

Ascension Preschool's Handy Guide for Parents

PHILOSOPHY

We believe that childhood is a critical, unique, and valuable stage in the process of human development and should not be hurried. We are also aware that today's children need a foundation of new skills in order to manage in tomorrow's society. Our staff works to develop the child's ability to:

- ~ think creatively
- ~ communicate effectively
- ~ work in a group
- ~ develop personal goals
- ~ learn how to learn

Our preschool setting enhances the child's strengths, cherishes each one's uniqueness and potential, and fosters a continuum of growth and development.

ENROLLMENT

ASCENSION PRESCHOOL is licensed for children from age 2 $\frac{1}{2}$ through Pre-Kindergarten. Children must be toilet trained. Children may be enrolled at any time for any appropriate class.

Admission of any child is guided by the consideration of the program mutually benefiting the incoming child and those already enrolled. Also, to be determined is the possession of the necessary skills and specialized training of the teaching staff to work with children with special needs that they may be integrated into a group, and that the school's physical plant can accommodate their learning and play, indoors, and out.

DAYS AND HOURS OF OPERATION

ASCENSION PRESCHOOL opens the Tuesday after Labor Day Holiday and closes on the Thursday prior to Memorial Day holiday.

Unless otherwise noted, Dist. 60's calendar year is followed in regard to major holiday closings. Dist 60's in-service days DO NOT apply; ASCESION PRESCHOOL will be in operation on those days.

MORNING SESSIONS - 8:30 to 11:30

Classes available (enrollment needs determine additional class sections)

Tiny Tot's (2 $\frac{1}{2}$ - 3 years): two-day program

Preschool (3-4 years): two-day program - Tuesday, Thursday **OR**
Three-day program - Monday, Wednesday, Friday.

Pre-Kindergarten (4 $\frac{1}{2}$ or 5 years): three-day program -
Monday, Wednesday, Friday, four-day program - Monday
through Thursday **OR** five-day program - Monday through
Friday.

AFTERNOON SESSIONS - 12:30 TO 3:30

Classes available: Preschool (3-4 years): three-day program -
Tuesday, Wednesday and Thursday.

Classes available: Pre-Kindergarten (4 $\frac{1}{2}$ or 5 years: three-day
program - Tuesday, Wednesday, Thursday.

ARRIVAL AND DISMISSAL

All children are to be signed in on the form for this purpose, in the foyer area, by the adult delivering the child to the school and brought to the classroom by same adult no earlier than 5 minutes before the beginning of a class session.

PRE-ARRANGED EARLY DROP OF LATE PICK-UP: Early arrival care (no earlier than 8:00) and late pick up care (no later than $\frac{1}{2}$ hour after class has ended) may be available for a limited number of children, on a pre-arranged and/or on a regular basis, at an additional cost.

Early drop off and Late Pick-up fees will be \$5.00 per day or \$2.50 for either. The time is to be limited to a $\frac{1}{2}$ hour before and $\frac{1}{2}$ hour after preschool hours.

At dismissal time, please follow the procedure determined by the teaching staff. Sign out. Before leaving, please check your child's cubby for additional class material and for parent notices.

Parents and/or other emergency care persons will be called within 15 minutes if no one arrives to pick up the child. The child will remain with a responsible staff member at all times. One hour beyond dismissal time, the proper authorities will be notified. Late arrival assessments will be made.

If the arrangement for late pick-up has not been pre-arranged and the responsible adult is more than 10 minutes late after school is scheduled to be over, you will be given one warning. If it happens again a fee of \$1.00 per minute will be charged. This fee will need to be paid by the next scheduled school day.

CHILD RELEASE INFORMATION

Your child will be released only to persons for whom the preschool has written authorization given at the time of registration.

Parents must inform the director in advance, in writing, of any changes! In an emergency, the parents or guardians may give verbal authorization.

Identification shall be required to ensure that the adult who is authorized to pick up the child must be at least 16 years of age.

Children must remain in the building until the person responsible for picking them up has entered the building and has signed the child out.

Please use the main entrance to the school. Parking is available in the lot in front of the building and on the street. Please do not park in the space reserved for the church secretary.

VISITORS TO THE SCHOOL

The Preschool welcomes visits by parents or other caregivers during school hours. Please be sure the staff and children are not on an outing away from school.

VISTOR CHECK-IN: Please establish your presence in the building at the main office (church secretary). The use of that office is necessary due to the classroom teaching and supervision obligations of the school's director at times, necessitating his/her absence from the school office.

Identification can be required if a visitor is not known to church and/or school staff.

If the visit is of a business nature or a lengthy conversation may ensue regarding the well being of a student by a care giver, it is advisable to set an appointment whenever possible for such a visit or a phone call.

TUITION AND FEES

Tuition is due first (1st) of the month and no later than the fifth (5th) of the month. Please make checks payable to ASCENSION PRESCHOOL. Tuition reflects the cost of operating the program for a full year, and the charges remain the same every month regardless of number of days the school is in session.

There may be occasions when an additional fee (examples: class photo, field trip) or a lunch or food item from home is required. For the current year's tuition and fees, please see the Preschool Brochure.

FINANCIAL POLICES: Checks returned to ASCENSION PRESCHOOL due to insufficient funds will be charged an additional \$10.00 fee. Tuition, 30 days delinquent, will result in a \$25.00 late fee and possibly mandatory withdrawal of your child until all tuition is paid in full. The Preschool Advisory Board and school Director will work with a family.

CURRICULUM AND DAILY SCHEDULE

Each classroom posts daily lesson plans. Individual classroom parent letters giving information on unit themes and related songs, books, activities, etc. are sent home on a regular basis. Additionally, there is an all-school newsletter. General school notices are posted in the foyer.

Chapel time with the church staff and teaching staff is a part of the weekly schedule. Length and programming will be age-appropriate and respect the varied Christian backgrounds of the students and their families. Music and Movement sessions are similar in design as noted above.

Notice posted on the inside of the school's front door will give the location of children when in areas of the building and grounds other than the usually scheduled sites. Such information will be available in the main office (church secretary), as well.

SNACKS

All children will be offered a light snack mid-way through each session. Food allergies or other special dietary needs are to be noted on the STATEMENT OF HEALTH form in the REGISTRATION PACKET. Also, please inform the staff about your child's special needs, verbally or written note as well.

Occasionally we may have homemade snacks or treats. If you do not wish your child to have these, please make a note of this on the FAMILY HISTORY FORM in the REGISTRATION PACKET.

We ask that you sign up, approximately once a month to bring NUTRITIOUS snack and beverage for your child's class. All snacks and beverages are noted daily on master calendar. No meals will be provided by the preschool unless a special cooking project or special occasion to be observed is planned in the curriculum.

BIRTHDAYS

On the occasion of your child's birthday, it is within guidelines for you to determine if you wish to have a small celebration at the school in conjunction with the regularly scheduled snack time and if in the context of your own child's class. Please give advance notice.

Lunch Buddy Program

The lunch buddy program is offered on Tuesdays, Wednesdays and Thursdays from 11:30am to 12:30pm. The cost is \$5.00 per day. The children must bring a nutritious lunch from home. The school will provide a refrigerator to keep all lunches in until lunch begins. If a child is signed up and does not have a lunch, the parent will be contacted and asked for a lunch to be brought to the school. If after every attempt to notify the parent has been made, the school will provide a child with a nutritious lunch and the parent will be responsible of replenishing the schools supply. The children and staff will sit together for a family style lunch and then the child will be offered child activities after lunch is over.

CHILDREN'S BELONGINGS

DRESS: Children should wear play clothes to school. Please have children wear **non-slip** shoes; this is especially important on the playground climbing equipment. Also, please wear socks at all times. Summer sandals should have fasteners the child can work him/herself.

Keep in mind that the classrooms then to be war, year-round; however, in the winter, our outdoor time will require the usual jackets, mittens, caps, and possibly long pants to pull on. Please label clothing and belongings!

"SHOW AND TELL": Avoid breakable and irreplaceable items. Beloved personal belongings of the child are best left at home. Notify your child's teacher if any item coming with the child is a "share" type or only "show". The staff will also judge when items from home need to be held until the child's care person arrives.

SUPPLIES: The need to replenish the supply of tissues, paper, and plastic goods used in the classroom may arise. Families will be asked to bring, if possible, one such item per semester.

MONEY: Small amounts of money will fall into the realm of staff judgment and held until the child's care person arrives. It is assumed that the child has no need for money during the school day and, accordingly, the money should be left at home. Should there be a cost for a pre-planned school activity; parents will receive a receipt to verify the delivery of the money for said purpose.

Amounts of money \$5.00 and over which the staff becomes aware of, will be held and the parents contacted in regard to this.

CUBBY: Each child has cubby space. In it we will store announcements and artwork, etc. Please check your child's cubby frequently; it's important for them, for you, and for us.

EMERGENCY PROCEDURES

We periodically schedule, carry out, and document emergency drills (fire, tornado, etc.). Our procedures have been developed in cooperation with those city/county departments and agencies responsible to the community in regard to such occurrences.

The church and teaching staff will remain with your children at the school or any evacuation site as directed by the aforementioned. Public notice will be the same as listed.

INCLEMENT WEATHER: ASCENSION PRESCHOOL will cancel school or delay opening in concert with the inclement weather procedure of School Dist. 60. Announcements can be heard on radio and TV stations - KCCY FM, KCSJ news radio, KERP Christian radio, Spanish-speaking radio 690 on the dial, and Peak 95.1 are several. Public media policy can preclude

our school being mentioned. Assume closure or delayed opening when the Dist. 60 announcement is made.

If the children are at the school during the development of severe weather, we will remain open until parents or guardians are able to pick up children.

LOST CHILD: Every effort will be made by the staff to locate the child in a short amount of time. Failing this, parents will be notified as well as the local authorities.

HEALTH AND WELFARE

ASCENSION PRESCHOOL is required by state law to have on file for each child, a **yearly** health form signed and dated by a physician or assistant, and a **current** State Department of Health Immunization card (the latter, due within 30 days of enrollment).

MEDICAL EMERGENCY: Parents or care givers will be notified as quickly as possible. If no one can be reached, the proper emergency medical personnel will be contacted.

COMMUNICABLE DISEASE SYMPTOMS: The child will be placed in the care of a staff person, isolated from the other children, and made as comfortable as possible until pick up arrangements can be made. A notice of possible exposure of other students to a communicable disease will be posted on the foyer bulletin board. **NOTE**: A child should remain at home for no less than 24 hours following a fever. The American Academy of Pediatrics Guidelines for Illnesses in Child Care will be followed. These guidelines are posted and copies available upon request.

MEDICATIONS: Doctor-prescribed or over-the counter medicines, including ointments, can generally be timed to non-school hours.

Prescription and non-prescription medications and know allergic reactions requiring injections can be administered only with prior written order of a person with prescriptive authority and with written parental consent, updated annually.

Designated staff person(s) to give medications must complete the 4-hour Department approved medication administration training.

Topical preparations of a preventive measure such as sunscreen, petroleum jelly, and diaper area ointments can be administered with written parental authorization. These cannot be applied if there is an open wound or broken skin except by written order of prescribing practitioner.

Children are not allowed to bring medication to childcare unless accompanied by a responsible adult.

Any procedure will be documented and kept on file.

The specifics of this section, 7.720.62, C, of Rules Regulating Child Care Centers, Division of Child Care, Colorado Department of Human Resources are available in the preschool office and copies are posted; authorization forms are a part of the Registration Packet. Legislated changes of Section 7.720.62, C are immediately posted.

DIAPERING AND TOILET TRAINING: Children from the ages of two and one-half years to eight years will be admitted to the preschool program according to our license status. Children must be toilet trained upon entering our program, as we are not staffed to care for the needs of children who are not, nor do we have the facilities to meet such needs.

At these ages, accidents can happen for a variety of reasons, illness, excitements, etc. Parents are encouraged to bring an extra set of clothing if they believe this could be the case with their child. These incidents are handled discretely.

The staff is obligated to follow the prescribed Universal Precautions guidelines for the handling of body fluids. These procedures hold for any incident involving body fluids (bloody nose, vomit, etc.).

HOT WEATHER: Children will be in shade areas and drinking water available and use encouraged. Teachers will direct less active play and movement both indoors and out on such days.

DISCIPLINE

Depending upon the maturity of the child, discipline, strategies will include simple re-directing or interest, problem-solving (with adult guidance as necessary), or staff supervised time apart from the group to establish self-control.

When problems occur frequently or repeatedly, parents will be contacted and exploration of what might be helpful in motivating the child to behave in an acceptable manner will be handled jointly. If, after a period of time, a child has not adjusted to our program, and it is determined that the

needs of your child would be better met elsewhere, we reserve the right to ask that he/she withdraw. Examples might be social or behavior problems.

At no time is physical punishment, emotional harm, or humiliation used in this facility. This is a requirement of all school and church staff persons, and enrolled children; it is the expectation held of any adult and children on the premises. Corporal or other harsh punishment, including, but not limited to pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, will not be used; nor shall discipline be associated with food or toileting.

PARENT-STAFF CONFERENCES

Conferences will be held with parents informing them of their child's progress in the areas of development as stated in our mission statement and statement of philosophy. FORMAL CONFERENCES will be held once a year.

Dates are noted on the school's year-long calendar. Additional notice and scheduling information will be available two weeks prior to conference time. Record of this conference and any others will be filed with the child's record. Interaction and collaboration between home and school will be sought on an informal basis at all times. A parent or a teacher may request a special conference at any time during the year.

WITHDRAWING OF CHILD/WITHDRAWAL OF CHILD CARE SERVICES

Parents are asked to provide as much advance notice as possible preferably one week, so that the child's items and work might be gathered and good wishes extended by the children and the staff. Occasionally, withdrawal of services becomes necessary. This may be due to the disbanding of the facility itself, or when the parent or child's needs cannot be met, or the refusal or inability on the part of the family members to follow Ascension Preschool policies. Parents will be notified by phone, letter, or in person within no less than two weeks, and just reasons will be given.

FIELD TRIPS, SPECIAL EVENTS

A number of church and community people will be invited into the school to share special talents or knowledge with the children. These special events are designed to broaden the child's horizons and/or add to the curriculum study.

These on-site visits and walking expeditions are the preferred form for the children, particularly the youngest. However, field trips may be planned throughout the school year. The philosophy behind the need for such a trip is the same as for any special event.

The REGISTRATION PACKET contains a form for parental permission for neighborhood excursions. Notice of in-classroom events are noted in the newsletter and/or special parent notices, and in the posted lesson plans. A separate permission and release form is used for off-site, out of neighborhood trips. Children arriving late for a pre-arranged trip away from the premises become the sole responsibility of the parent or guardian (or their designate transporter of their child) and may be brought to the activity by the aforementioned and contact made with the director before leaving or remain in the aforesaid person's care.

SUPERVISION: Parents are invited to special events and field trips. The director assigns specific supervisory responsibilities to parents or those extended family members or childcare provider named by the parents. The ratio of adult to children for such outing is 1 to 3 through age forum and 1 to 4 or 5 for the older children. In all cases, the teachers are present and are the lead supervisors. This is a part of their teaching duties.

TRANSPORTATION: Public transportation (city bus) will be the preferred means of travel by the school to off-site activities. Parent or guardian signed permission forms indicates the understating that liability comes under the umbrella organization of City/County of Pueblo. Should private vehicles be used, all drives must comply with applicable laws of the Colorado Department of Revenue, Motor Vehicle Division and local ordinances. All state and local mandates regarding child safety restraints in private vehicles will be followed.

POLICY ON CHILDREN'S SAFETY RELATED TO RIDING IN A VECHICLE: Children are not permitted to ride in the front seat of the vehicle unless they are 4 years old or over and weight more than 40 lbs. All children will be secure in appropriate child restraint systems for age and/or weight. They shall remain seated thus while vehicle is in motion.

SUPERVISION AND EMERGENCY PROCEDURES ON THE ROAD: Minimum of one staff person accompanying the children will be certified for First Aid and CPR.

Minimum of two adults per vehicle. In the case of public transportation the adult-child ratio for field trips will be followed and one adult will follow the public conveyance in a private vehicle. Class lists are taken.
i.e. parent/emergency contacts information.

In an emergency requiring help to be sought, an adult other than the teacher will seek such assistance while the staff member remains with the children unless the emergency situation involves a student and requires the staff person to be with that child.

TV AND VIDEO VIEWING: At this time, there is not equipment easily accessible for such an activity. In light of equipment becoming available, the philosophy behind their utilization would be considered carefully regarding content; the limited amount of times this school is in operation; and the age of the children in this school. Notice of standards would become part of the Parent Handbook.

COMPLAINTS

Complaints regarding child care by preschool staff during the preschool's hours of operation should go first to the staff person most immediately involved. If the issue is unresolved, the Preschool director should be informed and the next resource person(s) are: the church Rector and the Preschool Advisory Board members.

Serious complaints and response to, and action taken are to be in written form and filed until satisfactory resolution. Licensing complaints regarding childcare facilities are to be made to the Division of Child Care, The Colorado Department of Human Services, 1575 Sherman Street, Denver, CO 80202-1714. (as per 7.701.55 of GENERAL RULES FOR CHILD CARE FACILITIES) Local phone number: (719) 583-6901. State phone number: 1-800-799-5876. Fax number: (303) 866-4453.

This facility will have the license posted in clear view at all times during the operation hours, as well as the most recent report of inspection from the Division of Child Care, available for your review. Where applicable the most recent report from the fire and health departments will also be posted.

ZERO TOLERANCE POLICY

If a child cause physical harm to another child or staff member that we feel is serious, the parent(s) will be called and the child will be removed immediately. This includes physical, verbal, and emotional abuse.

A conference will be held on the child's next school day with the parent(s), director, classroom teacher, Church cleric and/or a member of the preschool advisory board. A plan of action will be formulated at that time. (See Discipline Policy)

POLICY REGARDING REPORTING CHILD ABUSE

If at any time a care giver or a staff member in a child care facility reasonable suspects child abuse or neglect, under the "Child Protection Act of 1987" in the Colorado Children's Code, the child care worker shall immediately report or cause a report to be made in the county Department of Social Services or local law enforcement agency. This includes reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjects to circumstances or conditions, which would reasonably result in abuse or neglect.

CHILDREN WITH SPECIAL NEEDS

It is Ascension Preschool's policy to accept children in compliance with the Americans with Disabilities Act (ADA), its regulations and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities and/or special needs. We review each child's situation on a case-by-case basis. Admission of any child is guided by the consideration of the program mutually benefiting the incoming child and those already enrolled. Also, to be determined is the possession of the necessary skills and specialized training of the teaching staff to work with the children with special needs that they may be integrated into a group and that the school's physical plant can accommodate their learning and play, indoors and out. Please discuss your child's need with the preschool director prior to enrollment.



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