



All Saints Academy

*Transforming the world
through excellence, prayer, and diversity.*

Parent Handbook 2017-2018



All Saints Academy * 2855 E. Livingston Avenue, Columbus, Ohio 43209
* Phone: (614) 231-3391 *

GOALS AND PHILOSOPHY

At All Saints Academy Preschool we make it a top priority to create a nurturing, welcoming environment for all children and families. Our philosophy is one that revolves around being respectful of all children and their unique personalities, backgrounds, and needs. We want every child in this program to feel valued for the unique gifts they bring to our classroom community.

We strive to create a Christian atmosphere of love and learning. Positive role models and prayer are used to teach Christian lifestyle and values. We view our role as an extension of the family and encourage families to be involved in their child's learning. We will communicate classroom news and activities through a variety of ways, including newsletters, e-mail, and a private classroom website. Our goal is to lend support to our families and be a resource for families seeking information and understanding of their child's growth and development.

Our educational goals are to give children the necessary tools to discover and investigate the world around them in a carefully planned classroom environment that provides endless learning opportunities in developmentally appropriate ways. Our curriculum, the Creative Curriculum follows the guidelines of the National Association for the Education of Young Children (NAEYC) and is aligned with the learning standards from the Ohio Department of Education. We promote growth in all areas of education (social, emotional, physical, spiritual, and cognitive) using age appropriate methods and materials. This will be done in a loving, fun atmosphere that encourages children to become lifelong learners!

GENERAL INFORMATION

Admission Policy: All Saints Academy Preschool is welcoming of families from all diverse backgrounds and our admission policy does not discriminate on the basis of race, gender, color, national origin, or religion. We accept children from ages 3 through 5 years. All children must be completely toilet-trained.

Licensure/Inspections: All Saints Academy Preschool operates under the guidelines and licensure of the Ohio Department of Education. The Preschool license is displayed on the bulletin board in the classroom. Our annual inspection report is posted in the office/snack room.

All Saints Academy Preschool is subject to fire, health, and building inspections. Inspections are also made by the Ohio Department of Education to assess compliance with state regulations regarding all aspects of program operations. Copies of the reports and inspections are available to parents, as posted on bulletin board in snack area.

Mandated Reporters: The administrator and every employee of the preschool are required to report any suspected child abuse or neglect. There is a staff member on duty at all times trained in child abuse recognition.

Open Door Policy: Any custodial parent or guardian of a child enrolled in the preschool shall be permitted access to their child or view our program at any time of the day. Upon entering the building, please sign your child in/out on the sheet posted outside the classroom. Only persons documented on your child's pick-up list/application are authorized to remove a child from the Preschool. Please update ASAP as changes occur.

A phone list of children and their parents is available in the office. A copy is available only to families enrolled in the program. Those wishing not to be included on the list must inform the office. A copy of this permission form is included in enrollment folder.

STAFF

Courtney Jones: Director/Teacher

Courtney has a Master's Degree in Early Childhood Education and a Bachelor's Degree in Human Development and Family Science. Since graduating in 2011, Courtney has taught preschool, Kindergarten, and 1st grade. She came to All Saints Academy in 2015 as a 1st grade teacher and this will be her second year as the Preschool Director. Courtney is passionate about working with the preschool age group due to the tremendous amount of growth that occurs during this exciting time in their development as learners, friends, and members of a community.

Sheri Rhodes: Assistant Director/Teacher

Sheri is the former preschool director. She has an associate degree in early childhood development/education from Columbus State, teaching since 1990, and directing the program for 8 years. "All Saints Academy is very special to my heart: my children both attended as well as myself when it was Christ the King School." She is also the afterschool latchkey coordinator.

STAFF/CHILD RATIOS

The staff/child ratios meet or exceed the standards of the Department of Education.

| <u>All Saints Preschool</u> | | <u>Ohio Dept. of Education</u> |
|-----------------------------|------------------|--------------------------------|
| 1-12 | 36 mo. to 48 mo. | 1-12 |
| 1-14 | 48 mo. to 60 mo. | 1-14 |

ARRIVAL AND DISMISSAL

The Preschool operates Monday through Friday 8:00AM-2:30 PM.

No child is to be dropped off/escorted in by a sibling unless age 18 and older. No child is to be taken from building without staff approval. Only those adults listed on the emergency card may remove a child from the preschool. I.D. may be required.

The office or teacher must be notified if special circumstances arise in which someone not on the list is picking up the child. This should be done in writing.

CHILD CUSTODY

If any party is not permitted to have contact with the child, a copy of the court order stating so must be provided and kept in your child’s file.

HOLIDAYS/SCHOOL CLOSINGS

National Holidays and Catholic Holidays: When a holiday occurs on a weekday, we will be closed. A detailed calendar will be given to specify these days.

Snow Days: We will be closed when “Columbus Catholic Schools” are closed.

In-School Day Closure: We follow All Saints Academy’s calendar. When the school is closed for “Professional Development,” etc., the Preschool will also be closed. (See the detailed calendar for these days.)

*** IN THE EVENT THAT THE CLOSED DAY IS A DAY A PART-TIME CHILD (2-3 days per week) NORMALLY ATTENDS, THAT DAY MAY BE MADE UP ON A DAY THAT THEY NORMALLY DO NOT ATTEND. *The day MUST be made up the week of the closed day.****

REGISTRATION AND FEES

To be considered enrolled, an application form, emergency form, a physician-signed medical statement/shot records, and a registration fee must be turned in and paid.

Registration fees: Non-refundable fee of \$60 per family per year.

Supply Fee: \$30 supply fee per year. \$15 due in September; \$15 due in February.

| | | |
|------------------------|-----------------------------|-----------------------------|
| <u>Tuition:</u> | Half-day (8-11:30AM) | Full –day (8-2:30PM) |
| | 5 days: \$323/month | 5 days: \$540/month |
| | 3 days: \$194/month | 3 days: \$387/month |
| | 2 days: \$129/month | 2 days: \$257/month |

****Title XX AND/OR ECE Grant is available for qualifying families. See Ms. Courtney or the main office for more information/applications****

Tuition Payment: Payments are made through FACTS Automatic Tuition Payment system.

Late Pick-up Fees: Late pick-up starts at 11:35AM/2:35PM at the rate of \$1.00 per minute. This fee will be due at that time or no later than drop off time the following day after the occurrence. If not paid, the child cannot return until it is paid.

DAILY SCHEDULE

This is a general schedule of what our school day looks like; however, it is flexible and may change depending on special events, weather conditions, or where our learning exploration takes us on that day!

- 7:50** Doors open and children are welcomed into the classroom
- 8:00** Free choice in a variety of learning centers and activities set up in the classroom
- 9:00** Clean up
- 9:10** Morning snack and circle time, prayer carpet time, read-aloud, learning about weekly themes and learning objectives
- 10:20** Playground
- 10:45** Small group lesson/activity
- 11:00** Music/movement activity
- 11:30** Half-day dismissal
- 11:30** Lunch for full-day students
- 12:45** Nap time
- 2:00** Wake up/Afternoon snack
- 2:30** Full-day dismissal

SPECIALS

Music: We will have a music class with Mrs. Cason (day/time TBD)

Library: We will have a story-time in the library once a week with Mrs. Lehr (day/time TBD)

Gym: We will have gross-motor teacher-led activities in the gym every Wednesday morning

FULL DAY CHILDREN: LUNCH AND NAP ROUTINE

Children staying a full day will be provided with a free lunch that will be delivered from the school cafeteria and eaten in our classroom. If you prefer, you may pack your child's lunch according to the dietary guidelines. ****All packed lunches should include a fruit and/or vegetable, protein, and bread portions, as mandated by the Ohio Department of Education.****

All full day children are required to lay down on a cot for nap. Naptime is from 12:45-2:00PM. Most children do fall asleep. Others may lay and rest their bodies for that period of time. Children may bring a blanket and small pillow that can be stored in an enclosable nap bag to prevent spread of germs. A quiet comfort object such as a stuffed animal is also allowed, provided it is not used for play.

SNACKS

The parents sign up to bring snack for the entire class for a specific day. A monthly sign-up sheet will be located next to the daily sign in sheet. The snacks should be healthy in nature. An example of a healthy snack could be yogurt and crackers; fruit juice and raisin bread; etc. A copy of snack suggestions will be made available to parents. If your child has food allergies and/or certain foods are restricted from their diet, please provide something for them to keep at school.

PARENT INVOLVEMENT

Parents are encouraged to be active in their child's preschool experience. As required by the Diocese of Columbus, parent volunteers must have taken the Protecting God's Children class and have fingerprints on file. Information for the class can be found at www.virtusonline.org.

A parent letter from the office will alert you to any happenings within the class, fundraisers, days off, etc. If you wish to leave a communication for a teacher, please feel free to approach us or leave a note.

Weekly themes, learning objectives, and lesson plans are available for review in the classroom. If you have any further questions, please ask.

POLICY REGARDING MANAGEMENT OF COMMUNICABLE DISEASE

We use the State Health Department Guidelines as listed in the Communicable Disease Chart posted on the hallway bulletin board. The Preschool will notify parents of an illness or serious injury immediately. There will be a staff member trained in First Aid and Communicable Disease on duty at all times.

Anytime a communicable disease occurs, information will be posted.

A child with the following signs of illness shall be isolated and cared for by a staff member until the notified takes child home. (Rule 5101:2-12-50 State Code):

- Temperature of 100 degrees taken under the arm
- Diarrhea (more than 1 loose bowel movement in a 24 hour period)
- Severe coughing
- Yellowish eyes or skin
- Conjunctivitis
- Untreated infected skin patches
- Stiff neck
- Unusual spots and rash
- Sore throat or difficulty swallowing
- Vomiting
- Lice, scabies, or other parasitic infestations
- Difficult or rapid breathing
- Unusually dark urine/or grey or white stool

If a child has head lice, they may not re-enter the Preschool until they are completely nit-free. A teacher must check the child before the parent signs in for the day. It is strongly recommended that two treatments (a week apart) and thorough cleaning of all personal items be part of the total treatment. All parents should check their own child's hair at regular intervals.

If your child becomes sick overnight with a communicable disease, we ask that you notify the office. Any child returning from an illness may be sent home if, in the opinion of the staff, the

child is not fully recovered. Mildly ill, non-contagious children, will not be excluded from the preschool as long as they do not exhibit any of the above listed symptoms. They must, however, be able to participate in the classroom activities.

Immunization records must be kept up to date and inoculations given at the ages recommended by the State Health Department.

The signed medical statement must be updated annually. We are not legally permitted to have any child in our Preschool whose form is overdue.

The staff receives training in hand washing and disease control. They in turn try to teach good habits to the children. We ask that you foster the same attitude at home.

MEDICAL EMERGENCIES AND SAFETY PROCEDURES

- No child shall ever be left alone or unsupervised. An adult will be in every area occupied by children.
- The Preschool's Emergency and Safety Plan is posted in the office.
- Each classroom has an emergency evacuation plan posted.
- A parent will be contacted at once in case of any emergency. If necessary, the Emergency Squad will transport the child to the medical facility noted on the transportation release form. A staff member will stay with the child until a parent arrives.
- There is a person trained in First Aid on duty at all times.
- The children will have a practice fire drill once a month and a tornado drill in season.
- All children must have on file an emergency transportation form, health form, and emergency card.
- Aerosol cans will not be used in the same room with the children.

All injuries will be written up on an Incident Report form. Two copies will be put in the child's information pocket. Parents are asked to sign one copy and leave it with a staff person.

MEDICATION POLICY AND PROCEDURE

In order to administer any medication to any child the following stipulations must be adhered to:

- A. Prescription Medications
 1. Proper Labeling
 - a. Pharmacy phone number and address
 - b. Child's name
 - c. Date of prescription
 - d. Amount and time to be given
 2. Must be in original prescription bottle
 3. A parent permission form must be completed and signed for each medication being given. This form must be signed by a doctor.
 4. May be given the duration of the medication

- B. Non-Prescription Medications (this includes cough drops, ointments, etc.)
 - 1. Proper labeling
 - 2. Contains no aspirin or codeine
 - 3. Precedes expiration date
 - 4. Child's name must be written on or taped to the medication
 - 5. Parent permission form signed and proper times and amounts written on form, and signed by a doctor.
 - 6. CANNOT BE GIVEN MORE THAN THREE (3) CONSECUTIVE DAYS

- C. Over-the-counter creams or lotions for sunscreen
 - 1. Proper labeling
 - 2. Child's name
 - 3. Permission form completed
 - 4. May be given for period of 14 days. Sunscreen may be given as long as needed.

- D. Any medication, food supplement, vitamin, modified diet, or fluoride given for an extended period of time must be accompanied by a doctor's letter with instructions.

HEALTH SCREENING

In addition to students' yearly physical that they must have to attend school, All Saints Academy will also offer vision and hearing screening by the school nurse. The preschool will notify families when the nurse schedules the vision and hearing screenings to ensure that all students have this opportunity. The preschool program also uses the ASQ-SE-2 to screen for social-emotional development which can be an indicator of the child's mental health and a comprehensive developmental screening, which includes physical development (i.e. balance, coordination.)

DISCIPLINE POLICY/BEHAVIOR MANAGEMENT

Our goal for discipline focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. Methods that will be used to achieve this goal will be peaceful, respectful, non-threatening, and constructive. We will attempt to help the child understand at all times that it is the action that is not acceptable and not the child. The child will be made aware of the desired behavior and encouraged to verbally express his/her needs and feelings. It is important to us to validate children's feelings and to help children learn how to express all different emotions in an appropriate, healthy way.

Positive reinforcement and redirection will be the main steps in helping the child begin the long and difficult process of self-regulation. Choices will be given. Children may be asked to rest their bodies or move to another area when the child is unable to cope with the situation. As a final resort, privileges may be withdrawn. Corporal punishment will never be used. A child will never be punished for failure to eat, sleep, or for a toileting accident. All expectations will be developmentally appropriate and meeting the children where they are, while helping them to grow.

If it is found after that a child is not adjusting to our program or we are not equipped to meet the needs of a child, the teachers and parents will meet and discuss a behavioral plan for the child and strategies and accommodations that we will put in place to try to help the child. If the child is still not successful and meeting the goals of the behavioral plan, the child may need to be dismissed from the program and referred to another program/agency. This will be done if, after consultation with the parents and teachers and director, it is deemed to be in the best interest of the child and/or the best interest of the program. The State behavior policy adopted by the board is enclosed in the back of the handbook.

REFERRALS AND SPECIAL NEEDS

If a teacher, administrator, or parent is concerned with the development of their child, we will collaborate to make appropriate referrals. Families are asked to complete the ASQ-SE-2 to screen for social-emotional development. Teachers will administer Brigance Early Childhood Screens III for a comprehensive screening of all developmental domains. Typically we discuss goals and monitoring activities at our first parent/teacher conference in November. Teaching Staff and families may schedule a conference before this date if one feels more immediate action is needed. If a parent is in need of additional support for their child, we will try to connect them to their local school district and/or appropriate services or agencies. We are open and support dual programming arrangements and will make every effort to continue a child in our program when appropriate. The office has a list of family community resources with agencies and programs that may benefit your family.

PROGRESS REPORTS

The Ohio Department of Education requires that two conferences be given each year. The first conference will occur in November and the second will occur in April. Parents will receive three evaluations in fall, winter, and spring. This evaluation will be documented on a developmental checklist based on teachers' observations and assessments with each child. Conferences will allow you and the teacher to share the growth and progress your child has made in the various skill areas. If a parent ever wishes to schedule a conference outside of the planned times in the fall and spring, they are welcome to arrange that with a teacher.

TRANSITIONS

Into Preschool/Beginning of the Preschool Year: Transition into the preschool is done at the beginning of the year or at the time of the child's enrollment. We plan an Open House in the fall before school starts for the children and families to meet their teachers and explore the space. During Open House families can ask questions and teachers will discuss the program and the upcoming year. We want to accommodate all children's needs and realize each child's transition to preschool is unique. We will work with you and your child to develop additional individual strategies as necessary. This might include allowing them to come to preschool when others are not present, teachers conducting a home visit, or matching them with a peer for support. The information you provide in the Family & Child Profile helps us to learn more about your child and a family's specific needs or wants.

Preschool to Kindergarten:

We use the spring conference to discuss your child's transition into Kindergarten*. We give children opportunities to visit the school and meet the teaching staff. The preschool children

attend library, music, and gym once a week and have opportunities to be familiar with the school. In addition, teaching staff can create an individual plan outside our normal activities if needed. This might include additional time visiting the new classroom, meeting with the school principal or Kindergarten staff to share feedback on your child, or linking you to a current Kindergarten family for additional information on what to expect. When your child leaves All Saints Academy Preschool to go to All Saints Academy, we forward their records. Preschool teaching staff will meet with the Kindergarten staff and principal to discuss any specific information they and you feel is important for the transition to Kindergarten. Parents that send their child to a school different from All Saints Academy can request their records to be sent to the desired school. Preschool staff is also available to meet with outside school teaching staff.

**During this conference, teachers and parents will discuss the child's readiness for kindergarten and their specific, individual needs in order to have a successful transition. This meeting and transition plan will be documented for each child and signed by the teachers and parents.*

TOY POLICY

Toys from home are normally not permitted. On Share Days, children may bring in items relating to that days theme. At no time may violence-oriented toys (guns, swords, knives, etc.) be brought to school.

CLOTHING

Children should be dressed daily for play and comfort. Because they will be permitted to experiment with paint, sand, and other messy type materials, the clothing should definitely be washable.

Spare Clothes: A change of clothing should be left at the Preschool for each child. Every article of clothing should be labeled with the child's name. With the number of children in the program it is impossible to know what belongs to whom. This is especially true of jackets, mittens, hats, sweaters, etc.

Clothing should be of the type that a child can handle their bathroom needs without the assistance of an adult. Some of the new styles are really cute but almost impossible for a child to manage alone.

Shoes need to be safe. Tennis shoes (with socks) are best suited for our type of activities. Sandals, slip on shoes, and the like are strongly discouraged.

COMPLAINTS AND CONCERNS

If, for any reason, you have concerns about our program, please do not hesitate to approach us to resolve any issue. We wish to have an open relationship with all of our parents. However, if you feel that you must seek out another authority on the issue at hand, the principal, Mrs. Laura Miller, will gladly talk with you and hear your concerns.

Ohio Administrative Code: 3301-37-10 Behavior management/discipline.

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.