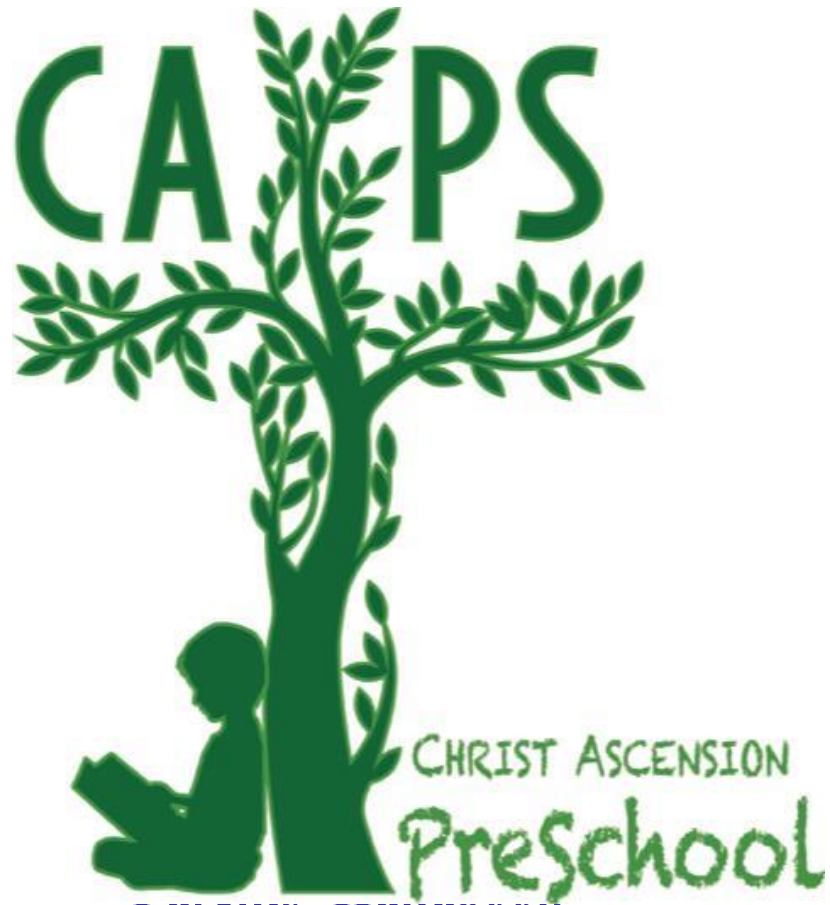


CHRIST ASCENSION PRESCHOOL



Playing is a child's work.
Preschool play requires imagination,
Practice, problem solving, and cooperation...
the building blocks of lifelong learning.

Dear Parents,

WELCOME to Christ Ascension Preschool!

This parent handbook has been compiled to acquaint you with our school. Please become familiar with our policies and procedures, and keep this handbook for future reference.

We want you to feel a part of the Preschool. Your participation, cooperation and input into the various aspects of our program are encouraged. The school is here for parents as well as students! Please feel free to contact any staff member or myself if you have any questions.

Sincerely,

BethAnn Leaming, Director

OUR PRESCHOOL

Christ Ascension Preschool is designed to facilitate children's growth. Play is seen as children's "work", and the primary way the child learns. Our preschool's curriculum is, therefore, built around children's play. Our preschool classrooms have several different play areas such as the block area, housekeeping area, cognitive (academic) area, computer area, art area, sensory area, and others which the child is free to explore under the guidance and supervision of the teacher.

In a typical day at preschool, there are both structured and non-structured times which include individual and group activities. This type of program is necessary for our developmental focus, allowing the staff to see each child as an individual with different likes and dislikes, different needs and levels of growth, and provides ways to maximize each child's experience at preschool.

SUPPORTIVE PARENT POLICY

Christ Ascension is built upon the assumption that educating your child is a team effort with teachers and parents working together in support of each other. This supportive relationship must be in place for education at Christ Ascension to work. As a preschool parent, you have made a commitment to support the faculty and staff and trust in their ability to provide the best education for your child(ren). This would include support for the school's administering of consequences for poor choices made at school, willingness to meet with the teachers personally to mutually work out any issues or differences of opinions that may result in the education of your child, and the willingness to talk with teachers and administrators about concerns you have, rather than other parents and community members.

CHRIST ASCENSION AND FAMILY WORKING TOGETHER

Christ Ascension views preschool as a very important component of a child's life. We know the only way the preschool experience will be a meaningful one is for families and the school to work together. Therefore, we have tried to provide ways for parents to become involved in the school. Feel free to call your child's teacher if you need more information about the activities at school. You are encouraged to come and spend time at the preschool. We appreciate your involvement throughout the year (e.g. field trips, parties, etc.)

*A newsletter is sent home monthly. It reports activities that are occurring at the school. **Please note upcoming events and schedules on your home calendar.** While the director makes every effort to provide an accurate annual calendar prior to the start of the school year, there are often times when dates must be revised. These will be noted in your newsletter.*

PREPARING FOR PRESCHOOL

Even after you've made the decision to send your child to preschool, most parents have a period of questioning before that first day. "What if he's not ready to leave me yet?", "What if she says a bad word, or hits another child?" "What if he cries the whole time?" "What if . . . ?"

Starting preschool is a new and different experience for both parents and children and will take some adjustment on both parts. It is perfectly normal to feel a bit apprehensive. Your child's teachers are available to talk to you about any questions you may have.

Sometimes preschool is the first time a child will be away from home on a regular basis. That's a BIG step! Children will be excited about this new adventure, but also a little anxious. For this reason, it is very important to talk with your child about preschool before it is actually time for him to go. To adults, children are frightened about the most unreasonable things. For example, some children are afraid that they will be abandoned at preschool never to see home again! Explain to your child that they are going to preschool, where you will be while they are there, what they will be doing during the day, and when you will be picking them up. Even if your child doesn't seem to be listening, he is! It will be a few weeks before your child will adjust to his new schedule. Children may be more irritable during this time. Continue to be firm but assuring and make sure daily routines are consistent.

During the first few days of preschool, your child may experience what is called **separation anxiety**. He may cry and cling to you, begging you not to go. Leaving the school at this time is one of the most difficult things you will have to do. Again, this is a **big step** for a child and they need your help to get through it. Just as going to the doctor can be a scary experience, so can preschool. As parents, we need to remind ourselves that children do not always know what is best for them. Once this separation issue is dealt with, **your child will love preschool**. It helps to talk to parents whose children are already in the program. They have lived through this and can be of great support to you.

Even the hardest criers usually settle down a few minutes after parents leave. However, if you get home and still need a little reassurance, **PLEASE CALL!** The staff will tell you how your child is doing and ease your mind. You may call as often as you wish.

GENERAL SCHOOL POLICIES

Parking. Please do not park in the **RESERVED** space.

Arrival & Departure Please try to drop off your child no earlier than 8:55 as the teachers use the mornings for daily prep. If you need early drop off, please see the director and arrangements can be made. Please note there is a \$5.00 fee for early drop off. Please sign your child into their classroom each day.

Please be on time when picking up your child. Often, once the first child is dismissed, the rest begin looking for their parents. If you are going to be late in picking up your child, **please make every effort to let us know ahead of time**, so that we can let your child know. Please note that there is a late fee of \$1.00 per minute for every minute after your child's scheduled pick up time.

Persons not specifically authorized by you **will not be permitted** to pick up your child. This is for your protection as well as ours.

Absence. Should you decide to keep your child home from preschool, please contact the school before his/her usual arrival time to let us know. If, for some reason, you cannot contact the school before the usual arrival time, please call as soon as you can.

Illness You should not send your child to preschool if he/she has a fever, is sneezing and coughing, has dark yellow or green mucus running from their nose, or has any contagious illness such as diarrhea, the flu or any of the childhood diseases **DO NOT** medicate your feverish child and send them in hoping the medicine will get them through the morning!!

If Your Child Should Become Sick. We will attempt to contact you and let you know your child is ill. If, for some reason, we cannot contact you, we will then contact the people you have listed on the Emergency Contact Sheet. If the situation is an emergency, your child will get the quickest and best medical attention available.

Medication. Medication **cannot** be administered by the staff – an epipen or other emergent medication provided by a physician is the only exception.

Holidays. Christ Ascension Preschool will be closed on the following holidays (a specific calendar will be distributed for the year):

September	Labor Day
November	*All Saint's Day, Thanksgiving Break
December	Christmas Break
January	New Year's Day
February	President's Day
March/April	Easter Break
May	Memorial Day

Snow Days. We will generally follow the Philadelphia School District for weather closings. Please watch the television news channels, or listen to your radio for announcements about school delays or closings due to severe weather conditions. KYW (1060 AM), CBS channel 3 and NBC channel 10, are some local stations which will carry school delay and closing details. Please note we are listed as **Christ Ascension Preschool** on the NBC Channel.

No Smoking. Remember that there is a **NO-SMOKING POLICY** in the school and on facility grounds. This is due to fire safety laws as well as a concern for everyone's health!

Field Trips, School Picnic, Etc. Field trips play an important part in your child's education. The success of these experiences relies, in part, upon parental chaperones for the children.

Clothing. For preschool, it is best that your child wear clothes that are casual and are easy to clean. We have a variety of activities that involve movement and messy materials (paint, sand, play dough,

etc.); it is a good idea to be prepared. Please send an extra set of clothing, and boots in the winter months.

Aggressive Behavior While behavior such as hitting, biting, and pushing is obviously highly undesirable, it is unfortunately very much a part of a preschooler's life. Our goal is to not only curtail these behaviors through the methods outlined below, but also to teach positive means of "getting what you want".

Discipline. The Center believes a child needs to have clear limits set for them by adults. Because of this, the following methods are used by Christ Ascension Preschool to enforce such limits:

1. **Verbal Methods** - Making sure the child understands the limits and reasons for them, as well as verbal reminders of the limits.
2. **Adult Help** - When verbal methods do not effectively limit a child's behavior, then methods such as taking them by the hand, sitting next to them, etc. are used to help them follow the rules. These methods are adapted according to the child's age and needs.
3. **Time Out** - This is a short removal from the group or situation in which the child could not follow the limits.

These methods are highly effective when employed consistently. Under normal circumstances, there is no need for other methods to be used in preschool. However, if there is a problem beyond the scope of these methods, you will be contacted to determine other courses of action to give your child the necessary skills to function successfully in the preschool setting. In only the rarest or most extreme cases are we not able to change a child's negative/aggressive behavior. In that instance, a child will be asked to leave the program.

FEE'S

There is an annual **registration fee of \$100**, which is **due with the application**. This fee will not be refunded unless your child's application would not be accepted. There is also an annual **\$ 50 material fee** which is assessed for each preschool student. This fee will be used to purchase supplies and other materials in bulk. Students enrolling after the second semester will pay half of the material fee. Material fees paid are non-refundable.

Payment Options.

1. **Annual or Semi-Annual Payments**- This payment option requires a one or two lump sum amount, due in August and January. With this option there is a \$50 per student per year discount applied to the second installment because it allows the school to take advantage of discounts in purchasing, etc. through readily available funds.
2. **Nine Monthly Payments** - This option allows you to make a monthly Payment for nine months in addition to the registration, activity fee and security deposit. **Payments are due on or before the first of the month September through May.**

It is important to remember in choosing this option that the total annual tuition fee is spread over nine equal payments and takes into account holidays. For example, although the school is closed for Christmas vacation and your child will be in preschool fewer days that month, the payment is still the same as the month before.

Making Payments. *After you have chosen one of the payment options, it will be your responsibility to make payments on time. If you cannot make a payment on time, you must contact the office to make arrangements at least one week before your tuition due date. If your tuition is late, you will be assessed a late fee.*

Please Note – I have tried to cover everything that you may have questions about, but I am sure there are things I have missed. For that reason, please check your cubby and my office frequently for updates and supplements. Additionally, I am always available to answer your questions and address your concerns. Never hesitate to come talk to me.

Welcome to *Christ Ascension Preschool!*

AGREEMENT

I have read and fully understand the *Christ Ascension Preschool* Parent Handbook.

Anytime a change is made, I will be given a new Handbook if I intend on my child(ren) continuing at *Christ Ascension Preschool*. I have received an exact copy of this Parent Handbook for my own records.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Provider Signature _____ Date _____