



Guiderland Universal PreK @ All Saints Catholic Academy

Welcome to the All Saints Catholic Academy's Family. Below you will find details that will make the transition to UPK @ ASCA as easy as possible.

- UPK students arrive daily at the PreK door off the Brevator Street parking lot. The door is closest to the Parish Garage. Arrival is 7:45am - 8:10am. Doors lock at 8:10 and tardy students will need to come through the main doors of the school on Rosemont Street.
- Afternoon dismissal is 1:00pm at the same arrival doors.
- Students enrolling in Wrap-Around Care (1pm - 3pm) are required to enroll through the ASCA business office. The Wrap-Around Care fee is \$1600 for the academic school year. The fee may be paid in full to the office, or monthly through the FACTS Financial platform. Please let the business office know as soon as possible if your child will be part of the Wrap-Around Program.
- UPK students attending the Wrap-Around Care Program will need to add the nap mat and bag on the *Required School Bundle Form* (form is on the website).
- UPK students will have lunch during their program. Home lunches may be brought (food is NOT warmed at school) or students may purchase a school lunch. More information about lunches is available on the Parent Resource Page on the website.
- UPK students will attend the following special area classes each week - Physical Education, Music, Art, Library, World Language. The teacher assistant attends the classes with them.
- UPK students are HIGHLY encouraged to wear the school uniform. PreK guidelines allow for students to wear sneakers daily, and the option to wear the Physical Education Uniform daily or just on Physical Education days. Uniforms Guidelines are on the website.
- A gently used uniform sale will be held on June 25 - 27, 2024 from 8:00am - 3:00pm.
- Before and After School Care is available for all UPK students. Please complete the Before and After School Care Program Form if you plan on using either program. Before Care opens at 7:00am (cell phone time) at the single brown door in the courtyard. The After School Care Program is from 3:00 - 5:30pm. The double glass doors in the court yard are where students are picked up from the After School Care Program.
- If your child will be attending Wrap Around, Before, and / or the After School Care Program, a FACTS Financial auto-pay account is required. You will receive FACTS Family Portal credentials to set up that financial account.
- If your child has a food allergy - please contact us with the specifics pertaining to the allergy.
- Health records are required to begin school. A recent health physical (within 12 calendar months) and immunization records may be faxed, emailed or dropped to the office. The fax number is 518-512-4049. Students are required to be immunized.
- Any and all forms related to enrolling in school may be emailed to office@ASCAalbany.org.
- We look forward to meeting you on **Wednesday, September 4, 2024** for the annual Meet the Teacher Evening. Feel free to bring your child's school supplies at that time. (The Student Bundle Items will already be here at school.) Please check www.ASCAalbany.org often for updates pertaining to the 24-25 school year.
- If you have any generic questions pertaining to the UPK program, please feel free to reach out via email at principal@ascaalbany.org.