



# School Handbook

2019-2020

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## Table of Contents

Welcome .....	4
Educational Philosophy .....	4
Purpose .....	4
Faith Formation .....	4
Our Families .....	4
Curriculum .....	4
Goals .....	5
School Commission .....	5
Licensing .....	6
Accreditation.....	6
Partners .....	6
General Operations .....	7
Financial .....	8
Fees .....	9
Enrollment Information .....	9
All Saints School Immunization Policy .....	10
Orientation .....	10
Packet Enclosures.....	10
Registration .....	11
Health & Safety .....	11
Medications .....	11
Dress Code .....	11
Food and Nutrition .....	12
Discipline Policy .....	12
Field Trips .....	13
Transportation .....	13
Classroom Pets .....	14
Photographs/Media.....	14
Security .....	14
Emergency Procedures .....	15
Communication .....	15
Alleluia Chapel .....	16
Grievance Procedures .....	16
Parent Involvement .....	16
Yearly Calendar .....	18
Parent Acknowledgement .....	19

## **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 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 gleaning information from our families as well as 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.

### **LEARNING THROUGH PLAY: 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 our 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.

## **LEARNING THROUGH PLAY: CURRICULUM FOR THREES, FOOURS, 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 (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 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 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.

## **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.

## **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 second 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, 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 five years to fund "green" projects at our school. Over the last 15 years, All Saints School families have donated over \$50,000 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 a.m. 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 p.m. 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 for 1 week), Christmas (closed for 2 weeks), Martin Luther King Day, President's 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.

### Our program consists of the following classes:

Room	Age Group	Days
101	Infants (6 weeks-12 months)	Any days
102	Young Ones (12-18 months)	Any Days
107	Older Ones (18-24 months)	T,Th or M,W (add F to either for 3 days) or M-Th, M-F
105	Young Twos	T,Th or M,W (add F to either for 3 days) or M-Th, M-F
104	Older Twos	T,Th or M,W (add F to either for 3 days) or M-Th, M-F
103	Threes	T,W,Th
204	Threes	M-Th or M-F
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 with 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's tuition on the first day of school. (2) Two payments – each due on the first day of each term, Fall (8/26/19) and Spring (1/6/20); 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*).
- 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.
- There is a \$30.00 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 \$15.00 fee and \$15.00 per every 15 minutes thereafter.
- A \$10.00 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.)
- 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 Threes class or new to Pre-K or Kindergarten, s/he will require an All Saints School t-shirt (\$10.00) for field trips. We also have a memory book (\$15.00), 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, Music, 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 \$25.00 for Parish members, \$50.00 for returning students, and \$100.00 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

1 day	\$14.00
2 day	\$24.00
3 day	\$32.00
4 day	\$40.00
5 day	\$48.00

8:15 - 8:50 am

Space available rate is \$10.00 per day.

### After Care

1 day	\$52.00
2 day	\$80.00
3 day	\$116.00
4 day	\$148.00
5 day	\$180.00

2:00 - 3:30 pm

Space available rate is \$25.00 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 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 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) requires 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 needed.

\*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.

\*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.

## **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 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 commission, who will make a decision regarding enrollment.

### **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 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 Care Center - A parent must sign and return the 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 the pamphlet** stating that he/she has read it.

Distracted Driver - A parent must sign and return the form stating that he/she has read it.

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 - This form allows 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 - within the last 24 hours	Sore throat
Swollen glands	Earache
Nausea/vomit	Inflamed eyes
Heavy runny nose	Skin rash
Diarrhea	Chills
Bad cough	

Your child will 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 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. 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 with a refillable water cup or bottle every day. **It must be labeled with the child's first and last 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 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, so please do not include any drinks in the snack basket. 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 for your child, 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.**
- See (and sign) Food and Nutrition Policies sheet in your packet.

## **DISCIPLINE POLICY**

The word discipline means 'to discipline 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 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 (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 signs incident form
- second incident - parent must come into school for a 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 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 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, **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.

## **TRANSPORTATION**

If your child is in the Young Twos (Young Twos morning drop-off only) or Older Twos 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 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.

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 lighting, there will be no car line. You will need to walk in to pick-up your child from his/her classroom. 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 the classroom. To do this, please use the parking lot on Lyman Avenue behind the school.

## **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 teachers or administration if your child has an allergy to the class pet.

## **PHOTOGRAPHS/MEDIA**

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 during 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 website and social media accounts (Facebook and Instagram) 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. We have also begun construction and installation on two gates – one in the breezeway and one before the Mary Martha Parlor entrance. We will provide more information regarding these gates when construction is complete. **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 a.m.), 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 in each morning and out each afternoon – 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) 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. 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 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 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 Older Twos, Threes, Pre-K, and Kindergarten classes on Wednesdays. Led by our school chaplain, Father Russell, Chapel is approximately fifteen minutes and consists of music, prayer, and a short lesson. Parents are always welcome to attend. 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 teachers. They 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, Assistant Director	108
School Director – Emory Messeroff	109
Curriculum Resource Teacher – Lori Pierce	201
Student Records – Kim Mathis	110

## **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
- Fundraisers
- Working on holiday 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-**

## 2019-2020 All Saints School Calendar of Events

Aug 22	Th	Mandatory Parent Meeting and Classroom Open House (6:00-7:30 p.m.) – Adults only
Aug 22	Th	PTO Parents' Night Out (7:30 p.m.) – Come meet other All Saints families!
Aug 23	F	Meet the Teacher (9:30-11:30 a.m.) – Stop by to meet your teachers and new friends!
Aug 24	S	Popsicles in the Park (10:00 a.m. -12:00 p.m.) – Come play at Azalea Lane Playground!
Aug 26	M	First Day of School
Sep 2	M	Labor Day – SCHOOL CLOSED
Sep 5	Th	Welcome Back Coffee (9:00-10:30 a.m.) – Learn about fun opportunities and see old and new friends!
Sep 13	F	Fellow Fridays Begin (Fridays 9:15 – 11:15 a.m.) – Childcare available
Sep 18	W	PTO Room Parent Breakfast Meeting (9:15 – 10:00 a.m.)
Oct 18	F	Parent Teacher Conferences – SCHOOL CLOSED, Infant room open, PTO lunch for teachers
Oct 21	M	Parent Teacher Conferences – SCHOOL CLOSED
Oct 25	F	Fall Festival (5:30-7:30 p.m.) – Wear your costume, play games, eat dinner, and Trunk or Treat!
Nov 6	W	Class and Individual Photos
Nov 7	Th	Class and Individual Photos
Nov 21	Th	Thanksgiving Feast (12:00 p.m.) – Musical performance by our Threes, Pre-K, and Kindergarten
Nov 25-29	M-F	Thanksgiving Vacation – SCHOOL CLOSED
Dec 3	T	Kindergarten Coffee (9:15 a.m.) – Learn about our Kindergarten curriculum and standards!
Dec 19	Th	Christmas Nativity Pageant (6:30 p.m.) – Performance by our Threes, Pre-K, and Kindergarten
Dec 20	F	Christmas Break begins – SCHOOL CLOSED
Dec 23-Jan 3	M-F	Christmas Break – SCHOOL CLOSED
Jan 6	M	Teacher Workday – SCHOOL CLOSED
Jan 7	T	School Resumes for 2019
Jan 13	M	Fall Pre-Registration Begins
Jan 16	Th	Fall Pre-Registration Forms Due by 2:00 p.m.
Jan 22	W	St. Jude's Trike-a-Thon
Feb 3-7	M-F	Literacy Week
Feb 4	T	Books and Burgers (4:00-6:00 p.m.) – Stop by Writer's Block Bookstore and Burger Fi!
Feb 5	W	Café con Libros (9:00-9:45 a.m.) – Children invite a loved one to have breakfast in the classroom and read!
Feb 17	M	President's Day – SCHOOL CLOSED
Feb 21	F	Big Saints Bash (7:00-10:00 p.m.) – Adult only auction night at Winter Park Farmers' Market
Feb 28	F	Rare Disease Day
Mar 3	T	PTO Sponsored Teacher Lunch-In
Mar 12	Th	Art Fest à la Mode (6:00-7:00 p.m.) – See your child's artwork on display and enjoy some ice cream!
Mar 13	F	Spring Break begins – SCHOOL CLOSED
Mar 16-20	M-F	Spring Break – SCHOOL CLOSED
Mar 21	S	PTO Winter Park Art Festival Parking Lot Fundraiser
Mar 30	M	Summer Camp Registration
Apr 10	F	Good Friday – SCHOOL CLOSED
Apr 27	M	Parent Teacher Conferences – SCHOOL CLOSED
Apr 28	T	Parent Teacher Conferences – SCHOOL CLOSED
May 4	M	Memory Books Distributed During Afternoon Pick-up
May 7	Th	PTO End of Year Board Meeting
May 18	M	Kindergarten Last Day of School
May 18	M	Kindergarten Blessing (6:00 p.m.)
May 19	T	Last Day of School – NOON DISMISSAL, NO AFTERCARE
May 19	T	Pre-Kindergarten Blessing (9:30 a.m.)
May 20-22	W-F	Teacher Post Planning

## **ACKNOWLEDGEMENT of 2019-2020**

### **All Saints School Handbook**

**I have read and understand the policies outlined in the All Saints School 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)**
- Distracted Adult Flyer (sign and return flyer)**
- Discipline Statement (See page 12)**
- 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 Waiver**  
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 10)**

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Parent Name (print)

Parent Signature

Date

The above acknowledgements pertain to the following children:

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

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

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

***Sign and return this acknowledgment to the school office by 8/30/2019.***

***Please tear this page off and return to school.***

