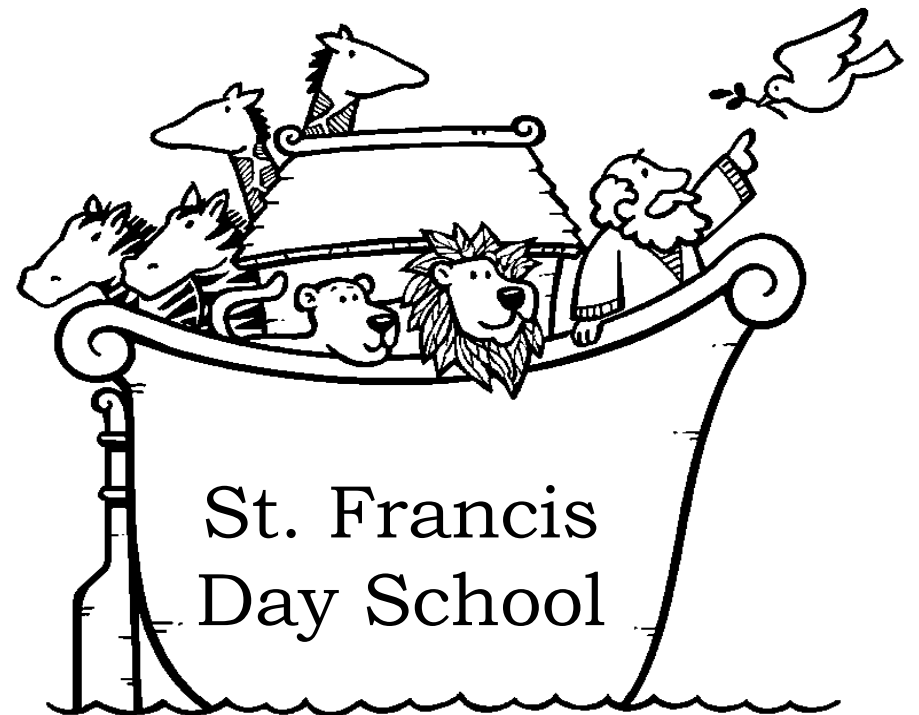


**Saint Francis Episcopal Church
Day School**

395 North Main Street
Rutherfordton, NC 28139
Phone: 287-3888 Ext. 3



A Prayer for the Care of Children
From the Book of Common Prayer (p. 829)

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ. Amen.

*Train children in the right way, and when old,
they will not stray. Proverbs 22:6*

CONTACT STAFF

Day School Committee Chairperson
Kathryn McGowan - 429-2674

Director/Teacher 4/5 year old class:
Sherry Clubb - 287-5746 (H)
429-0109 (C)

Teacher 3 year old class:
Sarah Thomas - 980-5392

Teacher Assistant:
Christy Caldwell
Angela Pinder

School Volunteer
Brookelyn Lail

Rector of St. Francis
Fr. Gary Coffey - 287-3888 ext. 2

EMERGENCY ACTION PLAN: There is an Emergency Action Plan posted at the doors of the Day School in each classroom (fire evacuations, severe weather, and medical emergencies). **To ensure the safety of our children, the doors of the Day School building are locked during schools hours.**

Ways Parents Can Help

- ◆ Help the child to anticipate happy experiences in relation to Day School.
- ◆ Be interested in what the child brings home or want to tell you. Show an interest in his/her accomplishments.
- ◆ Feel free to confer with the teacher about anything concerning the child. Report any upsetting experiences that will help the teacher to better understand the child's actions at school.
- ◆ Encourage your child to do things for himself/herself, allowing him/her plenty of time. Teach your child to put on, take off, hang up his/her wraps and to put away his/her toys; do each regularly and properly, to establish regular toilet and sleeping habits. See that he/she gets plenty of sleep.
- ◆ Dress your child comfortably in play clothes. Mark personal items with his/her name.

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Welcome!

Mission Statement:

St. Francis Day School provides religious oriented preschool services to the church family and the St. Francis Episcopal Church community.

What is a Day School?

Day School is a place where children grow and learn according to their own needs and abilities under the guidance of skilled and devoted teachers. It is a school whose program and environment are primarily suited to the educational needs of pre-school age children.

The Day School provides a balanced program of work and play which include: creative activities, small and large group experiences, listening to and sharing stories, music, indoor and outdoor play, and health and safety education.

The Day School gives basic training in general knowledge, so that the child will be better prepared for his or her upcoming school year.

CLOTHING: We will be using paints, markers, scissors, play dough, and glue. Please send your child in play clothes and shoes for inside activities and outside play. It is also a good idea to have a change of clothes at the school for accidents.

MESSAGES: Verbal messages brought by children cannot be accepted by the teachers. Please send a written note each time.

THINGS TO BRING TO DAY SCHOOL: The Day School furnishes a sufficient number of toys for each child. The children may bring one thing for “show and tell” on Friday’s, but the object must be kept in the cubby until the proper time. Children may bring books and movies to share.

SHARE A SNACK DAY: A snack schedule will be created for parents to provide healthy snacks once a week. The Day School will provide snack the rest of the week.

LUNCH: Please provide your child with a bag lunch. Day school will provide juice if needed.

PARTIES: We will schedule a parents group for the following parties: Halloween, Christmas, Valentine’s Day, Easter and end of the school year.

REASONS TO KEEP CHILD HOME: Keep the child home on days when he/she shows any of the following symptoms: sore throat, runny nose, cough, rash, headache, fever, or if you suspect your child has been exposed to head lice.

MEDICATION: Absolutely no medicine will be administered by teachers to students. Any medication needed must be administered by the parent.

PICK-UP POLICY: Anyone picking up a child from the Day School who is not recognized by the teacher must present a driver license for identification and they must be listed as an approved pick-up person on the child's application. There will be a list of approved pick-up persons hanging by the door for quick identification.

MONTHLY SCHEDULE: A monthly calendar will be given to parents with upcoming studies, activities and announcements. These activities may change due to lack of time.

DATES AND HOLIDAYS: We observe the same days as the public schools.

WEATHER CLOSING: We observe the same snow days as the public schools. However, if there is a (1) hour delay, we will meet at 9:30 am. If there is a (2) hour delay, we will meet at 10:00 am.

COMMUNICATION: We have set up a St. Francis Parent Facebook page titled St. Francis Parents and also a St. Francis Day School page for those who like to communicate through social media. We also can communicate via text message or phone calls after school hours. During school hours, please call 828-287-3888 ext. 3.

OTHER CLOSING: Rare events, such as funerals and other special church events, may require changes to the Day School schedule. These events, made at the special request of the rector of St. Francis Church, will be relayed to the parents as soon as possible.

PARENTS: Private conferences with parents may be scheduled at any time by appointment with the teacher. If you would like to volunteer please talk with the teacher about an appropriate time to come and help.

General Objectives

1. To provide a happy Christian environment in which your child may grow socially, physically, mentally, general knowledge, spiritually and emotionally.
2. To provide opportunities for church, school and home to work together in meeting the needs of your child.
3. To help bridge the gap between home and school, and to achieve readiness for public school.
4. To provide opportunities for self-expression, investigation, experimentation and participation in small and large group activities.
5. To provide satisfying experiences in learning, achieving and building self-confidence.

SPECIFIC OBJECTIVES:

Socially

1. To grow in ability to work and play successfully with others.
2. To develop an attitude of kindness, courtesy, cooperation and helpfulness with others.
3. To accept appropriate individual and social responsibility.

Physically

1. To develop muscular coordination and control such as:
Hold pencil correctly
Cut with scissors
Balance and hop on one foot
Snap, button and zip pants
Color within the lines
2. To establish desirable health habits.
3. To know and follow simple rules of safety.

Mentally

1. To do independent thinking and to accept the results of his/her decisions.
2. To broaden his/her range of interests.
3. To grow in the ability to concentrate
4. To be able to initiate and follow through a simple plan of work.

General Knowledge

This includes:

- ◆ Know basic colors
- ◆ Count objects 1 to 10 and/or 1 to 20
- ◆ Recognize numbers 1 to 10 and/or 1 to 20
- ◆ Name and draw basic shapes
- ◆ Recognize name
- ◆ Recite and recognize letters of the alphabet
- ◆ Answer some questions about a book that was read to them
- ◆ Follow two-step directions
- ◆ Match up letter in their name
- ◆ Beginning to write their name

Spiritually

1. To grow in his/her knowledge of God; to find ways of expressing his/her love to God.
2. To think about the church as a special place to learn about God and Jesus.

Emotionally

1. To meet new situations with a reasonable amount of stability.
2. To learn acceptable ways of expressing emotions.

GENERAL INFORMATION

TUITION: There are two programs at the Day School, one which meets three days a week (M/W/F) from 9:00 am to 1:00 pm and one which meets five days a week (M/TU/W/TH/F) the same hours. The tuition for the three day program is \$140 a month and \$200 for the five day program. You will need to provide lunch for your child as both programs include Lunch Buddies.

Payment is due the **first day of each month**. Returned check fee will be \$30. Tuition will not be refunded for temporary illnesses or absences. Please make checks payable to: St. Francis Day School. A non-refundable fee of \$20 will be charged at the time of registration.

CHILD ADJUSTMENT: At the beginning of every school year, we realize some children need some time to adjust to being away from their parents for the first time. It is always the best practice to drop your child off the first day and let them begin the adjustment process. However, if you feel your child needs additional adjustment time, we allow parents one week to come in and help with the adjustment. After one week, a conference with the director will be necessary for additional time.

SCHOOL HOURS: The Day School is in session from 9:00 am-1:00 pm. Please do not bring your child earlier than 8:55 a.m. and pick him/her up promptly by 1:00 pm. Please contact us if there will be a change in who will pick up your child or if you are running late.

DROP OFF/DISMISSIAL: We ask that you pull around and drop your child off in order to cut down on congestion in the parking lot and to avoid blocking 221. In the mornings pull up parallel to the door for drop off. A teacher will come out to meet you. This will apply to pick up time as well. Once the teacher has placed your child in the car, please pull up and around to buckle your child's safety seat.