

ASCENSION LUTHERAN PRESCHOOL



Loving God, Loving Others, Bringing People In

PARENT HANDBOOK

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WELCOME!

The Ascension Lutheran Preschool staff welcomes you! We pray that our Lord and Savior will bless our efforts as we work together for the spiritual, emotional, cognitive social and physical growth of your children.

We are happy you have chosen our school and letting us be part of such an important part of your child's education. We are aware of our great responsibility: we are dealing with souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

We are looking forward to an exciting year together. The purpose of this handbook is to familiarize you with our purposes, objectives, policies and procedures. Please read all the information carefully.

FOREWARD

This handbook serves as a contract between Ascension Lutheran and enrolled families and strives to communicate the philosophy and goals of our Christ-centered preschool and to set forth the standards, rules and procedures that will foster self-discovery and facilitate a learning environment. It will change and grow as our school changes and grows. This handbook/contract is designed to foster mutual understanding.

Ascension Lutheran board members, administrators, faculty and staff are intent on providing a program that is purposeful and effective. As parents, you are our partners. Our handbook assists us in accepting the responsibility of ministering to children. It is dedicated to the glory and honor of the Lord as we work together.

HISTORY

Ascension Lutheran Preschool has been serving the community for over 30 years. We serve children ages 2-6 years of age. The preschool has a daily licensing capacity of 66 students. The preschool is licensed by the State of California Department of Social Welfare and the Los Angeles County of Health Services. Ascension Lutheran Preschool is part of the Pacific Southwest District of the Lutheran Church Missouri Synod.

WORSHIP OPPORTUNITIES

Ascension Lutheran Preschool encourages families to take part in weekly worship, Sunday School and Adult Bible Studies. If you are seeking a church home, we invite you to consider Ascension Lutheran Church. In addition, baptism is offered to all families. Please feel free to contact the church office for additional information.

Worship Service times are Sunday at 8:15 AM (Traditional style) and 11:00 AM (Contemporary style). Our Sunday school program begins at 9:45 AM and will help to supplement your child's Christian education. For more information please contact the church office at (310) 793-0071.

GOVERNING BODY

Policy making decisions are made by the Board of School Administration consisting of voting members of Ascension Lutheran Church.

MISSION and MINISTRY STATEMENT

In order to carry out Christ's command to "make disciples of all nations," proclaiming the Good News that God gave His only Son to be our Savior, the members of Ascension Lutheran Church established and maintain a Christian Preschool to carry out a three-fold purpose:

- To supplement the religious training which members of Ascension and other Christian parents in our community give to their children at home.
- To serve as a tool of the Holy Spirit for mission outreach in the community.
- To provide a thorough Christian education which meets student's physical, social, emotional, intellectual, and spiritual needs.

PURPOSE

It is our goal that all students at Ascension believe Jesus Christ is their personal Savior and live as redeemed children of God. We want all students to recognize themselves as unique individuals created and loved by God.

PROGRAM PHILOSOPHY

Ascension Lutheran Preschool believes children are unique individuals created and loved by God. Children will develop healthy relationships and patterns of adjustment; learning and growing in a warm, loving and responsive environment with adults who provide individualized quality care. Our policies are rooted in the Gospel of Jesus Christ. Teachers uphold the understanding of and belief in the importance of Law (consequence for misbehavior) and Gospel (forgiveness for the repentant).

The preschool program is a child-centered program that promotes and stimulates each child's physical, social, emotional, intellectual and spiritual needs in a safe and healthy Christian atmosphere. Children have the opportunities to learn through play and interaction. Play is a vitally important part of child development and is essential for every child's health and well being.

Ascension Lutheran Preschool strives to help each child develop a positive self image and develop a personal relationship with God.

TEACHER QUALIFICATIONS

Ascension's Christian teachers are experienced and fully qualified early childhood educators. All staff meet and exceed the State of California Licensing requirements for early childhood. All employees are fingerprinted and rostered according to Title 22 regulations. Staff maintains current DPR, CPR/First Aid, and Mandated Reporter certificates. Staff participates in professional training regularly to keep current with teaching trends.

ADMISSIONS

NON-DISCRIMINATION POLICY

Ascension Lutheran Preschool admits students of any race, color, sex, disability, religion, or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, disability, religion, or national and ethnic origin in the administration of educational policies, admissions policies, scholarship programs, and other school-administered programs.

ENROLLMENT

Enrollment is open to any child able to benefit from the program, who is two years old to entrance of Kindergarten. Parents may enroll their children into three, four or five half day or full day session. Prior to a child's enrollment, the prospective parent is encouraged to visit the facility and meet the Preschool Director. All of the California state enrollment forms must be completed prior to the child's admission into the preschool program.

Parents must notify the Preschool office immediately if there is a change in: address or phone number, job, designated drop-off or pick-up persons, or information on enrollment forms. This information is used to reach the family in case of emergency; therefore, it is extremely important that the preschool has accurate information at all times.

ALL ENROLLMENTS ARE ON A TEMPORARY BASIS FOR THE FIRST SIX WEEKS. PERMANENT STATUS IS GRANTED ONLY AFTER THIS PERIOD, PENDING FAVORABLE REPORTS CONCERNING THE CHILD'S CONDUCT, WILLINGNESS TO PARTICIPATE AND PARENTAL COOPERATION.

TUITION

Included in each child's permanent file will be a contract between the parents and Ascension Lutheran Preschool stating that the parents will agree to abide by the tuition policy as stated in this Parent handbook.

A non-refundable registration fee is required for official enrollment and is due at the time of registration. This fee covers the cost of materials, school t-shirt, and yearbook. It also includes the \$10 Disaster Supply Fee, which is paid one time during a child's years at Ascension.

Yearly re-registration fees are due July 1st for the following school year.

If Ascension Lutheran Preschool is full, the applicant will be placed on a waiting list, which requires a \$30 non-refundable deposit, which will be applied toward the \$125 registration fee. Parents will be contacted as soon as an opening becomes available.

Tuition changes yearly for the Preschool. Tuition is charged on a school basis, with an annual fee, payable in full or 10 equal payments September through June. A current fee schedule is available in the Preschool Office or on the website at www.ascensiontorrance.org.

Tuition payments can be made online at www.ascensiontorrance.org, or in the school office with cash, check, debit card (free) or credit card (2% fee). Each payment is 1/10th of the total and is not related to the number of school days in that month. If the entire school year's tuition is paid on or before October 1st, a 5% discount will be given. Parents have the option of selecting their due date for the 10th or the 20th of each month. Ascension Lutheran Preschool's Federal Tax ID number is 95-2119024.

A tuition discount is given to additional Preschool children of the same family. Sibling discounts are not offered during the summer.

Ascension Lutheran Preschool does not substitute or pro-rate for days missed.

A two-week written notice is required if a child is to be withdrawn from preschool during the school year or tuition will continue to accrue. Tuition will be charged for the final two weeks after notice is given. Any outstanding tuition must be paid in full before the child leaves Ascension Lutheran Preschool.

If the enrollment date is after the first day of the month, the tuition will be prorated based on how many days your child is scheduled to attend.

In the event the preschool is closed due to natural disasters or emergencies, there will be no refund given for closed days nor will tuition be pro-rated.

Preschool Summer Camp tuition is completely separate from the school year tuition and is billed separately, payable in three sessions, to enable and encourage family vacations.

Unless other arrangements have been made with the Preschool office, late payments are assessed a \$30.00 late fee. Should tuition become one-month delinquent, the student may be dropped from the program. In the event of a returned check, you will be required to repay the amount plus a returned check fee of \$30.00. Credit card payments are accepted and charged an additional 2% processing fee.

Space permitting a schedule change may occur. Families may request an additional non-scheduled day by submitting the request in writing to the director and if space permits, an extra charge of \$25 per half day and \$40 per full day will be charged to the family's account.

Extended leaves must be in writing to the director. If the leave is less than 30 days full tuition is due as scheduled. If the leave is greater than 30 days, an extended leave fee of \$100 is due before the leave. Each 30 days will be assessed a \$100 hold fee or a portion thereof.

HEALTH REQUIREMENTS

The Department of Social Services of California requires a pre-enrollment physical. This form, "Physician's report," is to be signed by the child's physician and is a onetime requirement stating any medical needs or conditions the child may have, and acknowledgement that a TB is not required or results of the administered test.

All children entering preschool are required to have the required immunizations as mandated by law. Children will not be admitted to the program without the required immunizations. Upon registering, an official documented copy of immunizations from the doctor's office must be provided to the Preschool Office.

TOILET TRAINING

Ascension does not require children to be toilet trained for the 2 year old and young 3 year old room, however children **MUST** wear Pull-Ups, no diapers or Easy-Ups. When the child appears to be ready, and both parents and teachers are in agreement, we will assist in the move to toilet training. Due to teacher/child ratios and lack of changing facilities a child may not advance to the older 3-year-old or Pre-K room unless fully toilet trained. If the child does not meet these prerequisites to advance, the program may be unable to accommodate the child.

CLASSROOM TRANSITIONS

Transitions are not based solely on age, but when a child is emotionally, socially, and developmentally ready to enter the next classroom. These classroom changes are made primarily at the end of the school session or at the end of the summer session depending on ratios.

SCHOOL OPERATING HOURS

CHILDREN ARE ASKED TO ARRIVE BY 8:45 AM at the very latest. It is difficult for the child to adjust when he/she is dropped off after recess or the structured part of the class has begun. It is disruptive for the younger children who are engaging in classroom activities at this time and the older children are not given the opportunity to develop their gross motor skills and get the "wiggles" out.

Children attending "Full-Day" preschool may arrive between 7:00 AM and 8:45 AM and may be picked up between 3:30 PM and 5:35 PM. After 5:40 PM late fees of \$10 for every ten minutes or a portion thereof apply and are billed separately from tuition.

Children attending "Part-Day" preschool may arrive between 7:00 AM and 8:45 PM and **MUST** be picked up by 12:15 PM. After 12:15 PM late fees of \$10 for every ten minutes or a portion thereof apply and are billed separately from tuition.

Lunch time starts at 12:15 PM and is only for our full time students.

If a parent is running late he/she must contact the Preschool Office at (310)371-3531 or child's teacher. If the child has not been picked up by 6:00 PM, and the staff is unable to contact anyone or has not heard from the parent, Child Protective Services will be called. Repeated late pickups may result in termination from the preschool program.

Notify the Preschool Office or teachers to report any absences.

CALENDAR AND HOLIDAYS

Ascension Lutheran Preschool's calendar is set to the church's calendar as well as Torrance Unified School District. The calendar is set in January or February for the following school year. The calendar incorporates holidays, closures for staff in-service days, and family events.

Each family will receive an annual calendar. The calendar is also posted on the preschool website. The Preschool will be closed in observance of the following holidays:

- Labor Day
- Veterans Day
- Thanksgiving Week (for staff attendance at the LEC Conference)
- Christmas and Christmas Break
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Easter Break (the week following Easter)
- Memorial Day
- Independence Day
- 1 week prior to the opening of school
- Day between school calendar year and summer session

*Preschool will close one hour early the day before Christmas Break begins. Preschool will have a half day the Friday before PSD's Early Educator's Conference in the Spring (usually mid March) for staff in-service.

PRIVACY PRACTICES

Ascension Lutheran Preschool is committed to protecting the privacy of its students and families. Student's and staff's personal information (i.e. address, telephone numbers, e-mail address) are used only by Ascension Lutheran Church and School authorized personnel. Personal information is not shared or distributed with any individual, entity or organization without parent's consent.

CURRICULUM

CURRICULUM

Ascension Lutheran Preschool is a play based developmental program, which implements four curriculums to provide developmentally appropriate learning experiences. Teachers develop lessons from the curriculum based on the developmental needs of the class.

- Religion: One in Christ
- Literacy: Super Kids (TK & Pre-K), Zoo-phonics (2's & 3's)
- Handwriting: Zaner Bloser
- Discipline: Conscious Discipline

Each classroom posts a weekly lesson plan that lists activities developed based on monthly themes, scope and sequence and Bible stories. The scope and sequence directly correlates to the Pacific Southwest District Curriculum Guide and child assessments.

Ascension Lutheran Preschool fosters growth of the whole child in all developmental areas. The five developmental areas are:

- Small Motor
 - Small motor development occurs through manipulative activities such as blocks, puzzles, games, toys, cutting, gluing, coloring, painting, printing, play dough, and weaving.
- Large Motor
 - Large muscle development occurs through active play such as painting large pictures, digging, climbing, balancing, riding tricycles and scooters, playing with the parachute, bouncing, catching and throwing balls.
- Social/Emotional
 - Social/Emotional skills develop through adult and/or peer interaction such as interacting in classroom centers, at recess, at mealtimes, and group activities.
- Speech & Language
 - Speech and language skills develop through activities such as adult/peer interactions and conversations, books, games, and pretend play.

To assist in language and self-esteem development children are encouraged to share books and pictures that are theme related. **Toys from home are not allowed.**

- Cognitive
 - Cognitive skills develop through activities such as:
 - Intentional centers: dramatic play, writing, art, science, math/manipulative, blocks, and libraries
 - Large group time incorporating activities such as helper's chart, calendar, stories, finger plays, songs, theme related activities, and share time
 - Free play inside/outside
 - Teacher directed activities

Each child receives a portfolio at the end of the school year containing pictures, assessments, art work, anecdotal records, etc., which portrays the child's developmental progress.

CHAPEL SERVICES

Ascension Lutheran Preschool is sponsored by Ascension Lutheran Church. Every child participates daily in "Jesus Time." Teachers use songs, flannel figures, puppets and other types of visual aids to help each child come to know the love of our Savior Jesus Christ.

The children participate weekly in a developmentally appropriate chapel service presented by the Pastor. Chapel is held on Wednesday mornings and families are welcome to join us. Offerings are collected to support special missions which are highlighted in our newsletter.

The preschool sings during several Sunday morning church services and presents a special Christmas service. The dates are posted on the preschool calendar.

PROGRAM SCHEDULE

Below is a sample of a daily classroom schedule. Each classroom schedule varies. Individual schedules are posted in each classroom.

7:00	Center opens in the Rainbow Room
8:30	Clean-Up & Restroom
9:00	Snack Time
9:30	Outside Time
10:30	Clean-Up & Restroom
11:00	Center Time
12:00	Clean-Up & Restroom
12:15	Lunch, Half Day pick-up
1:00	Restroom
1:15	Naptime
3:00	Wake up time & Restroom
3:30	Story Time or Center Time
3:45	Wash hands & Snack Time
4:15	Outside Time
5:15	Clean-up time & Restroom
5:30	Inside Time
5:40	Center Closed

*Wednesday's Chapel at 9:15 AM

ARRIVAL AND DEPARTURE

The Department of Social Services Community Care Licensing Division requires each child to be signed in and out upon arrival and departure using full signature, not initials, and noting the time of day. **Failure to do so can result in a fine.** If a fine results, the cost is passed on to the parent/guardian. It is the parent's responsibility to notify the Preschool Office if the child is absent. It is important that the parent makes a staff member aware of your entrance and exit every time to ensure that the teacher is aware of the child's presence. Brief and loving good-byes are best. As a reminder parents are responsible for their child/ren as soon as they are signed out.

Children will be released ONLY TO THOSE INDIVIDUALS LISTED ON THE EMERGENCY/MEDICAL FORM. No child may be released to a person less than 18 years of age. If someone other than the regularly designated person will be picking up parent's need to give prior written notice of the appropriate details to the child's teacher or the director. If the person picking up the child is not listed on the designated form, he/she will need to be added before the staff can release the child. This person will be asked to provide an ID to match against listed on form. In case of emergency, parents must contact the preschool of the change and send an email.

If a non-custodial parent is not permitted to pick up the child, legal and official documentation must be on file. **To ensure the welfare and protection of your child, submit custodial paperwork to the director.** If we do not have the correct paperwork, the program must, by law, release the child to this parent. Ascension will make every attempt to notify the parent on record and delay the pick-up until said parent can arrive. **If a parent is involved in or has had a change of parental custody, it is the parent's duty to make sure the staff is aware and that the office has a copy of all court records.**

PARENT & SCHOOL COMMUNICATIONS

Knowing the preschool supplements the home life, a close relationship with the parents is encouraged so that home and school may each benefit from cooperation, planning and understanding.

- Parents/Families are invited to view the classroom in action and participate in designated special family events. Families are welcome to visit the school and the child's classroom anytime during the school year. When visiting during regular school hours, visitors are required to stop by the Preschool Office to sign in and get a "visitor's badge." The preschool staff strives to foster home/school relationships, but when children are present, teachers are required to focus on the children and may not be available to talk; therefore parents can reach out to the staff via email or phone call. The staff will get back to the parent within 24 hours, but the teachers are prohibited from responding to any communication outside of scheduled working hours.
- A bi-weekly newsletter and other important communications are sent home via standard email and Constant Contact, and/or placed in the child's cubby. It is the parent's responsibility to check emails, or the child's cubby daily. A copy is posted on the parent board.
- Parent conferences are scheduled for a day in the fall and late spring. Dates for these conferences will be announced in advance and by appointment. The schedules will be posted in the classrooms. During this time the parents will review the assessments completed.
- Preschool parents are encouraged to volunteer and help with various school events.
- Ascension Lutheran Church's app can be downloaded from the App Store or Google Play. Preschool families are encouraged to download the app to get notifications of church and preschool events.

EXTRA CURRICULAR ACTIVITIES

Students have a weekly opportunity to participate in Webby Dance Company, Amazing Athletes, and/or Mobile My Gym. Parents can sign up by using the links provided on Ascension Lutheran Preschool's website. Children will be picked-up and escorted to the designated classroom or outside area. All instructors have been fingerprinted, rostered and immunized in accordance with state requirements.

FIELD TRIPS

Teachers utilize field trips to reinforce objectives being taught in the classroom and may occur on or off campus. On-campus field trips require yearly "Field Trip Permission" enrollment agreement and includes all areas of Ascension Lutheran campus.

Parents will be notified in advance of any field trip occurring off campus. A permission slip with parent signature will need to be returned to the school prior to the event.

Field trip volunteers will need to have proper immunizations on file and sign the "Guidelines for Field Trip Chaperones." If there are not enough volunteers the trip may be canceled. To help ensure close supervision of classroom students, siblings are not allowed to accompany parents on field trips.

CONDUCT

STUDENT CONDUCT

Since the child's behavior is the ultimate responsibility of the parents, the parents will be expected to see that their child conforms and complies with acceptable standards of behavior within the preschool environment.

THE FOLLOWING BEHAVIORS ARE CONSIDERED INAPPROPRIATE AND UNACCEPTABLE:

1. Causing physical harm to another by hitting, biting, kicking, throwing objects, and/or any other dangerous physical actions.
2. Continual use of inappropriate language, spitting, verbal abuse, or degradation by children directed at other children or adults.
3. Destruction of property.
4. Repeated non-compliance by the child with the rules and routines of Ascension Lutheran Preschool and/or failure to listen to instructions by caregivers.
5. A child's behavior that is potentially harmful to themselves or others.

Failure to conform to these standards may result in the child's removal from the program.

DISCIPLINE

Ascension Lutheran Preschool utilizes principles of Conscious Discipline as its classroom management model. The purpose of conscious Discipline at Ascension Lutheran Preschool is to instruct the children in proper conduct. Discipline also teaches the children to develop self-control in order to live according to established standards of behavior in society.

The principles of Conscious Discipline align effortlessly with the teachings of Jesus. The belief that humans are sinners leads to the realization that conflict will never be eliminated in this world. The staff teaches forgiveness by forgiving; love by loving the children and their families. Through this modeling

and teaching, students are developing self-discipline. The goal is for children to develop problem solving skills that will benefit them throughout their lives and into adulthood. Corporal punishment is never used. Each classroom is equipped with a “safe place” where children take time to themselves to regain their composure. The staff follows the example of Jesus and use moments of conflict to model and teach loving behaviors.

Techniques of discipline must be fair, consistent, and respectful of children and their individual needs and stages of emotional development. Acceptable discipline techniques used by our teachers include:

1. Setting fair and consistent standards
2. Providing clearly-defined expectations
3. Redirecting the child to appropriate activities
4. Temporarily removing the child from a stressful situation
5. Limiting the child’s participation in certain activities
6. Sending the child to spend time with the director
7. Contacting the child’s parents for removal from the preschool
8. Logical consequences

Consequences are administered with the intent of helping the child learn to make better choices. A child may be asked to leave Ascension Lutheran Preschool if, after conferences with the teacher, director, and parents, it has been determined that the preschool program is unable to meet the needs of the child and/or the family while continuing to meet the needs of the other children enrolled.

HARASSMENT

Ascension Lutheran Preschool is committed to provide a learning environment that is free from harassment in any form. Harassment of any student or staff member by any other student or staff member is prohibited. Any allegations of harassment will be considered serious by the staff and will be investigated in a prompt, confidential and through manner. Harassment includes, but is not limited to, any of the following: verbal harassment, physical harassment, visual harassment and sexual harassment.

SUSPECTED CHILD ABUSE

In accordance with California law, Ascension Lutheran Preschool is mandated, under penalty of fine and/or incarceration; to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legal narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law (California Penal Code Section 11166) is to mandate a report of reasonable suspicion of abuse. School staff will make such reports in the best interests of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to proper authorities for investigation and review. Should an abuse incident ever be suspected, Ascension Lutheran Preschool will take action and be assured such action is taken only in the spirit of what is best for the child/ren and the family. The goal is to obtain help and support where it is needed.

HEALTH

DAILY WELLNESS CHECKS

Teachers will perform a daily wellness check before a child can be signed in and accepted into school. These wellness checks will include checking for symptoms of COVID-19, flu, and other illnesses. Wellness checks may also include contactless temperature checks. Any student with a temperature of 100.4 degrees or higher will not be permitted.

- If it is determined that your child is too ill to attend, you will be asked to sign the **Daily Wellness Check** form and your child will be sent home.
- Parents need to report any injuries that occur outside of school including scrapes, cuts, or bruises to the staff. The staff will document this information on the Daily Wellness Check form and parents will need to sign before dropping the child off.
- If the staff notices an injury after drop off, that was not disclosed to a staff member, the parent will be contacted, and need to provide a written explanation via email. At pick-up the parent will need to sign the email.

ACCIDENT/ OUCH REPORTS

Every effort is made to provide a safe environment; however, accidents do occur. If this should happen, first aid is given as soon as possible and parents are notified. If the injury is minor parents will be notified by an Accident/Ouch report. If the injury is to the head area, parents will receive a phone call. If the director and/or staff feels the injury needs further care the parent will be called.

It is important to KEEP WORK AND HOME PHONE NUMBERS AND ADDRESSES CURRENT for yourself, as well as all authorized persons, so that we can locate you in case of an emergency.

SCHOOL ACCIDENT INSURANCE

All students are covered by a limited accident insurance policy that is secondary to any policy the family may have. Information regarding payment for any accident is available through the Church Office.

ILLNESS POLICY

Ascension Lutheran Preschool is not licensed for ill-child care; therefore, children who are ill or who show symptoms of illness will be sent home.

Children with the following symptoms are **not to be sent to school and will be sent home:**

- A temperature over 100.4 degrees Fahrenheit with any other symptoms listed below, within the past 24 hours.
 - A constant cough
 - A cold with yellow-greenish nasal discharge
 - A sore throat
 - General listlessness, fatigue, or headache
- Nausea/ vomiting within 24 hours previous to school time
- Diarrhea- change in consistency, frequency, color or odor of stool.

- An undiagnosed skin rash and/or eruptions of unknown origin such as cold sores, fever blisters, and boils.
 - A note from the doctor is required to return to school
- Ringworm
 - Ringworm should be treated by a physician and is contagious for 24-48 hours after treatment or unless covered by clothing.
- Impetigo
 - Impetigo should be treated by a doctor and is contagious for 24-48 hours after treatment.

Lice or nits in hair (children will not be allowed to attend until all lice or nits, dead or alive, are removed. An inspection by the staff will determine if lice and nits are gone before readmitting the child.)

- Taking antibiotics, but has not been on the antibiotic for 24 hours
- An eye discharge or crust
 - A child with conjunctivitis (pink eye) must stay out for 48 hours after the prescription medication starts **and** until all redness/discharges are gone.
- Coughing associated with respiratory infection.

If your child has or has been exposed to a communicable disease (chicken pox, mumps, pink eye, etc.) parents **MUST** notify the Preschool Office.

If a child becomes ill while at school, the child will be isolated at once from the rest of the children, and parents will be notified to pick the child up. **The child must be picked up within an hour by the parent or someone on the emergency card after receiving a call from the school.**

Before returning to school children must:

- Be fever free for 72 hours without use of a fever-reducing medication such as Tylenol or Motrin
- Be vomit and diarrhea free for 48 hours
- Be completely free from eye discharge or crust
- Be completely free from lice or nits in hair
- Have taken antibiotics for a full 24 hours

If a child has been absent for 3 or more consecutive days due to illness, a doctor’s statement is required for your child to return to school.

Any child who develops a fever or shows signs of illness while at school will be isolated at once from the rest of the children. If the child displays any of the above symptoms, the parents will be notified to pick the child up. If the parents cannot be reached within 15 minutes of being contacted, staff will start calling designated persons listed on the emergency form. **THE CHILD MUST BE PICKED UP WITHIN AN HOUR AFTER RECEIVING A CALL FROM THE SCHOOL.** Failure to pick-up your child in a timely manner can result in termination from program.

ADMINISTERING MEDICATIONS

Ascension Lutheran Preschool adheres to the following requirements when administering medications: medications include, but are not limited to Epi pens, inhalers/nebulizers, insulin daily injection pens/devices, glucagon injections, antibiotics, topical creams, etc.

- All medication must be prescribed by a physician. This includes any over the counter medication such as Tylenol, Benadryl, diaper rash cream, lip balm, etc.
- All medication **MUST BE IN THE ORIGINAL CONTAINER/PACKAGING**
- All prescribed medication **MUST HAVE THE PRESCRIPTION LABEL** on the packaging, stating the dosage, method of administering, and time of dosage.
- All over the counter medications **MUST HAVE THE ORIGINAL LABEL and DRUG FACTS** stating dosage and directions.
- An “Incidental Medical Service Plan (IMS plan)” must be filled out and signed by the parents
- A “Parent Consent for Administration of Medications and Medication Chart” must be filled out and signed by the parent
- If the IMS plan requires the use of a nebulizer, parents must fill out and sign “Nebulizer Care Consent/Verification” form (LIC9166)
- All medication must be handed directly to a staff member. **Do Not** put the medicine in the child’s backpack, lunchbox, or cubby. This includes sunscreen, diaper cream, and lip balm.
- If medication is administered at home, inform the child’s teacher in case any unusual or adverse reactions occur.

FOOD PROVISIONS

SNACKS & LUNCH

Two nutritious snacks are provided daily, consisting of two food groups. Menus are posted in the classrooms.

Ascension does not provide breakfast food, milk, or utensils however, children may bring breakfast and eat it on campus from 7:00-8:30. After 8:30 children are cleaning up and getting ready for the day.

We do not offer a lunch program at this time. Parents are responsible for providing a lunch. If a child fails to bring a lunch, we will call you to bring a lunch. Lunches should already be prepared, nutritious and stored safely. **Teachers cannot prepare lunches or store them in the class refrigerator.** For health and safety concerns no candy, soda or glass containers should be sent to school.

Children are encouraged to eat "protein" (eggs, cheese, meat, tuna, peanut butter), and fruit or vegetable, (applesauce, tomatoes, carrot sticks, canned pears, canned fruit cocktail, fresh fruit), before "treats," (chips, pretzels, granola bars, fruit roll-ups, etc.) or "dessert," (cookies, cupcakes, pudding, etc.). We will not open "treats" or "desserts" until 1/2 sandwich (or protein) is eaten and fruit (or vegetable) has been eaten. Some children are aware enough to open the treats or dessert themselves and try to do so before staff notices. Please be aware that staff will remove the item until nutritious food has been eaten and then return it when sufficient "healthy" food has been eaten.

FOOD ALLERGIES

Parents are required to notify Ascension Lutheran Preschool of a child's allergy and its severity. A child's allergy needs to be noted on the admissions forms; "Physician's Report" and "Child's Preadmission Health History." In addition, parents will need to fill out the "Food Allergy/Sensitivity/Preference" form indicating severity and reactions. The parent's secondary responsibility is to provide us with lists of known safe foods and with lists of ingredients that are not safe.

A snack menu will be sent home for parents to review. Parents must designate which foods the child cannot eat, before signing and returning the snack menu to the child's teacher no later than the 1st of the month. Parents can provide alternate snacks.

Ascension Lutheran Preschool does not restrict what allergens parents send in a child's lunchbox. If a parent has a concern regarding food allergies, the parent can discuss this with the child's teacher or the director.

BIRTHDAYS

The classroom teachers designate a special day to recognize each child's birthday. Parents may provide a special morning snack, but snack items need to be store bought and an ingredient list must be provided to the child's teacher 24 hours in advance so that it can be communicated to the other parents in the class. Parents may send a substitute snack for their child to eat if the child has allergies and cannot eat the special snack provided.

Suggested snack items include fruit snacks, fruit cups, mini cupcakes, mini donuts, or donut holes. For health and safety purposes, Ascension Lutheran Preschool does not allow lit candles, latex balloons, piñatas, or candy. Goody bags are allowed as long as there is enough for every child. Because Ascension Lutheran Preschool has a half-day program all special snacks need to be provided for morning snack so that none of the children miss out on celebrating a classmate's birthday.

EMERGENCY/SAFETY

DISASTER PROCEDURES

If a major disaster occurs during preschool hours, the children will be consolidated on the big grass field located behind the school. Mandated procedures will be followed for dismissal of the children. The main driveway located on Prairie Ave. will only be used for emergency vehicles. The school reunion gate is located on the east side of campus at Cordary Ave. & 180th Street (behind the grassy field) in the residential neighborhood. Staff will escort the child to the gate. Children will only be released to authorized persons.

EMERGENCY DRILLS

Fire drills are held monthly and earthquake drills four times a year. Teachers discuss exit and safety procedures regularly. The preschool's emergency evacuation routes and plans are posted in each classroom and the preschool office.

EARTHQUAKE KITS

Ascension Lutheran Preschool maintains earthquake supplies and food kits. The kit is designed to maintain the student for 72 hours on a minimal level of nutrition and safety until the parent can pick the child up. In addition, children are also required to keep an extra set of clothes at school, and a picture and/or note of reassurance in the class disaster procedure binder.

PARKING and TRAFFIC SAFETY

When bringing a child to school or picking up a child from school, please observe the following guidelines and exercise extreme caution for the safety of all children.

- **Please drive slowly**
- Park designated spaces
- Respect handicapped parking areas and do not use them if your car does not display a permit

To reduce congestion you must make a right turn onto Prairie.

CLOTHING

SUGGESTED CLOTHING

Learning is a dirty job! Children can, and will get messy during the day. Children should be sent to preschool in clothing that can easily be laundered. When painting, the child often gets paint on their hands, arms, and any clothing not covered by our paint aprons, and while washable paint is used, it can stain some clothing. Children need to be comfortable and safe at play.

Children should dress in simple clothes for active learning; T-shirts, pants or shorts, removable sweater or jacket, socks and tennis shoes. Children should be wearing clothing they can easily manage to unfasten and refasten when going to the bathroom. Suspenders, belts, onesies, rompers, bodysuits,

overalls are all adorable and cute, but can cause a bathroom accident if it can't be undone quickly enough!

Bare feet, "Jellies," flip-flops or open toe shoes are a safety hazard and are **not allowed** at any time.

Each child is required to provide a full change (or changes) of clothing to be left at the preschool in case of an accident. This includes a top, bottoms, underwear, and socks. **All clothing should be clearly marked with your child's name.** If a child does not have extra clothes, the school will call the parent and ask you to drop off a set of clothes.

If a child brings a jacket or sweater it must be labeled with the child's first name and last initial. The teacher may initial a jacket or sweater if there is no name.

The Preschool cannot be responsible for your child's clothing and personal belongings, therefore, we ask you not to bring anything of value to school. This includes money, purses, toys, and expensive clothes.

LOST & FOUND

Ascension Lutheran Preschool is not responsible for lost or stolen items. Parents are requested to label all belongings. The staff will do its best in locating lost items.

COMMUNITY SERVICE

FAMILIES INVOLVED IN SERVICE HOURS (FISH)

The purpose of the FISH Program is to strengthen the relationship between families and the school. Willingness to use God-given abilities in service to the school enriches everyone, particularly the children, as the children can see servant hearts modeled. Details are included in registration packet.

Each Ascension Lutheran Preschool family unit is asked to give five hours of service to the school each year. Families with more than one student enrolled in Ascension Lutheran Preschool will give a total of five hours of service. These hours are to be completed by the parents/guardians, grandparents, aunts/uncles, or high school graduate family members of the students in preschool.

A donation of \$100 will be accepted in lieu of FISH service hours and will be due before the first day of school. These donations will be used to fund enrichments offered in the preschool. Un-served hours

will be billed at the rate of \$20 per hour at the end of the school year. It is up to each family to decide how and when to fulfill their FISH commitment.

The time and talents of each family will improve both the quality and the quantity of programs Ascension can offer. The FISH Program will serve as a great way to get to know other families in the Ascension community.

VOLUNTEERS

Any persons wanting to volunteer in the classroom or on field trips **MUST** have the following immunization records on file:

- **MMR** (measles, mumps and rubella)
- **Tdap or Dtap** (diphtheria, tetanus, and pertussis) – within the last 10 years
- **TB (tuberculosis)**- within the last 3 years
- **Flu Shot**- proof of current year flu vaccine or written waiver

Community Service

Each year the preschool may participate in a toy drive, food drive, or clothing drives to help a mission, our military or the people in need in our community.

PHOTO and MEDIA POLICY

PHOTOGRAPHS/VIDEOS

When enrolling in Ascension Lutheran Preschool, parents will have the opportunity to agree or to disagree with the Photography/ Video policy. Parents will be given the opportunity to provide consent for photo/video use in the classroom at our Meet the Teacher Night, Constant Contact, portfolios, and the yearbook. As well as a consent for the public display of pictures/videos for use on the Ascension website, Facebook, advertising, and/or any other school related online posts. Names will not be released. Consent forms can be updated and changed at any time.

Photographs, digital photographs and or videos will be taken of children during school activities or events. No compensation will be given.

DISTRIBUTION OF PROMOTIONAL LITERATURE

No one is permitted to distribute to classmates or preschool families of any promotional literature, advertising, various pamphlets or other materials without direct knowledge and consent of the director.

CONTACT INFORMATION

Ascension Lutheran Preschool

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Torrance, CA 90504

Phone: 310-214-3905

Office: 310-371-3531

License # 191601364

Preschool e-mail: preschool@ascensiontorrance.org

Office e-mail: schooloffice@ascensiontorrance.org

Website: www.ascensionlutherantorrance.org

Facebook: Ascension Lutheran Preschool-Torrance, California

Hours of Operation: 7:00 AM- 5:40 PM unless otherwise noted

Part-day Program: 7:00 AM- 12:15 PM