

The Preschool at All Saints
Filled with Catholic values, traditions & love.

FAMILY HANDBOOK

2019-20

2443 Mt. Vernon Rd, Dunwoody, GA 30338
www.allsaints.us/preschool
(770) 393-3255 x.23

The Preschool at All Saints

2443 Mt. Vernon Road
Dunwoody, Georgia 30338

Rev. Msgr. Hugh M. Marren, Pastor
Ed Konopka, Chief Operating Officer

Hope Long, Director
770-393-3255 ext. 23
pasdirector@allsaintsdunwoody.org

The Preschool at All Saints
operates under the direction of
The Office of Parish-Based Early Childhood Programs (OPBECP)
Archdiocese of Atlanta
404-920-7700
Mary Jo Nichols, Coordinator

The Preschool at All Saints holds membership in the following associations:

GEORGIA PRESCHOOL ASSOCIATION
GEORGIA ASSOCIATION ON YOUNG CHILDREN
NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

A copy of the Georgia State Rules and Regulations
that apply to the operation of this school are available for your viewing.
A copy of the OPBECP Quality Assurance Requirements is available upon request.

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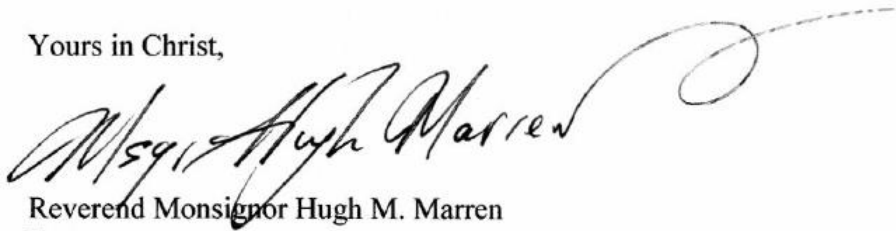
Letter from the Pastor

Greetings to Our Preschool Families,

As the Pastor of All Saints Catholic Church, I want to welcome you to a new year at the Preschool. We are excited and pleased to offer another year of excellent preschool education for your child. The children are such a blessing and special part of this church.

I assure you that your children will experience wonderful care and faith-filled learning from our talented staff at the Preschool. Again, welcome to a new school year, welcome to All Saints, and thank you for the privilege and honor of being a part of your child's education and preparation for life. May the Lord bless you and your families in the coming year!

Yours in Christ,

A handwritten signature in black ink, reading "Msgr. Hugh Marren". The signature is fluid and cursive, with a long, sweeping flourish extending from the end of the name.

Reverend Monsignor Hugh M. Marren
Pastor

The Staff

Our staff is a group of highly dedicated individuals with a wide range of experience and a passion for teaching. Each year staff members attend an Archdiocesan-led program called the Summer Education Institute. In addition, they participate in various continuing education classes that must meet a minimum of 10 hours of professional development each year. They are trained to provide children with a safe learning environment. All are certified in CPR and first aid procedures. All teachers will work in the best interest of the children to provide them with a high-quality preschool experience.

Mission Statement

At the Preschool at All Saints, children will develop spiritually, emotionally, physically, socially and cognitively in a trusting and warm environment. We celebrate the uniqueness of each child and encourage each to develop a sense of self worth, a love of learning and a respect for others. In the true spirit of our Catholic faith, children here will bloom and grow through the example of Jesus Christ.

Philosophy and Curriculum

With the support of the Archdiocese of Atlanta, The Preschool at All Saints will provide a high-quality Catholic program with age appropriate experiences to allow children to achieve healthy spiritual and educational growth. In addition to school readiness, we will encourage life-long love of learning, problem solving and decision making to motivate each child to reach his individual potential and beyond.

If we live by the Spirit, let us also be guided by the Spirit...

The Preschool at All Saints blends many philosophies, teaching and learning styles, and curricula to best suit the needs of all children. All experiences are rooted in our Catholic faith, which is the center of our program. Our families and children are respected and our program is delivered in a completely developmentally appropriate manner that allows children to feel empowered and capable. We use the Georgia Early Learning Standards continuum of skills, behaviors and concepts that children develop throughout this time of life as a framework for learning. Our staff has continuing education in all developmental areas; including the philosophies of Reggio Emilia Schools, Handwriting without Tears, Phonemic Awareness, Sightwords.com, STEM education in the early years, and the Catechesis of the Good Shepherd and many more. We are supported, guided, and reviewed by the Archdiocese of Atlanta Office of Early Childhood Programs. PAS holds membership in the National Association of the Education of Young, Georgia Preschool Association, and the Southern Early Childhood Association.

Tiny Branches

Our religious program is offered in such a way as to develop the precious spiritual potential present in every child: the capacity to love and be loved. We blend aspects of the Catechesis of the Good Shepherd where children learn about our Catholic faith in a hands-on exploration of the parts of the church, scripture, and sacraments. We listen and reflect with the children about God, Mary, the Saints and the weekly Gospel in the classrooms and the Atrium. Children have weekly small group time in the Atrium. The Atrium is a beautiful space for religious life, for community and worship – not a classroom. Our program is based on the scripture The Fruit of the Spirit. “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” Galatians 5:22. We focus on one of these virtues each month to instill a loving and Christ-like spirit in the children and to create a virtuous environment. The children lead our monthly chapel services, empowering them and involving them as valued participants in sharing God’s Word through prayer, song, and service to one another.

The image of the child

We believe that all children have preparedness, potential, curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everything the environment brings to them. Teachers are deeply aware of each child's potential and construct all their work and the environment of the children's experience to respond appropriately. Each child is curious, wondrous about learning, filled with potential, possesses many talents, skills and abilities, and sees joy in all things possible. The children and their work are celebrated to encourage their self-worth and the value that they add to our school.

Environment as third teacher

Our classrooms look a bit different than many preschools. The school environment conveys many messages, of which, the most immediate is this is a place where adults have thought about the quality and instructive power about space. The layout of physical space, in addition to welcoming whoever enters the schools, fosters encounters, communication, and relationships. The arrangement of structures, objects, and activities encourages choices, problem-solving, and discoveries in the process of learning. The spaces are intended to be beautiful by conveying a message about children and teachers engaged together in the pleasure of learning. There is attention to detail everywhere: in the color of the walls, the shape of the furniture, the arrangement of simple objects on shelves and tables. Light from the windows and doors shines through transparent collages and weavings made by the children.

But the environment is not just beautiful — it is highly personal. The space is full of children's work. Everywhere there are paintings, drawings, paper sculptures, wire constructions, transparent collages coloring the light, and mobiles moving gently overhead. It turns up even in unexpected spaces like stairways and bathrooms. The reflections of the teachers, the photographs of the children, and their dialogues are part of the displays to help the viewer understand the process of children's thoughts and explorations. It is about making children's thinking visible. The work thoughtfully selected by the teachers, literally surround the people in the school.

Documentation of learning

Transcriptions of children's remarks and discussions, photographs of their activity, and representations of their thinking and learning using many media are carefully arranged by the teachers to document the work and the process of learning.

This documentation has several functions. Among these are to make parents aware of their children's experience and maintain their involvement; to allow teachers to understand children better and to evaluate the teachers' own work, thus promoting their professional growth; to facilitate communication and exchange of ideas among educators; to make children aware that their effort is valued; and to create an archive that traces the history of the school and the pleasure of learning by many children and their teachers. Class and school websites are also utilized to beautifully share and archive how children spend their days at All Saints.

The emergent curriculum

Although we base our curriculum on the Georgia Early Learning Standards, we allow the interests and needs of the children to lead the way. Teachers express general goals and make hypothesis about what direction activities and projects might take; they make appropriate preparations using the inquiry process. Then, after observing children in action, they compare, discuss, and interpret together their observations and make choices that they share with the children about what to offer and how to sustain the children in their exploration and learning. In fact, the curriculum emerges in the process of each activity or project and is flexibly adjusted accordingly through this continuous

dialogue among teachers and with the interests, needs, strengths and weakness of each child. The teachers add provocations each day, with an open-ended outcome to allow the children to think, problem-solve and create their very own outcomes, not something predetermined by the teacher.

Projects

Projects provide the backbone of the children and teachers' learning experiences. They are based on the strong conviction that learning by doing is of great importance and that to discuss in groups and to revisit ideas and experiences is the premier way of gaining better understanding and learning.

Ideas for projects originate in the continuum of the experience of children and teachers as they construct knowledge together. Projects can last from a few days to several months. They may start either from a chance event, an idea or a problem posed by one or more children, or an experience initiated directly by teachers.

Special Events and Programs

Each month, we have various special events or programs as enrichment supplements to our curriculum. The children encounter many hands-on experiences through these programs. Some of these include visits from the Fire Fighters, Dunwoody Police Department, City Chick Atlanta, and the amazing Alliance Theatre for the Very Young.

Our Environment

Classrooms

Our rooms are carefully and beautifully arranged to optimize and encourage exploration and learning. The classrooms themselves serve as the third teacher. Soft colors and gentle lighting create a soothing atmosphere. Rooms are divided into learning areas: a space for class meetings and story time, a writing area, a building area for blocks and other manipulatives, a classroom art studio, and a dramatic play area. Natural and interesting materials encourage open-ended and process oriented activities, which develop problem solving, creativity and independence.

The Pray and Play Meadow

Our school has a traditional playground as well as a natural playground. Our Natural Playground is designed to encourage time outdoors. Here children learn and build gross motor muscles. This outdoor classroom includes raised beds for our gardening program, a sand area and mud kitchen, a full-sized tipi, canoe, easels and chalkboards, a water-wall, slides and an altar for outdoor chapel.

The Studio of Wonder

Our art studio is a dedicated space for small group art activities. The studio provides a place for children to master a variety of artistic techniques, including painting, drawing, and working in clay - all symbolic languages. More than a place for arts and crafts, the Studio is a place for thinking and making connections - a place to learn that thinking can be expressed through materials. In the Studio, children experience the freedom to create process-based works of art and beautiful group projects that adorn our school.

Early Sprouts Kitchen

Teachers and staff are trained in the Early Sprouts Cooking program for early childhood programs. Children participate in our Fruit and Vegetable of the Month program, monthly hands-on exploration of healthy fruits and vegetables and cooking activities are the highlight of classroom experiences.

Music Lab

Children attend Music and Movement Class in our Music Room located in Kiernan Hall. Classes focus on song, instruments, rhythm, beat, muscle growth and just plain active fun with music. We also have a 'Music Lab' where children experience a more intimate study of sound and musical instruments and stories.

The Atrium

The Atrium is located in the Youth Lounge in the Preschool building. The Atrium is a sacred space that the children experience in small groups with our catechist or their classroom teacher. This is a place for prayer, in which work and study spontaneously become meditation and spiritual contemplation...a place where "the only Teacher is Christ." Both the children and adults place themselves with listening minds and awareness. The children learn about various saints, prayers, bible stories and parts of the church, altar care and practical living skills in a hands-on and developmentally appropriate setting. During our monthly chapel, we celebrate the culmination of small group Atrium sessions.

Operating Hours / Extended Day

The Preschool at All Saints school hours are 9:15-12:30. Stay & Play immediately follows the morning preschool program on Mondays, Tuesdays, Wednesdays and Thursdays, beginning at 12:30 until 1:15. Stay & Play is open to all children who have turned 2 years old and are potty-trained. Enrichment programs will include: Playball, Creative Movement and Dance, Ninja Kids, TAS Tennis and Art.

Arrival / Dismissal

Arrival

For the first week of school, we ask that all parents escort their children to their classrooms. After the first week, we offer a morning carpool. We open the doors at 9:10. We cannot be responsible for any child on the premises prior to school hours. Teachers need this time to prepare for the day. When dropping off your child, be positive and quick. The teachers will immediately engage the children in activities. Once carpool has started and cars are moving, please end all cell phone use. Please be on time. Tardiness causes disruption to learning for both the tardy child and the children who are actively learning. If you come in late, you will be required to sign your child in on the iPad so that we can update our daily headcount.

Carpool Procedures

Please check the current Google Calendar on our website for the first day of carpool. We ask that parents form a line of cars beginning with the first car at the ramp entrance of the school. We will begin unloading children at 9:10. We will be as swift as possible. Carpool should end by 9:25. All children must exit the car on the passenger side. Have children unbuckled and ready to go when you pull up to a staff member. A staff member will take your child and ensure their safety until they get to their classrooms. Please do not unbuckle your child before pulling up to a staff member. Please do not allow children to ride in the front seat of your car. After drop off, please proceed ahead to the exit of the church parking lot. If you are coming back to the church, please follow all parking lot traffic rules as you do so. Please do your best to be on time. It is disruptive to the class and your child if he or she is consistently late. Our morning classroom routines are planned to provide a comfortable transition between home and school.

*If any child is overly anxious or upset during carpool, please walk them to class. The staff is not instructed to take a crying child out of the car. You may walk your child into the school at any time, but please park in the lower lot to walk a child in. Please use extreme caution when leaving or

entering your car by holding your child's hand and being mindful of the cars in the lot. Carpool is the safest method.

*Do not under any circumstances leave a child unattended in your car while you come into the preschool or church. **This is extremely dangerous to your child!**

Keep Air Clean! Turn off your engine while parked in the carpool line waiting for carpool to begin.

Toddler Classes will receive additional carpool information.

Dismissal Procedures

In the afternoon, we ask parents to come in to pick up the children. Dismissal will be at 12:30 p.m. each day. You must go to your child's classroom and wait outside of the closed door until the teacher is ready to dismiss the children. Children will be packed up and ready for a quick dismissal at 12:30 sharp. Sign out your child on the iPad located outside the classroom. Please remember that this is not a conference time. Teachers will be instructed to answer brief questions, not to get involved in lengthy discussions. Organization and safety are our utmost concern at dismissal.

If you must pick up your child early, please go to the preschool office to sign out your child. A staff member will get your child from class so classroom activities are not disrupted. Seeing another parent take a child early often upsets other children.

Dismissal to non-parent/guardian

All adults other than parents/guardian must show photo identification to the teacher/staff before a child is dismissed to that person. This includes all people listed on the [Pick-Up Authorization Form](#).

If someone other than a parent is to pick up your child, a note from the parent must be signed, dated and turned into the child's teacher. If someone who is NOT listed on your Pick-Up

Authorization Form will be getting your child, they too must have a note and present this to the teacher. The teacher will notify the school office. Please arrange alternate pick-ups before the day of the change as calling the school office and leaving a message may result in a confusing transition for your child. If you must make a change the day of, please call the receptionist at the church and have them notify the school. You may submit more names for emergency pick up if this will better suit your family. Remember **identification will be required**, if the person picking up your child is not familiar to our staff members.

Custodial Rights Policy

In the event that there are custody arrangements involving court order, one or both of the following conditions must be presented to the preschool office and remain on file:

- Legal court documentation establishing the custodial rights of the parent or guardian.
- Legal court documentation denying custodial rights to a parent.

The preschool may not deny a parent's access to his/her child without proper documentation.

Late Dismissal Fees

Please be on time, as children become anxious when parents are late. At 12:35, teachers will bring any remaining children to the preschool office. Parents may pick up their children there. Late fee charges will begin promptly at 12:35. A \$10.00 late fee will be charged with \$5.00 additional charged for every 10 minutes following. Please remember to take traffic into consideration and please be prompt.

Stay & Play Policy

PAS offers an extended day program called Stay & Play four days a week (M-Th). Additionally, we bring in outside vendors to provide specialty programs to the children for an additional fee.

Children who are 2 years old and potty-trained may sign up for these extracurricular activities throughout the year. Sign up forms are available on the website under "Stay and Play." The classes offered are: Playball, Creative Movement and Dance, Ninja Kids, TAS Tennis and Studio Create.

Pricing for the vendor programs is available on the website. Stay & Play pricing is \$5 per day when signing up for the entire semester and paying in advance. Otherwise, a \$10 per day drop in rate will apply. This Stay & Play fee is required in addition to any fees paid to the vendors listed above. All PAS Stay and Play fees will be paid via our eTuition site. **NO CASH WILL BE ACCEPTED.** Stay and Play hours are from 12:30 pm to 1:15 pm. Children are to be picked up in the gymnasium or Scout Hut depending on their child's activity. Parents must sign their child out before they are dismissed. If your child will not be present on a scheduled Stay and Play day that you have paid, you will receive a Stay and Play credit if PAS was notified 48 hours prior.

We ask that you pick up your child promptly by 1:15 pm. If you are late, a staff member must remain with your child until you arrive. This often creates anxious and insecure feelings for your child.

In the event that you are late, we will extend one "warning". On the second occurrence, you will be charged a late fee. Late charges must be enforced in fairness to other parents who arrive on time. The charge for the first ten minutes is \$10.00. For each additional minute, the charge is \$1.00 per minute. Habitual tardy pick up or failure to pay late charges will result in your child's ineligibility to remain in our Stay and Play programs. There will not be any make up days in the event that the preschool is closed due to inclement weather.

Holidays / Inclement Weather

We follow the DeKalb County School holiday calendar and the emergency closings. Please tune into local TV or radio broadcasts for this information in the event of bad weather or other emergency situations.

IF DEKALB COUNTY SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER OR OTHER DANGEROUS CONDITIONS, WE WILL BE CLOSED. If at any time driving conditions are hazardous, let the general rule of thumb be "do not bring your child to school." If driving conditions threaten to become hazardous during the hours our school is session, please consider coming for your child as soon as possible. The Preschool at All Saints reserves the right to close school due to inclement weather or other unforeseen circumstances even if the DeKalb County Schools are not closed. **If DeKalb schools are delayed in opening, we will be closed for the entire day.** The Preschool will not make up for days missed due to weather.

You will be notified via email with any changes in our schedule.

Tuition

Our preschool tuition is based on a yearly amount, used to meet the expenses of our program. For your convenience, the annual tuition amount may be divided into nine equal consecutive monthly payments from May until January.

Monthly tuition payments are due on the first day of each month. It is the parent's responsibility to enter all bank and/or credit card account information correctly in our payment system. If your credit card number is incorrect or no longer valid for whatever reason and your scheduled payment doesn't go through, you will be notified and charged a \$15 fee.

A one-time Materials Fee per child is due on September 1st, or your child's first day of school. If at any time during the school year you would like to pay in full, please contact the office for your balance.

All tuition and fees must be paid via our secure online payment page. All rates listed are based on using the following payment method: ACH draft from your checking account. In order to pay via ACH draft, you will enter your bank routing number and checking or savings account number in the spaces provided in our payment system.

We will accept payment using credit cards, however we have to charge an additional \$15 per transaction to cover the credit card fees passed on to the preschool. Please note that debit cards are subject to the \$15 transaction fee as those payments are processed just like credit cards. If you are paying using a credit or debit card, you must check the corresponding box online to add the \$15 transaction fee to your payment. All payments are non-refundable.

Click on the Tuition tab on our Preschool Website or click on the link below to access...

- [Online Payment System](#)

Families must create a user name and password in order to set up monthly payments. This user name and password must be unique for your preschool payments and cannot be the same as your “e-Giving” user name and password for church offertory contributions. Make sure you provide your email address in order to receive an automatic “e-receipt” when your payment is processed. Access your account online at any time to verify payment history and to change form of payment or future transaction dates. If you would like statement with our tax ID number for reimbursement purposes, please contact Lisa Foy.

Class Name	Days Offered	Registration Fee	Materials Fee	Annual Tuition	Monthly Tuition
Toddler Terrace (12-24 months)	Mon/Wed	\$125	\$100	\$2,610	\$290
Toddler Terrace (12-24 months)	Tues/Thurs	\$125	\$100	\$2,610	\$290
Two Year Olds	Tues/Thurs/Fri	\$125	\$100	\$2,790	\$310
Two Year Olds	Mon/Wed/Fri	\$125	\$100	\$2,790	\$310
Two-Three Year Olds	Mon/Tues/Thurs	\$125	\$100	\$2,790	\$310
Three Year Olds	Mon/Wed/Fri	\$125	\$100	\$2,790	\$310
Three Year Olds	Mon-Thurs	\$125	\$100	\$3,300	\$370
Four Year Olds	Tues-Fri	\$125	\$100	\$3,330	\$370
Four Year Olds	Mon-Fri	\$125	\$100	\$3,600	\$400
Five Year Olds	Mon-Fri	\$125	\$125	\$3,960	\$440

Disenrollment

If you find that you must withdraw your child(ren) from our program during the school year for any reason, please notify the director in writing, via email, one month prior to your child’s last day of school.

Adjustments to your account for any reason are subject to Pastor approval and may take up to 30 days to process. Requests for adjustment must be submitted in writing and are subject to a \$15 processing fee.

There is no adjustment to tuition for cases of illness, inclement weather or school holidays. Failure to pay tuition in a timely manner will result in your child being removed from our program until tuition is paid. If a hardship should arise, please contact the preschool office to discuss individual situations.

Home - School Communication

The vast majority of all home-school communication will be done electronically, but please check children's bags each day after school as written communication from the teachers or office may sometimes be necessary. In the event that the office sends school-wide hard copy correspondence, check your **oldest** child's book bag.

Shutterfly Websites

The Preschool manages various Shutterfly websites to update families in close to 'real-time.' Our main site is managed by the Preschool Office. We upload photographs and information regarding school happenings so that we may share with parents and grandparents all of the wonderful things that are taking place at the Preschool! This site will also include updates from our Director that will be emailed to parents. This email is intended to alert you to very important school information, events, or changes in the calendar. In addition, each class has its own Shutterfly site that staff will use to post photographs and communicate with you weekly regarding class-specific information and activities. These sites are meant to be interactive. Please leave thoughts or comments as your feedback is extremely important to our program. If you are not receiving emails from our Director and your child's teacher through our Shutterfly sites, please check to be sure they aren't accumulating in your spam email box. Alternatively, you may contact the main office for assistance.

Remind App

We use "Remind" to send time-sensitive school-wide updates and information to PAS parents. These messages may be received via text and/or email and will be very brief given the 140 character limit. Please click on the link below to join (for reference, the class code for our school is @2e964e). <https://www.remind.com/join/2e964e>

Email

Each class has an email address for teacher/parent communication during the school year. Those addresses may be found under the staff section on the Preschool Website. Please use this for informational or update messages to the teachers that are not urgent. We cannot guarantee that messages will be read during each school day. Please use written notes, call or email the school office for personal or immediate matters. Classroom email boxes are not monitored during summer months.

Google Calendar

The Preschool has its own electronic [Google Calendar](#) conveniently embedded in the PAS website. For a list of the most up-to-date activities, click on the 'Agenda' button on the top right corner of the online Calendar. This keeps all of us 'synced' with the most current happenings here at PAS...

Fall and Spring Conferences

Parent-Teacher conferences are scheduled once in the fall and once in the spring. Teachers will share your child's progress and review portfolios at that time. Parents sign up for time slots using our Classroom Shutterfly site as the dates approach. Our school is closed to accommodate these meetings, so the All Saints Playroom is open for your childcare needs on these days. Any time that you have a concern or desire for an update on your child's performance at school, you may request a conference. Other conferences may be scheduled by the teacher or Director if deemed beneficial. Please call the Preschool office if you would like to schedule a conference. No video/audio recording may be used during parent-teacher conferences. This policy also includes tape recording of conversations, either in person or on the phone, by or among students, parents, teachers, or school administrators.

Positive Guidance and Discipline Policy

All preschool staff will be trained to teach children to be responsible for their behavior and to make good choices. In the event that one of the classroom's simple rules is broken, our staff will handle this in a positive manner. Our first course of action is to simply redirect the child to a more appropriate behavior. This is usually a very effective method. If behavior persists the child may be separated from an activity, all done in a calm and positive manner. Children will then be able to reenter play. If a major problem arises, the director may be called and the child can take a cool down walk to be removed from the setting. Once the child is ready, he/she may reenter the classroom. If the behavior continues the teacher may call home to discuss the situation or request a conference with you and director.

We must always consider the health, safety and the wellbeing of all children and staff. If a child's injurious behaviors continue, the parents will be asked to remove the child from our program.

Corporal punishment is never used at the Preschool at All Saints.

Bullying will not be tolerated. Bullying is defined as repeated, aggressive behavior intended to make another child feel inferior. Any incidents of bullying will be dealt with individually and in a timely and appropriate manner.

Admissions / Registration

Non-Discrimination Policy

Catholic preschools shall not discriminate on the basis of race, sex, or natural origin. In addition, the Internal Revenue Service requires a tax exempt, private school to be non-discriminatory in its enrollment policies.

Registration

Registration for the preschool will begin in January of each year. A registration fee of \$125 per child is required upon application. This fee is shared with The All Saints Playroom. Preschool families may attend "The Playroom" at no additional registration fee for the current school year. This fee is non-refundable as long as your child is offered a space into the Preschool Program. The child's age will determine placement based on his or her age on September 1st. All children must be walking, with the exception of children with special needs. Children in the 3 and 4 year-old classes must be potty-trained without the use of pull-ups.

The registration sequence is as follows:

1. Current preschool children
2. Siblings of current preschool children
3. All Saints registered parishioners whose applications are received by the deadline
(Must be a registered parishioner by October)
4. Practicing Catholics registered at other Catholic churches
5. The general community

Forms

All of the following forms must be submitted to preschool office by the first day of school. Please hold down the Ctrl button and click on the links below to access the online forms.

- [Registration Form](#)
- [Financial Policies Form](#)
- [Handbook Acknowledgement Form](#)
- [Pick-up Authorization](#)
- [Consent to Conduct Lice Inspection Form](#)
- Certificate of Immunization (Form 3231) – available from your pediatrician

Parents are responsible for keeping the school informed of any changes in the information on these forms, including telephone numbers, work locations, emergency contacts, child's physician, child's health status and immunization.

Family Information Changes

Please notify the school of any changes in your personal contact information by filling out the form below (hold Ctrl button and click on link).

[Family Information Change Form](#)

Re-enrollment

Re-enrollment in any subsequent year is subject to mutual agreement. The agreement may be withheld by the family or the administration team with or without cause.

Acceptance to Any Catholic or Private School

The Preschool at All Saints is not affiliated with any Catholic or private elementary school.

Attendance here does not in any way ensure Catholic or private school acceptance. Please do your best to submit applications in a timely manner. Allow at least two weeks for forms to be completed.

Inclusion

At the Preschool at All Saints, we strive to include all of God's children in our classrooms. Please be sure to share any specific accommodations that may be necessary for your child to succeed here. Our staff will make every effort to provide a high-quality program to meet the individual needs of your children.

Our staff is experienced in all areas of child development. We carefully watch milestone achievement. Knowing that early intervention is highly effective, we may suggest that you contact an agency such as Babies Can't Wait, your county school, or a private therapist for a screening.

We believe that all children come to us as unique individuals with their own gifts. We welcome children with special rights. Some children may benefit from a classroom facilitator and/or specialized therapist, (SLP, PT, OT, etc.) Families provide these services and our staff finds the best way to assimilate the facilitator in the classroom setting. We welcome the interventions and guidance that support personnel provide.

When all children are included everyone learns to respect and value the differences among people and to celebrate each individual's gifts and strengths. Our goal for all children is to emphasize the value of differences rather than the stigma associated with disability.

In some cases, it may be deemed after careful observations, interventions and considerations by the teachers, administrators and parents that our program is not the best placement for a child. We may ask that the family withdraw from our school. If the staff determines that the needs of child cannot be best met at our school, every effort will be made to provide resource information regarding referrals in the county in which the child resides.

Dress

Clothes that are comfortable, practical and washable are most appropriate. Please let your child know that it is okay to play outside and paint in their school clothes. All coats, sweaters and jackets must be labeled. All children are asked to bring a complete change of clothes, including underwear and socks. We ask that you label each item and place them in a labeled Ziploc bag and keep it in their backpack. Please be sure that these clothes are seasonal and sized correctly.

Supplies

School Bags

To streamline home/school communication, we ask that each child use a uniform bag. These bags are available for purchase in the Preschool office. Children may use their choice of backpack, but we strongly encourage the use of our uniform bag. The teachers will need this to send home items and to keep children's personal items safe. Please clearly label this on the outside of the bag.

Classroom Supplies (per family)

We ask each family to donate the following supplies for school-wide. These items are not to be delivered to the preschool until Orientation Night and Meet and Greet.

- 2 rolls of paper towels
- 2 containers of baby wipes
- 1 box of tissues

Teachers may also periodically ask for special supply requests. We thank you for your help!

Emergency Procedures

CPR Certified/Fire Preparedness/Evacuation

All teachers and administrators are CPR Certified. Fire Safety and prevention is a regular part of the curriculum. Teachers will instruct children on safety procedures and how to handle threatening situations. Evacuation routes are posted in each room. The Preschool office has an emergency kit and plan, including a NOAA weather radio, and a complete database of children's emergency contacts. Fire Drills are held monthly, and tornado and lock-down drills regularly. Emergency plans are also in place for severe weather situations. Each classroom is equipped with an emergency folder, first aid kit and fire extinguisher. State law mandates that every individual vacate a building whenever the emergency alarm is activated. Please leave the building with the children should you be here under these circumstances. If the school must be evacuated, dismissal to parents will be done from the church social hall.

In the very rare event that the property at All Saints became a threat for our children and staff to remain, we would have to leave, by foot to a safe place.

Our off-site safety location is:

Chick-Fil-A, 2480 Jett Ferry Road 770-391-9277

School office staff will enlist the assistance of the church staff to safely move the children. The safest way to take children will depend on the nature of the emergency.

Usually, the safest course to take is to walk between the office and church building, following the side walk. Turn left on the sidewalk on Mt. Vernon, cross at the light on the crosswalk. Follow the sidewalk to the right to Chick-Fil-A. Once we have arrived – students will sit with their class.

The management at Chick-Fil-A has been involved in our planning process and is prepared to safely house our children until they are released to a parent.

In the event that we have to evacuate the All Saints Catholic Church premises, parents will be notified by phone, and if possible, an email blast from our off-site emergency appointee. The school-wide phone tree will be implemented as well, where each parent will be asked to call the next parent on their class phone list to be sure that everyone is clearly aware as to the safe location evacuation.

Parents will be asked to pick up their child at Chick-Fil-A. Teachers will have sign-out sheets and will release the children only to parents and authorized individuals.

What is a lockdown?

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a lockdown:

- All school activities are moved indoors.
- Depending on the type of lockdown, interior and exterior doors on campus are locked.
- No one is allowed to enter or exit the building.
- Parents may not come into the school during a lockdown.
- Parents are also discouraged from calling the school directly. Additional calls hinder the ability of staff to respond to the primary task: keeping everyone safe.

There are three lockdown codes at PAS:

- *Code Red* - – used when there's a direct threat to the school or in the immediate area of the school – staff will follow our hard lockdown procedures, with the most secure environment.
- *Code Yellow* – used when there's a danger in the surrounding community, i.e. police searching for a criminal suspect in the area – staff will follow soft lock down procedures where rooms will be locked, but the normal classroom activities will continue.
- *Code Green* – used once the lockdown has been lifted.

How will I know if my child's school is on lockdown?

Once a lockdown is put into place, police and school administrators will work together to ensure the safety of everyone on the school and church property. Once the situation has been stabilized, an email will be sent to parents to inform them that the school was placed on a lockdown, the nature of the incident, and about how long the lockdown was in place.

Security

A Security Door Access System is in place in the Preschool Building. This system will be activated during the hours of 9:30 to 12:15, Monday through Friday. If you bring a child late or are coming to school between those hours, ring the bell by the Preschool doors and a staff member will approve your entry. If no one answers your ring and you aren't able to get into the building in a timely manner, please call the church office at 770-393-3255 and they will notify school office staff immediately via cell phone.

Parents are asked to NOT let any strangers in the building. Instruct them to wait outside and be let in by a staff member. Adults not familiar to PAS staff will be required to show ID before entering the building. Please do not try to enter the school using the gymnasium stairs door. This door is only for staff members. Our security has been upgraded to include cameras to view the playground and the back of the school. The Dunwoody Police Department has completed a Threat/Site Assessment of our school and the entire All Saints property to confirm proper safety protocol and procedures. As part of this process, we are now registered with the Chattahoochee River 911 Authority. If we ever dial 911 all of our submitted information will automatically come up for the dispatcher, making it a smoother and faster process to get assistance in an emergency situation.

Health

The health of our children and staff is extremely important to us. Please keep your child home when sick. **When in doubt, keep them home.** This includes having a persistent cough or cold. No

child may stay at school if he or she has an oral temperature of 100 degrees or if exhibiting symptoms of diarrhea, vomiting, rash, runny nose or runny eyes. If this is the case, the Director will contact parents or emergency contacts and they will be asked to immediately pick up the child. If a parent or contact cannot be reached, that child will be isolated in the Director's office with supervision until someone can be reached who can pick up the sick child. If a child is sent home for diarrhea, vomiting or fever, they must stay home from school the following day.

You must have all updated phone numbers on file with the Preschool. In addition, please be reachable by phone at all times while your child is at school. Please designate someone as your contact if you are unable to answer to a phone while your child is at school. There are unexpected times when your child really needs you, please be prepared for these times.

Please notify the school if your child has a contagious disease so that a notice may be sent home to the parents of the other children at the school. No child will be permitted to remain at school with a communicable disease as outlined in the Chart of Communicable Diseases from the Department of Public Health. Readmission to the school will be in accordance with the recommendations below. We are required by law to report any suspected cases of a noticeable communicable disease to the DeKalb County Health Department.

Guidelines for Readmission to Preschool after Illness

- Chicken Pox—after blisters have become scabs, approx. seven days after onset of the rash
- Conjunctivitis—after 24 hours on medication
- Diarrhea—until stools returns to normal form and frequency
- Fever—until the child has not had a fever for 24 hours, without medication
- Lice—until after the first treatment and no nits are evident
- Measles—four days after the rash appears
- Mumps—when swelling has subsided
- Pink Eye—after 24 hours on medication
- Pinworms—after treatment begins
- Strep Throat—after 24 hours on medication
- Rubella—five days after rash appears
- Vomiting—after 24 hours of no vomiting

Administrators will call 911 if we believe a child's health to be in danger.

At PAS, we adhere to the following standards:

- The Preschool is disinfected daily.
- Staff is trained in and follows protocol for safe and sanitary diaper changing, and hand washing. Hand washing is the best way to ensure a healthy program.
- Mouthed toys are disinfected immediately, others as needed.
- Staff has required training in First Aid and CPR.
- 911 will be called in any life threatening situation. You will then be immediately notified.

Minor Accidents

- We provide high-quality supervision of the children. Because of their age, size and developing coordination, active children tumble about frequently. If your child receives a bump that leaves a mark, a scrape, scratch or bruise, you will be notified in writing and parent/guardian will be asked to sign an incident report.
- Another common developmental issue with small children is biting. In this event, the Preschool notifies parents of both the biter and bitee. All precaution is taken to ensure that these events do not occur, but due to the developmental level of the children, they occasionally do.
- We also send home Boo-Boo Reports for minor incidents.

Medication

Staff members may not provide over-the-counter medications to children. This includes providing Benadryl for bee stings and insect bites, even if parents have signed a permission form. A physician may prescribe Benadryl and parents must complete the Authorization for Medications form for prescription medications. All procedures for administering medications must then be followed.

Only the Director or the Director's designee should dispense medication, including providing an insulin injection. Directors should not give the first dose of the medication in the event the child has an adverse reaction. If your child has a chronic problem requiring medication, have your doctor send in one set of instructions, all signed by the doctor, and we will place them in your child's folder.

Written authorization to dispense medications shall be limited to two weeks unless otherwise prescribed by a physician. Medication should only be dispensed from the original container, labeled with the child's name. Parents are responsible for replacing expired inhalers and EPI pens.

Immunizations

All children attending Catholic parish preschools must meet Georgia state standards for immunization. The Office of Catholic Schools requires GA 3231 immunization forms to be current and on file before children enter the program.

- **Religious Exemption**

Catholic doctrine does not support an exemption from immunization based upon a matter of conscience/religious exemption. For this reason, religious exemptions are not accepted in parish preschool programs.

- **Medical Exemption**

The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. The pediatrician must provide detailed documentation regarding the reason for the exemption. The Archdiocese of Atlanta reserves the right to obtain a second opinion. See Medical Exemption Statement at the end of this handbook. The medical exemption must be renewed annually.

- **Delayed/Alternative Vaccination Schedules**

Parents whose children are on a delayed or alternative vaccination schedule must submit documentation from child's pediatrician indicating the reason for the delayed/alternative schedule and the vaccination schedule that will be followed. The "Parent Refusal to Vaccinate Form" will not be accepted as a reason for the delayed or alternative vaccination schedule.

- **Epidemic, Outbreak, Exposure**

In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or delayed/alternative vaccination schedules will be required to remain at home until the Georgia Department of Public Health announces the outbreak has ended.

Child Abuse

As mandated reporters, we are required to report any suspected child abuse, neglect, exploitation, or deprivation to the Georgia Department of Family and Children Services. All staff members at the Preschool at All Saints will be trained to recognize signs and symptoms of child abuse.

Allergies

Should your child have an allergy of any kind, please complete an Allergy Alert Packet. Each family that has a child with a severe allergy MUST have a conference with the director the first week of school to review the plan. The office staff develops an emergency allergy plan for each child that has an allergy. Please be very specific so that we can keep your child safe. Please refer to our Food Allergy Guidelines and other allergy information posted in the back of this Handbook.

Early Sprouts Healthy Green School

The Preschool is making every effort to teach our children to be good stewards of the earth. With these efforts we will save time, money, lives and our planet. We incorporate healthy lifestyles into our curriculum.

Paperless Policy: All forms, newsletters, invitations, updates, etc. will be done via email or posted on our website. Please make it a habit to visit the website for any updates.

Recycling: We will again involve families in our paper and plastic recycling program. Working together shows our children that we all have a part in making the earth a cleaner place.

Emissions: Please turn off cars as you wait in carpool line.

Lunch: Please limit waste. Please adhere to our lunch guidelines listed at the end of the handbook. Educating children to make informed, responsible decisions toward an ecologically sustainable future will have a lasting effect on the whole community.

Lunch

Children will eat lunch here as part of their regular school day. Please send a nutritious lunch complete with a drink. Please label all lunch boxes and cups. Please do not include any candy or soft drinks for lunch. Do not send aluminum cans or glass containers. They are a safety hazard. Please cut all grapes in half. All threes, fours and fives children will be provided cups to use for water at lunch.

IF YOUR CHILD HAS AN ALLERGY (OF ANY KIND) PLEASE LET THE TEACHER AND OFFICE STAFF KNOW IMMEDIATELY.

We ask for waste-free lunch. Instead of:

Paper Bag	→	reusable lunchbox
Plastic baggies	→	reusable containers
Drink box	→	thermos or reusable water bottle
Plastic utensil	→	metal or reusable utensil

Our staff is committed to leading by example. We will strive to provide only healthy cooking activities. We will also teach that by keeping a nutritious diet, we keep our bodies fit and healthy.

In an effort to make sure that our young children are not only learning good nutrition but also getting necessary nutrients for an optimum school experience, PAS has adopted the set of nutritional guidelines listed at the end of the handbook.

Birthdays

Our birthday policy will be outlined in our Early Sprouts Healthy Green Schools packet. These will be in your child's folder at Orientation and Meet and Greet.

Fruit and Vegetable of the Month

As part of our Early Sprouts seed to table curriculum, we will continue to incorporate fruits and vegetables into daily learning activities. Families will be active participants in this program by contributing fruits and vegetables and cooking at home with our family recipe kits.

Musical Programs

There will be special musical programs planned throughout the year. Two programs in which our preschool children will be the stars are our Fall Program and our end of year **“Moving On”** celebration. All children participate in both programs. Please refer to the Google Calendar for times and dates. These are special events that are very meaningful to our children. Please share this special day with us.

Classroom Visits

We have an open door policy. Please plan to be a part of your child's world at preschool. We encourage you to volunteer in the classrooms! Your child's teacher will provide you with information regarding times that you can be a part of their class throughout the year. Or you may schedule with them a regular time to help out in the room. It will be very rewarding to your child and to you to spend some time in their special place at preschool.

Social Media

We ask that all families be sensitive when posting class photographs of children other than their own in any social media sites. This includes, but is not limited to the use of Facebook, Twitter, Instagram, My Space, YouTube, blogs, message boards and forums.

Parent Council

The Parent Council serves the preschool by organizing committees and hosting events throughout the year. All parents of preschool children are members of the Parent Council and your level of involvement is up to you. While some committees are ongoing throughout the year, others require only 1 or 2 hours of help on a specific day. Please consider volunteering your time and talent to PAS. Parent partnerships make our school great.

- **Parent Council Co-Chairs**
Co-Chairs coordinate and oversee all chairpersons and events.
- **Room Parent Chairperson**
This chairperson oversees and supports all room parents. She/he communicates all classroom needs and procedures to room parents.
- **Class Coffees Committee**
This group will plan, provide food and decorate for the welcome back coffee events for parents.
- **Sunshine Committee Co-Chairs and Committee**
This committee supports the preschool community and director as well as our church through various social activities throughout the year. Sunshine also provides birthdays, Christmas, and end of the year celebrations for the office staff and administration. This committee works closely with room mothers, teachers, and families. We support families in times of need or celebration.
- **School Beautification Chairperson and Committee**
This group will help PAS staff members decorate the building for holidays and special events.
- **Play Meadow Green Schools Chairperson and Committee:** This group will help PAS staff members plan and organize activities that encourage continuous use and beautification of the Pray and Play Meadow. You don't have to have a green thumb to be on the committee. This committee will also oversee our recycling and any compost or environmental programs at PAS.

- **Fall Family Picnic Chair and Committee:** This committee plans and coordinates the Fall Family Picnic.
- **Christmas Luncheon Chairperson and Committee:** This committee plans and coordinates the Teacher Christmas Luncheon.
- **Catholic Schools Week Co-Chairs and Committee**
Catholic Schools Week gives our children the opportunity to celebrate their faith through fun filled lessons and activities. The week includes glow dance parties, a Service Project, and culminates with an Italian Feast that the children help prepare on Friday.
- **Have a Ball with Dad Chairperson and Committee:** This special morning gives dads an opportunity to have breakfast at school with their little ones before the school day begins. This committee is responsible for planning, set up, serving, and clean up.
- **Spring Social Chairperson and Committee**
This parent only event is held on an evening each spring to raise funds for the school and provide a fun social experience for PAS parents.
- **Teacher Appreciation Chairperson and Committee**
This special event takes place in the spring and gives our teachers the opportunity to gather and share time together outside of the classroom. Volunteers are needed to plan and provide teacher gifts.

School Fundraisers

We have one big fundraiser, our Parent Social held in the spring. This night for parents only is always fun and a great success!

School's Right to Amend

The Preschool retains the right to amend any policy or procedure as needed.

Packing a healthy lunch for your child can be a challenge.

Below are some specific food suggestions. Please reference table on reverse side for age-appropriate serving sizes.

Food Group:	Milk (pack 1)	Fruits (pack 1-2)	Vegetables (pack 1-2)	Grain/Bread (pack 1)	Meat/Meat Alternative (pack 1)	Unhealthy Fats & Sweets (Do not send):
Food Suggestions:	<ul style="list-style-type: none"> • Low-fat or fat free milk • Part-skim mozzarella string cheese or other part-skim cheeses • Low-fat or 2% cheeses • Low-fat or fat-free yogurt 	<ul style="list-style-type: none"> • Fresh fruit salad • Melon wedges • Orange • Banana • Apple • Grapes (cut in halves to minimize choking hazard) • Unsweetened applesauce • Berries (strawberries, raspberries, blueberries, etc.) • Kiwi • Pears, peaches, nectarines, apricots or plums 	<ul style="list-style-type: none"> • Celery sticks, baby carrots or carrot sticks (cut lengthwise down the middle to minimize choking hazard) • Cherry or grape tomatoes (cut in halves) • Cucumber, zucchini or squash sticks • Grilled or baked eggplant slices • Coleslaw with low-fat mayo or vinaigrette • Cooked beans (chickpeas, soybeans, black beans, pinto, low-fat refried, etc.) • Cooked butternut or other winter squash • Bell pepper slices • Avocado slices • Broccoli or cauliflower • Lightly blanched green beans or asparagus • Sugar snap peas • Spinach or tossed salad 	<ul style="list-style-type: none"> • Whole grain bread • Whole wheat English muffin or bagel • Whole grain tortilla or lavash bread • Whole grain pita bread • Potato (sweet or white- baked, mashed or boiled) • Whole grain roll • Potato (sweet or white- baked, mashed or boiled) • Whole grain pasta • Brown rice • Whole grain crackers • Whole wheat couscous • Homemade corn muffin • Whole grain mini muffins • Read-to-eat whole grain cereal 	<ul style="list-style-type: none"> • Chopped egg • Pumpkin, sunflower or sesame seeds • Sunflower Butter • Cottage Cheese • Meats (chicken, roast beef, turkey, etc.) • Skinnless chicken breast slices • Cooked beans or low-fat refried beans • Tofu or tempeh • Hummus • Tuna or egg salad • Yogurt 	<p>Please do not include sweets (candy, cookies, chips, cakes, etc.) in your child's lunch.</p>
Tips & Suggestions:	<p>Select yogurts that are lower in sugar, yet do not rely on artificial sweeteners. When looking at labels, remember that 12 grams of sugar = 1 TBSP.</p>	<p>Please note: fruit roll ups and fruit snacks are not considered a fruit.</p>	<p>Use fruits and vegetables: to add color to your child's lunch. Include foods with two or more colors from the rainbow along with the neutral colors from grains, meats and dairy products.</p>	<p>Tip: Choose whole grains and breads made from whole grains. Look for a whole grain to be the first ingredient on the food label. Avoid grains containing high-fructose corn syrup and hydrogenated oils.</p>	<p>Important Note: If your center has a nut policy, remind parents about it here.</p> <p>Instead of: buying lunch meat, cook extra meat when preparing dinner to pack in your child's lunch. Lunch meat is typically very high in sodium.</p>	<p>At home, small amounts of unhealthy fats & sweets can be a part of a healthy diet. Sweets should only be included occasionally in a child's diet, and always in small amounts.</p>

Recommended Serving Sizes for Child's Lunch or Supper		
<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>
1 milk fluid milk	1/2 cup	3/4 cup
2 fruits/vegetables juice, ¹ fruit and/or vegetable	1/4 cup	1/2 cup
1 grains/bread² bread or	1/2 slice	1/2 slice
cornbread or biscuit or roll or muffin or	1/2 serving	1/2 serving
cold dry cereal or	1/4 cup	1/3 cup
hot cooked cereal or	1/4 cup	1/4 cup
pasta or noodles or grains	1/4 cup	1/4 cup
1 meat/meat alternate meat or poultry or fish ³ or	1 ounce	1 1/2 ounces
alternate protein product or	1 ounce	1 1/2 ounces
cheese or	1 ounce	1 1/2 ounces
egg or	1/2 egg	3/4 cup
cooked dry beans or peas or	1/4 cup	3/8 cup
peanut or other nut or seed butters or	2 Tbsp.	3 Tbsp.
nuts and/or seeds ⁴ or	1/2 ounce	3/4 ounces
Yogurt ⁵	4 ounces	6 ounces
¹ Fruit or vegetable juice must be full-strength. ² Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. ³ A serving consists of the edible portion of cooked lean meat or poultry or fish. ⁴ Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement. ⁵ Yogurt may be plain or flavored, unsweetened or sweetened. Source (for serving size recommendations): Child and Adult Care Food Program http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm		

**PARENT WAIVER AND UNDERSTANDING OF FOOD ALLERGY POLICY
ARCHDIOCESE OF ATLANTA**

STUDENT _____ **GRADE** _____

SCHOOL _____ **SCHOOL YEAR** _____

Parents' signatures on this document indicate their receipt of this policy and their understanding of the school's efforts to provide and address food allergy issues and to reasonably provide a safe environment for their child. There is no promise or guarantee of success, but rather a commitment to these reasonable measures. Please initial the line below each of the listed measures to indicate your preference for having that measure implemented for your child.

_____ **School reaffirms its commitment to providing a safe and welcoming environment for all students. Students will not be excluded from school activities based solely on a food allergy provided that a safe, reasonable accommodation is available.**

Measure the school may make available and implement for students with food allergies:

1. A yearly meeting will be held with the parents, student (age appropriate), a representative of the school administration, school nurse, and teacher to determine reasonable measures from the list below. These measures will be implemented for the purpose of providing a prevention plan for the student throughout the school year. The Parent Waiver and Understanding of the Food Allergy Policy is completed at this meeting.
2. The school will ask the family yearly to have their child's physician complete the Food Allergy Action plan with specific instructions regarding the student's food allergy and recommendations for emergency treatment.
3. A letter will be sent at the beginning of the year to all parents in the appropriate grade level informing parents of the existence of a food allergy in their child's grade.
4. The student's classroom will be designated as a food allergy-free classroom zone. The school will make reasonable attempts to insure that offending allergens are not present in the classroom. However, the school cannot guarantee that these allergens will not be present. The removal of allergens will include food used in lesson plans, crafts and holiday parties. Any child in the affected grade level who inadvertently brings to school a product for a snack that contradicts the food allergy notification sent by the principal must exchange it for a snack that is safe. Parent contact by the teacher should occur as a follow-up.
5. The school will designate a table within the cafeteria as a food allergy-free zone table.
6. The designated food allergy-free zone table will be separate from the other tables and will be used by students with food allergies and designated friends (see #8 below) in the cafeteria.
7. The allergen-free zone lunch table will be wiped down before each lunch period using sanitizer recommended by the CDC/FAAN, etc. for removal of food allergens on tabletops. Such cleaners may include 409, Lysol sanitizing wipes or Target brand cleaner with bleach.

All three products have been found to remove peanut allergens, in particular from tabletops (Tamara, Conover-Walker, Pomes, Chapman & Wood, 2004).

8. The student with a food allergy will have an opportunity to choose 2-3 friends with whom to sit during lunch. The students chosen to sit at the food allergy-free zone table will have their lunches checked by the teacher or monitor on duty or the classroom teacher before lunch.
9. All students will be encouraged not to trade or share food or food utensils.
10. Students who may bring a food allergy product at lunchtime are encouraged to wash their hands before recess and/or before returning to the classroom.
11. School staff will receive training on the allergen labeling requirements and will be given a how-to-read label sheet.
12. School staff will receive training on recognizing symptoms of anaphylaxis from food allergies.
13. School staff will receive training in non-medical personal treatments for anaphylaxis from food allergies.
14. Epi-pens (with required documentation from the physician) will be placed in several key locations in the school building in the event school staff needs to treat a child for an allergic reaction. An epi-pen will be part of the first aid kit that will be taken on all field trips for this grade level. School staff will receive training on how to effectively handle these situations.
15. In the event that epinephrine is administered, 911 will be called and the child will be transported by EMS to the hospital.
16. As part of their training, substitute teachers will be informed of these policies and protocols. Classroom teachers will also include reminders of students that have food allergy as part of their substitute plans.
17. Other as agreed upon by school, parents, and student's health care provider:

I/we agree to work cooperatively with the school and its personnel to address my child's food allergy and to find reasonable measures to implement a safe environment. I/we further understand and acknowledge, however, that despite such efforts, neither the school nor the Archdiocese of Atlanta can absolutely guarantee my/our child will not come into contact with a food allergen and, that in event such contact does occur, the school and the Archdiocese of Atlanta expressly deny any responsibility or liability for the same.

Parent Signature

Date

Parent Signature

Date

School Representative

Date

**FARE**

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.****Extremely reactive to the following allergens:** _____**THEREFORE:**

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR **ANY** OF THE FOLLOWING:
SEVERE SYMPTOMS

**LUNG**

Shortness of breath, wheezing, repetitive cough

**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness

**THROAT**

Tight or hoarse throat, trouble breathing or swallowing

**MOUTH**

Significant swelling of the tongue or lips

**SKIN**

Many hives over body, widespread redness

**GUT**

Repetitive vomiting, severe diarrhea

**OTHER**

Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION
of symptoms from different body areas.

- 1. INJECT EPINEPHRINE IMMEDIATELY.**
- 2. Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS**NOSE**

Itchy or runny nose, sneezing

**MOUTH**

Itchy mouth

**SKIN**

A few hives, mild itch

**GUT**

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 5/2018



FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

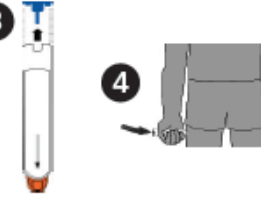
3



HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.

3



4

HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALIN®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.

5



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, pull off the blue safety release.
4. Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
5. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
6. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
7. Remove and massage the injection area for 10 seconds.
8. Call 911 and get emergency medical help right away.

5



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

FORM PROVIDED COURTESY OF FOOD ALLERGY RESEARCH & EDUCATION (FARE) (FOODALLERGY.ORG) 1/2019

Archdiocese of Atlanta
Office of Catholic Schools
Medical Exemption Statement

Physician: Please mark the true contraindications/precautions that apply to this patient, then sign and date the back of the form. The signed Medical Exemption Statement verifying true contraindications/precautions is submitted to and accepted by schools, child care programs and other agencies that require proof of immunization. This signed form does not require approval from the State Health Director. For medical exemptions for conditions not listed below, the physician must submit a Physician's Request for Medical Exemption in writing to the State Health Director for approval.

Attach a copy of the most current immunization record.

Name of Patient _____ DOB _____

Name of Parent/Guardian _____

Address (patient/parent) _____

School/Child Care _____

Medical contraindications for immunizations are determined by the most recent General Recommendations of the Advisory Committee on Immunization Practices (ACIP), Public Health Services, U.S. Department of Health and Human Services, published in the Centers for Disease Control and Prevention publication, the Mortality Weekly Report.

A **contraindication** is a condition in a recipient that increases the risk for a serious adverse reaction. A vaccine will not be administered when a contraindication is present.

A **precaution** is a condition in a recipient that might increase the risk for a serious adverse reaction or that might compromise the ability of the vaccine to produce immunity. Under normal conditions, vaccinations should be deferred when a precaution is present.

True Contraindications and True Precautions

Vaccine	X	
General for all Vaccines	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Serious allergic reaction (i.e. anaphylaxis) after a previous vaccine dose: document vaccine ♦ Serious allergic reaction (i.e. anaphylaxis) to a vaccine component: document component ♦ Document type of reaction Precautions ♦ Moderate or severe acute illness with or without fever
DTaP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Encephalopathy within seven days after receipt of previous dose of DTP or DTaP ♦ Progressive neurologic disorder, including infantile spasms, uncontrolled epilepsy, progressive encephalopathy; defer DTaP until neurologic status clarified and stabilized Precautions ♦ Fever greater than 40.5°C (104.9°F) ≤48 hours after vaccination of previous dose of DTP or DTaP ♦ Hypotonic-hyporesponsive episode ≤48 hours after vaccination of previous dose of DTP or DTaP ♦ Seizure within 72 hours after vaccination of previous dose of DTP or DTaP ♦ Persistent, inconsolable crying lasting three hours or more ≤48 hours after receiving a previous dose of DTP or DTaP ♦ Moderate or severe acute illness with or without fever
DT, Td	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component Precautions ♦ Guillain-Barré syndrome ≤6 weeks after a previous dose of tetanus toxoid-containing vaccine ♦ Moderate or severe acute illness with or without fever

Vaccine	X	
EIPV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component Precautions ♦ Pregnancy ♦ Moderate or severe acute illness with or without fever
Hepatitis B	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component Precautions ♦ Infant weighing <2,000 grams if mother is documented hepatitis B surface antigen (HbsAg)-negative at the time of the infant's birth ♦ Moderate or severe acute illness with or without fever
Hib	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Age <6 weeks Precautions ♦ Moderate or severe acute illness with or without fever
MMR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Pregnancy ♦ Known severe immunodeficiency (e.g. hematologic and solid tumors or severely symptomatic human immunodeficiency virus [HIV] infection) Precautions ♦ Recent (≤11 months) receipt of antibody-containing blood product (specific interval depends on product) ♦ History of thrombocytopenia or thrombocytopenic purpura ♦ Moderate or severe acute illness with or without fever
Varicella	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contraindications ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Substantial suppression of cellular immunity ♦ Pregnancy Precautions ♦ Recent (≤11 months) receipt of antibody-containing blood product (specific interval depends on product) ♦ Moderate or severe acute illness with or without fever

Attach most current immunization record.

Date exemption ends _____

 Physician's Name *(please print)*

Address _____

 Phone _____

 Physician's Signature/Date

Instructions

Purpose:

To provide physicians with a mechanism to document true medical exemptions.

Preparation:

1. Complete patient information (name, DOB, address and school/child care.)
2. Check applicable vaccine(s) and exemption(s).
3. Complete date exemption ends and physician information.
4. Attach a copy of the most current immunization record.
5. Retain copy for file.
6. **Return original to person requesting form.**

Handbook Acknowledgement Form 2019-2020 School Year

Please hold down the Ctrl button and click on the link below to fill out and submit this year's Handbook Acknowledgement Form.

[Handbook Acknowledgement Form](#)