

St. Francis Xavier Preschool Handbook



Under the patronage of St. Francis Xavier, our school community guides the formation of Christ centered learners, leaders, and stewards on a foundation of Catholic beliefs and academic excellence.

Revised March 2022

Parents Are the Prime Educators

1. The primary responsibility for the education of children is in the hands of parents. Even though their responsibility is shared with the school, the parents' responsibility remains paramount.
2. Children tend to emulate the intellectual, emotional, spiritual and moral attitudes and examples parents/guardians provide in the home. In addition, some parents' responsibilities are to:
 - a. Build religious traditions and family prayer into family daily life.
 - b. Attend Sunday Mass and contribute to Parish support through tithing, envelopes or direct deposit.
 - c. Provide proper diet, balance of sleep and exercise.
 - d. Insist that a child/children follow(s) the regulations and principles of good behavior/manners.
 - e. Encourage the development of the individual talents and interests of the child/children.
 - f. Keep the school informed as to the special needs of the child/children, carefully read all communications sent home from the school, and return all signed communications and envelopes promptly.
 - g. Begin attending Home & School meetings and other functions of the K-8 division so you can meet more parents and gain a good understanding of what your child will be experiencing in the future.
 - h. Read and support the regulations of the Student/Parent Handbook.

One Faith, One Family, One S.F.X.

Each year our school focuses on a theme to help guide us on our journey and to serve as a vision for the future. Our theme for the upcoming school year is One Faith, One Family, One S.F.X.

- **One Faith:** we focus on our Catholic identity and bond over the universal call as Catholics to serve God in all facets of our daily lives.
- **One Family:** at S.F.X. we strive to make all members feel part of our extended S.F.X. family. We encourage all members to take an active roll in the education of your children, and we encourage all members to build positive, trusting, and Christ-centered relationships with all members of our school community.
- **One S.F.X.:** focuses on the premise that it takes the entire community to educate our students. We focus on growing closer as an entire community to best meet the needs of our students.

Preschool Learning Philosophy

St. Francis Xavier Preschool is a faith-filled environment in a Catholic school setting that offers the young children of our community a place to learn, grow and be happy in the presence of God.

We recognize that all young children are a part of a family and we will work closely with the family to create the best environment for the child. In the preschool classroom, children learn through a number of meaningful experiences. These learning experiences address the developmental needs of children including gross and fine motor development, cognitive development, social emotional development as well as literacy and language development.

Learning Goals:

The Diocesan early childhood curriculum identifies goals in all areas of development: spiritual, social, emotional, cognitive, and physical.

Curriculum:

The preschool curriculum at St. Francis Xavier follows the guidelines of the Catholic school office of the Diocese of Jefferson City and the Missouri Chapter of the National Federation of Nonpublic Schools State Accrediting Association as well as the standards set forth by the Missouri Department of Elementary and Secondary Education Early Childhood Section. Our curriculum will explore areas including: religion, language arts, math, science, social studies, art, music, fine and gross motor development, computer and library.

Admission Policy

Admission Age: A child must be 3 years of age before December 31, 2021.

Registration: Registration for the following school year begins in March. Registration papers are due to the office by March 31st, 2022 along with a non-refundable \$150.00 deposit and the necessary documentation.

Students with registrations submitted by the March 31st deadline normally are admitted in the following prioritized order.

1. Active St. Francis Xavier parishioner with another child currently attending St. Francis Xavier School.
2. Active St. Francis Xavier parishioner.
3. Catholic, non-parishioner.
4. Non-Catholic

***Registrations received after the March 31st deadline are not subject to the above prioritization and are accepted on a first come basis if positions are still open.

Questions regarding policy will be finally decided by the pastor and principal.

Payment for Preschool program:

Payments are due on the fifth of the month. ACH payments are recommended and will be available. Receipts will be provided and an end of the year tax statement.

Fee	Amount	Due Date
Enrollment Fee	\$150	At time of enrollment
Supply Fee	\$10	First day of school
Full Time Tuition Sept-May = 9 payments) (August and May are combined to equal one full month's payment)	\$450	5 th day of each month
Lunch Fee (Optional)	\$42	5 th day of each month
After School Care	\$40	5 th day of each month

Preschool Hours:

7:35am – 3:10pm

Morning Drop off 7:00 – 7:35: Children may be dropped off starting at 7:00 on the lower playground lot. All children will gather in the gym each morning for prayer. Students are dismissed to their classroom at 7:35am.

Our Preschool Program runs from 7:35-3:10. This is the main learning time for our students.

After School Care will be available from 3:10-5:30. For the 2022-23 school year, aftercare charges will be \$40 per month from Sept.- May. Preschool children will join the school aged children for after school care services.

Please notify the teacher and the school office in writing if there is a change in your child's transportation at any time. You may also call the office prior to dismissal. (573)395-4612.

Attendance:

The building of a solid learning foundation for your child's success in the school greatly depends on consistency. Please make every effort to have your child attend school on a consistent basis. In the event of an absence please contact school office.

Just a reminder that the preschool program follows the school calendar including in-service and snow days!

Dress Code:

Preschool children will follow the dress code guidelines of St. Francis Xavier, although some modifications will be in place. Please see the complete Parent Handbook on the school webpage for specifics about the dress code policy. Preschool students will not be required to keep their shirts tucked in, and girls may wear leggings. Since students will participate in many different activities, for girls who prefer to wear skirts or jumpers, shorts are required to be worn under these items. Tennis shoes are required, and must be non-tie shoes, unless your child is able to self-tie their shoes.

Toileting:

All students enrolled in St. Francis Xavier Preschool **must be** toilet trained prior to the start of the school year. Aside from medical need, if a child has more than two accidents in one day, he or she will be sent home. If the number of accidents is excessive in any one week, the child will be sent home as well. If a child is sent home excessively due to toilet accidents, a conference with the child's parents/guardians, teacher, and possibly principal will be held to discuss the next step of action.

Lunch:

The school lunch program is offered to Pre-K students at a cost of \$42/month and is optional for the year. If you prefer to not participate in the program, your child may bring their lunch from home each day. Meals from home must be healthy and easy to eat/prepare. A refrigerator will be available, but a microwave oven will not be available to prepare lunches from home. The teacher will not be available to heat lunches in the microwave.

Illness:

The question of when to keep a child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep children home if he/she is ill. Most medical professionals define a fever as a body core temperature elevation at 100.4 degrees or higher. A temperature should be measured BEFORE giving medications to reduce the fever. Students will be sent home with a temperature of 100.4 degrees or greater and may not return the following school day.

*For example: If a student or staff member is sent home Monday at 9:30am, they will not be allowed to come to school until Wednesday. *Example 2: If a student or staff member is sent home Thursday at 1:00 pm, they will not be allowed to come to school until Monday.

Classroom Rules and Procedures:

The preschool class will discuss the rules and procedures for their classroom. During the first few days of school, class rules will be discussed and displayed in the classroom. Students are expected to follow through with these expectations. If a conflict arises, students will be encouraged to talk to their peer about the conflict.

Behavior Management/Discipline:

The preschool classroom will use a clip chart to monitor behavior. A clip chart is a great tool that allows students to be rewarded for positive behavior, while discouraging negative behavior.

Independence:

Preschool is a big transition for students (and parents)! To help your child grow and develop onward through their educational career, he/she will be encouraged to become more independent. The program will be setup for kindergarten readiness. Our goal is to motivate your child to meet some of those kindergarten skills throughout the year.

Communication:

A newsletter will be coming home weekly from your child's preschool class. In addition, the school sends home a weekly newsletter called *Tiger Tales*. Parents may sign up for *Tiger Express*, which provides parents with timely emails regarding cancellations, school activities, and upcoming events. The school website is www.sfxtaos.com, which contains the school handbook and other important information.

Take-Home Folder:

Your child's Take-Home folder is the main way of communication between home and school. Any notes should be sent via this folder. They will be checked each morning at school. Please check your child's folder each evening.

Assessment:

Assessment reports will be issued throughout the year. These reports consist of a checklist of skills that highlight important learning tasks for children ages 3-5. The data for progress reports is obtained through observation. Children are observed by the teacher throughout the day and observations are recorded.

Parent Teacher conferences will be conducted formally in October. Parents may schedule a conference with the teacher at any time necessary.

Snacks:

A time will be set aside each morning for snack. This snack will be provided by St. Francis Xavier as part of your monthly fee.

Food Allergies:

It is the parents' responsibility to inform the school personnel of a child's food or drink allergy. A physician's prescription or written statement is required for a child's diet must be adjusted.

Birthdays:

Birthdays are special events in your child's life. If you wish to provide a "treat" for your child, please let the teacher know in advance. If your child has a summer birthday he/she may celebrate their "half" birthday during the school year. Please keep birthday treats easy to serve.

Class Parties:

There are three main parties each year: Halloween, Christmas, and St. Valentine's Day! The room parents organize these events and coordinate volunteers and donations. All are welcome to participate in the festivities.

Rest Time:

Each student is to bring a rest mat, a small travel-size pillow with pillowcase along with a beach towel or small blanket to school. These will be sent home periodically to be washed and dried. These should be sent back on the next school day.



Supply List

Community Supplies (no need to label these items)

- 1 bottle of white liquid glue
- 2 pkgs. glue sticks
- 1 pack of Expo Dry Erase Markers
- 1 large pink eraser
- 1 box of ziplock-bags (snack or sandwich size)
- 1 plain white 1-inch binder
- 1 box of kleenex
- 2 rolls of paper towels
- 2 reams clean white paper
- 1 container of baby wipes
- 1 container of disinfecting wipes

Personal Supplies (label these items with your child's name)

- 2 boxes of 24 count Crayola crayons
 - 2 folders with pockets
 - 2 one subject notebooks
 - 1 pair of scissors (round tip)
 - 1 book bag
 - 1 travel size pillow with pillowcase
 - 1 small blanket
 - 1 rest mat
 - Change of clothes appropriate for the season (shirt, pants, underwear, socks)
 - Put in zip-lock bag
 - Extra clothes will be kept at school
 - Clothes do not need to be uniform clothes
- *1 box of Crayola colored pencils
 - *1 box of Crayola markers 10 count
 - *1 plastic art box

Please use a black permanent marker to label your child's personal supplies.