

## FYI Sheet for Families New to St. Francis

### (Please Refer to the Parent / Student Handbook for Specific Details)

#### 1) Drop off and pick up procedures for each grade level/ Parent Expectations:

Parents should drive into the West lot in the morning to drop off children and follow the instructions of the teachers who are on duty. Children should exit the car on the right side, closest to the school building so they do not walk in front of another car. (A procedure map is sent to parents in a summer letter as a reminder). PreK parents may park in the lot directly behind the kitchen and walk their children into the school, if they wish. Children may be dropped off at 8:00 AM and they will then be allowed to go to the cafeteria. A teacher will supervise them until 8:10 AM when the first bell rings, signaling that they may go to their classroom. Another bell will ring at 8:20 AM for announcements, pledge, and prayer for the day. All students should be in their classroom at this time, otherwise, they will be considered tardy. If a child arrives before 8:00 AM, they should be enrolled in the Before School Daycare Program.

Dismissal will include the following locations: PreK through 8<sup>th</sup> will dismiss at the West doors at 3:00 PM. Parents should not arrive into the lot until 2:45 to pick them up. All parents should park and come up to the West doors to pick up their child (ren). As soon as possible, parents and students should load cars and prepare to leave the lot. Please refrain from long conversations with other parents, as we do not want other parents to wait. Bus riders will exit out of the north doors at 2:55 PM. PreK parents will be allowed to park in the lot directly behind the kitchen for pick-up. Older students will be allowed to use the crossing guard on 18<sup>th</sup> if they need to cross the street once they are dismissed. Any student on the school grounds after 3:10 PM will be expected to go to After School Daycare for supervision. This is for safety purposes.

#### 2) Lunch menu and billing:

Lunch menus will be sent home each month with the playground duty schedule on the back. Menus are also posted on RenWeb under the resources tab and St. Francis School-Quincy, Illinois Facebook page. For your convenience, parents may now pay their lunch bill online. If parents prefer, they can still pay in the main office. Free and Reduced forms are available in the main office. Please check to see if you qualify.

#### 3) Daycare- billing, registration, who to pay?

Parents may register and pay online through the online enrollment process. There is a \$20.00 enrollment fee and the cost is \$3.50 per hour per child.

#### 4) Technology:

Teachers use a variety of methods to communicate with parents. Each teacher will share contact information and explain the best method for communication, depending on the teacher and the class. DoJo, RenWeb, Seesaw, Google Classroom, Emails, Texting, and Phone Calls are a few examples of teacher communication. Newsletters are a weekly publication as well and information can also be found on RenWeb and St. Francis Solanus School-Quincy, Illinois Facebook page. Students will have expectations that are listed in the handbook and in online enrollment for iPad usage and Chrome books.

**5) Dress Code:**

A copy of the Dress Code is sent with a summer letter and is included in the Parent / Student Handbook. All students are expected to be in dress code on the first day of school. If there are any questions, please feel free to contact the school office.

**6) Extracurriculars:**

Students at St. Francis have several options to become active in extracurricular activities such as CYO sports, IESA sports, Builders Club, Spring Play, Christmas Program, Recycle Program, PMO Band and Chorus, Scouts, and St. Francis Chorus. Coaches will send out summer emails to recruit interested players, and teachers will advertise their clubs and activities as school starts. Parents should receive information sent home in the newsletter as well as communications in the student book bags on a weekly basis. Information will also be posted online at RenWeb and Facebook for easy reference.

**New this year:**

Due to Covid-19 restrictions, many activities have been postponed. If restrictions are lifted, we will resume normal activities and encourage all students to participate.

**7) Academic Support:**

If your child would benefit from additional academic support, we can provide that service for your family. Solanus Saints, Intervention Specialist, Tutors, Title 1, and Reading Recovery are some of the options that we offer. Teachers may recommend a student, or parents may request support. Please contact your individual teacher for more information.

**8) Spiritual:**

St. Francis has Mass on Wednesdays, and offers a strong moral environment for students. We begin the day with prayer, pray before and after lunch, and end the day with prayer. Our faith is what sets us apart from the public schools. Children have opportunities for sacramental preparation (Reconciliation, First Holy Communion, and Confirmation) and service projects. We have three parish priests, who are available as needed for the students.

**9) Emotional Support:**

We encourage children to talk to a trusted adult such as their teacher, principal, or pastor if they have a concern or are in need of emotional support. Everyone at St. Francis is supportive and willing to help any student as needed. If necessary, a professional counselor can be recommended. We do have a family support person who comes in one afternoon a week to meet with students who have requested support.

**10) Parent Involvement:**

Parents are required to do 10 hours of Service and may do so in a variety of ways. Playground Duty, Mardi Gras Carnival, Book Fair, and Austin's Army (Immediate Grandparents of the Students Only), are ways that parents can support the school and earn service hours.

The Playground Duty list is located on the back of the monthly menu and is sent home in the student book bags. It is also posted on RenWeb and Facebook for easy reference. Parents should report to the office at 11:10 for duty and will receive instructions at that time. Scouts, Coaching, Church Bazaar, Picnic Committee and volunteering at the church do not qualify for School Service Hours. Those items count toward your stewardship for the Church. Please call the office if you have any questions.

The Parent Teacher Organization is an excellent way to meet other parents and get involved in many school activities such as Trunk or Treat, Winter Carnival, etc. The first meeting of the Parent Teacher Organization is advertised in the school newsletter.

**New this year:**

Due to the Covid-19 restrictions, many activities have been postponed. We do still need help with recess supervision, both inside and out. If restrictions are lifted, we will resume normal activities and parents will be invited in for other events.

**11) Office Hours:**

School Office hours are from 7:30-3:30 every day. During the month of June, the hours are 8:00-2:00. The school is closed the month of July, and will re-open in August.

**12) Contact People:**

If you have any questions, you may call the School Office at any time, 217-222-4077. If you need specific help, you may contact the following people: Technology- Gary Clayton, Enrollment/General Office/School Information- Kris Eyler, Lindsey Carrier, and Principal- Lori Shepard.

**13) Class Trips:**

Students taking class trips at St. Francis will wear an Alex Wish Shirt and dress code bottoms. A permission slip will need to be turned in for permission, signed by the parent. Permission cannot be given over the phone. The class trips are part of an educational experience and are offered during the school day. Students are expected to attend as it qualifies as a day of attendance.

**14) Forms and Information to be Turned In:**

All health records must be turned in or emailed to school by September 1<sup>st</sup>. Any student that is missing health records after October 1<sup>st</sup> will not be able to attend school per Illinois State Health Requirements. Also, medical forms and a doctor's note are needed if your child is on a special medication that needs to be given during the school day. This includes epi pens and asthma inhalers.

K: Physical, Birth Certificate, Immunization Records, Eye Exam

6: Physical, Immunization

K, 2, and 6 also need Dental Exams which are due by May 1<sup>st</sup>.

### **15) RenWeb/FACTS:**

**We use RenWeb/FACTS to share an assortment of great information!** You can look through the resources tab to view menus, fliers, and newsletters just to name a few. Some teachers also post homework, grades, classroom expectations, and assignment information here. You can also view, and pay your lunch and aftercare bills.

To create an account, go to FACTSmgt.com and select the ParentsWeb Login from the dropdown menu under the LOGIN button.

- \*Click "Create New ParentsWeb Account"

- \*District code is QND-IL

- \*Type in your email address that you provided to the school – must be in lower case

- \*Click "Create Account"

- \*An email will be sent to you. It contains a link to gain access to the page where you create your username and password. This email is only valid for 6 hours, so it is best to do it right away.

- \*Once you have a username and password, you can login anytime by going to FACTSmgt.com and clicking on Parent Login.

### **16) FACTS Tuition Assistance:**

We are pleased to offer FACTS Payment Plans and Grant & Aid Financial Needs Assessment on the same platform at St. Francis Solanus School. Once you login in to your FACTSmgt.com account, you can choose to enroll in a payment plan or start an application for financial aid. Select the appropriate year, then complete the steps as prompted. Please note that Pre-K students are not eligible for financial aid.

### **17) Gene Grawe:**

This is a fantastic and easy way to save money on next year's tuition. All you have to do is stop by the Gene Grawe office in St. Peters Church, 2600 Maine Street, Quincy, Illinois, to register for the Gene Grawe Scrip Program, or you may do so on-line. Then, buy gift cards for the places you already shop. They sell gift cards for over 750 merchants nationwide, online, and about 50 locally. They sell gift cards at face value and the Gene Grawe Fund receives a rebate from the merchant that is currently anywhere from 1% to 20%. The amount you pay for is the exact amount on the card. There is no cost to you for the service.

Families who have been participating in The Gene Grawe Fund will be awarded a scholarship based on gift cards purchased in your child's name. The announcement of funds being distributed will be in April. Scholarship awards will be sent directly to your child's school and applied toward tuition for the following school year.

For more information, please visit: [Info@GeneGraweFund.org](mailto:Info@GeneGraweFund.org).