Saint Francis of Assisi Catholic School Pre-Kindergarten Parent and Student Handbook 2025-2026

Catholic Schools

United in Faith and Community

Saint Francis of Assisi Catholic School
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Yuma, Arizona 85364
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SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL WELCOME

The staff and administration of Saint Francis of Assisi Catholic School welcome you to the school, a community of faith, learning, and peace. Let it be known to all who enter Saint Francis of Assisi Catholic School that Christ is the reason. He is the unseen but ever present teacher in its classes, the model of its staff, the strength of its parents, and the inspiration for its students.

"Catholic Education is an expression of the mission entrusted by Jesus to the Church he founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action." (*To Teach as Jesus Did)*

"The educational mission of the Church is an integrated ministry embracing three interlocking dimensions:

1. The message revealed by God which the Church proclaims.
2. Fellowship in the life of the Holy Spirit.
3. Service to the Christian Community and the entire human community."

(To Teach as Jesus Did)

"Catholic Schools are unique expressions of the Church's effort to achieve the purposes of Catholic Education among the young. They are the most effective means available to the Church for the education of children and young people." (*Sharing the Light of Faith)*

The mission of Catholic school education in the Diocese of Tucson is the formation of students to be true Christians. Every effort is made to assist the students in securing knowledge and acquiring habits, which will enable them to lead a thorough Christian life. As educators in the Diocese of Tucson, we assume the responsibility to teach as Jesus did as our role in the teaching mission of the Catholic Church. This mission includes student's spiritual, intellectual, moral, physical, social, and cultural aspects.

PHILOSOPHY

Saint Francis of Assisi Catholic School believes that each student, as a child of God, has basic needs: to know God as Father, Son and Holy Spirit; to grow spiritually in the traditions of the Roman Catholic Faith as well as intellectually; to respect the dignity of self and others. We assist parents, the primary educators of their children, through the educational mission of the Church.

MISSION STATEMENT

Saint Francis of Assisi Catholic School is committed to educational excellence within the traditions of the Roman Catholic faith. We, along with parental support, educate our students to grow in the image and likeness of God, so they may become confident leaders in service to others as well as beacons of hope for all.

Saint Francis I Promise Prayer

I promise to do my best today to be Christ-like and accept responsibility for my words, actions and deeds. With Jesus as my model, I will refrain from anything that can be hurtful to my classmates, but will do my best to be kind, courteous, friendly, respectful and welcoming to everyone I encounter.

PASTORAL STATEMENTS IN SUPPORT OF ALL THOSE SERVED IN SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL

Saint Francis of Assisi Catholic School respects the inherent dignity of each person and advocates for the wellbeing of all those served, particularly the most vulnerable.

Saint Francis of Assisi Catholic School welcomes all students whom we can serve. Children, youth, and parents deserve compassion, sensitivity and respect when dealing with difficult and delicate situations.

Saint Francis of Assisi Catholic School affirms the value of each person and we see Christ in everyone.

Through the authority of the bishop, Saint Francis of Assisi Catholic School assists parents as the primary educators of their children, as well as fulfills our duty to assist people to live the fullness of the Christian life. (Code of Canon Law (CIC) cc. 794; 796 §1).

Saint Francis of Assisi Catholic School models and teaches the Catholic faith to all those enrolled in our school with the understanding that parents/guardians will respect and support such teachings.

Saint Francis of Assisi Catholic School educates children and young people to respect every person in their particularity and difference, so that no one should suffer bullying, violence, insults, or unjust discrimination based on their specific characteristics.

It is of the utmost importance that our children understand the depth of God's love for them and their intrinsic dignity and beauty. Children should always be and feel safe and secure and know they are loved.[1]

Saint Francis of Assisi Catholic School is an educating community of faith in which persons can express themselves and grow in their humanity, through a process of relational dialogue, interacting with others in a constructive way, exercising tolerance, understanding different points of view, and creating trust in an atmosphere of authentic harmony. We are an "educating community, a place of differences living together in harmony".[1]

Saint Francis of Assisi Catholic School community is a place for encountering and promoting participation. We must listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. It must listen carefully, in dialogue with parents, to discern the educational needs of the students it serves.[1]

Saint Francis of Assisi Catholic School respects each family's culture. We strive to listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. In this way, students are accompanied by a community that teaches them "to overcome their individualism and discover, in the light of faith, their specific vocation to live responsibly in a community with others"[1]

PRE-KINDERGARTEN HOURS

Half Day Schedule

7:30 a.m. - 11:30 a.m.	Monday through Thursday
7:30- 8:00	Breakfast will be made available
11:00-11:20	Lunch brought from home or purchased from school

Full Day Schedule

7:30 a.m. - 3:15 p.m.	Monday through Thursday
7:30- 8:00	Breakfast will be made available
11:00-11:20	Lunch brought from home or purchased from school
1:15- 1:30	Afternoon snack brought from home

Friday Schedule

7:30 a.m. - 12:05 p.m.	Early Dismissal
7:30- 8:00	Breakfast will be made available
10:00- 10:15	Morning snack brought from home

TOURS

Tours are provided by appointment for new and inquiring families.

INSPECTIONS

All inspection reports are available in our main school campus office upon request.

DEPARTMENT OF HEALTH SERVICES

Our pre-kindergarten is regulated by the Arizona Department of Health Services.
Contact information:
400 West Congress, Suite 100, Phoenix, AZ 85701
Office (520) 628-6541

ADMISSION, REGISTRATION, WITHDRAWAL

A. Admission Policies

By enrolling in Saint Francis of Assisi Catholic School, parents/guardians are agreeing to support the mission of the school in both the academic requirements as well as the formation of its students in Catholic faith, morals, and discipline. Saint Francis of Assisi Catholic School does not discriminate in the administration of its policies, programs, and admissions based on race, color, national origin, gender, or sexuality. For record purposes, official records and correspondences will reflect the student's legal name and gender. Students shall not be denied admission to a Catholic school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the student. (Handbook of School Policies & Procedures, Diocese of Tucson, 3.1 Admission)

- Copy of a birth certificate
    - Pre-kindergarten students must be 4 years old prior to September 1st.
- A completed registration form
- All Catholic students must also provide a copy of their sacramental certificates if applicable.
- A current immunization record
    - Copy of immunization card or document from the child's health care provider

  or
    - An exemption affidavit that contains a statement signed by a health care provider that the immunizations required would endanger the child's health or medical condition OR a statement signed by a parent that the child is being raised in a religion whose teachings are in opposition to immunizations

Parents of an enrolled child who **does not** have age appropriate immunizations required by 9A.A.C.6, A 7 will receive written notice that the child may attend school in the facility for **not more** than 15 days after the notification unless the enrolled child's parent complies with the immunization requirements. Once the requirement is fulfilled, the student will be allowed to attend. Furthermore, a child without proof of immunization from disease will not be able to attend class between the start and end of an outbreak of the disease. (Arizona Department of Health Services Bureau of Child Care Licensing R9-5-305).

B. Withdrawal

To withdraw from Saint Francis of Assisi Catholic School pre-kindergarten during the school year:

- Set up an appointment with the director
- Make sure all tuition and other payments are current

Students withdrawing from Saint Francis of Assisi Catholic Pre-school will be considered for readmission for the next school year upon principal and pastor approval and if enrollment permits.

Student Withdrawal on Grounds of Improper Behavior by Parent/Guardian

Typically, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parents/guardians may be requested to remove their child/children from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to the Saint Francis of Assisi Catholic School or Diocesan policies and regulations
- Interference in matters of school administration of discipline
- Insults to or abuse of any staff or administrator at any time on school premises, or at some place if the staff or administrator is required to be present in connection with assigned school activities.
- In the event that the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.

In such cases, reasonable effort to elicit minimum cooperation from parents/guardians should be made and documented. If such effort does not correct the situation, then, after consultation with the pastor, the principal may recommend to the parents/guardians that they withdraw their child/children. It is recommended that prior to any such recommendation, the principal should also consult with, and seek the advice of, the diocesan Superintendent of Catholic Schools. Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter should be retained in the student's cumulative file. If the parent/guardians refuse to accept the recommended withdrawal, the procedures for expulsion as stated in this handbook.

For reference:
ARS13-2911
ARS15-507
ARS12-1204 (A)(8)(D)
ARS15-341 (31)

C. Refunds

Refunds are given at the discretion of the director.

PARENT RESPONSIBILITIES

Saint Francis of Assisi Catholic School recognizes that the parents are the primary educators of their children and that the school is privileged to join with them in partnership for the education of their children. The school depends on family support and cooperation and encourages active parental participation in the accomplishment of this joint ministry.

Parents have certain responsibilities that they are required to fulfill as part of the Saint Francis of Assisi Catholic School Community.

A. Faith Formation

Parents are the first teachers of their children in the area of faith. Parents give guidance to their children by living their Catholic faith. Presence at weekend Mass, as a family, should be the foundation of their relationship with God and each other. Parents are also encouraged to help teach and model God's message through scripture and prayers (grade level prayers can be found on Saint Francis of Assisi Catholic School website).

B. Diocese of Tucson Volunteer Screening Process

The Diocese of Tucson under the leadership of Bishop Edward J. Weisenburger is committed to protecting our community against all forms of abuse and responding appropriately. The mission of the Diocese of Tucson "Safe Environment Program" is to ensure the safety of children, young people and the vulnerable who have been entrusted to our care in our parishes, schools, religious education classes, and other programs. We pursue this mission the following ways:

- By thoroughly screening and supervising all members of the clergy (priest and deacons), as well as all employees and volunteers who work with children and young people and the vulnerable as part of their ministry.
- By providing appropriate training in recognizing and reporting child/adult abuse to appropriate civil and Church authorities.
- By holding all members of the clergy, employees and volunteers who work with children, young people and the vulnerable to Christ-centered and professional codes of conduct.
- By following Arizona Mandatory Reporting laws.

All parents and any adult who serves in a volunteer capacity in which they may have independent access to children, must meet the child safety criteria as described by the Diocese of Tucson's Safe Environment Policies. Details regarding these requirements are communicated to families each school year. This includes:

- New applicants must first submit a completed fingerprinting card. Cards may be obtained in the Parish Office. Completed fingerprint cards are to be returned to Evelia Villegas, our Compliance Officer, for processing.
- Complete the online application for School Volunteer www.diocesetucson.org (Employment and Volunteer Opportunities) please select the High Level Clearance.
- After submitting the online application, you will receive an email titled 3-In-1 Safe Environment Training Required to be completed.
- Volunteers must also abide by the school's Standard Operating Procedures (SOP) and are asked to sign the school's SOP form each year.

C. Tuition and Fees

The School Advisory Commission Finance Committee and the principal, with the consent of the pastor and Parish Finance Council, set the annual tuition. All families are required to sign a financial commitment form in order to be enrolled for a new school year. Saint Francis of Assisi Catholic School depends on your tuition payment in order to operate. We depend on our families to meet their financial commitment so we can meet ours.

Half Day Tuition
$5,600.00(Full) / $560.00 (monthly for 10 months)

Full Day Tuition
$6,700.00 (Full) / $670.00 (monthly for 10 months)

All families will need to register with FACTS Family Portal to create an account for managing tuition.

Tuition is due on the 1st of each month and is considered delinquent after the 15th of the month; a late fee will be added to your account. The principal and pastor will be notified of all families delinquent in tuition payments. **Should tuition remain past due for two consecutive months, the student is considered ineligible to return to classes until the tuition and fines are paid in full.**

If a family's school financial account is delinquent, it is the policy of Saint Francis of Assisi Catholic School:

- An appointment must be made immediately with the principal to make arrangements to create a payment plan.
- Failure to meet the outline of the payment plan could result in the student not being admitted into the start of the new quarter.
- Students will not receive their final grades, report card, and/or promotion certificate.
- Registration for the new school year will not be accepted.

If a financial hardship occurs in a family, an appointment must be made with the principal to discuss financial commitments.

D. Family Service Hours

Any adult who serves as a volunteer must meet the child safety criteria as described by the Diocese of Tucson's Safe Environment policies. (Handbook of School Policies & Procedures, Diocese of Tucson, Section V. B.)

Each family is required to contribute **twenty service hours** to the school (**preferably ten hours per semester)**. Service hour forms must be completed for all activities and turned in at the end of the month in which they are served. Family service hours may not be shared between families.

Of the twenty hours, every family must serve a **minimum of four hours at the annual barbeque**. Should these barbeque hours not be fulfilled, the family will be billed ($200) for the four hours by the end of November.

Additional opportunities to complete service hours include, but are not limited to:

- Home and School activities
- Dad's Club activities
- Booster Club activities
- Cleaning on Saturday
- Serving on school committees
- Chaperoning dances

All service hours must be completed by the second week of May. A fee of $50 per hour will be charged if not completed.

E. Resolution of Conflicts

With Jesus as our model of all behaviors, conflicts are dealt using the process listed below:

1. Parent/Guardian-teacher meet together; if necessary the student may be involved. If a mutual understanding is reached, the conflict has been resolved and no further action is required.
2. Parent/Guardian-Teacher-Administration: If the conflict is not resolved in step one then the administration will be asked to intervene. If a mutual understanding is reached, the conflict has been resolved and no further action is required.
3. Parent/Guardian-Teacher-Administration-Pastor: Conflicts not resolved at step two may require step three. The principal will set up this meeting. The pastor, as canonical administrator, oversees the operation of the parish school. The pastor always consults with the principal before seeing anyone concerning school matters.

F. SCRIP

Scrip is a vital and necessary fundraiser for Saint Francis of Assisi Catholic School's operation. Each family is required to purchase a minimum of $2000 of Scrip per school year **or** pay a one-time annual buyout fee of $200. Families can choose to purchase gift cards through the school office or purchase online at Raiseright.com. Families are able to check their current balance by contacting the front office.

G. Attendance Policy

Parents are required to call the school by 9:00 am if their child is absent. The school will call the parent if a child is absent and if a parent has not called. This procedure is our way of ensuring that parents are aware that their child is not in school.

Parents are asked to establish good attendance habits for their child while they are in prekindergarten. Good attendance habits help students avoid truancy when they become

school aged (K-12). We ask that parents establish good attendance habits in prekindergarten by avoiding excessive tardies or absences.

H. School Supplies

School supplies used for individual student use are provided by each student. The list of required supplies is provided each year. Students are expected to have the proper supplies on hand the first day of school as well as throughout the school year. All supplies should be properly marked with the student's first and last name. Supplies not on the annual School Supplies List will be sent home. Due to limited space in the classroom, a re-supply list will go home in December.

I. Updating Information

To help the school provide a safe environment for the students, the parents/guardians must communicate vital information to the school. If for any reason information changes, parents/guardians must communicate these changes to the school office as soon as possible.

This vital information includes:

1. Address
2. Phone number
3. Emergency numbers
4. Email Address
5. Person to whom the school can release the student
6. Medications taken, allergies, limiting physical conditions, etc.

PROGRAM OVERVIEW

Saint Francis of Assisi Catholic School Pre-kindergarten offers a highly academic, yet hands on Christ and child-centered curriculum to teach and explore literacy and numeracy while supporting the developmental needs of a pre-kindergartener. The Saint Francis of Assisi Catholic School pre-kindergarten staff supports and partners with parents in their mission to nurture the Catholic faith and academic readiness of their child.

Academics aside, a solid pre-kindergarten program puts just as much emphasis in its social teachings as it does in its academic teachings. Saint Francis of Assisi Catholic School pre-kindergarten offers this emphasis in two ways. First, and foremost are our Catholic teachings through the Gospel Values. As our pre-kindergarten aligns with Saint Francis of Assisi Catholic School K-8th grade's philosophy of a Catholic School's Gospel Values, we teach and model to our student body to be a community of faith, knowledge and service. In that spirit, we bring this powerful message down to the pre-kindergarten level with *Stories of God's Love*, a Bible based curriculum that teaches God's message and scripture through stories that are relevant to the everyday life of a preschool aged child. God's message and His teachings will be taught and modeled through daily prayer: morning prayer, prayer at snacks and meals, and the end of the school day. The prayers that are taught and modeled

for Saint Francis of Assisi Catholic School pre-kindergarten students are: Angel of God, Hail Mary, Our Father, and Grace Before Meals. Students will also gain an understanding of the Catholic Church's traditions, symbols, and sacraments. The second emphasis will be placed on character building, peer relationships, social skills and problem solving with our *Second Step* curriculum. This program teaches everyday social situations with the use of puppets, role plays and stories. These stories are relevant to the complexity of a preschooler's day. Communication skills, frustration tolerance, acceptance of others, turn taking and fairness are challenges all preschoolers face daily.

Students explore literacy in the areas of English/language arts with the *Engage NY* curriculum. This curriculum is highly engaging while providing students with early English and language arts readiness skills. The curriculum is taught in thematic units where stories, both familiar and new, are told, retold and acted out in art, dramatic play, blocks, writing, music, movement, science, social studies, child initiated writing, and games.

Students will explore numeracy in the area of math. Math is a very complex curriculum at the preschool level. Aside from the basics of numbers and shapes, math concepts are taught and explored through music, movement, trial and error, and hands on play. Our math curriculum, *Engage NY*, will provide a sound foundation in math concepts to prepare children for a strong understanding of numerals, spatial awareness, shapes, quantities, and groupings.

The science curriculum STEMScopes provides exploratory hands-on learning that promotes inquiry and excitement as your preschooler engages in real-world scientific connections.

The whole child is our focus, therefore, our program provides daily gross motor and fine motor activities. Whether a child is playing on the playground, water table, sand table, playdough, thematic sensory exploration or working on their coloring and writing skills, each and every student has the opportunity for movement, experimentation, exploration, and discovery.

A. School Mass

Saint Francis of Assisi Catholic Pre-kindergarten students attend Mass weekly at 9 am (typically on Friday and on Holy Days of Obligation) beginning in the month of October. Parents are encouraged to attend. The expectations at Mass for students and parents:

- Walking in an orderly manner to prepare for Mass
- Display reverence as we pass the adoration Chapel and enter the church
- Be respectful, attentive, and active participants at Mass
- Leave the church in the same respectful manner

In order to maintain the learning experience of church doctrine, we ask the parents/guardians to sit behind the student body.

B. Report Cards

Students will be assessed on developmental milestones which are aligned with both the *Arizona Early Learning Standards* along with the benchmarks for the *Engage NY* curriculum. Items on the report card that are shaded are not in the zone of developmental mastery at that time and therefore, are not assessed. Report cards will be sent home quarterly. **A fee of $5 will be paid to the office for a lost report card and/or envelope.**

Marking Code	Significance
4	Student shows excellent behavior and mastery of the skills and concepts covered in this area.
3	Student shows appropriate behavior and growth toward mastery of the skills covered in this area.
2	Student does not show appropriate behavior or growth toward mastery of the skills covered in this area.
1	Student does not demonstrate an understanding of skill and needs additional time and support.

C. Conferences

All students and parents will be required to attend quarterly conferences. The conferences will address academic goals and benchmarks, along with developmental and emotional adjustments to the pre-kindergarten year. Conferences will also address any behavioral and/or academic concerns along with creating a plan of action to support the student. Parents can request a conference at any time throughout the school year.

E. Field Trips

Saint Francis of Assisi Catholic School Pre-kindergarten does not participate in field trips.

F. Transportation Policy

Saint Francis of Assisi Catholic School Pre-kindergarten does not transport children.

G. Daily Schedule

MONDAY- THURSDAY

Time	Task
7:30-7:45	Arrival/ Breakfast
7:45-7:55	Morning Work
8:00-8:20	Calendar Circle Time
8:20-8:40	Second Step
8:40-9:10	ELA
9:10-9:30	Outdoor Play
9:30-10:00	Math

10:00-10:30	Centers
10:30-11:00	Religion
11:00-11:20	Lunch
11:20-11:30	Pack-up/Half Day Dismissal
11:30-11:45	Bathroom/ Toothbrushing
11:45-1:15	Nap
1:15-1:30	Snack
1:30-1:50	Outdoor Play
1:50-2:20	Math Exploration
2:20-3:00	Science
3:00-3:10	Closing Circle Time
3:10-3:15	Pack -up/Dismissal

FRIDAY (August- October)

Time	**Task**
7:30- 8:00	Arrival/ Breakfast
8:00-8:20	Calendar Circle Time
8:20-8:40	Second Step
8:40-9:10	ELA
9:10-9:25	Snack
9:25-9:45	Outdoor Play
9:45-10:00	Bathroom/ Toothbrushing
10:00-10:30	Religion
10:30-11:00	Math
11:00-11:45	Centers
11:45-12:00	Closing Circle
12:00-12:05	Pack-up/Dismissal

FRIDAY (October- May)

Time	**Task**
7:30- 8:00	Arrival/ Breakfast
8:00-8:20	Calendar Circle Time
8:20-8:50	Second Step

8:50- 10:00	Mass
10:00- 10:15	Snack
10:15-10:30	Outdoor Play
10:30-11:00	Math
11:00-11:50	Centers
11:50-12:00	Closing Circle
12:00-12:05	Pack-up/ Dismissal

HEALTH AND SAFETY

A. Open Door Policy and Parent Involvement

Saint Francis of Assisi Catholic School pre-kindergarten has an open door policy for parents whose children are registered at Saint Francis of Assisi Catholic School pre-kindergarten and are welcome anytime. Upon arrival, all visitors who have met the child safety criteria as described by the Diocese of Tucson's Safe Environment policies (Section V. B.) must check in at the front office to obtain a pass. Visitors must check out at the office when leaving campus. Anyone without a pass will be asked to go to the office, check in, and get a pass.

Parents are welcome at any time to volunteer in their child's classroom.

B. Parties

Private Parties

Should parents plan a party for their child away from school, invitations must be distributed outside of the school premises.

Birthday Treats

Parents may bring treats for their child's class on their birthday. We are happy to celebrate your child's birth; we strongly encourage healthy treats. Contact the teacher a week in advance to make arrangements and the office to verify that the student count and any known food allergies. For continued safety, all treats need to be individually packaged. In order to maximize instructional time, treats will be passed out at lunch.

Classroom Parties

The pre-kindergarten class will participate in thematic parties throughout the year and parent involvement is encouraged.

C. Arrival and Dismissal Procedures

Parents will park in the west parking lot to walk their child to the classroom. Students will be welcomed to enter the classroom at 7:30 am. Breakfast will be made available to a student present before 8:00 am.

A parent/guardian/authorized caregiver must accompany the child to the room and sign the child in for the day. A signature must include the initial of the first name and full last name of the parent/guardian/caregiver per Arizona Code, R9-5-306.

Students will be dismissed at either 11:30 (half day) or 3:15 (full day) when the teacher opens the classroom door. Parent/guardian/authorized caregiver must sign the child out following the same signature requirements as sign in. If a child needs to be dismissed before the designated dismissal time, the parent/guardian/caregiver may enter the room to pick up the child and sign them out.

- If a child is not being picked up by a parent/guardian, written authorization needs to be provided stating the name of the authorized caregiver.
- The authorized caregiver MUST bring picture identification for verification before a child may be released.

Students in grades 1-8 who have pre-kindergarten siblings must line up on the west sidewalk near the pre-kindergarten classroom. Siblings in grades 1-8 MAY NOT sign in/out pre-kindergarten students.

Any student who is not picked up by 3:31, will be charged a fee of $5 for every 15 minutes up to 4:00.

Time	Charge
3:31- 3:45	$5
3:46- 4:00	+$5
Any time after the first 30 minutes, there will be a fee of $5 per minute.	
4:01	+$5
4:02	+$5

<u>Inclement Weather Pick-up</u>

A parent alert will be sent to parents regarding any inclement weather situations. Students will be picked up at the west parking lot (kindergarten gate). Pre-Kindergarten- 8th grade parents, please remain in your vehicles as students will be brought to you. Pre-kindergarten

will be signed out by pre-kindergarten staff and noted as an inclement weather pick-up. Students will not be allowed to be picked up at the front of the school building.

- All parents enter on the west entrance (closest to 8th Ave.) and loop alongside the rectory.
- The line will begin at the end of the sidewalk facing 18th Street.
- Student(s) will be loaded into the car by a staff member, then please exit onto 18th Street.

Thank you in advance for your patience and cooperation with following all pick-up and drop-off procedures for the safety of our children.

D. Illness

Any injuries or health concerns will be addressed and treated. For major injuries and health concerns, parents will be contacted.

In the absence of definite symptoms, the student may be treated and sent back to class. If s/he returns later with the same health concern, parents will be contacted. A few guidelines (See Center for Disease Control- http://www.cdc.gov/flu/school/guidance.htm) for sending a student home due to illness are:

- persistent fever (temperature higher than 100.4 degrees Fahrenheit when taken by mouth);
- severe sore throat that lasts more than 48 hours, especially when accompanied by a fever;
- a significant rash, particularly when other symptoms are present;
- large amounts of discolored nasal discharge;
- severe ear pain;
- an uncontrolled cough;
- vomiting;
- diarrhea;
- severe headache, especially with a fever; and
- pink eye.

When students are ill, only the office staff will call parents. The parent/guardian of the ill student must pick up their child within an hour of being notified.

The American Academy of Pediatrics, (http://www.aappublications.org/content/31/9/43.6) recommends that health office personnel advise parent/guardian to keep their child home when exhibiting the following symptoms:

- persistent fever (temperature higher than 100.4 degrees Fahrenheit when taken by mouth);
- severe sore throat that lasts more than 48 hours, especially when accompanied by a fever;
- a significant rash, particularly when other symptoms are present;
- large amounts of discolored nasal discharge;
- severe ear pain;

- an uncontrolled cough;
- vomiting;
- diarrhea;
- severe headache, especially with a fever; and
- pink eye.

Children may return to school after symptoms are gone for at least 24 hours. For fever, students may return when free of fever for 24 hours without the use of fever reducers such as acetaminophen.

If your child was sent home with an infectious illness, a doctor's note is required upon returning to school.

E. Emergency Procedures

In the event of a serious injury, if we cannot reach a parent/guardian/authorized caregiver, a staff member of Saint Francis of Assisi Catholic School pre-kindergarten will accompany the child in an emergency vehicle if necessary.

F. Medications

To ensure that medications are properly administered, the following guidelines will be followed:

- A Medication Authorization form must be signed and updated annually by both the student's primary health care provider and parent/guardian in order for medication to be administered at school. The Medication Authorization form applies to both prescription and nonprescription medications, to include sunscreen.
- The medication must be provided with a medication request with the child's first and last name, name of the medication, prescription number, dosage and instructions for administration, starting and ending dates of dosage periods, times and frequency of administration, reason for medication and the date of authorization.
- A parent/guardian must provide the school with **pharmacy-labeled containers** that hold the appropriate medication. When providing an Epinephrine Injection, Auto Injector kit, a full kit is required with two Epinephrine Auto Injectors.
- No more than one month's supply of medication may be kept for any student who receives medication on a regular basis.
- Only designated staff will dispense both prescription and nonprescription medications, to include injectables. In an emergency, an individual may give an injection to an enrolled child according to A.R.S. 32-1421 (A)(1) and 32-1631(2). The Saint Francis of Assisi Catholic School designated medication administrator will dispense medications to students while chaperoned by a pre-kindergarten classroom teacher.
- All unused prescription and nonprescription medications will be returned to a parent when the medication prescription date has expired or the medication is no longer being administered to the enrolled child or dispose of the medication if unable to locate the enrolled child's parent after the child's disenrollment.

MEALS

If a child has a peanut allergy, Saint Francis of Assisi Catholic School Pre-kindergarten will be a peanut-free environment.

Breakfast, snack, and lunch menus will follow the Arizona Department of Health's Table of Meal Pattern Requirements, R9-5-508.

- Breakfast will be made available to a student who is present before 8:00 am.
- It is mandatory that milk is served with lunch. (Provided by the preschool)
- Lunch is at 11:00 am.
-

Saint Francis of Assisi Catholic School offers the Lunch-n-Joy hot lunch program. The hot lunch menu will be sent out on a monthly basis. Orders must be paid through the FACTS family portal. Weekly order(s) need to be placed by the Friday prior to the week's order.

- $7 regular lunch
- $9 double portion lunch
- $10 special option lunch

- Lunch can be brought from home or purchased from Lunch-N-Joy, the school's hot lunch program. The hot lunch program is $7.00 an entrée, $9.00 for double orders, and $10.00 for a healthy entrée option. Weekly menus are available the week in advance and all lunches must be purchased through FACTS. Lunch orders are due the Friday prior to the lunch week. No late orders will be accepted. If your child forgets a lunch, a parent will be called to bring a lunch. If your child is absent and has ordered hot lunch, you will have the option to come and pick up the hot lunch during the scheduled lunch period. No refunds will be given. **Parents who have met the child safety criteria as described by the Diocese of Tucson's Safe Environment policies (Section V. B.) may eat with their children, but must first check in with the office.**
- Parents and guardians will be required to sign up for at least one snack day a month. Snack must be 2 of these 4 components:

Snack- Choose one option from two categories.**

Category	Options
Milk (fluid)	**½ cup per child** 1% or 2% in original container
Vegetable/Fruit	**½ cup 100% full strength juice** apple, orange, grape, cranberry, etc. in original container **½ cup of vegetables** carrots, cucumber, celery, broccoli, cauliflower, sugar snap peas, etc. **½ cup fruit** strawberries, apples, blueberries, watermelon, etc.
Bread or Bread Alternates (whole grain or	**½ slice of bread**

enriched)	**½ serving** cornbread, rolls, muffins, or biscuits **⅓ cup** cold, dry cereal **¼ cup** cooked cereal, pasta, noodle product, or cereal grain
Meat or Meat Alternates	**½ ounce** cooked lean meat, fish, or poultry **½ ounce** cheese **½ hard boiled egg** **⅛ cup** cooked dry beans or peas* **1 tablespoon** peanut butter, soy nut butter, or other nut or seed butters **½ ounce** peanuts, soy nuts, tree nuts, or seeds OR an equivalent quantity of any combination of the above meat/meat alternates **2 ounces** yogurt
*** In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.** **** Juice may not be served when milk is served as the only other component.**	

NAPS

All students in the full day pre-kindergarten program will nap or have a quiet rest time from 11:45 am until 1:15 pm. Our pre-kindergarten program furnishes a cot, sheet, and blanket for each child. Parents may provide an additional blanket and a pillow. Please label all items. All personal nap items will be sent home on Thursdays to be washed and returned to school the following Monday.

DISCIPLINE POLICY

Saint Francis of Assisi Catholic School's Pre-kindergarten mission, Student Learning Expectations, the Gospel Values, I Promise Prayer, and Circle of Grace help students grow into a well-rounded faithful Catholic. By following these expectations, our students will grow in the image and likeness of God and will learn to live these values in everything they do – both in and out of school.

Positive reinforcement and rewards are used in pre-kindergarten as part of the classroom management. The rewards system will include the whole class, small group, and individual.

Student of the Month awards are earned by students who practice the Gospel Values and the Student Learning Expectations. Every class will select a Student of the Month for each month of school. In the first quarter, the pre-kindergarten student of the month will be

recognized in class by receiving a certificate and t-shirt. In the second quarter, pre-kindergarten students will begin to receive the certificate and t-shirt during the school Mass on Friday.

"Paw Print" stickers are earned by students who follow schoolwide procedures and learning expectations. Paw Prints are stickers with a wildcat paw print along with the Student Learning Expectation that the student was following.

Gospel Values

Community
Committing to building a welcoming, strong, and loving community.
"For as in one body we have many parts, and all the parts do not have the same function, so we,though many, are one body in Christ and individually parts of one another." (Romans 12:4-5 New American Bible)

Servant Leadership
Leading and serving like Jesus.
"For the Son of Man did not come to be served but to serve and to give his life as a ransom for many." (Mark 10:45)

Respect
Respecting the life and dignity of myself and each person in thought, word *and action.*
"Give honor to all, love the community, fear God, honor the king." (1 Peter 2:17)

Gratitude
Being thankful for every gift and lesson I learn.
"Give thanks to the LORD for he is good, his mercy endures forever!" (Psalm 107:1)

Humility and Understanding
Seeking first to understand.
"Who among you is wise and understanding? Let him show his works by a good life in the humility that comes from wisdom." (James 3:13)

Wellness
Caring for and respecting the entire self – body, mind, heart and soul.
"Do you not know that you are the temple of God, and that the Spirit of God dwells in you?" (1 Corinthians 3:16)

Patience and Perseverance
Having courage *to push beyond my perceived limitations, the ability to keep fighting, and the strength to endure through the struggle.*
"Not only that, but we even boast of our afflictions, knowing that affliction produces endurance, and endurance, proven character, and proven character, hope." (Romans 5:3-4)

Diligence

Working with careful, and planned persistence.
"The plans of the diligent end in profit, but those of the hasty end in loss." (Proverbs 21:5)

Integrity
Acting and speaking with honesty and sincerity.
"Do to others as you would have them do to you." (Luke 6:31)

Student LEarning Expectations

A Faithful Catholic Who:
- Prays daily and takes an active part in the liturgical services
- Values the sacredness of life and creation
- Has a basic knowledge of Catholic teachings and values
- Makes moral decisions based on the teachings of Jesus

A Diligent Learner Who:
- Has a strong academic foundation
- Utilizes critical thinking skills
- Uses information resources appropriately, thoughtfully, and ethically
- Is actively engaged in his/her own learning
- Demonstrates strong independent study habits

An Active Community Member Who:
- Participates in community, parish, school, and family activities through service
- Takes responsibility for their actions and accepts consequences
- Resolves conflict peacefully and equitably applying Gospel values
- Responds to the needs of those less fortunate

A Globally Aware Citizen Who:
- Works toward peace and justice
- Exhibits an awareness of current events and their impact on society
- Actively cares for the environment
- Takes responsibility for his/her own actions

A Well-Rounded Individual Who:
- Understands and utilizes her/her own unique gifts and talents and appreciates the unique gifts and talents of others
- Values and exercises self respect and self discipline
- Utilizes technology and other resources competently to present ideas and information
- Appreciates achievement and strives to attain high standards

With constant communication, parent involvement, and patience, students will be successful in their day to day interactions. We assist children in helping them learn acceptable social interactions with peers and teachers.

The first weeks of school will greatly focus on our independence, classroom rules, and friendships. Our pre-kindergarteners will follow a color coded behavior system. Our goal is

for all students to be kind, courteous and friendly learners. This color system provides a visual reminder to each student to monitor their progress in this area in the most efficient way.

All students begin each day with their name on green. Those students who practice the Gospel Values and SLEs will move up the scale. A student will receive two warnings (whole group then individual) before they move down the chart. A daily behavior calendar will note your child's behavior for the day. A parent will be notified in the event that a student has earned orange or red anytime during the day. Please initial/sign and return any notes sent home back to the following school day. In the event of a disciplinary situation where redirection is unsuccessful, a child may sit in time out for no more than 3 minutes. In the event that the child is not ready to return, the child may stay in time out up to 10 minutes, however a staff member will provide interaction with that child during the 10 minute period. If behaviors continue and become routine, parents will be contacted for a team plan to be put in place consisting of the director, teacher, and parents. If it is determined that the student is not meeting the plan's behavioral expectations, a probation contract will be created and put in place. If the probation contract is not met by the student, the student will be withdrawn from Saint Francis of Assisi Catholic School.

Color	**Description**
Purple	Consistently Follows Behavior Expectations
Blue	Role Model
Green	Ready to Learn
Yellow	Warning
Orange	Timeout (2 minutes)
Red	Time Out (4 minutes) with Teacher Interaction

If a student is experiencing difficulty maintaining 80% for conduct (represented as green, blue, or purple conduct) on their Daily Behavior Log, a meeting will be held with the student, parents, teacher(s), and principal. The team will discuss individual behavioral goals and the implementation of a behavior intervention, Wildcat Report.

For a successful intervention, students are required to meet the 80% daily goal. If the goal is not met on a midterm basis, the team will meet to discuss a possibility of being placed on a behavioral probationary period. Any further action needed will be at the discretion of the principal and pastor.

Probation

- Probation refers to the supervision and evaluation of the student's conduct for a specified period, because of previous serious or continued misconduct or serious academic deficiency.
- Probation may be imposed in accordance with the rules established by the St. Francis of Assisi Catholic School.

- Probation should include an agreement in writing between or among the student, parents/guardians, and school administration addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of probation. The agreement, signed by all concerned parties, should be given to the parents/guardians and a copy should be kept on file in the student's cumulative record.
- Subject to compliance with the terms of probation agreement, the probation should not exceed two semesters.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

*At no time does Saint Francis of Assisi Catholic School Pre-kindergarten use corporal punishment.

GENERAL POLICIES

A. Communication

Parent boards are located in your child's classroom and have postings of a weekly menu, lesson plans as well as information regarding our license, staff, and emergency plan. In addition to our parent board, a weekly newsletter will go home with your child for an overview of the week ahead. Each student will be given a daily folder with a communication log. This log is to be used as home and school correspondence, as needed. Parents will also receive communication via Renweb from both teachers and office staff. Communication from the director/principal goes out on the last week of the month via the "Brown Envelope" link located on the homepage of the Saint Francis of Assisi Catholic School website. Parents should correspond via email to office staff or via daily folders and/or email with teachers.

B. Pesticide Application

In the event that Saint Francis of Assisi Catholic School pre-kindergarten, parochial school, and/or church building(s) is being treated with pesticides, written notice will be posted at all entrances of each building 48 hours in advance.

C. Insurance

Saint Francis of Assisi Catholic School Pre-kindergarten carries a $1,000,000 insurance policy.

D. Handbook Regulations

By registering your child at Saint Francis of Assisi Catholic School Pre-kindergarten, you agree to abide by the Parent and Student Handbook in its entirety. Parents/guardians are required to sign a form indicating they have read and understood its contents. The director is the final recourse and reserves the right to amend the handbook. Parents/guardians will be given prompt notice of any handbook changes.

E. Title IX Compliance

Saint Francis of Assisi Catholic School Pre-kindergarten is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of gender, race or national origin, be excluded from participation in, be denied the benefits of, not to be subject to discrimination under any education programs or activities, nor shall there be discrimination by gender, race, or national origin in the employment of personnel.

UNIFORM POLICY

Saint Francis of Assisi Catholic School Pre-kindergarten will follow a dress code similar to that of kindergarten through eighth-grade. Uniforms are required and must be in their full uniform by the time they enter school grounds until they are picked up at the end of the school day. Uniforms should be clean, pressed, labeled and appropriate in size and length. Polos, cardigans, and sweatshirts must have the Saint Francis Catholic School logo.

Refer to general uniform guidelines and general dress code for further specifications.

A. Uniform Purchases

Uniforms should be purchased from:

- Desy's Alterations and School Uniforms located at 3970 W. 24th St, Yuma, AZ 85364 (928-783-1880)
- Lands' End- use Preferred School Number **900199027**

B. Pre-kindergarten Girls

- White or navy cotton/DRI-FIT polo OR
- Current school year spirit t-shirt (BBQ, Catholic Schools Week, Student of the Month) may be worn on Monday and/or Wednesday
- Navy cardigan OR
- Navy crew neck sweatshirt (no booster club hoodie can be worn in the classroom)
- Navy scooter (scooters may be no shorter than three inches when kneeling and no undergarments exposed) OR
- Navy twill or canvas pants
- Solid, plain black or white socks or white tights
- Tennis shoes preferred (No Heelys, light up, or high heeled tennis shoes)

*Refer to general uniform guidelines and general dress code for further specifications.

Friday Mass Dress February– May

- White or navy cotton/DRI-FIT polo
- Navy cardigan
- Navy scooter
- Solid, plain black or white socks or white tights
- Tennis shoes preferred (No Heelys, light up, or high heeled tennis shoes)

*Refer to general uniform guidelines and general dress code for further specifications.

C. Pre-kindergarten Boys

- White or navy cotton/DRI-FIT polo OR
- Current school year spirit t-shirt (BBQ, Catholic Schools Week, Student of the Month) may be worn on Monday and/or Wednesday
- Navy cardigan OR
- Navy crew neck sweatshirt (no booster club hoodie can be worn in the classroom)
- Navy twill or canvas shorts OR
- Navy twill or canvas pants
- Solid, plain black or white socks
- Tennis shoes preferred (No Heelys or light up tennis shoes)

*Refer to general uniform guidelines and general dress code for further specifications.

Friday Mass Dress February– May

- White or navy cotton/DRI-FIT polo
- Navy cardigan
- Navy twill or canvas pants
- Solid, plain black or white socks
- Tennis shoes preferred (No Heelys, light up, or high heeled tennis shoes)

*Refer to general uniform guidelines and general dress code for further specifications.

D. General Uniform Guidelines

- Polos, cardigans, and sweatshirts, must have the Saint Francis Catholic School logo with hunter green and golden yellow colors
- Current school year spirit t-shirt (BBQ, Catholic Schools Week, Student of the Month) may be worn on Monday and/or Wednesday
- All uniform shirts are to be worn tucked in (with the exception of recess)
- Polos may be short or long sleeve
- No capped sleeves or Peter Pan collars
- Only plain white undergarments under uniform shirts and blouses
- Turtlenecks or long sleeve shirts may not be worn under uniform tops
- Shorts may be no shorter than three inches when kneeling
- Skirts, skorts, and jumpers must be knee-length (knee-length of clothing is defined as reaching to the knees)
- No hoods, drawstrings, or zippers on cardigans and/or sweatshirts in the classroom
- Shorts, scooters, and pants may not be denim, jean, or cargo
- No light up shoes, sandals, open-toed, backless shoes, or Crocs
- No boots or lace-up Converse boots
- Shoes must have no more than a 1-inch sole or heel

E. General Dress Code

- Students should practice personal hygiene
- Boys' hair should be clean, trimmed above the ears, eyebrow, and shirt collar and out of the eyes (No razor designs, pony tails, buns, or top knots)
- Girls' hair should be clean and out of the eyes
- Reasonable accommodations for cultural practices will be made by the principal on an individual basis

- Hair accessories of any color may be worn M-Th except novelty headbands (cat ears, unicorn, etc.)
- Hair coloring must appear natural
- Marking on body is not permitted (henna and temporary tattoos are not permitted)
- No makeup or lip gloss
- No nail polish (dip power, shellac, gel, polygel, gel polish, matte, or holographic)
- No artificial nails
- Girls may wear earrings no larger than one inch in dimension
- No ear bars
- Boys may not wear earrings
- Appropriate jewelry includes a watch, bracelet, or necklace on a small chain or cord
- Jewelry that is distracting to student or class will be addressed by the teacher
- Saint Francis of Assisi Catholic School is not liable for lost, stolen, or damaged jewelry
- Hats or sunglasses may not be worn inside the school building

G. Spirit Dress Code

Spirit dress is worn on designated days. In order for your child to participate in the designated spirit days, the fee must be paid by the due date.

- Shorts may be no shorter than three inches when kneeling
- Skirts, skorts, and jumpers must be knee length
- Appropriately fitting jeans without holes, rips, or tears that expose skin
- Shirts containing images and slogans must be appropriate
- No spandex gym shorts, work out pants, or leggings
- Boys must have sleeves on their shirts
- Tank top straps must be at least two inches and no undergarments showing
- No spaghetti strap, racerback, mid-drift, or low-cut tops
- No sandals, backless shoes, flip-flops, mules, or Crocs

ELECTRONIC DEVICES

Electronic devices (cell phones, smartwatches, tablets, leap pads, iPods) are not allowed to be used at school. In the event an electronic device is brought to school, the device must be powered off and turned into the teacher at the beginning of the day and will be returned at the end of the day.

PARENT ORGANIZATIONS

A. School Advisory Council

Saint Francis of Assisi Catholic School's Advisory Council is an advisory board composed of the principal, clergy of Saint Francis of Assisi Catholic Parish, and appointed representatives from the school and parish community. To be a member of the commission one must have children in the school, are alumni of the school, or are parishioners with a devoted interest toward the continuing growth of the school.

Advisory Council Nature and Function

This advisory council is a body for advising on policies, regulations, and rules in all operational aspects of the Parish School at St. Francis of Assisi Parish in Yuma, Arizona in adherence with the intent and spirit of the policies laid down by the appropriate Diocesan councils.

The establishment of policy is accomplished through the activity of the council. The council is composed of the administrative team (Pastor and Principal) and the members. When the council meets (Administrative Team and Members) and agrees on a policy matter, the decision is effective and binding on all as long as the local policy is not in conflict with Diocesan policy.

Governance is divided into two parts, policy, and administrations. The council's responsibilities are in advising on policy matters. The council is not responsible for administration or details of administration. Administration is the responsibility of the administrative team (Pastor & Principal).

The advisory council is consultative in the following sense: The members cannot act apart from the administration team and cannot make decisions binding for the Parish educational program without the approval of the administration team.

B. Home and School Association

Home and School Association is an organization through which parents/guardians can exercise their roles as partners with the school in the education of their children. Every family is a member of the Home and School Association. The Home and School Association consists of six elected parents to serve for two years as St. Francis Home and School officers. At Home and School meetings parents/guardians become more informed about various areas of education involving their children.

Home and School assists Saint Francis of Assisi Catholic School through service functions such as classroom help, library help, office help, room parents, health screening, special lunches, school picnics, preparation for special receptions and celebrations, field/fun days, etc.

Home and School is a great financial help to the school. The major fundraising activities are the Annual Fall Barbecue, Benefit for Children Dinner/Dance, and the annual Walk-A-Thon. Each family's participation is important for the successful operation of Saint Francis of Assisi Catholic School.

Required dues for each family at the commencement of the school year will be for:

- $10 membership fee
- 10 tickets for $15 each ($150 total) for Annual Fall BBQ
- One couple's ticket for $250 to the Benefit for the Children Dinner/Dance
- $15 Walk-a-Thon pledge per student or $25 per family

All Home and School Association fees are collected through FACTS Family Portal on orientation day and are non-refundable.

C. Dads' Club

Dads' Club is an organization in which the fathers, grandfathers, uncles and friends of our Dads' Club is an organization in which the fathers, grandfathers, uncles and friends of our students exercise their role as partners with the school in the education of their children. Women may also be involved and attend meetings or support the activities. Every family is a member of the Dads' Club. The Dads' Club meets once a month. They have elected officers that serve for two years.

The Dads' Club is a great benefit to the school, not only through the presence of dads at school functions, but in raising money and working to make improvements to the school grounds.

Each family is required to help with one fundraiser. Their fundraisers include but are not limited to a poker tournament.

- $10 membership fee

All Dads' Club fees are collected through FACTS Family Portal on orientation day and are non-refundable.

Saint Francis of Assisi Catholic School
700 West 18th Street
Yuma, AZ 85364
Phone: 928-782-1539
Fax: 928-783-0403
E-mail: vlopez@stfrancisyuma.com

Parent/Guardian/Student Handbook Agreement

The school administration reserves the sole right to amend or waive any of the included policies. Common sense, order, safety, and charity are the rationale behind these guidelines and policies, which are in compliance with Diocese of Tucson policies. Saint Francis of Assisi Catholic School Handbook is designed to help provide an environment that enhances spirituality and respect for God's creations, academic excellence, and personal responsibility. Thank you for your support in upholding the policies and regulations in Saint Francis of Assisi Catholic School's Handbook.

THE STUDENT/PARENT HANDBOOK REMAINS IN FORCE IN THE SCHOOL FOR EACH STUDENT, EVEN WITHOUT STUDENT AND PARENT SIGNATURES.

My parents/guardians and I have read and discussed Saint Francis of Assisi Catholic School Handbook. I agree to cooperate with all the rules and regulations of Saint Francis of Assisi Catholic School.

Student Signature Grade

Student Signature Grade

Student Signature Grade

Student Signature Grade

We have read the Saint Francis of Assisi Catholic School Handbook. As parents/guardians, we accept the full responsibility to see that our child/ren cooperate with the rules and regulations of the school and personally uphold the school's rules and regulations.

Print Family Name

Mother/Guardian Signature Date

Father/Guardian Signature Date

The Parent/Guardian/Student Handbook Agreement must be returned by Friday, August, 22, 2025.