

# All Saints Academy

## PreSchool Handbook

### 2022-2023



“To foster spiritual and academic growth  
within our students  
in a Christ-centered environment  
through the highest quality of Catholic education”

Class Room Staff: Our class will have one teacher and one assistant when needed.

Curriculum: The curriculum is established by the Diocese of Paterson and implements the NJCCCS. Social Studies, Language Arts (intro to letters of the alphabet, pre-writing, speaking and listening skills) as well as **STREAM**: Science, Technology, Religion, Engineering, Art and Math which are infused into the curriculum. This education focuses on an inquiry based method of teaching, which encourages a higher order of thinking through exploration and hands-on activities. The curriculum is implemented through play.

Specials: Students will have special classes: Art, Technology, Music, Spanish, and Physical Education once each week.

Mass and Prayers: All students will attend mass on Holy Days of Obligation and other special days. The children will be expected to be reverent and participate as part of the school community.

Homework: For homework I ask that you PLAY!

Daily Folder: Each child will bring in a folder. This folder will go home everyday and must be returned to school every morning. All of your child's work, important notices from the office, and notes from the teacher will be sent home in this folder. Any notes and paperwork for the office should be sent to school via this folder as well. Please make sure to put any money in an envelope and label it according to its purpose and to whom it should be given.

Website: Please check the school web page at [www.allsaintspar.org](http://www.allsaintspar.org). This site has important information including the school calendar, policies, and a list of the preschool supplies needed.

Classdojo: Used as a communication tool between teacher and parent. Class information and reminders are posted here as well. All parents will be asked to download the class Dojo app. <https://www.classdojo.com/>

Backpack: Please keep a full change of seasonally appropriate clothes in the child's backpack at all times. This should include socks, underwear, shorts/pants, shirt, and shoes. All items must be clearly labeled with the child's name.

Labeling of belongings: Please be sure to label ALL of your child's belongings including; backpack, lunchbox, water bottle, blanket, pillow, nap time bag, and jacket.

Morning Drop-off: Preschool students enter through the side door (Early Childhood Entrance) between 7:30am-8:00am and report directly to the classroom. After 8:00am teachers are no longer able to receive your child. (Please check [allsaintspar.org](http://allsaintspar.org))

Late Policy: When your child is late (after 8am), you must enter through the main entrance and check in with the main office. Your child will be marked Tardy. Please try your best to arrive on time, as it is disruptive to the whole class when a student arrives late. Routine is extremely important at this age. The structure of our program begins with a morning meeting and it is an affirming way for all of the students to start the day together as a class.

Pick-up Children are dismissed at 11:00am SHARP or 2:30pm SHARP. At 11:00 am, half day students will be dismissed from the Early Childhood Entrance (same entrance as drop off). Please note that you being on time will affect the whole flow of the school. At 2:30 pm, full day students will be dismissed by the Preschool Entrance/Exit in the rear of the building. If you plan for someone other than those pre-authorized to pick up your child, please make sure you send in a note or email stating who will be picking up him or her. We CANNOT release your child without proper notification. After Care students will be walked to the Aftercare classroom by a staff member.

Absentee Policy: In the event that your child is absent, please call the main office, leaving a message for the school nurse. You must leave your child's name, class, and the reason for the absence. Please message the teacher on classdojo as well.

Illness Policy: You are the best judge when it comes to your child. If you see that your child is not feeling well and think that he/she may be getting ill please keep him/her home from school. Any child who is ill must have no fever and be free of symptoms (no diarrhea or vomiting) for 24 hours/the next entire school day, without medication, before returning to school. If your child becomes ill at school, you will be called to come pick up him or her. If your child has any special health-related needs (allergies, etc.), they must be documented by his/her pediatrician and shared with the school through the health office. (COVID may affect this policy)

Bathroom: Every student MUST be able to use the bathroom entirely on his/her own. This means: the child must be able to: identify the need to go, be able to pull down clothing by him/ herself, use the facilities, clean him/herself, replace clothing, flush and wash hands. The teacher and staff members cannot enter the bathroom or assist your child in any way. Soiled clothing (from an accident) will be sent home in a plastic bag. Multiple accidents within one day or through numerous successive days will result in your child being sent home. Pull-ups are not permitted. Any child that exhibits a continued lack of independence in the bathroom may be required to leave our program.

Behavior Policy: Verbal recognition, stickers, prizes, and awards may be used to reward students who model good behavior. Inappropriate behaviors may be harmful to others. If there is a behavior concern, you will be contacted in writing through the daily folder, by phone, email, or classdojo.

Recess/ Outdoor Policy: Students will have outdoor recess weather permitting. Please dress your child appropriately for the weather. Students will go outside during the winter months as long as the temperature is above 35 F, and there is no ice and snow. If your child cannot be outside due to health issues/allergies, a note from a doctor must be submitted to the school nurse.

Snacks/ Lunch: Healthy food and drinks only please! Water as a drink only unless there is a dietary need. To ensure we have healthy foods all through our classroom, please keep candy and junk foods at home. Please see the attached list of recommended snacks. If you are unsure, check the ingredient label. If the first ingredient listed is sugar in one of its many different disguises, please do not send it to school. (You can visit: [http:// www.dietrific.com/2009/03/26/names-for-sugar/](http://www.dietrific.com/2009/03/26/names-for-sugar/) to check out additional information.)

Please send in **EASY** to open containers and neat food as we are practicing our autonomy and fine motor skills. If your child's snack or lunch requires utensils please make sure to pack them in his or her lunch box along with napkins. Please do not send in glass containers or bottles. Also, food can not be heated or refrigerated. Children that remain in school in our After Care program should have an additional snack and beverage packed for later in the day.

Hot Lunch: Our students have the opportunity to purchase a hot lunch. Hot lunches must be pre-ordered and paid for in advance. Hot lunch order forms are posted on the school website and are available in the school office. All lunches include a beverage. Lunch will be delivered to the classroom at lunchtime. Hot lunch orders may be canceled by 6am the morning of serving if your child will be absent from school by contacting the school office. **(COVID may affect this)**

Milk: You also have the opportunity to purchase milk (white, chocolate) for your child. Milk order forms are posted on the school website and are available in the school office. If you purchase milk for your child please be sure to specify if you would like him or her to drink it at snack or lunchtime or both (which will require a double order).

Napping: Rest time will be approximately 1 hour in length and will follow lunchtime each day. Mats are provided for full day students. Please supply one small pillow and blanket that covers their body. Also provide an oversized bag for their sleep things. Children that do not nap will be expected to rest quietly. Quiet music may be played during this time, and the lights will be off. One small "lovey"(stuffed animal) can come. Please keep the same one in school.

Birthdays: You may send in a birthday classroom treat on your child's birthday (or half birthday for those born in the summer). Please check first about class food allergies. Please wrap or cut treats individually for ease in handling and distribution. Please do not send in birthday cakes, party lunches, or any snacks that require additional preparation. Please do not send in goody bags. Invitations to parties will only be handed out in school if the entire class is invited otherwise invitations need to be taken care of privately by you.

Toys: Please keep all toys from home at home. We have many toys in the classroom, so it is not necessary for toys to be brought to school. We do not want them to be broken or lost. In the event of a child bringing a toy to school, the teacher will hold onto it and return it to the parent the next morning.

Parent Volunteers: We encourage parents to volunteer with special class activities. All parents that wish to volunteer must meet ASA and diocesan guidelines for a safe school environment. This is to ensure the safety of all the children. These guidelines include attending a "Protecting God's Children" workshop, completing a "Code of Conduct" form and agreeing to a criminal background check performed by the principal.

Scholastic Magazine: The *Clifford Edition* is a class magazine that each child will receive approximately twice a month. The magazine will be read and discussed in class and then sent home. This magazine focuses on topics relating to seasons, science, and social studies as well as literacy and math skills. The cost for this magazine is **\$10.00**. Please send in cash or check in your child's folder the first week of school. All checks are to be payable to *All Saints Academy*.

Parent/Teacher Conferences: Formal conferences will be held in late January or early February when

report cards are distributed. This shall be done on Google Meet or in person if necessary. Though daily “check in” is a timely and effective means of simple communication, please understand that the teacher may not be able to meet with parents on the spur of the moment. Classdojo or an email is the best way to set up a meeting.

*AdminPlus Notify*: The school uses the *AdminPlus Notify* system to administer important information such as school closings, delayed openings, emergency closings and other important reminders. Directions on how to set-up your account will go home from the main office. It is imperative that you add cell phone and work numbers to your account so that you will be notified in case of a school emergency.

*Delayed Opening*: When the school has called for a two hour delayed opening, all full day students should report to school between 9:30am and 10:00am. The classroom will not be open before 9:30am. Classes will begin at 10:00 am sharp, and there will be no morning snack time on these days. Please bring a water bottle. Half Day students do not attend school when there is a delayed-opening. \*If an early dismissal is called there will be no lunchtime for full time students.

*End of Year*: The Early Childhood classes end in mid-June. There will be a moving up ceremony scheduled and that is the last day your child reports to school. See the yearly calendar for exact dates. More information regarding Moving Up and End of the Year activities will be sent home in early May. Dates may vary due to snow and/or emergency closings throughout the year.

*Business Accounts*: Your family’s ASA business/tuition account is handled through the school office and not the classroom. If you have questions regarding tuition, fees or other business matters, please contact the main office for assistance. This also includes fundraisers and the like.

*Uniforms*: Students wear the PE uniform daily. Please make sure that your child wears Velcro sneakers daily with good treads. (No light up shoes).

PE uniforms must be purchased from, Flynn O’Hara Uniforms, 130 Baldwin Road, Parsippany, (973) 882-0833 - [flynnohara.com](http://flynnohara.com).

Light Steel Short Sleeve Gym Shirt **w/logo\***

Light Steel Long Sleeve Gym Shirt **w/logo\***

Maroon Mesh Gym Shorts **w/logo\***

Light Steel Sweat Shirt **w/logo\***

Maroon Sweat Pant **w/logo\***



## Arrival & Dismissal Procedures

### Arrival:

Morning routine goes as follows: Parents will come along with your child to the Early Childhood wing door. You will not be permitted to come inside at this time.

Pick up will take place outside the Early Childhood doors or otherwise notified. It is imperative that you arrive on time. Being late affects the whole school.

(11am for half-day students/2:30pm for full-day students)

### Behavior:

We are:

Safe

Responsible

Respectful

# Healthy snacks for kids: 10 child-friendly tips

**Healthy snacks for kids don't have to be dull. Consider these 10 tips for quick and nutritious snacks.**

[By Mayo Clinic Staff](#)

Snack time is likely a part of your child's daily schedule — and that's not necessarily bad. Nutritious snacking can help curb your child's hunger throughout the day.

Regular healthy snacks also boost energy, and can help your child sneak in more of the nutrients essential for his or her growth and development. Here's how to whip up healthy — and tasty — snacks for kids.

## 1. Keep junk food out of the house- and out of the class

Your child won't clamor as much for cookies, candy bars or chips if they aren't around. Save desserts for special occasions rather than daily treats. Set a good example by eating healthy snacks — your child might follow suit.

## 2. Power up with protein

Protein will help your child feel fuller, longer. Stock your fridge with hard-boiled eggs, deli meat, and cooked chicken tenders or drumsticks. Serve up a steaming bowl of ramen noodles. For kids without nut allergies, offer nuts and nut butters.

## 3. Go for the grain

Whole-grain foods — such as whole-grain pretzels or tortillas and high-fiber, whole-grain cereals — provide energy with some staying power. Pair whole-wheat bread with a slice of cheese, deli meat or hummus for a satisfying snack.

## 4. Broaden the menu

Offer a rainbow of fruits and veggies, such as avocado, pineapple, cranberries, red or yellow peppers, or mangoes. Encourage kids to choose a few pieces of produce and mix them together for a colorful snack. Serve baby carrots or other crunchy veggies with fat-free ranch dressing or hummus. Dip graham cracker sticks or fresh fruit in yogurt. Spread peanut butter on celery, apples or bananas.

## 5. Revisit breakfast

Serve breakfast foods as afternoon snacks. Offer dried cereal mixed with fruit and nuts. Or microwave oatmeal with low-fat milk and mix it with unsweetened applesauce and cinnamon.

## 6. Sweeten it up

Satisfy your child's sweet tooth with low-fat puddings, frozen yogurt or frozen fruit bars. Serve

smoothies made with milk, plain yogurt, and fresh or frozen fruit.

## **7. Have fun**

Use a cookie cutter to make shapes out of low-fat cheese slices, whole-grain bread or whole-grain tortillas. Skewer fruit kebabs or show your child how to eat diced fruit with chopsticks. Make a tower out of whole-grain crackers, spell words with pretzel sticks, or make funny faces on a plate using fruit.

## **8. Promote independence**

Keep a selection of ready-to-eat veggies in the refrigerator. Leave fresh fruit in a bowl on the counter. Store low-sugar, whole-grain cereal, and fruit canned or packaged in its own juice in an easily accessible cabinet.

## **9. Don't be fooled by labeling gimmicks**

Foods labeled as low-fat or fat-free can pack plenty of calories and sodium. And foods touted as cholesterol-free can still be high in fat, sodium and sugar. Check nutrition labels to find out the whole story and make a smart snack choice.

## **10. Designate a snacking zone**

Only allow snacking in certain areas, such as the kitchen, and avoid serving snacks during screen time. You'll save your child countless calories from mindless munching. For snacks on the go, offer a banana, string cheese, yogurt sticks, cereal bars, carrot sticks or other less messy foods.

Schedule snacks so that they don't interfere with a healthy meal. Skip snacks and juice within two hours of mealtime so that your child is hungry enough to eat with gusto a balanced, nutritious meal.

Teaching your child to make healthy snack choices now will help set the stage for a lifetime of healthy eating. Start today!

\*\*\*Please remember that we cannot keep snacks/lunches in the refrigerator and they cannot be heated in the microwave.\*\*\*

<https://allsaintspar.org/>

<https://www.facebook.com/allsaintspar>

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classdojo.com