



# St. Francis Community School

## Important information for Firebird Families

### School Administration:

Principal – Mr. Markus Rubrecht [m.rubrecht@rcsd.ca](mailto:m.rubrecht@rcsd.ca)

Vice Principal – Mrs. Jaylene Brass [j.brass@rcsd.ca](mailto:j.brass@rcsd.ca)

Office Manager – Mrs. Karen Lach [k.l.lach@rcsd.ca](mailto:k.l.lach@rcsd.ca)

### School Address & Phone:

45 Mikkelson Drive, Regina SK S4T 6B7 Phone: 306-791-7335

School Hours	Morning	Afternoon
Grade 1-8	9:20 am to 12:00 pm	12:30 pm to 3:10 pm
Kindergarten	9:20 am to 12:00 pm	12:30 pm to 3:10 pm
Pre-K School Hours:	9:00 am to 11:40 am	12:20 pm to 3:00 pm
Lunch Break:	12:00 noon to 12:30 PM	
Recess Breaks:	As scheduled by the homeroom teacher	

**Parish Information:** St. Cecilia Roman Catholic Parish – 5020 7<sup>th</sup> Ave Regina, SK S4T 0S1 phone #306-545-4051  
All sacramental preparation is through the Church. Please call the church to register.

**Programs:** In Regina Catholic Schools, we follow the current Saskatchewan curriculum provided by the Ministry of Education. We enrich the students’ education by providing high quality academics in a faith-based Catholic education program. Our school division also offers distinctive programming that includes Pre-Kindergarten, Computer Literacy, Learning Resource, Ukrainian, Band (gr 6-8), English as an Additional Language (EAL), and Speech and Language (SLP).

**School Information:** All School and RCS Division information will be emailed out and then posted to the school website. To access, please log onto our Regina Catholic Schools web-site at [www.rcsd.ca](http://www.rcsd.ca).  
For information specific to St. Francis School click this link [www.rcsd.ca/francis](http://www.rcsd.ca/francis)

THANKYOU FOR KEEPING YOURSELF INFORMED by checking our web-site FIRST & OFTEN  
[www.rcsd.ca/francis](http://www.rcsd.ca/francis)

If you do not receive emails from the school, that means we do not have your current email or that it is incorrect. Please contact the office to update your information.

**Student Absence:** Please contact the school **each day** prior to 9:20 am if your child(ren) will not be at school, will be late, or leaving early. Email [stfrancisschool@rcsd.ca](mailto:stfrancisschool@rcsd.ca) or call 306-791-7335.

### School Bussing Contacts:

- Parents/Guardians now have online access to request transportation or make changes to existing transportation by accessing the following website: <https://bus.rcsd.ca/workflow/> or email to [transportation@rcsd.ca](mailto:transportation@rcsd.ca)
- Questions regarding late busses, school boundaries & bus routes can be directed to our Transportation Department at [transportation@rcsd.ca](mailto:transportation@rcsd.ca)
- Changes to pick up or drop off can be made by emailing [transportation@rcsd.ca](mailto:transportation@rcsd.ca)

## Leaving School Grounds

Students are not allowed to leave the school grounds during the day. This includes the time after school from the 3:10 dismissal until the start of school sporting events if your child is part of the team or spectating.

**Inclement Weather:** Students will be kept inside when the temperature and/or wind-chill factor is -27 degrees celsius or colder. Administrative staff may also call for an indoor recess during inclement weather conditions such as extreme rain, heat or severe wind. Listen to local radio stations (980 CJME / 98.9 Z99 / 92.1 Lite92 / 99.5 The Wolf) or check the Regina Catholic School website at [www.rcsd.ca](http://www.rcsd.ca) in extreme weather conditions to see if school busses are operating.



**Milk Program:** Milk Cards are available at a cost of \$20.00 for 20 – 250ml white or chocolate milk. Forms are available at the office or on the display case at the front door.

## Allergies:

- Please ensure the office is aware of your child's allergies and if they have been prescribed the use of an epi pen.
- Many students and staff are allergic to strong scents/perfumes. Students and visitors are asked to refrain from wearing highly-scented products such as perfume, body sprays and lotions.
- **Please do not send nuts, peanut butter or any product that may contain nuts or peanut butter in your child's lunch or snack.**



**Administration of Medication:** If your child needs to take prescribed medication during the school day with the assistance of a staff member, please contact the office to complete an authorization for health care intervention form.

**Dress & Appearance:** As a Catholic school, we want to help our students understand modesty is an essential part of who we are and what we represent. All students are expected to dress in appropriate clothing that is suitable for the weather and represents the values we express in our Catholic Faith.

**Parking:** Please refrain from parking in the staff parking lot. These spots are reserved for the almost 40 staff members who work with your child(ren). Also, please refrain from picking up and dropping off your children in the lot. There is not enough space in the parking lot for vehicles to be coming in and out at the same time.

## Nutrition Program:

- **Breakfast** – is available next to the nutrition room beginning at 8:50 and is available to any St. Francis students who have not had breakfast at home. Students should inform the outside supervisor if they need breakfast.
- **Lunch** – **The school's expectation is that students will bring their own lunches from home.** On occasion, when a student forgets their lunch, a small lunch of a sandwich, vegetable or fruit will be provided. Due to the cost involved, we are not able to provide lunches for all students every day.
- **Snack** – A morning snack is provided for all students and generally consists of fruit and vegetables.

**Community School Coordinator:** Our Community School Coordinator is a professional community worker with a background in social work. Our Community School Coordinator works directly with students and their families providing support, referrals and helping with making connections in the community. Please call the school if you have any questions or need assistance.

## Volunteering at the School

All volunteers are required to submit a criminal record check to the office each school year (September-June). Please contact the office to obtain a volunteer letter prior to attending the City Police. This letter is required in order to have the fee covered by RCSD. All volunteers who will be providing transportation to and from extra curricular events are also required to fill out a driver authorization form.



## **Catholic School Community Council (CSCC)**

### **WHY JOIN THE CSCC?**

- To participate in the education of your child.
- To meet other parents/guardians of St. Francis School who share common goals and interests in relation to their child's education
- To participate in developing the educational objectives and programs of St. Francis School in relation to the vision of the St. Francis School Community
- To assist in promoting communication between parents, administration, staff, parish and the school board
- To collaborate and consult with school administration regarding the operations of the school
- The CSCC meets once a month. Parents/guardians are welcome to attend at any time. Babysitting is available if needed.

