

**Ascension Preschool
Family Handbook**

SCHOOL MISSION STATEMENT

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

VISION STATEMENT

We strive to achieve a Blue Ribbon designation and ensure the stability of Ascension for upcoming generations through five core values:

- **Living Faith** we achieve through sustained prayer and faith-filled interaction with each other that marks us as Ascension.
- **Embracing Community** we achieve through active participation in service to our parish, neighborhood, metro area, and global community.
- **Encouraging Opportunity** we achieve through activities, whether in a traditional or community classroom, to enhance ways in which students learn so they continue to be life-long learners.
- **Respecting Giftedness** we achieve by providing a level of instruction to challenge students to extend beyond the basics to maximize their potential in their areas of strength.
- **Celebrating Excellence** we achieve through recognition of student accomplishments and alumni that say, "Well done!"

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.

Our Goals for your Preschoolers Education

Cognitive Development

Ascension teaches your preschooler to gain higher-level thinking skills by:

- Introduction to Project Based Learning
- Implementing daily calendar math activities to teach about sequence of events, patterns, number recognition & counting.
- Designing learning centers to teach about estimating, making predictions, experimenting, drawing conclusions, building, manipulating and creating.
- Introducing high-quality children's literature to promote the love of reading.
- Providing Handwriting Without Tears Curriculum to encourage your child to learn letter recognition, fine motor skill and practice handwriting.
- Teaching phonemic awareness through hands on activities, movement & music.
- Introducing technology through the use of ipads and computers.

Social & Emotional Development

Ascension guides your child in developing a healthy self-esteem by:

- Promoting the development of self-help skills to foster self-confidence.
- Teaching children to share and be responsible to other members of the group.
- Maintaining classroom-helpers to practice carrying out classroom responsibilities.
- Modeling social concepts such as "please" and "thank you."
- Leading daily classroom conversations and community-building discussions.
- Encouraging cooperation and sharing with others.

Physical Development

Ascension coaches your preschooler in developing gross and fine motor skills by:

- Teaching Handwriting Without Tears Curriculum, art activities, and manipulatives to enhance fine-motor skills.
- Planning activities on our playground and gym to strengthen coordination and gross motor skills through running, jumping, and throwing activities.
- Planning activities to improve balancing skills using hula hoops and balance beams.
- Offering healthy food choices for snacks and meals.

Spiritual Development

Ascension mentors for your child's religious education by:

- Developing and awareness of *God and Creation*.
- Developing the ability to talk to *God* through song and prayer.
- Teaching the appreciation of *God's creation*.
- Teaching stories from the Bible.
- Teaching about the *Saints*.
- Participating in mass.

A word about preschoolers

Preschool children learn best when they have positive and caring relationships with adults and other children; when they receive carefully planned, intentional guidance and assistance; and when they can safely encounter and explore the many interesting items in their environment.

Children enter preschool with different strengths. One child might love picture books and already know lots of letters but have trouble with social interaction. A classmate may find it easy to initiate play and share toys yet have almost no experience with books and reading.

Preschoolers

- thrive when they can experience new materials, roles, ideas, and activities—especially in pretend play;
- take great interest in feelings and become better able to express their emotions and identify those of others;
- make important cognitive gains that invite them to represent their world in pretend play, symbols, objects, drawings, and words;
- show astonishing gains in language skills.

(Adapted from Developmentally Appropriate Practice, Focus on Preschoolers by The National Association for the Education of Young Children.)

Admission Policy

Ascension Preschool is organized for children three and four years of age. Our program aims to enrich the life of each child so that they may experience the best and happiest of their learning years. We work with each child to build the academic and social skills necessary for entering Kindergarten. Our program is designed to promote the mental, social, emotional, physical and spiritual development of each individual child.

The preschool program is licensed by the State Cabinet of Human Resources. Children are accepted into the school without regard to race, color, religion or national origin.

All Preschool (3-year-old) and Junior Kindergarten (4-year-old) children must be three and four years old respectively by August 1 of the school year in which they are enrolling.

We will accept new families based on the order of receipt of the registration forms and the following criteria:

1. Prospective children who:
 - a. Have siblings already in school
 - b. Stewardship in the parish
 - c. Length of membership in the parish
2. Prospective children of catholic families who are members of other parishes.
3. Prospective children of families who are non-Catholic.

When the classroom has been filled to capacity we will begin a waiting list and families will be contacted as soon as an opening becomes available.

Health Record - We will need a birth certificate, immunization certificate and Kentucky eye exam upon enrollment.

Toilet Training - All children entering the preschool program must be fully potty-trained. We realize accidents may happen occasionally and especially when transitioning into a new environment; however, after 3 weeks of enrollment all students will need to be accident free to remain enrolled.

Tuition/Fees

Tuition payments will be made in 10 monthly installments. Funds will be automatically withdrawn from the account indicated on your debit paperwork. The first payment will be withdrawn on the first week of school (mid-August). The remaining monthly tuition payments will be withdrawn on the first of the month from September - May.

Sibling Discount - A family with siblings enrolled in Ascension School and/or Preschool will receive a discount each year.

Withdrawal Notice - Parents must provide a two-week written notice prior to the child's last day at Ascension. If less than two weeks is given, parents will be charged for two weeks from the date the written notice is given.

Insufficient funds may incur a service charge.

Registration Fee - A one-time fee of \$150 is due at the time of registration. This fee is non-refundable.

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.

Insufficient funds may incur a service charge.

Curriculum

Early childhood education is a distinct period of learning. Preschoolers acquire a great deal of their knowledge and abilities as they participate in hands-on activities that engage all of their senses. Our preschool provides experiences that appeal to the interests and abilities of young children, allowing them to feel a sense of achievement in a secure learning atmosphere. Our program is designed to set the foundation for future learning.

Developmental Learning Objectives are the specific competencies, understandings and dispositions that teachers assist children in acquiring. Both teacher-guided and child-guided classroom activities can support the mastery of these learning goals.

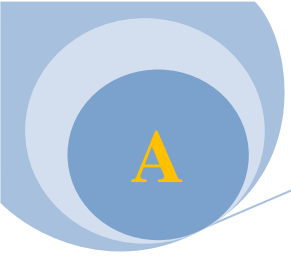
Project Based Learning presents the students with an authentic challenge or question and encourages them to seek to solve.

Thematic Learning helps the child explore and acquire specific concepts while reinforcing developmental skills. Conceptually connected topics of special interest to the young child determine classroom themes.

Learning Centers create the environment for experiential learning. They normally include activities generated from the unit or theme. These include: science center, math center, technology center, puzzle center, dramatic play center, art center, block center, book center, and fine motor or center.

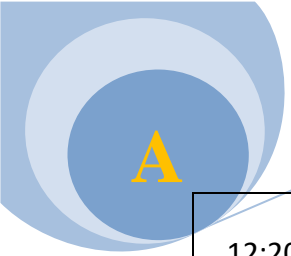
Classroom Environments stimulate learning and encourage exploration and discovery. They include the materials put into each of the learning centers. Items in the learning centers are rotated each week.

We use **Handwriting Without Tears** curriculum for Literacy and Math. Please check out their website for more information. www.hwtears.com



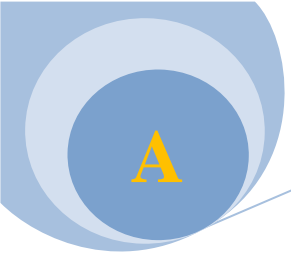
Our Preschool Day (Three's)

Time	Activity	We are learning...
7:40	Arrival and Morning Routine	Children do the morning routine as they arrive. They will put their belongings in their cubbies.
	Learning Centers/ Fine Motor Boxes	Children will have free choice in learning centers. They can play with a friend(s) or independently. Several times during the week we may use this time to work in our fine motor boxes.
8:35	Morning Meeting	During our morning meeting, we pray and say the Pledge of Allegiance. We review the calendar, talk about the weather and talk about our day. We also introduce our theme of the week and our letter of the week.
8:55	Snack	A healthy snack and milk is served in the cafeteria.
9:15	Special Class	The class will participate in special classes. (Monday-PE, Tuesday-Art, Wednesday-Music, and Thursday-Library.) Friday will be used for religion activities in our classroom/church.
9:45	Learning Centers	Children will participate in the learning centers independently or with friends
	Small Group Activity	Children will also participate in small group activities with the teacher, to learn various literacy, literacy and math skills and concepts. Children may also participate in a theme related art /craft project.
10:35	Large Group Activity	We will use this time to do a large group activity such as math, science, theme related activity and/or read books.
10:55	Outside Playtime/Gross Motor	Outside time will be spent on the playground, weather permitting. If weather is too cold, too hot or raining the children will play in the gym.
11:30	Bathroom/Handwashing	Children will use bathroom, if needed. All children will wash hands.
11:45	Lunch	Lunch is in the cafeteria. Children will learn independence and social skills.



12:20-2:00	Rest Time	All children will lay quietly on their cots while soft music is playing. Those who do not fall asleep may quietly read books or do a busy box on their cots
2:00	Review day, play games and/or read books	As children are waiting for dismissal we will use this time to talk about our day, play games or read books.
2:30	Dismissal	The children will get their backpacks and any other belongings. They will be taken in groups to where their pickup will be.

Our preschool day has a mix of student lead, play-based and teacher directed activities. Our schedule may change due to the children’s needs, special activities and/or other situations such as a fire drill, tornado drill etc



Junior Kindergarten Day (Four's)

Time	Activity	We are learning..	Our Preschool Day
7:40	Welcome and morning jobs/ Fine Motor Boxes	Students follow the morning routine as they arrive (unpack, give lunch order, put folder away). They then find their name and the number next to their name to lead them to their fine motor box for the day. These are monthly themed and work fine motor, math, literacy, and social skills.	
8:00	Calendar Time	Students learn and practice math skills during calendar time. They manipulate their math pieces during calendar.	
8:45	Special M-PE T-Art W-Mass Th-Library F- Music	Students will go to special classes where they will work on skills that fit with each class.	
9:15	Snack	Snack provides many opportunities to work on math and social skills.	
9:30	Centers/Team Time	Students will play and learn in centers in the classroom. Our centers are art, blocks, science, library, home living, writing, math/fine motor, ABC's, playdough and music. New themed activities are added to each center every two weeks. Skills and concepts students are learning are literacy, math, science, art, fine motor, and social skills. Students will be pulled into the second classroom to work on either math skills, literacy/HWT, or a STREAM activity.	
11:00	Recess/ Gross Motor	Students can also play on the equipment and in the grassy areas to develop gross motor skills. Cars, trucks, dinosaurs, balls, and other various toys are brought out to play with as well.	
11:40	Lunch	<div style="border: 2px dashed black; border-radius: 15px; padding: 10px; text-align: center;"> <p>Our preschool day has a mix of student lead, play based, and teacher directed lessons and activities. We infuse movement throughout the day and take a child's attention span into consideration as well. This is our daily routine. The routine will not often change. However, it may be adjusted based on students' needs, situations (fire drills, etc.), and classroom events.</p> </div>	
12:30	Chapter Book Reading		
12:45	Rest/Nap		
2:00	Review/ Circle Time	Students will sit in circle to review their day. We also read books during this time or play a fun memory game.	
2:20	Pack up	Students pack their belongings and get ready for dismissal	
2:40	Dismissal	Students are taken to the appropriate space for dismissal (car riders, walkers, Kids Time)	

Communication

Ascension App

Pictures and updates of the daily activities can be seen on the Ascension App. Teachers will link their class Facebook accounts to the app and post pictures and information to the app. Students names are never used. Be sure to go to settings and manage your alerts to receive updates.

School Website/Parent Portal

Parents are encouraged to check the school website for important information. This will include calendars, weekly memos, forms and the latest news updates. "The Lowdown" (our weekly school newsletter) is updated every Tuesday on the website.

Teacher Communications

Teachers will email parents once a week with information specific to the activities taking place in the classroom for that week. The communications will let parents know the theme of the week, letter of the week, activities planned for each area of development. Teachers will also send an individual email out if there is anything out of the ordinary detected with your child.

Parent Teacher Conferences

Conferences are a time to celebrate your child's achievements. Parent Teacher Conferences are scheduled twice a year at Ascension. Parents will be given a profile report of their child's progress in the fall and in the spring. We will have an early dismissal from school on conference days. Parents may sign up in advance for a 15-minute conference time on scheduled days. Conferences may also be scheduled by a teacher or parent at any time during the year should questions or concerns arise.

Parent Concerns/Resolving Differences

Parents are encouraged to share helpful information about their children with teachers in order to foster an optimal learning environment for each child. Any questions or concerns a parent has about his or her child's adjustment or progress in the classroom should be first directed to the child's teachers. Most questions can easily be resolved at this level. If further discussion is necessary, parents may request a conference with the Director.

Arrival & Dismissal Procedures

Early Arrival Service

For the convenience of our working parents, supervision is available for students beginning at 7:15 AM. Parents arriving from 7:15 AM until 7:40 AM should drop off their children at the school cafeteria doors. One of our teacher's assistants will be there to greet them. Breakfast is available for purchase through the school cafeteria at this time.

Arrival

Ascension's school day begins at 7:55 AM. Children may begin arriving after 7:40 AM. Students should be dropped off in the main parking lot near the school office. Parents should follow the traffic pattern in the parking lot and the directions of the supervising teacher. The middle school patrol will assist children in disembarking vehicles. The teacher's assistants will meet the children as they are dropped off. All children will be walked to the classroom by the teacher's assistants.

Late Arrival

If your child arrives after 7:55 AM you will need to park and walk them into the school office. The school secretary will sign them in, get their lunch order and walk them to their classroom.

Dismissal

Dismissal for the preschool program takes place at 2:40 PM. We have two options for dismissal:

- **Sibling dismissal** is for parents of children with a preschooler and children enrolled in kindergarten - 8th grades.
- **Preschool dismissal** is for parents of children with only a preschooler enrolled.

Sibling Dismissal takes place in the parking lot near the cafeteria. Parents should park in the designated parking areas and walk into the cafeteria to sign out their children. After you have picked up your preschooler you may return to your car to wait for siblings to be dismissed. K - 8 dismissal begins at 2:45 PM. Parents with siblings should form rows of cars according to the cone markers. In order to allow sufficient space for late arrivals and to accommodate all cars, five cars should line

up in each column. Car engines should be turned off until all children are in cars. Staff in charge of carpool will dismiss each line of cars. Watch for their signal. If a student exits the building late, the parent/driver should exit the parking lot, circle around, and reenter with the late arrivals. It is important that drivers be alert for the safety of walker at all times.

Preschool Dismissal takes place in the parking lot near the school doors. Drivers should enter the parking lot and line up single file in the area designated by the cones. Children will gather in the area outside the school doors and wait for parents to come to the door to get them. Please turn off car engines until every child is in the car. A member of the Ascension staff will dismiss the line when all children are loaded into the vehicles.

Late Pick Up

Once the car pool lines are completely cleared, your child will be taken to the after school program. You may pick your child up from the after school program which is located in the school cafeteria. You may enter the cafeteria from the double doors located in the gathering space. Ring the doorbell and a member of the staff will greet you. After two late pickups, you will be charged the drop in rate.

Early Dismissal

If your student will need to be dismissed early, a written note or email to teachers prior to 2:00 should be sent in your child's folder to the teacher. Last minute changes in pick up will need to be called in to the school office. Parents should report to the school office to sign out their child when they arrive. The office staff will call the classroom and have your child sent to the office with their belongings.

Release of Children: A parent or other authorized individual listed on the Emergency Information Form are the only people allowed to sign out your child. If any changes occur regarding persons authorized to pick up your child, the school must be notified in writing. A picture ID will be required to pick-up. Inform the teachers of any changes of address or phone number throughout the year. Notes for release of children brought in by an unauthorized person will not be accepted. If a biological parent is not allowed to pick up his or her child a Certified Copy of the Order from Family Court must be submitted to the director.

General Information

Absence: If a child will be absent from school for any reason we ask that you notify the office or email the teacher. It is fine to leave a message on the school answering machine. If your child is absent due to a communicable illness, we would prefer to know so we can inform other families and alert parents to the symptoms to look for.

Accidents: Parents will be informed of any accidents or incidents sustained by their child during the school day. Parents will be notified of small injuries by a form sent home in the backpack and/or an email sent by the teacher. Should a child experience a medical emergency, every attempt will be made to immediately notify parents. Depending upon the severity of the problem, emergency personnel may be contacted and the child may be transported to the hospital.

Birthdays: Your child's teacher will inform you of the procedures for birthday celebrations in your child's class. It is a school policy that any birthday treats brought into the school be store bought. We cannot serve homemade treats per our state licensing guidelines. To avoid hurt feelings, party invitations can only be distributed at school if all the children in the class are invited.

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 must be worn. WE have a mulch playground and we want to keep students' feet splinter free. Because mishaps due occur, please keep one complete change of clothes labeled with your child's name in a clear ziplock bag also 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 Preschool 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.

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.

Enrollment Termination: The preschool has the right to dismiss any child whose needs are not best being served by our program and/or whose behavior seriously affects the welfare of others. Prior to dismissal, parents will have been informed of concerns and efforts to resolve the situation will have been implemented.

Health Concerns: Parents must inform the Preschool 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.

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.

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.

On occasion, it may be necessary to begin school on a delayed schedule. At Ascension the cafeteria will be open to students at 9:15 A.M. When the school opening is delayed, we begin class at 9:55 A.M. with supervision of students in classrooms beginning at 9:40 A.M. The school will close at the regular time.

NOTE: The cafeteria will not provide breakfast when we are on a delayed schedule.

Licensing: Ascension Preschool is licensed to provide services to children age 3 through beginning kindergarten. 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.

Meal Service: Included in your monthly tuition is a morning snack. Snack menus will be sent home at the beginning of each month and posted on the parent portal. Lunch can be purchased through the cafeteria by setting up an account with EZ Pay and our cafeteria. Students may also choose to bring lunch from home. Please note that if you choose to pack from home all food groups must be represented: 1 serving of protein, 2 servings of veggie/fruit (one veggie, one fruit or 2 fruits) and one serving of grain. We provide a serving of milk to all students - packers and those buying at no additional cost. The lunch menu can be found on our website and the parent portal.

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. Any type of medication will need to be turned in to the office - students cannot store medication in their backpacks.

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:

- Three year olds - 10 students to one adult.
- Four year olds - 12 students to one adult.



Rest Time: Preschoolers will have rest time daily from 12:30 until 2:00. Children will have their own individual cot and cot sheet. Students may bring a blanket from home that will be sent home periodically for washing.

Safe Environment: To ensure the safety of our students, background checks are completed on all Preschool staff members. In addition, all Preschool 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: We provide your child with a healthy snack at 9:15 each morning. Each day 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. The cost of snack is included in tuition.

Special Needs: A child's successful adjustment in the classroom may be affected by his/her special needs. Teachers will consult with parents in these circumstances, and an opportunity for outside professional consultation can also be made available. The goal of intervention is the child's successful adjustment to the classroom. Classroom modifications may be made as long as the needs of all students can be reasonably met. If modifications and interventions are ineffective in helping a child to successfully assimilate to the classroom, the Preschool staff will be available to work with the parents in finding an appropriate and beneficial alternative for the child.

Transportation Policy: On occasion the preschool will participate in an off-campus field trip. A permission slip will be emailed to parents with information regarding the trip for parents to sign and return. Transportation is provided by Miller Bus Service. Miller is a third-party bus service used to transport preschool through eighth grade children 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:

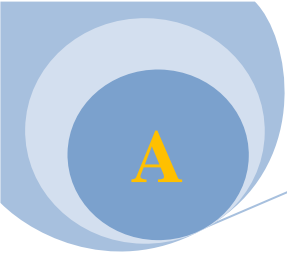
- Children will be loaded one class at a time. The teacher will check each child to assure children are seated in appropriate restrains (if required) and are secure. The teacher will sit near their children on the vehicle. The next class will be loaded, etc.

- 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.)

Violent/Aggressive Behavior: Ascension Preschool offers a safe, courteous and orderly learning environment respecting the dignity of all students. Student violence directed at self, other children or adults will not be tolerated. Should a child engage in any form of violent or aggressive behavior, the child's parent or guardian will be contacted to immediately remove the child from school that day. Dismissal from the Preschool is warranted if a child is sent home for aggressive behavior three times.



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 school	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)	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 Ascension must be evacuated due to an emergency/disaster in the immediate area the children and staff will 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
The address, phone number, and contact person of the alternate relocation site (#2) if the first relocation is not accessible, is	St. Andrew United Church of Christ 2608 Browns Lane Louisville, KY 40220 502-452-1777
If necessary, children will be transported to this health care facility	Norton Suburban Children’s Hospital
Address, phone number, and position title of contact at health care facility	Norton Suburban Children’s Hospital 4001 Dutchmans Lane Louisville, KY 40207 502-893-1000 Emergency Room

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.

2. 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.

3. 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.