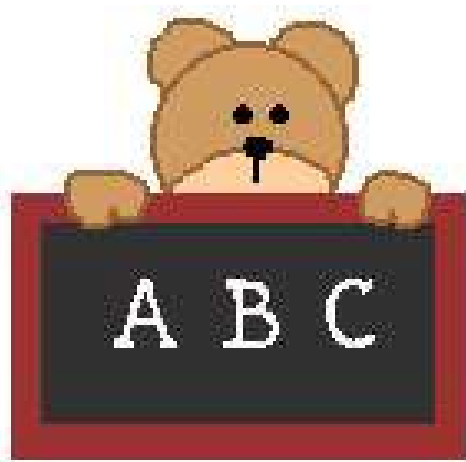


All Saints Catholic School Pre-K Handbook 2022-2023



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**ALL SAINTS CATHOLIC SCHOOL PRE-K
3313 E. GRAND
WICHITA, KS 67218**

Pre-K Parent's Handbook

All Saints Catholic School Pre-K welcomes you and your child to an enriching and pleasant experience. Our Pre-K offers opportunities for growth and development for the Pre-K child in a planned program. The child's needs are met by:

- (1) Assisting emotional development through activities which encourage independence and self-discipline through acceptance of their feelings.
- (2) Assisting cognitive development by providing the opportunity to learn through appropriate "hands on" experiences, field trips and special guests to stimulate their thoughts and curiosity.
- (3) Assisting fine and gross motor development through indoor and outdoor physical activities.
- (4) Assisting the development of a positive self-concept through self-understanding, successful accomplishment and recognition of their intrinsic worth.
- (5) Assisting through group interaction which promotes "getting along with others" and accepting other children's feelings.
- (6) Assisting the child's health and safety through exceeding state licensing regulations, supervised use of play equipment and a safe and healthy physical environment.
- (7) Assisting the children to develop in a spiritual being of self worth and their well-being, through daily prayers and the development of strong Catholic morals.

PROGRAM

A program of special selected activities is provided daily. These plans are available to parents at any time. The daily plans include activities designed to encourage social and emotional development, large and fine motor development, and creative and intellectual development. The children participate in large and small group activities which include story telling, art, music, food preparation and snack. The program is structured, yet flexible enough to allow the children to select activities which are most suited to their needs. Outdoor play is an integral part of the daily schedule. Unless the temperature is too cold, it is raining or the wind chill is dangerous, the group spends time outside participating in seasonal activities and using the equipment which is appropriate for Pre-K children.

CLASS SESSIONS

Children in the Pre-K3 class must be three years old by August 31. Children in the Pre-K4 class must be four years old by August 31. Children must be toilet trained prior to enrollment in All Saints Catholic School Pre-K. The Pre-K sessions will follow the All Saints Catholic School calendar throughout the year with a few exceptions that are noted on the Pre-K calendar.

The Pre-K 3-year-old sessions are Monday, Wednesday, and Friday from 7:50 to 11:00 am. The Pre-K 4-year-old Morning sessions are every day, Monday through Friday from 7:50-11:00am. The All Day sessions are 7:50-3:20 pm Monday through Friday. Students may arrive at 7:40 AM and enter through door 9.

It is important that the children arrive and be picked up promptly. The daily schedule is planned to incorporate a wide variety of activities so it is important that parents follow the schedule as closely as possible. Because teachers have after school duties (preparation and planning for the following day and cleaning up), prompt pick-up is necessary. Any students remaining ten minutes after dismissal time will be taken to the school office for a.m. sessions and taken to latchkey for all day sessions. Parents will be called. If the student is not picked up within a reasonable period of time, or if contact with the parents and emergency contacts was unsuccessful, the **police department will be called and you will be charged a late fee.** Students in the All Day program may go to Extended Day after school.

The staff should be informed as to who is picking up children (especially in car pools and babysitting situations). Car pools may be advantageous. **If your child is to be released to anyone other than his/her parents, please send a written note, or call the school office.** All Saints Catholic School does not offer transportation for the children.

ABSENTEES

Please call the School at 682-6021 by 8:30 am or before if your child is sick or will be absent for any reason. Leave a message on the answering machine if necessary.

ENROLLMENT

Enrollment shall be open to any child, provided the school can meet the needs of the child, and without discrimination in regards to race, color, religion, national origin, ancestry, physical handicap or sex in accordance with Kansas Civil Rights Statues.

Enrollment forms and information may be obtained by calling the All Saints Catholic School office. (682-6021) To ensure a spot, the enrollment form must be returned. Registration will continue until it is full, then it is first come, first serve.

TUITION INFORMATION

Each child is enrolled for the school year and **no refunds are given when children are absent or for vacation times.** Statements will be sent when payments are overdue. Please send your payment no later than the 10th of the month starting with the month of August. You can mail it to:

**All Saints Catholic School
3313 E. Grand
Wichita, KS 67218**

You may also make online payments thru e-Funds in PowerSchool, Pay Pal or our School Venmo for Pre-K Tuition, School Lunches, and Extended Day. Login to PowerSchool, click on balance icon and make payments through e-Funds. You may also make your payment at the school office. **All payments made with cash must be made at the school office.** Receipts will be written for all payments. There will be a \$35.00 service charge on all returned checks. **We reserve the right to terminate your child's enrollment if payments are more than one week late.** If the child is withdrawn from the preschool, 30 days written notice must be given to the school. Tuition must be paid up to the withdrawal date or 30 days after the withdrawal notice is received, whichever is the latest date.

The monthly tuition payment is a flat rate monthly fee and is to be paid according to the following schedule. The payment is the same for each month, although there may be variations in the number of days of attendance each month. May's tuition is reduced by \$100.00 because the Pre-K students are dismissed for the summer on the third Friday of the month. Prepaid semester payments can be made.

Monthly Payment Due Dates

1. August/September At final enrollment
2. October October 1, 2022
3. November November 1, 2022
4. December December 1, 2022
5. January January 4, 2023
6. February February 1, 2023
7. March March 1, 2023
8. April April 1, 2023
9. May May 1, 2023 (\$100 deduction)

Materials Fee

The Materials Fee is \$50.00 for Pre-K 3-year old class and \$60.00 for the Pre-K 4-year old class due at final enrollment.

Breakfast/Lunch Program

Students in the All Day Pre-K 4-year old class may bring a sack lunch or purchase lunch from the All Saints Lunch Room. Lunch prices are \$3.20 for full price lunches and .40 for Reduced Price lunches. Breakfasts are free, Extra milk is \$0.50 and a-la-carte items (yogurt, cheese sticks) are \$0.75 each. Lunches must be purchased ahead of time as we are a pay ahead program. A monthly menu will be posted on the All Saints website with the total needed for each month. Applications for Free/Reduced price meals will be available at Registration.

Extended Day Program

All Pre-K students may use our Extended Day program after school. Those students who use the Extended Day program will be charged regular Extended Day prices and must complete an Extended Day Enrollment/Emergency Release form prior to attending the program.

DISCIPLINE

We do not use any form of corporal or verbal punishment. Positive reinforcement is usually quite effective with young children. Pre-K students frequently display inappropriate behaviors, and this provides many opportunities to reinforce good decision-making. Virtue Based Restorative Discipline will also be used with our PreK students. Should a situation merit disciplinary action, re-direction and time-out, or removals of a privilege or an activity are options the teachers may use. If the behavior does not improve, the child may be taken to the Principal. If a persistent behavior problem should arise, the teacher will contact you by note or telephone.

PARENTAL PROCEDURES

Please enter through the main doors. Classroom will be open at 7:45 a.m. or you may drop off at the gym door #9 beginning at 7:30 a.m. for breakfast or 7:35 a.m. to be monitored by a school employee.

A written note must be given to the teacher for permission to allow a person other than one with prior authority to take you child home from school.

If you have a concern about the teachers or the school, please feel free to contact the Principal of All Saints Catholic School after discussing your concerns with the teacher.

CLASSROOM CORRESPONDENCE

Any correspondence from home such as tuition payments (checks only, cash must be taken to the office by the parent), permission slips, etc. must be in an envelope with the child's name clearly written on it and handed to the teacher.

HEALTH OF CHILDREN IN SCHOOL

A current health evaluation and immunization record must be submitted for each child prior to admittance. Your child cannot start school unless all immunizations are up-to-date. For the benefit of your child and other children, please do not send your child to Pre-K when ill. Keep your child home if he/she has any of the following symptoms: sore throat, fever, swollen glands, rash severe cold or cough, open sores, diarrhea or vomiting.

Do not bring your child back to Pre-K until these symptoms are gone for at least 24 hours without medication. Children who have a fever above normal (101.4 degrees) should be kept home because this symptom often indicates the onset of illness. **Children must be fever free for 24 hours without medication before returning.**

Please notify the staff if your child has a communicable disease such as covid, measles, chicken pox, mumps, etc. Before your child can return we need a signed statement by the child's doctor releasing the child to return and a statement saying the illness is not contagious. In case of any emergency, parents will be notified immediately.

**Please let us know if your child has food allergies of any kind.
The School Office needs a note from the doctor about the allergy and an Epi Pen if necessary.**

Please be sure a reliable phone number is listed in parent contacts as well as emergency contacts.

SCHOOL CLOSING

The "snow day" will be announced on KFDI or the local T.V. stations and School Messenger email and voice messages. The Pre-K will follow the policy of the Wichita Catholic Diocese regarding school closings. Parents will not be refunded the tuition for days missed. On Catholic Diocese in-service days and federal holidays, please check your teacher's and school's newsletters about whether or not classes will be held.

CLASS NEWSLETTER

The classroom newsletter will be emailed or sent to the parents weekly.

An All Saints Catholic School newsletter will be available electronically at the end of each month on our website www.allsaintswichita.com you will have to notify the school if you need a paper copy. It will contain general information and news of up-coming activities. We encourage you to participate in all of the All Saints Catholic School activities.

School Website

www.allsaintswichita.com

Please use the website to keep updated on our school. The calendar and other school wide communication, as well as individual teacher communication, is available on our website. Some communications are sent home with students. Normally, these are sent with the youngest PK-8 child in the family.

All Saints Catholic School Facebook and twitter Page

If you are using social media you are encouraged to follow our Facebook page. It is listed as:

CDOW All Saints Catholic School, Wichita, KS

https://www.facebook.com/pages/CDOW-All-Saints-Catholic-School-Wichita-KS/265465876804260?ref_type=bookmark

@ASCS_Cougars

Parent-Teacher Conferences

Conferences are scheduled regularly each year in the fall and spring. (See School Calendar) In addition to scheduled conferences, parents are encouraged to visit with teachers whenever they have questions about their child's progress, relationships, or behavior at school.

School Messenger Voice Messaging and Email

Parents will receive "School Messenger" messages regarding up-coming events, reminders, and school closing information. "School Messenger" is an automated calling system which calls your contact numbers with important messages when appropriate. **It is very important to keep your phone numbers and email addresses up-to-date in PowerSchool so you may receive school information.**

CLOTHING

Pre-K 4-Year old students are required to wear a school uniform.

Pre-K 3-year old students uniforms are optional

Girls

JUMPERS - uniform plaid, as sold by Schoolbelles. Length must cover the knee. Girls must wear shorts, under skirts daily. Plain Black or white tights or leggings can be worn and should fit tight to the leg. Socks must meet or cover the bottom of the legging. Sweats and baggy leggings may **not** be worn except at recess.

PANTS - Black pants, slack style (not jeans)

Boys

PANTS - Black pants, slack style (no jeans or cargos). Sagging style, torn or frayed pants are not allowed.

HAIR - Hair may not touch the collar of the shirt nor touch the eyebrows or top of the ears. No extreme or distracting hair styles or colors. Hair must be a natural hair color.

Boys and Girls

SHORTS - Uniform shorts are allowed only in August, September, April and May.

SHIRTS – Polo style with a collar and long or short sleeves. Knits and turtlenecks are acceptable. Shirts must remain neatly tucked in while on school grounds. Shirt colors are black, white and gold. No logos or emblems anywhere on shirts.

SWEATERS - Black uniform sweaters only, cardigan, vest, or V-neck.

SWEATSHIRTS – All Saints sweatshirts are permitted. Sweatshirts may be ordered online (**new company link will be shared soon**)

SOCKS – STUDENTS MUST WEAR SOCKS. No name brand symbols should be seen. SOLID socks white or black only.

SHOES – Students should be in shoes that are appropriate for school. If a staff member decides the shoes are not appropriate the student will call home for you to bring them an appropriate pair of shoes. Sandals of any kind and slippers are not allowed. Snow boots may be worn when outdoors, but other shoes must be brought to change into when indoors.

Please send your child with at least one but preferably two extra changes of clothing.

Purchasing Uniforms

Schoolbelles, 2021 N Amidon Ave. Ste 125. Wichita, KS 67203 www.schoolbelles.com/register. Most department stores carry shirts, pants and shorts that conform to our dress code. We do have used uniforms for sale on Registration Day.

Spirit Wear Casual Dress Day

These may be scheduled by the administration, for field trips, special rewards and on SPIRIT Wear day. Students may wear blue jeans only, uniform shirts or a “Spirit Wear” shirt. Jeans must be in good condition-no rips, tears, or holes. **The first Friday of each month will be designated as Spirit Wear Day.**

Picture Day

Students may wear uniforms or appropriate dress-up clothes.

BRINGING ITEMS TO SCHOOL

Each child should bring a backpack to school every day. Please make sure that it is large enough for school papers to fit easily inside. Please put your child's name on the back of the backpack. Check your child's backpack each school day for notes and other information.

School Supplies

Description	Qty
Pencils, #2 Oriole, Sharpened, Latex Free, Dz.	3
Scissors for Kids, 5", Rounded Tip, Latex Free	1
Marker, Dry Erase, Chisel Tip, Low Odor, Black	8
Markers, Washable, Classic Colors, Wide Tip, 8/set	1
Watercolor Paints, Prang (8 count)	1
1" 3 Ring View Binder with 2 pockets (Black)	1
Wipes, Disinfect., Bleach Free, Fresh Scent (35 ct)	2
Crayola Crayons (24 count)	4
Elmer's Glue Stick (washable) .21 oz	8
Kleenex Tissues (160 count)	1
Paper Towels, 2 Ply, 85 Sheets	2
Ream of Copy Paper, 20 lb., 500 shts/pk	2
Sketch Pad 9"x12" Top Wirebound, 30 Shts	1
Package of Coffee Filters, Std. Size. 150/pk	1
5 oz. Paper Cups, 100 ct.	2
Elmer's liquid glue	2

SHOW AND TELL

Children are discouraged from bringing toys and other items to school. Periodically throughout the year your child will be asked to bring something from home for "Show & Tell". Please help your child to find **one** object that meets the stated criteria, and return it to school on the date requested. Thank you in advance for your help. Please remember weapons or objects that promote or depict any form of hatred or violence are strictly prohibited.

SNACKS

A snack calendar will be sent home and parents are asked to provide snacks for the class on their scheduled day. Students will get approximately 1/2 carton of milk with their snacks.

Please let us know if your child has food allergies of any kind.

The School Office needs a note from the doctor about the allergy and an Epi Pen if necessary.

BIRTHDAYS/HOLIDAYS

Please let us know in advance if you will be bringing birthday snacks to celebrate your child's birthday. Cookies, snack cakes or doughnuts, etc. are welcome for special birthday treats. **Take home treat bags are discouraged. Deliveries of flowers, balloon bouquets, etc. are not allowed at school.**

If you wish to send birthday invitations home through the school, please make sure that **every** child in the class (or every girl or every boy) will receive one. If you are inviting only a few special friends, please **mail the invitations.**

Holidays will be celebrated in the classroom with the help of donations. Sign-up sheets will be posted in advance.

PARENT PARTICIPATION

All Saints Catholic School Pre-K encourages parents to visit the school and assist with various school activities. The child derives much satisfaction from the parent's participation in his/her school experiences. **Parents must take the Virtus class and become Virtus certified to be able to volunteer or participate in the classroom for activities, parties, field trips, etc. There are NO EXCEPTIONS.** You only need to take the class once, it's a 3 hour one evening or afternoon class, and it does not expire. Contact the school office to get information about Virtus training classes.

STATE REGULATIONS FOR TRAVEL WITH PRE-K STUDENTS

Emergency release forms and health assessment records shall be in the vehicle when children are transported. Each vehicle shall be equipped with an individual restraint for each child.

FIELD TRIPS - PRE-K STUDENTS

When field trips are planned, parents will be needed to provide transportation and supervision. **Virtus training is required before a parent may become a volunteer.** All parents must sign and return a permission slip even if they are accompanying the class. Information regarding field trips will be sent home in advance. All children will be required to provide their own booster seat for each field trip. Please mark your child's seat and leave it outside the classroom door on the day of the trip.

DIOCESAN REGULATIONS FOR TRAVEL WITH STUDENTS

Cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.

All drivers for field trips must be VIRTUS certified. Class dates will be sent out each month in the school newsletter about upcoming VIRTUS classes and registration information.

Pre-K Staff

Teacher/Director - Mrs. Lori DeDonder Paraprofessional – Miss. Kristina DeLeon Principal – Mrs. Joyce Frederiksen

Pastor – Father Hien Nguyen Administrative Assistant – Mrs. Cassandra Wheaton

Pre-K HANDBOOK/FINANCIAL AGREEMENT

SIGNATURE PAGE

Sign and return this sheet.

I have read and understand the All Saints Catholic School Pre-K Handbook. I agree to follow the guidelines set forth within.

My financial obligation to All Saints Catholic School Pre-K is a **\$60 Milk & Materials fee for the 4-Year Old Program and \$50 for the 3-Year Old Program** and the monthly tuition payment. The monthly payment is due no later than the 10th of each month. I must pay in advance for meals purchased from the All Saints Breakfast/Lunch Program. (All breakfasts are free for the 2022-2023 school year)

If for any reason I should need to take my child out of school, I will notify the school office in writing 30 days prior to withdrawing my child.

Monthly payments

3-Year Old Class – Monday, Wednesday, Friday 7:50-11:00 A.M.

Monthly Fee: All Saints Parishioners - \$150.00

Monthly Fee: Non-Parishioners - \$250.00

4-Year Old Morning Class- Mondays thru Fridays 7:50-11:00 A.M.

Monthly Fee: All Saints Parishioners - \$250.00

Monthly Fee: Non-Parishioners - \$350.00

4-Year Old All Day Class- Mondays thru Fridays 7:50-3:20 P.M.

Monthly Fee: All Saints Parishioners - \$400.00

Monthly Fee: Non-Parishioners -\$500.00

Payment due date

1. Aug/Sept. At Final Enrollment
2. Oct. 1, 2022
3. Nov. 1, 2022
4. Dec. 1, 2022
5. Jan. 4, 2023
6. Feb. 1, 2023
7. Mar. 1, 2023
8. Apr. 1, 2023
9. May 2, 2023

(1) All Saints Catholic School will be notified promptly of any changes in family that would affect my child's attendance, activities or behavior. (This includes updating information: addresses, phone numbers, etc.)
Yes____ No____

(2) I will provide an extra set of clean clothing, for my child. Yes_____No____

(3) I understand that if payment is not made on time my child's enrollment may be terminated. Yes____No____

Student's Name

Parent's Signature

Date