



All Saints
CATHOLIC SCHOOL

Preschool Handbook

**630 Lime City Road
Rossford, OH 43460**

419-661-2070

www.allsaintscatholic.org

Revised July 2023

Table of Contents

Page 2:	Welcome Preschool Mission Statement Preschool Beliefs Admission, Placement, Non-Discriminatory Policy
Page 3:	State Requirements Goals Curriculum
Page 5:	Lunch Snack Program Requirements School Wellness Policy Napping/Resting for Full Day Students
Page 6:	Special Activities (Atrium & "Being There Experiences") Toys from Home Arrival, Dismissal and Absence Policy Delays and Weather Cancellation Days Tuition
Page 7:	Fundraising Ohio Department of Education Licensing Parental Participation
Page 8:	Communicable Disease and Emergencies Communicable Disease Symptoms Health Issues -Student illness,
Page 9:	Minor Injuries Food Allergies Emergencies Parties and Invitations
Page 10:	Safety Procedures Medication Physicals Health Screenings Clothing Child Abuse Policy
Page 11:	Discipline Policy Safety Guidelines
Page 12:	Parent-Teacher Communication Complaints or Concerns Program Contact Information
Page 13:	Classroom Celebrations
Page 14:	Field Trip Policy
Page 15:	ASCS Parent/Guardian Code of Ethics <i>(Sign-off sheet to be printed and returned to school office by first day of school)</i>
Page 16:	Amendments to the Handbook <i>(Sign-off sheet to be printed and returned to the school office by the first day of school)</i>



Welcome to All Saints Catholic Preschool! This handbook was compiled to communicate and clarify preschool policies and procedures. We, as Catholic Educators, strive, in partnership with parents, to nurture and develop the whole child – spiritually, socially, emotionally, physically and intellectually.

All Saints Preschool Mission Statement

All Saints Preschool is a faith-based program that strives to meet the growing needs of each child in a developmentally appropriate way.

All Saints Preschool Beliefs

- The best way to teach a child is in a community of learners where each child is an important member of the class.
- Each child can practice problem solving skills, kindness, responsibility, and independence daily.
- Parents are the key to each child’s success and we encourage communication and participation to create a partnership between school and home.
- Young children learn best through play, socialization and exploring their environment.
- Preschool should provide a classroom where children are safe and free to explore.
- Open-ended activities provided for each child. Teachers guide students by observing, discussing and challenging their thought process.
- Kindergarten readiness skills are introduced in a fun and interesting way.
- Teachers and assistants model positive social interactions and provide conflict resolution through problem solving techniques.
- When children are open to learning about their world through loving, nurturing, and exciting interactions, they become lifelong learners.

Admission, Placement, Non-Discriminatory Policy

Catholic schools of the Diocese of Toledo admit students of any race, sex, color; national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. We do not discriminate race, sex, color; national and ethnic origin in administration of educational policies, admissions policies, loan programs and athletic or other school administered programs.

All Saints Preschool welcomes children ages 3, 4, and 5 years of age. Children enrolled must be three years of age by August 1 **and** must be toilet-trained (including self-wiping/cleaning) before beginning school. Pull-ups and potty-training underpants *are not permitted*. Per ODE and Diocesan rules, our staff may not physically clean a student who has had a potty accident. Although accidents happen occasionally, especially early in the year, but excessive accidents may warrant a student’s removal from the program until fully potty-trained. Students must also be able to change their own clothing with adult supervision.

All Saints Preschool will maintain the appropriate ratio of staff members to child as specified in the Ohio Early Childhood Standards:

Age Group	Staff Member/Child Ratio	Maximum Group Size
3 years	1:12	24
4-year-olds and 5-year-olds	1:14	28
Not in kindergarten or school		

Note: Other criteria for admission are included in the All Saints Catholic School Handbook.

State Requirements

Prior to the first day of school, the following items are required for student(s) to be able to attend the first day. As state mandated, students may not attend school until all requirements and documents turned in to school office.

- Original Birth Certificate (a copied version will be accepted as long as the seal of the state in which the child was born is visible)
- Phone numbers of 2 emergency contacts if the parent cannot be located; name of persons(s) to whom the child can be released/transported.
- Ohio Health History (completed by parent/guardian).
- Names, addresses, and telephone numbers of physician and dentist in case of emergency.
- Medical examination/physical completed by family physician
 - “Child Medical Statement for Child Care” Form with a record of all state required immunizations up to date.
 - Any list of allergies and treatment; any disease, chronic physical problems and hospitalization; medications, food supplements, modified diets, or fluoride supplements the child takes.
- Emergency Transportation Authorization- (Parental permission for emergency medical, dental, emergency transportation care as required).
- Authorized Pick Up/*All About Me* Form.
- Signed Acknowledgement of having read the Handbook.
- Signed statement by parent indicating whether parent desires to be included in rosters.
- Signed Acknowledgement of having read ASCS Parent/Guardian Code of Ethics.

If circumstances arise that a child must withdraw, a one-month notice is appreciated.

Goals

Foster self-help skills.

Develop independence and responsibility.

Encourage choice making, cooperation and consideration.

Develop knowledge of self, others and the child’s environment.

Begin to understand the Gospel Guidelines and Life Skills.

Acquire academic skills based on the state standards.

Curriculum

The All Saints Catholic Preschool uses the Ohio Early Learning and Developmental Standards. This research-based curriculum exposes children to open-ended, developmentally-appropriate learning experience. We educate the whole child so they may grow spiritually, intellectually, physically, socially, and emotionally within a safe, play-based environment.

- 1) Social and Emotional Development
 - a) Awareness and expression of emotion
 - b) Self-concept
 - c) Self-comforting
 - d) Self-regulation
 - e) Sense of competence
 - f) Attachment
 - g) Interactions with adults
 - h) Peer interactions and relationships
 - i) Empathy

- 2) Approaches toward learning
 - a) Initiative and curiosity
 - b) Planning, action and reflection
 - c) Attention
 - d) Persistence
 - e) Innovation and invention
 - f) Expression of ideas and feelings through the arts
- 3) Physical Well-Being and Motor Development
 - a) Large muscle, balance and coordination
 - b) Small muscle: touch, grasp, reach, manipulate
 - c) Oral-motor
 - d) Sensory motor
 - e) Body awareness
 - f) Physical activity
 - g) Nutrition
 - h) Self-help
 - i) Safety practices
- 4) Language and literacy development
 - a) Receptive language and comprehension
 - b) Expressive language
 - c) Social communication
 - d) Early reading
 - e) Reading comprehension
 - f) Fluency
 - g) Print concepts
 - h) Phonological awareness
 - i) Letter and word recognition
 - j) Early writing
 - k) Writing process
 - l) Writing application and composition
- 5) Cognition and general knowledge
 - a) Memory
 - b) Symbolic thought
 - c) Reasoning and problem-solving
 - d) Number sense and counting
 - e) Number relationships
 - f) Group and categorize
 - g) Patterning
 - h) Describe and compare measurable attributes
 - i) Data analysis
 - j) Spatial relationships
 - k) Identify and describe shapes
 - l) Analyze, compare and create shapes
 - m) Social identity
 - n) Historical thinking and skills
 - o) Heritage
 - p) Spatial thinking and skills

- q) Human systems
- r) Civic participation and skills
- s) Rules and laws
- t) Scarcity
- u) Production and consumption
- v) Inquiry
- w) Cause and effect
- x) Explorations of the natural world
- y) Explorations of energy
- z) Explorations of living things
- aa) Religion
 - i) Catechesis of the Good Shepherd (Atrium)
 - ii) Life of Jesus
 - iii) Bible stories
 - iv) Awareness of God

Lunch for Full-Day Preschool

Children may purchase a hot lunch or pack a lunch. Parents pre-order their child's lunch in the weeks prior to the new month on Option C. Menus are available on the first Thursday and orders and payment are due on/before the third Thursday of the upcoming month. See our K-8 Handbook for more information.

Snack Program Requirements (*Peanut/treenut-Free Classrooms)

A nourishing morning snack time is a requirement by state and school wellness policy. Kindly send your child with an individually wrapped snack and drink each day. Snacks must include foods from 2 of the 4 basic food groups (fruits/vegetables, milk/cheese, meat/protein, breads/grain). All juice must contain 100% fruit juice.

The Ohio Department of Education requirements for a preschool snack includes: snacks of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. Snacks must have items from at least two separate food groups. All milk must be 2% milk and all juice must be 100% real fruit juice.

School Wellness Policy

All Saints Catholic School believes...

- That children and youth who begin each day as healthy individuals can learn more, learn better, and are more likely to complete their formal education.
- That a healthy staff effectively performs their assigned duties.
- That school staff will act as role models for good nutrition and physical activity.
- That a holistic wellness approach makes a positive impact on the staff, students and learning.

Napping/Resting for Full Day Students

Nap/quiet rest time, in compliance with state regulations, for all students attending Preschool or PreK for full day (after lunch) are provided a quiet nap/rest time. Nap pads (which are disinfected daily) will be provided, and each student must provide their own crib sheet, blanket, and pillow in a large labeled bag which will be sent home each Friday for cleaning (to be returned the first day of the next week). Students may also bring a small stuffed animal for naptime.

Special Activities

Atrium

Students will go to the Atrium weekly to experience Catechesis of the Good Shepherd with trained catechists where children learn, pray and experience spiritual awareness in a contemplative environment.

“Being There Experiences”

The students will go on several “Being There Experiences” throughout the year, which will provide enrichment to our preschool curriculum. A parent signature is required on the Diocesan permission slip in order for the student to participate. Field trip transportation is provided by classroom parents who have completed our Diocesan VIRTUS requirements. Parent drivers MUST provide Proof of requirements and documents sent home by the classroom teacher. When students ride with any adult driver, they are required to have the proper safety seat as required by law. Please refer to the “Field Trip Policy” at the back of the handbook.

Toys from Home

We ask that children leave their special toys at home or in the car. We cannot be responsible for them. Each child will have a show-and-tell day every few weeks and can bring in one item to share. If you have a book or CD to share with the class, please put your child’s name on it and leave it in the classroom for a few days. Any time you have something to share that will enrich our program, please let us know. NO GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION are permitted in the school.

Arrival, Dismissal and Absence Policy

Arrival: Children should arrive for preschool between 7:30 a.m. and 7:45 a.m. Preschool classes begin promptly at 7:50 AM

Dismissal: Pick-up is at 11:00 AM or at 2:15 PM

Absence: The Missing Children’s Act requires all parents notify the **school office** when a child will be absent. Parents should notify the school by calling 419-661-2070 by 8:15 AM on the day of the absence; the school will contact parents if not notified. In addition to the phone call reporting the absence, the parent/guardian must send with child upon return to school, a written explanation indicating the reason(s) and date(s) of absence.

Tardy: If your child is late to class, he/she is to report to the **school office** to pick up a tardy slip before reporting to the classroom. (Tardiness, even of just a few minutes negatively impacts the student and is also disruptive to the student’s teacher and classmates who have already begun the school day).

We are a Preschool (not a day care) and follow routines and curriculum. Therefore, all students are expected to arrive on time each day.

Students who attend half-days, must be picked up promptly at 11:00am.

Delays and Weather Cancellation Days

If there is a weather delay or cancellation for **Rossford Public Schools** or All Saints Catholic School; preschool classes on weather delay days will be held from 9:45 am to 11:15 am unless the child is registered for full-day sessions. This is optional. Parents will receive a text, email or call (according to parent choice) to notify parents of weather delays or cancellations; this information is also available on local TV stations and their websites.

For “Scheduled” 2-Hour Delays – Students may be dropped at 7:30am (\$2.25 per student).

For 2-Hour Weather Delays (due to inclement weather or fog), if school has not cancelled by 8:15a.m, registered Morning Care families may drop their students off at 8:30 a.m. (\$5 per student)

** 2-Hour Delay fees are billed to your family’s Option C Account.

*** When ASCS has 2-Hour Delays, Preschool hours will be 9:45 – 11:15a.m.

Tuition

Tuition must be paid in full or one may make monthly payment arrangements with F.A.C.T.S. payment plan. A registration fee is due at the time of registration. This fee is neither refundable nor applicable toward tuition. Each child is enrolled for the entire academic school year. If circumstances arise that a child must withdraw, a one-month notice is appreciated. When a student withdraws within a given quarter, a pro-rated amount of tuition will be refunded. No refund or credit is given for illnesses, family vacations, scheduled school holidays/delay days, vacation periods, or weather emergencies.

Fundraising

Fundraising is one of the ways in which we keep the cost of tuition from drastically increasing. All ASCS families are expected to participate 100% in the school's All Saints Daily Draw (ASDD) fundraiser. Families have the option of selling all of their tickets, purchasing all of their tickets, or a combination of both. Opportunities to help families sell their ASDD tickets are available and include after Mass, Bingo, and other school/parish events, with sign-up for these opportunities in the school office. For families whom do not wish to participate in fundraising, there is optional Fundraising Opt-Out fee.

Ohio Department of Education Licensing

All Saints Catholic Preschool is licensed by the Ohio Department of Education: Division of Early Childhood Education. The license is posted in the classrooms. The laws and rules are available in the school office upon request. The preschool's licensing record; including compliance report forms and evaluation forms from the health, building, and fire department are available to parents upon request.

Parental Participation

- **Classroom:** We believe that parents are one of the most important factors in the success of a preschool program. We want to invite our parents to take an active role by participating as often as their schedule allows. If you play an instrument, speak another language, have a career, skill or talent that may be of interest to the children, please share it with us!
- **Volunteering:** As stated above, parents are encouraged to volunteer at ASCS, and K-8 parents actually are required to complete service hours to support the school. As implemented by the Toledo Catholic Diocese in 2016, all adults wishing to volunteer where children are present must complete VIRTUS requirements, which include an online course in protecting children and a BCI background check. Please contact Audrey Caliguri who handles all parish compliance at 419-666-1393 for information and support in fulfilling VIRTUS requirements. Once completed, this process only needs to be completed every five years.
- **Progress Reports/Conferences:** A developmental progress report will be reviewed at Parent-Teacher Conferences which are held twice during the school year, in the late Fall and late Spring. Parents or the teacher may request additional conference times as needed.
- **Communication:** Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each child. The classroom teacher may be contacted in a variety of ways, including notes, email, phone or in person -- usually by appointment. Urgent messages should be directed to the school office since the teacher may not be able to retrieve an email or voicemail message while supervising children. Social media is not an acceptable way to contact teacher.
- **Newsletters:** A bi-weekly newsletter from the classroom teacher keeps parents informed of learning activities and events your children are experiencing in the classrooms. A weekly newsletter from the school office is sent electronically to keep parents informed of all school activities. You may access this newsletter on Option C or at our website at <https://www.allsaintscatholic.org>
- **Events and Activities:** Parents are invited to attend "Being There" field trips, class parties, and other school and PTO events.

- **Roster:** A list of names and telephone numbers of the parents and guardians of children attending the preschool program is available upon request. Any parent(s) who has indicated on the child's registration form that their name and telephone number not be printed on the roster will not be included.

Communicable Disease and Emergencies

The Communicable Disease Chart published by the Ohio Department of Health is posted in the school clinic and the preschool classrooms. Procedures for hand washing and disinfecting are also posted in the classrooms. The school nurse is available during preschool hours; additionally, staff members complete the Red Cross courses on Communicable Disease, First Aid and Child Abuse Prevention. Also, staff members are aware of signs and symptoms of illness, hand washing, and disinfecting procedures.

A child removed from class due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program.
- Be supervised -- within sight and hearing of an adult at all times, and never left alone.
- Made comfortable and provided with a place to lie down. Any linens used by the ill child will be laundered after use before being used by another child. The bed or cot will be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other bodily fluid, the area will be cleaned with soap and water and then disinfected before being used by any other child.
- Observed carefully for worsening condition.
- Discharged to parent or guardian as soon as possible.

Communicable Disease Symptoms

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Sore Throat
- Vomiting
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- Difficult or rapid breathing
- Stiff neck
- Yellow skin or eyes
- Lice infestation
- Conjunctivitis or Pink Eye
- Green/yellow discharge from nose
- Temperature of 99.9 degrees per ear thermometer/100 degrees taken by the auxiliary method when in combination with other signs of illness.
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool

KINDLY contact the school immediately if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness. Parents will be notified by phone or a note will be sent home, however, the sick child's name will not be disclosed by the school. A child may return to school upon verification from parents that the child has been free from the communicable condition for a 24-hour period, fever-free for 24 hours without the use of medication, in accordance with the minimum control standards listed on the Communicable Disease Chart. A Communicable Disease Chart is posted in each preschool/prekindergarten classroom.

Health Issues

Student illness: The school will care for a child who is mildly ill but who is not exhibiting any of the communicable disease symptoms. If a child has or develops any of the communicable disease symptoms (red or running eyes, sore throat, skin irritations, nausea and vomiting, diarrhea and abdominal pain, harsh and/or forceful cough, etc.) during class, parents will be notified and the child will be isolated in the school clinic, with the school office personnel, until the parent arrives.

Minor Injuries: an Injury/Incident Report will be completed with information about type of Injury/Incident as well as First Aid provided. An Incident/Injury Log will be kept. Parents will receive a phone call concerning injury and First Aid provided and may request a copy of the report.

Food Allergies: All Saints Catholic School and Preschool recognize that food allergies may be severe and even life threatening. The school has adopted this policy to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of known students with food allergies while at school.

- **Parent/Student Responsibility**

- Parents of students with allergies must notify the school of such allergies at the beginning of each school year as well as when new allergies develop. Such notice may be provided on the school's Emergency Medical Form or by a written notice to the school nurse or principal.
- Parents of students with **LIFE-THREATENING** allergies must:
 - Provide the school with properly labeled medications
 - Complete the Emergency Medical Form, requiring authorization from the student's physician and the student's parents.
- Parents are responsible for educating their child about managing his/her allergy at school, including, but not limited to, identifying safe foods, school lunch choices, classroom celebrations, and field trips.

- Parents should send in a supply of snacks if their child has food allergies. Those snacks will be given to the child during classroom celebrations, etc.

- **School Responsibility**

- The school must cooperate with the instructions for students with life-threatening allergies, as indicated on the Medication Administration Form.
- The school clinic aide will share the completed FOOD ALLERGY Plan of Action with the student's teacher, lunchroom supervisor, office staff, and all other appropriate staff.
- Students will not be excluded from school activities solely based on their food allergy.
- With the consent of the student's parents, a Food Allergy Plan may provide a mechanism for the school to provide notice to the student's classmates and/or a student's classmates' parents of a life-threatening food allergy in the classrooms.

Emergencies

In case of accidental injury, the school clinic aide or office personnel will assess the severity of the injury. Minor accidents will be treated with first-aid procedures. In case of an emergency, an attempt will be made to notify the parents by phone and action will be taken according to instructions given by the parent on the emergency sheet. If your address, phone number, or email address changes at any time, please inform your child's teacher and the school due to the fact that this information is important for school records and emergency medical situations. Option C contact information should be updated by parent as well.

Parties and Invitations

All activities that might be considered “parties” must be cleared with the teacher and/or principal. Out of consideration, and to protect all of the All Saints students, *no birthday food treats will be allowed or approved.* No balloons or flowers should be delivered to school. Students wishing to invite classmates to a party outside of school may distribute invitations in the classroom **only** if every student in the class received an invitation. Otherwise, parents should mail invitations or hand-deliver outside of school.

We acknowledge birthdays are important to every child as well as celebrating their special day. However, sending in a food treat to the classroom for the celebration can exclude those who have food allergies, or other dietary restrictions. Every celebration should be inclusive of all class members. If you would like to send in an age appropriate item (non-food) for the class celebration, you may do so but is not required. Please refer to the “Classroom Celebrations” policy at the back of the handbook.

Safety Procedures

The school is required by law to hold a number of safety drills (fire, tornado, lockdown) throughout the school year. These drills provide guidance for personnel who discover or are notified of an emergency situation. A written plan is located in a pocket by the classroom doors, as well as the door to the play-ground. Teacher’s expectations and the purpose of each safety drill will be explained.

Medication

Medication, including over the counter **acetaminophen, ibuprofen**, cold medications, allergy medication, topical ointments and prescriptions will not be administered by any staff member without a doctor’s or dentist’s written consent. Any topical medications including sunscreen need a renewed doctor’s or dentist’s permission slip every three months.

When administering a medication, dietary supplement or modified diet, including dosage, date, and time medication was given for an individual child; that record will be kept on file for one year.

Physicals

The Ohio Department of Education requires children enrolled in preschool to have an annual physical **within the past 12 months**. The annual physical must cover the entire school year. For example; if your child’s physical is dated March 1, and school does not end until May 31, your child will need an updated physical for March 1 through the remainder of the school year.

Health Screenings

All Saints Catholic School complies with the Ohio Department of Health screening requirements (The Ohio Revised Code 3313.69). Pre-Kindergarten/Preschool children will have Hearing and Vision screening completed. If your child is identified as having any abnormal screening findings, the parent is informed and a referral is made.

If you do not wish to have your child screened, please contact the school office @ 419-666-2070.

Clothing

Our day will be filled with lots of play and fun activities. These activities range from painting to playing outside. In order for your child to have freedom of movement and to participate in all of the varied activities, please dress your child in comfortable play clothes and shoes that allow for active movement. Your child should not have to worry about getting his/her clothes dirty. All students should have an extra change of (labeled) clothes to be kept in classroom. **Sandals are not allowed.** Light-up shoes are discouraged. Shoes as they can be a distraction during class time/naptime activities.

Child Abuse Policy

The principal and each teacher are required by law to immediately notify the local public children service agency when they suspect that a child has been abused or neglected.

Discipline Policy

All Saints Catholic School and Preschool believes in a positive approach to discipline. The purpose of guidance and discipline is to nurture socially acceptable behaviors in children so that they can experience success in social relationships both now and in their educational future. We use the Five Gospel Guidelines and 17 Life Skills as the basis of our approach and procedures. Complimenting and encouraging good behavior helps to teach children about respect for self and others. Physical punishment will never be used as a means to modify negative behavior. If inappropriate behavior arises and begins to impact the educational experiences of that child and the other children in the classroom, a conference with parents will be scheduled and a behavior plan will be initiated.

The Ohio Department of Education requires that this preschool program comply with the following: Constructive, developmentally-appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from the problem situations, and talking with the child about the situation and praise for appropriate behavior. The programs actual methods of discipline 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, and 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 a positive 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, box or 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.
9. Separation, when used as a 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 or office 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 when in attendance in the preschool program.

Safety Guidelines

For your child's safety, the following guidelines have been established:

1. No child will ever be left alone or unsupervised.
2. No child will be allowed to cause bodily harm to other children.
3. A teacher will be with the children during arrival/dismissal times.
4. No child will be released to a person not authorized by a parent or guardian. We must have written authorization for changes in this respect.
5. All visitors, including parents, are to report to the school office before entering the classrooms.
6. Staff members have immediate access to a telephone in the case of an emergency.
7. Emergency numbers are posted by each telephone in the building, along with fire, emergency, and weather alert plans.
8. Safety Drills (fire, tornado, lockdown) are conducted and a record of these is kept in the school office. All exits are marked and smoke alarms are in working order.
9. An incident report shall be completed and a copy shall be given to the parent on the day that an accident occurs or when an incident necessitates the administering of syrup of ipecac.
10. Spray aerosols shall not be used when children are present.
11. Electrical outlets are covered when not in use.

Parent-Teacher Communication

Parents are asked to be respectful and considerate of appropriate times to talk with teachers, especially between 7:30 AM and 2:15 PM when teachers are responsible for the care and supervision of students. In order for teachers to give parents their full and undivided attention, kindly contact the teacher via email or phone message through the school office to arrange a time that is mutually convenient to speak or meet with him/her.

Teachers will not be able to receive phone calls while they are in class. If you need to speak with a teacher, please call the school office to leave a message or send an email. Under normal circumstances, school matters can be handled at school so that there is no need for parents to contact teachers at their homes. Teachers often are not able to regularly check their email during the school day so emergency or urgent messages should be conveyed through the school office. Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each student. Communication with the School Counselor, School Psychologist, or Principal may also be helpful for a child's needs to be properly addressed. Often problems may grow out of simple misunderstandings or misinterpretations and are often resolved when parents and teachers communicate directly. If one feels this contact has not been effective, then the Principal should be contacted.

Complaints or Concerns

All Saints Catholic School is committed to working with parents/guardians for the good of their children. We are committed to treating students and parents with respect and we value open, honest communication. Parents' decision to enroll their children in All Saints indicates a willingness to support and cooperate with the administration, faculty and staff of the school.

Complaints or concerns should be handled at the lowest possible level. Persons having a problem with a teacher/employee should go directly to that teacher/employee before contacting the Principal. Attempting to work out difficulties mutually is certainly consistent with the Lifeskills being taught at All Saints. Only after such attempts have failed, should administration be contacted. Posting concerns and complaints on social media without attempting to work out problems mutually may have a harmful effect on the Parish/School, its reputation, employees, and students. On rare occasions, the administration may require a family to seek an alternative educational environment if unresolved issues undermine the mission and beliefs of All Saints Catholic School. As part of the enrollment process, Parent/Guardians are required to read and sign the "ASCS Parent/Guardians' Code of Ethics". Please refer to Appendix.

Program Contact Information

All Saints Catholic School and Preschool follows the guidelines set forth by the Ohio Department of Education Rules for Preschool Programs. To report a suspected violation or problem that needs further attention, to file a complaint or receive state copies of inspection forms contact:

Ohio Department of Education, Division of Educational Services: 614-466-0224 or toll free 1-877-644-6338

The Preschool Director, Mr. Erik Graham may be contacted at: 419-661-2070 ext. 202 or

egraham@allsaintscatholic.org

Classroom Celebrations

Our #1 priority at All Saints is keeping all students safe while they are in our care. Did you know that 25% of new food allergies are first discovered during school hours? As our intention is to keep all students safe, we are making a change in the way students celebrate their birthdays at school. The change also correlates with the school wellness policy. **Therefore, no food items may be sent in by parents as a birthday treat.** Parents may opt to send in a non-food treat (see below). While ASCS intends to continue to celebrate the child's special day, there is a need to do so in a way that is safe and healthy while including every student.

Each child is special and should be recognized on their special day (or ½ birthday). Birthdays are announced in the morning and each classroom has his/her own special way of celebrating the occasion. The focus of the birthday celebration will be the child, not a treat.

Here are a few suggestions for a non-food treat:

- Send in a favorite book for the student to share with the class on the child's special day.
- Donate a book(s) for the classroom library in honor of the child's special day.
- Have a mini party. Let the students select an appropriate song.
- Send in supplies and directions for a small craft for the students to do. It is a bonus if parents come in to help with the craft.
- Arrange to play a game.
- Send in for the day or donate a recess game or equipment. *The students would be able to enjoy for many days.
- Send in school supplies for the class (ex. pencils, stickers, post-its)
- If you don't have any ideas, talk to your child's teacher. They are likely to know what the kids will enjoy and what will work well in the classroom setting as well as indoor/outdoor recess.

We appreciate your cooperation and understanding as this change is made to keep ALL ASCS students safe while honoring our school wellness policy.

Field Trip Policy

Regarding Parent Drivers for a field trip- after BCI background check and VIRTUS is completed:

- Office staff will be given a list of parent drivers and which students are in each car.
- Parent drivers should have a copy of the emergency medical forms of the students who are riding in their car. These confidential forms (in sealed envelopes) are to be open ONLY in the event of an emergency. Parents are to return sealed envelopes to the teacher upon returning from the field trip.
- The teacher and/or principal will give the parent driver the sealed envelopes after checking to make sure each child is securely fastened in the driver's vehicle.
- Parents may not leave All Saints parking lot until either principal and/or the teacher has made sure that all students are buckled in safely.

Note: If a parent is only taking their own child, the emergency medical form does not need to be sent with the parent.



ASCS Parent/Guardian Code of Ethics

A Catholic school is most successful when the administration, teachers, and parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of children are essential for effective formation and education.

Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each student. Sometimes problems may grow out of simple misunderstandings or misinterpretations and are usually resolved when parents and teachers follow the problem-solving procedures and communicate directly.

ALL SAINTS CATHOLIC SCHOOL is committed to working with you for the good of your child as our students are our main priority. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

For your part, your decision to enroll your child in this school indicates your willingness to support and to cooperate with the leadership and faculty of the school, and following the guidelines as listed below:

- To speak to our staff with a civil and respectful tone of voice at all times.
- To discuss concerns/disagreements (that you may have with the school) out of earshot of your child/ren.
- To follow proper channels when conflicts arise. (Speak with teacher-minister first, then to the principal-minister.)
- To respect principal-minister and teacher-minister’s time by seeking appropriate appointments for the discussion of issues.
- To use appropriate means of communication and respectful words and tones when conflicts arise via telephone call(s), note/letter(s), or email(s).
- To respect the reputation of the school community and its members, **only** using social media, technology, and cell phones in positive and appropriate ways and which are respectful to the ASCS community.
- To respect the privacy of each family/school situation, and not discussing your personal family interactions between school personnel with others. This includes not making disrespectful comments about ASCS, the Pastor, Principal, teachers and staff, nor other parents or students.

We look forward to partnering with you during this coming school year.

The Faculty & Staff of **ALL SAINTS CATHOLIC SCHOOL**

_____	_____	_____
Parent/Guardian (Printed)	Parent/Guardian (Signed)	Date
_____	_____	_____
Parent/Guardian (Printed)	Parent/Guardian (Signed)	Date



All Saints
CATHOLIC SCHOOL

Amendment of Parent Handbook

The All Saints administration promotes the best possible developmentally appropriate environment for our children. The Preschool Handbook is intended to clarify and communicate preschool policies and procedures. The Director reserves the right to amend the Preschool Handbook and parents will be promptly notified of any changes made. Aware that our children have diverse family and life experiences, diverse capability and individual patterns of growth and development, we strive to be diligent in meeting the needs of the whole child and work in partnership with parents. When a child's needs exceed our area of expertise, we work together with parents to seek solutions most beneficial for the child.

Preschool Handbook Acknowledgement & Agreement

I acknowledge I have received and read the All Saints Catholic School Preschool Handbook and agree to abide by its policies and procedures.

Student Name _____

Parent(s) Signature(s) _____

Date _____

*****Please sign and return this page by the first day of Preschool*****