



**All Saints**  
CATHOLIC SCHOOL

# **Preschool Handbook**

**630 Lime City Road  
Rossford, OH 43460**

**419-661-2070**

**[www.allsaintscatholic.org](http://www.allsaintscatholic.org)**

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**Welcome** to All Saints Catholic Preschool! The purpose of this handbook is to communicate and clarify preschool policies and procedures. We, as Catholic Educators, strive, in partnership with parents, to nurture and develop the whole child – spiritually, socially, emotionally, physically and intellectually.

### **All Saints Preschool Mission Statement**

All Saints Preschool is a faith-based program that strives to meet the growing needs of each child in a developmentally appropriate way.

### **All Saints Preschool Beliefs**

- The best way to teach a child is in a community of learners where each child is an important member of the class.
- Each child can practice problem solving skills, kindness, responsibility, and independence daily.
- Parents are the key to each child’s success and we encourage communication and participation to create a partnership between school and home.
- Young children learn best through play, socialization and exploring their environment.
- Preschool should provide a classroom where children are safe and free to explore.
- Open-ended activities provided for each child. Teachers guide students by observing, discussing and challenging their thought process.
- Kindergarten readiness skills are introduced in a fun and interesting way.
- Teachers and assistants model positive social interactions and provide conflict resolution through problem solving techniques.
- When children are open to learning about their world through loving, nurturing, and exciting interactions, they become lifelong learners.

### **Admission, Placement, Non-Discriminatory Policy**

Catholic schools of the Diocese of Toledo admit students of any race, sex, color; national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. We do not discriminate race, sex, color; national and ethnic origin in administration of educational policies, admissions policies, loan programs and athletic or other school administered programs.

All Saints Preschool welcomes children ages 3, 4, and 5 years of age. Children enrolled must be three years of age by August 1 **and** must be toilet-trained (including self-wiping/cleaning) before beginning school.

[NOT PERMITTED: Pull-ups and potty-training underpants] Per ODE and Diocesan rules, our staff may not physically clean a student who has had a “potty” accident. Although accidents happen occasionally, especially early in the year, but excessive accidents may warrant a student’s removal from the program until fully potty-trained. Students must also be able to change their own clothing with adult supervision.

All Saints Preschool will maintain the appropriate ratio of staff members to child as specified in the Ohio Early Childhood Standards:

Age Group	Staff Member/Child Ratio	Maximum Group Size
3 years	1:12	24
4-year-olds and 5-year-olds	1:14	28
Not in kindergarten or school		

Note: Other criteria for admission are included in the All Saints Catholic School Handbook.

## **State Requirements**

**Prior to the first day of school, the following items are required for student(s) to be able to attend the first day.** As state mandated, students may not attend school until all requirements and documents turned in to school office.

- Original Birth Certificate (a copied version will be accepted as long as the seal of the state in which the child was born is visible)
- Two (2) Emergency Contacts (if the parent(s) cannot be located; name of persons(s) to whom the child can be released/transported.
- Ohio Health History (completed by parent/guardian).
- Names, addresses, and telephone numbers of physician and dentist in case of emergency.
- Medical examination/physical completed by family physician
  - “Child Medical Statement for Child Care” Form with a record of all state required immunizations up to date.
  - Any list of allergies and treatment; any disease, chronic physical problems and hospitalization; medications, food supplements, modified diets, or fluoride supplements the child takes.
- Emergency Transportation Authorization- (Parental permission for emergency medical, dental, emergency transportation care as required).
- Authorized Pick Up/*All About Me* Form.
- Signed Acknowledgement of having read the Handbook.
- Signed statement by parent indicating whether parent desires to be included in rosters.
- Signed Acknowledgement of having read ASCS Parent/Guardian Code of Ethics.

If circumstances arise that a child must withdraw, a one-month notice is appreciated.

## **Goals**

Foster self-help skills.

Develop independence and responsibility.

Encourage choice making, cooperation and consideration.

Develop knowledge of self, others and the child’s environment.

Begin to understand the Gospel Guidelines and Life Skills.

Acquire academic skills based on the state standards.

## **Curriculum**

The All Saints Catholic Preschool uses the Ohio Early Learning and Developmental Standards. This research-based curriculum exposes children to open-ended, developmentally appropriate learning experience. We educate the whole child so they may grow spiritually, intellectually, physically, socially, and emotionally within a safe, play-based environment.

- 1) Social and Emotional Development
  - a) Awareness and expression of emotion
  - b) Self-concept
  - c) Self-comforting
  - d) Self-regulation
  - e) Sense of competence
  - f) Attachment
  - g) Interactions with adults
  - h) Peer interactions and relationships
  - i) Empathy

- 2) Approaches toward learning
  - a) Initiative and curiosity
  - b) Planning, action and reflection
  - c) Attention
  - d) Persistence
  - e) Innovation and invention
  - f) Expression of ideas and feelings through the arts
- 3) Physical Well-Being and Motor Development
  - a) Large muscle, balance and coordination
  - b) Small muscle: touch, grasp, reach, manipulate
  - c) Oral-motor
  - d) Sensory motor
  - e) Body awareness
  - f) Physical activity
  - g) Nutrition
  - h) Self-help
  - i) Safety practices
- 4) Language and literacy development
  - a) Receptive language and comprehension
  - b) Expressive language
  - c) Social communication
  - d) Early reading
  - e) Reading comprehension
  - f) Fluency
  - g) Print concepts
  - h) Phonological awareness
  - i) Letter and word recognition
  - j) Early writing
  - k) Writing process
  - l) Writing application and composition
- 5) Cognition and general knowledge
  - a) Memory
  - b) Symbolic thought
  - c) Reasoning and problem-solving
  - d) Number sense and counting
  - e) Number relationships
  - f) Group and categorize
  - g) Patterning
  - h) Describe and compare measureable attributes
  - i) Data analysis
  - j) Spatial relationships
  - k) Identify and describe shapes
  - l) Analyze, compare and create shapes
  - m) Social identity
  - n) Historical thinking and skills
  - o) Heritage
  - p) Spatial thinking and skills

- q) Human systems
- r) Civic participation and skills
- s) Rules and laws
- t) Scarcity
- u) Production and consumption
- v) Inquiry
- w) Cause and effect
- x) Explorations of the natural world
- y) Explorations of energy
- z) Explorations of living things
- aa) Religion
  - i) Catechesis of the Good Shepherd (Atrium)
  - ii) Life of Jesus
  - iii) Bible stories
  - iv) Awareness of God

### **Lunch for Full-Day Preschool**

Children may purchase a hot lunch or pack a lunch; The Preschool class eat in the classroom and PreK classes eat in the cafeteria. Parents pre-order their child's lunch in the weeks prior to the new month on Option C. Menus are available on the first Thursday and orders and payment are due on/before the third Thursday of the upcoming month. See our K-8 Handbook for more information.

### **Snack Program Requirements (\*Peanut/treenut-Free Classrooms)**

A nourishing morning snack time is a requirement by state and school wellness policy. Kindly send your child with an individually wrapped snack and drink each day. Snacks must include foods from two of the four basic food groups (fruits/vegetables, milk/cheese, meat/protein, and breads/grain). All juice must contain 100% fruit juice.

The Ohio Department of Education requirements for a preschool snack includes: snacks of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. Snacks must have items from at least two separate food groups. All milk must be 2% milk and all juice must be 100% real fruit juice.

### **School Wellness Policy**

All Saints Catholic School believes...

- That children and youth who begin each day as healthy individuals can learn more, learn better, and are more likely to complete their formal education.
- That a healthy staff effectively performs their assigned duties.
- That school staff will act as role models for good nutrition and physical activity.
- That a holistic wellness approach makes a positive impact on the staff, students and learning.

### **Napping/Resting for Full Day Students**

Nap/quiet rest time, in compliance with state regulations, for all students attending Preschool or PreK for full day (after lunch) are provided a quiet nap/rest time. Nap pads (which are disinfected daily) will be provided, and each student must provide their own crib sheet, blanket, and pillow in a large labeled bag which will be sent home each Friday for cleaning (to be returned the first day of the next week). Students may also bring a small stuffed animal for naptime.

## **Special Activities**

### **Atrium**

Students will go to the Atrium weekly to experience Catechesis of the Good Shepherd with trained catechists where children learn, pray and experience spiritual awareness in a contemplative environment.

### **“Being There Experiences”**

The students will go on several “Being There Experiences” throughout the year, which will provide enrichment to our preschool curriculum. A parent signature is required on the Diocesan permission slip in order for the student to participate. Classroom parents who have completed our Diocesan VIRTUS requirements provide field trip transportation. Parent drivers MUST provide Proof of requirements and documents sent home by the classroom teacher. When students ride with any adult driver, they are required to have the proper safety seat as required by law. Please refer to the “Field Trip Policy” at the back of the handbook.

### **Toys from Home**

We ask that children leave their special toys at home or in the car. We cannot be responsible for them. Each child will have a show-and-tell day every few weeks and can bring in one item to share. If you have a book or CD to share with the class, please put your child’s name on it and leave it in the classroom for a few days. Any time you have something to share that will enrich our program, please let us know. GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION not permitted in the school.

### **Arrival, Dismissal and Absence Policy**

**Arrival:** Children should arrive for preschool between 7:30 a.m. and 7:45 a.m. Preschool classes begin promptly at 7:50 AM

**Dismissal:** Pick-up is at 11:00 AM or at 2:30 PM

**Absence:** The Missing Children’s Act requires all parents notify the school when a child will be absent. Parents should notify the school by calling 419-661-2070 by 9:00 AM on the day of the absence; the school will contact parents if not notified. In addition to the phone call reporting the absence, the parent/guardian must send with child upon return to school, a written explanation indicating the reason(s) and date(s) of absence.

**Tardy:** If your child is late to class, he/she is to report to the school office to pick up a tardy slip before reporting to the classroom. (Tardiness, even of just a few minutes negatively affects the student and is disruptive to the student’s teacher and classmates who have already begun the school day).

*We are a Preschool (not a day care) and follow routines and curriculum. All students expected to arrive on time each day.*

Students attending half-days, must be picked up promptly at 11:00am.

### **Delays and Weather Cancellation Days**

For weather delay or cancellation by **Rossford Public Schools** or All Saints Catholic School, parents receive a text, email or phone notification (according to parent choice), and are available 13ABC television and webpage.

**For “Scheduled” 2-Hour Delays** – Students may be dropped at 7:30am (\$5 per student).

**For 2-Hour Weather Delays** (due to inclement weather or fog), if school has not cancelled by 8: 15a.m, registered Morning Care families may drop their students off at 8:30 a.m. (\$5 per student)

\*\* 2-Hour Delay fees billed to your family’s Option C Account.

\*\*\* On 2-Hour Delay days, Preschool hours 9:45 – 11:15a.m.

### **Tuition**

Tuition paid in full or with F.A.C.T.S. payment plan. Registration fee is due at the time of registration. This fee is neither refundable nor applicable toward tuition. All students enroll for the entire academic school year. A one-month notice appreciated when withdrawing, and tuition refunded (pro-rated). No refunds given for illnesses, family vacations, scheduled school holidays/delay days, vacation periods, or weather emergencies.

### **Fundraising**

Fundraising is one of the ways in which we keep the cost of tuition from drastically increasing. 100% participation is expected from all families, for the All Saints Daily Draw (ASDD) fundraiser. Families are responsible for selling and/or purchasing all of their tickets, or a combination of both. Opportunities to help families sell their ASDD tickets are available and include after Mass, Bingo, and other school/parish events, with sign-up for these opportunities in the school office. For families whom do not wish to participate in fundraising, there is optional Fundraising Opt-Out fee.

### **Ohio Department of Education Licensing**

The Ohio Department of Education licenses all Saints Catholic Preschool. The license posted in the classrooms. The laws and rules are available in the school office upon request. The preschool licensing record, including compliance report forms and evaluation forms from the health, building, and fire department are available to parents upon request.

### **Parental Participation**

- **Classroom:** We believe that parents are one of the most important factors in the success of a preschool program. We want to invite our parents to take an active role by participating as often as their schedule allows. If you play an instrument, speak another language, have a career, skill or talent that may be of interest to the children, please share it with us!
- **Volunteering:** As stated above, parents are encouraged to volunteer at ASCS, and K-8 parents actually are required to complete service hours to support the school. As implemented by the Toledo Catholic Diocese in 2016, all adults wishing to volunteer where children are present must complete VIRTUS requirements, which include an online course in protecting children and a BCI background check. Please contact Audrey Caliguiri who handles all parish compliance at 419-666-1393 for information and support in fulfilling VIRTUS requirements. Process completed every five years.
- **Progress Reports/Conferences:** Individual developmental progress report conferences are held twice during the school year, in the late Fall and late Spring. Parents or the teacher may request additional conference times as needed.
- **Communication:** Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each child. Classroom teachers may be contacted by notes, email, phone or by appointment. Direct urgent messages to the school office since the teacher may not be able to retrieve an email or voicemail message while supervising children. Social media is not an acceptable way to contact teacher.
- **Newsletters:** A weekly newsletter from the classroom teacher keeps parents informed of learning activities and events your children are experiencing in the classrooms. Electronic weekly newsletters from the school office sent each Thursday keep parents informed of important school information and events. You may access this newsletter on Option C or at our website at <https://www.allsaintscatholic.org>
- **Events and Activities:** Parents may attend "Being There" field trips, class parties, and other school and PTO events.
- **Roster:** A list of names and telephone numbers of the parents and guardians of children attending the preschool program is available upon request. Any parent(s) who has indicated on the child's registration form that their name and telephone number not be printed on the roster will not be included.



### Communicable Disease and Emergencies

Posted in the school clinic and the preschool classrooms are Communicable Disease Charts published by the Ohio Department of Health, and procedures for hand washing and disinfecting. The school nurse is available during preschool hours; additionally, staff members complete the Red Cross courses on Communicable Disease, First Aid and Child Abuse Prevention. Staff members are aware of signs and symptoms of illness, hand washing, and disinfecting procedures.

A child removed from class due to suspected communicable disease shall be:

- Cared for in the Health Clinic.
- Be supervised -- within sight and hearing of an adult at all times, and never left alone.
- Made comfortable and provided with a place to lie down. All linens used by an ill child is laundered, and the area disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other bodily fluid, the area will be cleaned with soap and water and then disinfected before being used by any other child.
- Observed carefully for worsening condition.
- Discharged to parent or guardian as soon as possible.

### Communicable Disease Symptoms

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Sore Throat
- Vomiting
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
- Difficult or rapid breathing
- Stiff neck
- Yellow skin or eyes
- Lice infestation
- Conjunctivitis or Pink Eye
- Green/yellow discharge from nose
- Temperature of 99.9 degrees per ear thermometer/100 degrees taken by the auxiliary method when in combination with other signs of illness.
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool

Parents must phone in student's absence. For serious sickness, families receive a Health Clinic alert never disclosing student names. **A child may return to school upon verification from parents that the child has been free from the communicable condition for a 24-hour period, fever-free for 24 hours without the use of medication,** in accordance with the minimum control standards listed on the Communicable Disease Chart posted in Health Clinic and preschool classrooms.

### Health Issues

**Student illness:** The school will care for a child who is mildly ill but who is not exhibiting any of the communicable disease symptoms. If a child has or develops any of the communicable disease symptoms (red or running eyes, sore throat, skin irritations, nausea and vomiting, diarrhea and abdominal pain, harsh and/or forceful cough, etc.) during class, parents will be notified and the child will be isolated in the school clinic, with the school office personnel, until the parent arrives.

**Minor Injuries:** Injury/Incident Reports are completed with information about type of Injury/Incident as well as First Aid provided. An Incident/Injury Log will be kept. Parents will receive a phone call concerning injury and First Aid provided and may request a copy of the report.

**Food Allergies:** All Saints Catholic School and Preschool recognize that food allergies may be severe and even life threatening. The school has adopted this policy to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of known students with food allergies while at school.

- **Parent/Student Responsibility**

- Parents of students with allergies must notify the school of such allergies at the beginning of each school year as well as when new allergies develop. Note on Emergency Medical forms and discuss with the Health Clinic personnel and teacher.
- Parents of students with **LIFE-THREATENING** allergies must:
  - Provide the school with properly labeled medications
  - Complete the Emergency Medical Form, requiring authorization from the student's physician and the student's parents.
- Parents are responsible for educating their child about managing his/her allergy at school, including, but not limited to, identifying safe foods, school lunch choices, classroom celebrations, and field trips.

- Parents should send in a supply of snacks (to keep in the classroom) if their child has food allergies.

- **School Responsibility**

- The school must cooperate with the instructions for students with life-threatening allergies, as indicated on the Medication Administration Form.
- The school nurse will share the completed FOOD ALLERGY Plan of Action with the student's teacher, lunchroom supervisor, office staff, and all other appropriate staff.
- Students with allergies are always included in school activities.
- With the consent of the student's parents, a Food Allergy Plan may provide a mechanism for the school to provide notice to the student's classmates and other adults to keep a child safe.

### **Emergencies**

In case of accidental injury, the school nurse or office personnel will assess the severity of the injury. Students receive first aid for all minor injuries. For student emergency parents are phone and action taken according to instructions. When parents can't be reached by phone, the school refers to the parent provided emergency medical information.

Accurate emergency contact information is crucial. If your address, phone number, or email address changes at any time, immediately inform your child's teacher. You should also update your Option C contact information.

### **Parties and Invitations**

Out of consideration, and to protect all of the All Saints students, kindly abide by the following rules.

- *NO birthday food treats*
- No balloons or flowers delivered to school.
- Students wishing to invite classmates to a party outside of school may distribute invitations in the classroom **only** if every student in the class received an invitation. Otherwise, parents should mail invitations or hand-deliver outside of school.

We acknowledge birthdays are important to every child as well as celebrating their special day. However, sending in a food treat to the classroom for the celebration can exclude those who have food allergies, or other dietary restrictions. Every celebration should be inclusive of all class members. If you would like to send in an age appropriate item (non-food) for the class celebration, you may do so but is not required. Please refer to the “Classroom Celebrations” policy at the back of the handbook.

**Birthday Treats** You may order allergy-free treats for your child’s class through the cafeteria with Mrs. Valentine our cook. She will offer peanut/nut-free treat and allergy-free options and pricing which are appropriate for individual classes (and determined by that class’ student allergies). **Parents must give one-week advanced notice.** *Other than ordering birthday/half-birthday food treats through the school, no other food treats are permitted (families may not send in food treats – they will be sent home).*

### **Safety Procedures**

By law, all schools must practice safety drills (fire, tornado, lockdown) throughout the school year. These drills provide guidance for personnel and students in case of an emergency. A written plan is located in a pocket by the classroom doors, as well as the door to the playground, and explain teacher expectations and the drill procedures.

### **Medication**

Medication, including over the counter **acetaminophen, ibuprofen**, cold medications, allergy medication, topical ointments and prescriptions will not be administered by any staff member without a doctor’s or dentist’s written consent. Any topical medications including sunscreen, need a renewed doctor or dentist permission slip every three months.

Records for the administering a medication, dietary supplement or modified diet, including dosage, date, and time for an individual child are on file for one year.

### **Physicals**

The Ohio Department of Education requires children enrolled in preschool to have an annual physical **within the past 12 months**. The annual physical must cover the entire school year. For example: if your child’s physical is dated March 1, and school does not end until May 31, your child will need an updated physical for March 1 through the remainder of the school year.

### **Health Screenings**

All Saints Catholic School complies with the Ohio Department of Health screening requirements (The Ohio Revised Code 3313.69). Pre-Kindergarten/Preschool children will have Hearing and Vision screening completed. Clinic personnel inform parents of any abnormal screening findings, with referrals available.

If you do not wish to have your child screened, please contact the school office @ 419-666-2070.

### **Clothing**

We enjoy lots of play and fun activities each day. These activities range from painting to playing outside. In order for your child to have freedom of movement and to participate in all of the varied activities, please dress your child in comfortable play clothes and shoes that allow for active movement. Your child should not have to worry about getting his/her clothes dirty. All students should keep an extra change of (labeled) clothes in classroom. Light-up shoes are discouraged. Shoes as they can be a distraction during class time/naptime activities.

**Not Allowed: Sandals** (feet must be fully protected)

### **Child Abuse Policy**

By law, Teachers and Administrators must immediately notify the local public children service agency when they suspect child abuse or child neglect.

### **Discipline Policy**

All Saints Catholic School and Preschool believes in a positive approach to discipline. The purpose of guidance and discipline is to nurture socially acceptable behaviors in children so that they can experience success in social relationships both now and in their educational future. We use the Five Gospel Guidelines and 17 Life Skills as the basis of our approach and procedures. Complimenting and encouraging good behavior helps to teach children about respect for self and others. Physical punishment is not a means to modify negative behavior and is not used. If inappropriate behavior arises and continues, a behavior plan will be established through conference by the teacher and parents.

The Ohio Department of Education requires that this preschool program comply with the following:

Constructive, developmentally appropriate child guidance and management techniques at all times and shall include such measures as redirection, separation from the problem situations, and talking with the child about the situation and praise for appropriate behavior. The programs actual methods of discipline shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a positive hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool or office staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect when in attendance in the preschool program.

### **ASCS Safety Guidelines**

1. No child left alone or unsupervised.
2. No child may cause bodily harm to other children.
3. A teacher will be with the children during arrival/dismissal times.
4. No child released to a person not authorized by a parent or guardian. We must have written authorization for changes in this respect.
5. All visitors, including parents, are to report to the school office before entering the classrooms.
6. Staff members have immediate access to a telephone in the case of an emergency.
7. Emergency numbers posted by each telephone in the building, along with fire, emergency, and weather alert plans.
8. Safety Drills (fire, tornado, lockdown) conducted and a record of these is kept in the school office. All exits are marked and smoke alarms are in working order.
9. An incident report completed and a copy given to the parent on the day that an accident occurs or when an incident necessitates the administering of syrup of ipecac.
10. No Spray aerosols used when children are present.
11. Electrical outlets covered when not in use.

### **Parent-Teacher Communication**

Parents expected to be respectful and considerate of appropriate times to talk with teachers, especially between 7:30 AM and 2:35 PM when teachers are responsible for the care and supervision of students. In order for teachers to give parents their full and undivided attention, kindly contact the teacher via email or phone message through the school office to arrange a time that is mutually convenient to speak or meet with him/her.

Teachers will not be able to receive phone calls while they are in class. If you need to speak with a teacher, please call the school office to leave a message or send an email. Under normal circumstances, school matters handled at school so that there is no need for parents to contact teachers at their homes. Teachers often are not able check their email during the school day so emergency or urgent messages should be conveyed through the school office. Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each student. Communication with the School Counselor, Nurse, School Psychologist, or Principal may also be helpful for a child's needs. Often problems may grow out of simple misunderstandings or misinterpretations and are often resolved when parents and teachers communicate directly. If one feels this contact has not been effective, then contact the Principal.

### **Complaints or Concerns**

All Saints Catholic School is committed to working with parents/guardians for the good of their children. We are committed to treating students and parents with respect and we value open, honest communication. Parents' decision to enroll their children in All Saints indicates a willingness to support and cooperate with the administration, faculty and staff of the school.

Complaints or concerns handled at the lowest possible level. Persons having a problem with a teacher/employee should go directly to that teacher/employee before contacting the Principal. Attempting to work out difficulties mutually is certainly consistent with the Lifeskills taught at All Saints. Only after such attempts have failed, then contact administration. Posting concerns and complaints on social media without attempting to work out problems mutually may have a harmful effect on the Parish/School, its reputation, employees, and students. On rare occasions, the administration may require a family to seek an alternative educational environment if unresolved issues undermine the mission and beliefs of All Saints Catholic School. As part of the enrollment process, Parent/Guardians are required to read and sign the "ASCS Parent/Guardians' Code of Ethics". Please refer to Appendix.

### ***Child Abuse or Neglect***

[The Ohio Revised Code section 2151.421 mandates that certain people are required to make a report to child protective services or law enforcement if they suspect that abuse is taking place.](#) As educators and mandated reporters (by law) we are required to make a report any suspicion of abuse or neglect. Further, it is a misdemeanor criminal offense to for licensed professionals to fail to report suspicions of child abuse or neglect and failure to report could jeopardize our licensure.

### **Program Contact Information**

All Saints Catholic School and Preschool follows the guidelines set forth by the Ohio Department of Education Rules for Preschool Programs. To report a suspected violation or problem that needs further attention, to file a complaint or receive state copies of inspection forms contact:

Ohio Department of Education, Division of Educational Services: 614-466-0224 or toll free 1-877-644-6338  
The Preschool Director, Mrs. Stephanie Lenkey: 419-661-2070 ext. 135 or [slenkey@allsaintscatholic.org](mailto:slenkey@allsaintscatholic.org)

# Classroom Celebrations

Our #1 priority at All Saints is keeping all students safe while they are in our care. Did you know that 25% of new food allergies are discovered during school hours? As our intention is to keep all students safe, we are making a change in the way students celebrate their birthdays at school. The change also correlates with the school wellness policy. ***No food items may be sent in by parents.*** However, parents may order a treat by simply contact Mrs. Valentine our cook who will offer appropriate yet affordable snacks which are also appropriate for any class allergies. Kindly provide 1-week notice. Parents may also opt to send in a non-food treat (see below). While ASCS intends to continue to celebrate the child's special day, there is a need to do so in a way that is safe and healthy while including every student.

We recognized each child on their birthday (or ½ birthday) on morning announcements and each classroom has his/her own special way of celebrating the occasion. The focus of the birthday celebration will be the child, not a treat.

Here are a few suggestions for a non-food treat:

- Send in a favorite book for the student to share with the class on the child's special day.
- Donate a book(s) for the classroom library in honor of the child's special day.
- Have a mini party. Let the students select an appropriate song.
- Send in supplies and directions for a small craft for the students to do. It is a bonus if parents come in to help with the craft.
- Arrange to play a game.
- Send in for the day or donate a recess game or equipment. \*The students would be able to enjoy for many days.
- Send in school supplies for the class (ex. pencils, stickers, post-its)
- Talk to your child's teacher for more ideas. They are likely to know what the kids will enjoy and what will work well in the classroom setting as well as indoor/outdoor recess.

We appreciate your cooperation and understanding to keep ALL ASCS students safe while honoring our school wellness policy.

## Field Trip Policy

Regarding Parent Drivers and VIRTUS requirement completion:

Due to difficulties with having enough drivers, in the 2019-2020 school year, all adults wishing to drive on field trips must complete VIRTUS requirements and be willing to drive other students.

- Office staff given the list of drivers (by classroom teacher) detailing which students are in each car.
- Parent drivers should have a copy of the emergency medical forms of the students who are riding in their car. These confidential forms (in sealed envelopes) are to be open ONLY in the event of an emergency. Parents are to return sealed envelopes to the teacher upon returning from the field trip.
- The teacher and/or principal will give the parent driver the sealed envelopes and check to make sure each child secure and fastened in the driver's vehicle.
- Parents may not leave All Saints parking lot until either principal and/or the teacher have checked each vehicle.

Note: Parents taking their own child do not need the emergency medical form.

## **Policy Statement on Gender-Related Matters**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.



## Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human being's male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>3</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

<sup>3</sup> *Catechism of the Catholic Church* 221.

### **Pastoral Care Guidelines**

Recalling that each moment when a person or persons come to the Church—regardless of reason—is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
  - i. Reception of a sacrament
  - ii. Use or rental of parish or school property
  - iii. Admission to school, religious education program, or parish/institution-related activity.
  - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
  - i. Are you a member of the parish; do you have children in the school?
  - ii. Where is the wedding being held? What are the names of the parties to be married?
  - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
  - iv. Who are the parents/guardians of the child?
  - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanction of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.
6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has

invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.
8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

## ASCS Parent/Guardian Code of Ethics

A Catholic school is most successful when the administration, teachers, and parents collaborate for the good of the child. The school is a community of faith respecting the dignity of each person. Mutual support and cooperation among all those guiding the lives of children are essential for effective formation and education.

Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each student. Sometimes problems may grow out of simple misunderstandings or misinterpretations and are usually resolved when parents and teachers follow the problem-solving procedures and communicate directly.

**ALL SAINTS CATHOLIC SCHOOL** is committed to working with you for the good of your child, as our students are our main priority. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

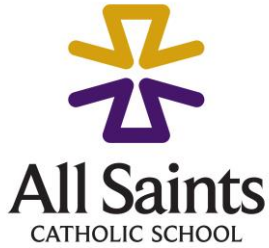
For your part, your decision to enroll your child in this school indicates your willingness to support and to cooperate with the leadership and faculty of the school, and following the guidelines as listed below:

- To speak to our staff with a civil and respectful tone of voice at all times.
- To discuss concerns/disagreements (that you may have with the school) out of earshot of your child/ren.
- To follow proper channels when conflicts arise. (Speak with teacher-minister first, then to the principal-minister.)
- To respect principal-minister and teacher-minister's time by seeking appropriate appointments for the discussion of issues.
- To use appropriate means of communication and respectful words and tones when conflicts arise via telephone call(s), note/letter(s), or email(s).
- To respect the reputation of the school community and its members, **only** using social media, technology, and cell phones in positive and appropriate ways and which are respectful to the ASCS community.
- To respect the privacy of each family/school situation, and not discussing your personal family interactions between school personnel with others. This includes not making disrespectful comments about ASCS, the Pastor, Principal, teachers and staff, nor other parents or students.

We look forward to our partnership with you during this coming school year.

The Faculty & Staff of **ALL SAINTS CATHOLIC SCHOOL**

_____	_____	_____
Parent/Guardian (Printed)	Parent/Guardian (Signed)	Date
_____	_____	_____
Parent/Guardian (Printed)	Parent/Guardian (Signed)	Date



### **Amendment of Parent Handbook**

The All Saints administration promotes the best possible developmentally appropriate environment for our children. The intention of the Preschool Handbook is to clarify and communicate preschool policies and procedures. The Director reserves the right to amend the Preschool Handbook and to notify parents of any changes. Aware that our children have diverse family and life experiences, diverse capability and individual patterns of growth and development, we strive to be diligent in meeting the needs of the whole child and work in partnership with parents. When a child's needs exceed our area of expertise, we work together with parents to seek solutions most beneficial for the child.

### **Preschool Handbook Acknowledgement & Agreement**

I acknowledge I have received and read the All Saints Catholic School Preschool Handbook and agree to abide by its policies and procedures.

Student Name \_\_\_\_\_

Parent(s) Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

***\*\*Please sign and return this page by the first day of Preschool\*\****