



St. Francis  
Episcopal Church  
The Day School

# PARENT HANDBOOK

2020-2021

**3506 Lawndale Drive  
Greensboro, NC 27408  
(336)288-4740  
(336)288-4760 (fax)**

[dayschool@stfrancisgreensboro.org](mailto:dayschool@stfrancisgreensboro.org)  
[www.stfrancisgreensboro.org](http://www.stfrancisgreensboro.org)

## Our Mission

St. Francis Day School provides a preschool experience in a faith-centered environment that nurtures children spiritually, intellectually, socially, and physically as it prepares them to be engaged students and good citizens.

St. Francis Day School is a member in good standing of the National Association of Episcopal Schools. For more information please visit [www.episcopalchools.org](http://www.episcopalchools.org)

### Nut Free Policy

We are an allergy aware school and will not knowingly serve any item that is made with nuts, nut oil, made in a factory that uses nuts, or could possibly be contaminated.

**Tax ID #**  
**Federal: 56-0642864**  
**State: 414748**

*St. Francis Day School does not discriminate unlawfully on the basis of race, color, gender, religion, national or ethnic origin, sexual orientation, or disability in administration of its educational policies, admission policies, financial assistance, programs, and other school administered policies.*

*From the Director*

Thank you for choosing SFDS! We have been entrusted with Greensboro's children since 1967 and take our responsibility seriously. Our parish views our school as a significant outreach program to the community.

We promise to serve your family with an attitude of respect. Your children will learn through play and discovery and will be valued for the people they are.

This school year may look a bit different but we have the health and safety of our students, families and staff at heart.

All the best,

Kit Hargett

Tuition

Tuition is due on the first of each month. A statement will be sent home via your child's book bag. The statement will itemize tuition, lunch bunch fees for the previous month and any late fees. Checks should be made payable to *St. Francis Day School* and placed in your child's school folder or placed into the red TUITION box at carpool.

A receipt will be written for cash payments. We do not accept debit or credit cards at this time and no credit is given for student absences.

We welcome online banking payments. If you choose this method, please note that the payment is for *St. Francis Day School* and set your payment date for the first of the month.

In the event of a shared custody situation, the parent that registers and enrolls the child will be responsible for payment of tuition. The statement will be sent home with the child in his or her school bag.

Late Payments

Tuition *and all other fees* are considered past due on the eleventh day of the month and a \$20.00 late fee will apply.

Returned Checks

A returned check fee of \$25.00 will be due for any check returned to the school. Please speak with the director privately if you are having financial difficulties.

Parishioner Discount

Parishioners of St. Francis Episcopal Church are offered a 10% discount on tuition. To be eligible for the parishioner discount you must be an official, active member of the church. The canonical definition of an active communicant is a member of record who attends church regularly, partakes in Holy Communion and contributes monetarily to the operating budget of the church.

The parishioner's discount applies to tuition only; it does not apply to registration fees, lunch bunch, summer camps, late fees or returned check fees. Before you are eligible to use the 10% discount a signed Parishioner Discount Form must be on file.

#### Lunch Bunch

This is an optional program that is held from 12:00 pm until 1:00 pm. Due to COVID-19 this program is suspended for our two year class and drop in lunch is not available. Please choose at the beginning of the month your desire to attend lunch bunch.

Please send your child's nut free lunch in a labeled brown paper bag. Child's name and date are required on the bag each day. All lunch items need to be disposable.

When packing a lunch, please remember our nut-free policy. Any foods that do not comply may not be eaten. Label all peanut butter substitute spreads so we do not assume they are peanut butter.

We are not able to microwave food for your child.

#### Registration

Registration information will be available in January for the following school year. A registration form and non-refundable fee of \$75 per child must be received before the registration is official. May tuition for the following school year is collected from parents before the end of the current school year.

In the event of a shared custody situation, neither parent should register the child without the other parent's agreement.

If your child has an IEP or IFSP, please attach a copy with the registration form.

#### Registration Priority

1. Currently enrolled students
2. St. Francis Episcopal Church parishioners' children
3. siblings of children already enrolled
4. siblings of alumni
5. open to the public

#### Wait List Priority

1. Priority will go to those children enrolled who could not get in during registration.
2. Church members have priority over non-members who were not currently enrolled.

## Enrollment

A package of information and forms will be mailed to your residence. In order for enrollment to be complete we must have on file:

1. an enrollment form
2. a signed parent agreement
3. a copy of the most current immunization record
4. an emergency card
5. May tuition payment for the following year

If your child has an IEP or IFSP, you must provide a copy in order for St. Francis to enroll your child.

## Class Assignment and Admissions

Please be aware that teacher assignments are based upon enrollment. Parents may request a particular teacher, but no guarantee can be made. The director will balance the classes by size, gender and school readiness.

It is best to talk to your child about getting ready for school in general terms. Please do not reference a teacher's name, a particular classroom or specific friends that you assume will be in the class.

Children should be class age by August 31 of that school year.

Twos must be able to sit in a chair independently, remain sitting at meal times and recognize adults as authority figures. The toilet training process begins at home during this year.

Threes must be able to stand and walk in a line, wash hands with soap, remain sitting at circle time and keep manipulatives on trays. The process of toilet training at home is underway as most students are wearing underwear.

Fours and Fives must be completely toilet trained, walk up and down the hallway to the restrooms independently and participate in circle time.

## Admission to Pre-K

The Pre-K class at St. Francis Day School is designed to meet the needs of children who have completed a four-year old class. These children will be given priority for enrollment. Typically, these are children that will benefit from more time to mature socially or who narrowly miss the August 31 cut-off date for admission to public school kindergarten.

Children who reach the age of five before January 1 may be good candidates for Pre-K. In addition to meeting the age requirement, children should demonstrate they are independent in toileting and dressing, are able to make transitions easily, and are able to engage appropriately with others.

At St. Francis Day School, we believe that Pre-K students learn best when interacting with both the teacher and other students in experiences that help them make meaning of their world. In order to do this, Pre-K students should exhibit not only curiosity and intellect, but appropriate maturity. Child behavior in a school setting is often very different than that at home or with family.

We believe that the teacher is an excellent resource to help parents make an informed decision about the most appropriate placement for their child. Our goal is to make a collaborative decision that meets the needs of the individual child, however, placement in the Pre-K class is subject to the Director's approval.

#### Withdrawal

Children are expected to be enrolled for an entire school year. If you should move out of Guilford County or need to withdraw for any other reason, you must notify the school in writing four weeks prior to the withdrawal date. Tuition accrues regardless of attendance.

If a tuition refund is due, it will be mailed to your new address. Registration fees are not refundable.

#### Morning Arrival

Due to COVID-19 all students must use carpool this school year. We will start carpool at 8:50 am each day. Parents/caregivers must remove the child from the vehicle and wait for a staff member to conduct a temperature check using a non-contact thermometer and health screening questionnaire.

#### Preschool Hours

Our hours are 9:00 am until noon. The Lunch Bunch hour is from noon until 1:00 pm.

#### Carpool Line

The carpool line begins at the wooden sign and wraps around the back of the parking lot. Be aware of those waiting in line!

Only two cars are allowed in front of the porch at a time. Please do not block the drive for office through traffic and pull as closely to the porch as possible.

If the car in the #1 position pulls away and the #2 car is still there, please do not pull around to the #1 position and back into place. This is very dangerous! It is safer to wait until both cars have pulled away before you move forward.

When carpool begins, parent/caregiver will remove the child from the car and wait for staff instructions. All children should be unloaded on the right side of the car if possible to keep them out of the flow of traffic.

Remember: the carpool line is a "kiss and go" line! Due to COVID-19, parents/caregivers will not be allowed to enter the building for morning drop off. Make sure to share our procedures with any new caregivers.

**Cars should not be left unattended here at any time.**

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### Cell Phones

Please stay aware in the carpool line. ***Cell phones should not be used during drop off or pick up.***

### Movies in Carpool Line

If your child is watching a movie, please pause it so we can help them exit the car quickly. Also, please do not start a movie until your child is buckled into the car seat.

### Campus Speed Limit

The campus speed limit is 5 miles per hour. Please be especially aware when entering our campus on Wednesday mornings. The Men's MS Support Group meets in St. Mike's House and needs to park off the driveway.

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### Late Arrival/Early Pickup

Please be prompt dropping off and picking up your child. The doors will be locked at 9:15 am and again at 12:15. If you must come late or leave early, please notify the office if possible. We are a locked facility; use the doorbell at the Day School double doors and wait a few moments for us to respond.

### Dismissal

Due to COVID-19 all students must be picked up in our carpool. A staff member will escort your child out to you. Parents/caregivers are responsible for helping the child into the car and buckling them.

Please notify the teacher in writing if your child is going home with anyone other than the parent who normally brings them to school.

### Late Pickup

Pickup time at St. Francis Day School is 12:00 pm for the regular school day or 1:00 pm for Lunch Bunch. There is nothing more heartbreaking than the face of a child that thinks he has been forgotten!

We understand that occasionally you may be delayed beyond your control. Please call the school office to let us know where you are. Parents who are habitually late will be charged a lunch bunch fee (\$5) and a \$1 per minute late fee. Again be considerate of your child's teacher by picking up on time. This not only helps the staff, it helps your child feel secure as well.

### Absences

Notify your child's teacher if you know your child will not be in class. If your child is out sick for more than one day, please let us know of his/her progress.

### Birthdays

Parents may send a simple snack and drink for their child's birthday. When choosing what to bring, **remember the nut-free policy**. Check with your child's teacher before sending.

### Clothing & Shoes

Please send your child to school in clothing that is comfortable and allows for self-dressing. We do messy art and play outside when possible. Label coats, jackets and sweaters with your child's name. Dresses with ruffles and pants with belts and suspenders should be avoided. Also overalls and shortalls are difficult for diaper changes and hurried bathroom visits.

Your child should wear appropriate shoes designed for outdoor play. Flip-flops and slip on shoes such as Crocs or rubber gardening clogs do not stay on the feet. Sneakers and socks are best to keep mulch and sand out. If sandals are worn they should be designed for active play and should hold the heel in securely.

### Toileting

A child must be completely toilet trained to be enrolled in the Pre-K Fours or Pre-K Fives. A child is considered trained when he/she initiates going to the restroom and can maneuver their own clothing. The child will also wipe themselves, flush and wash hands independently.

### Umbrellas

In order to avoid accidents, do not send umbrellas to school with your child. We will keep them dry with a large umbrella in the car pool line.

### School Bags

Please send a bag with your child each day. The best type of school bag is a canvas "boat" bag or a sturdy shopper's tote. A bag with handles (vs. a backpack) and is open at the top will help prevent your child's artwork from being crushed and can also hold a lunch box.

### Conferences

Parents may request a conference with a teacher at a mutually agreeable time. Please do not try to conference with a teacher at drop-off or pick-up.

### Concerns

***If you have a concern, please speak to the child's teacher first.*** Email is a very good way to communicate with your child's teacher. If this does not produce a satisfactory outcome, please call the director.

### Disruptive Behavior

Disruptive behavior is described as behavior that interferes with the welfare of other children or takes an inordinate amount of the teacher's time away from the group. The teacher will advise parents if a child's behavior is disruptive. A professional evaluation may be recommended. The director will determine if it is advisable for the child to remain in school.

### Inclement Weather

***If Guilford County Schools close, we close.*** We have students that come from all corners of the county. While roads may be passable in the city, they may not be in outer areas.

If Guilford County Schools open on a two hour delay, we will open at 10:00 a.m. If they open on a three hour delay, we will close.

If Guilford County Schools close before 12:00, we will also close. Listen to a local radio or television station or check their website. You can register your cell phone at [www.digtriad.com](http://www.digtriad.com) for a free text alert service. Please pick up your child as soon as possible; many of our teachers may also have to pick up their children.

**We will post closings on our Facebook page, Fox8 and WXII news stations.**

Below are the step by step instructions for linking your cell phone to receive information about GCS delays and closings.

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1. Go to [www.digtriad.com](http://www.digtriad.com)
2. Click on "mobile" at the top of the WMFY News 2 page. "Mobile" is located on the "featured" row.
3. Scroll down to the bottom of the "mobile" page to the DIGTRIAD "on the go text" section.
4. Click on "sign up now".
5. Select the alerts of your choice (example: Amber Alerts, breaking news, Guilford County Schools closing/delays, etc).

### Make up Days

Children are not allowed to make up days due to an illness or vacation. This would adversely affect the classroom ratios on those days. The school calendar builds in up to three days due to inclement weather. Additional school-wide makeup days will be added as the calendar allows.

#### Personal Belongings

#### **(No toys from home this year due to COVID-19)**

We encourage your child to keep toys and other personal belongings at home except for show and tell days. We always welcome books or other items that can enhance a lesson. Please mark all show and tell items with the child's name. We cannot be responsible for lost or misplaced items.

Guns, swords and any toys that could accidentally hurt a child are not allowed at school for any reason. If they are brought to school, they will be put away until dismissal. Super Hero toys, such as Incredible Hulk, Power Rangers, etc. encourage aggressive play and keep children from activities that we offer.

#### Pets at School

#### **(Not applicable due to COVID\_19)**

Pets may visit school for show and tell. Please check with the teacher first to see if there are students in the class that have allergies or are fearful. Large dogs must be kept on leash and under the adult owner's control at all times. We want all experiences with animals at school to be positive for the humans and the animals.

#### After Hours Playground Use

#### **(Not applicable due to COVID-19)**

Parents are asked to enforce the school rules for consistency. Those not staying for lunch bunch should exit the playground by 12:30. The playground is needed for lunch bunchers and their teachers.

Please be aware the school restrooms may not be available after lunch bunch or after school programs. In case of an emergency, you may walk to the front of the building to use the church office restroom.

#### Playground Rules

The playground is designed for the use of children under the age of ten. Children should be supervised at all times. The following guidelines are for all children using the playground:

1. Climb up the steps and ladders and go down the slide feet first. Do not jump off the top slide.
2. Use outdoor chalk on the sidewalk, not on the playhouse or church building. We use chalk where the rain can wash it away.
3. Do not jump out of a swing while it is in flight. Do not push an empty swing. Do not twist the swings. Only three people may be on the tire swing at a time.

Bottoms should be on the tire and feet should be inside the tire. One person may push at a time. Do not climb onto the swing while it is in motion.

4. Keep the sand and sand toys in the sandbox. Do not throw sand. Do not dig in the mulch.

5. Do not climb on the fence or on top of the playground equipment.

6. Bikes remain in their garage after school hours. Keep bikes on the driveway. Drive carefully and do not crash the bikes into each other.

7. Do not pick leaves or flowers and leave sticks on the ground.

8. Place trash in the trash cans.

9. When leaving, put away sand toys, sand screen and close the gate.

#### Telephone

The Day School office number is **(336)288-4740**. Office hours are 8:30 am until 1:30 pm. Teachers are not able to leave the classroom for phone calls from anyone unless it is an emergency. They also are not able to answer cell phones or text during school hours. A message can be relayed to the teacher if you call during office hours.

#### Snacks

A snack is served mid-morning. Parents are encouraged to send in nut-free items to be served to the class from a community box. Please see our safe snack list for ideas. A blessing is said before snack and lunch. Please let us know on your enrollment form if your family is vegetarian or observe certain dietary restrictions. We respect your choices, but ask that you provide an appropriate substitute.

#### Food and Drink at School

Breakfast should be finished before exiting the car. Due to choking and allergy concerns, the only food that should be consumed is to be given while the child is seated and under a teacher's direction. Children are provided with a disposable cup and water at snack time.

#### Immunizations

A copy of your child's most current immunization record is required before the first day of school.

#### Allergies

Advise the teacher of any dietary, environmental, seasonal or insect allergies your child has. If a child suffers from any allergy which requires emergency care, we must have an **Emergency Medical Plan** on file before the first day of school. This plan must be updated yearly.

We are an allergy aware school and will not knowingly serve any item that is made with nuts, nut oil, made in a factory that uses nuts, or could possibly be contaminated.

#### Prescription Medications

Teachers or staff members will not be allowed to administer medication during the school day unless an Authorization of Prescription Medication Form signed by the prescribing physician is on file.

### Physical Health

**Make sure you can answer No to all COVID-19 health screening questions.**

**If your child has diarrhea, vomiting, a fever over 99 degrees, green nasal discharge, pink encrusted eyes or any other illness, please keep him/her home for 24 hours after the last symptoms.** This will not only help the child recover but will prevent others from getting sick. Parents should report any known exposures to communicable diseases to the school.

Please do not return your child to school until he is able to participate in all activities including outside play. The Day School reserves the right to send a sick child home. <C:\Users\mark\Documents\Daily Agreement- waiver.odt>

### Emotional Health

Please let us know if anything unusual happens in the home: death of a pet, parents away on a trip, visit to hospital emergency room, etc. Although their behavior indicates stress, a young child may often be unable to express his feelings adequately. We will help in any way we can to make your child feel more secure. Routines are very important to a child's well being. This includes a regular bedtime and a healthful, filling breakfast.

### Separation Anxiety

Children are amazingly perceptive when it comes to picking up emotional cues from adults. You can ease separation anxiety by adjusting your body language and the other non-verbal signals you send.

Try these strategies:

- Control your facial expressions.
- Kneel down and make eye contact when you tell your child that you will return.
- Give a quick hug and a few positive words.
- Leave without lingering.

The teachers are all familiar with separation anxiety. Some children want to be cuddled and some children want to be left alone. They will read the cues from the child and make them feel as secure and comfortable as possible. You will be called if your child continues to cry.

Separation anxiety not only happens in the two-year old class, but in other classes as well. This may happen to your child if you move, separate from your spouse, experience an illness or death in the family, or have a sudden change of routine. It could also occur if there is a younger or older sibling staying home.

### Privacy

The class lists are to be used only for school related purposes. Any literature to be distributed must first be approved by the director.

### Custody

It is our duty to keep our school a consistent and safe place for our students. The teachers and staff of St. Francis Day School are child advocates and will not participate in custody disagreements. We will abide by any court order and ask that we be given a copy for your child's record.

### Class Parties

Class parties consist of a special snack. Class parties for older children may also include a short craft or activity. Due to COVID-19 these will be simple and during the normal class snack time.

Teacher's birthdays may be celebrated with a simple treat and/or a small gift. Parents may solicit funds for teachers' Christmas and year-end gifts, as long as contributions are optional and anonymous.

### Parent Participation

#### **(Not applicable due to COVID-19)**

We welcome your presence in the classroom! Please let the teacher know if you are available to help during the school day. Teachers often need help assembling and cutting out class projects and this can be done at home. Also, please let the teacher know if you have any hobbies, talents or travel photos you can share with the class.