



St. Francis of Assisi School

“Where Christian Values are Still Part of Education”

PRESCHOOL AND AFTER SCHOOL CARE HANDBOOK 2017-2018



525 Holley Street
St. Albans, WV 25177
Phone: (304) 727-5690
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www.sfsww.com

Welcome to St. Francis of Assisi School

Mission Statement:

St. Francis School provides Christian religious instruction based on the Catholic faith; a high-quality academic curriculum to prepare students for the future; and the social discipline consistent with these teachings in a safe and loving environment.

St. Francis of Assisi Preschool and Before and After School Care Programs are under the supervision of WV DHHR. They are governed by the administration of St. Francis School with the assistance of the St. Francis School Advisory Council. They are licensed by the State of West Virginia for a capacity of forty-four children and meet all health and safety standards as required by the West Virginia Department of Health and Human Services and the State Licensing Board. In compliance with DHHR regulations, St. Francis of Assisi School maintains current liability insurance. A copy of DHHR licensing regulations are available in the school office.

The purpose of the Preschool and Before and After School Care is to provide safe, fun and educational programs for children based on meeting their developmental needs. The staff's responsibility is to assist the child in growing to his or her fullest potential.

We are excited to begin a new year of learning and growth at St. Francis Preschool and Before and After School Care. We are planning many exciting activities and events which will help your child work towards achieving the learning standards listed below:

- To help children develop a positive self-image by providing experiences in which they may express themselves in a variety of physical, social and artistic activities.
- To provide social experiences with other children, encouraging them to interact, resolve conflicts, and learn.
- Play is an important aspect of the child's development, it is the child's way of learning about his/her world, gaining mastery over it, and integrating his/her experiences with more complexity. It also allows children to deal creatively with everyday life and improves critical problem solving skills. Therefore, a portion of our day is scheduled for this development. Children in After School Care will participate in an outdoor activity daily with the exception of severe weather.
- To provide experiences that will develop motor, social, math, language, and thinking skills.
- To encourage children to have a positive attitude about school and eagerness to learn and become independent, curious, and confident in their abilities.
- To help children gain knowledge about the world through units related to social studies and science.
- To help children realize there are friendly adults outside the home, whom they can trust and respect, and to encourage charity and generosity towards others.
- St. Francis preschool provides children with their first experiences in Christian education. Children will learn that they are loved by God and are called to love one another according to the teaching of Jesus. Our preschool fulfills the Commandment of Jesus, "Let the little children come to me for of such is the Kingdom of Heaven."

Preschool Programs

St. Francis of Assisi School's preschool programs provide children with their first experiences in education. Children are introduced to the school environment and are provided opportunities to interact with peers. They are introduced to basic academics and skills through hands-on learning opportunities as well as through play and music. All students enrolled in St. Francis preschool classes receive the benefits of a health nurse and speech screenings. We work in partnership with the Kanawha County Early Childhood Department.

Preschool Program Director: The principal of St. Francis of Assisi School, Mrs. Erin Sikora, serves as the Director of the Preschool Programs. Mrs. Sikora has a Master's Degree in Education and is currently licensed by the State of WV for Superintendent, Supervisor of Instruction, and Principal. Mrs. Sikora and her husband, John, have three children, all of whom attended St. Francis School.

Traditional St. Francis Preschool Program:

The Traditional Preschool Program provides a half-day option for children ages three, four and five. Children must be potty trained. Parents may enroll children in a two-day, three-day or five-day program. The two-day program meets on Tuesday and Thursday, the three-day program meets on Monday, Wednesday and Friday, and the five-day program meets each day of the week.

Mrs. Elizabeth Shrewsbury begins her sixth year as a preschool teacher of the traditional program. She has been a member of the St. Francis School staff for twenty-three years, and is an alumni of the school. Mrs. Shrewsbury and her husband Larry have three children who all attended St. Francis. Mrs. Rhodanna Hall will be the classroom assistant and begins her fourteenth at St. Francis. Mrs. Hall and her husband have two sons.

Our programs are designed to best meet the needs and developmental levels of our students and families. Students may register for one of the following program options:

- Tuesday and Thursday
- Monday, Wednesday and Friday
- Monday through Friday

Hours: 8:30 – 11:30 am

Registration Fee: \$30 per family

Preschool Tuition:*	T/TH Class	\$ 855 (\$ 95.00 x 9 months)
	MWF Class	\$1,080 (\$120.00 x 9 months)
	MTWTF Class	\$1,530 (\$170.00 x 9 months)

*Tuition includes \$25 PTO Dues.

A mid-morning nutritious snack is included.



Kanawha County Collaborative PreK-4 Programs:

St. Francis School works collaboratively with Kanawha County Schools to offer four-year old preschool classes. Eligible children must be four years old on or before August 31. Breakfast and lunch are provided to the students; however, parents may pack a cold lunch, if preferred. There is no cost for the program.

Classes are in session most weeks Monday-Thursday. A daycare program is offered for Fridays and other occasional training days, with the exception of school holidays.

St. Francis School has two collaborative PreK-4 classrooms:

Classroom A: Mrs. Colleen Lago begins her third year teaching at St. Francis School. Prior to coming to St. Francis School, Mrs. Lago taught preschool for five years in Putnam County. She and her husband Greg have three children. Mrs. Kelly MacDiarmid begins her third year as assistant teacher to Mrs. Lago. Mrs. MacDiarmid and her husband Bobby have two sons, both of whom are alumni of St. Francis.

Classroom B: Ms. Amy Burns begins her third year at St. Francis School, and her first year teaching a collaborative preschool class. Ms. Burns is a graduate of Thomas Jefferson University and has two boys, both of whom are students at St. Francis. Mrs. Caitrin Craig begins her second year as assistant teacher. Mrs. Craig and her husband have two daughters, both of whom are students at St. Francis School.

Collaborative Hours: Monday–Thursday 8:30am–2:30pm (please check the calendar for exceptions).



Before and After School Care Program

All daycare and extended care programs at St. Francis of Assisi School are licensed by the Department of Health and Human Resources and follow all licensing guidelines. The staff consists of educators, college students and high school students enabling us to offer the children a variety of educational and fun experiences. Employees in the after school care program attend ongoing training sessions, pass background checks and are First Aid and CPR trained.

Mrs. Andrea Alden begins her second year at St. Francis and her first year as Director of the Before and After School Care Program. Mrs. Alden will complete her Bachelor's Degree in Elementary Education in May. Assistants for the program are Mrs. Cynthia Norden, Mrs. Melissa Booth, Jesse Bowles, Ryan Sikora, John Klassen and Elizabeth Foster.

Parents may use the Before and After School Care Program on an "as needed" basis and charges will be prorated based on the time the child arrived or was signed out.

Before School Care	7:00am – 8:30am
After School Care Session One	11:30am – 2:30pm
After School Care Session Two	2:30pm – 6:00pm
Day Program (only available on days collaborative preschool class is not in session)	7:00am – 6:00pm

Before School Care Rate: \$4.00

Day Program: The day program is only available on days the collaborative class is not in session. The day program will be structured similarly to the collaborative program. Students in the day program will receive breakfast and lunch included in the cost.

Day Program Rates:

Day Program Hours: 7:00am – 6:00pm (includes breakfast and hot lunch)

<u>Number of Children</u>	<u>Hourly</u>	<u>Daily Session Rate</u>
One	\$3.75	\$28.00
Two	\$4.25	\$38.00

After School Care Rates:

Session One 11:30am – 2:30pm (includes hot lunch):

<u>Number of Children</u>	<u>Hourly</u>	<u>Daily Session Rate</u>
One	\$3.75	\$ 9.00
Two	\$4.25	\$11.00
Three	\$5.25	\$12.00

Session Two 2:30pm – 6:00pm (includes nutritious snack):

<u>Number of Children</u>	<u>Hourly</u>	<u>Daily Session Rate</u>
One	\$3.75	\$ 9.00
Two	\$4.25	\$11.00
Three	\$5.25	\$12.00

St. Francis School accepts CONNECT and LINK.

Late Charge: There is a \$1/per minute charge for pick up after 6:00pm, which will be donated to the Jim McDonough Scholarship Fund.

St. Francis of Assisi Preschool

School Calendar 2017-2018

August

- 17 – First day of Collaborative Preschool: Early Dismissal – 12:00pm
- 18 – Collaborative in Session: Early Dismissal – 12:00pm
- 18 – Back to School Bash – Nitro City Pool
- 21 – First day of Traditional Preschool
- 31 – PTO Meeting

September

- 4 – School Closed - Labor Day
- 21 - Grandparents' Mass & Brunch
- 23 – PTO Chilifest Cook-off
- 28 – Family Hot Dog Day

October

- 3 – Picture Day Collaborative Classes & T/TH Traditional Class
- 4 – Picture Day MWF Traditional Class
- 9 – School Closed – Columbus Day
- 21 – Golf Tournament-Big Bend Golf Course 9am
- 21 - Oktoberfest

November

- 3 – Parent/Teacher Conferences
- 11 – School Closed - Veteran's Day
- 16 – Family Thanksgiving Luncheon
- 20 – No Collaborative Preschool
- 21 – No Collaborative Preschool
- 22-24 – School Closed - Thanksgiving Holiday

December

- 22 - Jan 1 – School Closed - Christmas Holiday

January

- 2 – School Resumes
- 15 – School Closed - MLK Holiday
- 25 – Family Hot Dog Day
- 28-Feb 2 – Catholic School's Week

February

- 14 – Ash Wednesday Mass 8:15am
- 15 – Family Hot Dog Day
- 19 – School Closed - President's Day
- 22 – Preschool & Kindergarten Roundup - No School Preschool Classes

March

- 22 – Family Hot Dog Day
- 30 – No School – Good Friday

April

- 2-6 Easter Vacation
- 7 - School Resumes
- 12 – Picture Day Collaborative Preschool & T/Th Traditional Preschool
- 13 – Picture Day MWF Traditional Class
- 26 - Family Hot Dog Day

May

- 23 – Last Day for All Preschool Classes
- 25 – School Picnic – FMC Sportsman's Club

- Subject to Change

Absences: Please call the school office by 9:30am if your child will be absent from school. In the event the school is not informed of a child's absence by 9:30am, school personnel will contact a family member. **Students should be fever free for 24 hours before returning to school.** Please note, if a child misses a day of school, there will not be make-up days.

Accreditation: St. Francis School is fully accredited through AdvancEd.

Admission Information: Nondiscriminatory Policy: St. Francis of Assisi School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions, policies, or athletic and other school-administered programs. West Virginia State licensing requirements set the maximum class size at twenty students for three-year olds and twenty-four students for four-year olds.

Required documentation for admission: An updated immunization record, a well-child physician's report, a well-child dental report, and an official state issued birth certificate must be submitted to the school office prior to attending. Students in the collaborative preschool class must register online with Kanawha County Schools. Documentation is subject to review and new students may not begin until records have been approved by the school nurse.

Backpack: Students will need a backpack labeled with their name to carry items between home and school. Collaborative preschool students will use a clear backpack provided by Kanawha County Schools.

Before and After School Care: Before and After School Care are services that St. Francis School provides to families from 7am until 8:30am and again from 11:30am until 6:00pm every day that school is in session. Children participating in these programs are expected to follow all applicable school rules.

Program Schedule:

The After School Care Program provides children with a developmentally appropriate structured environment where children receive time to rest, play, read, and participate in arts and crafts. The program schedule is posted at the school.

Supplies for After School Care:

An extra outfit (under garments, shorts, shirt, and socks) in a zip lock bag labeled with your child's name. Students attending session one of after school care will need an all-in-one bedroll (sold at the school for \$25) labeled with the child's name. Bedding will be sent home for laundering at various intervals. Children will not be required to sleep, but must stay on cots quietly and allow others to sleep.

After School Care Snack:

St. Francis School participates in the Child and Adult Care Food Program (CACFP). During the second session of the after school care program (2:30 – 6:00pm) children will be served a nutritious snack in full compliance with USDA guidelines. The monthly snack menu will be posted at the school. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by MAIL:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Payment: Parents will be billed monthly by FACTS Tuition Management Company either online or by U.S. Mail. Payments may be made either online or by U.S. Mail. Checks should be made payable to FACTS, and are due prior to the 5th day of the following month. The children of families whose accounts fall behind will not be permitted to return and/or participate in the graduation ceremony until the account is paid in full. St. Francis School participates in the Connect and Link Programs for students who attend SFS. Enrollment information may be found on their websites. Kanawha County residents must use the Connect site: www.connectccrr.org, and Putnam County residents must use the Link site:

www.linkccrr.org. Families are responsible for hand delivering eligibility documentation to the St. Francis School office. If documentation is not hand delivered, families will be responsible for all usage charges.

Behavior Standards: St. Francis faculty and staff help the children learn self-discipline. This includes learning to behave in ways that do not endanger self or others and to show respect for the property and feelings of others. Behavior such as hitting, biting, pinching, shaking, threatening to physically hurt or verbally demean others will receive immediate correction for children while at the St. Francis School. The teachers and staff use positive guidance techniques to help teach children what to do, rather than what not to do. In the event a child's behavior necessitates intervention, teachers will give the child a "time out" not to exceed one minute for each year of the child's age. Following the time out the staff member will discuss alternate choices. Please note that corporal punishment is not permitted on school premises and we ask that all adults respect this policy. While St. Francis School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior, cases of behavior that could influence other students or the school reputation adversely may result in disciplinary action deemed appropriate by school authorities.

Cell Phones and Electronics: Cell phones and electronic devices are not permitted.

Child Abuse Laws: St. Francis School abides by the Child Abuse laws of the State of West Virginia. These laws mandate that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Child Custody: We abide by the provisions of the "Buckley Amendment" giving non-custodial parents access to academic records and information regarding his/her child unless there is a court order denying access. It is NOT enough to have the custodial parent's word. We need a copy of the legal document on file. If self-addressed, stamped envelopes are provided, the school will send separate copies of menus and newsletters to non-custodial parents.

Closing of School: Information regarding school closings and early dismissals will be listed on WOWK-TV, WCHS-TV, and WSAZ-TV. Additionally, parents will receive a call or text from the computerized school management system. **St. Francis School does not follow Kanawha County School weather related procedures.** In the event a two-hour delay occurs, preschool classes will have a **one-hour** delay. Classes will begin at 9:30am, and before school care will begin at 9:00am.

Communication: A monthly events calendar, a monthly lunch calendar, and a monthly school newsletter will be available and sent home to families via the child's backpack, and/or email. Monthly newsletters and lunch menus are also published on the school site, www.sfsww.com. If copies are needed via U.S. Mail, please provide your child's teacher with a supply of self-addressed, stamped envelopes.

Concerns and Grievance Procedures: Ideas and concerns are welcome. Feel free to discuss any concerns or issues with the classroom teachers. If issues still remain, talk with the school principal within (5) five working days. The principal will give her resolution within five (5) working days. If the principal is not available, contact the pastor within (5) five working days. The pastor will give his resolution within five (5) working days.

Crisis Plan: In collaboration with the St. Albans Police Department, St. Francis School has implemented a crisis plan in the event of an emergency. All teachers and staff are trained to respond in a safe, orderly manner to keep your children safe. In the event an evacuation becomes necessary, two rally points have been established: Hansford Senior Center, 500 Washington Street, and Affordable Insurance Agency, 1000 6th Avenue. Fire and safety drills are conducted during the school year.

Dismissal Policy: The St. Francis School faculty and staff will make every effort to ensure a child's experience at the school is successful and rewarding. In the event the relationship is not successful, we reserve the right to dismiss a student at any time. Parents may contact the school in writing within three days of dismissal to schedule a meeting with the principal, pastor and teacher. In the event a family's circumstances change and a child is no longer able to be part of the class, please provide the school with two weeks' notice. A final bill will be calculated based on the child's last day of attendance.

Dress: Your child will be engaging in messy art, cooking, and physical activities. We will also be encouraging independence in toileting. For these reasons, we ask you to send your child dressed in comfortable play clothes that won't be ruined, that allow plenty of room to move, and are easy to manipulate, such as pants with elasticized waist and play shoes (rubber soles) or gym shoes. No flip flops and **please** no dangle earrings. Please keep an extra outfit (under garments, shorts, shirt, and socks) in your child's backpack in a zip lock bag labeled with your child's name.

Drop Off and Pick Up: In order to ensure the safety of the children, **an adult must accompany children into the**

school at morning drop off where they will be signed in by a staff member.

At 11:30am the Traditional Preschool Class will be dismissed from the double doors on Holley Street. At 2:30pm the Collaborative Preschool Classes will be dismissed from the glass doors onto the playground parking lot. Parents may park and walk up to the glass doors. Unless we have a written note, your child will only be released to people listed on the child's emergency card. If you are late for pick up, your child will be placed in after school care.

If your child will be attending after school care, please advise the teacher. Children who attend After School Care will be signed in by a staff member. At pick up a parent will sign out the child by recording the time and signature on the sign out sheet. If the person picking up the child is different than the parent, the individual leaving with the child signs his or her own name. Only authorized individuals are permitted to sign out a child. In the event a person is not an authorized individual, a parent will be contacted.

Emergency Cards: Please complete two cards and return them to school. These cards are an important link to your family in case of emergency. On the back of the card please list the other people that are permitted to pick your child up from school. If there are changes to your contact information during the school year, please inform the office immediately.

Fire Drills: We will have twenty fire drills each calendar year per West Virginia State law.

Insurance: Liability Insurance and Student Accident Insurance is carried by the school to protect the child, staff and facility in case of accident.

Lunch: DHHR requires St. Francis School to provide lunch to all children who are staying for the after school care program. Parents have the option to send their child to school with a lunch prepared at home; however, tuition rates cannot be adjusted if the child does not eat the lunch provided by the school. In accordance with the guidelines of the school's wellness plan **fast foods, candy and sodas are not permitted.** Do not send candy in your child's lunch box, this includes prepackaged lunches that contain candy. In the event any of the above items are brought to school, the child will be asked to save the item for home. Children are not permitted to share food.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

A physician must sign a Special Dietary Needs form documenting any food items that need to be avoided. Without signed physician documentation, student trays will contain all items listed on the menus.

Medication: We do not dispense medication. For the safety of all students, please do not send cough drops or any other medications to school in your child's backpack.

Office Hours: The school office is open from 7:30 am to 3:00 pm.

Open House/Orientation: St. Francis School will hold an Open House prior to the first day of school to provide students and families an opportunity to visit the facility and meet with teachers.

Parent Involvement: We encourage parent participation at St. Francis. The Diocese of Wheeling-Charleston requires that all parent volunteers must be 100% Virtus trained prior to volunteering. The three components of Virtus are: a background check, an online session, and a signed acknowledgement form for receipt of the policy relating to sexual abuse of children. Forms are available in the school office. After parents have completed all three components, they are welcome to be a homeroom parent, field trip driver, etc. Parents visiting the school during school hours must sign the visitor's log located in the school office. Arrangements for classroom observation or conferences with teachers must be made in advance with the classroom teacher and the school office.

Parent Teacher Organization (PTO): St. Francis School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising for educational and extracurricular purposes, parent education, and building community are goals of this organization. Meetings are held several times during the school year, and all parents are encouraged to attend.

Payment: Annual preschool tuition is billed in nine equal installments by FACTS Tuition Management Company. Before and after school care charges are calculated monthly and invoiced with tuition installments on the 15th of each month.

Parents have the option to receive an invoice online or via U.S. Mail. Payments must be made to FACTS either online or by U.S. Mail. Payment is due the 5th day of the following month. Failure to pay in a timely manner, may result in suspension of preschool and daycare services. The children of families whose accounts fall behind will not be permitted to return nor participate in graduation ceremonies until the account is paid in full.

Peanut Products: St. Francis School is a peanut free school. Children will not be served any snacks or lunches containing peanut products, nor should children bring any items containing peanut products to school.

Pest Management Plan: St. Francis School's pest management program has been approved by the Department of Agriculture.

Snack: Students in the Traditional Preschool will be provided a daily nutritious snack.

Toys: We ask that you do not send toys to school without first receiving permission from the teacher.

Right To Amend – St. Francis of Assisi School reserves the right to amend this handbook. Notice will be sent to parents via children's backpacks.

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast

Milk
Fruit or Vegetable
Grains or Bread
Milk

Lunch or Supper

Milk
Meat or meat alternate
Grains or bread
Two different servings of
fruits or vegetables

Snacks (two of the four groups)

Milk
Meat or meat alternate
Grains or bread
Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- .children age 12 and under,
- .migrant children age 15 and younger, and
- .youths through age 18 in afterschool care programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

St. Francis of Assisi School
525 Holley Street
St. Albans, WV 25177
304-727-5690

State Agency Director

WV Department of Education
Office of Child Nutrition
1900 Kanawha Boulevard, East R-248 B
Charleston, West Virginia 25305
304-558-2708

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THE DIOCESE OF WHEELING-CHARLESTON

Office of Buildings and Properties

Notification to Parents, Teachers, and Employee Organizations

From: Ken Staley
Asbestos Program Manager
Supervisor of Buildings & Properties
Diocese of Wheeling-Charleston

Date: August 3, 2017

This Notification is to inform you that the Asbestos Management Plan, as prescribed by Federal Register, 40 CFR Part 763, Asbestos Containing Material in Schools, is located for your viewing in the Principal's Office of this school, as well as the Director of Buildings & Properties Office located at the Diocese of Wheeling-Charleston's Administrative Offices - 1311 Byron Street - Wheeling, WV 26003.

A Two (2) Hour Training Course for custodians/maintenance personnel has been completed and additional training is required for all new maintenance personnel employed by the School.

Periodic Surveillance Inspections are performed at six (6) month intervals and all response actions have been or will be performed as outlined in the Asbestos Management Plan.

As required by Section 763.85 (B) of the above-mentioned document, a school must be re-inspected within three (3) years after a Management Plan is in effect. The Diocese completed the last Three (3) Year Re-inspection in the fall /winter of 2015. A copy of this Re-inspection may be found in the Principal's Office. The next Three (3) Year Re-inspections will be conducted in 2018.

St. Francis of Assisi School

Parent Declaration of Completion

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE BY AUGUST 25, 2017:

I acknowledge that I have read the Preschool Handbook and further certify that I understand the requirements of this handbook and agree to comply with said handbook.

Signature: _____

Date: _____

St. Francis of Assisi School

PHOTO, VIDEO, AUDIO RELEASE

From time to time students participate in school activities that are newsworthy, i.e. a charity drive, a choir performance, or an academic achievement.

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed, audiotaped or videotaped at St. Francis of Assisi School. I realize that the photo may be published (**without the student's name**) in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Francis of Assisi School.

Signed: _____

Date: _____