

# ***ASCENSION OF OUR LORD***

## ***Little Crusaders***

2 Year Old Program

Fr. Walter Austin - Pastor

Mrs. Toni Ruiz - Principal



# **Parent Handbook**

## **2017 - 2018**

## **ASCENSION OF OUR LORD PRE-SCHOOL**

Ascension of Our Lord School is a Catholic Elementary School (PreK2 - 7<sup>th</sup>) 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.

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### **ADMISSIONS**

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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.

2 Yr. Olds - Must be two years old by September 30<sup>th</sup>

Toilet training will take place throughout the school year according to the child's needs. Diapers, wipes and change of clothes to be provided by the parents.

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 are required immunizations for 2 yr. olds.

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.

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### **TUITION**

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

Payments for the Little Crusaders are based on either a 10 month or 12 month plan, according to the child's participation in either the 10 month or 12 month program.

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

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

**NOTE: PreK 2 Parents** - Little Crusaders that are in the 12 month program, August – July, when transitioning to the 3 Year Old Program, will be set up with Smart Tuition on the 10 month plan just for one year, August – May. This will avoid having to double up on tuition payments for June and July. (If you would rather double up for the one month of tuition, that is an option.)

Tuition for the PreK 3 – 7<sup>th</sup> grade starts in June and is payable for 11 months, skipping the month of February and ending in May.

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## HOURS OF OPERATION

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The Little Crusaders 2 year old program hours of operation are from 6:30 AM to 6:00 PM. **Instructional time will take place from 9:00 AM to 3: 00 PM.**

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## PRE-SCHOOL PHONE

**985-703-0479**

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The pre-school has a cell phone for you to text messages to your child’s teacher. This is primarily to report an absence and for arrival/dismissal changes for the day. Please understand the teacher is in class with the children and cannot leave them for a phone conversation. **Phone number 985-703-0479.**

**A written, follow-up note must be sent the following day to be placed in your child’s file folder.**

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## ATTENDANCE

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Parents of children who are registered for the 3 day program will choose the days of the week the child will attend at “Meet Your Teacher Day.” The child will attend the same 3 days throughout the school year. Changes will only be made with permission from the school principal and the pre-school director. **Days missed cannot be “made up” on days the child is not scheduled to attend.**

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## ARRIVAL

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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. No student should be dropped off at the rear of the Pre-K building. This is not a safe practice for any child because there is no duty teacher. Little Crusaders are **not** to arrive in the main school car line. Before Care will be in 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.

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## TARDIES

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**Please make a conscious effort to have your child at school by 9:00 AM each morning.** Instruction time begins promptly at 9:00 AM and being late is very disruptive to the child, teacher and classmates.

After 9:00 AM you will need to text the preschool at **985-703-0479** to inform the teacher of your child's arrival.

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## DISMISSAL

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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.

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## BEFORE & AFTER CARE

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Before and After Care service, held in the Pre-K building, is included in the tuition. Sign-in and sign-out procedures are the same as for regular arrival and dismissal.

Before Care is held from 6:30 – 8:00 AM. After Care is held from 3:00 – 6:00 PM.

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## ABSENCES

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If your child is going to be absent, please send a text on that day to the Pre-K phone number, **985-703-0479**. **A written, follow-up note must be sent the following day to be placed in your child's file folder.** We must strive to keep the school a healthy, clean, and safe environment for your child. If your child is feeling sick, please use good judgment and keep him/her home for the day.

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## TOILET TRAINING

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We understand that your child must be comfortable in their environment and feel confident to begin toilet training. It is our goal to work with the parents in order to help your child develop these skills. Your child's readiness will be handled on an individual basis. Please provide 2-3 changes of clothes to store in the classroom when training begins. When clothing is soiled, please send clean clothing the following day.

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## HEALTH & WELLNESS

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Ascension of Our Lord Pre-K teachers will only administer medication to students when the signed form has been returned to school. 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.

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## **STUDENT INFORMATION**

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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-K 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 main school office.

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## CURRICULUM

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The Little Crusaders program will include various activities to help students with their social, physical, and academic growth. Free play learning centers, music and movement, arts and crafts, story time, outside play, hands on activities, and verbal interaction are targeted to engage your child in a warm and nurturing learning environment.

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## DISCIPLINE

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### **Little Crusaders Program - *The Color Chart System***

Pre-K 2 students will use the Color Chart System. All children start out with their clip on green each day. Clips will be moved for wrong choices, for example, talking on the line, playing in the bathroom, hurting another child, not following directions, etc. The child will receive a warning for his/her behavior unless it is severe (hitting, kicking, biting, hurting another child in any way). If a child continues the behavior, then his/her clip will move to yellow (think about it). If the misbehavior continues, then his/her clip would move to red (sad choices). A 2 minute time out will follow.

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

**See Behavior Management Policy 1509.A.8**

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## TOYS

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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. **For sanitary reasons, pacifiers need to stay at home.**

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## BITING POLICY

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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.**

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## BREAKFAST and LUNCH

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Breakfast may be eaten between 6:30 – 7:30 AM and must be brought from home. Items must be finger type foods that the children can feed themselves. Examples: breakfast bars, fruit cups, pop tarts, donut holes, dry cereal.

Lunch - Children must bring their lunch and drink daily. Please try to keep food selections on the healthy side. Be sure to pre-cut portions into smaller sizes. Any fruit or large items should be cut as well. Squeeze yogurt will not be allowed.

Drinks – Milk or juice should be in a sippy cup daily and labeled with the child’s name.  
**NO CARBONATED OR CANNED DRINKS ARE ALLOWED.**

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## **SNACKS**

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

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## **SCHOOL PICTURES**

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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.

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## **COMMUNICATIONS**

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

Parents may email the teacher, however, email is not checked until the end of the day.  
[bterrio@aolcrusaders.org](mailto:bterrio@aolcrusaders.org)

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## **PARENT TEACHER ORGANIZATION**

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

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## **FIELD TRIPS**

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

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## **FORGOTTEN ITEMS FROM HOME**

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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.

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## VOLUNTEERS

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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.

**(See Parental Access Policy and Parental Involvement Policy)**

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## Grooming Policy

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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.

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## UNIFORMS

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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/ <b>Velcro or Buckle</b>	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



<b>BOYS</b>	<b>COLOR</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
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 <b>VELCRO TABS only</b>	No zippers, slip-ons, ties, buckles or light up shoes

<b>BOYS/GIRLS</b>	<b>COLOR</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
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

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## **HOLIDAYS**

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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, doughnuts or doughnut holes 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.

### ***Child Abuse and Neglect Policy – 1509.A.1***

As mandated reporters, all Ascension of Our Lord faculty and staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437);

Ascension of Our Lord Pre School shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

Ascension of Our Lord Pre School shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

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### ***Discrimination Policy – 1509.A.2***

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.

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### ***Admissions Policy***

Children registering for the first time require the following forms to be returned for registration:

- 1. Registration Form (white form)**
- 2. Stewardship Form (blue form)**
- 3. Eligibility Guidelines (yellow form)**
- 4. Acknowledgement Form (pink form)**

And a copy of the following documents:

**Birth Certificate**

**Record of Immunization (or MCH 14A Health Card) See Required Records**

**Social Security Card**

**Baptismal Certificate (if applicable)**

**Court Order concerning custody (if applicable)**

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.

## ***Disclosure of Information Policy – 1509.A.4***

### ***Complaint Procedure – 1509.A.5***

AOL Pre-School is registered under the Licensing Division of Louisiana. Parents may call or write the Licensing Division should they have significant, unresolved licensing complaints. And, they will also have the availability of licensing surveys/inspections, regulations and information regarding early learning centers from the Department of Education's website. The information for the Licensing Division is:

Louisiana Department of Education  
Division of Licensing  
P.O. Box 4249  
Baton Rouge, LA 70821  
225-342-9905  
louisianabelieves.com

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### ***Parental Access Policy – 1509.A.6***

### ***Parental Involvement Policy – 1509.A.7***

Ascension of Our Lord Pre School welcomes and encourages family involvement. The school's policy requires parents/volunteers to sign in when visiting campus. **(See VOLUNTEERS)**

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### ***Behavior Management Policy – 1509.A.8***

#### **Guidance and Discipline**

Our goal is the safety of the children in their environment. All children are treated fairly in a loving and nurturing manner. At no time will a child be spoken to with harsh, embarrassing, or shameful words or have physical force used against them. Our teachers are encouraged to be generous with affection and praise toward all children.

Our teachers' classroom management includes consistent rules and positive reinforcement that help children become responsible and caring individuals. Any necessary discipline will be handled in a quiet, yet firm manner. We want the children to experience success in using appropriate behavior. When a child is having trouble following the classroom rules or is involved in a conflict, the following steps will be taken:

1. The teacher will remove the child from the conflict.
2. The teacher will explain the behaviors that are acceptable and unacceptable.
3. The teacher will then help the child express his/her feelings, wants or needs using appropriate words.
4. When necessary, the child will be placed in time-out for an appropriate amount of time.

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.
- A time out shall take place shall take place in sight of the staff and shall not exceed 1 minute per year of age.
- No child shall be retrained in any manner for disciplinary reasons.
- A child's playtime will only be taken away if a behavior incident happens during playtime.
- Active playtime is not to be withheld for disciplinary reasons.

## **See Dicipline**

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***Electronic Devices Policy – 1509.A.9***  
***Computer Practices Policy – 1509.A.10***  
***Programs, Movies, & Video Games – 1509.A.11***

Electronic device activities, including but not limited to television, movies, videos and computers will not exceed 2 hours per day, and shall be suitable for the youngest child present. Computers that allow internet access will be equipped with monitoring or filtering software that will limit access to inappropriate websites.

# 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 or 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 11, 2017**

**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**  
**Phil Hoffman**  
**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 \$175 for the first child in the family and \$160 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 1<sup>st</sup> or 14<sup>th</sup> of month
- \*Phone-In Payments – Customer Service available 24 hours a day, 7 days/ week, 365 days/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

When making your tuition payment with *Smart Tuition* on the day it is due, be mindful that your payment must be submitted before 11:00 PM Central Standard Time to avoid a late fee.

*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 14, 2017 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 1<sup>st</sup> 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 31<sup>st</sup> for the student to return to school in January. The final payment (PreK3 – 7<sup>th</sup> 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 9<sup>th</sup> in order for the PreK, Kindergarten and 7<sup>th</sup> 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).

For the 2017 – 2018 school year, PreK snack fees will be paid to AOL at the time of registration.

## **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 – 7<sup>th</sup> 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

## LITTLE CRUSADERS 2 YEAR OLD PROGRAM 2017-2018

Children must be 2 years old by September 30<sup>th</sup>  
Hours: 6:30 AM – 6:00 PM

**REGISTRATION FEE** - The registration fee is \$175 for the first child and \$160 for each additional child. This includes the \$15.00 fee per family for the Clarion Herald subscription. Snack Fee is due at the time of registration.

<u>Tuition</u>	<u>10 Months</u> (August – May)	<u>12 Months</u> (August – July)	<u>Monthly Payment</u>
5 full days	\$4,650 per child	\$5,580 per child	\$465 Month
	<u>10 Months</u> (August – May)	<u>12 Months</u> (August – July)	<u>Monthly Payment</u>
3 full days	\$3,250 per child	\$3,900 per child	\$325 Month

Discounted school rates for 2 or more children do not apply to the 2 yr. old program. See note in the Admission & Tuition Policies regarding 12 month plan transitioning to the next school year with a different payment schedule for tuition.

**10 Month Snack Fee** (Aug – May) \$150 per year or \$75 per semester for daily snacks/drinks.

**12 Month Snack Fee** (Aug – July) \$176 per year or \$88 per semester for daily snacks/drinks.

**Part Time 10 Month Snack Fee** (Aug – May) \$120 per year/\$60 per semester for snacks/drinks.

**Part Time 12 Month Snack Fee** (Aug – July) \$144 per year/\$72 per semester for snacks/drinks.

Tuition is paid through Smart Tuition. Parents provide lunch for their child daily.

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### Summer Session 2017 2 & 3 Year Olds

**Registration Fee:** 1 Child - \$50, 2 Children - \$80. Registration fee is required 30 days in advance.

**Monthly Rates:** \$465 – 1 Child, \$850 – 2 Children **Part Time Rates:** \$325 per child

**Monthly Snack Fee:** \$20/month **Part Time Snack Fee:** \$12/month

	WEEKLY RATES			
<u>Tuition</u>	Core (9-3)	AM Care(6:30-9)	PM Care (3-6)	All Inclusive
5 full days a week	\$110	\$15	\$40	\$155
2 Children	\$180	\$20	\$60	\$260
<b>Part-time Tuition</b>				
3 full days a week	\$ 70	\$15	\$40	\$115
2 Children	\$120	\$20	\$60	\$200

**Part-time Snack Fee:** \$5 per week

**Part-time Snack Fee:** \$3 per week



# ASCENSION OF OUR LORD SCHOOL

## 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

Toni Ruiz, Principal  
1809 Greenwood Drive  
LaPlace, LA 70068

985-652-4532

[office@aolcrusaders.org](mailto:office@aolcrusaders.org)

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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: \_\_\_\_\_

