



**All Saints School**

nurturing the whole child through Christ  winter park, florida

# Parent Handbook

2017-2018

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# WELCOME TO ALL SAINTS SCHOOL

## EDUCATIONAL PHILOSOPHY

At All Saints School we believe that children are God's most precious gift and we are committed to nurturing them through Christ. We emphasize five interrelated areas that are important for growth: spiritual, social, emotional, cognitive and physical. We know that the first five years of life are critical to a child's development and we are dedicated to providing an environment where they are assured of God's love while providing opportunities for their development through discovery and play.

## PURPOSE

All Saints School exists to nurture the whole child through Christ. *"Allow the children to come to me, for of such belongs the Kingdom of God."* Mark 10:14

## FAITH FORMATION

Faith formation in children starts with their parents and teachers. We incorporate spirituality into the lives of our children by the way we nurture them. Developing trust and confidence and consistently meeting a child's needs in a loving fashion are the beginning of building their faith in God. Prayer is part of each day in every classroom. Christian values and principles are stressed as well as stories from the Bible. Children begin attending weekly Alleluia Chapel at age three. We feel blessed to be given the opportunity to begin a child's life-long connection to the school environment and to a church family.

## OUR FAMILIES

Families are our children's first and most important teachers. At All Saints School we value our students' families and caregivers and place great importance on our relationship with them. We strive to keep lines of communication open through daily notes for our youngest students and weekly wrap up letters for our threes, fours and Kindergarteners. We have parent-teacher conferences twice a year and look forward to glean information from our families as well sharing our own observations with them. We welcome parent participation in our class activities, field trips and Parent Teacher Organization (PTO) events. We appreciate the trust our families have placed in us and work continuously to earn it.

## CURRICULUM FOR INFANTS AND TODDLERS

'The Creative Curriculum for Infants & Toddlers' is a comprehensive curriculum that helps achieve the very best program for children under three. Research tells us that more rapid brain development takes place during these years than at any other time of life. During this period, children are discovering who they are, how others respond to them, and about their world. They are also learning how to relate to others, what it means to express their feelings, and whether they are loved. Their brains are being "wired" into patterns for emotional, social, physical and cognitive development. If the interactions children have are nurturing, consistent and loving, and the experiences they have are appropriately challenging, then infants, toddlers, and twos grow and flourish. In such an environment, children learn to trust and joyfully explore their surroundings, making discoveries and developing a sense of themselves as competent learners and caring human beings.

## **CURRICULUM FOR THREES AND FOURS AND KINDERGARTEN**

'The Creative Curriculum for Early Childhood' is used with our three and four year olds. It is the continuum that follows 'The Creative Curriculum for Infants & Toddlers'. It rests on a firm foundation of research and responds to new requirements for addressing academic content. The approach was developed based on the theories and research that inform decision making in the early childhood field. The works of Piaget, Maslow, Erikson, Smilansky, Vygotsky, and Gardner are all implemented in Creative Curriculum. Creative Curriculum helps children acquire social competence and the skills they need to succeed as learners. The philosophy behind the curriculum is that young children learn best by doing. Learning requires active thinking and experimenting to find out how things work and to learn firsthand about their world. In the early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling and looking). Gradually children become more able to use abstract symbols like words to describe their thoughts and feelings. They learn to 'read' pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children "play". Play provides the foundation for academic or school learning. It is the preparation children need before they learn highly abstract symbols such as letters and numbers. Play enables us to achieve key goals of early childhood development. Play is the work of young children. Our Kindergarteners continue their learning in a similar way. They are learning the Florida State Standards through authentic and hands-on experiences. They read, write, and explore math, science and social studies in exciting and meaningful ways continuing our belief that children learn best by doing and utilizing all of their senses.

### **GOALS**

Our curriculum identifies goals in all areas of development:

- *Spiritual:* To help children know the love of Jesus Christ.
- *Social:* To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- *Emotional:* To help children experience pride and self-confidence, to develop independence and self-control, and have a positive attitude toward life.
- *Cognitive:* To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.
- *Physical:* To help children increase their large and small muscle skills and feel confident and aware of what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

### **ALL SAINTS SCHOOL COMMISSION**

The All Saints School Commission makes recommendations to the vestry regarding policy and strategic issues pertaining to the school. The Commission membership consists of the school director and assistant director, the clergy representative to the school, the church administrator, the curriculum resource teacher, parent representatives and All Saints Church members at large. School Commission meetings are held on the third Thursday of each month during the school year.

## LICENSING

All Saints School is licensed by the State of Florida under license #C09OR0268. We are regularly inspected by DCF and the fire department with unannounced visits three or four times yearly. Our staff meets all licensing requirements including level two background screenings (FDLE and FBI) and trainings.

## ACCREDITATION

All Saints School is accredited by The National Accreditation Commission for Early Care and Education which is managed by the Association for Early Learning Leaders. Early childhood programs accredited by NAC have voluntarily undergone a comprehensive process of internal self-study and invited external professional review to verify compliance with the "NAC for Excellence" criteria. The criteria can be found on NAC's Website at [www.nacaccreditation.org](http://www.nacaccreditation.org). On the anniversary of accreditation, a lengthy Annual Report is filed. Feedback from the Commission as to compliance or noncompliance is given. All Saints School was also awarded and maintains the Gold Seal for Excellence from the Department of Children and Families since 2006.



## PARTNERS

At All Saints we value connection with others. We are thankful to be involved with the following groups. We are proud to partner with Nemours and the Winter Park Health Foundation as participants in their "Healthy Habits for Life" program which focuses on teaching preschoolers healthy habits regarding nutrition, physical activity and sleep. We are thankful to have been awarded a grant from Keep Winter Park Beautiful and Sustainable for the last five years to fund "Green" projects at our school. Over the last 14 years All Saints Preschool families have donated over \$41,000 to St. Jude's Hospital through our annual Trike-a-thon fundraiser.



## GENERAL OPERATIONS

- All Saints School serves children six weeks old through Kindergarten.
- The school is open Monday through Friday from 9:00 a.m. to 2:00 p.m., August through May.
- Kindergarteners are expected to arrive and be settled in the classroom no later than 9:00 and must be dropped off in the carline. (Parents can walk them to the classroom for the first week of school.) Please do not pick up your Kindergartener until 2:00. They need a full day to accomplish their important work!
- Early Bird is available beginning at 8:15 every morning. You may pre-purchase any number of days per week or if space is available you may drop in for a nominal fee.
- After-care is available from 2:00-3:30 p.m. each day. You may pre-purchase any number of days per week or if space is available you may drop in for a nominal fee. Drop-ins MUST be approved by the office staff (not classroom teachers.) Advance notice is appreciated.
- We observe several holidays during the year including Labor Day, Thanksgiving (closed 1 week), Christmas (closed for 2 weeks), Martin Luther King Day, President's Day, Good Friday and one week for Spring Break. We also observe several teacher workdays. All these dates are listed on the calendar page of this handbook.
- In the event of a hurricane, and/or similar emergencies, the School will be closed if the Orange County Public Schools are closed. However if our school has power and there are no safety concerns, we may reopen sooner than Orange County. We have several ways to notify you including text and email.
- All Saints School is a Voluntary Pre-K Provider (VPK). All children that are four years old by September 1 are eligible for funding.

### Our program consists of the following classes:

Room	Age Group	Days
101	Infants (6 weeks-12 months)	Any days
102	Young 1's (12-18 months)	Any Days
107	Older 1's (18-24 months)	T,Th or M,W add F to either for 3 days or M-Th, M-F
105	Young 2's	T,Th or M,W add F to either for 3 days or M-Th, M-F
104	Older 2's	T,Th or M,W add F to either for 3 days or M-Th, M-F
103	Threes	M-Th or T,W,Th
204	Threes	M-F or MWF
208	Threes	M-Th or M-F
205	Pre-K	M-Th or M-F
206	Pre-K	M-Th or M-F
207	Pre-K	M-Th or M-F
TC 201	Kindergarten	M-F

## FINANCIAL INFORMATION – GENERAL INFORMATION

- At the time of registration you are required to pay a deposit to ensure your child's space in our program. This deposit consists of the registration fee, supply and activity fees, and a half of a tuition installment. This **entire deposit is completely NON-REFUNDABLE**. The half tuition installment is credited back to you in the month of December or May depending on the date of registration.
- For your convenience we now offer 2 payment options. You may pay utilizing an E-check using Headmaster online or Headmaster mobile app. The second option is to pay with a check or cash. Checks should be made payable to All Saints Church with "school" written in the memo line. Credit cards are no longer accepted as payment for tuition or other charges.
- For your convenience check or cash payments can be mailed to the school at the following address: 338 E. Lyman Avenue, Winter Park, FL 32789 (Attn: Rosie Johnson) If you wish to pay tuition while on the premises, please bring it directly to the office and deposit it in the tuition box. Teachers may not accept tuition payments.
- If you are paying for anything other than tuition, please indicate it in the memo section of your check.
- Tuition payment options are as follows: (1) You may pay the entire year tuition on the first day of school. (2) Two payments, each due on the first day of each term, Fall (8/28/17) and Spring (1/8/18), either of these options qualifies for a 3% discount. (3) In nine installments-the installments are due on the first day of school in August, October, November, December, January, February, March, April and May. The December installment is one-half the amount of the other installments (*see registration fees above*).
- If your account becomes 45 days delinquent it will be turned over to the church administration for collection. Additionally your child may not be able to attend until the account has been paid in full. If payment is not made his/her space may be given to another child on the waiting list.
- There is no change in tuition amount for school holidays, illness, extended absences, vacations, weather or other school closures. Your tuition permits us to operate while holding your child's space in the program.
- There is a \$30 charge for all returned checks. After two returned checks, only cash or a cashier's check will be accepted.
- Pick up time is promptly at 2:00 p.m. **Pick-up after 2:10 p.m. will be assessed a \$15 fee** and \$15 per every 15 minutes thereafter.
- **A \$10 administrative fee will be assessed each time you change your child's options.** (For example: if your child is registered for T,Th and you want to change it to MWF.)
- There is a 10% tuition discount on additional children from the same family. The lesser tuition will receive the discount.
- A child may be dismissed from the program if the parent demonstrates unwillingness to comply with the fee collection method as outlined in this handbook.
- If you plan to withdraw your child from the program, you must notify the Director in writing three weeks prior to the withdrawal date. We will make every effort during this time to fill the vacancy.
- Throughout the year there will be a few things that will automatically be added to your accounts. If your child is in a 3 year old class or new to Pre-K or K, s/he will require an All Saints School T-shirt (\$10) for fieldtrips. We also have a memory book (\$15) which is given to each child in May. These items will be added to your September (or initial) invoice. T-shirts are available for pickup beginning in September.
- Our "activity fee" covers among other things, field trips, special activities, storyteller, petting farm, Spanish, Outdoor Classroom, Art and Music.
- All information is kept confidential.

## FEES

All fees are **NON-REFUNDABLE**. These are annual fees and are due in full at the time of registration. Registration Fee: \$25 Parish members, \$50.00 returning student, \$100.00 new student, (all classes). Supply and Activity Fees are based on the class and number of days students attend. Please ask for a current fee sheet from the office for specific tuition and supply/activity amounts.

## EARLY BIRD AND AFTER CARE

Early Bird and After Care fees are the same for all students. These are **monthly rates**.

### Early Bird

1 day	\$13
2 day	\$19
3 day	\$27
4 day	\$35
5 day	\$43

### After Care

1 day	\$52
2 day	\$76
3 day	\$108
4 day	\$140
5 day	\$172

8:15 - 8:50 am

Space available rate is \$7.00 per day.

2:00 - 3:30 pm

Space available rate is \$20 per day.

## ENROLLMENT INFORMATION

All Saints School admits students of any religion, race, color, national and ethnic origin to all the rights, privileges, programs and activities, which are made available to students at the school. We do not discriminate on the basis of religion, race, color, national and ethnic origin in administration of its educational policies and other administrated programs.

When you begin the enrollment process, please keep in mind the following school policies and procedures:

- A child's class is determined by his/her age on September 1st of the current term.
- Children enrolling in classes for one year olds must be walking and eating finger food.
- Children enrolling in classes for three and/or four year olds must be toilet trained.
- A **non-refundable deposit**, which consists of the registration fee, supply and activity fee and half of one tuition installment, is due upon enrollment.
- All enrollment forms for your children must be completed and returned to the school prior to the first day of school. The Department of Children and Families (DCF) require all forms. They are:

Registration Form with Financial Agreement signed.

Student Emergency Information Form (Blue) - This is a blue form that we keep in a file in the school office. It provides a quick reference of phone numbers and emergency information. This form must be completed and signed by a parent so that your child may receive prompt medical attention in case of a medical emergency. This form must be notarized, and can be completed in the school office if required.

\*Form HRS 680 Immunization Record - This form must be completed and signed by a Florida licensed physician. It must be in your child's school record file within one week after admission to the school. Children who have not been immunized are not eligible for enrollment.



## **ALL SAINTS SCHOOL IMMUNIZATION POLICY – (as of 6/2015)**

For the health, safety and welfare of both students and staff, All Saints School follows all state of Florida vaccination requirements for students entering our school. Documentation of compliance with these requirements shall be provided to All Saints for all children upon entry to the school. The school will monitor ongoing vaccination compliance for children. This follows the standards and policies of the American Academy of Pediatrics, The Centers for Disease Control and the American Council on Immunization and Prevention. **There are no religious exemptions to this policy.** Medical exemptions will be reviewed by the Director and the school's medical consultant.

\*Physical Examination Form 3040 - This form must be completed and signed by a Florida licensed physician and updated every two years from date of exam. It must be in your child's school file within 30 days of enrollment.

\*These forms will be updated each time your child visits the doctor's office for immunizations. Please be aware that we need the forms each time they receive an immunization. You will be notified within 30 days of expiration. If your child's forms have reached their expiration date and the updated forms have not been turned in to the office, your child will not be allowed to return until the new forms are completed.

### **ORIENTATION**

All new families are entitled to a tour of our facility as well as an introduction to their children's teachers and the administrative staff. During the tour the administration will discuss the expectations of the family and the children's individual needs. Each family will be given a copy of the Parent Handbook and the administration will be more than happy to review all of the policies within it.

### **PACKET ENCLOSURES**

Within this packet you will find several pamphlets, statements and forms, all listed below. As an acknowledgement of receipt there is a single signature requirement on the last page of this handbook.

Know Your Child's Care Center - A parent must sign and return a form stating that he/she has read this DCF pamphlet (which is included in the Fall packet.)

"The Flu" A Guide for Parents- A parent must sign and return a form stating that he/she has read this pamphlet

Discipline Policy Form - A parent must sign a form stating that he/she has read our policy on discipline.

Potty Learning Statement – For parents of twos only

Potty Trained Statement- For parents of threes only

Food and Nutrition Policy Statement-A parent must sign a form stating that he/she has read our policy.

Field Trip Permission - This form needs to be signed for all children including infants and toddlers as they are taken for walks and baby buggy rides off campus.

Media Consent Form – allowing teachers, staff and parents to take, develop and post photographs of the children.

Handbook Acknowledgement - A parent must sign this form, located on the last page of the parent handbook, after reading and understanding the information contained therein.

## REGISTRATION

Currently enrolled students register first for the upcoming fall, followed by parishioners, then the general public. (The parishioner must be the parent, legal guardian or grandparent of the child who is being enrolled. The parishioner must be an active member with a pledge of record.)

You must pay the NON-REFUNDABLE deposit at the time of registration to ensure your child's place in the upcoming fall.

Once a class is full, we will start a waiting list. As space becomes available in the classroom, we will notify the parents in the same order in which they were placed on our waiting list.

## HEALTH AND SAFETY

### ILLNESS

For the protection of your child and his/her classmates, please do not send your child to school if he/she exhibits any of the following symptoms:

Fever (or has had one the previous 24-hour period)

Swollen glands

Nausea

Heavy runny nose

Diarrhea

Bad cough

Sore throat

Earache

Inflamed eyes

Skin rash

Chills

Your child may be sent home if these symptoms are observed during the day.

Your child should be **free of any of the above symptoms for at least 24 hours before returning to school.** You may be asked to keep your child home longer than 24 hours if we feel it is necessary. Please notify the Director immediately if your child contracts a contagious disease so that we may inform others.

Skin infections and rashes (i.e. ringworm, scabies, MRSA, impetigo, eczema, molluscum, etc.) must be covered if they are itchy, bleeding or have any discharge. Please notify the office and teacher if a contagious skin infection is being treated by a clinician.

Head Lice Please notify the school if your child is diagnosed with head lice. The child can return to school after lice treatment and a re-check for remaining nits. We have a no nit policy since up to a third of nits hatch despite (lice) pediculicide shampoos.

## MEDICATIONS

Prescription medication must be in the original container with the name of the physician, name of the child and directions written on the label. A dosing cup, spoon, or syringe must be included. The first dose of any new medication will not be administered during school hours due to the possibility of an allergic reaction. Written authorization for us to give your child any type of medication must be signed by a parent or guardian. The medication forms are available in the office. Please discuss the medication and child's condition with the teacher and office staff.

## **DRESS CODE**

Dress your child in simple, comfortable, washable clothes suitable for the weather. Please label all jackets and sweaters with your child's name. Children should wear shoes or sneakers that fit the child's foot securely. Flip-flops, plastic mesh shoes, Crocs, cowboy boots or dress shoes do not give your child adequate protection or traction when playing. They will need a change of clothes for messy play as well as toileting accidents. Helping your child develop self-help skills is an important part of our program; therefore, please dress your child in clothes that he or she can manage on his/her own for the most part.

## **FOOD AND NUTRITION**

- Parents must provide each child (2-5 years old) with a refillable water cup or bottle every day. It must be labeled with the child's full name. The teachers will re-fill it with filtered water as needed and send it home to be washed each day.
- If your child is in our toddler or two-year-old program please provide a sippy cup for drinking at school. The teachers will refill it with our school's filtered water. All children will be encouraged to sit at the table while drinking from a cup and while eating.
- During the year, teachers will send home a "snack basket" for you to fill with a special nutritious snack for your child's class. It is recommended that healthy, fresh produce and commercially prepared packaged foods be purchased. This will be done on an alternating basis, giving each child the opportunity to participate. You will be given a healthy snack suggestion list to follow when you receive the snack basket. Filtered water will be served. Class food allergies will be posted on the basket and communicated to the parents as needed.
- Birthdays are special and we enjoy helping your child celebrate. If you wish to provide a special birthday treat at snack time please let the teacher know in advance and please consider our healthy snack policy. For example, fruit kabobs and whole grain muffins with whipped cream and fruit are a festive option. Do not bring written invitations to your child's home party unless the entire class is invited. Birthday gifts should not be exchanged in the classroom.
- Each child brings his/her own lunch with a drink to school each day. Make sure to include all needed utensils. Lunches must be appropriately nutritious and safe. Lunch should consist of easy to eat finger foods, avoiding such choking hazards as hot dogs, sausages, carrots, grapes, etc. that are not cut correctly. Please do not send soft drinks, high sugar fruit juices or candy. If your child cannot easily feed him/herself with a spoon, please do not send foods such as yogurt or soup in his/her lunch. Please remember that refrigerator space is limited, so a cold pack in your child's lunch box will be necessary if it has to be refrigerated. Remember to clearly mark all cups, dishes, containers, bibs, bottles, eating utensils and lunch boxes with your child's first and last name. This is a DCF requirement.
- See (and sign) Food and Nutrition Policies sheet in Packet.

## **DISCIPLINE POLICY**

The word discipline means 'to disciple or teach'. Our goal is to teach or guide children until they can self-regulate. We will begin this process with the youngest children by setting up an environment that allows for sufficient space and duplications of materials, providing redirection when necessary. Through language, role modeling and praise children will be encouraged to cooperate. As children gain social skills and understanding, they will be given choices and age appropriate rules with logical consequences followed by learning appropriate negotiation and problem solving skills. A supervised time apart from a situation may sometimes be necessary. The ultimate discipline comes from within and does not depend on external rewards or punishment. We will begin that process with your child while he/she is at school. We will ask parents to work together with us to achieve these goals.

We reserve the right to require a parent to come to the school to pick up any child who is especially unruly during the school day. In the event of continual (in a short time frame) disruptive behavior such as biting, excessive hurting of another child, etc. the following steps will be taken:

- first incident - documented, parent notified, parent sign incident forms
- second incident – parent must come in to school for meeting with staff
- third incident – parent called and asked to remove the child for the day
- the Director, teacher and parent will make a behavioral plan for the child which could include an assessment of the child
- further repeated incidents – the child may be asked to leave the school

The documentation referred to above is an Incident/Accident report. It is a form filled out by the teachers and staff that record the information of the incident and what immediate steps were taken. You will receive the completed form and be asked to sign, date and return as acknowledgement. This form must be returned to school on your child's next day of attendance.

All Saints School reserves the right to immediately dismiss any child from the program whose behavior creates a significant risk of harm to the health and safety of other children or staff. The staff and administration must be in agreement that one or more of the following conditions are present in order to suggest dismissal: the child's behavior is significantly harmful to himself or to the other children or staff in the program, the child is consistently disruptive to the total environment, the child's needs could best be met in a specialized program not provided by All Saints School.

## **FIELD TRIPS**

Periodically the 3's, Pre-K, and Kindergarten classes will travel for a fieldtrip off campus in cars or the church bus. You will receive specific information from your teachers prior to the trip. We respectfully request that if you participate as a chaperone on the fieldtrips that **siblings not attend**. Your attention should be with your child and his/her classmates as you help the teacher. Each child must wear the All Saints blue field trip t-shirt.

## **TRANSPORTATION**

If your child is in the Young 2's class (Young 2's morning drop-off only) or Older 2's class and older, you may use our car line (off Lyman/Interlachen turn into the driveway just behind the school). Please do not turn into the driveway from Lyman/Aloma as requested by the City of Winter Park. In the morning you may drop your child off in the car line anytime between 8:50 and 9:10. One of our staff members will greet your child and take him/her to either the playground or classroom. In the afternoon you may pick your child up in the car line between 1:50 and 2:00.

When using the car line it is important that all parents remain in their vehicles. Traffic cannot be blocked. No double-parking in the car line driveway will be allowed and absolutely no passing. Please be patient. If there is heavy rain, thunder or lightning there will be no car line. All car line aged children will be brought to the Thomas Center gym for you to pickup. There will be a \$15.00 charge for late pick-up. Please remember the car line is not the time for a teacher conference or a prolonged conversation. **Cell phone use is not allowed in car line.**

If using car line, you must have the appropriate sign displayed in the front window on the left side of the car. The sign must have your child's full name and classroom number on it. These signs can be ordered from the office. Please email Rosie and let her know how many you will need. There are a set of rules on the back of the sign that must be followed when using car line.

Some parents may be uncomfortable using the car line. They are *always* welcome to walk their child to their classroom. To do this, please use the parking lot on Lyman Avenue behind the school. Parking is also available entering from Interlachen Avenue between the Winderweedle Building and the Mary Martha Room.

## PHOTOGRAPHS

Professional color individual photos and class group photos are taken each Fall. Black and White 'Tom Marshall' photographs are taken of each child in January. The purchase of these photos is at your discretion. Throughout the school year a variety of photographs are taken of the children as they are involved in their daily activities, on holidays, and special events. These are often displayed in the classrooms and/or used in the memory books. Often these pictures will be given to the parent but not always. On occasion these photographs may be used in the creation of a brochure or other publicity or articles. We may also use your child's picture on our All Saints School web site and Facebook page as well as in professional journal articles and presentations. Parental approval is required on our 'Media Consent' form. If there is an objection to photos being taken of your child please notify the school in writing on the Media Consent Form.

## SECURITY

In an effort to increase our campus security we have closed all entrances to our school except the playground gate in the breezeway by the carline. **All families must enter through the breezeway gate only.** By limiting our entrance to one central area we will be able to monitor access to our campus.

We will not allow anyone other than a parent or designated adult to remove your child from our facility. Parents must provide us with names and current phone numbers of designated adults who may remove your child in your absence. If you are carpooling, we must have a written note informing us of the driver. Persons whom staff members do not recognize WILL be asked for identification, even if they are listed on your card as a designated adult. If there is a change in your pick-up procedure you must write or call us to let us know. Further, the Director, Assistant Director or teacher who speaks to you on the phone MUST be able to recognize your voice.

- All persons visiting the school must come to the school office before entering a classroom or the playground.
- After arrival time is complete (9:10 am) all gates leading out of the playground or car line areas are to be kept closed and latched at all times. Security begins with each one of us. **We expect all parents to help us by closing all gates behind them after entering or exiting the school area.**
- Very important! Be sure to sign your child out of the classroom or the playground when you pick him/her up – no matter when you do this during the day. If you are using the car line your child's teacher will sign him or her out for you as you are recognized by our staff. However, if you are walking up during our busy dismissal time BE SURE THAT YOUR CHILD'S TEACHER KNOWS THAT YOU HAVE YOUR CHILD and that your child has been signed out. At that point, you are responsible for your child.
- Voluntary Pre-Kindergarten (VPK) parents must sign their child's VPK Attendance Form each month. The forms will be available for your signature within a week following the end of a month.
- Keep your children with you... it is easy to begin talking to other parents and stop paying attention to your child. Do not allow them to run around the school unsupervised as you converse with other parents. This is unsafe.
- Never park in fire lanes, in front of fire hydrants, or in spaces reserved for the handicapped or clergy even if only for a few moments.

## **EMERGENCY PROCEDURES**

We conduct fire drills once a month throughout the school year. These drills are required by both DCF and The Winter Park Fire Department. In case of a fire each class will follow the appropriate evacuation route (posted inside each classroom door) to our safe area. The classroom teachers bring the daily classroom sign-out sheet with them so that we know who has checked in for the day. The office staff and specials teachers help get all of the children to safety and bring the master emergency contact book with them. Once the building has been cleared we can return to the rooms. We also practice using our secondary routes at various times during the year.

In case of severe weather (such as tornadoes) all classes proceed to the basement of the church which is located underneath the Parish Hall. Once again the teachers bring the classroom sign-out sheets and the office staff brings the emergency contacts. We practice our severe weather drill several times per year.

In case of a "crisis situation" we have a lockdown procedure. All classrooms are notified by intercom and radio to begin the lockdown and do not unlock rooms and resume normal activity until notified. We conduct lockdown drills several times a year and during different times of day.

In case of evacuation we have secured a very close off-site location for safety. The teachers and office staff would escort the students to the location. Families would be notified from there if needed via text, email and possibly phone calls.

Teachers and office staff bring cell phones and 2 way radios to all emergency drills and events. We will have many drills at the beginning of the school year so that the children become accustomed to moving quickly without being scared.

## **COMMUNICATION**

Our staff excels at communication and their written communication will take different forms depending on the age of your child. Examples include monthly calendars, weekly wrap-up emails, and daily "My Day" forms.

'Building Bridges' is our school-wide monthly newsletter. It is sent electronically. Please inform us if you would prefer to receive a paper copy. Weekly emails are sent from the administration. We also update our website and Facebook page frequently. Please check them for the most current information.

Formal face to face conferences will be held in the Fall and the Spring. Please check the calendar in this handbook for the specific dates. Our staff and the Director are always available for parent-initiated conferences at any time throughout the year. We respectfully ask that these be scheduled and most importantly, not occur in the car line or during arrival and dismissal times.

We also communicate school-wide through email and also text alerts. The texts are primarily used to disseminate information in a timely manner for weather or lockdown situations. It is occasionally utilized for reminders.

## **ALLELUIA CHAPEL**

Alleluia Chapel is held weekly for 3 through 6 year-olds on Wednesdays. Chapel is approximately fifteen minutes and consists of music, prayer and a short lesson. Our All Saints clergy officiate. Parents are always welcome to attend. Your child's Alleluia Chapel schedule will be included on his\her monthly calendar.

The weekly Chapel theme will be carried over into the classroom. Each classroom has a Jesus doll and a basket that contains Christian music and books. Occasionally the Jesus doll may be sent home with the children along with a journal.

Family Chapel is held once a month from 9:15 - 9:30 a.m. in Alleluia Chapel. All family members and friends are encouraged to attend.

## **GRIEVANCE PROCEDURE**

Customer Service is very important at All Saints School. Your family is the reason we come to work every day. Our staff welcomes any suggestions for improving the quality of care of the children. If areas of concern arise and they pertain to your child or the classroom, please first bring the concern to the attention of the classroom teacher. She will listen to your concern and attempt to work through it. If the issue is not resolved satisfactorily or there are other concerns regarding the school, please call the office. We will work together to bring about a solution.

	Ext.
Billing and Account Information – Rosie Johnson	108
School Director – Kristin Millson	109
Curriculum Resource Teacher – Lori Pierce	201

## **PARENT INVOLVEMENT**

We have a wonderful Parent Teacher Organization (PTO) at All Saints School and we encourage everyone to participate. It is a great way to make friendships, build community and be part of your child's education. Research tells us that the earlier and more involved a parent is in their child's education, the more successful their child will be in school. Our school has many opportunities for you to become involved:

- PTO meetings
- Room Parent
- Library Volunteer
- School Commission
- Classroom Volunteer
- Fund raisers
- Working on holiday events
- Attending Family Chapel with your child
- Working as a paid substitute in a classroom



*Little children were brought for Jesus to lay his hands on them and pray. But the disciples scolded those who brought them. "Don't bother him," they said. But Jesus said, "Let the little children come to me, and don't prevent them. For of such is the Kingdom of Heaven." And he put his hands on their heads and blessed them before he left.*

**Matthew 19:13-**



## 2017-2018 All Saints School Calendar of Events

Aug 24	Th	Mandatory Parent Meeting and Classroom Open House (6:30-8:00)
Aug 25	F	Meet the Teacher (9:30-11:30) Stop by to meet your teachers and new friends
Aug 26	S	Popsicles in the Park (10-12:00) Play at the Hannibal Square Splash Pad
Aug 28	M	First Day of School
Sep 4	M	Labor Day-SCHOOL CLOSED
Sep 7	Th	Welcome Coffee-Learn about fun opportunities and see old & new friends (9-10:00)
Sep 15	F	Fellowship Fridays begin (Fridays from 9:15-11:15, childcare available)
Sep 21	Th	PTO Mom's Night Out
Oct 11	W	PTO Parents' Night Out at The Porch-Get to know other All Saints Families
Oct 16	M	Parent Teacher Conferences-SCHOOL CLOSED – Infants & Kinder open (PTO lunch for teachers)
Oct 18	W	Let's walk or bike to school today!
Oct 26	Th	Fall Festival-Come dressed in your costume, play games, eat dinner and Trunk or Treat!
Oct 27	F	Parent Teacher Conferences-SCHOOL CLOSED – Infant room open
Nov 7&8	T&W	Class and Individual photos
Nov 16	Th	Thanksgiving Feast (12:00)
Nov 20-24	M-F	Thanksgiving Vacation
Nov 28	T	Kindergarten Coffee
Dec 19	T	Christmas Nativity Pageant (6:30) for our Threes, Pre-K, and Kindergarten
Dec 20	W	SCHOOL CLOSED beginning of Christmas Break
12/20-1/7		SCHOOL CLOSED for Christmas Break
Jan 8	M	School Resumes for 2018
Jan 9&10	T-W	Tom Marshall Photos
Jan 15	M	Martin Luther King Day-SCHOOL CLOSED
Jan 16	T	Fall Pre-Registration begins (Fall Pre-Reg forms due on Jan 19 by 2:00 p.m.)
Jan 19	F	Pre-Registration forms due by 2:00 p.m.
Jan 24	W	St. Jude's Trike-a-thon
Feb 5-9	M-F	Literacy Week
Feb 5	M	Monday Mystery Readers
Feb 6	T	BNO (Book Night Out)
Feb 7	W	Café con Libre (Children invite a loved one to have breakfast in the classroom and read!)
Feb 13	T	Shrove Tuesday Pancake Supper
Feb 14	W	Ash Wednesday
Feb 19	M	President's Day-SCHOOL CLOSED
Feb 23	F	Big Saints Bash (Adult Only Auction Night)
Mar 6	T	PTO Sponsored Teacher Lunch-In
Mar 15	Th	Art Fest A la Mode (6:00-7:30)
Mar 16&17	F&S	Winter Park Art Festival Parking Lot Fundraiser PTO sponsored
Mar 16-23	F-F	Spring Break-SCHOOL CLOSED
Mar 26	M	School Resume
Mar 30	F	Good Friday-SCHOOL CLOSED
Apr 2	M	Summer Camp Registration
Apr 12	Th	Parent Teacher Conferences-SCHOOL CLOSED (PTO lunch for teachers) (K class open)
Apr 13	F	Parent Teacher Conferences-SCHOOL CLOSED
May 7	M	Memory Books distributed at afternoon pick-up
May 21	M	Kindergarten Last Day of School
May 21	M	Kindergarten Blessing (6:00 p.m. in Main Sanctuary)
May 22	T	Last Day of School (noon dismissal, no after-care)
May 22	T	Pre-K Blessing (9:30 a.m. in Main Sanctuary)
May 23-25	W-F	Teacher Post Planning

**ACKNOWLEDGEMENT of 2017-2018  
All Saints School Parent Handbook**

**I have read and understand the policies outlined in the All Saints School Parent Handbook.**

*Please initial that you have received and agree with the following documents and policies.*

- \_\_\_\_\_ **Know Your Child Care Facility** (Chapter 402312 F.S.)
- \_\_\_\_\_ **"The Flu" A Guide for Parents (sign and return flyer)**
- \_\_\_\_\_ **Discipline Statement (See page 11)**
- \_\_\_\_\_ **Potty Learning Statement (extra form for families with young or old twos only)**
- \_\_\_\_\_ **Potty Trained Policy (extra form for families with three year olds only)**
- \_\_\_\_\_ **Field Trip Permission Form**  
My child has permission to make educational and recreational excursions from the school under adequate supervision. This includes "bye bye buggie" rides around the block.
- \_\_\_\_\_ **All Saints School Food and Nutrition Policy**
- \_\_\_\_\_ **Media Consent Form**
- \_\_\_\_\_ **Orientation Procedure (See page 9)**

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Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

The above acknowledgements pertain to the following children:

- Child Name \_\_\_\_\_
- Child Name \_\_\_\_\_
- Child Name \_\_\_\_\_

***Please tear this page off your handbook, sign and return this acknowledgment to the school office by 8/28/2017***

