



Saint Francis
international school

KINDERGARTEN PARENT HANDBOOK

PHILOSOPHY

St. Francis believes that the process of learning is as important as the end product. The curriculum focuses not only on the acquisition of knowledge but also on the development of critical thinking skills and problem-solving applications.

We believe in the unique qualities of each child and the importance of sound education from preschool to middle school years in developing the child's positive self-image, establishing English language skills, encouraging creativity and the use of cognitive thinking. We are certain that children learn by being involved in the learning process, and by experiencing the world around them with teachers who are sensitive and qualified to meet their needs.

AIMS

St. Francis aims to create independent learners and develop a love of learning in each child so that he/she is ready and eager to enter each new period of growth from young child to adolescence. The school aims to provide a safe, calm, and positive environment in which each child can attain his or her full potential academically, physically, emotionally, and socially within a small, caring atmosphere. Good behavior is of the utmost importance: St. Francis children are encouraged to be responsible and polite in all activities and on school trips.

KINDERGARTEN 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.

LATE ARRIVALS

Kindergarten parents must accompany their children to the classroom.

The door for Kindergarten is opened at 8:30 a.m.. Children must arrive before the 1st session begins at 9:00 a.m..

Parents must go to the principal's office to get a late slip which is then given to the class teacher.

It is vital that the children come in on time or he/she will miss out on the important morning lesson.

DISMISSAL

The door for Kindergarten is opened for pickup at 2:55 p.m.. Parents must pick up their children before 3:10 p.m.. Any late arrivals must contact the school reception by telephone.

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

If there are any changes to who is picking up your child, you must sign the delegate form available online or in our offices.

Once your child has been dismissed, he/she is your responsibility, but for their safety, they should stay by you and not be allowed to run around.

Children who have not been picked up by 3:30 p.m. will be taken to the principal's office.

Should a child forget something in the classroom, he/she must be accompanied in the building by a parent/guardian and report to the principal who will accompany you to the classroom.

No one is allowed on the playground after dismissal.

At no time should children be running in the corridors.

FEES DUE

BY SEMESTER (50%)	BY INSTALMENTS (25%)
September 25th	September 25th
----	November 27th
January 22nd	January 22nd
----	March 26th

Please respect deadlines.

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.

COMMUNICATION

All written communication will be in English. Teachers may write in your child's diary or by formal letter to inform you of specific information regarding your child. If you or the teacher require an appointment please call the office and make an appointment before 9:00 a.m. or after 3:15 p.m.

Whole school communication is sent by email.

If you haven't left the office your email address, please send an email to info@stfrancis-school.it with your child's name as the object.

SNACK TIME

Snack time is at 10:15 a.m. 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. We ask you to place the snacks in the baskets provided.

BIRTHDAY PARTIES

Please notify the teacher a few days before the party is to take place.

Birthday party times are at 10:00 a.m.

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

Following E.U. guidelines, no homemade food is allowed at parties. Food must be packaged or certified by a receipt.

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.

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.

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.
- Miniskirts and mini-shorts are not admitted.
- Hats, caps, hoods etc. are not to be worn in the classroom.
- As a safety measure, please make sure your daughter does not wear necklaces, rings and brace lets to school.
- The school gym suit must be worn on gym days and on field trips. Adequate shoes must be worn on gym days.

Uniforms can be obtained online from Scuola In.

www.scuolainsrl.it – Scuole - “abbigliamento St. Francis”

Password: st-francis-shop

SCHOOL LUNCH

Meals are provided by “Happy Catering”.

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

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

A medical certificate is required in case of allergies, intolerances or special dietary requirements.

If you have signed up for school lunch but renounce, we require a written communication to be handed in to both the secretary and the administrator.

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.

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. Videogames and expensive items should not be brought to school as they will be confiscated and handed to the principal. The school is not responsible for loss or damage of personal property.

All belongings must be labelled.

FIELD TRIPS

You will receive a letter with all the information and a permission slip which must be signed and returned to us. 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. Only the number of parents required by insurance, (the ratio is 1:10) are allowed to join the trip as chaperones.

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

Children must wear their school gym suit on the trip.

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.

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 9:00 a.m. or after 3:00 p.m.

Teachers should not be disturbed during teaching hours.

Parents must not congregate to chat in the school corridors.

REPORTS

During the year Kindergarten students will receive four reports a year. Two with comments and the other two accompanied by parent meetings.

PARKING

In order to avoid congestion on the short stretch of street in front of the school, we ask that you park your car on Largo Rosa Gattorno (100 meters) and walk the children to school.

PROGRAM

Can be found on the website.