



Early Experiences Last a Lifetime

ALL SAINTS ACADEMY



EARLY CHILDHOOD HANDBOOK

2026-2027



ALL SAINTS...

Celebrating Faith, Learning, Loving and Serving

Welcome to All Saints Academy! This handbook provides an overview of our Early Childhood Programs. If you have more specific questions, feel free to contact us. We would be happy to assist you.

Mission Statement for ASA

All Saints Academy is a Catholic School inspired by the Holy Spirit and dedicated to teaching and living as Jesus did. Our Mission is to serve and partner with our families, parishes and communities as we focus on the spiritual, intellectual, moral, social, and physical development of our children.



Forming Saints to Serve All!

Contact Information

All Saints Academy Early Childhood Programs

2233 Diamond Ave NE

Grand Rapids, MI 49505

Main Office Telephone – (616) 447-2997

Lower Campus Email - lcoffice@asagr.org

School Website - www.asagr.org

Director of Early Childhood Education

Beckie Patterson: bpatterson@asagr.org

ASA Early Childhood Programs are licensed by the State of Michigan.

License Number: DC410017819

Our Tax ID # 261504524

For school wide emergent communications, families will receive an automated phone call, text, and email. Individualized communications will take place by phone or email according to the context of the information.

Licensing Notebook

The licensing notebook contains all the licensing inspection/special investigation reports and related corrective plans for the last 5 years. This notebook is available during business hours for parent viewing. Licensing inspections, special investigations, and corrective action plans from the past 3 years are available for viewing at www.michigan.gov/michildcare.

Hours of Operation

Monday through Friday - 6:30 AM to 6:00 PM

Our facility will be closed as follows: New Year's Eve and Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas (24th, 25th, & 26th). If the holiday falls on the weekend, we will take Friday and/or Monday off as holiday time. Closures will occur during the transition between summer and the start/end of school. When this occurs, you will be notified in a timely manner. We will remain open when All Saints Academy School closes for inclement weather unless we feel travel to and from school will jeopardize the safety of your family and/or our staff. Closures or adjusted hours may occur due to weather, power outages, heating/cooling issues, water issues, etc... Safety of children and staff will be taken into consideration when making these decisions to close.

Toddler Care

- We provide child care services for children 18 months and older.
- Children need to be walking independently to attend.
- We have two different toddler groupings
 - Toddler 1: 18 months-30 months
 - Toddler 2: 30 months-3 years
- Care is available full time or part time
- School year and summer sessions available
- Parents select a schedule that works best for their family
 - We ask that the schedule remains consistent.
 - Variant schedules need to be approved by the director.
 - Adding days is acceptable if room is available. (24 hour notice required)
 - We do not accommodate unplanned drop-in care.
- Toddler care is available on unexpected school closures
- Families only pay when present for care.

Toddler Philosophy and Curriculum

The goal of our program is to provide a secure and nurturing environment where the children can grow and develop at their own rate. We provide positive reinforcement while encouraging the children to try new things and explore concepts using their prior knowledge. We help them to discover the sense of wonder and appreciation for God's creations. We encourage social development with peers and teachers. We will use the Early Childhood Standards of Quality provided by the State of Michigan as a guideline for instructional assistance.

Daily Activities in the Toddler Program

Our day is designed to provide each child with experiences for growth in social-emotional development, physical development, including fine and gross motor skills, cognitive development, and language development. Toddlers will participate in small group activities, large group activities, outside time, rest time, snack/lunch time, and much, much more. Your child's teacher will provide you with a daily schedule.

Diapering/Toilet Training

Children do not need to be toilet trained to attend toddler care. The toilet training process takes time. Toddlers will experience success when they are ready for it. We will work with each child individually to help them succeed. Consistency between home procedures and school procedures are essential. When it is time for your child to begin toilet training, please communicate with a staff member about your home procedures. At ASA, we avoid rewarding children with candy or food.

Each family will be required to provide diapers and/or pull-ups and wipes. For those using pull-ups, pull-ups with velcro on the sides are preferred. If your toddler requires diaper cream, powder, lotion, etc..., it must be provided by your family. (Medication forms must be completed for these items.) Extra sets of clothes are a must for all toddlers.

Children's diapers will be checked at least every two hours and will be changed on an as needed basis. All diapering will take place in the designated diapering area. Changing mats will be appropriately sanitized between changings. When changing diapers, staff members may wear disposable gloves which will be disposed of after each diaper change.

If your family chooses to use cloth diapers, children must wear an outer waterproof covering which will be changed at each diaper changing. Diapers will not be rinsed out if soiled. Each child will have a container specific to them for storing soiled diapers and covers. Parents must remove the soiled diapers daily upon leaving the center.

Once children are no longer in diapers or pull-ups, proper underwear must be worn under clothing. We also encourage easy to wear clothing to make potty time easier. All children must be self-sufficient with their potty needs before entering our preschool program.



Preschool Program

- The preschool program serves children 3-5 years.
 - Children must be 3 by October 1 to qualify for a preschool placement.
 - Preschoolers must be self-sufficient with toileting skills.
- The preschool program follows the All Saints Academy school calendar.
 - Preschool classes begin in late August and end in early June.
- We offer flexible preschool scheduling. Parents pick what days and times work best for your family.
 - AM only
 - AM plus lunch
 - All Day
 - Combination of these options
- A minimum of two days a week is required.
- Once a schedule is established, we ask that you remain consistent.
- Alternating/Variant schedules are feasible with approval.
- Adding an additional day may be possible if space is available and 24 hour notice is provided.
- We can not accommodate unplanned drop-in care.
- We offer child care services for those non-school days and summer months
- Families only pay when present for care.

Preschool placements will be determined by the child's birthdate. Typically kids will be placed in a room where the age span is about nine months. A child's prior educational experiences or prior teacher's recommendations may factor into determining placement.

Children must be toilet trained and self-sufficient with bathroom needs to be enrolled in our preschool program. This means kids need to be able to take care of their bathroom needs without assistance and are able to communicate when they need to go. They need to be in underwear full time when at school - no pull ups or diapers. We will certainly help with zippers and snaps if needed. If your child is struggling with bathroom needs, please contact us. If your child is not quite there, a delayed start may need to be arranged.



Preschool Class Schedules

Child Care Facility Hours: 6:30 AM - 6:00 PM

AM Session: 8:30 AM - 11:30 AM

(arrive anytime between 6:30 AM and 8:30 AM)

AM+ plus Lunch Session: 8:30 AM - pick up between 12:30 PM-1:00 PM

(arrive anytime between 6:30 AM and 8:30 AM)

All Day Preschool Session: 8:30 AM - pick up between 3:00 PM-6:00 PM

(arrive anytime between 6:30 AM and 8:30 AM)



Preschool Philosophy and Curriculum

The goal of our program is to provide a secure and nurturing environment where the children can grow and develop at their own rate. We provide positive reinforcement and encourage the children to try new things and explore concepts using their prior knowledge. We help them to discover the sense of wonder and appreciation for God's creations. We encourage social development with peers and to learn the etiquette of a school setting. Finally, we will gradually develop the readiness skills needed for entrance into Kindergarten. All of these goals will be explored using a variety of learning tools and activities. We will use the Early Childhood Standards of Quality provided by the State of Michigan as a guideline for instructional assistance along with the following components of instruction.

Components of our Preschool Curriculum include but not limited to:

- Zoo Phonics
(pre-reading and writing skills)
- The Catechesis of the Good Shepherd
(Religious opportunity)
- Second Step Program
(Social Emotional Learning)
- Thematic Units

Preschool Daily Activities

Our preschool day is designed to provide each child with experiences for growth in social-emotional development, physical development, including fine and gross motor skills, cognitive development, and language development.

The following is a sampling of activities that your child will experience throughout the school year. Your child's teacher will provide you with a daily class schedule.

- Whole group and small group instruction
- Independent learning activities
- Listening and beginning to read stories
- Singing and using musical instruments
- Art activities
- Readiness skills that develop Language Arts, Math, and Science concepts
- Outdoor play
- Gym play and large motor room play (downstairs)
- Age appropriate technology
- Liturgical music
- Library
- AM and PM snack experiences
- School mass once a month (for the older preschoolers)
- Special experiences



Preschool Age - Summer Schedule

(schedules will fluctuate according to special activities)

Free Choice Activities

Group Time – Stories, Songs, Crafts, Activities, etc...

Bathroom and Snack

Outside

Bathroom and Prayer

Lunch (11:30-12:30)

Free Play or Outside

Bathroom

Rest Time (1:00-3:00)

Quiet Activities While Waking Up

Bathroom and Snack

Classroom Activities, Outside, Gym, etc...

During the summer, we have many extra events for the kids to participate in. Activities are age dependent, but may include the following: Aberdeen Park, water play, Kona Ice truck, summer enrichment opportunities, and much, much more. Permission slips for events leaving our campus will be distributed during the summer program. Some of the extra activities will require additional monetary funds.



Additional Information For Toddlers and Preschool

Early Childhood Rates 2026-27

(Prices effective August 2026)

Toddler Care Rates

Program	1 Day	2 Days	3 Days	4 Days	5 Days
Toddler Care Full Day	\$82.00	\$164.00	\$246.00	\$328.00	\$360.00
Toddler Care Half Day (5 hours or less)	\$62.00	\$124.00	\$186.00	\$248.00	\$310.00

Preschool Rates

Preschool Half Day 11:30 pick up	\$33.00	\$66.00	\$99.00	\$132.00	\$165.00
Preschool Plus Lunch 12:30 pick up	\$38.00	\$76.00	\$114.00	\$152.00	\$190.00
Preschool Full Day Pick up by 6:00 PM	\$59.00	\$118.00	\$177.00	\$236.00	\$265.00

Sibling Rates

Sibling rates are for those families with 2 or more enrolled in our early childhood programs.

Sibling Rate 11:30 pick up	\$28.00	\$56.00	\$84.00	\$112.00	\$140.00
Sibling Rate 12:30 pick up	\$33.00	\$66.00	\$99.00	\$132.00	\$160.00
Sibling Rate Full Day Pick up by 6:00 PM	\$50.00	\$100.00	\$150.00	\$200.00	\$230.00

Additional Fees:

- A \$10.00 late fee (per child) will be assessed for picking up after 6:00 PM. At 6:05 PM, an additional \$1.00 per minute will be added to the late fee.
- Failure to pay your expenses may result in a late fee added to your Finalsité Billing account.

Payment Information:

All families must be registered with Finalsité Billing. Weekly billing will be tabulated and added to your Finalsité Billing account weekly. Payments for all programs will be made according to your payment selection in Finalsité Billing. You will be required to make at least one payment each month, but you may pay more frequently.

You only are required to pay when your child is present.

(unless failure to report your child's absence)

A yearly expense statement will be available on your Finalsité Account. If you need detailed statements for child care reimbursements, please contact the school office.

Requirements for Registration

1. Meeting the age requirements is necessary unless permission is granted from the program director.
2. The State of Michigan requires all students to have a current physician signed **health appraisal** on file.
3. Proof of immunizations are required. A copy of your child's **immunization record** or **waiver form** must be provided. We are required to exclude students from our programs if immunizations or a waiver are not current.
4. A **child information record**, provided by ASA, must be on file before your child may attend any session.
5. A completed **school application and enrollment agreement**.
6. **Registration with Finalsité Billing**
7. A yearly **non-refundable registration fee** (one per family).



Attendance

It is essential to notify school if your child will not be attending on one of their scheduled days. **Failure to notify us of your child's absence will result in being charged for the session.** If you need your child to attend on one of their non-scheduled days, please confirm availability before arriving (24 hour notice is required). We are not a drop in center.

If you need child care services on non-school days, it is necessary for you to make a reservation for your family. If you reserve a spot and don't show up, you will be charged for the day. If you just drop in without a reservation, you will be charged an extra \$10.00 per child.

Child care services are available when school closes due to inclement weather; however, we reserve the right to close or adjust our hours of operation if we feel travel to and from school will jeopardize the safety of your family or our staff. You must pre-register for this special service. If you register and don't show up, you will be charged. If school experiences a delayed start or early release, child care programs will typically operate as usual unless the delayed start or early release affects child care operations. Closures may occur due to power outages, heating/cooling issues, water issues, etc...

Staff will only release children to parents or those listed on the child information record unless the staff is notified. Parents must provide a copy of any court order prohibiting contact by a non-custodial parent if we are to withhold a child from a parent. If staff members question anyone's identification, they will ask for a picture ID.

Sign In/Sign Out – All children must be signed in and out using any of the i-pads located by the classrooms. If a child is not signed out, they will be charged until 6:00 PM.

Field Trips

The early childhood classes will participate in age appropriate walking field trips. We will not take any field trips without parent permission.



Early Childhood Staff

Each classroom has at least one certified teacher who is certified in early childhood education by the State of Michigan. In addition to the certified teacher, classes will have assistants to support both the students and teacher.

All staff members are required to participate and experience 16 hours of developmentally appropriate training each year. In addition, staff members have been trained in first aid/CPR, Protecting God's Children (VIRTUS), blood borne pathogens, infant safe sleep, shaken baby syndrome, and various other developmental programs. The staff has been instructed on how to handle a crisis and how to report neglect and abuse. All employees are fingerprinted and have a criminal background check completed before beginning employment.

Class Size and Student/Teacher Ratio

The State of Michigan Child Care Licensing requires us to maintain specific student to teacher ratios according to the age of the child and the size of the room. Following their guidelines, we maintain a ratio of 1 adult to every 12 four and five year olds, 1 adult to every 10 three year olds, 1 adult to every 8 toddlers 30 months and older, and 1 adult to every 4 toddlers 18 months to 30 months.



Where Are We??

When a class leaves their room, a sign by the door will indicate where the class can be found. Classes do combine first thing in the morning and at the end of the day. This will be communicated to you by your child's teacher when you begin.

We will remain on school property except for a pre-planned field trip or in case of an emergency. During the summer, we venture to Aberdeen Park to utilize the splash pad. Any trips off of school grounds will require parent notification and signed permission slips.

Snacks/Lunch

Snack time is an important component of our programs. Children present at snack time will receive a healthy snack in the morning and afternoon. Please refer to the posted snack menu for the daily snack items being served.

Lunch will take place between 11:30-12:30. A ready to eat lunch can be sent from home or families can purchase a lunch through our hot lunch program. Hot lunch is **not** available on non-school days or during our summer program.

When bringing lunch from home, please avoid foods that need to be heated. Make sure that you are sending any necessary eating utensils if needed. Please refrain from sending in foods that are common choking hazards. Foods such as grapes and round berries should be cut in half lengthwise. All lunch boxes must be labeled with a first and last name.

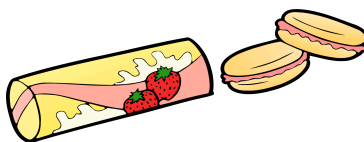
Sippy cups or water bottles will be used in the classroom for water only. Please make sure all sippy cups and water bottles from home are labeled with a first and last name. These cups/bottles will be sent home daily for cleaning.

If your child requires special dietary needs, you may be asked to provide your child's snacks and lunch. We will provide a peanut free table if needed, but our facility is not peanut free. Please discuss any dietary concerns with your child's teacher.

We do not serve breakfast in our classrooms. Kids who arrive before 8:00 AM may bring in a breakfast from home to eat in their classroom before they start their day.

Children may bring a special birthday snack on their birthday. Summer birthdays may be celebrated early or on their "half-birthday" if necessary. Please discuss these special occasions with your child's teacher.

Toddler families: If your child is still using a bottle, you will need to send enough filled bottles for each day. The bottles must be clearly labeled with the date and their first and last name. The bottles will be sent home each night to be cleaned and refilled. We will not lay a child down to sleep with a bottle.



Clothing

Our young children are not required to wear school uniforms. We recommend that your child wears comfortable clothes that they can manage and “get dirty”. Since they either just recently mastered the bathroom or are in the process of learning, make sure their clothes are easy for them to maneuver. Keep in mind, we spend a lot of time on the floor and many of our activities can cause us to get messy. We go outside at least once a day to play and explore.

We highly encourage rubber soled shoes. Tennis shoes are best and typically the most comfortable. Please do not send your child in flip flops. Sandals with straps are okay in the warmer months. Shoes are worn in our rooms except for rest time.

During the summer, they will have the opportunity to play in the sprinklers or splash pad, so swimsuits will be needed. In the winter months we go outside to play in the snow, so they will need boots, snow pants, hats, and warm mittens.

We ask that each child keeps an extra set of clothing at school in case of an accident or spill (shirt, pants, underwear, and socks). Please place all items in a labeled bag. These bags can be kept in your child’s backpack or in their rest time basket. Please exchange clothes as your child outgrows them or the season changes. Please make sure your child’s removable clothing is clearly marked with his or her name or initials.



Discipline Policy

Positive relationships and expectations for the children are key components of our programs. We concentrate on appropriate behavior among the children and between children and adults. One of our primary goals is to promote positive growth in your child's social and emotional development and keep conflicts to a minimum. We promote positive behaviors and promote trusting relationships among students and staff. Since young children are just learning desired behaviors, dialog between teachers and students are a key component when undesired behaviors occur.

Unfortunately, unexpected conflicts will occur with children. Teachers deal with these conflicts as they occur. They will use strategies that work for that child and the given situation. Some of the strategies include redirection of activities, changing playmates, time outs, brain breaks, dialog, and "1-2-3 Magic". Time outs will not be used with children under the age of three. Our motto of "Be Fair, Be Safe, Be Kind" is used throughout all of our classrooms. Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary to prevent a child from harming themselves, others, or property. Discipline in the form of physical harm, mental/emotional punishment, confinement, exclusion from food, rest, outside play, and daily learning experiences is prohibited in all of our Early Childhood Programs.

When a child is experiencing difficulties with recurring behaviors, teachers will use various strategies within the classroom to improve the behavior. Throughout this process, teachers will communicate with parents (email, phone calls, in-person meetings). If the in classroom strategies are not successful, a teacher/parent meeting will take place where a personalized learning plan will be created. This plan may include a reward/incentive system, out of classroom sensory breaks, reduced attendance schedules, etc... Our goal is to create an individualized plan that will work best for that specific child's needs.

There is nothing wrong or abnormal about biting in the early years. Most children outgrow this by the time they are 3. Unfortunately, it may happen in our rooms. When this happens, both families will be contacted. If the biting becomes consistent, a meeting will be set up between the parents, the teacher, and administration. We reserve the right to send a child home or dismiss them from our program for biting.

Inclusion and Special Needs

If your child has a current IEP or Modification Plan (such as a 504 Plan), please contact the program director. We do not have an Early Childhood Special Education (ECSE) classroom or any direct special education services on our campus. We will work with Early On for those that are under 3, and for those that are 3-5, services are provided through the public school district in which you reside. Before a child with documentation of special needs enrolls, a meeting between the parents and school may be necessary to determine if we can meet the needs of the child.



Health Care Plan

We take precautionary measures to keep everyone safe and healthy at school, so if your child is ill or experiencing a communicable disease, please do not send them to school. Symptoms such as a fever, teary eyes, bad coughing/sneezing, rash, diarrhea, and severe runny nose can be very contagious to others. Please refrain from sending your child to school if they are experiencing any of these symptoms. Children are much more comfortable at home with a parent when they are feeling ill. Your child is welcome to return 24 hours after the symptoms have diminished, and they are no longer contagious. They must be fever free without the use of a fever reducer for at least 24 hours before returning. Please notify the school if you will be keeping your child home.

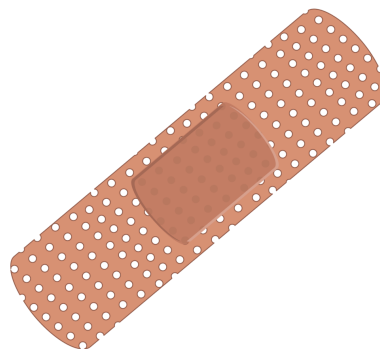
If your child suddenly becomes ill, or symptoms of illness appear such as a fever of 100° or higher, vomiting, rash, or diarrhea while at school, parents will be called and the child will need to be picked up immediately. If a parent is unreachable, your child's emergency contact will be notified.

If an accident, injury, or illness occurs while at school, the staff will notify parents depending on the severity of the incident by phone, email or in person at pick up. In case of an accident or injury, adequate first aid supplies are available for consumption. If the situation requires immediate medical attention, the staff will call 911, and then notify parents via phone. For situations that require professional medical attention, an accident report will be completed and submitted to the Department of Lifelong Education, Advancement, and Potential, and a copy will be kept on file at school. For simple scratches or scrapes, a class injury report may be sent home or the staff will talk to parents directly at pick up.

If medication, prescription or nonprescription, needs to be administered at school, a medical administration form must be signed and dated for each medication prior to administering. Prescription medication forms must be signed by a physician. All medicine must be administered from the original container with the original prescription label attached. All medication must be kept by a staff member and out of the reach of children - children may not keep medication in their backpacks or lunches. We must have written permission to use topical nonprescription medications such as diaper cream, triple antibiotic, sunscreen, hand lotions, and insect repellent.

To help protect your child, staff members have been trained in CPR, first aid, and how to handle bodily fluids. All staff are required to follow proper hand washing procedures. Children are taught the importance of hand washing and are provided the opportunity whenever necessary. All hands are washed before and after food consumption.

The cleaning of our building, classrooms, and materials is essential. All tables are washed and sanitized before and after food consumption. Toys and rest cots are washed and sanitized whenever necessary.



Crisis Situations

Fire Procedure: Students know how to respond to the sound of the fire bell and where the nearest exits are. Each group has an assigned location. If this location is unsafe, the group will walk to Blessed Sacrament Church, Aberdeen School, or Northfield Lanes depending on the severity of the fire or directions from authorities. Children will remain at this location until parents come to retrieve them or authorities relocate us. Parents will be notified by email, automated phone call, and text. After 30 minutes, the parents of those children still remaining will be called directly. The students practice fire drills five times a year.

Tornado Procedure: If the National Weather Service issues a tornado warning for Kent County, the students will proceed to the basement of the school. Students will remain in the basement until given the all clear. If the school sustains damage and students need to relocate sites, parents will be notified by email, automated phone call, and text. Parents will then need to come to our location and pick up their child. After 30 minutes, phone calls will be made to those parents whose children remain at the location. Tornado drills are practiced with the students twice a year.

Crisis: The staff is trained on what to do in a crisis situation. The number one priority is the safety of the students. Teachers will follow the trained protocol or instructions from authorities. If students are relocated, parents will be notified by email, automated phone call, and text. After 30 minutes, phone calls will be made to those parents whose children remain at the location. If a crisis occurs and the children are able to remain at ASA, a letter or email will be sent home with each child explaining the situation that occurred. Lock downs and/or shelter in place are practiced twice a year.

*** If specific plans for students with special needs are required, alternate arrangements will be provided for staff.

Our outside doors will remain locked at all times. When you are coming to drop off or pick up your child, please use the doorbell. A staff member will open the door for you. Staff will attend to the door as quickly as they are able, so please be patient. Classroom doors remain locked when children are present. If you need to enter, simply knock and wait until a staff member lets you in.

Weather Conditions

Tornado Warning: When a tornado warning has been issued by the National Weather Service, all children will take shelter in the appropriate designated area until they are picked up by parents, or until the all clear has been issued. Parents are strongly encouraged to remain in the building with their child until the all clear has been given.

Tornado Watch: Activities will continue as usual. Outdoor play will be evaluated. The weather will be closely monitored. Children will be dismissed as normal.

Thunderstorm Watch or Warning: Activities will continue as usual. Outdoor play will be evaluated. The weather will be closely monitored. Children will be dismissed as normal.

Snow Days: If ASA closes for inclement weather, our rooms will open for child care services only; however, we reserve the right to close or adjust our hours if we feel travel to and from school will jeopardize the safety of your family or our staff. Your child must be registered for snow day care.

2 Hour Delays: ASA will be open for child care services at our normal time (6:30 AM) when ASA experiences a two hour delay unless specifically stated.

Early Release: ASA will remain open for child care services on early release events unless specifically stated. For example: loss of power, heat, water, etc...



Transportation Policy

ASA does not transport early childhood students between home and school. Bus transportation for early childhood children will only occur in the case of an emergency. If buses are necessary, they will be provided by Catholic Secondary Schools. If transportation is required for special education services, please contact the early childhood director.

Volunteer Policy

We welcome volunteers in our program; however, they must meet the following criteria.

1. Volunteers shall provide appropriate care and supervision of children at all times.
2. Volunteers shall be of responsible character and suitable to meet the needs of children.
3. Volunteers must read and sign our Abuse and Neglect Volunteer Policy.
 - a. Awareness of ASA's policy on abuse and neglect
 - b. Abuse and neglect of children is against the law
 - c. Volunteers are required by law to immediately report suspected abuse and neglect to children's protective services
4. All supervised volunteers shall receive a public sex offender registry clearance from the Michigan State Police Sex Offender Registry(PSOR) or the Dru Sjodin National Sex Offender Public Website(NSOPW) before having any contact with a child in our care. A copy of the clearance will be kept on file at ASA.
5. Have attended and participated in the Protecting God's Children Program (VIRTUS)
6. Read and sign the Standards of Ministerial Behavior

All of the criteria must be complete and acceptable before any volunteering in the school can be done. Volunteers will work under the supervision of an ASA employee and follow the guidelines provided by the staff member. School policies and procedures must be followed by all volunteers working within our facility. **Volunteers must be supervised** by an All Saints Academy staff member at all times.



Early Childhood School Year Supply List 2026-27

(These items are needed when school starts in August)

Preschool:

- Backpack (large enough to fit a pocket folder)
- 1 pocket folder
- 1 box washable markers
- 1 box of crayons (3 year old Preschool only)
- 1 package colored pencils (4 and 5 year old Preschool only)
- 6 glue sticks
- 2 rolls paper towels
- 1 box of tissues
- 1 package of napkins
- 1 package 5 oz cups
- 1 container of disinfecting wipes
- 1 package of baby wipes
- Water bottle labeled with first and last name (goes home daily for cleaning)
- Change of clothes - either keep in backpack or in labeled bag to store in rest bin
- Blanket, crib sheet, and/or stuffy for rest time (for those that stay all day). Rest items will go home weekly to be washed.
- A reusable bag for transporting rest items home

Toddlers:

- Diapers and Wipes – continuous supply (pull-ups with velcro on side preferred)
- Backpack or bag (large enough to fit a pocket folder)
- 1 box of tissues
- 2 rolls of paper towels
- 1 package 5 oz cups
- 1 container of disinfecting wipes
- Change of clothes - either keep in backpack or in labeled bag to store in rest bin
- Blanket, crib sheet, and/or stuffy for rest time. Rest items will go home weekly to be washed.
- A reusable bag for transporting rest items home
- Sippy cup or water bottle labeled with first and last name (goes home daily for cleaning)
- Pre-made bottles – if needed (optional item)

Early Childhood Summer Supply List 2026

Preschool:

- Backpack or Bag
- Swimsuit
- Towel
- Water bottle labeled with first and last name (goes home daily for cleaning)
- Change of clothes - either keep in backpack or in labeled bag to store in rest bin
- Blanket, crib sheet, and/or stuffy for rest time (for those that stay all day)
- A reusable bag for transporting rest items home
- Sunscreen and sunscreen form (optional)

Toddlers:

- Diapers and Wipes – continuous supply (pull-ups with velcro on side preferred)
- Backpack or bag
- Change of clothes - either keep in backpack or in labeled bag to store in rest bin
- Blanket, crib sheet, and/or stuffed toy for rest time
- A reusable bag for transporting rest items home
- Sippy cup or water bottle labeled with first and last name (goes home daily for cleaning)
- Pre-made bottles – if needed (optional item)
- Sunscreen and sunscreen form (optional)



Withdrawal Policy

When you enroll your child at ASA, we anticipate that they will be with us for the entire session you enrolled in. If it should become necessary for you to withdraw your child during the session, please contact the early childhood director.

Although we try our best, sometimes our programs are not able to meet the needs of every individual child/family. We reserve the right to request placement elsewhere in situations where we believe we are not able to meet a child's individual needs. We want what is best for your child. In that event, the following steps will be taken:

1. The staff members who work with the child along with administration will meet to discuss the reasons why they are recommending the child to be withdrawn from the program.
2. Then a meeting will be held with the parent(s), teacher, and administration. At this meeting, a decision will be made to determine appropriate placement or plan for your child.

Notes