

St. Francis Xavier  
Preschool and  
Aftercare

Handbook  
2022/2023

4715 N. Central Ave.  
Phoenix, AZ  
602-266-5364



## **Mission**

St. Francis Xavier School, a faith community grounded on Jesuit principles of education, cultivates excellence in mind, body and spirit. The ultimate goal is to send forth our children to be “Kids for Others.”

## **Statement of Rights**

St. Francis Xavier School reserves the right to change, modify, delete, or alter any of the policies and practices contained in this handbook without advanced notice. However, parents will be given prompt notification if changes are made.

## **Licensure**

St. Francis Xavier Catholic Preschool is licensed and regulated by the Arizona Department of Health Services, License # CDC15670. Annual inspections are conducted and reports are available for viewing upon request.

Arizona Department of Health Services

150 N. 18th Ave. Suite 400

Phoenix, Az 85007-3244, 602-364-2539

## **Insurance Coverage**

St. Francis Xavier Catholic Preschool is insured by the Catholic Mutual Relief, Society of America, 10843 Old Mill Rd, Omaha, NE 68154.

## **Pesticide Application**

Prior notice of pesticide application will be posted 72 hours in advance. Generally pesticide application happens over a holiday weekend.

## **Preschool Tuition & Fees/Enrollment & Disenrollment Procedures**

Enrollment is based on a first come first serve basis, with preference being given to returning families, school families and parish families. Upon enrollment, each preschool family must pay a \$100 Registration Fee which is non-refundable Standard tuition rate for active in-parish families is payable in 11 month installments. Current tuition rates can be found on our school website

[school.sfxphx.org](http://school.sfxphx.org). Tuition and other incidental fees are paid through FACTS Tuition Management. Tuition payments are scheduled from July through May. Tuition is for the academic year. Should a circumstance occur which causes a student to withdraw from SFX, tuition will be prorated by month of attendance and a partial refund will be issued only if the opening can be filled.

## Available Programs

Preschool 3's: Must be three years of age and completely toilet trained by June 1st. We offer a two day a week option (Tuesday and Thursday), three day a week option (Monday, Wednesday, Friday) and full week option (Monday-Friday).

Preschool 4's: Students must be 4 years old by September 1st. This is an academic program to develop readiness skills needed for kindergarten.

Preschool 5's: Designed for older four year olds and young five year olds. This is an academic program to develop readiness skills needed for kindergarten.

## Faculty, Staff, and Administration

Principal	Ryan Watson
Preschool Director	Chris Sheedy
PS-C (5 year olds)	Chris Sheedy Ilda xhavo
PS-B (4 year olds)	Staci Drake Sarah Schafer
PS-A (3 year olds)	Sherri Johnson Brizany Trevizo
School Nurse	Mrs. Susan Kaiser/Mrs. Barbara Combs
AfterCare	Brizany Trevizo -LEAD Ilda Xhavo Danielle Leon Katie Haenel Erika Zanotti

## Hours of Operation for Preschool

7:50 am – 2:50 pm Monday through Thursday

7:50 am – 12:50 pm Fridays

## **Scrip Program**

The SCRIP program is one of the major fundraisers at St. Francis Xavier School. Each family is obligated to provide \$250 to the school through the profits generated from SCRIP purchases. Once the \$250 profit obligation is met, families may start generating tuition rebates. Please be aware that buying \$250 in SCRIP is not the same as earning your \$250 profit. The program begins March 1st of the current school year and runs through February 28th of the school year.

## **Communication**

Daily folders will be sent home with students. In these folders, there will be communication from the school and classroom.

In addition to the folders teachers will send out a weekly newsletter.

Parents will have the opportunity to conference with their child's teachers once a year. Should you need to speak with the preschool staff about questions or concerns outside of these scheduled conference days, please make an appointment.

## **Curriculum**

Curriculum is defined by the Diocesan Schools Office Early Childhood Standards/Curriculums and by the State of Arizona. Our classrooms are designed to promote learning through personal interest and exploration. Our curriculum provides opportunities for continuing age and developmentally appropriate instruction that view learning on a continuum.

Religion: "Stories of God's Love" is a religious readiness program that helps young children take their first steps on their journey of faith. Students also visit the Atrium weekly where they will learn about Jesus through independent activities.

Language: reading readiness skills, verbal communication, expanding vocabulary, pre-writing. Our 4 year old and 5 year old programs introduce a letter a week with emphasis on letter recognition and sound association and reading readiness.

Math: Our 3 year old program uses "Math Their Way". This program stresses the use of math concepts in a child's everyday life and is mostly manipulative materials. Our 4 and 5 year old programs use concepts from "Math Their Way", Eureka Math and thematic math lessons. Eureka Math is a curriculum presenting math in a logical progression from PK to 12th grade. Students will gain a strong sense of numbers through the use of manipulatives.

Science: weather, seasons, space, plants & seeds, animals (living & prehistoric), living vs. non-living, care of environment, the 5 senses, the human body

Art: children create and experience art using different media

Social Studies: Self, family, community, holiday, presidents, cultures around the world. We also use the Sanford "Harmony" program. This program is designed to make a difference in how students think about and treat each other. By promoting positive relationships between students, this

program promotes respect and understanding of differences among all children. The ultimate goal is to improve student cooperation, empathy and mutual respect as well as foster greater inclusion and connectedness.

## Dress Code

All students must wear a St. Francis Xavier Preschool uniform daily.

Girls:

- Khaki shorts, skirt, pants
- Preschool t-shirt
- Small earrings are fine (no hoops).
- Fingernail polish is not allowed.
- Hair should be neat, clean, and well groomed.
- Athletic shoes with either laces or Velcro (NO slip on shoes or light up shoes), sandals are not permitted.
- Socks: plain white, grey, black or navy
- Outerwear: sweatshirts, fleece jacket, or sweater with St. Francis Xavier logo

Boys:

- Khaki shorts or pants
- Preschool t-shirt
- NO earrings of any kind.
- Hair should be neat and clean. Hair must be conservative in style, short above the eyes and collar of the t-shirt.
- Athletic shoes with either laces or Velcro (NO slip on shoes or light up shoes), sandals are not permitted.
- Socks: plain white, gray, black or navy
- Outerwear: sweatshirts, fleece jacket, or sweater with St. Francis Xavier logo

Free Dress Days:

- Jeans, slacks, shorts, Capri pants and dresses must be clean and with no holes.
- All shorts and dresses must conform to uniform length.
- No biker shorts, cut-offs/frayed edge clothing, clothing with inappropriate slogans, tank tops, midriff shirts, spaghetti strap tops, tube tops, and no sandals. **Athletic shoes are to be worn always.**

School spirit shirts may be worn on Fridays.

## Toys/Items from Home

We ask the students to refrain from bringing toys or other items to school. These items might get misplaced or broken and feelings get hurt.

We may offer times when students are allowed to bring in items for either 'show and tell' or for a special event. This will be communicated to parents in advance.

## **Snack/Lunches**

Each student is asked to bring a morning snack and a healthy lunch. Due to our Wellness Policy, please DO NOT send candy for snacks or lunches. Please DO NOT send or bring in 'fast food' lunches for your child. Lunches cannot be refrigerated or heated up in a microwave. Due to severe peanut and tree nut allergies, please DO NOT send items containing peanuts or tree nuts (ie: almonds, walnuts) in your child's snack or lunch.

Lunches may also be purchased from our hot lunch vendor. Please see our school website for more information on the hot lunch program [www.sfxphx.org/school](http://www.sfxphx.org/school).

## **Birthdays**

Students may celebrate their birthday at school by wearing free dress for that day. Because of the Wellness Policy, students are not allowed to bring class treats to pass out at school.

## **Field Trips**

We will ask each family to sign a permission slip at the beginning of the school year for any off campus field trip and all on-campus field trips (ie. attending Atrium, St. Francis Xavier Church, Brophy Chapel, Xavier College Prep, school gym or athletic fields, Library, school courtyard and etc. )

## **Transportation**

Transportation is not provided by the preschool.

## **Emergency Procedures**

All students will be participating in practice fire drills and lock-down drills on a regular basis. In case of actual school or classroom emergencies parents will be notified by school staff.

## **Illnesses Policy**

The purpose of our illness policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all our children.

We reserve the right to send home any student who shows signs of illness at school. A parent or designated person must pick up the ill child within one hour of notification. Once a child has been dismissed due to illness the child may not return to school the same day.

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent

home if they have any specific symptoms as listed below. In addition, a child **must be free** of all of these symptoms for **at least 24 hours** before he/she can return to school. These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24 hours
- Diarrhea within the previous 24 hour period (including recurring episodes of diarrhea at school)
- A constant cough or sore throat
- A heavy nasal discharge indicative of infection
- Head lice
- Symptoms of a communicable disease

## Medication

Any medication including Tylenol, cough drops, Tums, etc. must be supplied in the original container with the student's name on the label if you want it available for your child.

All medication must be given to the school nurse first thing in the morning with instructions.

## Sun Safety Policy

At St. Francis Xavier Preschool we are committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun-safe. We adhere to the following precautions for all outdoor activities:

- Encourage parents to apply sunscreen before sending children to school and provide a hat and sunglasses if needed.
- Provide shade during outdoor activities.
- Limit outdoor activities between the hours of 10 a.m. and 4 p.m., when the UV rays are at the highest level.
- Regularly check the UV Index for the intensity of the sun's rays and plan for outdoor activities accordingly.

## Emergency Card/Immunizations

A child will not be admitted unless an emergency card (EIIR) is on file. Parents are asked to call the Director's office immediately if an address or telephone number on the emergency card changes.

All immunization records must be on file prior to the child attending school.

## **Absences/Tardy**

Please notify your child's teacher and the school nurse if your child will be absent. Please specify the reason for the absence and the expected duration.

If your child arrives after 8:05 am, please enter campus through the front office.

## **Drop Off/Pick Up of Preschool Students**

All preschool students must be signed in and out each day. An ADULT must accompany the student to his/her classroom in the morning and sign them in. Likewise, an ADULT must pick up the student from the classroom at the end of the school day and sign them out. If a student is to attend childcare, the preschool staff will accompany them to childcare.

## **Parent Responsibilities**

1. To nourish their child's faith life.
2. To help their child succeed in school.
3. To promote personal responsibility in their child.
4. To support and respect administration, faculty, staff, and the guidelines set forth in the handbook.
5. To become involved in their child's education.
6. To be supportive of decisions made by the administration, intervention team, and teachers concerning student's behavior and academic performance.

## **Parent Participation**

There are various opportunities for parents to volunteer throughout the school year. During the school day, please sign-in at the front office prior to entering the preschool campus.

Each family is asked to participate in a minimum of 30 hours of service to the St. Francis Xavier community. Many opportunities are available.

## **Classroom/Campus Visitation and Volunteering**

All parents/visitors visiting the classroom must be checked in through the front office and receive a visitor pass. All school and classroom volunteers must be Safe Environment certified. Due to Diocesan policy, only children enrolled in the school will be allowed to stay in the classroom. Parents have access to the school facility at all times where their child is receiving child care services.



## Safe Environment

All schools in the Diocese of Phoenix are required to train staff and parents who volunteer in Safe Environment training. You must complete this requirement before volunteering on campus in any capacity. Date, time and location of training will be communicated at the beginning of the school year.

## Discipline Policy

St. Francis Xavier Preschool uses the “Discipline with Purpose” or DWP program. This program uses a system of helping students become self-disciplined. Students are taught basic skills in Listening, Following Instructions, Asking Questions, Sharing, and Exhibiting Social Skills.

We believe that when the curriculum is exciting, the environment stimulating and the structure organized; there is usually little need for disciplinary action. However, some intervention may be needed in order for a child to obtain maximum benefit from the program.

A behavior chart and log are used as tools to communicate with parents a child’s daily behavior. The goal is a green colored day. Yellow indicates misbehavior or not following DWP skills. Red indicates misbehavior, not following DWP skills and disruption to the learning environment. Once a child knows the expectations and consequences, he or she is free to grow academically and spiritually. Teachers will alert parents to any behavior issues as necessary.

In the event of continued aggressive behavior on a particular day, you may be asked to pick up your child from school and keep them home for the remainder of the day. The school reserves the right to ask parents to withdraw children who continue to misbehave and disrupt the learning environment after the above behavior management techniques have been applied consistently.

## Potty Training Policy

In the best interest of the children, the preschool has adopted a policy regarding bathroom accidents and children being fully potty trained. Students must be **fully** potty trained to attend St. Francis Xavier Preschool. Fully potty trained means not having consistent accidents.

Children become frustrated and challenged with usage of the bathroom. Sometimes the children are just not emotionally or physically mature in regards to the bathroom. With the implementation of this policy the preschool staff wants to alleviate bathroom accidents and have outlined the following expectations:

### Expectations of the Child

- The ability to tell a teacher when they need to use the bathroom.
- The ability to pull their underwear and other clothing up and down when using the bathroom.
- The ability to wipe themselves.
- The ability to tell a teacher when they have an accident.

The preschool expects the parent’s cooperation with their child’s bathroom readiness. Pull-ups are

not allowed at the preschool.

In the event of a student having 4 or more accidents within a 30 day period, an action plan will be implemented that will include a time period for the child to stay at home to work on bathroom usage. If a child continues to have consistent accidents after the action plan has been implemented, they may be withdrawn from the program.

## **Right to Amend**

St. Francis Xavier Preschool retains the right to amend this handbook at any time.

## **St. Francis Xavier Preschool Statement of Understanding**

The directives noted within are such that they will insure a positive, healthy environment where educational growth can occur with freedom and order. For this reason parents or guardian are required to read and verify in writing “that they have read and agree to adhere to the policies and regulations herein” (Diocesan Handbook 4.01C). This handbook serves as a contract between St. Francis Xavier Preschool and the community. The administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire St. Francis Xavier Community.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

- Add CST info / students who struggle

## After Care Program Fees / Enrollment Procedures

There is an annual \$35.00 registration fee and monthly billing will automatically be applied to your FACTS account. Pricing and Billing is done as follows:

**Pre-registered Families:** The first hour is billed as a full hour at \$10.00/hr. and then \$5.00/half hour thereafter.

**Drop-in Rates:** If your child is not registered to attend Aftercare that day, the hourly fee remains the same, however you will also be charged an additional \$10 fee per child each time they attend unregistered.

**Refunds:** We do not offer refunds for aftercare.

**Late Pick-Up Fees:** SFX staff members have evening responsibilities and are not expected to remain past 5:30 PM( Monday thru Thursday) and 5:00 PM ( Fridays), although no child will ever be left unattended. A fee of \$10 will be assessed for each five (5) minute increment, or portion thereof, after 5:00 PM a parent is late (e.g., 5:01 arrival = \$10 fee: 5:06 arrival = \$20 fee). If a child has not been picked up by 5:30 PM( Monday thru Thursday) and 5:00 PM ( Fridays)and attempts to contact parents and emergency contacts are unreachable, the SFX school Officer will be contacted along with the School Principal( Mr. Watson).

Parents can fill out our electronic registration form located on the school website. Before a student may be enrolled in After Care, the following must be on file with the After Care Director:

- EIIR Card
- Student Information Form
- Immunization Records

## Hours of Operation for AfterCare

All weekdays

- Monday -Thursday 2:45pm- 5:30pm
- Fridays 12:45pm – 5:00pm.

**There will be NO Aftercare the day before any Holiday or School Break.**

## Faculty, Staff, and Administration

Principal	Ryan Watson
Preschool Director	Chris Sheedy
School Nurse	Mrs. Susan Kaiser/Mrs. Barbara Combs
AfterCare Lead	Brizany Trevizo
AfterCare Aide's	Ilda Xhavo Danielle Leon Katie Haenel Erika Zanotti
	SFX School Officer Eddie Munoz 602-722-6874

## After Care Dress Code

All students must wear a St. Francis Xavier Preschool uniform daily.

Girls:

- Khaki shorts, skort, pants
- Preschool t-shirt
- Small earrings are fine (no hoops).
- Fingernail polish is not allowed.
- Hair should be neat, clean, and well groomed.
- Athletic shoes with either laces or Velcro (NO slip on shoes or light up shoes), sandals are not permitted.
- Socks: plain white, grey, black or navy
- Outerwear: sweatshirts, fleece jacket, or sweater with St. Francis Xavier logo

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- Khaki shorts or pants
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- NO earrings of any kind.
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All immunization records must be on file prior to the child attending school.

## Aftercare Service Classifications

St. Francis Xavier offers aftercare for all classes from Preschool A through 8th grade. Ages ranging from 3yrs old to 14yrs old

## **Discipline Policy**

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In the event of continued aggressive behavior on a particular day, you may be asked to pick up your child from school and keep them home for the remainder of the day. The school reserves the right to ask parents to withdraw children who continue to misbehave and disrupt the learning environment after the above behavior management techniques have been applied consistently.

## **Transportation**

Transportation is not provided by the preschool.

## **Emergency Procedures**

**In case of a fire drill**, all students, and teachers in After Care are to exit the building and head to the furthest safe place. Then utilize the SFX phone tree: 1<sup>st</sup> Call SFX School Officer (they will call 9-1-1). 2<sup>nd</sup> Call Principal Ryan Watson, 3<sup>rd</sup> Call After Care Director Chris Sheedy, 4<sup>th</sup> Call Parents.

**In case of a Shelter in Place**, all students, and teachers in After Care are to follow the Lock down protocol of heading to the nearest classroom, locking all doors, shutting off all lights and closing all shades. Then utilize the SFX phone tree: 1<sup>st</sup> Call SFX School Officer (they will call 9-1-1). 2<sup>nd</sup> Call Principal Ryan Watson, 3<sup>rd</sup> Call After Care Director Chris Sheedy, 4<sup>th</sup> Call Parents. They will remain in place until a Phoenix Police Officer has unlocked the door and cleared the situation.

## **After Care Rules**

- Use an inside voice
- Keep your hands to yourself
- Listen to your Teacher
- Finish your Homework
- HAVE FUN!

## **Student Sign-In and Sign-Out**

When students arrive, they will be signed in by an After Care Aide. When the student is picked up the parent / guardian will provide a full signature to release the student.

**\*\*If a child will be picked up by a different person, this must be approved by the parent/ Guardian. Parent/ Guardian can text or call with the person's name. \*\***

## **Student Pick Up Process**

When you are ready to pick up your child, the student's dismissal will be thru the GYM entrance side door( South parking lot area). As we are a Closed Campus, you will need to call the **After Care Phone** Number at 602-390-4617 when you are on your way (5mins or less) or in the south parking lot waiting.

## **Student Pick Up Late Arrival**

We have a 3 strike rule for late student pick ups. The process is as follows:

Strike 1: Verbal Warning

Strike 2: Written Warning

Strike 3: Withdrawal from the aftercare program for the school year and unable to attend until the next school year.