



All Saints Preschool Parent Handbook

2024-25



A ministry of

ALL SAINTS CHURCH | 3 CHEVY CHASE CIRCLE, CHEVY CHASE, MARYLAND 20815 | 301.654.2488

All Saints Preschool Administrative Staff

Sara Tobin, Director, ext. 233
sara.tobin@allsaintschurch.net

Mary Kletter, Administrator, ext. 241
mary.kletter@allsaintschurch.net

Linanne Breslin, ext. 253
linanne.brelin@allsaintschurch.net

James L. Pahl, Jr., PhD., Rector, ext. 225
jamie.pahl@allsaintschurch.net

Matthew Kozlowski, PhD., Preschool Chaplain, ext. 224
M-matthew.kozlowski@allsaintschurch.net

3 Chevy Chase Circle
Chevy Chase, Maryland 20815

Main Phone: 301-654-2488
Website: www.allsaintschurchpreschool.net

Revised: January 11, 2024



Index

Subject	Page
Accidents at School	7
Advisory Committee of All Saints Preschool	4
Anti-Harassment Policy	11
Application and Tuition Deposit	10
Back to School Night	4
Chapel Program	4
Clothing	8
Conferences	5
COVID (Please see Health and Safety Guidelines on our website)	
Discipline Policy	10
Drop-Off/Pick-Up/Late Pick-Up Policy	9
Emergency Preparedness	7
Health	5
Inclement Weather Policy - Cancelations/Late Openings	8
Lunch	5
Medical Examinations	7
Medications	6
Mission Statement	3
Nut Policy	5
Philosophy	3
Problem Resolution	12
Program	3
Release from School	11
School/Parent Communication	4
Student Visit	4
Summer Camp/Registration	10
Toilet Training	8
Tuition Payments	10
Visitor Policy	12
What to Bring	8

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 reading and writing, 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 Rev. Matthew Kozlowski (Preschool Chaplain) serves as the Children's Chaplain for the Preschool. He is honored to have the privilege of sharing with your children the love of God through Jesus Christ. The Chapel program includes prayers, Bible stories, candle lighting, birthday blessings, and Christian songs accompanied by our Minister of Music, Peter Crisafulli.

Advisory Committee of All Saints Preschool

All Saints Preschool is governed by the Vestry of All Saints Church, Chevy Chase Parish, and is advised by the appointed Advisory Committee. 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 will be held for parents only on **Tuesday, August 27, 2024 beginning at 5:30 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 Thursday, August 29, 2024, 9:30 - 10:30 a.m.** 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 the child wants. Please provide your child's lunch in a labeled container with your child's name on it. Please only send non-perishable items as lunches will be stored in your child's bag. Please also send your child to school with a separate snack if they stay for afternoon enrichment. Additionally, please send your child to school with a 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.**

Nut Policy

Due to an increasing number of life-threatening allergies to peanuts, All Saints Preschool is a nut-free school. This means that peanuts, nuts, nut butter, foods cooked in peanut and other nut oils, or any processed foods that contain even a trace amount of a nut product must not be brought into the school. Peanuts and other nuts and allergens do not have to be ingested to cause a reaction. Swift and severe anaphylactic shock can occur if a child with a nut allergy touches another child or sits at a table with traces of nut oil. Soy nut butter is a suggested and acceptable substitute.

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 Child Care 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 with no fever-reducing medication.
- 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

Please refer to the separate Health and Safety Guidelines document regarding protocols for COVID.

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. Please note: All Saints Preschool will attempt to return the expired medication to you, but reserves the right to discard medication upon expiration date.

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.** In the event of an emergency, the “Emergency Medical Treatment” section on the State of Maryland Emergency Medical Form authorizes All Saints Preschool to have your child transported to the hospital emergency room. A staff member will accompany your child to the hospital emergency room. This enables you to meet us there, thus minimizing delay.

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 also conduct evacuation drills – one in the Fall and one in the Spring in addition to shelter in place drills. Below are the Preschool’s evacuation sites:

Primary Site

The Rectory, 3903 Oliver Street, Chevy Chase, MD 20815

Secondary Sites

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

Blessed Sacrament, 5841 Chevy Chase Parkway, NW

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. Please note: the children will stay inside if the temperatures are below freezing.

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 when your child is ready.

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 7:00 a.m. If a decision is made to close early due to forecasted weather conditions, we will notify you by 12:00 p.m.

Please see below for the ways you will be notified:

- Email
- Posting on the homepage of our website – allsaintschurchpreschool.net

Special note:

- 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. For those in our morning half-day school program (under 2 years) our hours are 9:00 a.m. – 12:15 p.m. Again this year, we will have staggered drop off times:

Dragonflies – 8:50 a.m.

Caterpillars/Turtles – 8:55 a.m.

Owls/Cubs – 9:00 a.m.

Frogs/Bees – 9:00 – 9:15 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.

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

Frogs/Bees – 12:00 – 12:15 p.m.

Dragonflies – 12:20 p.m.

Caterpillars/Turtles – 12:25 p.m.

Owls/Cubs – 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.

The school must be informed in writing or by email of any change in pick-up plans. Please email Mary Kletter at mary.kletter@allsaintschurch.net to authorize another adult to pick up your child. The authorized adult is required to provide picture identification and a contact phone number 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.

Summer Camp

All Saints Preschool operates 8 weeks of summer camp from 9:00 a.m. -12:30 p.m. Monday -Friday. Children must be 2 years old by June 1st. Please refer to the Summer Camp tab on our website for more information. Enrollment and re-enrollment is held in March for summer camp the following school year. Priority consideration is given to current students, siblings, church members, followed by families who have attended an Open House or have come in to tour the school.

Application and Tuition Deposit

An application fee 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 credit card, ACH, or check (payable to All Saints Preschool).

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.

Visitor Policy

At All Saints Preschool, our number one priority is the health and safety of our students, teachers, and staff. To this end, we screen and monitor all visitors who seek access to our school. Parents and caregivers are welcome at any time. All other visitors need to have an appointment.

All visitors must follow current health and safety requirements at the time of their visit.

Visitors must ring the Preschool bell at the entrance of the school and be buzzed in after announcing their name and the nature of their visit. All visitors are required to sign in at the front desk and show ID if requested. Visitors are required to wear a visitor badge while in the building.

Visitors will not be left unattended with any children, and a member of the staff will have responsibility over each visitor.

Visitors are prohibited from taking photographs without explicit permission from the Director or Assistant Director.

