



Saint Francis  
international school

## **PRESCHOOL 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.

### **PRESCHOOL AT ST. FRANCIS**

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

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

The preschool 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 preschool.

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

## 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.

## THE PROGRAM

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

1. Approaches to learning
2. Social skills
3. Gross motor skills
4. Fine motor skills
5. Language/Literacy
6. Representational development
7. Mathematics
8. Scientific processes

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, particularly in the first weeks.

Children must be potty trained and must be able to eat independently when they start Preschool.

## FEES DUE

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

Please respect deadlines.

## **LATE ARRIVALS**

The door for Preschool is opened at 8:30 a.m.. Children must arrive before the 1st session begins at 9:00 a.m.. An arrival after 9:15 a.m. is considered late. 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 in order to socialise with other children, develop self confidence and to settle in for the day.

## **EARLY DISMISSAL**

The door for Preschool is opened for dismissal 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.

No one is allowed on the playground after dismissal.

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.

## **ABSENCES/SICK POLICY**

If absence is longer than 5 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. The school does not encourage extended holidays, however if taken, the office and teacher needs to be notified one week in advance.

## **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. At no time should children run in the corridors.

## **APPOINTMENT TIMES**

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. Please respect that during this time teachers should not be disturbed.

Parents must not congregate to chat in the school corridors.

## **SNACK TIME**

Snack time is at 10:00 a.m. 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 a.m. in the morning. Parties consist of cutting the cake, dancing and party game with prizes.

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

## **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.

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](mailto:info@stfrancis-school.it) with your child’s name as the object.

## **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.

<b>BOYS</b>	<b>GIRLS</b>
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 bracelets to school.
- To help the children become independent please avoid belts and shoes with laces.
- 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](http://www.scuolainsrl.it) – Scuole - “abbigliamento St. Francis”

Password: st-francis-shop

#### **ACCIDENTS**

Minor accidents are reported to the office, and treated by a staff member on duty. 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)

#### **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 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**

- Preschool 1 children are provided with beds for their afternoon nap.
- Preschool 2 children are encouraged to have a short rest after lunch.
- Preschool 1 children require a fitted sheet and a cushion
- Preschool 2 children require a cushion

## **PERSONAL BELONGINGS**

Everything should be labelled with your child's name.

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.

## **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 in school grounds and during school trips. Only the number of parents required by insurance (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.