout the school year.
- All Day Preschool Students are eligible to attend the Extended Day Program. For guidelines on our Extended Day Program, refer to Appendix B: Extended Day Program (EDP).

CANCELLATION AND REFUND POLICY:

- If a student is withdrawn from the Preschool Program, a letter requesting the withdrawal is required from the parents. This letter, addressed to the school principal, will state the reason for withdrawal and the effective date. Refunds of preschool fees for a mid-month withdrawal from preschool are not authorized. Before a withdrawal is finalized, a letter to the school principal must be received from the parent.



ABSENCES

- Students who are obviously sick should be kept home from school.
- Students must be without fever for 24 hours (without use of fever-reducing medication) before they are allowed to return to school.
- Students experiencing vomiting and diarrhea must remain out of school until symptom free for 24 hours.
- A parent or guardian is asked to call the school each day a child is absent or will be late due to an appointment (316-722-5171). An email to the student's teacher is also recommended.
- Parents needing to pick up their child early are to send an email in advance stating the date, time, and the name of the person who will pick up the student to the attention of their teacher and to the School Receptionist. If leaving for an appointment, the student should bring a note from the doctor's office when returning to school, whether returning the same day or the next.



HEALTH

- In an effort to protect the health of all students, St. Francis follows the guidelines and regulations of the Kansas Department of Health.
- Parents are encouraged to arrange for medication to be given outside school hours. When it is necessary that medication may be given at school, Diocesan policy requires a completed *Guideline 317-T For The Administration of Medication At School* form to be signed by both the parent and physician. https://drive.google.com/file/d/1-ITfA6O2TimVque_0qVMNPGtjWfN1yVT/view
- Parents are allowed to come to school and give the medication themselves if that is their preference. Parents will come to the School Nurse and the student will be called to the Nurse. The School Nurse or a staff member must witness the parent giving this medication to the student.
- All students leaving school due to illness or injury must be signed out by a parent through the health room.
- Listed here are the illnesses that are the most commonly encountered.
 - Strep throat - Students must remain out of school while being treated with a prescribed antibiotic for 24 hours.
 - Pinkeye - Students must remain out of school while being treated with a prescribed antibiotic for 24 hours.
 - Fever - Students must be without fever for 24 hours without the use of fever reducing medicines such as Tylenol and Ibuprofen.
 - Diarrhea or Vomiting Illnesses - Students must remain out of school for 24 hours without the use of medication such as Imodium following diarrhea or vomiting illnesses.



DRESS CODE

- During warm months, shorts are permitted.
- During winter months, snow boots are permissible for outdoor play. Include a labeled pair of mittens and a stocking cap in their backpack.
- Tennis shoes are recommended for the classroom.



BACKPACKS



- Please send your child to school each day with a full size backpack with the child's **first and last name** written on the inside.
- The backpack should not have wheels.
- Each child should have a pocket folder in their backpack.
- This folder will be returned home every school day in the backpack with notes from the teacher or completed school papers for the parents to review.
- It is required that a change of clothes also be kept in the child's backpack. **All clothing should be labeled with the child's first and last name.**



OUTDOOR PLAY

- Preschool classes will try to go out every day, weather permitting.
- The children will be given free play on the playground equipment.
- Please dress your child appropriately for playing outdoors.
- Our guidelines for extreme cold and extreme hot days are —
 - ⇒ **Cold Temperature Days:** Any temp 20° or less whether real time temp or wind chill temp will mean no time outside. Any temp 21-30° real time temp or wind chill temp will mean 5-10 minutes outside at most. The weather channel app is used to determine the "feels like" temp.
 - ⇒ **Warm Temperature Days:** Any temperature 90-99° in real time or with a humidity means limiting outside time to 5-10 minutes. Any temperature 100° or above will mean no outside time.



PARENTS VISITS

▶▶▶ PARENT-TEACHER CONFERENCES

- Parents are invited to consult with their child's teacher at any time.
- Progress Reports will be issued throughout the year.
- To schedule a progress conference, contact your child's teacher directly.
- Conferences will be held in October and March.

▶▶▶ VISITING THE SCHOOL

- Parents are welcome to visit our preschool during the school day.
- Please stop at the office to sign-in and get a visitor's pass before going to any classroom.
- Parents are welcome to attend mass, assemblies or special events at the school.



STUDENT WELL-BEING

Saint Francis of Assisi cares for your child's well-being. We encourage communication between parents, teachers, and the school leaders, as well as, many highly developed actions to guide all students through their growth in mind, body, and spirit. It is our goal to partner with you to best support your child's development. Below are a few guidelines:

- Students with separate households parents are asked to meet with the school principal concerning custodial arrangements, etc. (Contact the School Office for details)
- If you have specific concerns about your child's academic, physical, or social development, please share your concerns with our staff, so we can support you and your child.

▶▶▶ DISCIPLINE

- Discipline is approached in a positive manner, using guidance to help children develop self-control and problem solving.
- Parents will be contacted if serious problems develop.
- Parents should contact the school office to set a time for their meeting with the principal.

▶▶▶ CAPTURING KIDS HEARTS

Capturing Kids Hearts is a program our staff rallies behind to be intentional about creating a culture that supports success for our students. Capturing Kids Hearts builds connections and understanding of expectations through greetings, social contracts and the EXCEL model.

SNACKS & DRINKS

SNACKS

- Snacks will be served each class time and usually consist of the following:
 - fruits, crackers, cheese, dry cereal, or pretzels, etc.
- Milk will also be provided.
- If the student does not like the snack, they do not have to eat it, but no alternatives will be offered.
- If your child has an allergy they are allowed to bring their own snack. Please provide documentation of the allergy to our school nurse.
- Donations for special activities are always appreciated. These requests will be made via the See Saw app.

DRINKS

- Students are required to bring a water bottle or leak-proof travel cup with water, daily.
- Clearly label the bottle with first and last name.

PLEASE NOTE:

- No gum at any time, please.
 - Water inside student's cups/bottles ONLY
- Please notify the school nurse and the teacher of any food allergies

CLASSROOM PARTIES

- The students will have classroom parties for special occasions such as, Halloween, Christmas, Valentine's Day, Mother's Day etc.
- Parents providing refreshments for preschool classes should consult with the preschool teachers concerning food allergies within each class.
- We use Sign-Up Genius for parties. Teachers will send out the link VIA SeeSaw
- A current email address is required.
- If parents are invited to attend the party and/or if you have signed up to volunteer and help out with the party, you **MUST** be Virtus Trained. (See page 13)

»»» BIRTHDAYS

- Birthdays are not celebrated at school with class parties.
- Birthday treats **may not** be distributed to classmates due to food related restrictions.
- We will announce student birthdays and half birthdays over the intercom
- Students will be allowed to wear "Spirit Dress" attire on their birthday or half birthday. Please follow "Spirit Day Dress" policies in the Student Agenda (https://www.stfranciswichita.com/SFA/media/pdfs/school/about/k-8/2022-23_agenda.pdf) for the requirements on Birthday Dress Days.
- If birthday party invitations are to be distributed at school, all students need to receive one; otherwise, the invitations should be mailed.



VIRTUS TRAINING

We are looking forward to the active role that your family will have at St. Francis of Assisi Catholic School. We are confident that you will find many volunteer opportunities that will work into your schedule and support your Stewardship efforts.

It is the policy of the Catholic Diocese of Wichita that every volunteer in any Diocesan school complete VIRTUS training offered by the school. The Diocese of Wichita requires every school to train volunteers that will be: working with children, attending classroom parties, driving on field trips or volunteering for various children's extra-curricular activities (for example, all sports, scouts, chess clubs, etc.). The mandatory training is called *VIRTUS, Protecting God's Children*. It is designed to heighten volunteers' awareness of a topic that is a concern for all parents: the protection of youth. In particular, the program is designed to help prevent child sexual abuse, teach parents about how to communicate a concern and develop a timely response system that protects our greatest gift, our children. NO ONE will be allowed to volunteer in the classroom without first completing this training. This is to ensure the safety of all of the children in the classroom, school, and diocese.

VIRTUS training sessions include a criminal background check.

»»» WHAT IS VIRTUS?

VIRTUS is the brand name for a risk control platform developed by the National Catholic Risk Retention Group, Inc. to protect children. Within this program, the National Catholic Risk Retention Group, Inc. developed the Protecting God's Children program to prevent child sexual abuse.

»»» WHEN IS TRAINING AVAILABLE?

VIRTUS training is available year-round at various locations. The Virtus training lasts approximately three hours.

Check our parish bulletin <https://www.stfranciswichita.com/index.php/communications/bulletin>, the Catholic Advance <https://catholicdioceseofwichita.org/news/>, and the Diocesan website <https://catholicdioceseofwichita.org/>

to find dates to attend a session at St. Francis of Assisi or a session at another parish that is convenient for you. All volunteers need to complete this training only once. Registration is done online at <https://www.virtusonline.org/virtus/index.cfm?>.

Call the Parish Safe Environment Coordinator (316-722-5171) or the Diocesan Safe Environment Coordinator (316-440-1731) for more information.

FIELD TRIPS

➤➤➤ PRE-FIELD TRIP REQUIREMENTS

- A signed permission slip is required for students attending activities away from the school.
- Children who do not return these slips will not be permitted to participate, and parents will be asked to pick them up.
- Diocesan Requirements for Field Trip Driver Volunteer:
 - Each parent volunteering as a chaperone and/or driver must be VIRTUS trained.
 - Each parent driver chaperoning additional students must provide a copy of their current driver's license and up-to-date proof of insurance.

➤➤➤ DAY OF FIELD TRIP REQUIREMENTS

Requirements for all children participating in a Preschool Field Trip:

- Car Seats / Safety Seats
 - All children will be required to use a child safety seat on all field trips.
 - Preschool students will be asked to bring their own booster seats to school on days when a field trip is scheduled.
 - Students that do not bring the required seat will not be allowed to participate in the field trip, and parents will be asked to pick them up.
- Food & Drink
 - If the field trip includes a lunch-break, students need to bring a sack lunch.
 - All students need to bring a travel water bottle or non-spill travel cup with water.
- If the field trip is outdoors, sunscreen needs to be applied on your child before arriving to school.



WHAT WE DO IN PRESCHOOL

FAITH FORMATION: Helping children grow closer to Christ through prayer, talking about their relationship with God, and attending weekly Mass. Preschoolers also attend a weekly class, titled Catechesis of the Good Shepherd, which is a hand-on faith formation model that includes child-sized prayer materials and model liturgical pieces to help develop a relationship with Jesus the Good Shepherd.

LITERACY DEVELOPMENT: Helping children build an understanding of language and literature. Activities includes listening speaking, reading and writing activities. These activities help build skills in areas such as communication, vocabulary, letter recognition, and comprehension. Story time is designed to help youngsters develop an appreciation and enjoyment of literature.

MATH ACTIVITIES: These activities include hands-on real life experiences. They also help children develop awareness of numbers, geometry, patterns, measurement and graphs.

MANIPULATIVE ACTIVITIES: These activities help students improve visual perception, hand-eye coordination, as well as problem solving and social skills.

CIRCLE TIME: Circle Time is a group gathering during which the day's plans, ideas and observations are shared. These activities are designed to stimulate students thinking, enrich their social skills and expand their attention spans.

GROSS-MOTOR SKILL ACTIVITIES: These activities give children the opportunity to use their muscles as well as their imaginations as they engage in fun, healthy exercises, such as running, jumping, and climbing.

FINE-MOTOR SKILL ACTIVITIES: These activities help improve small-muscle development and hand-eye coordination. Common items that can be used in developing skills include puzzles, laces, peg boards, and crayons.

DRAMATIC-PLAY ACTIVITIES: These activities help students express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, solve problems, and just have fun!

MUSICAL ACTIVITIES: These activities promote listening skills, creative expression, and social skills. In music, children can explore sound, volume, tempo, and rhythm.

SAND & WATER ACTIVITIES: These activities allow students to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science and language.

BUILDING RELATIONSHIPS: through intentional practice, students grow in interpersonal skills by following the classroom social contract and working together to solve problems.

KINDERGARTEN REQUIREMENTS

- The following criteria will be used to determine acceptance:
 - ◇ Admission priority is extended to siblings of current St. Francis of Assisi Catholic School students and to children of faculty and staff members.
 - ◇ The number of years parents have been registered in the parish, as well as their degree of participation in the Stewardship Way of Life.
 - ◇ All students must successfully complete a screening assessment.

Note:

- Your application is not complete and will not be accepted without receipt of the required documents.
- The forms required for the Kindergarten process area:
 - ⇒ Application for Admission
 - ⇒ Certificate of Live Birth
 - ⇒ Baptismal Certificate
 - ⇒ Last Report Card/Progress Report
 - ⇒ Latest Immunization Record signed and dated by student's doctor
 - ⇒ IEP/ILP documentation, if applicable
- By submitting an application to St. Francis of Assisi Catholic School, you agree to the testing procedures outlined by our school.
- St. Francis of Assisi Catholic School reserves the right to refuse admittance to any student whose academic needs and behavioral needs are greater than our school can adequately accommodate.
- If you, your spouse or any adult or youth living in your home is listed on the National Sex Offender Public Registry, you and/or the offender are required to contact the principal or pastor prior to the offender being on school property, participating in school events, or the first day of school.
- All children making application for Kindergarten will be screened.
 - ⇒ The dates will be announced through the parish bulletin and the school newsletter.
 - ⇒ Parents will sign-up for dates and times using Sign-Up Genius.
- Parents will be advised of their child's acceptance into Kindergarten by mail.
 - ⇒ Submitting an application does not guarantee acceptance into a Kindergarten Class at St. Francis of Assisi Catholic School.
 - ⇒ Contact the Church Office for admission expectations for Stewardship.



APPENDIX A

SCHOOL HEALTH SERVICES

A **cumulative health record** for each student shall be kept on file.

Catholic schools do not insure students for injuries or accidents that may occur at school, on school premises, or at school-related events.

Immunizations – As a condition of enrollment each year, every student must verify proper immunization and have a current Kansas Certificate of Immunization signed by a medical or osteopathic doctor (or their representative), a Health Department official, or a diocesan nurse using official records supplied by the parent. K.S.A. 72-5208 through 72-5211.

Vision Testing – Basic vision screening will be provided to every student during the first year of admission and not less than once every two years thereafter. Schools are required to encourage any student having difficulty mastering basic reading, writing or math to seek a professional eye exam at parental expense if public or private insurance coverage is unavailable. K.S.A. 72-5204 through 72-5202

Hearing Testing – Hearing screening will be provided to every student during the first year of admission and not less than once every three years thereafter. Our school nurse shall perform all tests. K.S.A. 72-1204 through 72-1207.

Medications in school – Diagnosis and treatment of illness and the prescription of medication, including over-the-counter drugs, are not the responsibility of the school and shall not be practiced by any school personnel including the school nurse without proper authorization; “proper authorization” means a written [request] from a physician for in-school administration of all medicine, including over-the-counter drugs. Parents must provide a written request that the medication be given at school, but no school shall be required to administer any medication.

Dental inspections – Free dental inspections will be provided annually for all students who opt-in to participate.

Health Assessment – Up to one year prior to each student 8 years of age and younger entering a school in Kansas for the first time must submit the results of a health assessment performed by a physician or KDHE-certified nurse.

Health Records – Health records must be retained until the student exits the school.

Health Links—

Health Physical Form:

https://www.stfranciswichita.com/SFA/media/pdfs/school/resources/health/physical_form_k_ps.pdf

You may also use a Health Form provided by your child’s physician.

- For more information on health requirements, please contact our school nurse at 316-722-5171.

KS Certificate of Immunizations:

<https://www.premierforkids.com/wp-content/uploads/2012/04/KCI-2012-Form.pdf>



APPENDIX B

EXTENDED DAY PROGRAM (EDP)

The Extended Day Program (**EDP**) is available to preschool through 8th grade students enrolled at St. Francis of Assisi Catholic School. The program will begin the first day of school. This program is in total compliance with all St. Francis of Assisi Catholic School and Diocesan guidelines and policies. These policies will be strictly enforced.

Directors:

Teachers that direct the Extended Day Program are members of the SFA faculty.

Number of Students:

Based upon space restrictions and adult to student ratios, the program has limits, but we will make every effort to accommodate your needs.

Location of the Extended Day Program:

In the morning and the afternoon, the Extended Day Program will be based in Cana Hall (cafeteria). EDP may occasionally operate from the gym or other rooms at SFA.

REGISTRATION FEES:

A \$25.00 per family fee will be assessed to process all applicable documents necessary to run a successful program. This fee will be applied to your student's PowerSchool account upon initial EDP check-in. It is a per year/per family fee. This fee is also assessed to families with children enrolled in the Homework Club.

The fees are as follows:

| | |
|-----------------|------------------|
| One child: | \$ 3.50 per hour |
| Two children: | \$ 5.75 per hour |
| Three children: | \$ 8.25 per hour |
| Four children: | \$10.75 per hour |

Hours of Operation:

| | |
|------------|-----------------------|
| Morning: | 6:30 a.m. – 7:40 a.m. |
| Afternoon: | 3:30 p.m. – 5:30 p.m. |

Pick-up times are monitored and late fees of \$1.00/minute per child after 5:30 will be added to the next month's bill. The Extended Day Program is available only on full days of school. If school dismisses early, there will be NO EDP.

Arrival and Dismissal Procedures:

Morning Program – Parents and/or students can access the building through Door 12 (back door of Cana Hall). Students are to go immediately to Cana Hall. Students will be checked in at arrival time and are dismissed to classrooms at 7:40am. A preschool teacher or paraprofessional escorts preschool students to their classroom from Cana Hall.

Afternoon Program-- SFA staff members will walk students to the EDP check-in location. Students must be picked up by an adult listed in the student's file. No student will be released to a minor or to any adult not listed. This policy will be enforced, with no exceptions. When the adult arrives each day, they will sign students out with EDP staff.



APPENDIX B, CONT.

EXTENDED DAY PROGRAM (EDP)

Schedule of Activities:

Morning Program – The morning session is a quiet time for students. Students may read a book, complete homework, play cards, color, or visit with friends. Students will be dismissed at 7:40am to their classrooms.

Afternoon Program – The afternoon time allows students to enjoy inside and outside play, complete homework and enjoy social interactions with students and staff members. We will follow this schedule:

Activity Times:

| | |
|-----------|--|
| 3:15-4:15 | Check In and Outside Play (weather permitting) |
| 3:45-4:30 | Other activities may be available at additional costs such as Tippi Toes Dance, MonArt, Lego, etc. |
| 4:30-5:00 | Homework/Inside or Outside Play |
| 5:30 | Latest pick-up time available at Cana Hall back door #12 |

Snacks: A light snack will be distributed upon arrival each day. Water is always available to students. Food allergies should be noted on the student's medical form. Outside snacks/drinks are not allowed.

EDP Statements: Invoices are generated the first full week of each month. Payment is due upon receipt. Statements can be paid by check, cash or on-line via e~Funds. Fees are based on minutes used each month. **Pick-up times will be monitored and late fees of \$1.00/minute per child after 5:30 will be added to the next month's bill.** Families with past due balances will be contacted.

Disciplinary Policy: To provide a safe and orderly environment, students are expected to behave in the same manner as they do at school, with respect and kindness. Students who choose to act inappropriately will be placed in time out. All issues will be addressed with the parent/legal guardian when the student is picked up. Any student may be removed from the program if behavioral issues persist.

Cell Phones: Students may not use their cell phones for any purpose, including the playing of games or apps. Cell phones must be turned off and left in their book bag.

Health and Safety Issues: The Extended Day Program will not administer any type of medication, for any reason. Parents will be notified immediately if signs of illness or injury are exhibited by a student. Students will not have access to items kept in the Nurse's Office. *The Extended Day Program will have access to all health information which has been provided to the school.*

Emergency: The safety of our students is very important to us. Please maintain updated contact information for you and the emergency contact people that are listed for your child in PowerSchool. Our Extended Day Staff uses this information to contact you in an emergency situation. In the event of an emergency, our EDP staff follows the same protocols that are used during the school day. If your child has a minor injury during EDP, parents are given an Incident Form outlining the details of the event. Note: our school nurse is not available during EDP hours.

The Extended Day Program reserves the right to amend these policies for just cause. Parents will be promptly notified in writing if changes are made.



APPENDIX C MEAL PROGRAM

Breakfast and lunch are available to our 4 Year Old ALL Day Preschool students. Breakfast is available from 7:15 to 7:50. ALL Day Preschool students will eat lunch at 11:00 a.m.

Our hot lunch program provides well-balanced and nutritional meals that meet the guidelines established by the U.S. Department of Agriculture. Each month our menus are published, so you and your children know the variety of entree choices.

Lunch accounts can be viewed in PowerSchool by reviewing the Balance Page for each student. The Current Balance and a listing of the meal transactions can be found on the lower portion of this screen.

Payments to a lunch account are made by sending a check or cash to the School Office in an envelope marked *School Lunch* with the student's name. This envelope can be given to your student's Preschool teacher, who will turn it in to the School Office. Payments can also be made through e~Funds for Schools.

To create an account through e~Funds for Schools, please refer to the school website—stfranciswichita.com > School > Resources > Parent Education > e~Funds for Schools—Parent Registration Process.

»» F.A.Q.'S

How will I know when to add funds to my child's account? A Balance Alert notification will be sent to parents to remind you when the account is getting low and money needs to be added. You can also track your child's lunch activity and the account balance by logging into PowerSchool through the parent portal and reviewing the Balance Page for your student.

How much does lunch cost? The student and adult meal prices are determined in July for the upcoming School Year. Please contact the Lunchroom Coordinator for the cost of your student's school lunch. The lunch cost will include 1 milk. Additional milks are \$0.75 each.

Can my child bring a sack lunch? Yes, your child is welcome to bring his/her lunch each day or purchase a meal from our Food Service Program. "Fast Food" and pop/soda are NOT allowed in the cafeteria.

What if my child forgets their sack lunch? If your child forgets their sack lunch, they must buy a hot lunch. Please send the correct amount of money for your child's lunch the following day to school in an envelope MARKED WITH YOUR CHILD'S NAME and give to the child's teacher.

Can I come and eat with my child during lunch? Parents are always welcome to eat with their child. Please call the office one day in advance to make arrangements so the kitchen can plan for the extra meals. *Exact change is appreciated.* Check-in at the office upon your arrival.



APPENDIX C, CONT. MEAL CHARGE POLICY

PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures at St. Francis of Assisi Catholic School. There is a fine balance that needs to be attained between the solvency of the food service program and the nutritional needs of the students. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts
- To have positive and clear communication among staff, administrators, teachers, students and parent/guardian
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent practice regarding charges and collection of charges

SCOPE OF RESPONSIBILITY

The Food Service Department:

- Responsible for maintaining charge records for lunches and milk
- Notifying school administration of outstanding balances
- Notifying students/parent/guardians of outstanding balances by School Messenger

School Administration:

- Assist Food Service Department with collection of meal payments

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Sign up in PowerSchool to receive low balance reminders
- Apply for meal subsidy (free and reduced form) to avoid outstanding balances
- Communicate with the Food Service Coordinator in the School Office to resolve any issues with your child's lunch account