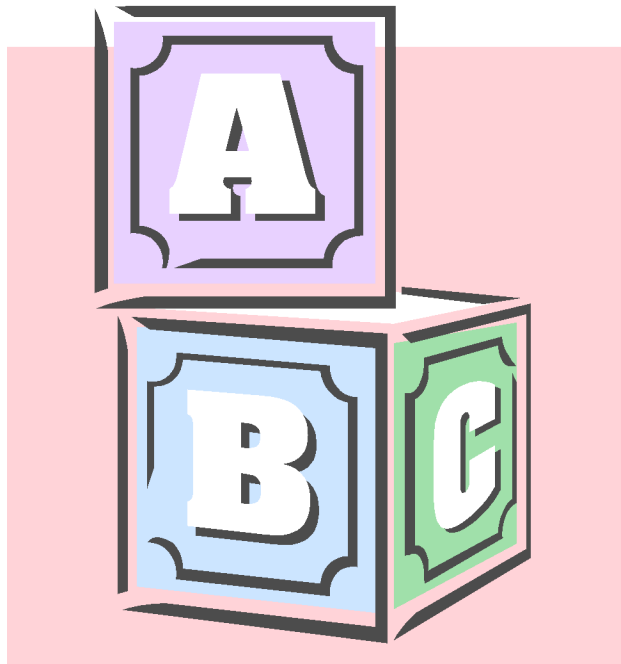


# All Saints Academy PreSchool Handbook



To foster spiritual and academic growth  
within our students  
in a Christ-centered environment  
through the highest quality of Catholic education

Curriculum: The curriculum is established by the Diocese of Paterson and includes: Religion, Science, Social Studies, Math, and Language Arts (letters of the alphabet, pre-writing, speaking and listening skills). The curriculum is implemented through play. Students will also have art, technology, library, music, Spanish, and physical education once each week.

STEM: Science, Technology, Engineering, and Math are infused into the curriculum. STEM education focuses on an inquiry based method of teaching, which encourages a higher order of thinking through exploration and hands-on activities.

Daily Folder: Each child will receive a daily communications folder. This folder will go home every day and must be returned to school every morning. All of your child's work, important notices from the office, and notes from the teacher will be sent home in this folder. Any notes and paperwork for the office should be sent to school via this folder as well. Please make sure to put any money in an envelope and label it according to its purpose and to whom it should be given.

Website: Please check the school web page at [www.allsaintspar.org](http://www.allsaintspar.org). This site has important information including the school calendar, policies and the principal's regular newsletters.

Parent Information Board: Our classroom has a parent information board that contains notices and reminders. Please check here often so that you are aware of things that are going on in your child's classroom. There may also be post-it notes on the parent board with an item and date written on them. These are donations that I will be requesting for different projects, and the date refers to the day I would need it by. If you are willing to donate that item, please take the post-it so that nobody else donates it. Also check the Early Childhood Whiteboard (located in the hallway across from our classroom) when arriving each morning for important reminders and updates.

Classdojo: Used as a communication tool between teacher and parent. Class information and reminders are posted here as well. All parents will be asked to download app or use the classdojo website.

Backpack: Please keep a full change of seasonally appropriate uniform clothes in the child's backpack at all times. This should include socks, underwear, shorts/pants, and a shirt. All items must be clearly labeled with child's name.

Labeling of belongings: Please be sure to label ALL of your child's belongings including; backpack, lunchbox, water bottle, blanket, pillow, nap time bag, and jacket.

Morning Drop-off: Preschool students enter through side door (Early Childhood Entrance) between 7:30am-8:00am and report directly to the classroom. After 8:00am teachers are no longer able to

Late Policy: When your child is late (after 8am), you must enter through the main entrance and check in with the main office. Please try your best to arrive on time, as it is very disruptive to the whole class when a student arrives late. Routine is extremely important at this age. The structure of our program begins with morning circle-time and it is an affirming way for all of the students to start the day together as a group.

Pick-up: Children are dismissed at 11:00am or 2:30pm. At 11:00 am, half day students will be dismissed from the Early Childhood Entrance (same entrance as drop off). At 2:30 pm, full day students will be dismissed by the Preschool Entrance/Exit in the rear of the building. If you plan for someone other than those pre-authorized to pick up your child, please make sure you send in a note or email stating who will be picking up him or her. We cannot release your child without proper notification. After Care students will be walked to after care classroom by a staff member

Absentee Policy: In the event that your child is absent, please call the main office, leaving a message for the school nurse. You must leave your child's name, class, and the reason for the absence. An e-mail to the teacher is an effective back-up communication.

Illness Policy: You are the best judge when it comes to your child. If you see that your child is not feeling well and think that he/she may be getting ill please keep him/her home from school. Any child who is ill must be fever and free of symptoms (no diarrhea or vomiting) for 24 hours/the next entire school day, without medication, before returning to school. If your child becomes ill at school, you will be called to come pick up him or her. If your child has any special health-related needs (allergies, etc.), they must be documented by his/her pediatrician and shared with the school through the health office.

Bathroom: Every student must be able to use the bathroom entirely on his/her own. This means: the child must be able to: identify the need to go, be able to pull down clothing by him/herself, use the facilities, clean him/herself, replace clothing, flush and wash hands. The teacher and staff members cannot enter the bathroom or assist your child in any way. Soiled clothing (from an accident) will be sent home in a plastic bag. Multiple accidents within one day or through numerous successive days will result in your child being sent home. Pull-ups are not permitted. Any child that exhibits a continued lack of independence in the bathroom may be required to leave our program.

Behavior Policy: Verbal recognition, stickers, prizes, and awards are used to reward students who model good behavior. In our classroom we use a "stoplight" to keep track of behavior throughout the day. Inappropriate behaviors may be harmful to other students. If there is a behavior concern you will be contacted in writing through the daily folder, by phone, or by e-mail.

Recess/ Outdoor Policy: Students will have outdoor recess each morning and possibly each afternoon weather permitting. Please dress your child appropriately for the weather. Students will go outside during the winter months as long as the temperature is above 35 F, and there is no ice and snow. If you child cannot be outside due to health issues/allergies, a note from a doctor must be submitted to the school nurse.

Snacks/ Lunch: Healthy food and drinks only please! To ensure we have healthy foods all through our classroom please keep candy and junk foods at home. Please see the attached list of recommended snacks. If you are unsure, check the ingredient label. If the first ingredient listed is sugar in one of its many different disguises, please do not send it to school. (You can visit: <http://www.dietrific.com/2009/03/26/names-for-sugar/> to check out additional information.)

If your child's snack or lunch requires utensils please make sure to pack them in his or her lunch box along with napkins. Please do not send in glass containers or bottles. Also, food can not be heated or refrigerated. Children that remain in school in our After Care program should have an additional snack and beverage packed for later in the day.

Hot Lunch: Our students have the opportunity to purchase a hot lunch. Hot lunches must be pre-ordered and paid for in advance. Hot lunch order forms are posted on the school website and are available in the school office. All lunches include a beverage. Lunches will be delivered to the classroom at lunchtime. Hot lunch orders may be cancelled by 6am the morning of serving if your child will be absent from school by contacting Pomptonion at 973-682-2815 ext 2411.

Milk: You also have the opportunity to purchase milk (white, chocolate, or strawberry) for your child. Milk order forms are posted on the school website and are available in the school office. If you purchase milk for your child please be sure to specify if you would like him or her to drink it at snack or lunchtime or both (which will require a double order).

Napping: Rest time will be for 1 hour in length and will follow lunchtime each day. Mats are provided for all Full Day students. Please supply a small pillow and blanket (see supply list). Children that do not nap will be expected to rest quietly. Quiet music may be played during this time, and the lights will be off.

Birthdays: You may send in a birthday classroom treat on your child's birthday (or half birthday for those born in the summer). Please check first about class food allergies. Please try to wrap or cut treats individually for ease in handling and distribution. Please do not send in birthday cakes, party lunches, or any snacks that require additional preparation. Please do not send in goody bags. Invitations to parties will only be handed out in school if the entire class is invited (or parties for just the boys or just the girls) otherwise invitations need to be taken care of privately by you.

Toys: Please keep all toys from home at home. We have many toys in the classroom, so it is not necessary for toys to be brought to school. We do not want them to be broken or lost. In the event of a child bringing a toy to school, the teacher will hold onto it and return it to the parent the next morning.

Parent Volunteers: We encourage parents to volunteer with special class activities. All parents that wish to volunteer must meet ASA and diocesan guidelines for a safe school environment. This is to ensure the safety of all the children. These guidelines include attending a "Protecting God's Children" workshop, completing a "Code of Conduct" Form and agreeing to a criminal background check performed by the principal. Please contact Mrs. Dembek in the main office for more information.

Homework: I will suggest activities that you can do at home with your child to assist with the reinforcement of skills and concepts learned at school.

Scholastic Magazine: The *Clifford Edition* is a class magazine that each child will receive approximately twice a month. The magazine will be read and discussed in class and then sent home. This magazine focuses on topics relating to seasons, science, and social studies as well as literacy and math skills. The cost for this magazine is \$10.00. Please send in cash or check in your child's folder. All checks are to be payable to *All Saints Academy*.

Parent/Teacher Conferences: Formal conferences will be held in late January or early February when report cards are distributed. The teacher and parents are welcome to arrange for meetings as needed. Though daily “check in” is a timely and effective means of simple communication, please understand that the teacher may not be able to meet with parents on the spur of the moment. Written communication via the daily folder or an email is the best way to set up a meeting.

AdminPlus Notify: The school uses the *AdminPlus Notify* system to administer important information such as school closings, delayed openings, emergency closings and other important reminders. Directions on how to set-up your account will go home from the main office. It is imperative that you add cell phone and work numbers to your account so that you will be notified in case of a school emergency.

Delayed Opening: When the school has called for a two hour delayed opening, all full day students should report to school between 9:30am and 10:00 am. The classroom will not be open before 9:30am. Classes will begin at 10:00 am sharp, and there will be no morning snack time on these days. Half Day students do not attend school when there is a delayed-opening.

End of Year: The Early Childhood classes end in mid-June. There will be a moving up ceremony scheduled and that is the last day your child reports to school. See the yearly calendar for exact dates. More information regarding Moving Up and End of the Year activities will be sent home in early May. Dates may vary due to snow and/or emergency closings throughout the year.

Business Accounts: Your family’s ASA business/tuition account is handled through the school office and not the classroom. If you have questions regarding tuition, fees or other business matters, please contact the main office for assistance.

Uniforms: Students wear the PE uniform daily. Please make sure that your child wears Velcro sneakers daily.

PE uniforms must be purchased from, Flynn O’Hara Uniforms, 130 Baldwin Road, Parsippany, (973) 882-0833 - [flynnohara.com](http://flynnohara.com).

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|-------------|---------------------------------------|
| Light Steel | Short Sleeve Gym Shirt <b>w/logo*</b> |
| Light Steel | Long Sleeve Gym Shirt <b>w/logo*</b>  |
| Maroon      | Mesh Gym Shorts <b>w/logo*</b>        |
| Light Steel | Sweat Shirt <b>w/logo*</b>            |
| Maroon      | Sweat Pant <b>w/logo*</b>             |



## Arrival & Dismissal Procedures

### Arrival:

The children will need your help each day at arrival. Morning routine goes as follows:

1. Hang up your backpack and jacket on the hooks next to your name in the closets or cubbies. Take out your lunchbox and put it on the shelf above your back pack and jacket.
2. Take out your folder and place in the correct tub.
3. Find their seat at their tables to work on that day's quiet tabletop activity until it is time for our morning gathering. Activities will already be out when the children arrive, and are limited to what is on their table. Children are to sit at their assigned tables during this time.

(As the year goes on, I will be working on the student independence during arrival. I will be sending home a note when it becomes appropriate.)

**\*\*Our morning meeting begins promptly at 8:00am. PLEASE have your child settled in the classroom and ready to begin our day on time. Thank you!\*\***

### Dismissal:

All students will be packed up and lined up in the classroom. Pick up will take place outside the Early Childhood doors for Half Day Students only. Full day students will be picked up from the Preschool classroom exit.

(11am for half-day students/2:30pm for full-day students)

# Behavior Policy & Rewards

## Behavior Policy

In our classroom, we will focus on making good choices on our own and encouraging our friends to make good choices too. By doing this, we learn responsibility in a loving way. We have five simple rules in our classroom:

1. I am going to keep my eyes on the teacher today.
2. I am going to use my listening ears today.
3. I am going to use an inside voice today.
4. I am going to use gentle touches today.
5. I am going to use walking feet today.

Our classroom rules are posted in sight at all times. When a rule is broken, we use our class stoplight. On our stoplight, there are 3 colors: red, yellow, and green. Each child has a flag with his/her name on it that will be kept on the board at all times while he or she is in school.

- Green: You're good to go!
- Yellow: Slow down! Think about making good choices.
- Red: Stop! Really think about how to make better choices.

We begin every day fresh on green and ready to go. If a classroom rule is broken, a verbal warning will be issued. If a rule is broken again, the child will have their flag moved down to yellow. If another rule is broken, the child moves to red. Everyone has the ability to earn his or her way back up to green. If a child is on red during the day, an email or "Sad-o-Gram" will be sent home in his or her folder to be signed and returned by a parent the next day. All students who end their day on green will earn a sticker on their folder!

## Rewards

Each child has the opportunity to earn a sticker each day as a reward for his or her great behavior. Daily stickers will be rewarded on our daily folders. Once a child earns 5 stickers (this number will rise throughout the year), he or she is allowed to choose from our treasure chest!

Awards and certificates, as well as constant verbal recognition are also given throughout the course of the day when a child is caught being good and kind to others.

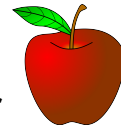
### \*Show & Tell\*

Show & Tell is a special activity that can be earned through the Prize Box. Tickets must be returned to school on class given day. Items brought to school will be kept in the teacher's care and sent home at the end of the day. If child is an aftercare student, the item may be kept until morning when it can be returned directly to the parent.

Please read the behavior and rewards policies and discuss them with your child.



## Recommended List of Snacks for Preschool and PreKindergarten Students



\*Applesauce & various fruit  
sauces

\*Breads: toast, bagels

\*Cheese

\*Cold Cuts: turkey, ham, etc

\*Crackers: Goldfish, Cheese-Its

Ritz, Wheat Thins, graham  
crackers, etc.

\*Dry cereal

\*Eggs

\*Fruits: apples, bananas, pears,  
berries, grapes, cantaloupe,  
oranges, etc.

\*Fruit snacks

\*Healthier baked goods: zucchini

muffins, banana bread, etc.

\*Hummus

\*Oatmeal/ Granola Bars

\*Peanut Butter (\*please be  
conscious of nut allergies in  
your child's class\*)

\*Popcorn

\*Raisins

\*SugarFree JellO

\*Trail Mix (a healthy combo of  
nuts, pretzels, whole grain  
cereal, banana chips, popcorn,  
etc.)

\*Vegetables (carrots, celery,  
cucumbers, etc.)

\*Waffles

\*Yogurt & Smoothies

Please note that sweet treats such as cupcakes, cookies, chocolate, and candy are NOT allowed for snack. Please save these special treats for home.

\*\*\*Please remember that we cannot keep snacks/lunches in the refrigerator and they cannot be heated in the microwave.\*\*\*