



Parent FAQs

Communication

What's the best way to stay on top of all of the happenings at All Saints so I don't miss anything?

Every Week Communication

Saints Speak from Mrs. Marshall is sent to school families via email from SchoolSpeak most Thursdays during the school year. This communication contains valuable information about the school, students, and current and future events.

Most weeks during the school year, your child's teacher(s) will send an **email/newsletter**. This communication will typically arrive in your inbox between Friday afternoon and Sunday evening with information about what is happening in the classroom.

Weekly Reminders are sent to all school families via email from SchoolSpeak most Sundays during the school year. The reminders are updated each week to highlight important events and other items of interest. New information is always added, so please be sure to check out the reminders at the beginning of each week.

Additional Other Communication

On occasion, subject specific emails may be sent to families via SchoolSpeak to highlight and focus attention on the information. Historically, these have included Hot Lunch Ordering, No Cookin' in the Kitchen events, Dinner Dance Auction News, and Re-enrollment, just to name a few.

Social Media

All Saints Facebook, Instagram and Twitter pages can be great for reminders, highlights of school happenings and a vehicle to ask questions that may be better directed to other parents rather than teachers. ASPA (All Saints Parent Association) has a private Facebook page for currently enrolled parents only.

How do I use SchoolSpeak?

SchoolSpeak is a terrific resource for a wealth of school information. You can use the home page to navigate announcements from the Diocese, your FACTS account, school lunch ordering and Mrs. Marshall's weekly email in addition to other items of interest.

From there you can filter to look at each child's current grades, beginning in 4th grade. The grades are updated weekly making it a very useful resource, especially as your students get older, letting you or your student see the status and grade for every assignment.



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Who can I contact if I have a question about a school procedure?

The [ASCA Parent Student Handbook](#) is a great resource to self-serve when you have a question about a school procedure! If you would like to speak with someone, please contact the school at (630) 961-6125. Our Welcome Desk personnel or other administrative staff member will field your question to the appropriate contact at ASCA.

Where can I find a directory of families in the school?

All Saints uses **Directory Spot**, a mobile, private, and secure directory platform, for our school directory. Once families have completed their profile updates and online paperwork in SchoolSpeak, the directory will be updated, and families will receive an email with instructions on how to acquire and access this year's directory. Directory Spot is where you can find contact information for parents, as well as class lists.

Please note that Directory Spot is only viewable by the current year faculty and school families. ASCA will not share or release contact information that a family has requested to be kept private. Since Directory Spot is an online directory, you must have an email address in SchoolSpeak to receive an invitation to the directory. Questions can be directed to the school office.

Where can I find the school calendar?

The [school calendar](#) can be found by visiting the ASCA website at ascacademy.org. If you scroll down to the bottom of the page and it is listed under quick links. It can also be accessed via the Parents tab from the home page > Forms and Flyers.

Tuition/Fundraising

What do I need to do to pay tuition?

Tuition and Fees are collected electronically via each family's **FACTS Tuition Payment Agreement**. All families are required to have a FACTS Tuition Payment Agreement which should be set up within one week of acceptance.

ASCA offers families three different payment plans, and all plans begin in July.

- One payment plan (due in July)
- Quarterly tuition payment plan (payments due in July, October, January and April)
- Monthly tuition payment plan (11 payments from July through May)



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Families are responsible for paying all FACTS related charges, which include the annual enrollment fee, and any late payment fees. For families who enroll and establish a FACTS account after July, the number of payments will be adjusted accordingly.

Families should select the **Auto Pay** option when setting up their account to ensure that payments are made on time. Families will receive an email prior to any automatic payment, and may contact the ASCA business office if they have any questions or require assistance.

What should I expect in terms of fundraising at All Saints?

The Family Fundraising Obligation (FFO) is \$250 per family for families who have **preschool only** students, and \$500 per family for families who have **K-8 students**. Families are given a number of options throughout the school year to earn toward the FFO, which is due in full by the beginning of May 2023.

Some fundraising opportunities like Charleston Wrap, donations to the Dinner Dance Auction, and SCRIP count toward the FFO. Other fundraising opportunities may contribute to the school operating budget or current/prospective graduating class activities. All fundraising opportunities are **optional**. School communication will clearly articulate whether a fundraiser counts toward the FFO.

Uniforms and Spiritwear

All Saints has two preferred uniform providers: **Schoolbelles and Lands' End**. Schoolbelles has two local retail locations in Chicago and Chicago Ridge, and you can order online and via phone from both Schoolbelles and Lands' End. Schoolbelles website is schoolbelles.com, and our school code is S2105. [Click here](#) for the Schoolbelles flyer. [Click here](#) to view Lands' End uniform information - our school number is 900173949.

How many uniforms do I need to purchase?

It is recommended to purchase at a minimum, two of each uniform piece: pairs of pants/shorts, shirts, and jumper/skirt. Some families will purchase one piece of each type of uniform item for every day of the week. It is truly an individual family preference based upon how often laundry is done. Always watch out for uniform resale opportunities where you can pick up some used uniform items at great savings. Also, many parents will offer used uniform items in the ASPA (All Saints Parent Association) Facebook group for current school parents.

Where can I find more information on uniform requirements?

All Saints is pleased to offer a number of different uniform options for students, and the [ASCA Parent Student Handbook](#) has extensive information and photos that will help you in selecting your uniform pieces, and knowing when to wear them.



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It is **highly recommended** that you put your student's name in all uniform items, jackets, coats, and most other clothing and personal items like lunch bags. This will help us in returning lost items that make their way to the Lost and Found table.

On Mass days (most Fridays), the **Perfect Uniform** is required to be worn by K-8 students, and out of uniform passes **can not be used**. *What does this mean?* All approved uniform pieces may be worn as part of the Perfect Uniform **with the exception of** uniform shorts and gym shoes.

Are there any out of uniform opportunities?

Yes, there are opportunities for students to be out of uniform or earn an out of uniform pass. These include:

- Spirit Wear Wednesdays where students can wear an ASCA spirit wear top over their uniform bottom.
- Out of Uniform passes may be earned by participating in our No Cookin' in the Kitchen events.
- Purchasing a 7th Grade Out of Uniform package, which is a fundraiser for their 8th grade Bueller Day activities. Information on the fundraiser is sent to all families at the beginning of the school year.
- Out of Uniform passes purchased at the Dinner Dance Auction (ASCA's biggest fundraiser of the year)
- Out of Uniform opportunities earned when reaching a goal or challenge (for example, meeting our Fall Book Fair goal).
- Out of Uniform opportunities during Catholic Schools Week (the **most fun week of the year** at the end of January).
- Participating in a school marketing opportunity like sharing an ad on social media to promote our annual Open House in the winter.
- Receiving an out of uniform pass on your birthday.

Students **always look forward** to out of uniform days!

Where can I get All Saints Spirit Wear?

Spirit wear is available from Deb's Embroidery, Lands' End and the ASAA.

- **Deb's Embroidery:** Check out the items available at Deb's Embroidery. [Click here](#) to view current spirit wear offerings. [Click here](#) to view athletics offerings. The access code is saints. Orders can be placed at any time. We hope that you will check back often to check on new items. Orders placed by the 15th of each month will be processed by the 25th of the month, with delivery to school during the first week of the following month the order was placed.
- **Lands' End:** [Click here](#) to start your order.
- **All Saints Athletic Association (ASAA):** [Click here](#) to order.



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What can I wear on Out of Uniform days?

On Out of Uniform days, we ask that you make **good choices**. Jeans, athletic wear, and/or gym shoes are common. Please note the following:

- Shorts must be long enough. For girls, they should not be higher than the ends of their fingertips when their arms are at their sides.
- No spaghetti straps or strapless tops are allowed.
- No flip flops or open toe sandals are allowed.
- Out of uniform shorts are not allowed as the weather gets cooler (between October 15 and April 14).

Lunch and Snacks

How does hot lunch work?

Well balanced, good tasting hot lunches are provided by the Pancake Cafe, one of our wonderful local restaurants and partners. Orders are placed online in SchoolSpeak, our student information system. Families are notified when the ordering window is open (typically mid-month for the following calendar month). Online orders should be placed, and payment sent in (cash or check only) by the order deadline.

There are gluten free options available every day that include an entree and salad choice with the exception of Wednesdays, where Jet's Pizza is on the menu. On Wednesdays, students also can order an ice cream cup (or dairy free option). A la carte white and chocolate milk and water can be ordered every day as well. Please note that **all items** (drinks, ice cream and food selections) **must be pre-ordered** (there are no lunch day purchases). If your student forgets their lunch and you are unable to bring one to school, we can provide a cereal lunch for your student at a small cost to you.

What am I allowed to pack for my child's snack?

Your child's classroom teacher will advise parents if and how many snack times are scheduled in their respective classrooms. Snacks should be healthy with an eye toward nutrition and energy. It is difficult to keep up with the ever changing variety of snack products that are on the market. Any snacks that would be shared with other students (ex: treats for a class party) must be completely peanut free.

You may wish to visit the website snacksafely.com for more information on allergy friendly snacks; or view their Safe Snack Guide at <https://snacksafely.com/safe-snack-guide/> which is updated periodically throughout the year.



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We realize there are many other students with other allergies such as wheat or dairy among other items. These allergies are typically present when a food has been ingested. For this reason we ask that NO students share food with another student.

Volunteering

Volunteers make up a huge part of our All Saints community. Not only does volunteering support the school and insure its success, it is also through volunteering that friendships are made, while making a difference for the school! There are various ways to volunteer at All Saints from in the classroom to behind the scenes.

ASPA (All Saints Parent Association)

ASPA is the largest volunteer committee at All Saints. ASPA is committed to building a strong community by supporting our students, teachers, and school families. There are multiple committees that make up this group including:

- Community Outreach and Service
- Events - Meet and Greet, Daddy Daughter Dance, Grandparents Day, Holiday Shop, Mother/Son Event and Trivia Night (just to name a few)
- Fundraising - Book Fair, Boosterthon, Charleston Wrap, SCRIP Gift Cards
- Hospitality
- New Family Welcome
- Room Parent Coordinator
- Teacher Appreciation
- Art Awareness

A great way to know what's happening within the school and current volunteer opportunities, is to join the ASPA Facebook Page at <https://www.facebook.com/groups/1992483067630660>

Classroom Volunteering

There are multiple ways to volunteer in the classroom. Each classroom seeks a designated volunteer parent lead who is responsible for coordinating school parties with the teacher and parent volunteers. The parent lead also communicates to the classroom parents throughout the year regarding the parties, teacher appreciation week and other fun events.

Parent leads are always looking for parent volunteers (usually 2 or 3) to help assist with the class parties and other events.



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Lunch/Recess

Our students love seeing their parents at school! Come help monitor the lunch room, pass out lunches and help oversee the fun on the playground. This is a flexible role where commitment times can be selected 1-5 times a week. Contact Cristine Shaw, Lunch Coordinator, at cshaw@ascacademy.org to sign up for these opportunities.

School Board of Directors Committees (Marketing, Finance and Facilities, Fundraising, and Catholic Identity and Diversity)

Our School Board of Directors lead the following four committees: Marketing, Finance and Facilities, Fundraising, and Catholic Identity and Diversity. These committees work in partnership with the school administration team to execute All Saints' strategic plan. If you have gifts to share to benefit All Saints, please contact SchoolBoardPresident@ascacademy.org.

Volunteer Requirements

The safety of our students is always at both the center and forefront of everything that we do at All Saints. All volunteers who work with children must complete the Diocesan volunteer requirements, including Protecting God's Children, a background check, and Mandated Reporter training.

Volunteer Compliance Requirements

This is a list of the actions items you need to complete:

1. Create a VIRTUS account
2. Complete the Protecting God's Children virtual workshop online via VIRTUS
3. Review and SIGN off TWO documents in VIRTUS 1.) Standards of Behavior and 2.) Policy Regarding Sexual Abuse
4. Authorize a Background Check
5. Create an account for the Mandated Reporter Training on the website: mr.dcfstraining.org
 - a) Complete the online training and at the end of the training, send the certificate to mhigdon@ascacademy.org
 - b) Complete the Mandated Reporter Acknowledgement form (CANTS22) and send to mhigdon@ascacademy.org
6. Complete the DOJ Adult Volunteer Application and send to mhigdon@ascacademy.org

Below are instructions with information on how to complete these required forms/virtual training and links to each one.

1. VIRTUS Account

Volunteers must register for a VIRTUS account before volunteering at <http://www.virtusonline.org>



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You'll see an option on the left for First Time Registrant. You can find step-by-step screenshots to guide you by [clicking here](#).

****When you select your role, please select VOLUNTEER **AND** COACH, even if you are not a coach. There is a glitch in the system and you will not receive the correct auto-prompts if you do not select COACH. If you are not a coach, we will correct your role after you have completed the process.*

2. PGC

VIRTUS Protecting God's Children for Adults training – must be completed before volunteering.

-> **Will be prompted to sign up for a workshop via VIRTUS**

3. Policy & Standards

Diocese of Joliet Pastoral Policy Regarding Sexual Abuse of Minors (revised 2013), Diocese of Joliet Standards of Behavior to Safeguard Against Child Abuse, and the Acknowledgement for both documents, these must be reviewed before volunteering.

-> **Will be prompted to complete via VIRTUS**

4. Background Check

Background Check done via name-based background check through Selection.com Fastrax prior to volunteering.

-> **Will be prompted to complete Background Check release form via VIRTUS**

5. Mandated Reporter

[Mandated reporter Training](#)

-> **Will be prompted to complete via VIRTUS**

-> **Print out certificate post training and provide a copy to the school office**

[Mandated Reporter Status Acknowledgement Form \(CANTS 22\)](#)

-> **Will be prompted to complete via VIRTUS**

-> **Print out signed acknowledgement and provide a copy to the school office**

6. Adult Volunteer Application

Form is available by clicking here [Adult Volunteer Application](#) or pick one up from the school office

Must be completed before volunteering



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Thank you for your interest in volunteering at All Saints! We welcome your contributions of time and talent, and look forward to getting to know you better through your volunteer efforts. If you have any questions about volunteering, the requirements, or your status, contact Maryanne Higdon at mhigdon@ascacademy.org.

Can I attend Mass?

Everyone is welcome to attend our weekly school mass! Mass is held every Friday at 8:15am in the school gym. Please enter through Door 1 beginning at 8am and sign in.

Drop off/Visiting the School

How does drop off and pick up work for my child?

When you arrive on campus, you will use the far west entrance. In the mornings we ask you to form two car lines leading to Door 1 (front of the building) and Door 7 (proceeding around the back of the building). Please pull up to limit the space between you and the car in front of you to make space for more cars.

Beginning at 7:35am, students may disembark from their cars by Door 7 and gather in the Safety Zone. Students will be led into the building beginning at 7:45am. Students may begin entering the building at Door 1 at 7:45am. All K-8 students are expected to arrive by 8am. Students may enter at Door 1 or Door 7 based on personal preference. We do recommend that all Kindergarten students enter at Door 7, as there will be additional staff available to assist them as needed. For safety and efficiency, parents should stay in the car throughout the drop-off procedure. To keep the drop-off lines moving, we ask all students to be ready to exit their car when they reach the unloading zone, with backpack handy.

Preschool students will drop off at Door 5 between 8am and 8:15am. Preschool students with older siblings are allowed to be dropped off with their older siblings after 7:35.

Before Care will be available to all families beginning the first day of school. Before care is supervised by ASCA faculty and staff from 7:00am-7:45am daily in the cafeteria. Students attending before care will enter at Door 7; no pre-registration is necessary. Families using before care will be charged a flat rate of \$3 per student per day, billed through FACTS.

District 203 busing will be available to and from school for families that live in D203 boundaries and at least 1.5 miles from school. We will provide more information on bus routes to those families as soon as it is available. As many of you know, our morning bus routes arrive at ASCA early. There is no charge for busing, but students who take the bus to school in the morning and arrive before 7:35am will be charged for Before Care services.



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Dismissal Procedures:

Preschool students will dismiss at Door 1 at 3:00pm. Parents should park in an available parking spot and walk up to the coned area to retrieve your child. All children must be escorted by a parent/guardian when leaving the coned area and walking through the parking lot.

K-8 students (and preschool students with older siblings) will have two options for dismissal, Door 1 and Door 7. At Door 1, parents may park in an open spot and walk to the coned area, where students will be standing. Parents will retrieve their students from the coned area and escort them back to the car. For the safety of all, students may not leave the coned area unless accompanied by a parent/guardian. Staff will be available to assist with connecting students to their parents. Once parent and student have been united, parents are responsible for monitoring their student(s) and ensuring they are safely escorted through the parking lot to their car. You are welcome to stay and visit with other parents in the coned area, but please be sure to supervise your child(ren) during this time so the teachers can return to the building and all children can leave school safely.

For ease of connecting students to parents, Kindergarten-2nd grade students (and preschool siblings) will exit Door 1 at 3:25pm to be connected with parents first. 3rd-8th grade students will dismiss at 3:30pm.

K-8 families also have the opportunity to use the car line for dismissal at Door 7. If you use the car line, we will provide you with a name sign to place in your window or visor. You will still enter campus at the west entrance and then will proceed around the back of the building and form a line around the safety zone. At 3:30pm students will be dismissed to the safety zone and will begin to load into cars there.

What is the procedure to enter the school as a parent or visitor?

All parents or visitors must enter through ASCA's Main Entrance at Door 1 (the door that faces Aurora Avenue). You must have a **confirmed appointment or volunteer commitment** to enter. You will be asked for identification to be scanned into our visitor management system (Raptor), and be given a visitor badge as identification to be worn while you are in the school.

If picking up or dropping off a student or a forgotten lunch or other item, you will let the Welcome Desk staff member know via the intercom at the door, and sign in/out your student on the table to your left, leave the forgotten item/lunch on the tables to your right (there is an in box for every grade level), or put a post-it on the lunch with your child's name and place it on the designated table.

Fellowship and Community

How do I get to know families from the parish we attend?

Throughout the year, All Saints will have service opportunities at each parish – please sign up to help your parish and meet fellow All Saints Families! Also, please make every effort possible to attend Mass, especially prior to Catholic Schools Week in January, having your student in uniform to proudly



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represent All Saints. The presiders at our weekly School Mass rotate among our sponsoring and supporting parishes. School families are always encouraged to attend our School Mass on Friday morning.

How do I get to know families from my child's class?

All Saints has a New Family Welcome Committee that will schedule events throughout the summer months to help new and old students and families connect. Also, the Daddy Daughter Dance, Mother Son Event, Trunk-or-Treat and many other school events are oriented toward families. Each class will have an opportunity to lead a School Mass, and families often come to see their children ministering and leading at Mass. Involvement in athletics (5th - 8th grade students) is a great way to meet fellow parents in the bleachers. Finally, don't forget to volunteer! All Saints has many volunteer opportunities, and that is the best way to meet fellow parents for a common cause.

What key events I don't want to miss out on?

- **Meet & Greet:** This back to school celebration is a time to meet teachers, make new friends, and reconnect with those you haven't seen all summer!
- **Curriculum Night:** Curriculum night is for parents and guardians to meet with classroom teachers to learn about grade level curriculum and expectations for the school year.
- **Grandparents Day:** Grandparents are welcome to join their grandchildren for the morning, seeing their classrooms and enjoying time with them at school.
- **Fun Run:** Classes compete against one another to run the most laps and raise the most funds for our great school!
- **Trunk or Treat:** This Halloween event is fun for the whole family!
- **Feast of All Saints Mass:** We invite all members of our school community to join us for Mass as we celebrate our Feast Day.
- **Christmas Concert:** A Christmas concert filled with music and holiday joy. Students wear their holiday best to showcase their vocals and kick off the most wonderful time of the year.
- **MLK Day of Service:** For us, Martin Luther King Day isn't just a day off school, it's a day to honor Dr. King's life and legacy through act of service performed in love.
- **Catholic Schools Week:** The last week of January is filled with themed days, fun events, and treats to celebrate all that makes All Saints special! Popular parts of the week include our Open House, 5th grade Saints Museum, and more!



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- **Dinner Dance Auction (DDA):** A fun-filled night of food, friendship, fellowship, and FUNdraising. This is the most important fundraiser of the year. The funds raised are applied directly to our school's budget and benefit each and every student and family at All Saints. This adults-only celebration is a great evening out and a chance to get to know others in the ASCA community while supporting a great cause!
- **Daddy Daughter Dance:** A special themed event, usually held at the school, for dad, or other special guest, and daughter to spend a night of dancing and fun.
- **Mother Son Event:** A special time for mom, or another special guest, and son to spend some dedicated time together having fun. Past events have included attending a Wolves hockey game, bowling, billiards and laser tag.
- **Spring Musical:** While this event has been put on pause due to COVID, we are hopeful that in 2023 we'll be able to once again have a spring musical!
- **Blue Outs:** Each athletic season we recognize our 8th graders with special "Blue Out" games.
- **Clap Out:** The entire school community comes together to honor our 8th grade students as they leave All Saints for the last time as students on their graduation day.

As we embark upon the 2022-2023 school year, we look forward to many old and new traditions and celebrations.

We hope that these FAQ's are helpful in answering many of the questions that new families who join the All Saints school community have. Our community is here to help you navigate - no question is too small. Remember that if you have a question, you can guarantee that someone else most likely has the same question. Please do not hesitate to reach out for answers.