



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

FAMILY HANDBOOK

2022-23

2443 Mt. Vernon Rd, Dunwoody, GA 30338

<https://allsaintsdunwoody.org/education/preschool-at-all-saints/>

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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 (OPBECF)
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 OPBECF Quality Assurance Requirements is available upon request.

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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.

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

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 & Movement

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

The Atrium

The Atrium is located in the Youth Lounge in the Preschool building. The Atrium is a sacred space that the children experience in small groups with our catechist or their classroom teacher. This is a place for prayer, in which work and study spontaneously become meditation and spiritual

contemplation...a place where “the only Teacher is Christ.” Both the children and adults place themselves with listening minds and awareness. The children learn about various saints, prayers, bible stories and parts of the church, altar care and practical living skills in a hands-on and developmentally appropriate setting. During our monthly chapel, we celebrate the culmination of small group Atrium sessions.

Operating Hours / Extended Day

The Preschool at All Saints school hours are 9:15-12:30. Stay & Play immediately follows the morning preschool program on Mondays, Tuesdays, Wednesdays and Thursdays, beginning at 12:30 until 1:15. Stay & Play is open to all children. Enrichment programs for ages 3 and up include: Playball, Creative Movement and Dance, Ninja Kids, Kids Yoga, and Outside the Lines

Arrival / Dismissal

Arrival

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. Please be on time. Tardiness causes disruption to learning for both the tardy child and the children who are actively learning. Children who need to arrive late due to a morning appointment must contact Director for entry. 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.

Carpool Procedures

We ask that parents form a line of cars beginning with the first car at the ramp entrance of the school. We will begin unloading children at 9:10. We will be as swift as possible. Carpool should end by 9:30. All children must exit the car on the passenger side. Have children unbuckled and ready to go when you pull up to a staff member. A staff member will take your child and ensure their safety until they get to their classrooms. Please do not unbuckle your child before pulling up to a staff member. Please do not allow children to ride in the front seat of your car and keep them inside the car windows and sunroof during carpool. After drop off, please proceed ahead to the exit of the church parking lot. If you are coming back to the church, please follow all parking lot traffic rules as you do so. Please do your best to be on time. It is disruptive to the class and your child if he or she is consistently late. Our morning classroom routines are planned to provide a comfortable transition between home and school.

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

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

Dismissal

Toddlers

Toddlers will be brought to the front of the church office building around 12:15 for pick up. There may be times that the children are on the church playground at this time - look for the big red carts in either place!

Twos

Twos will be enjoying their playground time around 12:00 and will be dismissed from the Church playground area. On days with inclement weather, dismissal will be from the classroom.

Threes Fours and Fives

Parents will park in the lot in front of the school and Kiernan Hall. Our front doors unlock at 12:15. Parents will go to your child's classroom and wait outside of the door. Children will be packed up and ready for a quick dismissal beginning around 12:15 lasting until 12:30. All parents should be in the building no later than 12:30! Sign out your child on the iPad located outside the classroom. There is a drop-down menu where you will find your child's name then initial. Organization and safety are our utmost concern at dismissal. Please form a line against the wall to allow for a better flow. Once you pick up your child, please do your best to hold on to your child not allowing him/her to run too far ahead of you. Please exit the building quickly, the hallways can become very congested. PAS Staff will be stationed in the hallways to assist in any way.

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.

PAS Meet and Mingle Days

Lower Lot Dismissal Days 12:30pm

To promote connection amongst our children and families, we welcome parents and children to stay after school on select PAS Staff Meeting dates. All outdoor spaces are always available to our families to use when school is not in session, but four times this year, we invite ALL families to stay after for our special PAS school-wide play dates. ALL classes, including Toddlers and Twos will come out to the lower parking lot to their designated dismissal areas which will be communicated through your classroom teachers. From there families that are available to stay after are invited to play in the multiple outdoor areas at PAS. This is a great way to get to know the parents and children in your child's class and other classes with children of the same age. The children LOVE the extra play time with friends and we hope that these days will provide a platform for more connectedness among our dear PAS families. Staying after for the social time is totally optional, but encouraged as it will be FUN for both the children AND parents alike.

Meet & Mingle Days:

Wednesday, September 14

Thursday, November 3

Wednesday, March 15

Tuesday, April 12

Late Dismissal Fees

Please contact the preschool office at 770-393-3255 ext. 123 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 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®, Kids Yoga, Outside the Lines 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. 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 their designated space depending upon the program, at 1:15 pm. All Toddlers and Twos will be picked up at the Playroom. Parents must sign their child out before they are dismissed.

The price for Stay and Play is \$8 per day when paying for the entire semester in advance and \$12 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 \$8 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 will decide how to proceed based on the situation at hand.

Financial Policies / Tuition

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

Monthly tuition payments are due on the first day of each month. It is the parent's responsibility to enter all bank and/or credit card account information correctly in our payment system. If your 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 1st, or your child's first day of school. If at any time during the school year you would like to pay in full, please contact the office for your balance.

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

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

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 Siobhan Finnegan.

Class	Annual Tuition	Monthly Tuition	Materials Fee
Toddler Terrace MW – 12-24 months	\$2,835	\$315	\$125
Toddler Terrace T/Th – 12-24 months	\$2,835	\$315	\$125
Two Year Olds T/Th/F	\$3,015	\$335	\$125
Two Year Olds MWF	\$3,015	\$335	\$125
Two-Three Year Olds M/T/Th	\$3,015	\$335	\$125
Three Year Olds T/W/Th	\$3,015	\$335	\$125
Three Year Olds M-Th	\$3,555	\$395	\$125
Three Year Olds M-F	\$3,825	\$425	\$125
Four Year Olds T-F	\$3,555	\$395	\$125
Four Year Olds M-F	\$3,825	\$425	\$125
Five Year Old Program	\$4,185	\$465	\$150

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. All Saints registered parishioners whose applications are received by the deadline (Must be a registered parishioner by October)
4. Practicing Catholics registered at other Catholic churches
5. The general community

Forms

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

- [PAS 2022-23 Registration Application](#)
- [PAS 2022-23 Financial Policy Form](#)
- [2022-23 Handbook Acknowledgment Form](#)
- [2022-23 Pick-Up Authorization Form](#)
- [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.

Google Classroom

Each class will have a Google Classroom for school information, weekly newsletters and photo sharing. Both of your classroom teachers will serve as the teachers and parents will be listed as 'students.' You will receive an invitation to join the classroom and instructions for joining. It is VERY important that you are a member of the classroom and that you check teacher updates frequently.

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

In November and April, we will hold Parent-Teacher 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. Our school is closed to accommodate these meetings.

The All Saints Playroom is open for your childcare needs on these days. Shared spaces, such as the playground and gym are also open for parent use during 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 Conscious Discipline

All preschool staff are trained to teach children the skills needed to comply with expectations and the social skills to get along with others. We utilize skills from Positive Discipline and Conscious Discipline. We teach these skills through safety, connection and problem-solving. Our teachers incorporate a variety of structures into the classroom to build a sense of community, love and trust among the class family.

Time Out and corporal punishment are never used at PAS.

Some children require more assistance with learning the skills to self-regulate. Strategies and interventions are added when needed to assist in the learning of these skills. Families are part of the process as support from home is crucial to a child's success at school.

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 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.

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.

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.

St. James Inclusion Program

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 provided by PAS and considerations by the teachers, administrators and parents that our program is not the best placement for a child or that a child may require support resources in order to remain enrolled in the classroom. Any therapist or support staff needed to assist the child in the classroom will be provided at the expense of the family. We welcome facilitators to work in our classrooms. After exhausting all resources, we may ask that the family withdraw from our school. If the staff determines that the needs of the child cannot be best met at our school, every effort will be made to provide support and information regarding professional referrals and resources 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 that ensures that allows teachers to access materials easier. These bags are also sized to fit in the space dimension provided in our classroom cubbies and are the only option for child use.

School-wide Supplies (per family)

These items are not to be delivered until the school year has started.

- 1 roll of paper towels
- 2 containers of baby wipes
- 1 bottle of 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. 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 Guidelines

Assumption Of Risk Related to COVID-19

The Preschool at All Saints is unable to provide any guarantee that students or their families will not be exposed to or infected by COVID-19. Under Georgia law, there is no liability for an injury or death of an individual entering school premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering school premises, and by enrolling your child(ren) in and attending school, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you, your child(ren) and or other family members may be exposed to or infected by COVID-19. It is expected that students and other school family members will follow all preventative measures and guidelines recommended by [name of school] 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.

What to do when your child is sick...

Please keep your child home when he/she or any household member is sick. **When in doubt, keep them home.** Please answer the health-related questions each morning before you bring your child to school.

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.decal.ga.gov/documents/attachments/CommunicableDiseaseChart.pdf>

Most up to date phone numbers must be 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. Circumstances may arise where we need to reach you. It is important for you or someone to be reached in case of emergency

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

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.

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 bring their lunch and a reusable sippy cup or water bottle

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.

Birthdays

We maintain healthy celebrations. Please refrain from providing cupcakes, cookies, candies or sugar filled treats. Your classroom teacher will share specific information regarding birthdays.

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 recipes.

Musical Programs

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

Classroom Visits

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

Social Media

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

Parent Council

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

- **Parent Council Co-Chairs**
Co-Chairs coordinate and oversee all chairpersons and events.
- **Room Parent Co-Chairs**
Room Parent Co-Chairs oversee and support all Room Parents. They communicate all classroom needs and procedures to Room Parents. These Co-Chairs will also plan and coordinate 3 staff meeting lunches.
- **Parent Coffees Chair and Committee**
This group plans our Parent Coffees which take place on two mornings early in the school year. This event is a wonderful way to welcome new families and connect with old friends again.

- **Sunshine Chair and Committee**
The Sunshine Committee is a small group of parents who support individuals and families in our Preschool at All Saints community. The Sunshine Committee is responsible for coordinating assistance when those in our community are either celebrating a new addition to their family or are going through a difficult time due to an illness, accident, or loss of a family member. This includes current families, faculty and staff members. Funds collected through the Sunshine Committee will go towards celebrations for birthdays, Christmas, and End of Year celebrations for the staff.
- **School Beautification Chair and Committee**
This group will help PAS staff members decorate the building for holidays and special events.
- **Pray and Play Meadow Chair**
Assist preschool staff in garden maintenance and beautification.
- **Back to School Staff Breakfast and Staff Christmas Luncheon Co-Chairs and Committee**
This group plans and coordinates the Back to School Staff Breakfast and the Staff Christmas Luncheon for our preschool teachers and staff.
- **Catholic Schools Week & Italian Feast 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 our Italian Feast.
- **Have a Ball with Dad Chair and Committee**
This special morning gives dads an opportunity to have breakfast at school with their preschooler before the school day begins. This committee is responsible for planning, setup, serving, and clean-up.
- **Spring Social Chair and Committee**
This parent-only evening event raises funds for the preschool and provides our parent community with a fun social event while supporting the Preschool at All Saints.
- **Teacher Appreciation Event**
This event honoring PAS teachers and staff takes place in the spring and gives our teachers the opportunity to gather and share time together outside of the classroom. This committee will plan the event and use Sunshine funds to provide gifts for the teachers and staff.

School Fundraisers

We have one big fundraiser, our Parent Social held in the spring. This night for parents only is always fun and a great success! Please check the calendar for the dates of this fun event!

School's Right to Amend

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

**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 & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: Yes (higher risk for a severe reaction) No

PLACE
PICTURE
HERE

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

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.

	Call 911 - Administer EPI PEN / Rescue Inhaler (circle 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): _____

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

	Dr. Medical Note on file.
	Current Meds in office/classroom. Expiration Date:
	Copy of all documents in Child's folder.
	Copy of all documents in School Emergency Notebook.
	Copy of all documents in Teacher/Classroom Emerg. Notebook.
	Current classroom teachers have been given Orientation regarding these Medical/Allergy needs.
	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"/>	<p>Contraindications</p> <ul style="list-style-type: none"> ◆ 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 _____ <p>Precautions</p> <ul style="list-style-type: none"> ◆ 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"/>	<p>Contraindications</p> <ul style="list-style-type: none"> ◆ 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 <p>Precautions</p> <ul style="list-style-type: none"> ◆ 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"/>	<p>Contraindications</p> <ul style="list-style-type: none"> ◆ Severe allergic reaction after a previous dose or to a vaccine component <p>Precautions</p> <ul style="list-style-type: none"> ◆ Guillain-Barré syndrome ≤5 weeks after a previous dose of tetanus toxoid-containing vaccine ◆ Moderate or severe acute illness with or without fever

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

Attach most current immunization record.

Date exemption ends _____

Physician's Name *(please print)*

Address _____

Phone _____

Physician's Signature/Date

Instructions

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

Preparation:

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

Handbook Acknowledgement Form 2022-2023 School Year

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

[2022-23 Handbook Acknowledgment Form](#)