

# Saint Francis of Assisi School

"WHERE CHRISTIAN VALUES ARE STILL PART OF EDUCATION"



## PRESCHOOL AND DAYCARE HANDBOOK

2020-2021

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## Welcome to Saint Francis of Assisi Preschool

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 257 children in the After School Program and 84 children in the preschool program. Our programs meet all health and safety standards as required by DHHR 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 is available in the school office.

The purpose of the Preschool and Before and After School Care Programs 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. Play 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 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 Department of Education for Superintendent of Schools, Supervisor of Instruction, and Principal for grades PK – 12. She is also a certified trainer for the West Virginia State Training and Registry System.

### **Saint Francis School Traditional Preschool Program:**

The Traditional Preschool Program provides a half-day option for children ages three, four and five. Eligible children must be three years old on or before June 30 and able to toilet independently. 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. Breakfast is included.

Mrs. Elizabeth Shrewsbury begins her ninth year as the teacher of the traditional preschool class. She has been a member of the St. Francis School staff for twenty-five years, and is an alumnus of the school. Mrs. Shrewsbury is a graduate of Marshall University, and meets all DHHR and Diocesan early childhood teaching requirements. She and her husband Larry have three children, all of whom attended St. Francis. Ms. Whitney Price is assisting Ms. Libby this year. Ms. Whitney begins her second year at SFS. Her daughter is in fourth grade at SFS, and her son graduated SFS this past year.

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

#### **Morning Classes: 8:30 – 11:30am:**

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

**Registration Fee:** \$30 per family

|                            |                |                            |
|----------------------------|----------------|----------------------------|
| <b>Preschool Tuition:*</b> | T/TH AM Class  | \$ 900 (\$100 x 9 months)  |
|                            | MWF AM Class   | \$1,305 (\$145 x 9 months) |
|                            | MTWTF AM Class | \$1,755 (\$195 x 9 months) |

\*Tuition includes \$25 PTO Dues.

## **Kanawha County Collaborative PreK-4 Program:**

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 June 30. Breakfast and lunch are provided to the students; however, parents may pack a cold lunch, if preferred. There is no cost for the preschool class.

Classes are in session 8:15am – 2:30pm Monday-Thursday; however, this year due to COVID-19, the schedule has been adjusted to allow for a staggered drop-off and dismissal. Occasionally the schedule will change due to mandatory training days for teachers and staff. A daycare program is offered on Fridays and other training days when classes are not in session, with the exception of school holidays.

### **Saint Francis School has two collaborative PreK-4 classrooms:**

Classroom A: Ms. Clarissa High begins her first year teaching at St. Francis School. Prior to coming to St. Francis, Ms. High was employed at Gateway Christian Education Center. Ms. High is a graduate of West Virginia State University and is fully certified in Early Childhood Education. Ms. Michele Kimble begins her third year as a teacher assistant at St. Francis School. Ms. Kimble previously worked as a teacher assistant at the Lighthouse in Charleston.

Classroom B: Ms. Amy Burns begins her sixth year at St. Francis School, and her fourth year teaching a collaborative preschool class. Ms. Burns is a graduate of Thomas Jefferson University and has two sons, one attends CCHS and one is a current SFS student. Mrs. Donna Kulkarni begins her first year as assistant teacher, and her fifth year at St. Francis. Prior to joining the preschool team, Ms. Donna was the After School Care Supervisor.



## **Daycare Programs**

St. Francis School offers daily Before and After School Care, as well as a Daycare Program when Collaborative Preschool is not in session. Due to COVID-19, this year SFS will offer a daycare program on days the school is on remote learning. All daycare and extended care programs at St. Francis of Assisi School are licensed by the WV 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.

Ms. Emma Gardner begins her first year at St. Francis as Supervisor of the After School Care Program. The assistants for the program are Emma Bays, Madalyn Crist, Michael Estep, Michele Kimble, John Klassen, and Cynthia Norden.

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.

## **Daycare Rates**

Families may use our daycare programs 'as needed' and all charges are prorated based on usage. We accept CONNECT and LINK.

### **Before School Care 7:00-8:30am**

This program is available to all students. Collaborative students will be escorted to their classroom at 8:15am. Traditional preschool students will be escorted to their classroom at 8:30am.

|                 |             |
|-----------------|-------------|
| One Child       | \$4.00/hour |
| Two Children    | \$5.00/hour |
| Three+ Children | \$6.00/hour |

### **Preschool After School Care 11:30am – 6:00pm** (includes hot lunch and afternoon snack)

This program is available at 11:30am for Traditional Preschool students, and at 2:30pm for Collaborative Preschool students.

|                 |                             |
|-----------------|-----------------------------|
| One Child       | \$4.00/hour or \$20/maximum |
| Two Children    | \$5.00/hour or \$26/maximum |
| Three+ Children | \$6.00/hour or \$30/maximum |

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

This program is available to Collaborative Preschool students on Fridays and on teacher training days.

|        |                                |
|--------|--------------------------------|
| Single | \$4.00/hour or \$30.00/maximum |
| Two    | \$5.00/hour or \$40.00/maximum |

### **Daycare on Remote Learning Days 8:00am – 5:00pm** (includes breakfast, lunch and snack)

This program is available to all students under SFS "Crisis Care Site" license on remote learning days. Rates cannot be prorated.

|        |         |
|--------|---------|
| Single | \$25.00 |
| Two    | \$35.00 |

\*\*Any family picking up a child after 6:00pm will be charged \$1/per minute.

**St. Francis of Assisi Preschool**  
**School Calendar 2020-2021\***

**September**

- 9 - First Day of School
- 6 – No Collaborative Preschool
- 30 – No Collaborative Preschool

**October**

- 12 - No School - Columbus Day
- 23 – No Collaborative Preschool

**November**

- 3 – No School - Election Day
- 11 – No School – Veteran’s Day
- 25-27 – School Closed - Thanksgiving Holiday

**December**

- 23 - Jan 1 – School Closed - Christmas Holiday

**January**

- 4 – School Resumes
- 18 – School Closed - MLK Holiday
- 31-2/5 – Catholic School Week

**February**

- 15 – School Closed - Presidents Day
- 17 – Ash Wednesday
- 19 - Roundup Day - No Classes

**March**

- 8-12– No School – Spring Break

**April**

- 2 & 5 – No School - Good Friday & Easter Monday

**May**

- 28 – Last Day for All Preschool Classes: School Picnic

. \*Subject to Change

## School Policies

**Absences:** Please call the school office by 9:00am if your child will be absent from school. In the event the school is not informed of a child's absence by 9:00am, 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. St. Francis School reserves the right to exclude from school any student or adult known to have or suspected of having any infectious disease or infestation known to be spread by casual contact. When a qualified source confirms that a student or adult is known to have a communicable disease, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis. A written release from a licensed health care provider shall be required.

**Accreditation:** St. Francis School is fully accredited through Cognia.

**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 immunization record, which must reflect current immunizations and updated as per West Virginia law. A well-child physician's report and a well-child dental report must be updated every year. Additionally 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. All documentation is subject to review and new students may not begin until records have been approved.

**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 School Care, After School Care and the Daycare Program are services that St. Francis School provides to families. Before School Care begins at 7am Monday – Friday. Children in Before School Care are escorted and signed in with their teachers at the start of their preschool class. After School Care hours are from 11:30am until 6:00pm every day that school is in session. The Daycare Program is offered to collaborative preschool students on Fridays and on teacher meeting days, as announced. The hours are from 7am – 6pm. Children participating in these programs are expected to follow all applicable school rules.

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 (undergarments, shorts, shirt, and socks) in a zip lock bag labeled with your child's name. This year, due to COVID-19 children will be signed in and out outside the cafeteria doors.

Traditional Preschool students attending after school care will need an all-in-one bedroll (sold at the school for \$27) for nap time. Bedrolls should be labeled with the child's name, and 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 afternoon, children are 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, audiotope, 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](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](http://www.connectccrr.org), and Putnam County residents must use the Link site: [www.linkccrr.org](http://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-regulation. 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. 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 and staff members 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 teacher or staff member will discuss alternate choices. In the event a behavior continues, the principal will speak with the student and contact parents. Behaviors that affect the safety of the child, other children, or staff members, such as hitting, biting, pinching, shaking, spitting, running away from adults, throwing objects or toys, or threatening to physically hurt or verbally demean others, and use of profanity will receive immediate correction. Continued unsafe behavior may be addressed with interventions such as behavior charts, mental health screenings, referrals to support agencies, and shortened hours and days. St. Francis School reserves the right to expel students for persistent unsafe behavior. While St. Francis School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, cases of behavior that could influence other students or the school reputation adversely may result in disciplinary action deemed appropriate by school authorities. Please note that corporal punishment is not permitted on school premises and we ask that all adults respect this policy.

**Bullying, Cyberbullying and Harassment:** Bullying is defined as aggression (verbal, physical, or exclusion) that is premeditated and inflicted with deliberate intent to humiliate. St. Francis School is committed to providing a safe environment for all students and staff members. Verbal, written, including text threats, sexting, as well as posts made through a social network against the physical or emotional well-being of any individual are taken very seriously. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action. Individuals in violation of the school's policy will be required to meet with the pastor and principal.

**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. Employees are mandated to report all cases of **suspected** abuse and/or neglect 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 “Parent Alert” text from the computerized school management system. Additionally, delays and closings will be posted on the West Virginia Department of Education site <https://wvde.us> under “School Closings.” **St. Francis School does not follow Kanawha County School weather related procedures.** In the event a two-hour delay occurs, Before School Care will begin at 9am, Collaborative Preschool classes will begin at 10:15am, and the Traditional Preschool class will be cancelled..

**Communication:** A classroom monthly events calendar and a monthly lunch calendar will be sent home to families via the child's backpack, and/or email. A school-wide monthly newsletter will be emailed to parents. Additionally, the school-wide newsletter and lunch menu will also be published on the school site, [www.sfsww.com](http://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 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.

### **COVID-19**

For the health and safety of all students and staff members, daily screenings and temperature checks will be conducted and face masks/ face shields must be worn. All protocols outlined in the School Re-Entry Plan will be implemented. The School Re-Entry Plan is available in the school office.

Saint Francis of Assisi School will follow WVDE, CDC and KCHD Guidelines:

NO SYMPTOMS = Proceed to School

EXPOSURE/NO SYMPTOMS = CANNOT GO TO SCHOOL - HOME for 14 days since exposure.

POSITIVE DIAGNOSIS/NO SYMPTOMS= Cannot go to school - HOME for 10 days since first positive COVID-19 test.

AT LEAST ONE SYMPTOM = Cannot go to school - HOME until: 10 days since first symptom; No fever for 3 days (without fever medicine); 3 days of symptom improvement.

Communication of Cases in School. In the event a student or employee tests positive for COVID-19, SFS administrators will work with the Kanawha County Health Department, the school nurse and Diocesan administrators to determine the duration of dismissal. Each case must be evaluated individually. School personnel will communicate with the involved students and families as needed, to ensure contact tracing. Due to HIPPA and privacy requirements, we will not identify individuals with COVID-19 and we will not publicly share information.

If you travel to an area in the two upper color ranges on the CDC national tracker map, for the safety and health of everyone we highly recommend remote learning for ten school days. The CDC tracker map can be found at <https://covid.cdc.gov/covid-data-tracker/#cases>.

**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 6<sup>th</sup> 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 (undergarments, 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:** Our drop-off and pick-up procedures are approved by the St. Albans Police Department to ensure the safety of the students while maintaining order, proper supervision, and minimizing traffic congestion on Holley Street. Parents are asked to follow the guidelines:

**Drop-Off:** WV DHHR regulations require **an adult to accompany children to the building entrance for drop off and sign in.** To minimize traffic congestion on Holley Street, we ask that vehicles enter Holley Street at Lincoln Avenue and exit onto Sixth Avenue. We ask that every attempt be made to allow Holley Street to remain accessible for neighbors, and park in a manner that ensures driveways are accessible. Parents have the option to park in the triangle parking lot and walk children to the building.

**Pick-Up:** Your child will only be released to individuals listed on the emergency card. In the event a person is not authorized, written notification must be provided to the school, and the individual's identity will be confirmed at pick-up. St. Francis School reserves the right to contact parents in the event authorization cannot be determined. Children who are not picked up at dismissal will be placed in after school care.

**Traditional Preschool:** At 11:30am, the Traditional Preschool class will be dismissed from the double doors on Holley Street. Parents may park and walk up.

**Collaborative Preschool:** This year due to COVID-19, dismissal will begin at 2pm. The Collaborative Preschool classes will be dismissed from the double glass doors onto the playground parking lot. Parents may park and walk up.

**After School Care:** A staff member will sign in children who attend After School Care. At pick up a parent will greet a staff member by the cafeteria doors and sign out the child by writing the time and their signature on the sign out sheet. If the person picking up the child is different from the parent, the individual leaving with the child signs his or her own name.

**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.

**Illness:** Student absences due to illness must be reported to the school office by 8:00am. **Students should be fever free for 24 hours before returning to school.** Additionally, WV State Law requires reporting of communicable diseases, events and conditions\* see Appendix A. St. Francis of Assisi School reserves the right to exclude from school any student or adult known to have or suspected of having any infectious disease or infestation known to be spread by casual contact. When a qualified source confirms that a student or adult is known to have a communicable disease, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis. St. Francis of Assisi reserves the right to require a written release from a licensed health care provider for re-admittance to school.

**Immunizations:** All students are required to have current immunizations. Documentation is required and reviewed by the school nurse and office manager prior to the start of school. Students may not begin until immunization records are current and approved by the school nurse.

**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:** For the safety of all students, students are not permitted to keep medication on their person, except in rare cases when self-administration is a necessary practice as approved by the principal, parent/guardian, and authorized by a licensed health care provider. Prescription medications may be administered at school after written authorization from a licensed healthcare provider and parent/guardian are received. The prescribed medication must be in the original labeled container, which includes the student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription expires. Over-the-Counter medication may be administered after written authorization is received. A licensed health care provider authorization may be required for repeated usage or at the discretion of the principal. The Over-the Counter medication must be in the original manufacturer's bottle and includes the student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.

**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:** At St. Francis School we encourage parent participation. The Diocese of Wheeling-Charleston requires that all volunteers successfully complete the requirements of the Safe Environment Program: background check, an online training session (Virtus), and a signed acknowledgement form for receipt of the policy relating to sexual abuse of children. Forms are available in the school office. 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:** FACTS Tuition Management Company handles all daycare and tuition billing. Preschool tuition is invoiced in nine equal installments. Before and after school care charges are calculated monthly and invoiced with tuition installments on the 15<sup>th</sup> 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 5<sup>th</sup> 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-Awareness:** St. Francis School is a “peanut aware” school. In the event a child has an allergy to peanuts, peanut butter, peanut flour, peanut oil, or peanut products, and requires alteration to the planned snack or lunch, families must complete an Office of Child Nutrition form and provide medical documentation to request an alternative to the planned meal or snack. Forms are available in the school office.

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

**School Calendar:** St. Francis students in the Traditional Preschool and Collaborative Preschool classes follow the St. Francis School calendar for school closures and holidays. Each month a calendar will be sent home in the students' backpacks and posted on the school website.

**Snack:** Students in the Traditional Preschool will be served a morning snack, and students in After School Care will be served an afternoon snack. St. Francis School participates in the Child and Adult Care Food Program (CACFP). All snacks meet USDA guidelines.

**Special Dietary Needs:** The West Virginia Department of Education requires that a medical statement signed by a physician be submitted to St. Francis School for any child with special dietary needs. Students who do not have a completed statement on file will be served the hot lunch listed on the school menu.

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

**Withdrawal Policy:** 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.

**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.

## APPENDIX A: REPORTABLE ILLNESSES

Reporting of the following communicable diseases\* is required by State Law (West Virginia Code 16-3-1 and Division of Health Rule, "Reportable Diseases, Events and Conditions". 64CDR7. This list is updated periodically by the Bureau for Public Health.

The reporting requirements may change and/or the local health department may set up different protocols for reporting. The licensee should follow the instruction of the local health department and report any questions or discrepancies regarding compliance to the Licensing Program Manager. For the current manual on reportable diseases see: <http://www.dhhr.wv.gov/oeps/disease/Manual/Pages/default.aspx>

- Amebiasis (*Entamoeba histolytica*)
- Anthrax (*Bacillus anthracis*)
- Botulism (*Clostridium botulinum*) \*\*
- Brucellosis (*Brucella abortus*, *B. melitensis*, *B. suis*, *B. canis*)\*\*
- Campylobacteriosis (*Campylobacter jejuni*, *C. coli*)
- Chancroid
- Chickenpox (Varicella) — Numerical totals only
- Chlamydia trachomatis
- Cholera (*Vibrio cholerae*)
- COVID-19
- Cryptosporidiosis (*Cryptosporidium parvum*)
- Cyclospora infection
- Dengue Fever
- Diphtheria (*Corynebacterium diphtheriae*)\*\*
- E. coli* O 157:H7 Disease
- Encephalitis, arboviral
  - Eastern Equine Encephalitis
  - LaCrosse Encephalitis (California Group)
  - St. Louis Encephalitis
  - West Nile Virus
- Encephalitis, Other primary and unspecified
- Food borne Disease
- Giardiasis (*Giardia lamblia*)
- Gonococcal Disease — Drug-resistant disease, Neonatal conjunctivitis, or Pelvic Inflammatory Disease (within 24 hours)
- Gonococcal Disease — All other
- Haemophilus Influenzae, Invasive Disease\* \*
- Hantavirus Disease\* \*
- Hemolytic Uremic Syndrome. post diarrheal
- Hepatitis A. acute\* \*
- Hepatitis B. acute or perinatal\* \*
- Hepatitis C/other non-A or non-B, acute\* \*
- Hepatitis Delta\* \*
- Herpes, Genital
- HIV (Within 30 days)
- Influenza-Like Illness — Numerical totals only

Leptospirosis\*\*  
 Listeriosis (*Listeria monocytogenes*)  
 Lyme Disease (*Borrelia burgdorferi*)\*\* Malaria\* \*  
 Meningitis, Other Bacterial — organisms not otherwise listed\* \*  
 Meningitis, Viral or Aseptic  
 Mumps Outbreaks, suspect or confirmed  
 Pertussis (Whooping Cough) (*Bordetella* \*  
 Plague (*Yersinia pestis*)  
 Poliomyelitis\* \*  
 Psittacosis (*Chlamydia psittaci*)  
 Rabies, human\* \*  
 Rheumatic Fever  
 Rocky Mountain Spotted Fever\* \*  
 Rubella Congenital Syndrome  
 Rubella (German measles)\*\*  
 Rubeola (Measles)\*\*  
 Salmonellosis (except Typhoid Fever — listed separately)  
 Shigellosis (*Shigella dysenteriae*, *S. boydii*, *S. flexneri*, *S. sonnei*)  
 Streptococcal Disease, Group A Invasive and/or Streptococcal Toxic Shock Syndrome (*S. pyogenes*) \* \*  
 Streptococcus pneumoniae, drug-resistant invasive disease — include antibiotic susceptibility patterns\* \*  
 Syphilis — primary, secondary, early latent, or congenital (within 24 hours)  
 Syphilis — late latent, late symptomatic, or neurosyphilis  
 Tetanus (*Clostridium*)  
 Trichinosis\*\*  
 Tuberculosis — include antibiotic susceptibility patterns  
 Tularemia (*Francisella tularensis*)  
 Typhoid Fever (*Salmonella typhi*)\*\* Waterborne Disease  
 Yellow Fever  
 Unexplained or ill-defined illness, condition, or health occurrence of potential public health significance

\*This is a general information list. The official list can be found in the reportable disease rule.

\* \*A supplemental CDC or WV BPH report form is required in addition to the general case report

STDs, HIV/AIDS, and tuberculosis are reported on special forms. Other diseases are submitted the general "Confidential Reportable Disease Case Report." All report forms (general, supplemental, STD, Tuberculosis, and HIV/AIDS) can be obtained from your local health department. For questions or disease reporting or for epidemiologic consultation, call your local health department or the WV Bureau for Public Health, Division of Surveillance and Disease Control: HIV/AIDS Surveillance 1-800-423-1271; Immunization Program 1-800-642-3634; STD Program 1-800-642-8244; Tuberculosis Program 1-800-330-8126; all other diseases 1-800-423-1271 or 304-558-5358.

The website address is [www.wvdhhr.org/bph](http://www.wvdhhr.org/bph)

For emergency contact information after hours call 1-304-558-4117.

October 2000

# Building for the Future

This 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.

| <u>Breakfast</u>   | <u>Lunch or Supper</u>                         | <u>Snacks (two of the four groups)</u> |
|--------------------|--|--|
| Milk               | Milk   | Milk                                   |
| Fruit or Vegetable | Meat or meat alternate                         | Meat or meat alternate                 |
| Grains or Bread    | Grains or bread                                | Grains or bread                        |
| Milk               | Two different servings of fruits or vegetables | 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.
- **After School 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 after school 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 27, 2020

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 2018. 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 2021.

# Saint Francis of Assisi School

## Pesticide Application Notification Request

**Saint Francis of Assisi School adheres to an Integrated Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.**

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4, depending upon their toxicity and the degree of hazard associated with their application.

Level 1 Non-chemical (preventive)

Level 2 Least hazardous (low toxicity, non-volatile baits or dusts)

Level 3 EPA Caution (limited volatility liquids)

Level 4 EPA Caution (broadcast), Warning or Danger (any application method)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please complete the information requested below and return this form to the principal.

Please Note: Level 3 and Level 4 pesticides will not be applied when students are in the areas being treated.

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If you would like to be notified prior to application of Level 3 or Level 4 pesticides, please complete the bottom portion of this form and return it to the school office:

To: Erin Sikora, Principal  
St. Francis of Assisi School

Please notify me at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this facility.

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Parent or Guardian)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(cell/home) (work)

Student's Name: \_\_\_\_\_

# Diocese of Wheeling-Charleston Photo Release Form

I, the parent or guardian of \_\_\_\_\_ (child's name) release and assign to Saint Francis of Assisi School and the Diocese of Wheeling-Charleston all rights to the video, sound recordings, and/or photographs made of my child during school hours and school events.

I authorize reproductions, sales, copyright, exhibition, broadcast and/or distribution of said video, sound recordings, and/or photographs without limitation for general religious and promotional purposes of the Diocese of Wheeling-Charleston.

I release, individually, on behalf of my minor child, the Diocese of Wheeling-Charleston, its agents and employees from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have arising out of the making or use of such video, sound recordings, and/or photographs.

I understand that I may withdraw this authorization in writing at any time. I further understand that refusing to grant this consent will in no way affect the scholastic or extracurricular services my child receives.

\_\_\_\_ I grant the permission outlined in this Photo Release Form.

\_\_\_\_ I refuse the permission outlined in this Photo Release Form.

Parent or guardian printed name: \_\_\_\_\_

Parent or guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to school office by September 14, 2020

(Reviewed 2020)

# Saint Francis of Assisi School

## PARENT/GUARDIAN DECLARATION OF COMPLETION

As a parent or guardian of a St. Francis student, 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. Non-return of this signature page implies acceptance.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return to school office by September 14, 2020