

St. Francis Quick Facts

School hours: 8:30 am – 3:15 pm

- School grounds are supervised from 8am – 3:30pm

Drop off and pick up is on the North Side of the school along Columbus Drive

- DO NOT use the parking lot south of the school to drop your child off unless you need to come into the school.
- The EAST SIDE, Crestview Drive, is for buses only.
- When picking up your child, you need to use 4th Street and turn east onto Columbus Drive. Pull in front of the school and remain in your vehicle. Move forward as the vehicle ahead of you moves; much like a drive-thru window.
- If you need to leave your vehicle, you should park on in the parking lot located south of the school. If you park and leave your vehicle on the north side along Columbus Drive, you only impede others trying to pick up their children.
- DO NOT travel west along Columbus Drive and park across the street from St. Francis. It is not safe for your child to cross the street when others are pulling up and leaving using the correct pick up procedures.

Bus: St. Francis uses the Marshalltown School's busses. If you qualify for bussing (2 miles away from the school) please make sure you fill out the bus paperwork at registration.

Dress Code

- Navy Blue or Khaki bottoms (pants, skirts, jumpers, shorts). Belts when loops are provided
- Shorts are allowed during April, May, June, August, September and October
- Shirts: Red, Navy, or White with a collar and buttons. They need to be free of logo and writing, unless it is the St. Francis logo
- Tights and Leggings (red, white or navy) can be worn under skirts and jumpers
- St. Francis has a Uniform Room where you can purchase used uniforms for \$2 piece. Contact the office for a time to "shop."

Non-Dress Code Days: 2nd and 4th Fridays of the month

Snacks: Students are allowed to bring healthy snacks to school to be eaten during their morning and afternoon recess. (snacks are not required)

Lunch money: If you would like your child to eat the school's hot lunch, they will need lunch money. The school uses an electronic system and each child puts in their code to purchase their lunch or extra milk. You will need to deposit money into their lunch account. You can do this by paying lunch money at

registration and then throughout the school, sending a check to the school. When your child's account is dropping down to around \$10, you will receive an email from the school to send more money.

Hot lunch menus are found on the St. Francis website or a printed copy can be picked up from the office.

Cold Lunch: You can pack a lunch from home. St. Francis is NOT a peanut free school, so peanut butter is OK! Milk is available for purchase. St. Francis will not refrigerate or heat up lunches from home.

Communication:

- **Weekly Update:** Dr. Herrick sends out this as an email. Please make sure you are on the email list. You can check at registration.
- Your homeroom teacher will share with you her preferred way to communicate.
- **Friday Folders:** important notes and paperwork along with your child's classroom work will come home in their Friday folder.
- **Website:** Calendars, handbooks and other important information can be found on the website www.st-francis.net
- **Facebook:** like St. Francis on Facebook to get up to date information!

Volunteering and 20 Stewardship Hours:

- **Stewardship hours** include any activities that assist the growth of our youth from St. Francis Catholic School or the parishes. Parish activities included are Vacation Bible School, sacramental preparation, Children's Liturgy of the Word and teaching Faith Formation classes.
- **Classroom Parents:** Each classroom has an assigned "Classroom parent" to help with different activities throughout the year. Classroom parents do not need to be in charge of activities; instead they help find other parents within the classroom to help. There is typically a sign up for Classroom parents and classroom activities at Meet the Teacher Night (the night before the first day of school)
- There are MANY ways to volunteer within the school or the parish to fulfill your 20 hours of service:
 - Working in the classroom, chaperoning field trips, volunteering at Harvest Ball, Fun Fest, Book Fairs, being on school board, selling scrip, organizing the uniform room....the opportunities are endless!

Scrip: The scrip program is designed to supplement our school and church programs. This is an attempt to keep our cost under control while still providing the best education and opportunities for our children and parish members. SCRIP is used as substitute money like a gift certificate. It resembles and is redeemed like a gift certificate. TRIP stands for "Tuition Reimbursement Plan."

50% of the profit earned from your SCRIP purchases will be yours to apply towards next year's school tuition, preschool or religious education programs.

- Scrip order forms can be printed off from SFC website or picked up from the office.
- Scrip can be purchased after the weekend Masses or you can send an order with your child to school or you can drop off an order to the school office. Scrip orders are typically filled each day (but not always.)
- Ask your Teacher for a Scrip folder to use for sending orders to school.
- You can volunteer to fill scrip orders during the day or sell scrip before and after the weekend Masses.

Rest Time: Kindergarteners have rest time each day after their lunch recess. A rest mat is one of the items need on the supply list.

Mass: School mass is Thursdays at 8:45 am at St. Henry. Parents and community are welcome to attend. Kindergarten will attend the weekly school Mass starting a couple months into the school year. Each class will be assigned a Mass to plan and participate in. Additional masses are scheduled on Ash Wednesday and Holy Days of Obligation.