



**St. Francis of the Lakes Catholic Preschool,  
Licensed by the State of Minnesota**

Our preschool program is licensed by the State of Minnesota to serve children who are at least 36 months of age but who have not attended the first day of kindergarten.

St. Francis of the Lakes Preschool is a mandated reporter. *If you know or suspect a child is in immediate danger, call 9-1-1.* All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at 651.431.6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 218.824.1140 or local law enforcement at 218.829.2805.

If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651)431-6500.

St. Francis of the Lakes Catholic Preschool is covered under the policy held by St. Francis of the Lakes Catholic School for liability insurance. Specific coverage's are on file in the administrative offices, but include personal injury, bodily injury, and up to \$2 million in excess liability.



## PRESCHOOL HANDBOOK

OUR CHILDREN, OUR FAITH, OUR FUTURE

*Creating confident lifelong learners.*

*The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church, extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.*

*St. Francis of the Lakes Catholic School, in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. St. Francis of the Lakes Catholic School may give admission preference to students that are members of the supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.*

## **SCHOOL CALENDAR**

Preschool starts the day after Labor Day. Prior to preschool starting, there will be a conference day for parents and an open house for children and parents.

St. Francis Preschool is on the same calendar schedule as St. Francis of the Lakes Catholic School and the Brainerd Public schools. You will receive a monthly calendar of events when school is in session. Holidays and vacation days will be announced in advance.

## **SNACKS**

The children love snack time! If you would like your child to have a snack you may send a nutritious snack to school. Preschool takes one snack break each day. You may choose to purchase snack milk for a yearly fee, which is separate from the milk your child might buy at lunchtime. If your child has food allergies, let us know. We have juice available for those with a doctor's request.

## **TOILET TRAINING**

Children attending preschool must be completely toilet trained.

## **CLOTHING**

Preschool children occasionally have accidents. Please send one complete set of labeled clothes to school for this purpose. To keep lost clothes to a minimum, please label all outer clothing.

Children will also need a pair of tennis shoes for use in the gym.

Children will play outside. In the winter months, please dress them appropriately. We will be outside unless the temperature or windchill is 10° below zero or colder.

## **IMMUNIZATION & HEALTH FORMS**

Immunization records must be up-to-date by September 1<sup>st</sup> of the current year. Immunization records must be provided to the school office prior to your child's first day of school. If the records are not up-to-date your child may not be able to start school. The Health Summary is due by October 1<sup>st</sup>.

## **PARKING**

When dropping off and picking up your child, please **DO NOT** park in the bus-loading zone in front of the school. This area is for buses only. Parking is available in the parking lot on the east side of the school, with a designated preschool spot near the door. For safety purposes please use the tarred lot.

## **PICK UP**

Children get very anxious when parents are late without explanation. Please make every attempt to pick up your child on time when preschool is over. In case of an emergency, call the school and inform us of the situation.

## **WELCOME TO THE ST.FRANCIS COMMUNITY**

St. Francis of the Lakes Catholic Preschool provides children with a play-based, child-focused, and integrated curriculum. Each child's stage of development and readiness to experience the world around them is honored and respected. Addressing the needs of the whole child; intellectual, emotional, social, creative, spiritual, motor skills and language, is at the core of the curriculum. Creating confident lifelong learners is achieved through a partnership between children, parents, extended family, teachers and the St. Francis community.

St. Francis of the Lakes Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

## **CURRICULUM**

St. Francis of the Lakes Catholic Preschool provides children with a variety of ways to learn and grow. The following techniques are used to prepare each student for Kindergarten and a lifetime of learning.

|                    |              |                      |
|--------------------|--------------|----------------------|
| Sensory Activities | Songs        | Dramatizations       |
| Action Game        | Stories      | Religion             |
| Poems              | Finger Plays | Sign Language        |
| Art Activities     | Spanish      | Take Home Activities |

## CLASS TIMES & AGE REQUIREMENTS

Children must be three years of age and toilet trained by September 1<sup>st</sup> to be eligible for the preschool classes. Our preschool runs as an all day program. Cost is as follows:

### TUITION

|                        |       |                   |            |
|------------------------|-------|-------------------|------------|
| Pre-kindergarten class | M/W/F | 8:00 am – 3:00 pm | \$2,750/yr |
| Pre-kindergarten class | T/TH  | 8:00 am – 3:00 pm | \$1,885/yr |
| Pre-kindergarten class | 5 day | 8:00 am – 3:00 pm | \$4,635/yr |

\*Maximum of 20 students per class.

**\*Financial assistance is not available for preschool.**

### REGISTRATION

All children attending St. Francis of the Lakes Catholic Preschool must have completed registration forms on file in the office, including up-to-date health forms with necessary immunizations and two emergency contacts in the event you cannot be reached.

**A non-refundable registration fee of \$150 of tuition per child (family max of \$300) is due upon registration** to retain your spot in the specified class. This fee is applied directly to next year's tuition.

Parents with children enrolled in St. Francis of the Lakes Catholic School have first preference in the preschool program. Catholic parishes in our deanery have second preference. The remaining openings for the public are on a first-come, first-served basis.

## PARENT INFORMATION

The following section contains important classroom information for parents. Please read carefully.

### ABSENCES & ILLNESS

Please keep your child home if he/she shows signs of being ill. If your child is absent, please call the school. If your child contracts a communicable disease, please let us know as soon as possible. If your child becomes ill at school, we will contact you. If we can't reach you, we will use the emergency numbers you have given us. St. Francis of the Lakes Catholic Preschool will not administer any medication to any child except in the case of a specific written order from the child's physician.

### BIRTHDAY PARTIES AND TREATS

Parties are held at the teacher's discretion and are kept to a minimum. St. Francis of the Lakes Catholic School wants to encourage "healthy" treats or a non-food item to share with the entire class for birthdays. Following Health Department Guidelines, treats must be individually wrapped, or you may order cookies through ISD 181 food service (no cupcakes or cakes). Cookie orders must be made two weeks in advance.

**Below are some examples of alternative birthday celebration ideas:**

- Treasure chest full of trinkets for students to choose from, such as small prizes/toys, pencils, gel pens, chalk, post-it notes or bookmarks
- Birthday child brings in a wrapped gift to donate to the class, such as a game, activity, or book.
- Mini Play-doh (store bought only)
- Show & Tell (share favorite things or pictures)