



After School
and
Summer Camp
Family Handbook

SCHOOL MISSION STATEMENT

Through Christ we rise above the ordinary to achieve the extraordinary.

PHILOSOPHY

The community of Ascension is committed to providing a school program that is clearly Catholic in character, aims for excellence in academics, and recognizes the uniqueness of all students. The faculty, supported by the parish staff, School Board, and Parent Teacher Organization (PTO), recognizes that students must be prepared to meet challenges of an ever changing world and to live cooperatively as critical thinkers and problem solvers in a global society. Love of God, human dignity, justice, ecumenism, service to others, stewardship, and excellence are important components of our instructional program.

Ascension After School and Summer Camp is a ministry that seeks to nurture the Christian values and attitudes of our children. Staff strive to be Christian role models to the children in character development, self-discipline, self-esteem, and respect of self and property. We seek to compliment the job of home, school and the parish community by working collaboratively to support our children.

Ascension After School is a licensed child care facility designed to provide quality after school and summer care for children who attend Ascension School, ages 3 – 5th grade.

Believing that children need time after school to play, grow, relax and choose what they want to do, the program provides opportunities for children to choose from a variety of activities. These include indoor/outdoor games, technology, including iPads, snack, homework time, art, drama, and special activities, like cooking and science experiments.

Believing that children flourish in a safe and supportive environment, children are supervised by qualified and caring staff that enjoy interacting with school-age children. The staff provide positive guidance and discipline that encourages children to be independent and solve problems.

Believing that afterschool and summer care are a vital ministries of Ascension Parish for its families, the administration and staff are dedicated to providing care in a Christian atmosphere which supports the education mission of the parish.

ADMISSION POLICY

Afterschool

Our afterschool program is available to all Ascension students ages 3 years – 5th grade.

Summer Camp

Ascension summer camp accepts registration forms in the following order:

1. Current Ascension families
2. Previous summer campers who are non-Ascension families
3. New summer campers who are non-Ascension families.

Once the summer program is filled to capacity we will begin a waiting list and families will be contacted as soon as an opening becomes available.

TUITION & FEES

Afterschool

Registration Fee

There is an annual \$40.00 non-refundable registration/supply fee per child. The registration fee applies to all children, regardless of how much you use the program. The registration fee can either be paid by check, cash, or withdrawn from your account.

Tuition Payment

Tuition is automatically withdrawn on Monday. Funds will be withdrawn from the account you indicated on your ACH debits paperwork. The first payment will be withdrawn on the first day of school. The remaining payments will be withdrawn on Mondays. There will be 38 payments per school year.

*Insufficient funds may incur a \$20 charge.

Sibling Discount: \$10.00/week discount for younger siblings of families enrolled full time.

\$5.00/week discount for younger siblings of families enrolled part time.

Withdrawal Notice

Parents must provide a two week written notice prior to the child's last day of after school care. If less than two weeks is given, parents will be charged for the two weeks from the date the written notice is given.

Refunds

There will be no refunds for absences of any kind.

Defaults

Children whose parents/guardians default in the payment of tuition may be withdrawn from Ascension. The parent/guardian named on the ACH form will be responsible for any collection costs and/or attorney fees incurred in the collection of the account.

LATE PICK-UP FEE

*\$1.00 per minute per child for the first 15 minutes after 6:00PM.

*After 15 minutes - \$2.00 per minute per child.

* At 6:05 we will begin calling authorized persons to pick up your child/children.

*All fees will be based on the time that appears on the clock at the sign out desk.

*Late fees will be automatically withdrawn along with your weekly fee on the following Monday.

Summer Camp

Registration Fee

There is an annual \$50.00 non-refundable registration/supply fee per child. The registration fee applies to all children, regardless of how much you use the program. The registration fee can either be paid by check, cash, or withdrawn from your account.

Tuition Payment

Tuition is automatically withdrawn on Mondays. Funds will be withdrawn from the account you indicated on your ACH debit paperwork. The first payment will be withdrawn on the first day of camp. The remaining payments will be withdrawn on Mondays. *Insufficient funds may incur a \$20 charge.

Withdrawal Notice:

Parents must provide a two week written notice prior to the child's last day of summer camp. If less than two weeks is given, parents will be charged for the two weeks from the date the written notice is given.

Refunds

There will be no refunds for absences of any kind.

Vacation credit of one week

Each family enrolled full time for the entire summer is allowed one credit, per child, per summer term. The credit may not be applied as part of a two week termination notice. The credit is only available to those families in good standing (no past dues) on tuition payments. This form is due two weeks prior to the week to be given vacation credit. The credit will be applied the last full week of summer camp.

Defaults

Children whose parents/guardians default in the payment of tuition may be withdrawn from Ascension. The above named parent/guardian will be responsible for any collection costs and/or attorney fees incurred in the collection of the account.

LATE PICK-UP FEE

*\$1.00 per minute per child for the first 15 minutes after 6:00PM.

*After 15 minutes - \$2.00 per minute per child.

* At 6:05 we will begin calling authorized persons to pick up your child/children.

*All fees will be based on the time that appears on the clock at the sign out desk.

*Late fees will be automatically withdrawn along with your weekly fee on the following Monday.

TYPICAL DAY

Afterschool

- 2:45 – 2:50 Arrival, put away things, check in, use restroom, wash hands.
- 2:50-3:00 Snack
- 3:00 – 4:20 Rotations – Drama, Outside, Gym, STEAM, ect.
- 4:20 – 5:00 Homework & Storytime
- 5:00 - 6:00 Free play in Kid’s Time room

Summer Camp

- 7:30-8:45 Interest centers
- 8:45-9:00 Restroom Break
- 9:00-9:15 Morning Snack
- 9:15-12:15 Morning Rotations
- 12:15-12:30 Restroom Break
- 12:30-1:00 Lunch
- 1:00-1:15 Restroom Break
- 1:15-2:30 Rest and Digest
- 2:30-2:45 Restroom Break
- 2:45-3:00 Afternoon Snack
- 3:00-4:20 Afternoon Rotations
- 4:20-4:30 Restroom Break
- 4:30-6:00 Interest Centers
- *Mondays we are at the pool 10::30-3:00
- *Wednesdays we are on field trips from approximately 9:15-3:00

COMMUNICATION

Ascension App

Pictures and updates of the daily activities can be seen on the Ascension App. We will link the afterschool and summer camp Facebook accounts to the app and post pictures and information to the app. These photos are the next best thing to being a fly on the wall. Be sure to go to settings and manage your alerts to receive updates

ARRIVAL AND DISMISSAL PROCEDURES

All children must be signed out by a parent or other authorized individual.

If changes occur regarding persons authorized to pick up your child/children, the staff **MUST** be notified in writing, and photo identification will be required upon pick-up. No phone call authorizations for release of child/children will be accepted. Also, notes for release brought in by unauthorized persons cannot be accepted.

If a biological parent is not allowed to pick up his or her child/children, a Certified Copy of Record from Family Court must be submitted to the director. Both biological parents may authorize persons to pick up their child/children unless this court record is submitted

Any persons authorized to pick up your child must be listed on the Emergency Information Sheet, or a dated written note by the parent or guardian must be sent to school and given to a staff member of Ascension School.

Children will not be released to anyone believed to be under the influence of drugs or alcohol, regardless of authorized pick-up approval.

For your child to attend any after school activity on the premises (such as sports, tutoring, music, play practice, etc.) parents must complete an Extracurricular Activity Form for each activity. This form gives the name of who will sign out/pick up your child to attend the activity, as well as, the time and day(s) of the activity. All children must sign in at after school care before going to their practice or activity. Extracurricular Activity Forms are available at After School or on our website.

Children who leave school due to illness or behavior may not attend After School Care.

GENERAL INFORMATION

Behavior Management

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her own actions. All staff will be responsible for disciplining children. The staff will use methods of anticipation, distraction, negotiation, and time-out for discipline. The staff will follow basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement over negative, respect the child as individual, be consistent with procedures, and set a good example.

Absolutely no corporal punishment will be used at any time.

The director may determine that a child's behavior questions continued participation in the program and will request a meeting with one or both parents. A probation will be contracted during such a conference. If the contract terms are not met, the child must be withdrawn from the program. Parents are encouraged to visit the program and to express questions or concerns.

Bullying Behavior

Bullying occurs when a student with greater power takes advantage of a less powerful student, and this behavior becomes a pattern. The bullying may take many forms, including physical or verbal abuse, or social exclusion, telling tales and cyber-bullying. Students who continue to be bullied, even after expressing displeasure to the offender, should report the abuse to a parent, teacher, counselor or administrator. Steps will be taken with offender to work on appropriate behavior and the student being bullied to recognize steps they can take to minimize bullying. See Threatening Behavior section also.

Children's Rules

In order to ensure a safe school, Ascension the following behaviors are unacceptable:

- Bringing weapons or other items, i.e. lighters or lasers which might cause injury to others
- Possession of illegal substances – cigarettes, alcohol, drugs – at school or on school grounds
- Bullying, harassing, or threatening behavior in any form—in person, on the phone, online, etc.
- Disrespect toward teachers, parents, staff, fellow students, and in church
- Fighting or other aggressive behavior
- Theft or damage to school, teacher, or student property
- Plagiarism from any source (books or internet) – automatic zero and major infraction notice in grades 6-8
- Cheating – automatic zero in any grade and major infraction notice in grades 6-8
- Leaving school property or class without permission
- Disregard for classroom or school rules
- Inappropriate language and hand gestures
- Inappropriate use of technology, such as any social networking site that connects students with Ascension School.

Child Abuse and Neglect

Any and all suspected cases of child abuse or neglect will be reported immediately to the Department for Community Based Services or the child abuse hotline without repercussion to any staff member. We follow Kentucky law for reporting child abuse and neglect. Those who work with children are legally required to report abuse and/or neglect and cannot shift the responsibility of reporting to anyone else.

Known and suspected cases of abuse and/or neglect are reported to the Child Protection Hot Line (1-877-597-2331) or to the Protection and Permanency office of county the child resides. The following link provides a local Protection and Permanency office search by county:

https://apps.chfs.ky.gov/Office_Phone/index.aspx

Suspicious that a child is in immediate danger will be reported to 911.

Staff members accused of child abuse may be suspended or given leave pending investigation of accusation.

House bill 285 required that all child care professionals receive 1.5 clock hours of training on Pediatric Abusive Head Trauma every five years.

What to report:

- A report should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment.
- Include a word-for-word account, without editing, of what the child said and who was present when the child revealed the abuse.
- Record the child's emotional state, gestures, and facial expressions and what was happening at the time the child revealed the abuse.
- The report should also include a careful description of the size, shape, color, location and drainage of any obvious, physical injury, and if necessary, a drawing describing the injury.

Clothing

Children should be dressed in clothing suitable for active play. All removable garments should be marked with the child's name. Children will be spending some time each day outdoors and should dress appropriately for the weather. For playground safety, tennis shoes are the best option for children. Because mishaps due occur, please keep one complete change of clothes in a clear ziplock bag labeled with your child's name.

Contact Phone Numbers

It is essential that the office have current phone numbers where parents can be reached during school hours in case of illness or injury. Please update the school office immediately if there are any changes in your contact information.

Custodial Rights

In cases of divorce, parents of students are required to furnish the school with a copy of the custody section of the divorce decree regarding their children. This legal record will enable us to fulfill our responsibilities while protecting the rights of all involved.

Ascension School is required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at Ascension has the right by law to see academic and disciplinary records and to talk to school officials regarding the child's progress and attendance. Ascension officials are not required to contact the custodial parent if such information is requested by the non-custodial parent.

In special cases when a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file.

It is the responsibility of parents to keep the school informed of special family arrangements with regard to custody of the child. Even though school officials may be aware of court orders, parents are required to furnish the actual documents regarding custodial issues and visitation rights. The school operates on the last documents filed with the school.

Days Closed

We follow the school calendar.

Discipline

Teachers use a variety of techniques in the classroom to support children's development of self-discipline and social skills. Class rules and routines are discussed with the children early in the school year so that behavioral expectations are clear and consistent. Teachers model and reinforce appropriate behavior, redirect inappropriate behavior and encourage positive strategies for resolving conflict. When necessary, teachers may provide the child with a short time away from a group activity to reflect on his/her behavior and to encourage self-control. Parents will be contacted if a child is experiencing behavioral or social difficulties in the classroom.

Emergency Evacuation Plan

An emergency evacuation plan is in place and each classroom has the plan posted in a prominent place. Fire drills are practiced monthly. Tornado, Earthquake and Intruder drills are practiced quarterly.

Health Concerns

Parents must inform the Afterschool/ Summer Camp Administration and the classroom teachers of any medical conditions that may require emergency medical treatment. If emergency medical supplies are necessary (e.g., epi pen, nebulizer, inhaler...) it is the parent's responsibility to provide these to the office along with a complete Student Medication Authorization form.

Illegal Drugs

(Taken from the Archdiocesan Handbook for Catholic Schools #5330)
The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during, or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

***POSSESSION/USE OF ILLEGAL DRUGS AND ALCOHOL**

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

The substance will be taken away from the student.

Parent/guardian will be called to take the student home unless emergency help is necessary.

The Superintendent, Pastor and/or the Safe & Drug Free Schools Coordinator of the Archdiocese will be notified and consulted.

A conference with the student, parent/guardian, and school officials will take place.

Law enforcement authorities will be informed.

A professional assessment for chemical dependency will be required, and the student may be suspended from school pending the results of the assessment.

Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension or reinstatement with stipulations, and/or dismissal from school

Distributing/Selling Illegal Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, or during or after a school-sponsored event:

Parent/guardian will be called to take the student home.

Law enforcement authorities will be notified.

The Superintendent, Pastor and/or Safe & Drug Free Schools Coordinator will be notified and consulted.

The student will be dismissed from school.

At all times it is important to respect privacy issues of all involved. The Archdiocese provides assistance for students needing additional help.

Illness

Please keep your child home if he/she has a contagious illness or shows symptoms of illness including fever, vomiting, diarrhea, conjunctivitis (pinkeye) persistent coughing, heavy nasal discharge, evidence of contagious infestation (e.g., lice). Children must be fever free and/or symptom free for 24 hours before returning to school.

Immunizations

The Kentucky Cabinet for Health and Family Services – Division of Regulated Child Care requires that an immunization certificate be kept on file at the center for each child enrolled in the After School Program. All new students, or students who were not enrolled in After School, or those whose immunization certificates have expired, must submit a copy of a current Kentucky immunization certificate at Ascension before they will be allowed to attend. A letter of notification will be sent to you when your child's immunization form is near expiration.

Inclement Weather

The Superintendent of Catholic schools makes the decision to close schools due to inclement weather. The announcement is made to close 'All Catholic Elementary Schools' on television and radio. Please listen carefully, since it is possible that the Catholic schools may be open even though Jefferson County Public Schools are closed. We will also contact parents by phone, email, or text messaging through the Ascension App. If school is closed the after school programs will also be closed.

Licensing

Ascension Preschool, Afterschool and Summer Camp is licensed to provide services to children age 3 through 5th grade. We are licensed through the Kentucky Cabinet for Health and Family Services. This agency regulates the care we provide and reviews our program. We are required to meet all licensing standards at all times.

Medication

Whenever possible, medication should be given at home. When your child needs to take medication during the day, a Medication Authorization must be signed by the parent. Complete instructions should be given on the authorization form. A new authorization must be filled out daily for all medications.

Nonprescription Medication – must either have age-appropriate directions on the bottle or be accompanied by a doctor’s note containing the dosage instructions. For example: if the dosage label reads “Children under 6 years: Consult Physician” we will not be able to administer the medication without a doctor’s note stating the child’s name, dosage and time requirements or a pharmacy label.

Prescription Medication – must be brought in the container that displays the pharmacy label and given according to the label directions.

Ratios

The ratio of adults to children will be as follows:

- Preschool age 3 to 4 years– 12 students to one adult.
- Preschool age 4 to year olds– 14 students to one adult.
- School age 5 to 7 years – 15 students to one adult
- School age 7 and older – 25 children to one adult

Safe Environments

To ensure the safety of our students, background checks are completed on all Ascension staff members. In addition, all Ascension staff and classroom volunteers must complete a diocesan safe environment course. Background checks and the safe environment course must be completed to attend room parties and field trips.

Security

Every effort has been made to secure our school. All visitors must enter the building through the main school doors. All visitors will check in at the office and will be required to sign in and leave their car keys while they are visiting. Security cameras are located throughout the school building entrances.

Snacks and Meals

Afterschool

We provide your child with a healthy snack at 2:45 each afternoon. Each snack we have two food groups represented in our snack serving. Snack is served with low fat milk. We will email a menu to parents each month.

Summer Camp

We provide your child with a morning and an afternoon snack. You will need to provide a lunch. Lunch must include milk, protein, bread and either 2 fruits, 2 veggies or 1 fruit and 1 veggie.

STUDENT CONDUCT

Ascension School is committed to providing the best learning experience for all students. Effective learning requires group work, experiments, discussions, and the use of many and varied materials. It requires a Christian atmosphere in which students feel comfortable while trying new activities. It requires a spirit of cooperation between students, parents, and teachers so that engaging and lively learning activities may take place. It requires the recognition that disruptive, disrespectful behavior has no place in a Catholic school.

Learning problem-solving techniques and appropriate behavior are important lessons we teach at Ascension. While we certainly recognize that all students make poor decisions on occasion, we expect students to take responsibility for their actions and for parents to support consequences for poor behavior. In choosing Ascension School, parents demonstrate their support of Catholic values and their desire for excellent behavior – both for their children and from their children.

TRANSPORTATION POLICY

Transportation is provided by Miller Bus Service. Miller is a third party bus service used to transport Ascension students on field trips. Miller is an insured/authorized commercial transportation service. Miller provides Ascension with Bus Inspection Forms and a Certificate of Insurance. The current Certification of Inspection from the Transportation Cabinet is displayed in the bus's designated window.

Safety procedures for transportation of children:

- The Children's Emergency Information Sheet taken on field trip.
- Emergency medical kit and medication in locked container is transported.
- Roster is taken, each individual child's embarking and disembarking times are logged.
- Older children are loaded first and instructed to sit in the back of the bus with younger children loaded last and instructed to sit in the front of the bus.
- Staff board bus and sit with designated group spacing themselves out in the bus.
- Emergency policies and procedures are reviewed monthly with staff.
- Emergency Evacuation Drills are held monthly.
- Each child will have a seat and remain seated while the bus is in motion.
- No child shall be left unattended on the bus.
- Children will not be delivered to a location that requires crossing the street or highway unless accompanied by an adult.
- The bus transporting the children will have its headlamps on.
- The vehicle will not be refueled while children are present in the vehicle.
- All children will ride the bus to and from the field trip. Parents wishing to take their child from the field tip in their personal vehicle must sign their child out on the master roll sheet before leaving.
- If the driver is not in the driver's seat, the engine shall be turned off, keys removed and emergency brake set.
- The bus will be equipped with a fire extinguisher, first aid supplies, emergency reflective triangles and a device to cut the restraint system.

Procedures for loading and unloading safely:

- Children will be loaded one class at a time. The teacher will check each child to assure children are seated in appropriate restraints (if required) and are secure. The teacher will sit near their children on the vehicle. The next class will be loaded, etc.
- As the children are loaded, the staff in charge will record the time each child boarded the vehicle. Before departure, the staff in charge will call roll.
- Upon arrival, children will depart the vehicle one class at a time.
- Upon arrival at the destination the staff in charge will record the time each child departs the vehicle. Once everyone is disembarked the staff in charge will call the roll and will check the vehicle to assure that no child has been left on board.
- The same steps will be followed when the vehicle is boarded to return to the facility.
- After the final roll call the staff will sign the roster (roll sheet) verifying that the information on the form is accurate and that no child has been left on board the vehicle.

Procedures for ensuring adequate supervision:

- Each group of children will be assigned to a designated staff person. The staff will be given a list of children in their charge.
- Staff will be encouraged to conduct numerous “face counts” to assure everyone is accounted for throughout the day.
- Child to caregiver ratios will be maintained throughout the field trip.
- Children will wear designated field trip shirts on each field trip day. Colored arm bands will be worn to walking field trips to the pool.
- Each staff member will be assigned one duty to carry out so that adequate supervision can still be maintained. (Carry first aid kit, carrying coolers, checking in and paying for field trip, roll call, carrying clip boards with emergency info sheets and permission slips.)

By Kentucky Law - KRS 199.896 Rights for children in child-care programs and their parents, custodians, or guardians-- Posting and distribution requirements.

1. All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certifies pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse.
 - b. The right not to be subjected to abusive language or abusive punishment.
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

1. Parent, custodians, or guardians of children enrolled in Ascension have the following rights:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
 - b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint.
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child.
 - d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential.
 - e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home. Or the provider or program receiving public funds within the past year; and
 - f. The right to review and discuss with the director of Ascension any state reports and deficiencies revealed by such reports.

1. The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Ascension Kids-Time Emergency Disaster Preparedness Parent Information Form for Reunification

Name of Provider/Program	Ascension – Kid’s Time
Program address	4600 Lynnbrook Dr. Louisville, KY 40220
Emergency/ Disaster contact at the child care program	Valerie Shell or Rachel Skaggs
Phone number of emergency/disaster contact	502-451-2535 Ascension School
Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; as these are personal cell phones.)	502-415-0685 Valerie’s Cell 502-386-0450 Rachel’s Cell
In the event Kid’s Time must be evacuated because of an emergency/disaster, the staff and children will walk to:	Ascension parish office basement
In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by MILLER BUS OR WALK to:	Relocation Site #1 Upper Highlands Swim Club Relocation Site #2 St. Andrew United Church of Christ
The address, phone number, and contact person at the relocation site (#1) is	Upper Highlands Swim Club 2413 Parkdale Ave Louisville, KY 40220 459-7371

<p>The address, phone number, and contact person of the alternate relocation site (#2) if the first relocation is not accessible, is</p>	<p>St. Andrew United Church of Christ 2608 Browns Lane Louisville, KY 40220 502-452-1777 Dr. Jimmy R. Watson, Pastor</p>
<p>If necessary, children will be transported to this health care facility</p>	<p>Kosair Hospital 231 E Chestnut St Louisville, KY 40202</p>
<p>Address, phone number, and position title of contact at health care facility</p>	<p>Kosair Hospital 231 E Chestnut St Louisville, KY 40202 502-629-6000 Emergency Room</p>