

# Kindergarten



# Parent Handbook *2011-2012*

# St. Francis International School

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### PHILOSOPHY

Kindergarten is aimed at children five years of age. Our goal is to prepare your child for first grade. We will concentrate on language, reading, writing and mathematical skills through a variety of themes and activities.

Our objective is to encourage your child to become an independent and confident learner in a nurturing and stimulating environment.

### KINDERGARTEN TIME 9:00 am to 3 pm

There will be supervision in the classroom beginning at 8:30. Please have your child at school no later than 9:00 as he/she will miss out on the important morning lesson; make sure your child is picked up between 3:00 and 3:15.

### COMMUNICATION

All communication 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 communication.

### LATE ARRIVALS

An arrival after 9:00 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.

### DISCIPLINE

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

### SNACK TIME

Snack time is at 10:30. Please provide children with a healthy and tasty snack. Chocolate, lollies, chips and soft drinks are not allowed on a daily basis, however are permitted at birthday parties. Please place the snacks in the basket in our classroom in the morning.

### BIRTHDAY PARTIES

Please notify the teacher a few days before a party is to take place. Party times are 10:00 am in the morning and parents are most welcome. Parties consist of cutting the cake, dancing and a game.

## REST TIME

Children are encouraged to have a short rest after lunch. If they do not wish to rest, books will be provided. However, children are made aware that “rest time” means quiet time.

## SICK POLICY/DAYS OFF

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.

## RECYCLABLES

Please assist the classroom teacher by bringing in recyclable from home. The class will put them to good use. We could use anything you consider unusable.

## SHOW AND TELL

Please encourage your child to bring objects on Mondays and reinforce that personal toys should be kept at home for safe keeping.

*Please make sure all belongings are labelled.*

## UNIFORMS

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.

## 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)

The other parents will receive a letter stating that there is a case in the class so that precautions could be taken.

## LUNCH

Meals are provided by “Happy Catering” and approved monthly by “La Associazione Etologi e Nutrizionisti Italiani”, AS.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 on 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.

## 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 go directly to the hospital.

## PLAYGROUND

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