

**All Angels Episcopal Day School  
PARENT HANDBOOK  
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**Hours of Operation  
All Angels is open 7:00 am to 5:30 pm Monday through Friday**

New Mexico Children, Youth, and Families Department  
Five Star Accredited



Accreditation awarded by  
The National Accreditation Commission  
The National Early Childhood Program Accreditation  
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All Angels Episcopal Day School reserves the right to modify this handbook at any time.  
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## WELCOME

We welcome you and your child (ren) to All Angels Episcopal Day School. This handbook is designed to help you become familiar with the goals, policies, and procedures of our school.

### **All Angels Episcopal Day School Mission Statement**

All Angels is a ministry of St. Michael and All Angels Episcopal Church focused on the provision of education to children aged two through five. All Angels is dedicated to helping children develop faith based knowledge of God's love, awareness of the wonders of God's creation, respect for all persons, and understanding of various beliefs. We provide high quality, developmentally appropriate education for young children of the community, including the parish, by addressing their spiritual, emotional, social, physical and cognitive needs. All Angels admits children ages two through five years regardless of their race, color, ethnicity, gender or religion.

### **PHILOSOPHY**

All Angels believes that both what and how children learn in their early years is critical to their development. The children are offered opportunities to grow and develop in all areas--spiritual, emotional, social, physical, and cognitive – through play and teacher-facilitated, hands-on learning. The teachers arrange a safe and nurturing environment filled with resources and experiences that encourage new skills while enhancing those already achieved. Housekeeping and block areas with props, numerous manipulatives, and centers for writing and reading, offer ample opportunities and choices for solitary and cooperative play and social interaction. Planned activities and theme-based units of study directed by the teachers further enhance and expand the children's day.

### **GOALS**

The goals of All Angels include:

- To help children grow in the knowledge of God's love and in the awareness of the beauty and goodness of creation.
- To promote a respectful and bias-free environment that encourages children's recognition of their own and others' value as individuals.
- To provide children opportunities to enhance their social skills through positive interactions with others.
- To provide a safe environment that offers children the opportunity to acquire and practice physical skills and promotes children's healthy growth.
- To encourage children to develop and build on skills through a wide variety of learning experiences.

### **RATIOS/CLASS SIZES**

To help in providing this high quality, developmentally appropriate environment, we maintain low class sizes and teacher to child ratios in accordance with recommendations of the National Association for the Education of Young Children, 1:6 for twos and young threes, 1:7 or 1:8 for older threes, fours, and fives, and 1:10 or less for children over five.

## **SCHOOL ORGANIZATION**

All Angels Episcopal Day School is licensed by the State of New Mexico to care for children ages two years and older, and serves children ages two through five years. A copy of our annual Licensing Authority survey and annual fire inspection are posted by the sign-in counter, along with our current license.

The day to day operations of All Angels is the responsibility of the Director, Becky Stewart. Becky is assisted by an Administrative Assistant who is primarily responsible for all the accounts payable and receivable for the school. They both may be reached by calling the school office at 344-5888. Please leave a message if there is no answer. The messages are checked frequently throughout the day.

Each classroom is run by either a lead teacher with the help of a teacher's aide or by two co-teachers. The teachers plan and implement the daily activities based on the needs of the children. The teachers work together and with the parents to provide an appropriate environment for the children to explore and experience their own abilities and the world in which they live.

All Angels is governed by a Board of Directors comprised of one member of the St. Michael's Vestry, four members of St. Michael's parish, seven parents of children currently attending All Angels, and the Rector of St. Michael's parish or his or her designee. The Director of the school and one staff member are *ex officio* members of the Board. The vestry of St. Michael's approves the members of the Board and assumes ultimate responsibility for the school as a ministry of St. Michael and All Angels and according to Church Canons.

## **DAILY SCHEDULE AND CLASSROOM CURRICULUM**

Our doors open at 7:00 AM for those children needing early morning care. At nine, after all the children and teachers have arrived for the day, we ring the Chapel bell and participate in a short worship service in the church. The service includes an opening prayer, a discussion, a song and a dismissal. The Director usually facilitates Chapel, but a member of the parish clergy staff leads the service one day a week. After Chapel, the children move back to their classrooms and begin their daily activities. Circle times, snack, indoor and outdoor playtime, theme-based activities and small and/or large group activities fill our morning hours. Lunch begins about twelve noon, to be completed by 12:30. Early afternoon care includes time for rest, outside play and quiet activities until 3. Late afternoons include snack and time for self-directed play, along with organized activities. For further information concerning your child's daily activities, weekly themes and snacks served, please check the bulletin boards in their classroom.

The children learn through a variety of ways *when* and *as* they are ready. Gentle reminders help them develop respect for other children, their property and their beliefs. Encouraging child-to-child interaction helps develop conflict resolution skills. First circle time in each classroom is a wealth of exposure to early math, literacy, science, culture and traditions, and critical thinking through calendar, weather, name and letter recognition, reading, guess-my-show, and other circle activities. Adequate playtime allows opportunities for making choices, exploring interests

and practicing social skills. Cooperating to build blocks or work a puzzle, acting out family life in dress-up as well as solving conflicts are the foundations for roles young children will assume in adulthood. Fine motor control is developed through a variety of ways, including practice with scissors, markers, shovels, and lacing; while large motor is developed through trikes, swings, climbing on structures and walking on tires. The children will naturally take the next step when they are ready.

### **OPERATIONAL POLICIES**

All Angels is open from 7:00 AM to 5:30 PM, Monday through Friday.

### **ADMISSION REQUIREMENTS**

A child will be accepted into the program at All Angels as space permits in an appropriate classroom. Attendance is begun and/or continued as long as the following requirements are met:

- parents have submitted a completed application and paid the registration fee
- parents have been interviewed and apprised of the program's goals
- the child meets the age requirements (All Angels is licensed to serve children age two and above)
- parents have submitted **either** records indicating that the child's immunizations are current **or** a notarized Certificate of Religious/Conscientious Objection to Immunization (enrollment is conditional until the Certificate is either approved or disapproved by the Director of the Health Services Division)
- the school feels the child can benefit from the program
- the child can be managed by adults without an excessive amount of individual attention and does not exhibit behavior that could be dangerous to her/himself, the other children, or the staff
- parents have read this handbook and agree in writing to comply with the policies and procedures outlined herein
- parents follow the guidelines set forth in this handbook
- parents are current with tuition and extended care payments

Each year, registration will begin in late February for enrollment in the upcoming summer program and new school year. Currently enrolled students and their siblings will have the first window of opportunity to secure enrollment for both the summer program and the upcoming school year. Families from the waiting list will be contacted next. We encourage all interested parties to join the waiting list as soon as possible. Families will be called for placement in appropriate classrooms in the order in which they joined the list.

### **CONFIDENTIALITY POLICY**

All Angels respects the privacy of the children and their families. We understand that the information we receive is to be used appropriately to help the children and their families achieve their full potential.

## **SCHEDULE CHOICES**

In order to offer families as much flexibility as possible, the following schedule choices are available:

9:00-12:30, M-F, MWF, or TTH  
7:00- 3:00, M-F, MWF, or TTH  
7:00- 5:30, M-F, MWF, or TTH

Extended care (outside of the chosen time slot) is also available at an hourly rate, if class size and ratio permit. Arrangements must be made in advance to leave your child in extended care.

## **LATE PICK UP**

There is a charge of **\$1 per minute** for each child still at school after 5:30. This is to be paid within two days directly to the staff member who stayed late to care for the child. **More than three late pick-ups in a calendar year are grounds for dismissal from the program.**

## **HOLIDAYS**

With the exception of the summer, All Angels follows the Albuquerque Public Schools' traditional holiday schedule. Parents are often able to find high school students to care for children during these closures. All Angels is closed for the following:

Labor Day	Veteran's Day
Thanksgiving Recess	Winter Recess
Martin Luther King Day	Presidents' Day
Spring Recess	Memorial Day
Independence Day	Staff In-service Days
Conference Days	

You will receive a schedule that includes all specific closure dates.

## **CELEBRATIONS**

Parents must arrange with their child's teachers for any type of celebration in the classroom. We recognize that birthdays and other special days are important, but classroom routines and activities must be respected.

## **SNOW DAYS**

In the interest of safety, All Angels follows the snow days policies of the Albuquerque Public Schools (APS). If APS is closed, All Angels is closed. If APS is on a two-hour delay, All Angels will open at 9:00. While reasonable effort will be made on snowy days to record an answering machine message stating when and if All Angels will be open, the most reliable way to get the information is to listen to the morning news on local radio or television stations.

## **DISASTER PREPAREDNESS PLAN**

We practice fire drills every month that include sounding the actual fire alarm and exiting the building in a safe manner. The children exit through the closest exit and wait as a class for notification that they can reenter the building. The Rabbit Room will exit through the Parish Hall to the east parking lot. The Sunbeam Room will exit through the door on the east end of the school to the east parking lot. Both will make circles in a safe location in the East parking lot. The Foresters will exit through the playground door of the school and form a circle in front of the church building. If there was ever a true, life-threatening emergency (i.e. a gas leak or fire), there are two options available to us. The decision of what option is best will need to be made by the Director, the person-in-charge, or the emergency response people while taking into consideration the situation. Depending on the extent to which the different buildings are affected, we may just take the children into the office or the church buildings and wait for parent notification and pick-up. The other option involves completely vacating the area to a prearranged location. Either of these options would be activated only after going to our pre-arranged meeting place of the east parking lot for the Sunbeam and Rabbit Rooms and in front of the Church for the Forest Room to verify that all the children are accounted for.

If we can just move to another building on the church property, we will do so. We will notify the parents using the sign-in sheets, the emergency file or the attendance book. We will also need to ask for an emergency announcement on KOB AM, but will also try to notify other radio and television stations.

### **Appropriate accommodations will be made for children with special needs.**

If we must leave the premises, we will relocate to either The Children's House or Little Monkey's Learning Center. The Children's House is a preschool just down the street. The address is 915 Montano Rd NW. Little Monkey's Learning Center is a preschool just south of Montano on 4<sup>th</sup> Street. Both are within easy walking distance and the choice of which center will be based on the circumstances of the emergency. Once we are all safely there, we will begin parent notification and ask for the public service announcements.

## **TUITION**

You will receive a current tuition and fee schedule.

## **REGISTRATION FEES**

If your child will attend All Angels year-round, at the time a space is reserved for your child, we expect to receive the \$100 annual registration fee and tuition for one full month. This tuition deposit will be applied to the first full month of the next term. (If a space is reserved in February for the Summer Term, the deposit will be applied for tuition for June. If a space is reserved in February for the Fall Term, the deposit will be applied for September.)

If your child will attend All Angels for only the Summer Term, the registration fee is \$50 and we will expect tuition for the first month at the time a space is reserved for your child.

If your child does not attend All Angels during the summer but would like to reserve a space for the Fall Term, there will be an additional \$100 non-refundable fee at the time of registration to guarantee the space.

These fees are non-refundable unless the school is unable to provide a space for your child. If necessary, a payment plan may be established for paying the tuition in advance.

### **SUPPLY FEE and FIELD TRIP FEES**

Annually, each family will be charged a \$10.00 supply fee payable in September. Families enrolling throughout the year will have this fee pro-rated. Each child will be charged a \$7 fieldtrip fee in September to cover the cost of fieldtrips throughout the year.

### **PAYMENTS**

Payments are due upon receipt of your bill, which will be placed in your school mailbox no later than the fifth of the month. Billing for tuition is for the upcoming month; billing for extended care is for the previous month. A \$15 late charge will be added to any balance left at the end of the month. Continued failure to pay is grounds for dismissal from the program. Because All Angels' expenses remain constant, so must its income, therefore there is no tuition credit given for absences, school closures, or snow days. **There will be a \$20 fee for all returned checks.**

### **EXTENDED CARE**

You will be billed \$5 per hour (in fifteen minute increments) for times between 7:00 and 5:30 if your child is at school outside the hours for which he/she is enrolled. There is a 15 minute grace period before and after the 9:00-12:30 program, and after the 7:00-3:00 program for which you will not be charged.

### **SCHOLARSHIPS**

A limited number of partial scholarships are available. Please ask the Director for an application.

### **WITHDRAWAL**

Two weeks' notice must be given in writing to the Director if you decide to withdraw your child from All Angels. Tuition must be paid for those two weeks whether or not your child attends.

## **ARRIVAL AND DEPARTURE**

### **ENTRANCE**

We ask that all families park in either the west or east lot and use the appropriate doors. When entering or exiting the playground, please secure the gate for the safety of all the children.

**Please do not park in "Clergy parking".**

### **SIGNING IN AND OUT**

Upon arrival, sign your child in on the attendance sheet and escort your child to a staff member who will help your child settle into the school day.

Upon departure, sign your child out on the attendance sheet and pick up your child from a staff member. As it can be confusing for children to know who is in charge when their parents are at school, after sign-out we ask that you assume clear responsibility for your child. The remaining children continue to be the responsibility of the staff members present.

**If you do not sign your child out, you will be billed for extended care until 5:30.**

For obvious safety reasons, staff must know when your child arrives and departs. **Children must be accompanied to and from the classroom and parking area.**

### **AUTHORIZED PICK UP**

Your child will be released to a parent or legal guardian at any time. Non-custodial status and limited or nonexistent visitation rights must be documented in your child's file. Upon admission to the program you will be asked to list the names of persons who may or may not pick up your child. You may update this list at any time over the phone or in person. Please understand, for the safety of your child (ren), we may ask for a picture ID.

### **PARENT CUBBIES**

Just as your child has a cubby for their personal items in their classroom, parents also have a cubby above the sign in counter. This cubby should be checked every day your child comes to school either at drop-off, pick-up or both. The teachers, the director and the Board of Directors use this cubby for communication with the parents about school-related activities and events. We ask that parents do not use these cubbies for blanket solicitation of the parents.

## **HEALTH AND SAFETY**

### **SNACKS AND LUNCHES**

You need to pack a substantial, healthy lunch for your child in a box or bag clearly marked with her/his name every day. Lunches should be self-contained and ready for eating. Packaging should be easy for young fingers to maneuver. The use of ice packs and thermoses is recommended if you wish the items to be chilled or warmed when ready to eat. Sugary foods and soda pop are not permitted.

Approximately once a month, you will be scheduled to provide a snack for all the children in your child's class. This should consist of one gallon of milk or 100% fruit juice and enough **ready to serve** healthful snacks for your child's class. Your child's teachers can help you with snack ideas. If you fail to bring snack as scheduled, you will be billed \$15 to replace the school's supplies.

### **IMMUNIZATIONS**

The State of New Mexico requires that every child have current immunizations and that a record of these be kept in your child's file. The record must be on file **before** your child can be admitted to the program.

You may submit, in place of a current immunization record, a notarized Certificate of

Religious/Conscientious Objection to Immunization. Your child will be enrolled conditionally until the Certificate has been either approved or disapproved by the Director of the Health Services Division.

## **MEDICATIONS**

New Mexico State Licensing Regulations state that NO medication--prescription or over the counter (including sunscreen)--may be given to a child without written authorization from the parent or guardian. All Angels' authorization forms are located in each classroom and must be filled out each day. A staff member will also sign the sheet to indicate that the medication was administered. Please give all medications to a teacher. Medications should not be left in your child's cubby or backpack. All prescription medication must be in the original container marked with the child's name, the physician's name, the date, the name of the medication, and the prescribed dosage. All over-the-counter medication must be in the original container, marked with the child's name, the date and the prescribed dosage. You must take the medication or the empty container away from the school when it is no longer needed.

## **ILLNESS**

**Your child may not come to All Angels when she/he is sick.** This helps her/him heal more quickly and helps prevent the spread of illness to other children or staff members.

The following are signs of possible illness and indicate that your child should not come to school:

-diarrhea	-vomiting	-severe coughing
-difficult or rapid breathing	-yellowish skin or eyes	-evidence of lice infestation
-stiff neck	-conjunctivitis ('pink-eye')	-untreated infected skin patches
-rash other than diaper rash	-unusually dark urine	-gray or white stool
-fever over 100 degrees, particularly when accompanied by aches or listlessness		

A staff member will call you if your child exhibits any of these symptoms while at school. You need to make arrangements for her/him to be picked up as quickly as possible. Until picked up, your child will rest in isolation from other children with staff supervision. **Please call the office when your child will not be attending school as scheduled.**

A child who has been ill may return to school when her/his symptoms have abated and, in cases where medication has been prescribed, when she/he has been taking that medication for at least twenty-four hours. The child must be well enough to participate in regular classroom activities. **A child who needs to stay indoors is not well enough to be at school.**

Please notify the office if your child has a routine communicable disease (chicken pox or strep throat, for example) so that other parents may be notified.

If your child contracts a reportable infectious illness (these are determined by the New Mexico Department of Health) she/he may not return to All Angels without a signed statement from a

physician saying that she/he is no longer contagious and may return to usual activities. The current list of reportable infectious illnesses is posted on the parent information board. You must notify the Division of Epidemiology, Evaluation, and Planning at 827-0006 if your child has any of these illnesses.

### **BITING**

Biting, while developmentally appropriate for certain ages, is not acceptable at All Angels. We will work with the children and their families to change the behavior through conversation, redirection, separation and intervention. Sending a child home for the day will also be a method of modification.

### **MINOR ACCIDENTS**

When your child sustains a minor injury, a staff member will provide appropriate first aid and you will be notified by note, by telephone, or in person. All staff members have current First Aid and CPR certification.

### **MISSING CHILDREN**

If your child is missing and cannot be located after a five minute search by staff members, you and the police will be notified by the Director, or in his/her absence, the senior staff member. The State Licensing Authority will also be notified.

### **EMERGENCIES**

In the event of an emergency, we will make every reasonable effort to contact you. If we are unable to reach you, we will call the emergency contacts designated on the registration form or your child's physician. If the staff deems it necessary, emergency transportation to a medical facility will be arranged. For obvious reasons, it is essential that we be notified of any change in your employment, address (es), telephone number(s), emergency contacts, or physician.

### **CHILD ABUSE/NEGLECT**

The State of New Mexico mandates that all teachers report any suspected child abuse or neglect. We **must and will** contact the Child Abuse and Neglect Social Services Division of the New Mexico Children, Youth, and Families Department if we suspect abuse or neglect of any child.

## **PROGRAM POLICIES**

### **GUIDANCE POLICY**

For the classrooms to reach their maximum potential of effectiveness, expectations are placed on teachers, parents and children. To promote respect, appropriate behavior will be displayed.

#### **The teachers will**

- act respectfully, with compassion and without harsh words, to all
- offer guidance and redirection as needed for conflict resolution and/or safety
- engage the children as much as possible in the formation of rules and limits
- allow the children to problem-solve as often as possible
- be supportive of the family unit in speech and action.

#### **The parents will**

- act respectfully, with compassion and without harsh words, to all
- refrain from confronting children, parents and teachers in an aggressive or hostile manner
- direct concerns and/or observations through the appropriate channels in a respectful manner
- be supportive of the program's goals and activities in speech and action.

#### **The children will**

- act respectfully, with compassion and without harsh words, to all
- assist the teachers in forming of rules and limits
- offer solutions to situations within their environment.

#### **To insure a safe and secure environment:**

- rules will be explained clearly using positive language
- rules will be enforced fairly and consistently
- firm limits will be maintained which emphasize the safety and rights of one and all.

#### **In order to promote respect for one another, we will:**

- model respectful, fair, and articulate behavior
- engage the children in the formation of rules and limits as much as possible

- allow the children to come up with solutions as often as possible.

**In order to encourage the development of self-respect and self-discipline, we will:**

- help children and their parents to be aware of the big picture at all times and help them avoid trouble before it occurs
- act as mediators, helping children to seek fair solutions to conflicts and understand the logical consequences of their actions.

Logical consequences will follow inappropriate actions. For children, these consequences may include limited supervised separation from the group, tasks to correct a situation, and/or redirection to another area or activity. Guidance for children at All Angels will never include physical or emotional punishment or verbal abuse.

**Parents and faculty who are not able or willing to meet the expectations as outlined in this handbook, will be asked to withdraw their children or resign their positions.**

## **BEHAVIORAL PROBLEMS/DISORDERS**

There are severe and disruptive behaviors that require professional assistance. If your child is consistently harmful to self, others, or property, you will be requested to get professional help. If your child needs excessive one-on-one attention, you will be requested to get professional help. If his/her behavior does not improve within an agreed upon period of time, the Director will ask you to withdraw your child from All Angels.

## **RELIGIOUS EDUCATION**

### **Our approach to our children's spirituality**

All Angels is an Episcopal day school, and we are happy to share our rich spiritual heritage with all who choose to be a part of our community. We're part of the worldwide Anglican Communion, with original roots in the Church of England. We are catholic and protestant, broad thinking and progressive, yet traditional in terms of basic theology and worship. However, our children come from a wide variety of religious, spiritual, and secular backgrounds, and we respect and rejoice in this diversity. So while we share our own traditions with our children, we always make a point of showing that there are many other ways of approaching God, and we try to draw out and honor our children's own family experience and individual perspective, so that we might all be enriched by one another.

Our religious education will include Christian teachings and songs, conversations about God, blessings before meals, and a short chapel service each day in the church. The Director, a teacher, or a member of the clergy staff will facilitate the service, which typically consists of an opening prayer, a discussion and a song. Specific language from the Book of Common Prayer is used and chapel themes are based on both the liturgical and secular calendar year. On days the clergy facilitate, the children are offered the opportunity to receive a blessing. Once a month, baptized children who have their parents' permission may join a midweek service of Holy Communion with a staff member and a small group of parishioners. The children, their parents and faculty members are expected to respect Christian practices as well as other customs and

beliefs.

### **CLASSROOM VISITS**

You are welcome to visit your child's classroom at any time. During class time the teachers' primary focus needs to be on the children, so if you wish to speak with your child's teacher, it is necessary to arrange a meeting when she/he does not have classroom responsibilities.

### **NATURE WALKS AND FIELD TRIPS**

Each class may participate in nature walks in the immediate vicinity of All Angels to enhance the children's understanding and appreciation of the natural environment as well as to offer a change of pace and venue. As with any school activity, every reasonable safety precaution is taken.

Occasional field trips are taken with the assistance of parents who transport and help supervise the children. A permission slip will be obtained for each child each time she/he participates in a field trip. Field trips are planned for appropriateness to theme of study and ages of the students; therefore, siblings are often not able to accompany the class.

### **CLOTHING**

Because accidents of many kinds do happen, your child **must have** a complete change of clothing at school. To decrease the chance of clothes getting lost, both the extra clothing and the clothing the child wears to school must be labeled with your child's name.

Children at All Angels will often be involved in dirty or messy activities. Although they are encouraged to wear protective clothing such as smocks, it is often not possible to keep outfits from being stained. Because staying clean can inhibit a child's freedom to explore and learn, we feel it is an inappropriate expectation. Your child should come to school in clothes that may be dirtied or stained.

Children at All Angels play outdoors in all but the most severe of weather. Your child needs to bring appropriate outdoor clothing (waterproof footwear for snow or rain and hats and mittens for cold weather, for example). It is also a good idea to see that your child has a light jacket at school in the fall and the spring, as New Mexico weather can change suddenly.

### **ITEMS FROM HOME**

If your child has a special security item without which her/his day would be difficult, or enjoys a special napping toy, it is welcome at All Angels. It must be marked with your child's name.

Toys and other items brought from home often become points of contention among children and are frequently broken or lost. We ask that you help us avoid these potentially painful situations and make a practice of not allowing your child to bring unnecessary things from home. Check with your child's teachers regarding "guess my show" times when your child may show off treasured items to other children.

### **FAMILY INVOLVEMENT**

## **NEWSLETTERS/LESSON PLANS**

Each class posts lesson plans and newsletters to help keep you up to date on classroom happenings. There are also parent information boards in the entry hall where information of general interest will be posted. A school-wide newsletter is published monthly to help keep parents informed of events and activities.

## **COMMUNICATION**

You are welcome to come by the school office to discuss any ideas, questions, or concerns you might have. The Director also uses newsletters, memos, and parent surveys to facilitate communication between parents and the office. To facilitate communication between parents and teachers, notes and messages are used. During class time the teachers need to be attentive to the children and are therefore not available to discuss parental concerns.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences facilitate communication between parents and teachers and support the development of young children. Parent attendance is expected at these semi-annual conferences. Teachers will report to you on your child's progress at All Angels. Additional conferences may be requested at any time by parents, teachers, or the Director.

## **VOLUNTEERING**

There is a wide range of activities available to parents who wish to do volunteer work for All Angels. Classroom teachers welcome extra hands for projects or field trips. Children enjoy a guest to read stories or do a special activity. We have occasional school workdays and fundraising events that require parent support. Serving on the Board of Directors offers another opportunity for parent involvement. Please contact the Director if you are interested in any of these or other activities.

## **FAMILY PROGRAMS**

Several times throughout the year, All Angels schedules orientation meetings, educational programs, workdays, or social events for families. Your help with logistics and/or your ideas for program topics, as well as your attendance and participation, are welcome.

## **FUNDRAISING**

A fundraising goal is set in each year's operating budget to raise money for specific program or equipment needs and to assist with keeping tuition costs as low as possible. Throughout the year, All Angels holds a variety of fundraising events. As these fundraising efforts benefit everyone, it is necessary that everyone assist. The events offer many opportunities for involvement -- donating materials, making community contacts, organization and planning, helping the day of the event and also supporting the events financially. Events are always published well in advance with sign-up sheets and points of contact. Please watch for information throughout the year. We thank you in advance for your help.

## **COMPLAINT PROCEDURES**

Complaints concerning a classroom should be directed to that classroom's teachers. A special meeting or conference will be arranged. During class time, when other children and parents are present, is not the appropriate time to discuss issues. If the issue cannot be resolved at the classroom level, the Director will hear, mediate, or otherwise respond to the complaint.

Complaints concerning school policies, billing, or general administration of the school should be made to the Director. It is uncomfortable and inappropriate for teachers to receive complaints about the administration. Please do not put them in that awkward position.

## ***Will They Learn.....?***

When searching for a preschool, a parent will often ask if their children will be taught their letters, their numbers, how to write their name, or even will they learn to read. Here at All Angels Episcopal Day School, our response is “They will learn the things they are ready for, but we will not have your child sitting and practicing letters over and over or memorizing numbers just so they can recite them when asked. They will learn through hands-on exploration and exposure.” So what exactly does that mean?

At 9:00 AM each morning, the children are called to Daily Chapel. Do the two-year-olds have perfect Chapel manners? No, but with gentle reminders they begin to understand that Chapel is a quiet place where we learn about and visit with God while respecting the property and rights of others. The first circle of the morning in each classroom is a wealth of exposure to early math, science and literacy skills. Recognizing their name and the names of others, learning the beginning letter sound of names and learning to recognize other letters over time, sitting quietly for stories, discussions and songs are not only literacy experiences, but cultural as well. Counting calendar days with cut-outs that create a pattern and predicting the weather are reinforcing early math and science skills. Critical thinking and reasoning skills are practiced through a daily “Guess-My-Show” and many opportunities for making choices. Our projects and activities introduce new skills and concepts, whether it be fall leaves, dinosaurs, shapes, colors, cutting, gluing, lacing, stenciling, even patterning and imaginative interpretations to stories from a book. Ample exposure to all of these things naturally leads a child to the next step, when they are ready.

We all want our preschoolers to grow into well-grounded and well-rounded adults. Through play with simple, old-fashioned toys, the children at All Angels are finding their way through life. Solving conflicts over toys teach interpersonal skills and may be the start of a career in mediation. Building with blocks is excellent for math, science and balance, as well as cooperation. It may also be the foundation for a multi-million dollar contractor, a DNA scientist, or a repair person. Cuddling a doll, dressing up in clothes that are too big and setting a table for lunch or dinner, may set the standards the children will observe in their own adult home and with their family. The simple acts of choosing activities or colors of paint are the building blocks for the choices that lie ahead for these children. They can begin with easy choices in a safe environment. Experience is often the best teacher.

So, will a child learn their letters, their numbers and get ready for school while attending All Angels? We think they will learn all those things and much, much more.

Becky Stewart  
Director

Tuition rates effective June 1, 2013 are listed below.

	7 – 5:30	7 – 3	9 – 12:30
M – F	\$730	\$567	\$416
MWF	\$460	\$344	\$275
TTH	\$303	\$237	\$175

Extended care \$5.00

## 2013-2014 School Calendar

May 24	Last Day Spring Term
May 27	Memorial Day (school closed)
May 28- 31	Professional Development Days (school closed)
June 3	First Day Summer term
July 4	Independence Day (school closed)
August 2	Last Day Summer term
Aug. 5-9	Professional Development Days
<b>Aug. 12</b>	<b>First day Fall Term</b>
Sept. 2	Labor Day (school closed)
Oct. 10-11	Fall break (school closed)
Oct 25	Fall Conferences (school closed)
Nov. 11	Veterans Day (schools closed)
Nov. 27-29	Thanksgiving break (school closed)
Dec. 23-Jan. 3	Winter break (school closed)
<b>Jan. 6</b>	<b>First day of Spring Term</b>
Jan. 20	Martin Luther King Jr. Day (school closed)
Feb. 17	Presidents Day (school closed)
Feb. 18	Teacher Training Day (school closed)
March 14	Spring Conferences (school closed)
April 14-18	Spring break (school closed)
<b>May 23</b>	<b>Last day of school</b>
May 26	Memorial Day (school closed)