

## General Information about All Saints Academy for New Families:

The following is information that will give you some answers to some of the frequently asked questions.

- School day hours: Our regular hours are from 7:50 till 2:30 each day. We do have early dismissal days and those days are from 7:50-12:00.
- School Day Office Hours: Monday through Friday on School days from 7:30 am till 3:30 PM. The office phone and doors are not answered daily between 2:00 and 2:30 PM.
- Summer Office Hours: June: Tuesdays and Thursday we are open from 9:00 am till 1:00 PM, July: closed, August: M-F 9:00 am till 1:00 PM until the first week of school when hours return to normal.
- Is there an option to drop off my child before 7:45? The building is open to students beginning at **7:30 am**. We have Early drop off at 7:10 am for those that sign up and pay the weekly fee of \$25 or \$5 a day.
- When is my child officially tardy? The tardy time is 7:50 am. Students must be in their seats in the classrooms ready to begin the day at this time or be counted tardy. This is when all students must enter through the front doors of the school and report to the office for a tardy slip. Unexcused tardy days accumulate with an afterschool detention assigned for every 7 tardies accumulated.
- Do you serve breakfast and lunch? Breakfast and Lunch is served daily. Lunch menus are posted each month on our website. All students are eligible for a free breakfast and lunch daily. Breakfast is served from 7:30-8:00. Lunch is served sometime between 10:15 and 12:30.
- Is there bus transportation available? Yes, there is transportation from some of the public school districts and some day care centers. In the past, Columbus City Schools, Groveport Madison, and a couple day care centers have transported students to All Saints. We are not required or responsible for the busing. This is through your public district. Groveport bussing requires parents to sign up by calling the Groveport transportation number and filling out a form to turn in. They require sign up by June 1. If they don't get enough students signed up, they will not provide bussing. Columbus City requires you to go to their website and sign up online for busing. This is to be done by June 15. Both current and new riders need to register and if you are adding new students riding in your family they must be signed up,
- Where do I drop off my child? If you are just dropping off your child there is a drop off lane along the side of the building. You enter from Dover and drive next to the building by the Dumpsters. Cones will identify the drop off Lane. Be aware of pedestrians at all times. People walking students in will be crossing this driving lane. Drive slowly and don't pass any cars. Students enter through the front doors.
- What if I want to walk my child into school? All Families who want to walk their child in should park in the big lot between the church and school buildings. . PEDESTRIAN crossing should ONLY OCCUR at the sidewalk area. Please do not park and just walk across the lane. All students enter through the front doors.
- Where is Pick up? Pick up in the afternoon follows the pick up map. You enter off Livingston only and get into one of the pick up lines. Each family will have a sign in their car listing their child's name, grade, and assigned family number. A staff member will call for your child and they will come out the gym door and load into your car. Exit out the lot following the staff directing traffic.
- What if I want to pick up my child early? Your child can be picked up by a parent or guardian or an approved adult listed on the emergency card at any time. You need to call the office prior to arrival for pick up. We do not answer the door buzzers between 2:00 and 2:30.
- What do I do when I arrive to pick up my child early? All visitors, parents, guests and guardians are to enter the building via the front doors during school hours. You are to come directly to the office. DO NOT COME IN AND THEN GO TO THE CLASSROOMS.
- What if my child is sick or absent? We ask you to call the office or email us at 614-231-3391 or [attendacneatASA@cdeducation.org](mailto:attendacneatASA@cdeducation.org) . Please call in all absences by 8:00 am and make sure to include child name, grade, and teacher name.

- What if my child is sick in the morning? Please do not send your child to school sick. A sick policy form will be emailed to parents at the beginning of the school year. If they have any symptoms of being sick they must stay home.
- What if my child is not in uniform? Uniform is required for All Saints Academy. All Students are to be in uniform while attending school. We will call a parent/guardian to bring a uniform to school or pick up a child if not in uniform.
- What if I am Ed Choice, do I have additional requirements? All Ed choice requirements are listed in the registration packet, including payment of fees, tuition not covered by Scholarship and other rules related to the scholarship.
- Is there an after school or latchkey program? Yes, we have an afterschool program from 2:35-5:00 daily. There is a fee for this service and the fee is determined by the enrollment numbers in the program. Registration in the afterschool program is required. No Drop in care.
- How will I know what is going on at school? The website will have information including a calendar, forms, newsletters, special event announcements, faculty and staff emails, and more. The teachers can provide information specific to the classroom. There will be opportunities to come for meetings as well to gain information about your child's school. Weekly emails will also give you much of the information you desire.
- What If I have a question? Please ask, You can email, call, send in a note, or stop by to schedule a meeting. The people to ask include the office staff- principal- Mrs. Miller, vice principal- Mrs. Vallejo, office secretaries- Ms. Branfield or Ms. Dora. Your classroom teachers and other staff can also be a resource for you.
- Communication Expectations: We expect parents and guardians to utilize all the different communications the school offers. We will use FACTS SIS as the student/family information system. We also use emails, and sometimes texts to communicate. Students' work information will use google classroom unless the teacher tells you a different program.
- We host meet the teacher and other opportunities for all families to come and see the building, get information, meet the teachers, and have the opportunity to ask questions about their child's learning and development.

**Information for You:**

**School address:** 2855 East Livingston Ave., Columbus, OH, 43209

**School Phone Number:** 614-231-3391

**School Fax Number:** 614-338-2170

**School Web address:** [www.asacatholic.org](http://www.asacatholic.org)

**School general email:** [contactasa@cdeducation.org](mailto:contactasa@cdeducation.org)

**Student Teacher Ratio:** Diocese ratio is 35:1, All Saints Averages 25:1

**Tutors Available:** We have Columbus Public tutors and Title 1 tutors available for select grades.

**Where can I find answers to my questions:** Our student/family handbook is posted on the website and has most answers to your questions.

**Principal:** Laura Miller: [lmiller@cdeducation.org](mailto:lmiller@cdeducation.org)

**Vice Principal:** Maria Vallejo: [mvallejo1@cdeducation.org](mailto:mvallejo1@cdeducation.org)

**Registration, Secretary and Ed Choice information and paperwork:** Barb Branfield: [bbranfie@cdeducation.org](mailto:bbranfie@cdeducation.org)

**Bus, Gym Wear, Spanish speaking help, and secretary:** Dora Medrano: [dmedrano@cdeducation.org](mailto:dmedrano@cdeducation.org)