

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



**Parent Handbook
2021 - 2022**

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.

2 Yr. Olds - Must be two years old by September 30th.
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.
Must have an up-to-date immunization record on file.

3 & 4 Yr. Olds - Must be three or four 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

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 hours of operation are from 7:55 AM to 2:45 PM.

BEFORE & AFTER CARE

Before Care hours are from 6:30 - 7:30 AM. After Care hours are from 3:00 – 6:00 PM. Both AM & PM Care will be held in Don Bosco Hall in the main school building. Daily rates or monthly rates are offered for AM/PM Care.

ATTENDANCE

Parents of children who are registered for the 3-day program (2 & 3 year olds) will attend the same 3 days throughout the semester. Changes will only be made with permission from the school principal and the pre-school teacher. **Days missed cannot be “made up” on days the child is not scheduled to attend and there will be no reimbursements for missed days.**

PreK 4 program is a five day program.

ARRIVAL

Parents are to walk their children to the Pre-K building and sign them in on the clipboard that the duty teacher has outside. 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 school at **985-652-4532** to inform the front office of your arrival time.

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.

A daily, classroom lunch count will be given to the office by 8:05 AM. Tardy students (arriving after 8:00) will not be included in this count and MUST bring a lunch from home.

DISMISSAL

2:30 – 3:00 PM

PreK Car Line: the children will wait to be picked up in the preschool building facing Lafitte St. Authorized persons are to drive up, park their car, then pick up their child from the gate. Any remaining students will be brought to After Care on the main campus.

After Care: the students will be moved to Don Bosco Hall at 2:35 PM where they will be supervised by the After Care staff. Authorized persons must pick up students from After Care by entering the building from the Back Porch of the school. All students must be picked up no later than 6:00 PM. If you need to get in touch with After Care, please call 985-652-4532.

Sibling Pick-Up: the students will be brought to Don Bosco Hall to meet their sibling at 2:35 PM and they will be dismissed together to the back porch.

EARLY DISMISSAL

If a parent needs to pick up their 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 985-652-4532 for a message to be given to the teacher. Any student leaving before dismissal time must be signed out in the Pre-K building.

ABSENCES

If your child is going to be absent, please call the school at 985-652-4532 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.

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.

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 the 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 school office.

CURRICULUM

The Pre-K curriculum at Ascension of Our Lord School takes its foundation from the components of traditional teaching. 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.

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

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.

Illness/Symptom	Able to return when:
Chicken Pox	Doctor’s note of clearance
Cough (severe)	Doctor’s note of clearance
Diarrhea	Eating & 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 & 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 & drinking normally for 24 hours without vomiting

DISCIPLINE

PreK uses a positive behavior incentive program. All students will be observed within the first week of school to decide what behaviors will be worked on with each child. Children who are playing and learning appropriately will be rewarded. If a child’s behavior becomes harmful to another person in the classroom, the child will receive time to cool down with individual, age appropriate work. For example, if a child hits another child because he wants a puzzle, an adult will intervene by showing the child how to use words to resolve the problem. If the situation gets worse, the upset child will be given an activity to do alone (coloring, tracing, sorting, etc.) until the teacher feels the child is ready to return to group play. Parents will be notified for major behavior issues.

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.

SNACKS

A morning and afternoon snack will be provided for students by the school.

LUNCH

All students must eat lunch every day whether it is a school lunch or brought from home. The school lunch menu is posted on the school's website and lunch is provided for students at no charge. Lunch brought from home must include a drink and only contain nutritious foods. **Carbonated or canned drinks, candy, or commercial fast foods will not be permitted.** For safety reasons, cans and glass bottles, including glass thermoses, are not allowed. Please note: the cafeteria staff or school staff employees are not allowed to heat food that is prepared at home and sent to school for a student's lunch.

A daily, classroom lunch count will be given to the office by 8:20 AM. Tardy students (arriving after 8:20) will not be included in this count and MUST bring a lunch from home.

Parents should check the lunch calendar and provide bag lunches when their child will not eat the scheduled meal. This will help them to receive proper nourishment and will hopefully minimize wasted food. Children are not allowed to share food due to health and safety concerns.

FOOD ALLERGENS: School Food and Nutrition Services will modify meals for students with special dietary needs with other meal components offered that day. Food allergies/intolerances and conditions requiring special diets must be documented each year by a recognized medical professional. The medical professional must legibly state: medical condition requiring special diet, statement of specific dietary need, list of foods to omit and substitute, and his/her contact information. The medical professional must complete the form and fax it directly to School Food and Nutrition Services of New Orleans. Complete instructions are listed on the form. A meal modification form can be obtained from the school office.

COUNSELING

Ascension of Our Lord School staffs a full-time counselor, Christine Escobar, who can be reached via email, cescobar@aolcrusaders.org or phone, 985-652-4532.

COMMUNICATIONS

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 regarding school activities is posted to the school's website. Parents are welcome to contact administration with questions or concerns about their child.

Parents are highly encouraged to join your child's class on **Google Classroom** for quick reminders and updates.

FORGOTTEN ITEMS FROM HOME

Please be sure your child has everything he or she will need during the day, including outerwear for daily changes in weather, extra clothing in case of accidents and nap mats.

VISITORS

Visitors are permitted for outside gatherings such as Pumpkin Patch and End-of-Year program.

UNIFORMS

Pre-school uniforms are to be purchased at Children's World 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 with Bloomers	Navy Check	White collar and two pockets	Purchased at Children's World
Undershirt	White Only		Plain white undershirt or turtle-neck may be worn under the dress
Sweater	Navy	Button-down	
Socks	White	Plain	Must cover ankle
Shoes	White	Mary Jane's with velcro or buckle	*Pre-schooler Keds - Daphne *L'Amour Flower Cutout *Footmates - Danielle 2 Buckle
Winter Accessories	White, Navy or Skin Tone	Stockings or leggings	To be worn under the dress
Raincoat	Any Color	Child size, plastic with attached hood. No umbrellas	To remain in classroom on child's hook

BOYS	COLOR	DESCRIPTION	COMMENTS
Polo Shirt	White	Short Sleeve/Long Sleeve	Purchased at Children's World
Undershirt	White Only		Plain white undershirt or turtle-neck may be worn under the shirt
Shorts/Pants	Navy	Elastic waist, No belt	Purchased at Children's World
Sweatshirt	Navy	AOL School Sweatshirt	Purchased at Children's World
Socks	White	Plain	Must cover ankle
Shoes	Black	Tennis shoes with velcro tabs	No zippers, slip-ons, ties, buckles or light-up shoes
Raincoat	Any Color	Child size, plastic with attached hood. No umbrellas	To remain in classroom on child's hook

CIVIL and NATURAL DISASTER POLICY and PROCEDURES

Revised July 6, 2018

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 ADMINISTRATION

The Principal is responsible for all pre-disaster planning and preparedness for the school, subject of directives and guidelines from the Office of Catholic School, 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 begins.
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 building 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 Sheets (Demographics), Emergency Attendance Sheet, 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 bused to Hammond High School, 45168 River Road, Hammond, or the River Center in 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 985-652-6338.

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.
- 6. No students will be dismissed during a tornado warning.

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.
8. No student will be dismissed during a lockdown until the authorities have called an "all clear."

DISREGARD ANY REQUESTS MADE OVER THE INTERCOM SYSTEM EVEN IN MADE BY ADMINISTRATION. Only face-to-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 instruction 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 – St. John Community Center at 2900 US 51 in Laplace. The students and staff will be bused to this location by the St. John Parish school buses.
 - 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 leader.
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 13, 2021

OF

ASCENSION OF OUR LORD CHURCH AND SCHOOL

1809 GREENWOOD DRIVE

LA PLACE, LOUISIANA 70068

(985) 652-4532

(985) 652-2615

Advisory Board: Jackie Alexander

Lou Collins

Phil Hoffman

Tricia Lowry

Mike Marix

Tanya Martin

Bump Perrin

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. 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 \$235 per child.

B) **All Students** -

- ◆ 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.

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

Ascension of Our Lord School utilizes a tuition management company, *Smart Tuition*, which has been approved by the Archdiocese of New Orleans, and 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 automatically roll over to the new school year. New families will enroll online in *Smart Tuition* at the time of registration. Our Financial Secretary is available if assistance is needed.

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 – 2.85% processing fee
- *Mailed Monthly Invoice – Tuition due 1st or 14th of month
- *Phone-In Payments – Customer Service available 24/7/365
- *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, 2021 to receive the 4% discount.

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. 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 (PreK3 – 7th grades) is due in May. All accounts (tuition, AM/PM Care, Lunch, etc.) must be paid in full in order for the student to receive a report card. Tuition fees must be paid in full by May 10th 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).

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 church office (652-2615) 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 office 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 is filled out on the front side of the envelope each week. Loose cash contributions cannot be credited to the proper accounts.



Ascension of Our Lord Catholic School

TUITION AND FEE SCHEDULE

2021 – 2022

REGISTRATION FEE

Registration fee is \$175 for the first child and \$160 for each additional child in the family.

TUITION

PreK 2 Year Old (Little Crusaders): (6:30 AM – 6:00 PM)

- * 10 or 12 month program (June & July weekly rates available)
- * Child must be 2 years old by September 30th
- * Discounted rates for 2/more children do not apply to PreK-2

	<u>10 Months (Aug-May)</u>	<u>12 Months (Aug – July)</u>
5 Full Days	\$5,250 (\$525 monthly)	\$6,300 (\$525 monthly)
3 Full Days	\$3,710 (\$371 monthly)	\$4,452 (\$371 monthly)

PreK 3 year olds – 7th Grade (7:55 AM – 3:00 PM)

- * Tech fee and one yearbook per family are included in tuition
- * Tuition rates are divided into 11 monthly payments, June – May, with no payment due in February
- * Other payment plans will apply if registering after June 1, 2021
- * 4% discount is given if tuition is paid in full by June 15, 2021
- * Discount for 2/more children apply to only full time students

CATHOLIC PARISHIONER RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$ 479	\$ 5,269	\$ 5,058.24
2 Children	\$ 838	\$ 9,218	\$ 8,849.28
3 Children	\$1,078	\$11,858	\$11,383.68
PreK- 3 (3 Full Days)	\$ 334	\$ 3,674	\$ 3,527.04

CATHOLIC NON-PARISHIONER RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$ 511	\$ 5,621	\$ 5,396.16
2 Children	\$ 895	\$ 9,845	\$ 9,451.20
3 Children	\$1,150	\$12,650	\$12,144.00
PreK- 3 (3 Full Days)	\$ 369	\$ 4,059	\$ 3,896.64

NON-CATHOLIC RATE

	<u>11 Monthly Payments</u>	<u>Total Tuition</u>	<u>*4% Discount</u>
1 Child	\$ 618	\$ 6,798	\$ 6,526.08
2 Children	\$1,082	\$11,902	\$11,425.92
3 Children	\$1,391	\$15,301	\$14,688.96
PreK- 3 (3 Full Days)	\$ 437	\$ 4,807	\$ 4,614.72





ASCENSION OF OUR LORD CATHOLIC SCHOOL

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 Signature _____

Date _____





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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, 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: _____





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Potty Training Policy

Children enrolled in PK3 and PK4 at Ascension of Our Lord Catholic School must be potty trained before attending preschool. Children must be wearing underwear and very rarely having accidents. Please note that wearing pull-ups isn't considered being potty trained.

Why do children have to be potty trained before they begin preschool?

- * There are strict standards for changing and disposing of wet or soiled diapers.
- * The classrooms are not equipped for diaper changing.
- * When an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even potty trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A potty trained child is a child who can do the following:

1. Communicate to the teachers that he/she needs to go to the restroom before they need to go.
2. Alert him/herself to stop what he/she is doing, to go and use the bathroom.
3. Pull down his/her clothes and get them back up without assistance.
4. Wipe him/herself after using the toilet. (With bowel movements as well as urine)
5. Get on/off the toilet by him/herself.
6. Wash and dry hands.
7. Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom.
8. Awaken during nap time should they need to use the bathroom.

We certainly will ask your child and offer the opportunity to use the bathroom multiple times throughout the day. The opportunity to use the bathroom is included in rest time preparation as well as any transitions away from the classroom. A teacher will assist children if necessary, but children must be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool faculty are aware of this and will assist the children when necessary. Please send a complete change of clothes (including socks and shoes) that is appropriate for the season. These will remain in your child's backpack so that you can replace them as needed. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal.

However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

If your child is not completely potty trained as described above when preschool starts, the following options are available:

1. You may withdraw your child from preschool and place their name at the top of our waiting list. Registration and supply fees are non-refundable; however, if your child is re-enrolled in our program at a later date during the same school year, you will not need to pay these fees again. If you choose this option, we cannot guarantee when a space will be available.
2. You may pay ½ tuition to hold your child's spot (for up to two months) until potty training has been completed.

A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents (excluding nap time accidents) after the first 4 weeks of school.

The following policies will be in place for children who have toileting accidents:

1. Parents/guardians will be notified each time a child has a toileting accident.
2. The classroom teachers will document all toileting accidents.
3. The classroom teachers will document the efforts that have been made to help reduce bathroom accidents.
4. The classroom teachers will partner with the parents/guardians to help develop additional interventions to help improve bathrooming success.
5. The classroom teachers will consult with the Preschool Director about the situation. The Director will offer input and possible additional ideas for reducing the toileting accidents.
6. If toileting accidents are habitual, parents/guardians will be required to participate in a parent-teacher conference. During the conference, a formal toileting support action plan will be developed to address the issue. The action plan will outline the steps the staff will take to try to improve bathroom success along with the steps the parents will take. The Preschool Director will be present at this conference.
7. The Preschool Director may recommend that the parents consult with professional, community-based service providers for additional resources and further guidance in responding to the child's toileting accidents. With parental consent, the classroom teachers will collaborate with those professionals to develop strategies to help the child be more successful with toileting.
8. If improvements are not evident after implementing this plan, the teachers and parents will meet again to discuss other available options/strategies including the possibility of time away from school while the child becomes successful with toileting.
9. AOL Preschool reserves the right to terminate any child's enrollment if the child persistently has toileting accidents despite our combined efforts to help him/her be successful with bathrooming.

I have read and fully understand these policies.

Child's Name (Print) _____

Parent's signature

Date