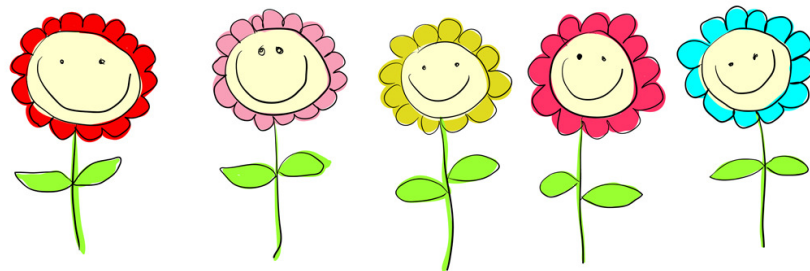


Ascension Lutheran Nursery School and Kindergarten

Since 1963

Parent Handbook
2011-2012



Welcome

Our staff welcomes you and your child to our school. We look forward to sharing a happy and satisfying year. This handbook provides you with a school calendar, explains our policies, and offers practical suggestions for parents.

If you have any questions or concerns that are not addressed here, please call me. If you are unable to reach me, leave a message, and I will return your call. The school's telephone number is listed below. In an emergency, you may call me at my home at 410-377-0575.

We invite you to the Church Parlor or library during the school's gradual entrance days to share lemonade, munchies and to meet other parents.

Reminder: Please have your child bring these items on Opening Day:

- Personal Information Sheet
- Tote Bag—Please label the tote with child's name and feel free to add your own creative touches so that your child can identify his or her bag easily.

We are glad you have chosen Ascension as we celebrate our 48th year of promoting successful learning experiences for our students.

Kati Ball, Director

Ascension Lutheran Church Nursery School & Kindergarten
410-825-1725

My child's teachers and their phone numbers:

- Name: _____ Phone: _____
- Name: _____ Phone: _____

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2011-2012 Calendar

September	1	Kindergarten starts
	5	Labor Day—Closed
	7	Parent Orientation 4's
	8	Parent Orientation 2's, 3's
	12	Classes begin for 2's, 3's, 4's
	13	Kindergarten Back to School Parent Night - 7pm
30	Ascension Professional Meeting 12-3; School open in a.m. (closes at 11:45); Closed in p.m. for students	
October	3-7	Music, Science Art begins
	5-7	MDE classes begin
	TBA	3's Fall Fun Day
	17-20	Speech Screening
	21	MSTA Convention - Closed
November	TBA	Conferences for 3's, 4's & K's. Details will be sent by your child's teacher.
	23 - 27	Thanksgiving - Closed
December	16	Christmas/Winter Holiday begins at dismissal for 2's, 3's, 4's, K's
January	3	School reopens
	16	Martin Luther King Holiday - Closed
February	20	President's Day - Closed
March	1	Ascension Professional Day - School closed for students
	TBA	4's Desserts for Dad's
	TBA	K's - Dad's Night
	TBA	Conferences for 2's, 3's, 4's. Details will be sent by your child's teacher.
	12-15	Vision Screening
	26/29	School Pictures
April	2 - 9	Easter/Spring Break
	10	School Reopens
May	TBA	4A Mom's Day; K's Mom's Fun Day; 3's Wiltondale Picnic; 4B/C Mom's Day
	21- 24	Last Week of classes for 2's, 3's, 4's
	25-28	Memorial Day Weekend - Closed
June	5	K's Last Day

Kindergarten - 173 days
Nursery School - 161 days

OUR PHILOSOPHY & MISSION

The Ascension Lutheran Church Nursery School & Kindergarten program provides a nurturing environment addressing the needs of the total child.

Through developmentally appropriate teaching strategies, our instructional program offers age appropriate learning experiences that encourage social, emotional, spiritual, and academic growth.

We strive to establish a framework for further educational success by encouraging creativity, building positive self-images, and fostering a love of learning.

CLASS SIZE AND TEACHING STAFF

In order to promote individual attention for each student, our class sizes are limited, and each class is staffed with a lead teacher and an assistant teacher. Students also receive specialized instructions from our school music teacher and a science/art teacher who works with the 3-year-old, 4-year-old, and Kindergarten students. Our lead teachers are highly qualified college graduates, and our assistant teachers have completed Early Childhood Education course work. Our teachers are kept current with CPR and First Aid accreditation. Teachers are also required to attend Early Childhood Education Workshops each year.

Following are the maximum class sizes by age group:

- 2-year-old classes: 12 students
- 3-year-old classes: 16 students
- 4-year-old classes: 20 students
- Kindergarten class: 18 students

ADMISSIONS

Ascension Lutheran Church Nursery School & Kindergarten does not discriminate on the basis of race, color, religion, national, or ethnic origin regarding students, faculty, or administrative staff. Admission priority is given to families of current students, children of Ascension Lutheran Church members, and families of former students.

PARENTAL INVOLVEMENT

Your involvement is an important part of your child's education. We encourage you to:

- Volunteer to help with holiday parties
- Visit the classroom to celebrate your child's birthday
- Attend special classroom events
- Read the newsletters sent by our staff and respond to requests for special needs
- Attend parent conferences
- Encourage your child's love of learning

PARENT OBSERVATIONS AND CONFERENCES

Parents are welcome to visit in the classroom at any time. A parent-teacher conference is scheduled for each child. Your child's teacher will schedule a date with you. If you would like a conference before your scheduled date, please call the school director or your child's teacher.

MID-DAY ENRICHMENT PROGRAM

In addition to our regular curriculum, we offer an optional mid-day enrichment program from 11:45-2:15 Wednesdays, Thursday and Fridays for children who are in the 3-year-old and 4-year-old classes, and Thursdays and Fridays for the Kindergarten classes. These special interest programs include time for lunch, indoor and outdoor free play, and activities centered around a specific theme. Registration for MDE classes is in September and January.

Hints for Softening the Separation

The process of separating from parents is one of the most important developmental stages in your child's young life. Here are some suggestions that may help make that transition easier on both of you.

- Be sure that you are comfortable with your decision to enroll your child in a group program.
- When you drop your child off in the classroom, say “good-bye” with a kiss or a hug and reassure your child that you will return soon.
- To provide comfort, you may want to send your child to school with a familiar object from home, such as a blanket or stuffed animal.
- It is not unusual for children to cry when a parent leaves the classroom. Try not to let it delay your departure; prolonged good-byes are not reassuring. If you express confidence as you leave, your child will be reassured that you feel the classroom is a safe place.
- Never sneak out.
- When you pick up your child, ask about your child's day. Talk about experiences in the classroom, mentioning teacher's names, favorite toys, snacks, etc.
- Be positive as you talk about the next time your child will be attending school.

ARRIVALS, DISMISSALS, AND TRAFFIC

Walk-in Arrivals

- 2-year-old students - Parents must bring 2-year-old students into the classroom and pick them up in the classroom. On warm days, you will pick up your child on the school playground. During arrivals and dismissals, you may park on Yarmouth Road or Worcester Road.
- 3-year-old, 4-year-old, and Kindergarten students - Parents are welcome to walk their children to the Yarmouth Road entrance where a teacher will greet you. If driving, park on Worcester (not the church semi-circular drive) to walk your child around the building. **DO NOT PARK** on Yarmouth Road during carpool time. It is not safe to walk your child across Yarmouth at that time.

Car Pool Line Arrivals and Dismissals

At the beginning of the school year, you will receive a name card with your child's last name printed on it. Please place this card on the passenger side of your car. As you approach the school, please display your name card so that we can have your child ready at the front of the line to place in your car. If your windshield is tinted, it may be easier for us to read if you hold the name card against the windshield. This memory aid helps us move the car pool line faster

3-year-old, 4-year-old, and Kindergarten students are met by their teachers in the carpool line at the outside entrance on Yarmouth Road. The carpool line heads west on Yarmouth Road toward York Road. Please be patient for the first few days, as we learn to recognize your car. Remember to display your name sign.

3's & 4's morning drop off time is 9:15-9:30. Pick up time is 11:45-12:00.
3's & 4's afternoon drop off is 12:45-12:50. Pick up is 3:15 promptly. If an emergency arises and you can't pick up or drop off your child on time, please call the school immediately.

Important Carpool Line Tips

- Please use the car pool line.
- Consider forming a car pool. It's faster, fun for the children, and gives you more free time.
- Display your name card on the visor on the passenger side of your car. Flip it back out of sight after you leave.
- Do not block driveways.
- Do not park your car and leave it. This is a no parking zone.
- Stay in your car. We will help your child in and out of your car.
- Place car seats on the passenger side of your car so that we can help your child.
- To save time, unhook your child's seat belts when your car comes to a stop. Each car seat works differently. Help your child learn how to operate seat belts.
- Be extra careful when pulling out of the car pool line. Look for cars that may be pulling around you.
- If you are having trouble turning left on York Road, we suggest you turn right and go around the block to help alleviate backup.

RELEASE OF YOUR CHILD TO ANOTHER ADULT

To protect your child, we do not release your child to anyone but the parents unless we have your written approval. If your child is going home with someone other than a regular carpool parent, you must send a written note to school. Written permission is also required if your child is going home with a school friend.

INCLEMENT WEATHER AND EMERGENCY CLOSING POLICY

Ascension adheres to the school closing decisions made by Baltimore County Public Schools. To find out if we are closed, please listen to the radio, television, or check www.bcps.org. We will not contact you by phone. After 7:30 a.m. you may call 410-825-1725 at the preschool for a recorded message.

- If the Baltimore County Public Schools are closed due to inclement weather conditions, we will close.
- If the Baltimore County Public Schools open 1 hour late, we will open 1 hour late.
- If the Baltimore County Public Schools open 2 hours late, we will open 1 hour late. Afternoon and mid-day enrichment classes will meet as scheduled (11:45 or later).
- If Baltimore County Public Schools close 1 hour early in the afternoon, we will also close 1 hour early.
- If Baltimore County Public Schools close 2 hours early, we will close at 11:45 with no afternoon classes.
- If weather conditions worsen during the day, you are welcome to pick up your child early.

Tip: Stay tuned to your radio or www.bcps.org, as school closing decisions can change during the course of the day.

If our school is closed for inclement weather, we will analyze all 11 sections of classes, determine how many days have been missed for each class, and schedule make-up time in an equitable manner. The primary obstacle to rescheduling time during the school year is that there is very little time when our classrooms are not in use.

CLOTHING

Your child should wear clothing that is comfortable, not formal, and footwear that is secure, not slippery. Because we take the children outside every day whenever possible, please keep weather conditions in mind.

TOTE BAGS

Every child is required to have a tote bag. Ascension tote bags are available for \$8.00 and measure approximately 12"x15". Kindergarten students may use backpacks. Art projects and letters from the staff will be put in these bags, so be sure to check them everyday. Messages from home may be sent to school via tote bag, too.

Tip: Put your child's name on tote bags and clothing (jackets, etc.). You may want to keep a change of clothes in your child's bag so that he or she has something familiar to put on in case of a mishap.

BRINGING THINGS FROM HOME TO SHARE WITH THE CLASS

Our staff appreciates having our students share good music or books from home which are geared for a group situation or the current topic of study in the classroom. *Show & Tell* is observed in some classes - your child's teacher will talk more about this program. Please do not send your child to school with toy guns or other pretend weapons.

FIELD TRIPS AND SPECIAL PROGRAMS

A variety of special educational programs are scheduled for your children during the school year, such as visits from the park ranger, firefighters, and puppeteers, to enrich their classroom experience. In addition, the 4-year-old and Kindergarten groups participate in field trips such as *Arts on Stage*, a visit to a farm, or hike at a nature center. We hope that your child will participate in these special programs. We will provide you with details about each trip and ask you to sign a permission slip before each event. The cost for field trips is included in tuition.

JOIN OUR FELLOWSHIP & FUN EVENTS

Our church/school liaison cordially invites you to participate in the various programs and activities of the congregation. Feel free to call 410-825-1725 if you have any questions or if you'd like to volunteer help.

- Fellowship & Fun Events - They include hayrides and workshops with potlucks in the building. Invitations will be sent home with the children.
- Service Projects - We collect food for Thanksgiving baskets and toys for children at Christmas.
- Vacation Bible School - It is a wonderful week of fun and learning for children age 3 and older.
- W.A.H.O. (Women of Ascension Helping Others) - This group of young mothers meets for fellowship, devotions, and service projects twice a month. Children are welcome at meetings.
- Sunday Church School for all ages at 9:30 a.m.
- Sunday Worship Services are at 8:00, 9:30 and 11:00 a.m..

SNACKS

A snack that includes 1% milk is served in the morning or afternoon in each classroom. It is not necessary for a child to bring food to school, unless he or she wants to bring a treat to share with the class, or is registered for the Mid-day enrichment program. If your child has an allergic problem with particular foods, please let the office and teacher know.

BIRTHDAYS

Birthdays may be celebrated during school hours. Parents furnish refreshments and are encouraged to attend. Please make arrangements with your child's teacher in advance to insure safety for children with food allergies. No balloons please.

HOLIDAY PARTIES

Children in all classes celebrate holidays on the day nearest the holiday. Special refreshments prepared by parents are served in the class. To volunteer for a party, sign up with your child's teacher. Here are some special holiday notes:

- | | |
|-----------------|---|
| HALLOWEEN | Your child may wear or bring a costume. Please have your child carry a mask. <i>Note: children in the 2-year-old classes do not dress up for Halloween.</i> |
| CHRISTMAS | Children do not exchange gifts in the classroom. |
| VALENTINE'S DAY | Please send enough cards with your child for each classmate; cards should have your child's signature but should not be addressed to specific children. |

WHAT TO DO IF YOUR CHILD IS SICK

The health and safety of your child is one of our primary concerns. Please let us know if your child is absent because of communicable disease. We will notify you if your child is exposed to a communicable disease in school. Please notify the school if your child will be absent for more than a day or two due to an illness.

Our classes spend a part of every day outdoors, unless it is raining or very cold. In order to assure adequate supervision on the playground, staff members cannot remain inside with a child recovering from a cold or virus. If your child is too sick to benefit from outdoor play, he or she should probably remain at home.

When to Keep a Sick Child Home

- If child has an elevated temperature:
 - Normal ear temperature - 98.6 F
 - Normal mouth temperature - 98.6 F
 - Normal rectal temperature - 99.6 F
 - Normal underarm temperature - 97.6 F
- If child is vomiting
- If child has diarrhea
- If child has unknown rash or vesicles on face or trunk of body
- If child shows signs of infection, such as a combination of runny nose, cough, and fever
- If child shows signs of pink eye, such as itchy, watery, irritated eyes. This is very contagious, check with your doctor before sending child to school.

Please be aware that no medical personnel is on site. We will call 911 in a medical emergency. We are not authorized to administer medications except pre-authorized emergency allergy medications. This includes sunscreen which must be applied before your child comes to school.

SCHOOL BUILDING SAFETY

Our school building is inspected and tested for lead in paint, asbestos, and fire safety. In these areas, the building has met the guidelines as required by the Maryland State Department of the Environment and the Environmental Protection Agency (EPA). The results of these inspections and tests are available during regular school hours.

EMERGENCY PROCEDURES

The safety of the students and staff at Ascension Lutheran Church Nursery School & Kindergarten is the highest priority. A copy of our Emergency Plan is available in the office. It outlines procedures our staff will follow in case of fire, weather, injury or illness emergencies. Fire drill procedures are practiced in each of the classrooms.

STUDENT RECORDS

The school retains student records in the school office for two years after a student withdraws. Records are then destroyed by shredding. Student records are confidential and require a written Release of Records for or letter in order to send them to another school.

DISCIPLINE POLICY

The philosophy of the school is to promote the child's physical, social, mental, and spiritual development. In that spirit, we believe that children learn by example, and adults should be positive role models. Adults can develop a nurturing and positive relationship with children by expressing interest in their activities.

In our school, the children's schedules and classrooms are carefully arranged to best meet their needs. We provide a variety of activities and enough supplies to eliminate the potential for conflict.

Most importantly, our small teacher-pupil ratio allows our teachers to be positive role models by offering encouragement and praise for good behaviors and addressing potential problems quickly.

When a problem does arise, the teacher talks quietly with the child to explain why the behavior was inappropriate and give examples of appropriate behaviors. Limits are consistent. If the child continues to display inappropriate behavior, "time out" will be used.

“Time out” is used for acts of physical aggression, destructiveness, or tantrums that cannot be ignored. During “time out,” the child is seated in a chair apart from the group for a few minutes, but not out of sight or hearing of the teacher. The teacher explains the reason for the “time out” and suggests appropriate behavior.

We encourage cooperation between the family and school in this and all aspects of the child’s development. Please don’t hesitate to call your child’s teacher or the school director if you have any questions or concerns.

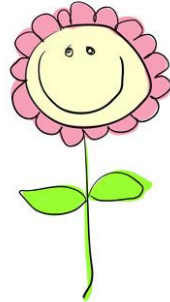
TUITION

Tuition is paid quarterly unless you paid the annual balance in July. Please see the chart below for the tuition amount and due date for each quarter and make sure that your tuition is paid on time. A \$15 late fee will be imposed after the 15th. Your tuition notice and cancelled checks are your receipts. Our Federal ID# is 52-0635081.

CLASS	JULY 1	OCT. 1	FEB. 1	APR. 1
1-DAY	\$155.00	\$155.00	\$155.00	\$155.00
2-DAYS	\$325.00	\$325.00	\$325.00	\$325.00
3-DAY 3’s	\$455.00	\$455.00	\$455.00	\$455.00
3-DAY 4’s	\$460.00	\$460.00	\$460.00	\$460.00
4-DAYS	\$605.00	\$605.00	\$605.00	\$605.00
Kindergarten	\$865.00	\$865.00	\$865.00	\$865.00

Tuition checks should be made payable to
Ascension Lutheran Church Nursery School & Kindergarten or
ALCNS&K and sent to:

Kati Ball, Director
Ascension Lutheran Church Nursery School & Kindergarten
7601 York Road
Towson, MD 21204-7583
Phone: 410-825-1725
Fax: 410-825-9013
kati@ascensiontowson.org



Love. Learn. Grow.

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