

# Pre-school



# Parent Handbook *2010-2011*

# St. Francis International School

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## Introduction

It is with great pleasure that we welcome you to our pre-school. We cater to children three and four years of age. Children must be three and four years of age for pre-school and five when they start kindergarten.

Our aim in the pre-school is to prepare children with certain skills that will surely enable them to meet the requirements for kindergarten.

The pre-school bases its learning process on the children's individual needs, thus creating a warm and secure environment for both children and parents.

It is the role of the parent and teacher to offer support to the child throughout the years in pre-school.

Responsibilities of the parent:

- be enthusiastic about their learning
- allow the children to experiment and learn for themselves
- probe your child about his/her day at school
- show interest
- join in

“A fun day at school is a learning day at school”

## Separation

Separation can be a traumatic experience for all at school. Teachers and parents need to work together to make the child progress in a positive direction.

Parents will be asked to trust the teachers and leave the child in their care as they have been trained in this area. It is recommended that initially, while a child settles in, parents remain for a few moments to play a game or read a story. Then the time can be slowly cut down to leaving the child alone. If the child should be completely distressed the parent will be contacted and half days will be introduced.

## The program

The program is designed to suit all children's individual needs. It is divided into five developmental areas:

1. Emotional, personal and social development
2. Communication and language development
3. Knowledge and understanding of the world
4. Expressive and aesthetic development
5. Physical development and movement

The children will be divided into groups and within these groups work will be allocated to suit the age range.

Only English is spoken in the classroom, however, words in the child's original language may be used when a concept is not clearly understood.

The program is displayed on a weekly basis visible for all. Please make an effort to read it.

# Late Arrivals

There will be supervision in the classroom beginning at 8:30.

An arrival after 9:15 is considered late. Parents must go to the principal's office to get a late slip which is then given to the class teacher.

# Early Dismissal

If, in case of emergency, you are picking up your child early, you must go to the principal's office to sign him/her out.

# Sick policy

The school does not encourage extended holidays, however if taken, the office and teacher needs to be notified one week in advance.

If absence is longer than 3 days, a medical note from your physician must be brought in the day your child returns.

If a child becomes sick during the school day, parents will be called by phone to come to collect their child. The child with either an upset stomach or fever will be taken out of class until the parent is able to pick them up.

If your child is not fit enough to play outside please keep him/her home as we cannot supervise a child in a classroom at break time.

Please do not send in any medicines of any kind, as the school is not authorised to administer medication.

# Discipline policy

Children are encouraged to be kind, sharing, attentive, cooperative and not to inflict danger on fellow students. Should the conduct not be respected, children will be given five minutes "time out" to think about their action. In case of violent behaviour, the parents will be notified.

## Appointment times

The teachers will always give parents a rundown of the child's progress at the end of every day. If you should have other queries or problems concerning your child, please make an appointment with the teacher before 9:00am or after 3:00pm.

Teaching hours are between 9:00 am and 3:00 pm. During this time, teachers should not be disturbed, please respect this time.

## Snack time

Snack time is at 10:00. Please provide children with healthy and tasty snacks.

Chocolate, lollies, chips and soft drinks are not allowed on a daily basis, however are permitted at birthday parties. We ask you to place the snacks in the baskets provided.

## Birthday Parties

Please notify the teacher a few days before a party is to take place. Birthday party times are at 10:00 in the morning.

Parties consist of cutting the cake, dancing and party game with prizes. Parents are more than welcome to attend.

## Uniform

School uniform plays a valuable role in contributing to the ethics of a school and setting an appropriate tone. We feel that uniforms support positive behavior and discipline, ensure pupils from all cultures to feel welcome, and protect children from social pressures.

Boys	Girls
Navy blue sweater	Navy blue sweater
White shirt or polo	White blouse or polo
Navy blue trousers	Navy blue trousers or skirt

*Jeans, training shoes and clothing with logos or writings are not part of school uniform.*

*As a safety measure, please make sure your daughter does not wear necklaces, rings and bracelets to school.*

The school gym suit must be worn on gym days and on field trips.

To help you, we have made an agreement with a retailer (Feric -Largo San Godenzo 2 - 06-3313297) who furnishes many schools, and offers an excellent quality/price ratio.

There, you may be sure to find items that fully meet the dress code.

The purchase can be made directly at the shop or (once the size has been established), through the School.

## Communications

All communications will be in English through letters and emails. If you haven't left the office your email address, please remember to do so. Letters will be placed in your child's bag, and we ask you to check it on a regular basis and read all communications.

## Accidents

Minor accidents are reported to the office, and treated by a staff member with knowledge of First Aid.

If a child is seriously injured or ill, he/she will be taken to the nearest hospital- accompanied by a school official who speaks Italian. Parents are notified immediately and told to meet at the hospital.

# Head Lice

In accordance with the privacy policy, if your child is found to have head lice, you will be called and asked to pick him/her up, so that the treatment can be started immediately. The student will be readmitted only after a 24 hour period of treatment ,with a doctor's certificate or "autocertificazione". (Ministero Sanità, circ. n° 4 del 13/03/1998)

# Lunch

Meals are provided by "Happy Catering" and approved monthly by "La Associazione Etologi e Nutrizionisti Italiani", A.S.P.E.N.I.,

The menu can be found on our website at the beginning of each month.

Should there be something your child does not eat, feel free to send something from home instead.

We encourage children to eat, but if we see that he/she is not touching his/her lunch, we inform the parents.

Remember, in case of allergies, we need it in writing.

# Field Trips

You will receive a letter with all the information and a permission slip which must be signed and returned to us. As the price of the trip is set according to the number of students participating, if your child is not taking part in the outing, we have to be notified at least *one week in advance*.

Students are covered by insurance both in school grounds and during school trips.

A catered lunch will be provided for the children who normally have school lunch.

Children must wear their school gym suit.

# Playground

No one is allowed in the playground after 3:00 dismissal.