



**St. Francis Solanus School
Preschool
Handbook
2025-2026**



Hello and welcome to St. Francis Preschool!

Preschool Teacher: Mrs. Jen Mast jmast@stfrancissolanus.com

Preschool Aide: Ms. Marissa Knight: mknight@stfrancissolanus.com

Additional Contact Information for our School:

School Office

Hours: 7:30a-3:30p, Monday-Friday (while school is in session)

Phone: (217)-222-4077 **Fax:** (217) 222-5049

- Principal: Mrs. Julie Radel: jradel@stfrancissolanus.com
- Secretary: Mrs. Kris Eyer: school@stfrancissolanus.com
- Secretary: Mrs. Lindsey Carrier: lcarrier@stfrancissolanus.com

After School Child Care Director: Mrs. Marsha Collins

- mcollins@stfrancissolanus.com

Parish Office

Hours: (call the parish office)

Phone: (217)-222-2898

- Pastor: Father Steven Arisman: church@stfrancissolanus.com
- Parochial Vicar: Fr. Kenneth Ahanonu

Mission Statement

The mission statement of St. Francis School is as follows: *To provide a Christ-centered academic environment that empowers students to serve God and others.*

The preschool at St. Francis is both blessed and committed to sharing this same mission. We are excited to partner with parents and guardians as we welcome the youngest members to our school community. We will work each day to provide intentional, age-appropriate experiences that best serve our young learners and every facet of their development: emotional, social, spiritual, academic, and physical, so they may grow to serve God, themselves, and others to their fullest potential.

Our Main Goals Are

- To provide a loving and Christian environment where the child feels comfortable and secure.
- To provide many varied experiences that will promote curiosity, exploration and the love for learning.
- To enable children to develop a positive self-concept.
- To provide experiences that will promote social, physical, emotional and spiritual development.

- To create a partnership between parents and teachers in promoting each child's growth and development.

Admission Policies

Age Requirements

- Students entering preschool must be a minimum age of three years old by September 1st of the current academic year. We may accept children who are five years old and who are not in kindergarten.

Medical Requirements

- All students must produce a physical exam form filled out by the physician. The exam needs to have occurred within one year of your child's entrance to preschool and be documented on an **Illinois** Department of Public Health exam form. Parents/Guardians must sign and complete the parent portion of this form, or it will be returned.
- In accordance with Illinois State Law, all students must show proof that all required immunizations are up to date, including the chickenpox vaccine or proof of having had the illness.
- Health exams and immunization records are due no later than Sept. 1 each year unless a note **from the physician** stating a later appointment date is scheduled.
- All students must have a completed a lead blood screening

Additional Requirements

- All students must have a copy of their **CERTIFIED** birth certificate turned into the school office to be placed on file. The souvenir copy from the hospital can not be accepted.
- All students must be toilet trained and able to care for themselves independently in the restroom setting.
- All students must be enrolled through the FACTS management system and be up to date with their enrollment, activity, and supply fees.
- All students must have uploaded the required documents to FACTS during the enrollment process.

Statement of Non-Discrimination

In accordance with the Diocese of Springfield in Illinois St. Francis Solanus Preschool 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 the Administrator of its educational policies, admission policies, scholarships and loan programs, and athletic and school administered programs. Appropriateness of educational programs, students in good standing, and/or the availability of space may be legitimate factors affecting admissions. A student's enrollment status may be changed or discontinued at any time during the year, as determined by the Principal and the Pastor. It is a privilege, not a right, to attend St. Francis Solanus School. Transfer students must be in good standing as indicated on our records transfer form to continue enrollment. Furthermore, we do not discriminate against immigrant children lacking in legal status.

Online Enrollment, Tuition, and Fees

Paper and verbal reservations are not an accepted form of enrollment or admittance to our preschool program. Preschool enrollment will occur online through the FACTS enrollment system. You must fully complete the three-step enrollment process, upload all required documents, and have paid the required enrollment, supply, and activity fees to secure your child's place. This process is "first come, first serve."

**Unfortunately, at this time, there is no automated process in FACTS to shutdown the enrollment option for classes that have reached their capacity. Therefore, there is a possibility that you could complete the enrollment process as described above, and still be informed that your child was unable to secure a spot in our program. You will be notified if this is the case.*

Priority enrollment periods will take place as follows for the 2025-2026 school year:

- **February 7, 2025 - February 17, 2025: Current Saint Francis Solanus School preschool students, current Saint Francis Solanus School families and registered parishioners of St. Francis Solanus Parish.**
- **On February 18, 2025: Enrollment will be on a first come, first serve basis to the general public.**

(Enrollment includes completion of the FACTS application and paying the fee)

If enrollment fills completely, you will be placed on a waiting list and contacted in the event of an opening.

Online Fees:

When enrolling online, new students will be charged a one time enrollment fee of \$25.00. Every subsequent year your child returns, the fee will be reduced to \$10.00.

Resource Fee:

- \$250.00 Includes:
 - AM/PM Snacks
 - Purple SFSS ALEX Wish t-shirt
 - Classroom Supplies (Markers, Crayons, etc.)
 - School Supplies (Clorox wipes, Kleenex, etc.)

Tuition:

- **FULL DAY 8:10-3:00**
- \$3,400.00 per year for a full day spot.
- Hot Lunch is available for an additional cost

- **HALF DAY 8:10-11:00**
- \$2400 per year for a half spot.

- Tuition payments will begin in August of the current academic year. You can choose to pay in a singular lump sum by **the first day of school** to the parish office, or you can sign up for monthly or quarterly payments through FACTS tuition. There is an additional \$50.00 fee for the use of FACTS Tuition monthly payment.
- If a lump sum tuition payment is not made by the first day of school, you will be required to begin immediate use of FACTS Tuition. Failure to comply with this protocol could result in the dismissal of your child from our program.
- Late tuition payments are subject to additional charges and fees.
- Repeated late tuition payments may result in your child's dismissal from the program.
- Service charges will apply if your check is returned.
- Beginning for the 2025-2026 school year, preschool student families pay for their child's spot in the classroom regardless of how many days a week the family chooses for the student to attend preschool.

You can speak with the Parish Office directly concerning your tuition payments and decisions. The Parish Office is located at 1721 College Ave, across the street from the school.

Class Schedule

- Full Day: Monday- Friday
- Hours: 8:20 am - 3:00 pm

(Preschool will follow the St. Francis Solanus School calendar)

Arrival and Dismissal Procedures

Arrival:

Please follow the drop-off procedure as outlined in the schoolwide plan for the 2025-2026 school year.

No student may enter the classroom before 8:10 am, but you may enter the building and wait outside the classroom beginning at 8:00 am. Parents may accompany preschool age children into the school building. Students must remain accompanied by

an adult until they are released into the care of the classroom teacher or preschool aide.

We understand that St. Francis School officially begins at 8:20. We know that some of you may have other children in the building and your logistics in the morning may prevent your preschooler from arriving right at 8:10. We ask that your child be in the classroom no later than 8:20 am, but please know that they will begin learning from the moment they arrive.

Late arrivals will need to come in through the College Ave. entrance and check in to the main office of the school before coming to the classroom.

Dismissal:

Please park in the West Parking Lot. Students will exit the building with the teacher at 3:00 pm through the West door. Please arrive in a timely manner. Your child will be taken to Extended Care by 3:10 p.m., at which time you may have to park in the West Parking lot and ring the bell to enter the building to pick up your child. A fee will be charged through our Childcare program.

Picking Up Your Child Early

If you are picking up your child early for an appointment or other obligation, please notify the classroom teacher as soon as possible so that they can have your child ready in the school office. You will need to come to the main entrance and call or come in to the main school office to sign your child out.

Change in Pick Up Routine

Please notify the classroom teacher, call the main school office (217-222-4077), or send a physical note to school with your child if someone new or different will be picking up your child at dismissal. This is for the safety of your child; you may be called to verify a change before we allow your child to leave if we have not been notified.

Cancellations and Days off

The preschool will follow the general school calendar for St. Francis Solanus School. If the rest of the school is out of session for a holiday, teacher inservice, or extended break, preschool will be as well. There may be additional days that preschool is not in session ; you will be notified of these days with as much advance notice as possible.

In the event of inclement weather, please check for the Parent-Alert SFFS text message and listen to local radio and television stations for Quincy Parochial Schools to be canceled or dismissed early.

Curriculum

4 year-old program:

- Religion (sign of the cross)
- Colors (8 basic colors & pink, gray, white)
- Numbers (0-10 recognition & count to 20)
- Shapes (8 basic shapes & octagon)
- Name recognition
- Letter recognition of uppercase and lowercase letters
- Music (singing, instruments)
- Nature and simple science activities
- Social Emotional skills
- Manners and sharing
- Following simple, 2-step directions and active listening skills
- Children's literature and related activities
- Fine and gross motor skills
- Personal safety and self-help skills
- Sensory and perceptual motor skills
- Art
- Field trips related to what we are learning
- Additional developmentally appropriate activities as designated by the Illinois Early Learning Standards

The above skills sets will be taught in a variety of ways including but not limited to: one on one lessons, small group instruction, whole group instruction and experiences, field trips, daily centers, outdoor play, fine and gross motor opportunities, sensory learning, music and movement lessons, read a louds, class discussions, peer discussions, games, paper activities, process art, dramatic play/role play, teacher directed lessons/units of study, and student-lead free play.

Student Evaluations

Preschool students do not receive grades, but are evaluated on a constant basis by the teacher to ensure that they are being provided with the appropriate academic rigor for continued growth.

Students will be formally evaluated by the teacher in the fall, winter, and spring. You will be notified of any concerns, and are always welcome to inquire about your child's progress. Progress notes will be sent home in January and May of each year.

Lunch: Free or Reduced Forms

These forms will be sent home over the summer to your email. Hard copies are available in the school office. Forms must be filled out and turned into the school office for approval. If your child brings a cold lunch, milk tickets are available for .40 per milk. Regular priced hot lunch for 2024-2025 is \$3.30 per lunch. The lunch price is subject to change each summer due to federal mandates.

Parent-Teacher Conferences

Conferences to discuss your child's progress will be held in the fall for parents and guardians of all students. Spring conferences are available upon request.

Parents, guardians, or teachers can request additional in person or online conferences, meetings, and phone calls throughout the year to discuss their child's progress as it relates to any part of their personal development: academic, social, physical, emotional, behavioral, or spiritual. Please contact the teacher to set up an appointment for this meeting.

Communication

Consistent communication between the teacher and families of the preschoolers is an integral part of the overall success of the child. Parents and Guardians are invited to communicate with the teacher as often as necessary to discuss any concerns, comments, or questions as they pertain to your child's personal growth and development.

Please contact your child's teacher using the platforms he/she has provided to you as your first point of contact or call the school office (217-222-4077) to leave a message for them. Your child's teacher is happy to answer any questions, or find out the answers for you as promptly as possible. If you feel an in person meeting or lengthy conversation is required, please set up an appointment.

You will receive frequent notes, handouts, calendars, and messages from your child's teacher to keep you up to date on your child's daily activities and learned skill sets. You will also receive a monthly newsletter explaining any current or upcoming events.

Please be sure you are signed up through FACTS (online platform used for enrollment) for all text and email alerts.

*****If your personal means of communication changes: address, phone number, place of employment, etc. Please contact the school office immediately so that we can still reach you in the case of an emergency concerning your child***

Parent/Guardian Involvement

*To be involved in your child's classroom or in any other in-person volunteer capacity such as a field trip supervisor, you must have completed the safe environment training through Catholic Media Group, or have completed Protecting God's Children. The certification must be on file in the parish office. Please contact the Director of Religious Education in the Parish Office with any questions.

Parents and guardians are welcomed and encouraged to participate in their preschooler's classroom. There will be many special times during the year when you will be invited to school or to school events. These may include holiday or theme parties, field trips, special school wide activities, and end of the year celebrations.

If you would like to schedule a day to just visit/observe or assist in the classroom, please contact the teacher to set up a time.

Parents and guardians will have the opportunity to volunteer as room parents for holiday class parties. Once they have been notified of the party date and time by the teacher, the room

parents will work together to organize and prepare games/activities, snacks, drinks, cups, plates, napkins, and other necessary items as well as come to the party to help lead the celebration.

Parents and guardians may serve as resource people to discuss their career paths, special crafts, interests, or talents with the students. Please let us know what your talent or specialty is! This may also apply to grandparents or other close family members.

**If you have the chance to attend any in-school event or out of school field trips, we ask that you please refrain from bringing other family members to accompany you, including siblings, unless otherwise noted. This helps your preschooler to feel special and truly bond with you during the time you spend together.*

Discipline Policy

St. Francis Solanus School understands that each child is unique, as is the time they may need to adapt to new and different social situations and learn to self-regulate in a school setting. The teachers' goal is not to catch the children making continued negative choices, but rather to coach them on the path to understanding appropriate and positive behavior.

The teachers will work to handle each child's disciplinary needs in a prompt, consistent, firm, and loving manner. Many different approaches may be attempted to help your child learn to modify their negative behavior including, but not limited to: redirection, positive reinforcement, teacher-student proximity, one-on-one discussions, group discussions, teacher lead role play of social situations, group lessons that focus on positive choices, respect, and encourage social emotional maturity, repetitive practice of a positive behavior, time away from the group or activity to actively exert energy, or time away from the group or activity to find a sense of calming energy.

In the event of an ongoing negative behavior, your child may be removed from the group or activity altogether to have a "time out" in a safe space inside the classroom.

Parents and guardians will be notified of any persistent behavior or on-going difficulty, so that a reasonable plan can be made for the child and his or her behavior needs.

Dismissal From the Program

At the discretion of the pastor, principal and teacher, a preschool student may be dismissed from St. Francis Solanus School for these or other reasons:

- After a reasonable amount of time, the child does not make proper adjustments to the preschool environment.
- After a reasonable amount of time, the needs of the child cannot be met by the preschool teachers and the services available at St. Francis Solanus School. Teachers will assist families by providing information for community resources/ programs to better meet the needs of their child(ren).

- The child has shown consistent or escalating dangerous behaviors that are a direct harm to themselves, the other children, or the teachers.
- Medical exams and/or immunization records are not current.
- Tuition payments are consistently not paid in a timely manner.

Medical

Please notify the classroom teacher **and the school office of any medical conditions your child may have. This includes allergies and asthma.

We are not permitted to administer any type of medication to your child, unless we have the form from an approved provider. The form is available in the school office. Please contact the school office if your child is **required to receive any **on-going prescription** medication during school hours.

****If your child is ill and will not be in attendance, please call 217-222-4077 and let the office know. Please do this by 8:00 am.***

In general, please do not send your child to school if he/she has any of the following:

1. Fever of any kind. **Your child needs to be free of fever for 24 hours without aid of fever reducing medication.**
2. Diarrhea or vomiting (free from all symptoms for 24 hours without medication)
3. Rash without a medical diagnosis
4. Heavy nasal discharge
5. Deep cough
6. Redness or inflammation of the eyes
7. Heavy congestion

This is for the protection of your child and the others in the class. Please report any contagious disease to St. Francis School. Parents need to know if their child has been exposed to any contagious disease or illness. If a child becomes sick at school, the parents will be notified and the child will need to be picked up as soon as possible. We will keep the child away from the other children until the parents pick him/her up.

Head Lice

Our school policy on head lice follows the recommendations of the American Academy of Pediatrics. When head lice are discovered on a child, we take the following steps:

- If head lice are discovered by the parents, we ask the parents to notify the Principal.
- If head lice are discovered at school, teachers (including general school staff and after-school staff) will contact the Principal. As soon as the Principal is informed, the school may:

- Check the students in the affected classroom one by one for lice and nits. The names of affected students are not divulged.
- Disinfect the classroom(s) effected
- Inform the parents whose children have lice and provide them with resources as needed.
- If a student had head lice or nits, the parent will be called to pick up his/her child.
- If lice/nits are detected in one classroom, siblings' classrooms will be checked as well.
- Re-check the children after their return to school to ensure that the treatment they have received has been successful.
- Notify the parents of the affected classes.
- Explain to parents that they are expected to check and/or treat their children before sending them back to school the following day.

First Aid

If an injury occurs, we will clean the wound and inform the parent if the child needs further treatment or needs to be sent home. No topical application of alcohol, peroxide, calamine lotion, antibiotic ointment, or any other medication will be used.

Ice will be offered and applied for bumps.

Clothing and Accessories

Preschoolers do **not** follow the Quincy Catholic Elementary Schools dress code. Please dress your child in comfortable, washable, weather-appropriate clothing that is easy for them to manipulate themselves. **Athletic style shoes that securely attach to the feet are recommended.** All shoes must have a back to them. No flip flops, "Crocs" or sandals may be worn to school.

We recommend that you put your child's name on any accessories that they may not wear all day: coats, jackets, hats, gloves, sweatshirts, sweaters, etc.

We recommend that you leave special jewelry or accessories at home, especially those that could prove to be dangerous or fragile during outside play.

All students enrolled in preschool are required to keep a labeled change of clothes (including undergarments) in their bookbags. Please keep this set of clothing in a sealed bag and update it to match your child's growth and seasonal needs.

Rest Time

There will be a daily rest period from 12:45 pm - 2:00 pm. At the end of each week, personal items will be sent home for laundering. Cot sheets are provided and are washed weekly.

Children are not required to sleep, but they do need to calmly rest.

Snacks and Birthday Treats

Morning and afternoon snacks will be served daily. It is included in the preschool fee.

Please notify teachers and the school office of any food allergies.

Since birthdays are special to preschoolers, the student's family has the option to send a simple birthday snack. Ease of serving, eating and clean up should be considered. Ask the teacher about food allergies. Birthdays that fall during the winter break or summer months can be celebrated anytime your child would like. Please just let the teacher know so that the class can help celebrate on the chosen day! Suggestions: cereal, crackers, simple cookie, fruit, raw veggies, cheese slices or sticks, frozen treat, etc. Please do not bring full size bakery cupcakes nor a sheetcake to preschool.

Invitations

Invitations to special events such as birthday may be distributed at school in the event that there is one for every child in the class. If you prefer to have a smaller gathering, please handle this in a more discreet manner directly with the other students' parents.

Toys and Personal Items

Please **do not** let your child bring a toy, electronic device, or any other item to school. If your child does choose to bring an item, including a personal security toy such as a comforting blanket or stuffed animal, it will be safely kept in their book bag while school is in session.

Principal's Right to Amend the Handbook

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes that are made. Our School agrees to comply with any other applicable State or Federal Law or regulatory requirements.

Agreement To Abide by the Handbook

The St. Francis Solanus School Student and Parent Handbook contains the school's policies and procedures which pertain directly to the students and parents of St. Francis Solanus School and are in conformity with the Diocese of Springfield. The school is in compliance with the Illinois school code as well. The handbook is updated yearly and may change from one year to the next.

Since support to the entire educational process of St. Francis Solanus School is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form will be kept on file for the duration of the school year.

Photography Consent

At the beginning of the school year, parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes. Consent will allow child(ren) to be interviewed, photographed, video recorded, or placed on our school yearbook, website, or social media in respect to news stories or instructional/informational projects and programs.

Crisis Management Plan

The school has a Crisis Management Plan in place for various emergencies and crisis situations that could develop. The plan is updated and reviewed yearly. Parents will be notified as needed if a crisis has taken place in the school. In the event that the students must be evacuated, parents will be notified, if possible, through our FACTS Parent Communication System. If it is necessary to evacuate to another site, we will walk across 18th Street to Quincy University's Pepsi Arena in their health and fitness building. Students may be picked up by their parents or guardians, who will be required to sign the student out with his or her teacher before the student will be dismissed.

Asbestos Management Plan

St. Francis Solanus School has an Asbestos Management Plan, which is on file and is available for inspection during normal business hours. The School Asbestos Management Plan required by the Federal Government was completed and submitted to the Illinois Department of Public Health in 1989. The school and the state have accepted the recommendations in the plan. Inspections are held as required by state guidelines on a regular basis.

Bloodborne Pathogens Control Plan

In conformity with the Diocese of Springfield policy and O.S.H.A. regulations, St. Francis Solanus School has on file a Bloodborne Pathogens Control Plan which is available for inspection during office hours. Universal precautions are used when handling blood and other body wastes for the protection of our students and staff. All Faculty and Staff are trained annually in the proper management of blood spills.

Ready to Enroll?

This is the order we enroll children in the St. Francis Solanus School Preschool

1. Returning students from St. Francis Solanus Preschool in 2024-2025 Starting 2-7-2025
2. Children who have siblings at St. Francis Solanus School Starting 2-7-2025
3. Parent and/or child is a registered member of St. Francis Solanus Church Starting 2-7-2025
4. Other children Admission starting 2-18-2025

Request permission to register online

Parents may submit a request for admission to preschool through eighth grade on the parish website. <https://stfrancissolanus.com> Go to the “**School**” tab. Find “**Enrollment**”, then “Request More Info”. A new admission request must be made for each student, even if the family has other children enrolled at this school.

Enrollment is complete when ALL the tasks in FACTS have been completed and the \$250.

Resource Fee paid online. The school office is open from 7:30-3:30 daily. Call 217-222-24077. We can help answer questions about FACTS. You may also email us to ask a question: school@stfrancissolanus.com. If you have an appointment for medical exams, take a photo of the appointment card or write the date on paper, then upload the photo. Calling or emailing the school office and expressing interest in the St. Francis Solanus School preschool does not qualify as reserving a spot in the class. Enrollment online including the fee payment reserves the spot.

Tuition and Fees for 2025-2026

Resource Fee \$250. per student

The Resource Fee covers preschool school supplies, snacks, consumable supplies, classroom toys and learning materials, and a SFSS t-shirt.

Five day a week, half-day classes \$2400.

Five day a week, full day classes \$3400.

When a family accepts a place in the St. Francis Solanus School Preschool, they are paying for the student’s spot, regardless of how many days the family chooses to send the child.

For example: A family of a three year old wants to send their child to preschool three mornings a week. They will pay the five day, half day tuition rate. There are no adjustments in the tuition rates for half day or full day preschool in 2025-2026. We have based our preschool budget on the five day a week tuition rates.

Things to Know About Paying Tuition For Any Quincy, Illinois Catholic Preschool

The tuition for preschool has to be paid by the preschool student’s family.

The Gene Grawe Fund money cannot be used towards preschool tuition. That program is for students in kindergarten through high school enrolled in a Quincy Catholic school and who participate in the GGF program.

Families of preschool students are unable to request tuition assistance through the Quincy Catholic Elementary School Foundation. The Springfield Diocese in Illinois does allow the QCES to grant tuition assistance to any child in any of our preschool programs. Tuition assistance IS available for many families with kindergarten through eighth grade students.

Preschool is NOT part of the Quincy Catholic Elementary Schools multi-child discount on tuition. Example: The Smith family has a third grader, a first grader, and preschool student. The third grader and first grader are eligible for the family discounted rate with QCES tuition . The Smith family must pay the entire preschool tuition.

Start Date

The 2025-2026 school calendar has not been set yet. It will be by the spring. Preschool will begin sometime in mid-August. It will continue until the last part of May. Preschool follows the Quincy Catholic Elementary Schools calendar.

Class Size

The Springfield Diocese limits preschool classrooms to 20 students. There is one Teacher and one Teacher's Assistant, or one adult for every 10 children in the classroom.

We have room for up to 20 full day students in a classroom.

We are limiting half-day enrollment to five spots or less in this class.

If we have interest for 15-20 half-day enrollments, we will begin a separate classroom for half-day students.