

St. Francis Community School

Important information for Firebird Families

School Administration:

Principal – Mr. Markus Rubrecht m.rubrecht@rcsd.ca
Vice Principal – Mrs. Jaylene Brass j.brass@rcsd.ca
Office Manager – Ms. Vicky Ripplinger v.riplinger@rcsd.ca
Mrs. Linda Stordy l.stordy@rcsd.ca

School Address & Contact Information:

45 Mikkelson Drive, Regina SK S4T 6B7 Phone: 306-791-7335
Email: stfrancisschool@rcsd.ca Website: www.rcsd.ca/francis



School Hours	Morning	Afternoon
Grade 1-8	9:20 am to 12:00 pm	12:30 pm to 3:10 pm
Pre-K and Kindergarten	9:20 am to 12:00 pm	12:30 pm to 3:10 pm
Lunch Break	12:00 noon to 12:30 PM	
Recess	9:00 am to 9:20 am	3:10 pm to 3:25 pm

Parish Information: St. Cecilia Roman Catholic Parish – 5020 7th 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, 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 website at www.rcsd.ca. For information specific to St. Francis Community School follow this link: www.rcsd.ca/francis Thank you for keeping yourself informed by checking our website on a regular basis.

Emails: If you do not receive emails from the school, that means we do not have your current email address. Please contact the office to update your information by either calling or emailing stfrancisschool@rcsd.ca. Please notify us at any time if your contact information changes.

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 or call 306-791-7335.

RCSD Transportation: Visit <https://www.rcsd.ca/Schools/Transportation> for all information regarding transportation.

Community School Coordinator: Our Community School Coordinator, Mrs. Dodd, is a professional community worker with a background in social work. She 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.

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, social media or check the Regina Catholic School website at www.rcsd.ca in extreme weather conditions to see if school busses are operating.



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.

Parking: Please refrain from parking in the staff parking lot. These spots are reserved for the 40 plus 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. It is recommended you make a plan with your child for pickup & drop off behind the school grounds along 3rd Ave. There is also parking along Mollard Crescent and McManus Crescent.

Nutrition Program:

- **Breakfast** – is available to any St. Francis student who has not had breakfast at home, beginning at 8:50 am. 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 snack is provided for all students.



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)

What is the role and work of a Catholic School Community Council (CSCC)?

Catholic School Community Councils are recognized in legislation as the official Parent/Community voice within their school. The Catholic School Community Council operates within the framework of Board Policy and Applications. The Role of the Catholic School Community Council is to work in conjunction with the Principal and Staff to:

- Promote Catholic Education
- Provide input and further the learning goals of the school
- Support student learning success and well being
- Encourage parent and community involvement in the school
- Represent the School Community at the division and provincial level
- Understand the community



The CSCC meets once a month. Parents/guardians are welcome to attend at any time. Babysitting is available if needed.