



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

# ***FAMILY HANDBOOK***

## ***2020-21***

*(July Revision)*

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**The Preschool at All Saints**

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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.

# Family Handbook

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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 cursive script, reading "Msgr. Hugh Marren". The signature is written in dark ink and includes a long, elegant flourish extending to the right.

Reverend Monsignor Hugh M. Marren  
Pastor

## **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. *\*These programs will be modified and/or postponed due to the current pandemic.*

## **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.

*\* The use of our environment and shared spaces will be modified and adapted to mitigate the spread of COVID-19.*

### **Operating Hours / Extended Day \***

The Preschool at All Saints school hours are 9:15-12:30. Typically, 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 toilet-trained. Enrichment programs include: Playball, Creative Movement and Dance, Ninja Kids, TAS Tennis, Kids Yoga, and Studio Create. *\* PAS will not offer Stay and Play to start the year. We will evaluate during the course of the first few months whether we can offer the program starting in January.*

### **Arrival / Dismissal \***

*The procedures listed below are tentative and subject to change as we discover more efficient methods upon implementation. Diagrams and/or video will be provided closer to the start of school.*

#### **Arrival \***

*All members of the school community will complete a daily self-monitoring health questionnaire before arrival at school.*

*Temperature checks will be conducted upon arrival at school or during carpool line for anyone seeking entrance to the school/building. Temperatures over 100.0 degrees will be logged and entrance to the school/building will be denied.*

*Access to our building is limited to children and staff members only. All families will participate in morning and afternoon carpool. Participating in this new procedure will lower the risk of COVID-19 contact and minimize the spread of the virus.*

We cannot be responsible for any child on the premises prior to school hours. Once carpool has started and cars are moving, please end all cell phone use. **It is imperative that all families arrive on time to ensure adhering to all mandated safe screening protocols.** Children who need to arrive late due to a morning appointment must contact Director for pre-authorization in order to arrange for safe screening protocol. For arrival after carpool, please walk your child to the entrance wearing a facemask, press call button, and staff member will meet you at the front door to take your child to their classroom. Tardiness will jeopardize our ability to conduct safe screenings.

### **Carpool Procedures**

Family name card should be kept visible on dashboard.

Parents are asked to stay in car at all times.

### **Arrival**

9:00 2 and 3s - Lower lot gym entrance

9:10 4s and 5s - Front of preschool entrance

9:15 Toddlers - Church circle

Pull up in line. A staff member will perform arrival health screening including temperature reading and will ensure their safety until they get to the classroom. Please do not unbuckle your child before pulling up to a staff member.

In the event that your child is extremely upset, we will ask that you pull into a parking spot. In order to lovingly transition your child, a staff member will assist you after the morning health screening.

**\*Do not under any circumstances leave a child unattended in your car. This is extremely dangerous to your child!**

### **Dismissal**

12:15 Toddlers - Church circle

12:20 2s and 3s - Lower lot gym entrance

12:30 4s and 5s - Front of preschool entrance

Line up in order of arrival. Children will be brought to your car and placed in seat by staff member. Parent will buckle child into the seat.

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

### **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, parents must email the child's teacher at least one day in advance. If someone who is NOT listed on your Pick-Up Authorization Form will be getting your child, parents must also email the teacher at least one day in advance. 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 preschool office. If no one answers your call, please contact 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 contact the preschool office at 770-913-0973 if you are running late. A teacher or staff member will wait with your child(ren) until you arrive.* Please be on time, as children become anxious when parents are late. 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 Program \***

*\* PAS will not offer Stay and Play to start the year. We will evaluate during the course of the first few months whether we can offer the program starting in January. Please read below to understand how the program works in typical years.*

PAS offers an enrichment program called Stay & Play four days a week (Monday-Thursday). The activities we offer are:

Regular Stay & Play, Playball®, Creative Movement and Dance®, Tennis Academy of the South, Kids Yoga, Studio Create and Ninja Kids.

Stay and Play is a wonderful opportunity for children to stay after school and partake in enrichment classes or just play with their friends. The year is divided into 2 semesters. Fall session runs September through December and our spring session runs January through end of April or early May. The hours of Stay and Play are from 12:30 to 1:15pm. Children must be toilet-trained to participate. Registration forms are available on the website under "Stay and Play." Your child will be escorted from their room to the activity of your choice. You will then pick your child up from the gymnasium foyer or scout hut, depending upon the program, at 1:15 pm. Parents must sign their child out before they are dismissed.

The price for Stay and Play is \$5 per day when paying for the entire semester in advance and \$10 per day when dropping in. All Stay and Play payments will be made via the eTuition online payment system. **NO CASH WILL BE ACCEPTED.** You will be redirected to our eTuition site after submitting the registration form. Should you decide to sign up for Playball®, Creative Movement and Dance®, Tennis Academy of the South, Kids Yoga, Studio Create or Ninja Kids, tuition will be due to the vendors for those activities in addition to the \$5 daily Stay and Play fee due to the preschool. Vendor tuition payment instructions are provided in each vendor's registration form.

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. For each additional minute, \$1 per minute will be added. 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, 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.

## Closure of School Building \*

*In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the Superintendent of Schools, makes it infeasible, unsafe or otherwise imprudent to continue face-to-face learning, PAS intends to offer virtual classes for all children who would like to participate. Any class that does not meet the minimal enrollment requirements, whether physical or virtual, will be subject to modification or cancellation.*

## Financial Policies / Tuition \*

PAS has instituted new pandemic-related Financial Policies that will affect tuition for the current school year.

*Any decision to close the school due to COVID19 will be made based on the recommendations of the following agencies...*

- *Georgia's Department of Early Care and Learning, Bright From the Start*
- *Centers for Disease Control and Prevention*
- *American Academy of Pediatrics*
- *Archdiocese of Atlanta, Office of Parish Preschools*
- *Perimeter Preschool Directors' Network*

*We will not automatically follow DeKalb County schools as previously stated for closures of this nature alone. If it is safe to have school at PAS, we will continue to do so.*

*In the event that we are unable to have in-person classes due to a shelter-in-place mandate or any other unforeseen circumstance...*

- *PAS intends to offer virtual classes for all children who would like to participate.*
- *In an effort to share the financial impact for families, we will offer a reduced tuition rate for virtual learning should we have to switch to this method for more than two weeks during the school year.*
- *Families who do not wish to participate in virtual learning may continue to pay the reduced tuition in order to hold their child's spot in the class for when we physically return to school or they may withdraw their child(ren).*

- Tuition reduction amounts for virtual learning will be determined at a later date in a manner which allows us to sustain our teachers and the daily operations of our facility, which continue even if we are not physically there, while also reducing your financial burden.
- Any class that does not meet the minimal enrollment requirements, whether physical or virtual, will be subject to modification or cancellation.
- If the tuition reduction exceeds the balance left to be paid for the current year's tuition schedule, parents will have the choice to either receive a refund or credit these funds to the following school year.

Families who wish to delay their child(ren)'s start date and remain enrolled may apply prepaid funds toward the portion of the school year attended.

Families choosing to withdraw their child(ren) from our program have 3 options...

- Request a credit for any prepaid tuition to be applied to the following school year and keep your child's priority placement.
- Request full tuition refund and receive secondary placement (after currently enrolled children) for the following school year.
- Gift prepaid tuition to support the preschool.
- Registration fees remain non-refundable.

There will be a \$125 re-enrollment fee for families who withdraw their child(ren), receive a refund, and subsequently choose to re-enroll at any point during the 2020-21 school year.

Please read below to understand how tuition has been and will be handled in typical years.

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 bank or credit card information 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 1<sup>st</sup>, 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.

Adjustments to your account as a result of overpayment 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.

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	\$125	\$2,700	\$300
Toddler Terrace (12-24 months)	Tues/Thurs	\$125	\$125	\$2,700	\$300
Two Year Olds	Tues/Thurs/Fri	\$125	\$125	\$2,880	\$320
Two Year Olds	Mon/Wed/Fri	\$125	\$125	\$2,880	\$320
Two-Three Year Olds	Mon/Tues/Thurs	\$125	\$125	\$2,880	\$320
Three Year Olds	Mon/Wed/Fri	\$125	\$125	\$2,880	\$320
Three Year Olds	Mon-Thurs	\$125	\$125	\$3,420	\$380
Four Year Olds	Tues-Fri	\$125	\$125	\$3,420	\$380
Four Year Olds	Mon-Fri	\$125	\$125	\$3,690	\$410
Five Year Olds	Mon-Fri	\$125	\$150	\$4,050	\$450

## 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. All children must be walking, with the exception of children with special needs. Children in the 3, 4, and 5 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. \* *Previously registered children who have withdrawn due to pandemic*

4. All Saints registered parishioners whose applications are received by the deadline  
(Must be a registered parishioner by October)
5. Practicing Catholics registered at other Catholic churches
6. 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](#)
- [Family Handbook Acknowledgement Form – July Revision](#)
- [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](#)

## 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.

There is no adjustment to tuition for cases of illness, inclement weather, school holidays, or relocation. 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 \*

*\*All home-school communication will be done electronically.*

### 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 teachers 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 clutter or 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 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, select the 'Schedule' view from the drop down menu on the top right corner of the online Calendar. This keeps all of us 'synced' with the most current happenings here at PAS...

## Parent-Teacher Conferences \*

*\* For children enrolled in our Toddler through Three year-old classes, parent-teacher conferences are held once, mid-year. Children in our Fours and Fives classes will have fall and mid-year conferences.* Teachers will share your child's progress and review portfolios at that time. Parents sign up for time slots using their child's respective Classroom Shutterfly site as the dates approach. For the mid-year conferences, our school is closed to accommodate these meetings. 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 contact the Preschool office to request a conference. Other conferences may be scheduled by the teacher or Director if deemed beneficial.

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 Philosophy

All preschool staff is 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.

## Toilet Independence

All children enrolled in our three year old classes must be toilet trained. While all children develop at different times, this expectation is reasonable for the vast majority of children 36 months of age or older.

Our Threes, Fours and Fives classrooms are not equipped with diapering areas. Therefore it is very important that all children are able to use bathroom with minimal teacher assistance. Accidents will happen and we will always assist children as needed.

If a child has not mastered this development skill and has accidents, we have some helpful hints and policies that have supported both the child and classroom teachers.

We are here to support you. There are many books and suggestions on the internet regarding toilet training. You may also consult your pediatrician. Open communication is imperative for us to work together on this mutual goal of toilet independence for your child.

## Biting

*Biting Confidentiality: In compliance with NAEYC confidentiality guidelines, staff will maintain complete confidentiality of all children involved when notifying parents that their child has either bit or been bitten by another child.*

Biting is a very common behavior among children birth to three years of age. We believe that by understanding the developmental stages of the children in our care and their individual needs, we can prevent many biting behaviors by adapting the environment. We look to build quality relationships with the children; manage environmental influences on children's behavior - incorporating structure and calm and targeted social-emotional supports.

If your child bites or is bitten, we are here to provide books, articles and support as developmentally appropriate guidance for families.

## 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 one sets of seasonal clothes, including underwear and socks. Please label and place clothing items in a Ziploc bag, paying special attention that all items are sized correctly.

## Supplies \*

### School Bags

*\* Each child will use a uniform bag included as part of your materials fee. The design ensures that we can follow proper cleaning protocol and allows for teachers to access materials easier. School bags will be kept outside the classroom in a plastic bin. Bins will be disinfected daily. These bags are also sized to fit in the space dimension provided in our classroom cubbies once it is deemed safe for them to be stored there.*

### Classroom Supplies

*\* Each child will have a separate set of supplies that will be sanitized at the end of the day. Any shared materials or supplies will be disinfected between child use to the best of our ability.*

### School-wide Supplies (per family)

*\* We ask each family to donate the following supplies for school-wide use. We realize that these items are "hot commodities" at the moment, so please don't worry if you are unable to provide them. Please just be on the look-out and try to secure them as you go about your normal shopping during the next month. These items are not to be delivered until the school year has started.*

- 2 rolls of paper towels
- 2 containers of baby wipes
- 1 container of Lysol wipes

- 1 bottle of Lysol spray
- 2 bottles hand sanitizer that contain at least 60% alcohol
- 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. *\* Access to our building is limited to children and staff members only. If you must bring a child late or are coming to school between those hours, ring the bell at the preschool entrance and a staff member will meet you at the door.* 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.

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 \***

#### **Assumption Of Risk Related to COVID-19**

*The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person to person through respiratory droplets when an infected individual coughs, sneezes or speaks. As a result, government agencies at all levels and federal, state and local health agencies recommend social distancing and have placed limits on the congregation of groups of individuals.*

*PAS has put preventative measures in place to reduce the spread of COVID-19; however, the school cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending activities on the campus of PAS could increase your risk and that of your children for contracting COVID-19.*

While PAS will make all reasonable efforts to lower the risk of COVID-19 exposure and spread at school, the school is unable to provide any guarantee that students or their families will not be exposed to or infected by COVID-19. It is expected that students and other school family members will follow the preventative measures and guidelines implemented at PAS including not coming to the school premises if demonstrating any signs or symptoms of COVID-19.

### **Infectious Disease Policy**

The primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not responsible for providing expert infectious disease advice or treating students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect the privacy of all its community members. Parents of children attending the school will be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying any community member who has been identified with the disease, to the maximum extent appropriate in each particular circumstance.

Families who travel to Level 3 Nonessential Travel Zones or any location identified as a current Hot Spot for an infectious disease by the CDC may be required to quarantine for a period of 14-days. In the case of an identified pandemic or epidemic, the Superintendent of Schools reserves the right to require parents who have travelled to a Level 3 Nonessential Travel Zone (as identified by the CDC) to self-quarantine at home for 14-days before entering school property. This period of quarantine may also be required of students residing in the home.

### **Mask/Face Covering Policy**

We require the wearing of masks for all adults and children ages 3 and older. This modification is being adopted out of an abundance of caution for the children, who are at low risk of COVID-19 infection. It is also to do our best to ensure that our teachers feel as safe as possible. Masks may be removed while in the classroom at the teacher's discretion for instructional purposes. Other areas that will not require face coverings include outdoor activities and while eating and drinking.

### **Respiratory Etiquette**

When not wearing a mask, children and adults should cover mouth and nose with a tissue when coughing or sneezing or use the inside of the elbow. Used tissues should be properly discarded and hands washed immediately per handwashing guidelines. (CDC.gov website - May 19, 2020 guideline)

### **Physical Distancing Measures**

- Children will use one classroom and outside spaces with their group.
- Our outside playground/meadow schedule will be limited to allowing only one class at a time.
- Staff and children will use hand sanitizer when leaving the Playground.
- Staff will disinfect high-touch equipment upon arrival and departure. (Bars, slides, handrails)
- Volunteers, visitors, in-house guests will not be permitted until the current health crisis is deemed over by the CDC, and Georgia Department of Health.
- All maintenance needs in classrooms will only be done in afternoons when children have left.

### Daily Cleaning and Disinfecting

- Teachers will clean and disinfect doorknobs, light switches, faucets and flush handles in all bathrooms or spaces that children will use before the children arrive.
- Teachers will clean and disinfect toys, tables and countertops after each use.
- There will be a designated bin for separating mouthed items and teachers will maintain heightened awareness of child behaviors.
- Teachers will wash hands after item has been removed and placed in bin.
- Teachers will be sure that these items are inaccessible to other children.
- Toys will be cleaned and disinfected before future play.
- All items used during center time will be disinfected at transitions.
- Parish maintenance staff will clean and disinfect bathroom fixtures and floors.
- Parish maintenance staff will clean and mop classroom and hallway floors.
- Parish maintenance staff will disinfect with electro static gun nightly.
- Parish maintenance staff will vacuum educational rugs.

### Handwashing Procedures

Handwashing procedures are posted in each restroom.

Staff and children must wash hands with soap and warm water:

- Upon arrival
- Before and after transitions from one play area to another
- After being outdoors
- And change gloves between diapering different children
- After toileting and/or diaper change
- Before preparing for snack or lunch time
- Before and after eating or drinking
- After nose blowing/coughing/sneezing or being in contact with any bodily fluids
- After contamination by any other means
- After touching trash garbage can
- After using moist items like clay or play-dough.
- After playing with pets

Children and staff members shall wash their hands using the following method:

- Staff should remove jewelry and push up sleeves.
- Check to be sure a clean, disposable paper (or single-use cloth) towel is available.
- Turn on warm water, no less than 60 degrees F and no more than 120 degrees F, to a comfortable temperature.
- Moisten hands with water and apply liquid soap to hands.
- Rub hands together vigorously until a soapy lather appears, and continue for at least 20 seconds. Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands.
- Rinse hands under running water, no less than 60 degrees F and no more than 120 degrees F, until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with the clean, disposable paper or single use cloth towel.

- If faucets do not shut off automatically, turn taps off with a disposable paper or single use cloth towel. Throw the disposable paper towel into a lined trash container; or place single-use cloth towels in the laundry hamper; or hang individually labeled cloth towels to dry. Use hand lotion to prevent chapping of hands, if desired.

**In special circumstances, when running water is not available, children's hands will be cleaned using one of the following methods:**

- Hand sanitizer that contains at least 60 percent alcohol
- Disposable wipes

## **Illness and Contagious Disease \***

**\* Please keep your child home when sick. When in doubt, keep them home. Health-related questionnaire will be conducted upon arrival.**

**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 if he or she develops a 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 Health Ministry office with supervision until someone can be reached who can pick up the sick child.**

Readmission to the school will be in accordance with the recommendations listed in the Chart of Communicable Diseases from the Department of Public Health below. We are required to report any suspected cases of a noticeable communicable disease to the DeKalb County Health Department.

<https://www.dekalb.ga.gov/documents/attachments/CommunicableDiseaseChart.pdf>

### **Return to School Guidelines with Confirmed COVID-19 infection:**

**The individual will be required to quarantine for 14 days**

**AND ...**

**At least three days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications**

**AND ...**

**If the individual has experienced improvement in respiratory symptoms (e.g., cough, shortness of breath)**

**AND ...**

**At least 10 days have passed since symptoms first appeared or since test date (if asymptomatic)**

**AND ...**

**The individual has not experienced any symptoms for 48 hours**

**AND ...**

**The individual has received written guidance from a medical provider or you are subject to local public health recommendations that supersede this guidance. A doctor's note is required.**

**Please note: If a household member tests positive for COVID-19, all individuals living in the household will be required to quarantine for 14 days even if asymptomatic.**

(CHOA and in line with CDC, California School Plan, modified with guidance from Infectious Disease specialist at CHOA)

#### **Return to School Guidelines with Illness:**

**An individual shall return to school only after:**

**At least 48 hours fever-free without the use of fever-reducing medications**

**AND ...**

**At least 48 hours, vomit/diarrhea free without the use of medication**

**AND ...**

**Individual has experienced an improvement in symptoms (e.g., runny nose, sore throat, cough)**

(CHOA and in line with CDC, California School Plan, modified with guidance from Infectious Disease specialists at CHOA)

#### **Reporting**

**\* Employees, students and their families who obtain a positive COVID-19 test result or experience exposure to someone with confirmed COVID-19 in the past 14 days are required to report to the Director and/or Co-Director. In compliance with local and state health requirements, positive COVID-19 testing results will be communicated to the appropriate health officials who will advise further action.**

#### **Emergency Medical Care**

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

- 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**

- Staff members 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.
- Staff members also send home Boo-Boo Reports for minor incidents.

#### **Medication**

Staff members may not provide over-the-counter or prescription medications to children. Exceptions are Epi pens and emergency inhalers. These medications must be on file with doctor signature. 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 and Medical Conditions**

Should your child have an allergy or medical condition of any kind, please complete the "Health Alert Forms" included in this handbook. The Medical/Allergy Action Plan should be filled out for all children with allergies or medical conditions. If your child has an allergy, the FARE (Food Allergy and Anaphylaxis Emergency Care Plan) document that has to be signed by your child's doctor must also be completed.

Each family that has a child with a severe allergy or medical condition **MUST** have a conference with the director on or before your child's first day of school to review these documents. The office staff develops an emergency allergy plan for each child that has an allergy. Please provide very specific information 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:** Due to possible spread of COVID-19, we will not run our recycling program this year.

However typically, we 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.

- Children will be seated for lunch activities with distancing in mind as much as practical.
- Children will bring their lunch and a reusable sippy cup or water bottle
- Staff will help children open lunches while wearing gloves that will be changed in between touching each individual lunch.
- All water fountains are closed.

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 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 \*

We maintain healthy celebrations. Please refrain from providing cupcakes, cookies, candies or sugar filled treats. *\* Our new birthday policy will be outlined prior to the start of school.*

## 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 where possible.* Families will be active participants in this program by contributing fruits and vegetables and cooking at home with our family recipe kits.

## Musical Programs \*

*\* We are currently evaluating modifications to our musical programs in a way that can be delivered to you virtually or in small groups for this school year. We will communicate changes as soon as they are determined.*  
*Please read about our musical programs in typical years below.*

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 \*

*\* Only children and staff will be allowed in the school building until current restrictions are lifted. Please read our Classroom Visits policy for typical years below.*

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 \*

*\* We are currently evaluating how some of these roles will change due to the pandemic. We will communicate any changes as soon as they are determined. Please see information below for more information and a listing of parent council roles in typical years.*

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.
- **Parent 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 parents, 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 Chairperson and Committee:** This group will organize and run Pray and Play Meadow Clean Up Days. You don't have to have a green thumb to be on the committee.
- **Fall Family Picnic Chair and Committee:** This committee plans and coordinates the Fall Family Picnic.
- **Christmas Breakfast Chairperson and Committee:** This committee plans and coordinates the Teacher Christmas Breakfast.
- **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 hat days, glow dance parties, participation in 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 are currently evaluating modifications to our school fundraiser and will communicate changes as soon as they are determined. Please see information below for a typical year.*

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.**

<b>Food Group:</b>	<b>Milk (pack 1)</b>	<b>Fruits (pack 1-2)</b>	<b>Vegetables (pack 1-2)</b>	<b>Grain/Bread (pack 1)</b>	<b>Meat/Meat Alternative (pack 1)</b>	<b>Unhealthy Fats &amp; Sweets (Do not send):</b>
<b>Food Suggestions:</b>	<ul style="list-style-type: none"> <li>• Low-fat or fat free milk</li> <li>• Part-skim mozzarella string cheese or other part-skim cheeses</li> <li>• Low-fat or 2% cheeses</li> <li>• Low-fat or fat-free yogurt</li> </ul>	<ul style="list-style-type: none"> <li>• Fresh fruit salad</li> <li>• Melon wedges</li> <li>• Orange</li> <li>• Banana</li> <li>• Apple</li> <li>• Grapes (cut in halves to minimize choking hazard)</li> <li>• Unsweetened applesauce</li> <li>• Berries (strawberries, raspberries, blueberries, etc.)</li> <li>• Kiwi</li> <li>• Pears, peaches, nectarines, apricots or plums</li> </ul>	<ul style="list-style-type: none"> <li>• Celery sticks, baby carrots or carrot sticks (cut lengthwise down the middle to minimize choking hazard)</li> <li>• Cherry or grape tomatoes (cut in halves)</li> <li>• Cucumber, zucchini or squash sticks</li> <li>• Grilled or baked eggplant slices</li> <li>• Coleslaw with low-fat mayo or vinaigrette</li> <li>• Cooked beans (chickpeas, soybeans, black beans, pinto, low-fat refried, etc.)</li> <li>• Cooked butternut or other winter squash</li> <li>• Bell pepper slices</li> <li>• Avocado slices</li> <li>• Broccoli or cauliflower</li> <li>• Lightly blanched green beans or asparagus</li> <li>• Sugar snap peas</li> <li>• Spinach or tossed salad</li> </ul>	<ul style="list-style-type: none"> <li>• Whole grain bread</li> <li>• Whole wheat English muffin or bagel</li> <li>• Whole grain tortilla or lavash bread</li> <li>• Whole grain pita bread</li> <li>• Potato (sweet or white- baked, mashed or boiled)</li> <li>• Whole grain roll</li> <li>• Potato (sweet or white- baked, mashed or boiled)</li> <li>• Whole grain pasta</li> <li>• Brown rice</li> <li>• Whole grain crackers</li> <li>• Whole wheat couscous</li> <li>• Homemade corn muffin</li> <li>• Whole grain mini muffins</li> <li>• Read-to-eat whole grain cereal</li> </ul>	<ul style="list-style-type: none"> <li>• Chopped egg</li> <li>• Pumpkin, sunflower or sesame seeds</li> <li>• Sunflower Butter</li> <li>• Cottage Cheese</li> <li>• Meats (chicken, roast beef, turkey, etc.)</li> <li>• Skinless chicken breast slices</li> <li>• Cooked beans or low-fat refried beans</li> <li>• Tofu or tempeh</li> <li>• Hummus</li> <li>• Tuna or egg salad</li> <li>• Yogurt</li> </ul>	<p><b>Please do not include</b></p> <p>sweets (candy, cookies, chips, cakes, etc.) in your child's lunch.</p>
<b>Tips &amp; Suggestions:</b>	<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><b>Tip:</b> 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><b>Important Note:</b> If your center has a nut policy, remind parents about it here.</p> <p><b>Instead of:</b> 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 &amp; 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>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup
<b>2 fruits/vegetables</b> juice, <sup>1</sup> fruit and/or vegetable	1/4 cup	1/2 cup
<b>1 grains/bread<sup>2</sup></b> 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
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>3</sup> 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 <sup>4</sup> or	1/2 ounce	3/4 ounces
Yogurt <sup>5</sup>	4 ounces	6 ounces
<sup>1</sup> Fruit or vegetable juice must be full-strength. <sup>2</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. <sup>3</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>4</sup> 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. <sup>5</sup> Yogurt may be plain or flavored, unsweetened or sweetened.  Source (for serving size recommendations): Child and Adult Care Food Program <a href="http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm">http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm</a>		

**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 ensure 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 &amp; 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 &amp; EDUCATION (FARE) (FOODALLERGY.ORG) 5/2018



**FARE**  
Food Allergy Research & Education

## FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

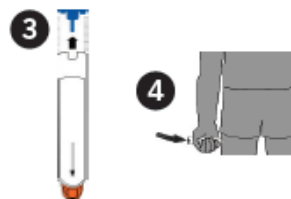
### HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

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.



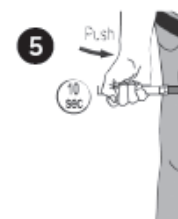
### HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

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.



### HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALINE®), 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.



### 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.



### 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

For Preschool Year: \_\_\_\_\_ **MEDICAL / ALLERGY ACTION PLAN**

Child's first and last name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

Diagnosed Condition: \_\_\_\_\_

**Please describe SYMPTOMS OF MEDICAL EMERGENCY** →

\*may continue on back of page\*

Body Area:	Mild	Moderate	Severe	Give describe specific details:
Mouth				
Tongue				
Skin				
Intestinal				
Breathing (Lung)				
Heart				
Other:				

**TREATMENT PLAN:**

**Indicate priority** of treatment with **1st, 2nd, 3rd** and/or **4th**.

If any box is **not applicable** to your child's needs, please write **N/A** in box.

	<b>Call 911</b> - Administer EPI PEN / Rescue Inhaler ( <b>circle</b> appropriate medication - provided by parent and medication form on file)
	Administer Rescue Inhaler and call parent.
	Give OTC medication and call parent. (provided by parent and medication form on file)
	No medication is necessary, Call parent and observe child.

EMERGENCY PHONE  
NUMBERS



For the safety of my child, I authorize The Preschool at All Saints to put this "Action Plan" into place. I will provide, in writing, any medical changes, change in phone numbers and list other adults (additional to parents), who are authorized to provide medical information about my child. I will replace medication before expiration date.

Parent Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**The following persons, after parents, should be called if an emergency arises at preschool and we cannot contact a parent.** The following persons also have permission to pick up my child from preschool. eg: Grandparents or other relatives, nanny, neighbors, etc.

**You must list ONE in addition to parents, two or more names are preferred.**

	First and Last name of person	Relationship to Child	Cell Number
#1			
#2			
#3			
#4			
#5			



## Parent/Director Medical/Allergy Meeting

Director/Parent complete this form together.

### Documentation and CLASSROOM MANAGEMENT:

*Director, after discussing with parent, please check all that apply. Write **N/A** if not applicable for child.*

Notes:

Name of Allergen / Irritant OR Medical Diagnosis(circle): \_\_\_\_\_

<input type="checkbox"/>	OK for other classmates to have.
<input type="checkbox"/>	Child sits away from Allergen/Irritant.
<input type="checkbox"/>	Food / irritant should not be allowed in classroom.
<input type="checkbox"/>	Ingesting allergen causes reaction.
<input type="checkbox"/>	Touching allergen causes reaction.
<input type="checkbox"/>	Inhalation of allergen causes
<input type="checkbox"/>	Child uses daily medical equipment. Please List:
<input type="checkbox"/>	Used Indoor / Outdoor. (pls. circle)
<input type="checkbox"/>	Used Both Indoor and Outdoor.

<input type="checkbox"/>	Dr. Medical Note on file.
<input type="checkbox"/>	Current Meds in office/classroom. Expiration Date:
<input type="checkbox"/>	Copy of all documents in Child's folder.
<input type="checkbox"/>	Copy of all documents in School Emergency Notebook.
<input type="checkbox"/>	Copy of all documents in Teacher/Classroom Emerg. Notebook.
<input type="checkbox"/>	Current classroom teachers have been given Orientation regarding these Medical/Allergy needs.
<input type="checkbox"/>	STAPLE this form with current Medical/Allergy Plan Epi Pen procedures.

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"/>	<b>Contraindications</b> ♦ 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 _____ <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ 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 <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ Severe allergic reaction after a previous dose or to a vaccine component <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ Severe allergic reaction after a previous dose or to a vaccine component <b>Precautions</b> ♦ Pregnancy ♦ Moderate or severe acute illness with or without fever
Hepatitis B	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Contraindications</b> ♦ Severe allergic reaction after a previous dose or to a vaccine component <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Age <6 weeks <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ 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) <b>Precautions</b> ♦ 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"/>	<b>Contraindications</b> ♦ Severe allergic reaction after a previous dose or to a vaccine component ♦ Substantial suppression of cellular immunity ♦ Pregnancy <b>Precautions</b> ♦ 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 2020-2021 School Year – July Revision**

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 – July Revision](#)