



All Saints School

nurturing the whole child through Christ  winter park, florida

School Handbook

2026-2027

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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 creating 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 in the Threes. 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, Pre-K, and Kindergarten students. 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.

PARENT/CAREGIVER EXPECTATIONS

Episcopal schools are created to be models of God's love and grace. Above all, Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, empowering God. All parents, teachers, and staff members are expected to conduct themselves in an appropriate, respectful manner consistent with the values of Episcopal schools as outlined below.

- Respecting and modeling the welcoming, inclusive environment of All Saints School whenever on school premises, at school sponsored events, or when communicating directly with the school
- Treating **all** members of the school community with kindness and respect, setting a good example with speech, conduct, and behavior
- Following all policies and procedures as outlined in this handbook
- Contacting the school directly when a question or need for clarification about a school matter arises rather than depending upon the interpretation of parents or other non-official school sources

LEARNING THROUGH PLAY: CURRICULUM FOR INFANTS AND TODDLERS

'The Creative Curriculum for Infants & Toddlers' is used with our Infants, Ones, and Twos. It 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 our Infants, Ones, and Twos will 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.

LEARNING THROUGH PLAY: CURRICULUM FOR THREES, FOURS, AND KINDERGARTEN

'The Creative Curriculum for Early Childhood' is used with our Threes and Pre-K classes. 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. 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 preschool 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 Pre-K curriculum also includes the use of Letter People and elements of Handwriting Without Tears.

Our Kindergarteners continue their learning in a similar way. They are learning the Florida State Standards through authentic, 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 their senses. Our Kindergarten curriculum includes the use of Handwriting Without Tears, Heggerty, and Eureka Math².

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 as well as 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 and joyful start in school. Within each classroom and peer group, all toys and activities are available to all children. The toys, books, and materials in each classroom are intentionally diverse to highlight the beautiful world that God created, redeemed, and will make new.

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 Reacher, parent representatives, and All Saints Church members at large. School Commission meetings are held on the second Thursday in October, December, February, and April.

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.earlylearningleaders.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 status as a Gold Seal Quality Care Program from the Department of Education since 2006.



PARTNERS

At All Saints we value connection with others, and 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 8 years to fund "green" projects at our school. Over the last 19 years All Saints School families have donated over \$55,000 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., September through May, as well as select weeks for summer camp in June and July.
- Drop-off runs from 8:50 until 9:10 a.m. each morning, and pick-up runs from 1:50 until 2:10 p.m. each afternoon.
- The front office may call you if your child has not arrived at school by 10:00 a.m. While we understand that doctor's appointments, events at a sibling's school, and unexpected delays happen, a late arrival can be disruptive to the class and take away from your child's school experience. We ask that you notify the office for approval prior to an arrival after 10:00 a.m.
- Early Bird drop-off is available from 8:15 until 8:50 a.m. each morning. Refer to page 9 for fees.
- After Care is available from 2:00 until 3:30 p.m. each afternoon. Refer to page 9 for fees.
- We observe several holidays during the year, including Labor Day, Thanksgiving (closed for 1 week), Christmas (closed for 2 weeks), Martin Luther King Jr. Day, Presidents' Day, Good Friday, and 1 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-Kindergarten (VPK) Provider. All children that are four years old by September 1 are eligible for funding.
- All Saints School accepts the Step Up for Students Scholarship (FTC and FES-EO) for our Kindergarten program.

This year our program consists of the following classes:

Room	Age Group	Days
101	Infants (6 weeks-10 months)	Any days
102	Young Ones (10-18 months)	T/Th or M/W (add F to either for 3 days), M-Th, or M-F
107	Older Ones (18-24 months)	T/Th or M/W (add F to either for 3 days), M-Th, or M-F
103	Twos	T/Th or M/W (add F to either for 3 days), M-Th, or M-F
104	Twos	T/Th or M/W (add F to either for 3 days), M-Th, or M-F
105	Twos	T/Th or M/W (add F to either for 3 days), M-Th, or M-F
204	Threes	T/W/Th, M-Th, or M-F
208	Threes	T/W/Th, 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 building fund. The building fund is used to cover the expenses of building upkeep and classroom maintenance. This entire deposit is completely NON-REFUNDABLE and NON-TRANSFERABLE.
- All payments will be made contactless through Brightwheel.
- Tuition is due on the 1st of each month, September through May (see *registration fees*). Tuition payments received after the 5th of each month will be assessed a late fee of \$20 per child.
- If your account becomes 45 days delinquent, it will be turned over to the church administration for collection. Additionally, your child will 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.
- Late pick-up (after 2:10 p.m.) will be assessed a \$15 fee.
- For children enrolled in aftercare, late pick-up (after 3:30 p.m.) will be assessed a \$15 fee.
- 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 to M,W,F).
- For children enrolled in early bird and/or aftercare, a \$10 administrative fee will be assessed each time you change your child's options. (For example: If your child is registered for early bird M,W and you want to change to M,F.) This does not apply to early bird and aftercare drop-ins.
- A \$20 fee will be charged for any check that is returned.
- Drop-ins for a day that your child is not scheduled to attend will depend on the availability of each individual class and must be approved by the office. The drop-in fee is \$80. Do not ask your child's teachers about drop-in availability!
- There is a 10% tuition discount on additional children from the same family. The lesser tuition(s) will receive the discount. This 10% discount applies to regular tuition only.
- Families who opt to pay the year in full or by semester will receive a 3% discount on regular tuition only. If you choose to pay the year in full, you must communicate this to our bookkeeper by September 1st. If you choose to pay by semester, you must communicate this to our bookkeeper by September 1st and/or January 1st.
- 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 1 month prior to the withdraw date. If you depart without notice, you will be charged for 1 month.
- Any additional fees (drop-in, late payment, field trip chaperone, or Thanksgiving Feast) are due immediately when billed through Brightwheel.
- Our supply/activity fee covers (among other things) field trips, special activities, storytellers, petting farm, Outdoor Classroom, Art, Music, STEM Lab, and Yoga.
- 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. The Registration Fee is \$50 for Parish members, \$75 for returning students, and \$100 for new students (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 (8:15 – 8:50 am)	Fees		After Care (2:00 – 3:30 pm)	Fees
1 day	\$28		1 day	\$80
2 day	\$44		2 day	\$124
3 day	\$54		3 day	\$164
4 day	\$62		4 day	\$196
5 day	\$70		5 day	\$220
Drop-in rate (if space is available)	\$20		Drop-in rate (if space is available)	\$45

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 our 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-year-olds, pre-kindergarten, and kindergarten must be toilet trained to both pee and poop in the potty.
- A **non-refundable and non-transferable deposit**, which consists of the registration fee, supply and activity fee, and building fund, 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) requires all forms. They are:

Registration Form with Financial Agreement signed.

Student Emergency Information Form - 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. You will approve and sign this form during Open House or Meet the Teacher. 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 by office staff and must be reviewed and signed by a parent before the first day of school.

*Form HRS 680 Immunization Record - This form must be completed and signed by a Florida licensed physician. Per DCF, it must be in your child's school record file before the first day of school and kept current. Children who have not been immunized are not eligible for enrollment.

*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. Per DCF, it must be in your child's school record file before the first day of school and kept current.

*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 prior to 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.

ALL SAINTS SCHOOL IMMUNIZATION POLICY

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 Prevention, and the American Council on Immunization and Prevention. **There are no religious exemptions to this policy.** Medical exemptions will require a letter from your child's physician explaining the exemption, which will be reviewed by the school's medical consultants. The medical consultants will then make a recommendation to our Director regarding enrollment, and their recommendation will be followed.

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 referred to the School Handbook, and the administration will be more than happy to review all the policies within it.

WELCOME PACKET (BRIGHTWHEEL)

Your Welcome packet will be sent via Brightwheel. Within your welcome packet you will find several forms, all listed below.

Welcome Letter – From Director

2026-2027 School Year Calendar – An overview of dates, closures, and events for the 2026-2027 school year

Financial Agreement – A parent must sign this form, acknowledging and accepting the terms of the agreement.

Child Survey – A parent must complete and submit this form.

Know Your Child Care Center – A parent must initial on the Parent Handbook Receipt Acknowledgement that he/she has read this pamphlet.

"The Flu" A Guide for Parents – A parent must initial on the Parent Handbook Receipt Acknowledgement that he/she has read this pamphlet.

Distracted Driver – A parent must initial on the Parent Handbook Receipt Acknowledgement that he/she has read this pamphlet.

Safe Sleep Practices – For parents of Infants only. A parent must digitally sign the form.

Potty Trained Statement - For parents of Threes only. A parent must digitally sign the form.

VPK Attendance Policy – For parents of VPK children only. A parent must digitally sign the form.

Handbook Acknowledgement - A parent must digitally sign this form after reading, understanding, and agreeing to the information contained therein.

Welcome Letters – Please note that teacher welcome letters will be sent via e-mail from the Director and through Brightwheel no later than 1 week prior to the first day of school.

REGISTRATION

Currently enrolled students and parishioners register first for the upcoming fall, followed by the general public.

The parishioner must be the parent, legal guardian, or grandparent of the child who is being enrolled. A parishioner is defined as an All Saints' communicant in good standing, meaning they are a member of the parish, who for the previous year(s) (minimum of 9 months), has been faithful in community worship, unless for a good cause prevented, and has been generous in working, praying, and giving for the spread of the Kingdom of God. If you are seeking membership at All Saints Church, please contact a member of the Clergy at 407-647-3413.

You must pay the NON-REFUNDABLE and NON-TRANSFERABLE 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

The health and safety of our school community is a responsibility we all must share. Children must stay home if they exhibit any of the symptoms listed below. Children will not be allowed to enter All Saints School with any of the symptoms listed below.

Fever of 100.4 degrees or higher	Sore throat
Persistent cough	Muscle aches
Shortness of breath	Frequent/consistent runny nose or congestion
Chills	Swollen glands
Loss of taste or smell	Earache
Vomit (1 incident)	Inflamed eyes
Diarrhea (2 incidents)	Skin rash

Children will be sent home if any of the above symptoms are present during the day. He/she must be fever-free without the use of fever-reducing medication, have no incidents of vomit or diarrhea, and have improving overall symptoms for 24 hours before returning. In the event of vomit and/or diarrhea, there must also be a regular bowel movement before returning.

Children should not arrive at school on fever-reducing medication. If medication may be needed for teething or another reason, a parent can fill out the medical release documentation and leave the medicine in the office to be administered as needed.

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 your child's teachers 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 pediculicide (lice) 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. Children 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 with a refillable water cup or bottle every day. It must be labeled with the child's first and last name. The teachers will refill it with filtered water as needed and send it home to be washed each day.
- 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 bag" 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 bag. Filtered water will be served, so please do not include any drinks in. Class food allergies will be posted on the bag and communicated to the parents as needed.
- Birthdays and holidays are special, and we enjoy helping your child celebrate. If you wish to provide a special birthday treat at school, let the teacher know in advance and please consider our healthy snack policy. For example, fruit kabobs and whole grain muffins with whipped cream are a festive option. Do not bring written invitations to your child's birthday 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 needs refrigeration. A requirement of DCF is to clearly mark all cups, dishes, containers, bibs, bottles, eating utensils, and lunch boxes with your child's first and last name.
- Florida Administrative Code Chapter 65C-22.006 requires that there be signed statements from the custodial parents or legal guardian that their childcare facility has provided them with information on the childcare facility's food and nutrition policies that includes language on food safety and food allergens.
 - Parents are informed of food related activities as follows:
 - Classroom Holiday Parties – through wrap-up letters and sign-up sheets
 - Field Trips – through wrap-up letters and class calendars

- Birthday Celebrations – through wrap-up letters and class calendars
- Learning Activities and Other – through wrap-up letters and class calendars
- If a special diet is required for a child by a physician, a copy of the physician's order, a copy of the diet and a sample meal plan is maintained in the child's file and followed. If the custodial parent or legal guardian notifies All Saints School of any known allergies, written documentation is maintained in the child's file for as long as the child is enrolled at school. Special restrictions are shared with staff and are posted in a conspicuous location.
- Snack menus are posted at the beginning of each month on the classroom doors. Snack menus are maintained for the year.
- Written documentation of known food allergies is retained for as long as the child is enrolled at school.

BPA-FREE PLASTICS

BPA-containing plastics are commonly used in food containers, baby bottles, and other items. Some research has shown that BPA can seep into food or beverages from containers that are made with BPA, which is a concern due to the possible health effects on infants and children, their behavior, as well as other possible links between BPA and increased blood pressure, type 2 diabetes, and cardiovascular disease. Families are encouraged to use baby bottles, sippy cups, and water bottles that are labeled "BPA-free." When applicable, All Saints School uses glass containers or BPA-free plastics to store snacks.

DISCIPLINE POLICY

The word discipline means 'to disciple or teach.' Our goal is to teach and 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 duplication 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 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 (for 3 or more consecutive weeks) disruptive behavior such as biting, scratching, excessive hurting of another child, etc. and/or developmental concerns that are impacting a child's ability to function in the classroom setting, the following steps will be taken:

- The Director will contact the parent/guardian to schedule a meeting
- During the meeting, a plan will be discussed regarding how to best meet the child's needs
- The plan will be put in writing and signed by the Director, classroom teachers, and parents
- A follow-up meeting will be scheduled to revisit the plan and discuss any further action that may be necessary

When an incident or accident occurs, the teachers will fill out an Incident/Accident report for any involved children. This form records 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 it as acknowledgement. This form must be returned to school on or before 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 Threes, Pre-K, and Kindergarten classes will travel for a field trip off campus in parent vehicles. You will receive specific information from your teachers prior to the trip. We respectfully request that if you participate as a chaperone on a fieldtrip, **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 School t-shirt. In addition, all classes will occasionally take walks or stroller rides around campus and the local vicinity. Parental approval is required on our Parent Handbook Receipt Acknowledgment.

TRANSPORTATION

If your child is in the Young Twos 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 a.m. One of our staff members will greet your child and take him/her to their classroom. In the afternoon you may pick your child up in the car line between 1:50 and 2:10 p.m. One of our staff members will bring your child from his/her classroom to your car.

Please be patient when using the car line. No double-parking in the car line driveway will be allowed and absolutely no passing. If there is heavy rain, thunder, or lightning, there will be no car line. You will need to walk in to pick-up your child from his/her classroom. 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 windshield of the car. The sign must have your child's full name and classroom number on it. Every family in Young Twos and up will receive a carline sign; please email Gena and let her know if you will need additional signs. There are a set of rules on the back of the sign that must be followed when using car line. **Please note that teachers and staff can unbuckle children to take them out of the car in the mornings, but may not buckle children into the carseats in the afternoons.**

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.

ANTI-IDLING POLICY

The Anti-Idling Policy is part of All Saints School's commitment to creating a healthy and sustainable environment for our families, students, and staff. Idling vehicles contribute to air pollution and emit air toxins. Exposure to elevated levels of these pollutants can cause an increased risk of developing asthma, respiratory problems, and other adverse health effects, especially for children whose lungs are still developing. Therefore, we ask that all drivers turn off engines when they arrive at school and expect to be parked for more than 1 minute. If idling is necessary for temperature control, please restrict it to no more than 5 minutes.

PESTICIDES

At All Saints School, Integrated Pest Management (IPM) techniques are utilized to control pests, including insects and vermin. Classroom garbage cans are emptied multiple times a day, and outdoor garbage cans are emptied once daily. Pesticide application occurs the third Wednesday of every month, in the afternoon when no children or staff members are present on campus and more than 12 hours before children and staff members will return to campus.

CLASSROOM PETS

Some classrooms at All Saints School include a class pet. We feel that the opportunity to care for another creature is important as it fosters empathy and responsibility for our young learners. There is a sign posted on the door of each room that has a pet. Please notify the classroom teacher or administration if your child has an allergy to the class pet.

PHOTOGRAPHS

Professional color individual photos are taken each Fall by Jen Adams. 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 during special events. These are often displayed in the classrooms and/or used in the memory books. 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 website and social media accounts (Facebook and Instagram) as well as in professional journal articles and presentations. Parental approval is required on our Parent Handbook Receipt Acknowledgment.

MEDIA CONSENT

All Saints School teachers and staff photograph classroom and school activities and parties. These photos are sometimes used on the All Saints School and Church websites, in the School and Church newsletters, and on the School and Church social media pages (Facebook and Instagram). The photos may also be used in professional articles in teaching journals and/or during presentations at professional conferences.

On the Parent Handbook Receipt Acknowledgement, please indicate whether you **Do or Do Not** consent to the use of photographs and/or video footage of your child on the All Saints School and Church websites, in the School and Church newsletters, and on the School and Church social media pages as well as in professional articles in teaching journals and/or during presentations at professional conferences.

This consent may be withdrawn by the parent or guardian at any time upon written notice.

SECURITY

All gates and doors at all entrances to the school remain closed and locked during school hours, and only the breezeway doors will be open during arrival (8:50-9:10 a.m.) and dismissal (1:50-2:10 p.m.). When entering and exiting campus, **all families must use the breezeway only.** By limiting our entrance to one central area we are able to monitor access to our campus.

In addition, we work with the Winter Park and Maitland Police Departments on scheduling an off-duty officer to be on school property during school hours. We remain in close contact with the WPPD to stay apprised of updated safety measures and opportunities.

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 or email 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.

Additional safety measures and policies include:

- A camera buzz-in system is located at the breezeway doors for anyone who may arrive outside of arrival and dismissal times. Office staff will only allow known and recognized parents/guardians to enter via the buzz-in system. Otherwise, we will personally meet all guests at the doors before granting entry.
- All persons visiting the school must first check in with the school office.
- Outside of arrival and dismissal times, all gates and doors 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! Teachers will sign your child in each morning and out each afternoon. Arrival and dismissal can often be a busy time; make sure you are fully focused on your child and the teacher or staff member who is assisting you. Once you pick up your child or your child is brought to you in carline, you are responsible for your child.
- Only parents/guardians or teachers/staff may open classroom doors.
- 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 or carline 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) to our safe area. The classroom teachers bring the daily classroom sign-in sheet with them so that we know who has checked in for the day. The office staff and specials teachers help get all of our 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-in 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 newsletter. It is sent electronically each month, September through May. Please inform us if you would prefer to receive a paper copy. Emails are sent from the administration as needed. We also update our website and social media accounts frequently. Please check them for the most current information.

Formal Parent Teacher 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, Brightwheel, and 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 our Threes, Pre-K, and Kindergarten classes. Led by our school chaplain, Rev. Lo, Chapel is approximately fifteen minutes and consists of music, prayer, and a short lesson. Families are welcomed and encouraged to join for Chapel. Your child's Alleluia Chapel schedule will be included on his/her monthly calendar.

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.	E-mail
Director – Emory Messeroff	109	emory@allsaintswinterpark.org
Assistant Director – Gena Dehner	108	gena@allsaintswinterpark.org
Curriculum Resource Teacher & Medical Records – Lori Pierce	201	lori@allsaintswinterpark.org
Billing and Account Information – Nichole Buffong, Bookkeeper		nicholle@allsaintswinterpark.org

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:

- | | |
|---|---|
| <ul style="list-style-type: none">• Classroom volunteer• Room parent• Library volunteer• School commission | <ul style="list-style-type: none">• Fundraisers• Working on school events• Attending 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

2026-2027 All Saints School Calendar of Events

Aug 20	Th	Parent Open House, 6:00 – 7:30 p.m.
Aug 20	Th	Parents' Night Out, immediately following Open House
Aug 21	F	Meet the Teacher, 9:30 – 11:00 a.m.
Aug 22	Sa	PTO Popsicles in the Park, 9:00 – 11:00 a.m. (Enjoy some popsicles and playtime, and meet other parents and children in your child's class)
Aug 24	M	First Day of School
Sep 7	M	Labor Day, School Closed
Sep 9	W	PTO Welcome Back Coffee, 9:00 – 10:00 a.m. (Enjoy fellowship with other parents)
Oct 13 & 14	T & W	Individual Photos w/ Jen Adams
Oct 22	Th	Trunk-or-Treat, 9:15 – 11:15 a.m.
Oct 23 & 26	F & M	Parent Teacher Conferences, School Closed (Infant room open)
Oct 25	Su	All Saints School Sunday & Blessing of the Costumes, 9:00 a.m.
Nov 19	Th	Thanksgiving Feast, 12:00 p.m. (Musical performance by our Threes, Pre-K, and Kindergarten students followed by a Thanksgiving meal)
Nov 23-27	M-F	Thanksgiving Break, School Closed
Nov 30	M	School Resumes
Dec 4	F	Kindergarten Coffee, 9:30 a.m. (Learn about our Kindergarten program and curriculum)
Dec 17	Th	No After Care! Christmas Nativity Pageant, 6:30 p.m. (Performance by our Threes, Pre-K, and Kindergarten students followed by a cookie reception)
Dec 18-Jan 1	F-F	Christmas Break, School Closed
Jan 4	M	Teacher Workday, School Closed
Jan 5	T	School Resumes
Jan 11	M	2027-28 Pre-Registration Begins (Currently enrolled families)
Jan 14	Th	Pre-Registration Forms Due
Jan 18	M	Martin Luther King Jr. Day, School Closed
Jan 20	W	Pre-Registration Confirmation E-mails Go Out
Jan 21	Th	St. Jude Trike-a-Thon (Older Twos, Threes, Pre-K, and Kindergarten)
Jan 24	Su	All Saints School Sunday, 9:00 a.m.
Jan 25	M	Pre-Registration Deposits Due
Jan 27 & 28	W & Th	Tom Marshall Photos (Individual black & white photos)
Feb 1-5	M-F	Literacy Week
Feb 3	W	Café con Libros, 9:00 – 9:45 a.m. (Invite someone special to visit your child's classroom to read and enjoy some light refreshments, Young Twos through Kindergarten)
Feb 8	M	Summer Camp 2027 Pre-Registration Begins (Currently enrolled families)
Feb 11	Th	Summer Camp Pre-Registration Forms Due
Feb 15	M	Presidents' Day, School Closed
Feb 16	T	Summer Camp Pre-Registration Confirmation E-mails Go Out
Feb 17	W	Summer Camp Pre-Registration Deposits Due
Mar 12-19	F-F	Spring Break, School Closed
Mar 22	M	School Resumes
Mar 26	F	Good Friday, School Closed
Apr 6 & 7	T & W	Class Photos
Apr 15	Th	Art Fest à la Mode, 2:00 – 4:00 p.m. (Enjoy ice cream and art displayed from all our students, Infants through Kindergarten)
Apr 26 & 27	M & T	Parent Teacher Conferences, School Closed
May 4	T	Muffins in the Morning, 9:00 – 10:00 a.m. (Invite a special person in your child's life to enjoy a sweet breakfast together)
May 17	M	Kindergarten Blessing, 6:00 p.m.
May 18	T	Pre-K Blessing, 9:30 a.m.
May 18	T	Noon Dismissal & No After Care! Last Day of School

TBD: Big Saints Bash (Adult-only fundraiser with food and drinks, music, silent auction, fellowship, and much more)