



# All Saints Preschool Parent Handbook

2020-21



A ministry of

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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)

## Advisory 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 **Tuesday, August 25, 2020 beginning at 5:30 p.m. via Zoom**. 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 26 or Thursday, August 27, 2020 from 10:00-10L30 a.m.** Your child’s teacher will assign you a day. This visit provides parents and students an opportunity to meet the teachers, see the classroom, look at the playground, and get acquainted with new friends.

## 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.

We will also send information and art projects home in your child's backpack. 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.

## 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.

## Lunch

All children bring their lunch to school from home each day. The school provides milk or water to drink if child wants. Please provide your child's lunch in a disposable bag labeled with your child's name on it. Please only send non-perishable items as lunches will be stored in your child's bag. Lunch bags will be thrown away at the end of each day. Please also send your child to school with a separate snack as we will no longer provide school-supplied snacks. Additionally, please send your child to school with re-usable water bottle with your child's name on it. **Note: All Saints Preschool is a nut free school. All food allergies MUST be reported to the school in your child's health forms.**

## 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 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.

## Inclement Weather Policy – Cancelations/Late Openings

The goal of All Saints Preschool is to make sound decisions based on the safety of the children, our families, and staff. We will not always follow Montgomery County Public Schools' snow/inclement weather closings. All Saints Preschool may close, delay opening or close early at its discretion. In the event that we need to close for the day or delay opening, we will notify you by 7:00am. If a decision is made to close early due to forecasted weather conditions, we will notify you by 12:00pm.

Please see below for the ways you will be notified:

- Email

- Posting on the homepage of our website – [allsaintschurchpreschool.net](http://allsaintschurchpreschool.net)
- An outgoing voicemail message on the school phone (301-654-2488: x233)

Special note:

- The Bumblebee class will follow what the rest of the preschool does.
- If All Saints Church is closed, All Saints Preschool is required to be closed for security reasons.
- All Saints Preschool does not make up snow days.

## 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. New this year, we will have staggered drop off times:

Dragonflies – 8:45 a.m.

Monkeys – 8:55 a.m.

Owls – 9:05 a.m.

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. We ask that you unbuckle your child and assist them out of the car, at which time a teacher will perform a temperature check and symptom screening.

There will also be a staggered pick up schedule as follows:

Dragonflies – 12:15 p.m.

Owls – 12:25 p.m.

Monkeys – 12:35 p.m.

There is no carpool for Bumblebee students. Instead, we ask parents to park on Grafton street and escort your child to the designated drop off spot. Drop off time for Bumblebee students is 9:15 a.m. Pick up time is between 12 – 12:10 p.m. Again, please park your car on Grafton street and walk to the designated pick up spot.

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.

**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 and contact phone number 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. If a parent/guardian arrives after these times, families will be charged a designated late fee - \$1 per every minute late. 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), via our website, or by setting up automatic payments (please contact Sara Tobin to enroll).

## 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.

