

# **ALL SAINTS PRE-SCHOOL Parent Guidelines**

## **All Saints Parish Mission Statement:**

*We are All Saints Parishioners who are striving to live our faith through liturgy, formation, service, stewardship and fellowship.*

## **All Saints Sunday Preschool Mission Statement:**

*Parents are the first teachers of the faith, and the All Saints Parish Sunday Preschool Program supplements family catechesis.*

*The Sunday Preschool Program serves young children ages three through kindergarten by offering a religious curriculum which is age appropriate. The goal is to foster love for God and create an environment which encourages personal and spiritual growth in Jesus Christ.*

## **Program Description**

All Saints Sunday Preschool Program does not discriminate on the basis of race, sex, national origin, or handicapping conditions. Persons with disabilities will be provided opportunities to participate in parish catechetical programs to the fullest extent appropriate.

Our program offers a Sunday morning religious education program for children during the 11:00 Mass. The main focus of this program is to teach the children more about the loving God whom they have already begun to experience in the Catholic environment of their home.

## **ARRIVAL**

Children may arrive anytime after 10:45 a.m. Adults escort the children into the classroom. Please do not send the child in with an older sibling. If someone other than the parent is bringing the child, notify the coordinator beforehand.

## **FEEES**

Our program has a one time fee payable during the first two weeks of class. The fee covers the cost of books and supplies. Please give the tuition to the coordinator or to the Parish Office. You can make your checks payable to All Saints Church. Our fees are listed below:

<b>1 Child</b>	<b>\$50</b>
<b>2 Children</b>	<b>\$80</b>
<b>3 or more Children</b>	<b>\$130</b>

*A Religious Formation Program shall never be denied to anyone because of financial need or difficulty.*

## **EMERGENCIES**

In the case of an individual emergency, the coordinator, with your child, will come and get you in church. Please have your cell phone ON (on vibrate). In the unlikely event of a building emergency, the teachers and TA's have been instructed of the proper evacuation procedure.

## **MEDICAL FORMS AND FIRST AID**

Each student must have an “Archdiocese of Cincinnati Permission, Release and Medical Power of Attorney” form on file with the office. No student will be permitted to attend the program without this form completed. Be sure to note any allergies (food and otherwise) as well as any medical needs or medications which need to be

administered in the “Medical Information” section of the form. Teachers will be notified of any pertinent medical conditions.

### **SNACKS**

We do not furnish snacks, and we ask that parents not bring in treats because of possible allergies which other children may have.

### **SNOW DAYS**

Cancellation due to inclement weather will be announced by email and one-call. We follow the Sunday PREP closing. (If PREP is cancelled, so is Preschool.)

### **DISMISSAL AND PICK-UP**

Children will be ready for dismissal immediately after Mass. Please pick up your child as soon as possible. To avoid disturbing the class, you will need to wait in the hallway until the teacher dismisses the class. Only adults pick up the child. If the person is other than a parent, we must have written permission. When someone other than the parents is to meet the child, please notify the coordinator beforehand and furnish the permission slip.

### **FAMILY BULLETINS**

Throughout the year, you will receive short notices of upcoming programs and reminders of class cancellations. These are usually sent home the week prior to an event or known cancellation. Watch your email. Please check your calendar regularly to see if there is class.

## **SICKNESS**

In fairness to the child, to the other children and to the teachers, we shall not expect a sick child to attend pre-school. A child who is not well enough to take part in every activity is considered not well enough to be in class. Additionally, if your child has been exposed to a communicable disease (chicken pox, scarlet fever, etc.) unknown to you until after attendance in pre-school, please inform the coordinator, so she may alert other parents.

## **DISCIPLINE**

We recognize that young children need to be reminded of classroom and safety procedures on a regular basis. Each rule will be stated clearly in language they can understand. We will try to always state directions in a positive manner. If a child continually misbehaves, our first step of discipline is to remind him/ her of the expected behavior. The teacher will talk to him/her on his/her level about their behavior. The student may be separated from others in the class. If this has no effect on the child's behavior, the parents will be consulted. If the behavior does not improve, the Director of Faith Formation will be contacted. A parent of the child will be expected to attend each class until the teacher and Director of Faith Formation have determined that the situation is resolved.

## **POLICY ON CHILD PROTECTION**

The pre-school staff is required by the Archdiocese to work with children through the Archdiocesan Decree on Child Protection. A list of volunteers who are cleared is posted online at [www.allsaints.cc](http://www.allsaints.cc), click on "Child Protection", and "Volunteer Child Protection Status". All suspected instances of child abuse or neglect shall be

reported to the Director, who will report such cases to the civil authorities and, if necessary, the Chancellor, for investigation and action, as may be appropriate.

### **SPECIAL NEEDS**

It is important that we are made aware of any special needs, medical conditions, or learning styles that are appropriate for each child. If a child should have an allergy, physical or learning disability or medical problem, it is important that the Sunday school coordinator be made aware of this situation so we can better serve the needs of the child. Please indicate any special needs on the Archdiocesan permission slip.

### **MOVES**

If you move, please be sure to give us the change of address and phone number as soon as possible to keep our records and mailing information updated.

### **PARENT INVOLVEMENT**

Listed below are various ways you can help make the year successful. You must be cleared to work with children. (See Policy on Child Protection)

### **SUBSTITUTE TEACHER**

Normally when one of the teachers cannot make it to class, they switch with the other teacher assigned to their class. However, there are times when both teachers cannot attend class. Each class has at least one teaching assistant, and all the materials are provided.

### **VISITING**

Parents may visit the classroom at any time.

**CONCERNS:**

If at any time you have questions or concerns about your child, about the program, or about the area of faith, please do not hesitate to contact us.

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