



### St. Francis of the Lakes Catholic Preschool Licensed by the State of Minnesota

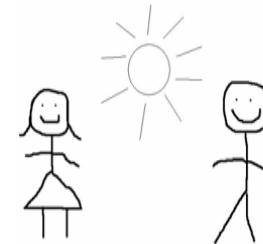
Our preschool program is licensed by the State of Minnesota to serve children who are at least 33 months of age but who have not attended the first day of kindergarten.

St. Francis of the Lakes Preschool is a mandated reporter. *If you know or suspect a child is in immediate danger, call 9-1-1.* All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at 651.297.4123.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 218.824.1140 or local law enforcement at 218.829.2805.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651)296-3971.

St. Francis of the Lakes Catholic Preschool is covered under the policy held by St. Francis of the Lakes Catholic School for liability insurance. Specific coverage's are on file in the administrative offices, but include personal injury, bodily injury, and up to \$2 million in excess liability.



## PRESCHOOL HANDBOOK



OUR CHILDREN, OUR FAITH, OUR FUTURE

*Creating confident lifelong learners.*

817 Juniper Street  
218.829.2344  
info@stfranciscatholicschool.org



Brainerd, MN 56401  
Fax: 218.828.4157  
www.stfranciscatholicschool.org



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## **ABSENCES & ILLNESS**

Please keep your child home if he/she shows signs of being ill. If your child is absent, please call the school. If your child contracts a communicable disease, please let us know as soon as possible.

If your child becomes ill at school, we will contact you. If we can't reach you, we will use the emergency numbers you have given us. St. Francis of the Lakes Catholic Preschool will not administer any medication to any child except in the case of a specific written order from the child's physician.

## **CLOTHING**

Preschool children occasionally have accidents. Please send one complete set of labeled clothes to school for this purpose. To keep lost clothes to a minimum label all outer clothing.

Children will also need a pair of tennis shoes for use in the gym.

Children will play outside. In the winter months please dress them appropriately. We will be outside unless the temperature is 10° below zero or the windchill is 10° below zero.

## **PARKING**

When dropping off and picking up your child, please **DO NOT** park in the bus-loading zone in front of the school. This area is for buses only. Parking is available in the parking lot on the east side of the school. For safety purposes please use the tarred lot.

## **MAILBOXES**

Your child will have his/her own mailbox with their name on it. We will put all of their school projects in their mailbox; when you come to pick up your child, please pick up their items from the mailbox. Children will not be released without adult accompaniment.

# PARENT INFORMATION

The following section contains important classroom information for parents. Please read carefully.

## PICK UP

Children get very anxious when parents are late without explanation. Please make every attempt to pick up your child on time when preschool is over. In case of an emergency, call the school and inform us of the situation.

## SCHOOL CALENDAR

Preschool starts the day after Labor Day. Prior to preschool starting, there will be a preschool conference for parents and a preschool open house for children and parents.

St. Francis preschool is on the same calendar schedule as St. Francis of the Lakes Catholic School and the Brainerd Public schools. You will receive a monthly calendar of events when school is in session. Holidays and vacation days will be announced in advance.

## SNACKS

The children love snack time! If you would like your child to have a snack you may send a nutritious snack to school. You may choose to purchase milk for snack for a yearly fee or you may send a drink with your preschooler. If your child has food allergies, let us know. We have juice available for those with a doctor's request. There is a snack milk fee, which is separate from milk your child has at lunch.

## BIRTHDAYS

St. Francis is excited to provide a healthy celebration to recognize your child on their birthday. A special birthday package has been created to celebrate your child. Instead of treats, we ask that parents purchase a book for the classroom or library. Your child or their teacher, may read the book to the class. We will label the book in honor of your child's birthday and many can enjoy the book for years to come.

Birthday parties initiated within the school must include all children in the class.

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*The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.*

*St. Francis of the Lakes Catholic School , in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. St. Francis of the Lakes Catholic School may give admission preference to students that are members of the supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.*

## Welcome to the St. Francis Community

St. Francis of the Lakes Catholic Preschool provides children with a play-based, child-focused, and integrated curriculum. Each child's stage of development and readiness to experience the world around them is honored and respected. Addressing the needs of the whole child; intellectual, emotional, social, creative, spiritual, motor skills and language, is at the core of the curriculum. Creating confident lifelong learners is achieved through a partnership between children, parents, extended family, teachers and the St. Francis community.

## Class Times & Age Requirements

St. Francis of the Lakes Catholic School offers a variety of class times for preschool classes.

Children must be three by September 1<sup>st</sup> to be eligible for the preschool classes.

### MORNING SESSIONS

Pre-kindergarten class T/TH 8:15 am - 11:15 am \$725/yr

### AFTERNOON SESSIONS

Pre-kindergarten class T/TH 12:00 pm – 3:00 pm \$725/yr

### ALL DAY

Pre-kindergarten class M/W/F 8:00 am – 3:00 pm \$2425/yr

Pre-kindergarten class T/TH 8:00 am – 3:00 pm \$1625/yr

\*Maximum of 20 students per class.

\*Financial assistance is not available for preschool.

## REGISTRATION

All children attending St. Francis of the Lakes Catholic Preschool must have completed registration forms on file in the office, including up-to-date health form with necessary immunizations and 2 emergency contacts if you cannot be reached.

A non-refundable registration fee of 5% of tuition per child is due upon registration to retain your spot in the specified class. This fee is applied directly to next year's tuition.

Parents with children enrolled in St. Francis of the Lakes Catholic School have first preference in the preschool program. Catholic parishes have second preference. The remaining openings for the public are on a first-come first-served basis.

## TUITION

**Please see Class Times & Age Requirements.**

## CURRICULUM

St. Francis of the Lakes Catholic Preschool provides children with a play-based, child-focused, and integrated curriculum. Each child's stage of development and readiness to experience the world around them is honored and respected. Addressing the needs of the whole child; intellectual, emotional, social, creative, spiritual, motor skills, and language is at the core of the curriculum. The following techniques are used:

Sensory Activities	Songs	Dramatizations
Action Games	Stories	Religion
Poems	Finger Plays	Sign Language
Art Activities	Spanish	Take Home Activities