



All Saints Preschool Parent Handbook

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A ministry of

ALL SAINTS CHURCH | 3 CHEVY CHASE CIRCLE, CHEVY CHASE, MARYLAND 20815

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Mission Statement

To instill the joy of learning in a nurturing environment that reflects God's love.

Philosophy

Knowing that children need to feel safe in order to learn, our dedicated staff provides a nurturing environment that promotes independence and builds self-confidence while recognizing each child is an individual. The earliest years of life have a powerful influence on how children view the world, how they relate to others, and how they will succeed as learners. All Saints Preschool guides children in this most formative time in order to make a positive difference in their lives. Our nine core values are woven into all that we do – **Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control.**

Teachers have a unique opportunity to influence the lives of young children and their families. The professional staff develops trusting relationships with the students and challenges them in a spirit of self-discovery and personal growth.

Parents are the first and most important teachers. The school forms partnerships with the families and works cooperatively to communicate the child's unique abilities and developmental progress. Our goal is to work together with the child's family to encourage each child to become a successful member of a social group and to thrive in an environment where they are challenged to reach their highest potential.

Program

Children are provided space, both indoors and outdoors, for discovery and exploration. The program is based on *The Creative Curriculum* which focuses on social/emotional development, as well as physical, cognitive, and language and literacy skills. Woven throughout the daily routine is a program that introduces mathematical thinking, science, social studies, art, and music and movement at a level that is consistent with early learning.

Technology Policy

If relevant to the children's learning, child appropriate websites, videos, and other online programs may be used as an additional tool to enhance curriculum activities. Guidelines for use are:

- To assist in expanding the content of the daily program
- Be suitable to the needs and development levels of each child watching

- Carefully chosen programs should hold the interests of the children
- Minimal use – not to exceed 30 minutes per week

Chapel Program

The Children’s Ministers of All Saints Church serve as the Children’s Chaplains and are honored to have the privilege of pointing your children towards the loving God who made them and loves them. The “Fruits of the Spirit,” as described by the Apostle Paul in his Letter to the Galatians, are introduced to your child: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” (*The Bible*, Galatians 5:22-23)

The chapel schedule is as follows:

Monday	10:15 - 10:30	2 Year Olds (M/W/F)
	10:40 - 11:00	3 and 4 Year Olds
Thursday	9:45 - 10:00	2 Year Olds (T/TH)

On special occasions, children and their families meet together in St. Mary’s Chapel in the Nave. The clergy often participate in Chapel and other special children’s programs.

Music Program

An interactive, age-appropriate instructional music program is offered each week on Wednesday and Thursday mornings for all children.

Board of All Saints Preschool

All Saints Preschool is governed by the Vestry of All Saints Church, Chevy Chase Parish, and is overseen by the School Board appointed by the Vestry. The Rector of All Saints Church and the Director of All Saints Preschool are responsible for the daily operations.

Back to School Night

This important meeting is held on Monday, August 28, 2017, from 5:30 – 7:00 p.m. Mark your calendars and plan to attend this information session. Essential details are explained regarding school policies and procedures in order to prepare you and your child for your child’s attendance at school.

Student Visit

All families are invited to a family open house and play date at the school on Wednesday, August 30, 2017 from 9:30 – 11:00 a.m. This visit provides parents and students with an opportunity to meet the teacher, see the classroom, look at the playground, and get acquainted with new friends. Your child's teacher will contact you with more information about this fun day.

School/Parent Communication

Communication to parents by All Saints Preschool is primarily done through email. It is very important that you notify the school of any changes regarding your email account so you can stay informed.

Each child is given a red tote bag to take home on the last day of the school week. The bag contains your child's projects for the week and information from the school. Monthly calendars and weekly updates are designed to keep you informed of the themes, skills, and activities we are working on with your child. They also provide detailed information about current and upcoming events. Sharing the contents of the bag with your child can be a great source of fun, information, and language building. **Please return bags the first day of the following week.**

Conferences

Parent-teacher conferences are held in November and March. These conferences are essential times for communication about your child's school experience and developmental progress, and help to maintain open lines of communication between home and school.

Parent Visits and Volunteers

The school warmly welcomes and encourages visits from parents. All Saints Preschool has an "Open Door Policy" which means you may join us at any time. Each class will have a volunteer room parent. Some of the duties may include assisting with fundraising events and contacting class parents to assist in organizing special events and class parties/crafts. This position is a great help to the teachers and a good opportunity to be involved in your child's school.

Lunch

All children bring their lunch to school from home each day. The school provides milk or water to drink. Re-sealable containers are preferred as our staff sends home any uneaten food. Lunches are stored in classroom refrigerators. We do not heat up food. If your child is an extended-

day student, please provide additional snack items for your child. **Note: All Saints Preschool is a nut free school. All food allergies MUST be reported to the school in your child's health forms.**

Birthday Celebrations

Children enjoy celebrating their birthdays at school, and we are happy to help. Please call the school or email your child's teacher to set a date when you will provide a special, healthy snack. With any snack, please be aware that children in the class may have allergies to nuts, eggs, dairy, etc. **Please check the packaging to be sure all products are nut free.**

Health

To enjoy school, a child needs to be healthy, active, and well enough to go outdoors. Please keep your sick child at home. This is not only the best for your child, but it prevents the spread of communicable diseases. **PLEASE REPORT ALL CONTAGIOUS DISEASES TO THE OFFICE SO OTHERS MAY BE INFORMED, PARTICULARLY THOSE WHO HAVE CHILDREN WHO MAY BE IMMUNE COMPROMISED.** The Office of Childcare requires that we report all communicable diseases to you if your child has been exposed.

Other specific guidelines include:

- A child who is vomiting requires a full 24 hours at home after the last episode
- A child with a fever higher than 100.4 degrees requires a full 24 hours at home after the fever breaks
- A child with a strep diagnosis requires a full 24 hours at home after the first dose of antibiotics
- A child who becomes ill during school hours will be isolated and parents will be notified to pick up the child

You will be called to pick up your child if she/he:

- has a fever
- vomits
- has diarrhea
- has symptoms of possible communicable disease (chills, reddened eyes, blisters, sore throat, headache, abdominal pain, or unusually lethargic behavior)
- complains of an earache

- suffers accidental injury requiring medical attention
- exhibits head lice or nits
- has a visible rash or blisters

Medications

The school does not and cannot administer any medication including cough drops, analgesics, or decongestants unless we have written consent and signatures from the child's parent or guardian AND a completed and signed "Medication Authorization Form" from the physician. Prescription medication must be in the original container and be clearly labeled with the child's name, the name of the medication, the dosage, and the times to be given with a start and stop date of administration. The form must indicate the medication to be administered for specific symptoms (headache, cold, sore throat, etc.). Appropriate forms are available in the school office.

Medical Examinations

Prior to entering school, each child must have had a recent medical examination, to be repeated annually. The State of Maryland Health Emergency Form and Immunization Record must be completed by both the parent/guardian and the doctor. Children will not be permitted to attend without a current health record on file. Immunizations must be current.

Accidents at School

The staff treats routine bumps, bruises, and scrapes with soap and water, Band-Aids, and/or ice. In case of an emergency, 911 will be called and parents will be notified immediately. **Please be sure that your emergency contact information is always up to date and includes cell phone numbers.** The "Emergency Medical Treatment" section on the State of Maryland Emergency Medical Form authorizes a staff member to ride in an ambulance with your child to the hospital emergency room. This enables you to meet us there, thus minimizing delay.

Nut Policy

Due to an increasing number of life threatening allergies to peanuts, All Saints Preschool is a peanut-free school. This means that peanuts, peanut butter, foods cooked in peanut oil, or any processed foods that contain even a trace amount of peanut product must not be brought into the school. Peanuts do not have to be ingested to cause a reaction. Swift and severe anaphylactic

shock can occur if a child with a peanut allergy touches another child or a table with traces of peanut oil. Soy nut butter is a suggested and acceptable substitute.

Toilet Training

Children do not have to be toilet trained by a certain age or class grouping. Teachers are available for support and ideas about toilet training.

Emergency Preparedness

Fire Drills

We are required to have monthly fire drills during the school year to prepare your child to exit the building safely. The children and staff exit through assigned doors and proceed to the front walkway of the Rectory located at 3903 Oliver Street, Chevy Chase. Children may not be released to parents during a fire drill.

Evacuation Sites

We will use these sites only in case of building failures or unforeseen emergencies.

Primary Site

Chevy Chase Bethesda Community Children's Center (CCBC)
5671 Western Ave NW
Washington, DC 20015
202-966-3299

Secondary Site

Blessed Sacrament
5841 Chevy Chase Parkway, NW
Washington, DC 20015
202-966-6682

What to Bring

Please label with your child's name a complete change of clothes to be kept at school and check periodically to update for size and/or appropriate season. **Children will get dirty so please dress your child for active play, rain or shine.**

Please provide labeled diapers and wipes from home for children who wear them. The supply should be replenished upon the teacher's request. With written permission from the parent, the school may administer non-prescription, topical ointments in the original, labeled container with the child's name on it.

Clothing

Our children go outside every day. Please listen to the weather report and dress your child appropriately for hot, rainy, cold, or snowy days. We encourage children to explore all the creative media, from sand and dirt to paint and glitter, which means they will come home dirty and happy. Sneakers are encouraged to help children enjoy running and climbing.

Toys from Home

If your child is attached to a particular comfort item, please send it along in the tote bag. Our long-term goal is for all such items to stay at home. Often times, home toys are difficult to share, so we recommend that they remain at home. The school will provide all learning and play materials. **Please label all personal items.** The school is not responsible for lost or missing items.

Inclement Weather Policy – Cancelations/Late Openings

The snow policy of All Saints Preschool is:

- If Montgomery County Public Schools (MCPS) close, All Saints Preschool is closed.
- If Montgomery County Public Schools open late, the Director will make a decision whether to open on time, at 10:00 a.m., or close for the day. The Director will leave a voicemail message on the school phone (301-654-2488, x233) no later than 7 a.m. as well as a post on our website. We do not make up missed snow days.

Note: In the event of unexpected early dismissal, the school will attempt to contact all parents. During bad weather or emergency situations, parents are welcome to take their children home early.

Drop Off/Pick Up/Late Pick Up Policy

For those in our morning, half-day school program (2 years and up) our hours are 9:00 a.m. – 12:30 p.m. The doors to the school open at 8:50 a.m. Please drop off your child between 8:50 and 9:10 a.m. Your child will have the best time if he/she arrives on time and is picked up promptly. Teachers wait at the curb in the drive-through parking lot to greet and escort your child to the

playground/classroom. Please develop a parting routine that makes it easy for your child to separate. Choosing a predictable way of saying good-bye will help both of you.

The staff assists your child into your car upon your return between 12:15 – 12:30 p.m. Please be patient with us and each other. The first few days may be slow, but we will soon become familiar with everyone. For extended day students, pick up is from 2:30 – 2:45 p.m.

Bumblebee class hours are from 9:15 a.m. – 12:15 p.m. Please park and bring your child to the classroom between 9:00 – 9:15 a.m. and pick him/her up between 12:00-12:15 p.m. in the classroom as well.

Early Morning Drop-In Care opens at 8 am. Please park and bring your child to the classroom. This is a ‘pay as you go’ program.

The school must be informed in writing or by email of any change in pick up plans. Notes can be given to the Director at morning drop off. When you authorize another adult to pick up your child, picture identification is required in order to release the child.

LATE PICK UP POLICY - To maintain the integrity of the program and to respect the hours of operation of the program, the following policy has been put into place:

All children are expected to be picked up by a parent or authorized guardian no later than 12:15 in the Bumblebee class, 12:30 for ages 2 and up, and 2:45 for students who attend afternoon enrichment. If a parent/guardian arrives after these times, families will be charged a designated late fee. Please be respectful of the Preschool staff who have their own commitments after school hours.

Registration

Registration is held in January/February for summer camp and the upcoming school year. Priority consideration is given to current students, siblings, church members, followed by families who have attended an Open House.

Application and Tuition Deposit

An application fee of \$50.00 is required for all new students, and a *non-refundable* tuition deposit of 10% is due upon submission of the contract and applied to the initial tuition payment(s).

Tuition Payments

Payment of the annual tuition is made in one, two, or eight installments as indicated in your contract. Payments can be made by check (payable to All Saints Preschool) or via our website.

Discipline Policy

Reason and understanding underlie our dealings with children. The children of All Saints Preschool will learn to play with peers and begin to participate as members of a social group. The goals of the school include developing the self-confidence and self-respect of each child and assisting each child to develop an active sense of personal responsibility. The staff will help children gain self-control and teach them to respect the rights of others while giving understandable guidelines and establishing safety rules. It is through the mutual cooperation of home and school that we can make All Saints Preschool a wonderful and safe place for your child.

Our observations are that children have the tendency to display disruptive behavior when they don't understand what is expected of them or they don't know, or haven't learned, an appropriate response to a situation. Our staff will take these opportunities to help children learn new strategies regarding taking turns, asking for a teachers help, building friendships, showing respect, and sharing with classmates, while using kind words and gentle hands. Our teachers are experienced in giving young children options and choices while gradually helping them become skillful problem solvers. All Saints Preschool prohibits the use of corporal punishment in all circumstances regarding behavior management.

If you have any questions or concerns about your child's behavior or about the discipline procedures used in the classroom, please discuss them with your child's teacher or the Director. If the school has a problem with your child's behavior, we will seek a conference with the family to explore solutions. If it is determined by the school that the child's needs cannot be met or the safety of other students in the class is jeopardized, the school reserves the right to release the child from the program.

Release from School

A child/family may be released from All Saints Preschool at any time due to, but not limited to, the following circumstances:

- A child requires an excessive amount of individual attention

- A child presents issues which cannot be successfully managed in the classroom environment
- A child exhibits excessively and consistently aggressive behavior

Anti-Harassment Policy

It is our policy to maintain a working environment for our employees and a learning environment for our students that is free from harassment of any kind, including sexual harassment. The Diocese of Washington provides to our staff annual training in recognizing and reporting sexual misconduct. In the event that harassment, sexual or otherwise, is reported, a thorough investigation will be conducted by the School. The School abides by all laws and regulations in the State of Maryland regarding reporting suspected cases of child abuse, neglect, or sexual misconduct.

Problem Resolution

A parent with a concern should first bring that concern to the child's teacher. If the issue cannot be resolved at this level, an informal discussion with the Director shall take place in an effort to resolve the concern. Failing to reach a satisfactory resolution through these steps, the parent may then file a formal grievance with the Rector of All Saints Church who will act in consultation with the Vestry.

