

ASCENSION OF OUR LORD
PRE-SCHOOL

3 Year Olds

Fr. Walter Austin - Pastor
Mrs. Toni Ruiz - Principal



Parent Handbook
2016 - 2017

ASCENSION OF OUR LORD PRE-SCHOOL

Ascension of Our Lord School is a Catholic Elementary School (Pre-K 2-7th) founded to assist you in the primary responsibility of the Christian education of your child.

The school is under the supervision of the New Orleans Archdiocesan Office of Catholic Schools. Ascension of Our Lord is staffed by dedicated educators and is certified by the State of Louisiana.

Ascension of Our Lord School is non-discriminatory in the registration of pupils and in the administration of school policy. We endeavor to accept each child as a unique individual with special gifts of mind and soul. We aim to identify and provide for the needs of your child to the extent that we are able. We trust our efforts, along with yours, will help your child/children live a value-oriented life in the spirit of the Gospel message.

ADMISSIONS

Ascension of Our Lord Pre-School does not discriminate on the basis of race, color, creed, sex, and handicap, national or ethnic origin. We aim to identify and provide for the needs of your child/children to the extent that we are able.

- 3 Yr. Olds – Must be three years of age by September 30th
 - Must have independent toilet habits (toilet trained, **no pull-up diapers**)
 - Must have an up-to-date immunization record on file

The Principal and Pastor reserve the right to determine if the Pre-K program is satisfactorily meeting the needs of the student and may ask the parents to withdraw the child from the school if deemed necessary.

REQUIRED RECORDS

The following records are required for all new students in order to process and complete registration:

- Birth Certificate
- Baptism Certificate
- Immunization Records
 - NB – 2 months.....Hepatitis B#1
 - 2 months.....DTaP#1, IPV#1, Hib#1, PCV#1, RV#1 and Hepatitis B#2
 - 4 months.....DTaP#2, IPV#2, Hib#2, PCV #2 and RV#2
 - 6 months.....DTaP#3, Hib#3, IPV#3, Hepatitis B#3, PCV#3, RV#3 & flu
 - 12 -15 months.....DTaP#4, Hib#4, MMR#1, Var, PCV#4, Hepatitis A#1
 - 18 – 24 months...Hepatitis A#2, annual flu

Please Note: Any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

HOURS OF OPERATION

The PreK-3 program's hours of operation are from 7:55 AM to 2:45 PM. Before Care hours are from 6:30 - 7:30 AM. After Care hours are from 3:00 – 6:00 PM. Daily rates or monthly rates are offered for AM/PM Care. Deposits on account are set up at Meet Your Teacher Day in August.

TUITION

Please refer to Admissions and Financial Policies for information relating to Smart Tuition, tuition and fees established for Ascension of Our Lord School. These guidelines must be strictly adhered to by all pre-school and school families.

3 Year Olds

Payments for PreK-3 children follow the same guidelines as Ascension of Our Lord School. Registration begins in February/March for the upcoming year. The tuition is set up through Smart Tuition, a company that invoices and collects the tuition. Tuition begins in June and is paid through May excluding February (11 Months).

NOTE: PreK-3 Parents – There is a special situation where a 3 yr. old may use the summer program which would not end until July. In this special circumstance, your tuition could be set up for the next year using the 10 month plan, August – May, when transitioning to the 4 Year Old Program.

This **changes** your tuition rate to a higher rate because it is dividing the annual tuition by 10 months instead of 11 months. This will avoid having to double up on tuition payments for June and July. If you wish to double up for the one month of tuition, that is also an option.

ARRIVAL

Parents are to walk their children into the Pre-K building and sign them in on the clip board that hangs on the outside wall of the classroom. Pre-K students are not to arrive in the main school car line or at the rear of the Pre-K building.

Arrival is not the time to have a conference with your child's teacher. If you need to speak with a teacher, call the main school office at 985-652-4532 or send a note.

TARDIES

School begins promptly at 7:55 AM. It is important that you have your child at school on time. Any child arriving after 8:00 AM is considered tardy and the parent will need to call or text the preschool at **985-703-0479** to inform the teacher of your child's arrival.

Please make a conscious effort to have your child at school on time each morning. Coming to school late is very disruptive to the child, teacher and classmates.

DISMISSAL

Dismissal is between **2:45 – 3:00 PM**. Parents are to go to the classroom to sign-out and pick up their child.

Dismissal is not the time to have a conference with your child's teacher. If you need to speak with a teacher, call the main school office at 985-652-4532 or send a note.

EARLY DISMISSAL

If a parent needs to pick up a child before regular dismissal, please send a note to the teacher stating the time the child will be picked up. This will allow time for the teacher to prepare the child for early dismissal. In case of an unexpected early dismissal, please call the main school office at 652-4532 for a message to be given to the teacher. Any student leaving before dismissal time must be signed out in the Pre-K building.

BEFORE & AFTER CARE

Before Care (6:30 - 7:30 AM) and After Care (3:00 - 6:00 PM) programs will be available when school is in session in the Pre-K building. Sign-in and sign-out procedures are the same as for regular arrival and dismissal. Deposits on account are set up at Meet Your Teacher Day in August. Daily or monthly rates are offered.

ABSENCES

If your child is going to be absent, please call the school at 652-4532 before 9:00 AM. We must strive to keep the school a healthy, clean, safe environment for your child. If your child is feeling sick, please use good judgment and keep him/her home for the day.

STUDENT INFORMATION

Current information must be on file for each student. Your child will not be released at dismissal to anyone other than the parents or those listed on the emergency form.

If parents are separated or divorced, the school must have a written statement explaining specific custody arrangements, indicating whether non-custodial parent can or cannot pick up your child. The form will be kept on file in the Pre-school office.

Please Note: If you wish for another adult to pick up your child and their name is not on the student information sheet, you must give the teacher prior notice by using a dated, written note or calling the school office.

CURRICULUM

The Pre-K curriculum at Ascension of Our Lord takes its foundation from the components of traditional teaching. At the 3 year old level, the curriculum concentrates on developing motor, cognitive, communication and personal social skills. The traditional learning method at times is infused with Montessori Methods where students are given choices to choose centers that allow them to explore and discover.

HEALTH & WELLNESS

Ascension of Our Lord Pre-K teachers do not administer medication to students. If your child needs medication, a parent or designated adult may come to the school to dispense it. If medication has to be given more than once a day, you may want to consider having your child remain at home.

Contagious illnesses such as Pink Eye, Fifth's Disease, Impetigo, Ring Worm, Chicken Pox, etc., requires a note from the doctor to return to school. No exceptions. In the event of untreated head lice the child will not be allowed in school.

| <u>Illness/Symptom</u> | <u>Able to return when:</u> |
|-------------------------------|---|
| Chicken Pox | Doctor's note of clearance |
| Cough (severe) | Doctor's note of clearance |
| Diarrhea | Eating and drinking normally for 24 hours without diarrhea |
| Ear Infection | 24 hours after starting antibiotics and doctor's note |
| Fever | Fever free for 24 hours without medication |
| Flu | Fever free for 24 hours without medication |
| Hand, Foot, and Mouth Disease | Doctor's note of clearance, all open sores MUST be covered |
| Pink Eye | 24 hours after starting drops |
| Rash | Doctor's note stating rash is not contagious |
| Staph Infection | Doctor's note of clearance, area MUST remain covered at all times |
| Vomiting | Eating and drinking normally for 24 hours without vomiting |

If your child becomes ill at school, you will be called immediately. **After an illness, pediatricians advise the child not be sent to school until he/she is free of fever, diarrhea, or vomiting for 24 hours.** We strongly urge the parent to take this into consideration when determining whether or not to send the child back to school. We advise this simply because the child will still be very vulnerable to other infections.

If your child vomits, has diarrhea, or is running a fever, you will be called to pick them up from school immediately. Also, the parent will be contacted if their child has hit their head.

DISCIPLINE

3 Year Old Program - *The Owl System*

PreK-3 students will use the Owl system. All students start out with their owl on the tree each day. Owls will be moved for wrong choices, for example, talking on the line, playing in the bathroom, hurting another child, not following directions, etc. Students will receive a warning for their behavior unless it is severe (hitting, kicking, biting, hurting another child in any way). If a student continues the behavior, then his/her owl will fall out of the tree (first time), lands on the fence (second time) and falls to the ground (third time).

The following consequences will be enforced for the owls:

Moves off the tree = warning

Moves to the fence = 5 minutes off of recess

Moves to the ground = 10 minutes off recess and a note home

Parents are notified daily of student behavior in the student folder.

The following are mandates from the state and Ascension of Our Lord School complies with these policies:

- Corporal punishment is not administered in any form by any faculty member in Ascension of Our Lord Pre-K.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves.
- No child or group of children shall be allowed to discipline another child.
- When a child is removed from the group for disciplinary reasons, he shall never be out of sight of a staff member.
- No child shall be deprived of meals for disciplinary reasons.

BITING POLICY

A large part of our job is to encourage children to “use their words”. There are times, however, when a child is having difficulty communicating or is feeling frustrated and may resort to biting. The bite will immediately be cleaned with soap and water and ice will be applied, if necessary. The biter will be removed from the situation until he/she has calmed down. If the biting continues, which usually means the frustration is increasing; he/she may need to go home for the remainder of the day. It is not a punishment, but rather a “break” from the situation.

Please review, sign and return AOL’s biting policy at the back of this handbook.

TOYS

We ask that personal toys stay at home. The school provides many toys, games, activities, materials, etc. for everyone to enjoy. Children become upset if their toys get lost or broken. If a “lovie” is brought for naptime it can only be removed from the child’s cubby during naptime. It will be stored away during all other times of the day.

LUNCH - 3 Year Olds

Lunch may be purchased through the school cafeteria program or students may bring lunch. Do not send candy in your child’s lunch.

Be sure your child has lunch daily. All students must eat lunch every day whether it is a school lunch or brought from home. Students who do not bring lunch to school will be served school lunch and charged for the day. Parents will not be called for lunch unless the student has dietary issues that would preclude them from eating the school lunch. The lunch menu is posted on the school’s website. Parents will deposit funds into a lunch account at the beginning of the year/month, and, when the account runs low, parents will be notified.

An optional beverage program may be ordered at Meet Your Teacher Day and again in December. Pre-K students may only purchase milk or bring a drink from home. For safety reasons, cans and glass bottles, including glass thermoses, are not allowed. **No carbonated or canned drinks are allowed.**

SNACKS - 3 Year Olds

A morning and afternoon snack will be provided for students by the school. **See fee schedule** with tuition rates.

SCHOOL PICTURES

School pictures are taken each year by a commercial photographer. Each child will be photographed to attach to your child's cumulative permanent record on file in the school office and this picture will be used in the yearbook. Purchase of pictures is optional. Parents are asked to kindly follow the directives the company sends regarding payment for these pictures.

COUNSELING

Ascension of Our Lord School staffs a full-time counselor.

COMMUNICATIONS

All communications from the school, letters from the teacher, and other important information will be in your child's folder each day. **NOTE:** Weekly information is posted to the school's website. Please read and respond to all communications regarding your child.

Parents are high encouraged to join your child's class on "Remind" for quick reminders and updates. "Remind" is an app for your phone that allows your child's teacher to contact you quickly. An informational sheet will be sent home regarding the use of this free app.

PARENT TEACHER ORGANIZATION

All parents are invited to join the Ascension of Our Lord PTO. Information regarding meeting dates, times and agenda will be posted on the schools website. Meetings will be held in Don Bosco Hall. We hope you will become part of our AOL family.

PARENT CONFERENCES

A formal Parent-Teacher Conference will be held in January. Periodically, it is necessary for the parent and the teacher to confer regarding the child. At any time, you may request a conference by sending a note to the teacher in your child's folder or call the school office to leave a message for the teacher to contact you. We want to keep the lines of communication open. By doing so, we are assured that the child is receiving the same message both at school and at home.

Kindly respect the teacher's right to privacy and do not call her home.

FIELD TRIPS

Field trips requiring transportation will not be offered for Pre-K students. Instead, throughout the school year, field experiences are brought to campus for our Pre-K students to enjoy.

FORGOTTEN ITEMS FROM HOME

Call or text the Pre-K if you need to drop off items forgotten at home such as sweatshirts, coats, or items needed for classroom use.

VISITORS

Everyone entering the school building during school hours must first report to the office, sign the visitors' volunteer book, and pick up a visitors pass. All visitors on the school premises are to be dressed neatly and modestly.

VOLUNTEERS

Children love to see their parents taking an interest in their school. After October, when the children have settled into school and have acclimated to school rules, parents are encouraged to volunteer their time and talent to their child's classroom. Your child's teacher will notify you of volunteering opportunities in various activities throughout the school year.

HOLIDAYS

Birthdays - Information about class birthday celebrations will be handed out by your child's teacher. Parents may provide birthday snacks (cookies, cupcakes, cake pops, brownies, or other individual treats) and party napkins. **No drinks, ice cream, favors, or decorations will be allowed.** Party invitations can only be distributed if all students in the class are invited.

Christmas – Christmas parties will be held the last day of school before the Christmas holidays.

Valentine's Day - Valentines will be exchanged. Please send one for each classmate. Cards should be signed but not addressed.

Easter - The Easter celebrations will be held the first day we return from the Easter holidays.

GROOMING POLICY

Parents are asked to see that their child is clean, neat, and properly dressed each day.

Hairstyles must be simple, neat and out of child's face. Bangs must be above the eyebrows for both boys and girls. Boy's hair must not go below the collar. **Students may not have dyed hair or highlights. Haircuts are not to include lines and boys may not wear braids. NO mohawk cuts are allowed.** Girls' braids must be kept to a reasonable length and out of the face.

Make-up and nail polish are not allowed; this includes artificial nails.

UNIFORMS

Pre-school uniforms are to be purchased at Children's World at 924 Carrollwood Dr. in LaPlace. **All clothing must be labeled with the child's name.** For safety reasons, jewelry is not to be worn. **No** watches, necklaces, bracelets, rings, or dangling earrings.

Students must have an extra change of clothes (does not have to be a uniform) to be kept in their book bag in case of emergency. This includes underwear and socks.

Pre-K Uniforms

| GIRLS | COLOR | DESCRIPTION | COMMENTS |
|--------------------|--------------------------|---|---|
| Dress w/bloomers | Navy check | White collar and two pockets | Purchased at Children's World |
| Undershirts | White only | | Plain white undershirt or turtle neck may be worn under the dress |
| Sweater | Navy | Button down | |
| Shoes | White | Mary Janes's w/ Velcro or Buckle | 1. Pre-schooler Keds-Daphne 2. L'Amour Flower Cut out 3. Footmates –Danielle 2 Buckle |
| Winter Accessories | White, Navy or skin tone | Stockings or leggings | To be worn under the dress |

| BOYS | COLOR | DESCRIPTION | COMMENTS |
|--------------|------------|---|---|
| Polo Shirt | White | Short Sleeve/Long Sleeve(Winter) | Purchased at Children's World |
| Undershirts | White only | | Plain white undershirt or turtle neck may be worn under the uniform shirt |
| Shorts/Pants | Navy | Elastic Waist/No Belt | Purchased at Children's World |
| Sweatshirt | Navy | AOL School Sweatshirt | Purchased at Children's World |
| Shoes | Black | Tennis shoes with VELCRO TABS only | No zippers, slip-ons, ties, buckles or light up shoes |

| BOYS/GIRLS | COLOR | DESCRIPTION | COMMENTS |
|------------|-----------|--|--|
| Raincoat | Any Color | Child size, plastic with attached hood. No umbrellas | It will remain in the classroom on the child's hook. |
| Socks | White | Plain | Must cover ankle |

CIVIL AND NATURAL DISASTER POLICY AND PROCEDURES

Revised 2016

This document and the Crusader Defense Plan serve as the Emergency Procedures for Ascension of our Lord School. No policy can cover every emergency or disaster, however great care and consideration has gone into thoroughly addressing school concerns.

CHAIN OF COMMAND:

Principal

Pastor

Senior Staff Member

Senior Secretarial Member

RESPONSIBILITIES OF THE ADMINISTRATOR:

The Principal is responsible for all pre-disaster planning and preparedness for the school, subject of directives and guidelines from the Office of Catholic Schools, the Office of Civil Defense, St. John the Baptist Parish and other Emergency Service Departments. In the event of an emergency, the Principal or the designated representative will assume over-all direction of disaster procedure for the school.

The Principal shall:

1. Review all policies with the staff.
2. Ensure that at least one member has First Aid training and is designated as the First Aid Administrator in the event of an emergency.
3. Have all faculty and staff trained in CPR.
4. Distribute Emergency Dismissal Forms to all parents annually for updated information.
5. Maintain First Aid supplies for all classes.
6. Assign specific tasks annually as the year beings.
7. Hold monthly fire drills and yearly drills for all other codes.

After the Disaster/Emergency, the Principal shall:

1. Make contact with each staff member and ascertain class conditions.
2. Inspect buildings for damage and structural hazards with the Maintenance Director.
3. Give the proper codes, including, but not limited to, evacuation.
4. Notify hospital and/or EMT concerning any seriously injured students or staff members.
5. Determine that each faculty and staff member is completing assigned tasks.
6. Supervise retention and dismissal procedures.
7. Remain in contact with the Office of Civil Defense.

RESPONSIBILITIES OF THE TEACHERS:

1. Know and understand this plan.
2. Participate in CPR training.
3. Keep the Emergency Pack hanging by the pocket for the Crusader Defense Plan.
4. Discuss disaster procedures with students and participate in all drills.

5. Check the Emergency Pack and determine that the following items are included:

| | |
|--|-----------------------------|
| Solar Blanket (for a seriously injured person) | First Aid Kit |
| Flashlight in working condition | Pen or Pencil, Pad of Paper |

Binder containing: Civil and Natural Disaster Procedures, Centers for Casualty and Mass Care, Location of Utility Mains, Student Information Sheet (Demographics), Emergency Attendance Sheet for the Class, Emergency Dismissal Form for each student.

6. Have activities such as games, songs or prayers prepared in case of an evacuation or prolonged stay.

During an Emergency/Disaster, Teachers are to:

1. Follow all directives in the Crusader Defense Plan and this document.
2. Report to the Principal that all procedures have been followed.
3. Maintain a calm atmosphere among the students, continually reassuring them of their safety.
4. Do not light any matches or candles because of possible gas leaks.
5. Avoid touching any electrical wires.
6. Remain at post until relieved by the Principal. Faculty and Staff Members will be dismissed in the following order:
 - A. Those with families, who are pregnant, and those who must care for elderly/ailing parents
 - B. Married Staff
 - C. Single Staff
 - D. Principal

The following tasks are assigned to school personnel:

1. First Aid – Designated First Aid Personnel
2. Utility Shut Off and Radio Contact – Maintenance Personnel
3. Extinguish small fires – Closest Faculty or Staff Member
4. Supervising Dismissal – Principal and Office Staff
5. Traffic Control at Dismissal – Librarian and Cafeteria Staff
6. Communications – Principal and Pastor

RESPONSIBILITIES OF PARENTS:

Parents are to follow all safety regulations as determined by the school or civil authority in the event of a disaster.

POLICY REGARDING DISMISSAL OF STUDENTS: Each child must be signed out by an adult as indicated on the Student Information Sheet (Demographics). Children will not be dismissed to someone not listed on this sheet. Proper photo ID will be needed.

Parents Must:

1. Complete the Student Information Sheet (Demographics) for their children and update with changes during the year.
2. Be familiar with this plan.
3. Be familiar with the policy regarding dismissal of students (see above).
4. Have a home plan:
 - A. Who is responsible for picking up the children in the event of a disaster?
 - B. Where will the children be taken?
 - C. Be sure that your child understands that you will be there to pick them up as soon as possible.
 - D. Keep a copy of this document somewhere easily accessible.

During and After the Emergency/Disaster:

1. DO NOT PANIC. Your child will be taken care of.
2. Follow the policy of the school regarding dismissal of students (see above).

PROCEDURES FOR A NUCLEAR DISASTER

In the event of a nuclear disaster, students will be bussed to Hammond High School, 45168 River Road, Hammond or the RiverCenter in Baton Rouge, 275 S. River Rd, Baton Rouge. Radio or TV will broadcast locations of where each school's students are sent.

SCHOOL CLOSINGS

In the event of a school closing, parents are asked to listen to AM radio station 870 or local TV channels for any emergency precautions and procedures which St. John the Baptist Civil Parish and/or School Board will follow. Ascension of Our Lord School will send out a text or voicemail via Admin Notify to alert parents of procedures that will be followed.

EMERGENCY PHONE NUMBERS

In case of emergency, dial 911 or contact the Sheriff's Department at 985-652-9513.

CRUSADER DEFENSE PLAN

The *Crusader Defense Plan* consists of the following instructions for faculty, staff and students:

TORNADO WATCH/WARNING

A tornado watch means that tornadoes are possible in the area. A warning is issued when a tornado has been sighted or indicated on weather radar.

1. Watch for approaching storms.
2. Close outside doors and windows.
3. Direct students to move away from windows.
4. Explain and model for your students the proper protective position of "Drop and Cover" which is: crouch to your knees and cover head with hands and arms.
5. Wait for further instruction from administration.

NO STUDENTS WILL BE ALLOWED OUTSIDE DURING A TORNADO WARNING.

LOCKDOWN

A lockdown will happen when there is a potentially threatening situation on campus or the surrounding neighborhood.

1. Immediately lock classroom door. Direct any students in the hallway into the classroom.
2. Instruct students to move away from doors and windows. Do not open the door for any reason. Authorities will have keys.
3. Close blinds on windows.
4. If no threatening actions are occurring in your classroom, slide the safe classroom form (last page in the flip chart) under the door to allow sheriff to easily identify problem areas.
5. Take attendance of students and be prepared to give it to authorities as needed.
6. If gunshots are heard, instruct students to lie on the floor and you do the same.
7. Remain in lockdown and **do not** send students out of the classroom until otherwise instructed **face-to-face** by an administrator or law enforcement officer.

DISREGARD ANY REQUESTS MADE OVER THE INTERCOM SYSTEM EVEN IN MADE BY ADMINISTRATION. Only face-face instruction by an administrator or law enforcement officer should be followed.

FIRE

In the case of a fire:

1. Direct students to line up at the door, leaving their personal belongings in the classroom.
2. Leave door unlocked and turn off the lights.
3. Bring your roll book and emergency bag.
4. Escort students out of the classroom following the posted evacuation route.
5. If heavy smoke is encountered, direct students to crawl on their hands and knees.
6. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front of you while crawling.
7. Maintain contact with an exterior wall until you reach an exit.
8. Once you have safely exited the building, take attendance of your students.
9. Stay in the evacuation area until further instructions are given.

If the fire is directly outside of your classroom and is preventing evacuation:

1. DO NOT open door.
2. Notify administration via intercom
3. Place a towel or garment under the door. Wet the towel if possible.
4. If classroom has a window, direct the students to stand near the window.
5. Open or break the window if it becomes necessary.
6. Prepare to evacuate quickly once the window is open as the oxygen will fuel the fire.
7. Follow direction of fire department regarding evacuation.

Each classroom must have one window that is clear of obstructions at all times as an evacuation route.

BOMB THREAT

In the event of a bomb threat, the entire school will be evacuated and the Sheriff's Department will be called.

1. Teachers will be instructed to quickly and quietly bring their students to the church for a prayer service. This will be a quiet evacuation; no fire alarms will be pulled.
2. Wait for further instructions from the administration. Classes will be allowed to return to the school after a thorough search has been performed by authorities.

EVACUATION

In the event that it becomes necessary to leave the classrooms because of a disaster, the following steps will be taken by teachers, staff and students. **When you leave, take your emergency bag.**

1. When the command to evacuate the classrooms is given, all students will proceed with the teacher to the safety area indicated by the Principal:

Safety Area 1 – Don Bosco Hall

Safety Area 2 – Ascension of our Lord Church

Safety Area 3 – Soccer Field adjacent to building 2

Safety Area 4 – Riverlands Golf and Country Club, 500 Fairway Dr. 985-652-6316
Walk south on Greenwood Dr., west on Fairway Dr. to the Country Club.

Safety Area 5 – Sheriff's Training Facility Parking Lot (former bowling alley),
947 Cambridge Dr.

Safety Area 6 – Hammond High School or The Centroplex in Baton Rouge. Buses will be provided.

2. Each class will assemble in the designated Safety Area with the teacher. Teachers will proceed to take attendance and account for all students. Any deviations from the information on the Emergency Attendance list must be noted by the teacher directly on the list and reported to the information center immediately.
3. All students will be retained at school or safety area with school personnel until dismissed to the care of an adult who has been authorized by the parent on the Student Information Sheet (Demographics). **Students will only be dismissed to an authorized adult.**
 - A. Adults will be allowed only at the designated information and dismissal center. This is for the safety of the students.
 - B. Students must be signed out by an adult. The time and place of destination should be noted on the sign-out sheet.

AFTER ANY INCIDENT

1. Take attendance. In each class's emergency bag is a class list. Teachers are to ascertain the whereabouts of each student under the proper heading:
 - P = present and accounted for
 - A = absent, did not attend school that day
 - E = errand, before incident, the student was sent out of the classroom (office, restroom, etc.)
 - M = missing and unaccounted for
 - D = dismissed, the student left school before the incident or was duly dismissed to an authorized adult from the dismissal station set up for the emergency

Students with E or M status must have their status updated accordingly when a change occurs.

2. Determine the extent and gravity of personal and student injuries. Report all serious injuries to the Principal and attend to these first. Give students with lesser injuries medical attention after you have treated all seriously injured students. If you are not able to attend all injured students adequately, request assistance from the team teacher.
3. In the event that the team teacher is not able to render help, report your need to the Principal who will be responsible to take steps to provide additional assistance while you continue to tend to the students.

ADMISSION & TUITION POLICIES

AS AMENDED FOR
January 15, 2016

OF

ASCENSION OF OUR LORD CHURCH AND SCHOOL
1809 GREENWOOD DRIVE
LA PLACE, LOUISIANA 70068

(985) 652-4532
(985) 652-2615

PASTOR: REV. WALTER AUSTIN
PRINCIPAL: MRS. TONI RUIZ

Advisory Board: **Tracy Byrd**
Todd Joseph
Tricia Lowry
Courtney Millet
Patrick Morton
Lanette Perrin
Gina Wagoner

Admission Policies

I. Ascension of Our Lord School Admission Policies

Ascension of Our Lord School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We reserve the right of admission in order of the following:

- A) All currently enrolled students
- B) Siblings of currently enrolled students
- C) Catholic children of families who are registered, actively supporting members of **AOL** parish
- D) Members of parishes without a Catholic school
- E) Members of parishes with a Catholic school
- F) All others

Copies of the child's birth certificate, baptism certificate (if Catholic), immunization, Social Security Card, and custody papers (if applicable) as well as copies of report cards from the last two years, the most current report card, and standardized test scores must be presented. A review

of the academic and behavioral information by the administration will determine whether or not the student will be admitted to Ascension of Our Lord School. If accepted, the student is placed on admissions probation for one year, to ensure that academic, conduct standards and financial responsibilities will be met.

II. General Guidelines Applying to Registration

A) **Returning Students** - Registration for the upcoming academic year occurs in January/February. A registration packet including a Stewardship Form, Acknowledgement Form and Eligibility Guidelines will be posted on the school's website (aolcrusaders.org). The Stewardship Form will be reviewed by the pastor and a tuition rate will be assigned. NO re-registrations will be accepted from families whose tuition account is overdue. Please contact the school's financial secretary if there are extenuating circumstances.

During In-School Registration, the registration fees are \$165 for the first child in the family and \$150 for each additional child. After In-School Registration, registration fees will be \$225 per child.

B) **All Students** -

- ◆ Each family will be assessed the cost of a subscription to the *Clarion Herald*. This is included in the first child's registration fee.
- ◆ Registration can only be accepted with the full registration fee attached.
- ◆ Registration fees cannot be added to monthly tuition payments
- ◆ Registration fees are non-refundable.

Tuition Policies

I. General Guidelines Applying to Tuition Payments

A) Tuition rates are set in accordance with the school budget in January by the Ascension of Our Lord School Finance Committee. School tuition rates are assigned based on the following three categories:

Catholic Parishioner - a Catholic family who supports Ascension of Our Lord Church monetarily (a minimum of \$15 per week) and participates in a church ministry. The Parishioner tuition rate is a benefit to parishioners who pledge to support the church.

Families who apply for the *Parishioner* tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.

Catholic Non-Parishioner - a Catholic family who supports a church parish other than Ascension of Our Lord.

Catholic, Voucher - a Catholic family who supports a church parish other than Ascension of Our Lord and that parish does not have a school. The family may get a voucher from the pastor of that church.

Non-Catholic - a family who is not Catholic or a Catholic family who does not support a Catholic church.

SMART TUITION

As a vital part to our school community's continued financial health and growth, Ascension of Our Lord School utilizes a tuition management company. This company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, is responsible for following our tuition

policy for the school, collecting all tuition from families, and managing the deposits for the school.

Enrollment in *Smart Tuition* is mandatory for each family. Returning families' tuition information will auto-matically roll over to the new school year. New families will enroll in *Smart Tuition* at the time of registration. This may be done online or by paper copy. A parent brochure explaining the program will be included with the enrollment information.

The partnership with *Smart Tuition* allows for a confidential system where families can see for themselves a complete report of their tuition account. A secure log-In ID enables parents to view this information at any time of day or to update personal information. Some of the benefits to our parents include:

Numerous payment options –

ACH auto-debit – 4 dates to choose from

Credit Card – 2.5% processing fee

Mailed Monthly Invoice – Tuition due 1st or 14th of month

Phone-In Payments – Customer Service available 24 hours a day, 7 days a week,

365 days a year

Reminder Emails sent before the payment is due

Secure Online Account for each family

Fees: \$45 late fee payment

\$30 fee for failed auto-debit and failed checks

Smart Tuition is not a loan so there are no credit checks or interest charges. **Cash payments will no longer be accepted at the school office.** All tuition payments are to be made to *Smart Tuition*.

Pre-Paid tuition payments will be due to *Smart Tuition* by June 15, 2016 to receive the 4% discount.

Once your account is late, you will be contacted by *Smart Tuition* via email or phone. If your account becomes seriously delinquent, your child may be asked to leave our school. In order to return, your unpaid balance must be paid in full. If you have financial or other problems, please contact us immediately.

Any student who is presently enrolled in Ascension of Our Lord School and registers for the next school year after June 1st will be required to pay all registration fees, late fees and past due tuition in full at the time of registration.

The tuition account must be up-to-date by December 31st for the student to return to school in January. The final payment (PreK 2 – 7th grades) is due in May. The tuition account must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 9th in order for the PreK, Kindergarten and 7th grade student to participate in year-end celebrations.

Students who are not registered for the upcoming school year may not participate in extra-curricular activities during the summer (i.e. cheerleading or sports camps).

Beginning with the 2016 – 2017 school year, PreK snack fees will be paid through Smart Tuition.

Tuition - 2 Year Olds

Payments for the Little Crusaders are based on a 10 month or 12 month plan based on if the child is enrolled in the 10 month or 12 month program.

10 month plan – Payments begin in August and end in May of the following year.

12 month plan – Payments begin in August and end in July of the following year.

NOTE: Tuition for Pre-K 3 year olds – 7th graders is usually paid in 11 months, starting in June, skipping the month of February (for re-registration) and ending in May. **Two year olds** enrolled in the 12 month plan (August – July) transitioning to the 3 year old program, may be set up with Smart Tuition on the 10 month plan (August – May), just for the one year. This would alleviate having to double up on tuition payments for June & July. However, if you wish to double up tuition for the one month, that is an option.

Tuition - 3 Year Olds

Payments for the Pre-K 3 year old program follow the same guidelines as Ascension of Our Lord School. Registration begins in February/March for the upcoming school year. Payments are set up through Smart Tuition, a company that invoices and collects the tuition. Tuition is paid in 11 months starting in June, skipping the month of February (for re-registration) and ending in May.

NOTE: There is a special situation when a 3 year old attends the summer program ending in July. In this special circumstance, tuition can be set up using the 10 month plan, August – May, for the next school year to avoid making double payments for June & July. Doing this will increase the monthly payment because the annual tuition is divided by 10 months instead of 11 months. However, if you wish to double up tuition for the one month, that is an option.

IV. General Church Pledges

A) If a parishioner who is also a school parent becomes 30 days late in fulfilling their church pledge amount they should contact the rectory (652-2615) and ask to speak to someone on the finance committee to see what can be worked out.

B) If a parishioner who is also a school parent becomes 60 days late in fulfilling their church pledge amount and has not contacted the church finance committee to work out this problem, they will **automatically** be charged the non-Catholic tuition rate for the remainder of the school year.

C) It is important for all parishioners to use the church envelopes when making weekly contributions. It makes record keeping much simpler and leaves less room for errors. It is also very helpful if the contribution amount on the front side is filled out on the front side of the envelope each week. We have no way of crediting loose cash contributions to the proper accounts.

ADDENDUM

While we have focused on the level of financial giving as the criteria for receiving the In-Parish tuition rate, we have not tracked Mass attendance or involvement in parish and school ministries. In an effort to change this issue, families who apply for the In-Parish tuition rate are required a minimum commitment of 2 hours per month or 24 hours per year to the ministry of your choice. A list can be obtained through the school office.



ASCENSION OF OUR LORD CATHOLIC SCHOOL

TUITION AND FEE SCHEDULE 2016-2017

PreK3 – 7th Grade Tuition Rates

REGISTRATION FEE

The registration fee is \$165 for the first child and \$150 for each additional child. This includes the \$15.00 fee per family for the Clarion Herald subscription.

TUITION

The tuition rates listed are based on the eleven month plan with payments beginning in June and ending in May with no payment in February. *A 4% discount will be given to those who pay their tuition in full by June 15th. If registering after June, payments will follow the 10 month plan (Example: \$5,896.00 - \$589.60)

CATHOLIC PARISHIONER RATE

| <u>11 Monthly Payments</u> | <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------------|----------------------|---------------------|
| 1 Child \$401.00 | \$4,411.00 | \$4,234.56 |
| 2 Children \$701.00 | \$7,711.00 | \$7,402.56 |
| 3 Children \$901.00 | \$9,911.00 | \$9,514.56 |

CATHOLIC NON-PARISHIONER RATE

| <u>11 Monthly Payments</u> | <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------------|----------------------|---------------------|
| 1 Child \$433.00 | \$4,763.00 | \$4,572.48 |
| 2 Children \$764.00 | \$8,404.00 | \$8,067.84 |
| 3 Children \$996.00 | \$10,956.00 | \$10,517.76 |

NON-CATHOLIC RATE

| <u>11 Monthly Payments</u> | <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------------|----------------------|---------------------|
| 1 Child \$536.00 | \$5,896.00 | \$5,660.16 |
| 2 Children \$927.00 | \$10,197.00 | \$9,789.12 |
| 3 Children \$1,204.00 | \$13,244.00 | \$12,714.24 |

SNACK FEE – PreK-3 and PreK-4: REQUIRED

An additional fee of \$75 per semester (\$150/year) covers the cost of daily snacks/drinks. **Fee is paid through Smart Tuition. (Under Fees Tab, click Manage Fees and Discounts, click Shopping Cart Fee).**

INCLUDED IN TUITION: PreK Supply & Art Fee, Technology Fee and one Yearbook per family.





ASCENSION OF OUR LORD CATHOLIC SCHOOL

Toni Ruiz, Principal

TUITION AND FEE SCHEDULE – PART TIME PRE SCHOOL

Three Full Day Program - 3 year olds only

2016-2017

REGISTRATION FEE

The registration fee is \$165 for the first child and \$150 for each additional child. This includes the \$15.00 fee per family for the Clarion Herald subscription.

TUITION

The tuition rates listed are based on the eleven month plan with payments beginning in June and ending in May with no payment in February. *A 4% discount will be given to those who pay their tuition in full by June 15th. If registering after June, payments will follow the 10 month plan (Example: \$4,048.00 - \$404.80).

CATHOLIC PARISHIONER RATE

| | <u>11 Monthly Payments</u> |
|------------|----------------------------|
| 1 Child | \$271.00 |
| 2 Children | \$474.00 |

Pre-K PART TIME

| <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------|---------------------|
| \$2,981.00 | \$2,861.76 |
| \$5,214.00 | \$5,005.44 |

CATHOLIC NON-PARISHIONER RATE

| | <u>11 Monthly Payments</u> |
|------------|----------------------------|
| 1 Child | \$303.00 |
| 2 Children | \$538.00 |

Pre-K PART TIME

| <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------|---------------------|
| \$3,333.00 | \$3,199.68 |
| \$5,918.00 | \$5,681.28 |

NON-CATHOLIC RATE

| | <u>11 Monthly Payments</u> |
|------------|----------------------------|
| 1 Child | \$368.00 |
| 2 Children | \$645.00 |

Pre-K PART TIME

| <u>Total Tuition</u> | <u>*4% Discount</u> |
|----------------------|---------------------|
| \$4,048.00 | \$3,886.08 |
| \$7,095.00 | \$6,811.20 |

If a full time student at AOL School has a part time PreK sibling the following rates apply:

| | | |
|---|-------------------|------------|
| 2 nd Child Part Time PreK - Parishioner Rate | \$250 (11 months) | \$2,750.00 |
| Non Parishioner Rate | \$280 (11 months) | \$3,080.00 |
| Non Catholic Rate | \$348 (11 months) | \$3,828.00 |

SNACK FEE – PreK3 and PreK4: REQUIRED

An additional fee of \$75 per semester (\$150/year) covers the cost of daily snacks/drinks. **Fee is paid through Smart Tuition. (Under Fees Tab, click Manage Fees and Discounts, click Shopping Cart Fee)**

INCLUDED IN TUITION: PreK Supply & Art Fee, Technology Fee and one Yearbook per family.





ASCENSION OF OUR LORD CATHOLIC SCHOOL

Toni Ruiz, Principal
1809 Greenwood Drive
LaPlace, LA 70068
985-652-4532

office@aolcrusaders.org

Public Information Communication Release

I agree that the name, voice and/or likeness of my child may be used in news publications, audiovisuals and other electronic transmissions issued by employees or designees of Ascension of Our Lord School or by members of the media with permission of officials from schools or offices within the Archdiocese of New Orleans School System. These information items may include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings and/or electronic transmissions related to school activities.

I waive compensation or reimbursement of any kind related to use of the above material for myself or the minor child.

PARENT AGREEMENT

I understand and am in complete agreement that my pre-school child will not deviate from his/her regular dismissal routine unless the teacher is notified in writing by me or if I notify the school by telephone. The teacher will not accept notice of a change in routine from an older sibling, another adult, or the said child. If there is ever any doubt where or with whom my child is to be dismissed, the teacher will bring my child to Ascension of Our Lord's After-Care Program. My child will remain in the After-Care Program until a family member picks him/her up.

We have read the handbook of Ascension of Our Lord Pre-School and agree to cooperate in fulfilling its requirements.

Student Name _____

Class/Teacher _____

Parent/Guardian's Signature _____

Date _____





ASCENSION OF OUR LORD CATHOLIC SCHOOL

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Biting Policy

Explanations, policies and procedures regarding biting in the childcare center.

Children biting other children is one of the most common and most difficult behaviors in group childcare. It can occur without warning, it is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. They try it out as a way to get what they want from other children. They are learning what is socially acceptable and what is not.

For some children, biting is a persistent and chronic problem. They may bite for a variety of reasons such as: teething, frustration, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

When biting occurs in the classrooms, the following will take place:

1. The child will be immediately removed from the situation using words such as “biting is not okay, it hurts.” Avoiding any response that reinforces the biting or calls attention to the biter. All caring attention is focused on the bitten child.
2. After talking to the child and sitting away from the other children, the child will be redirected to other play.
3. An accident report will be written for both the biter and the child who was bitten. Parents will be notified via a written report and/or by phone.

*If the child bites 2 times in any one day then the child will be sent home for the remainder of the day.

*If at any time the skin is broken due to a bite then the child will be sent home immediately.

*If the biting continues and is severe, a meeting with the Principal will take place to discuss further actions. Please be aware that safety for the children is always a top priority for the principal and teachers at Ascension of Our Lord Pre-School. We will put forth every effort to help a biter resolve the issues.

Parent Signature: _____ Date: _____

