



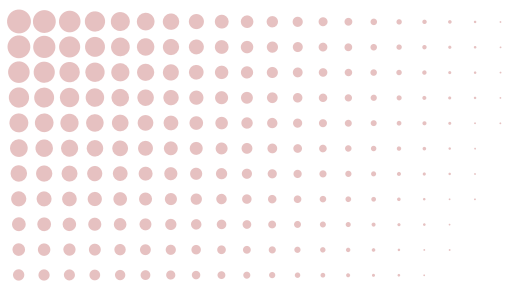
Ascension Preschool

PARENT

HANDBOOK



WELCOME LITTLE LONGHORNS



Valerie Shell

Director of Early Childhood Programs

Welcome Message

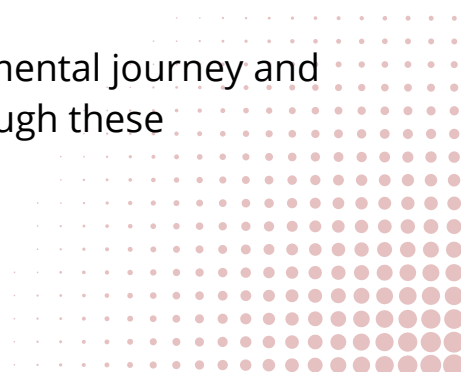
Dear Families,

Welcome to the Ascension Catholic School's Early Childhood Program! We are delighted to partner with you in the care and education of your child, from the very first weeks of life through their preschool years. Rooted in the love of Christ and guided by best practices in early childhood education, we strive to create a warm, nurturing environment where every child is known, loved, and celebrated.

We are honored to be part of your child's developmental journey and look forward to walking alongside your family through these foundational years.

With joy and gratitude,

Valerie



This We Believe

We believe the earliest years of a child's life are sacred—the foundation for all learning, faith, and wonder. Each giggle, first step, and curious question reveals the beauty of God's creation.

We believe education begins not with books and tests, but with love, security, and the quiet assurance that a child is seen, known, and cherished. Before they read words, they must read kindness in our eyes. Before they write or count, they must trust the love that surrounds them.

We believe faith is not only taught, but lived—reflected in every lullaby, lesson, and patient moment. The best classrooms are filled with laughter, curiosity, and the unshakable belief that every child is a masterpiece in the making.

We believe in the sacred work of nurturing young hearts, planting seeds of faith and wonder, and walking with children as they take their first steps on a lifelong journey.

This we believe.





Our Values



01 Our Mission Statement

To develop Christian thought leaders.

02 Our Vision Statement

Ascension Catholic School champions academic excellence in an environment where all are loved, respected and challenged to grow. With Christ as our guide and a vibrant community as our support, Ascension graduates leave prepared for a rapidly changing world.

03 Our Philosophy

We believe that children learn best through purposeful play, hands-on exploration, and relationships grounded in love and trust. We follow developmentally appropriate practices that respect each child's individuality, while building a strong foundation of faith and community.

Enrollment & Admissions

Order of Admissions

Ascension's early childhood program serves children ages six weeks through four years. Rooted in our Catholic identity and guided by best practices in early education, our program nurtures the spiritual, emotional, social, physical, and cognitive development of each child. Our goal is to ensure that every child experiences a joyful and meaningful start to their learning journey, while gaining the skills necessary for success in kindergarten and beyond.

Children are accepted into our program regardless of race, color, religion, or national origin. Enrollment is offered on a first-come, first-served basis, with priority given according to the following criteria:

- Children with siblings currently enrolled at Ascension
- Families who are active stewards in Ascension Parish
- Families with longstanding membership in Ascension Parish
- Catholic families who are registered parishioners
- Prospective children of catholic families who are members of other parishes.
- Prospective children of families who are non-catholic.

Once a classroom reaches capacity, a waiting list will be created. Families on the waitlist will be contacted as soon as an opening becomes available.

Enrollment & Admissions

Program Details

Ages Served

Infants - Must be 6 weeks to attend.

Toddlers - Must be 24 months by August 1st.

Preschool (Three's) - Must turn Three before August 1st.

Junior Kindergarten (Fours) - Must turn Four before August 1st.

Hours of Operation

Infant and Toddler Program

Monday – Friday

7:15 AM – 4:30 PM

Preschool

Monday – Friday

7:15 AM – 2:40

Wednesday is early dismissal at 1:40.

Afterschool

2:40-5:30

1:40 on Wednesday

Closures

We follow the Ascension Catholic School calendar for holidays, breaks, and inclement weather closures.

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” via local news stations. Ascension will send an alert via the FACTS system to all parents registered. On occasion it may be necessary to begin school on a delayed schedule. The delayed schedule will be announced via local news and the FACTS system. When we operate on a delay we will open the cafeteria at 9:10 with carpool beginning at 9:40 and school starting at 9:55. Should we need to dismiss early due to weather conditions you will receive an alert via the FACTS notification system.

Tuition & Fees

01.

FACTS FAMILY PORTAL

Families are required to enroll in FACTS Tuition Management, which handles billing, payments, & financial records. FACTS is integrated with our school's Student Information System allowing families to access tuition balances, enrollment information, and report cards through the FACTS Family Portal. Once enrolled, families will receive instructions for setting up their accounts.

02.

REGISTRATION FEE

An annual, non-refundable registration fee of \$150 is due at the time of registration. Registration for the upcoming school year typically takes place November through January. Families who do not register by the published deadline forfeit their child's spot for the following school year.

03.

DISCOUNTS

Families with multiple children enrolled in Ascension School and/or Preschool will receive a sibling discount. Please refer to the current tuition sheet for full details.

Tuition paid in full by July 1st will receive a 2% discount.

04.

DELINQUENT PAYMENT

Returned or failed payments will incur a service fee,

Families who fall behind in tuition payments may have their child(ren) withdrawn from the program.

Accounts that remain in default may be referred to a collection agency

05.

WITHDRAWAL POLICY

If a student is withdrawn or expelled before the end of the school year, a \$250 termination fee will be charged. This fee is due within ten (10) days of withdrawal or expulsion.

06.

ABSENCES

Tuition is based on the total cost of the school year and is not adjusted for absences or holidays. Please view the school calendar on the website for holidays and school closures.

Communication

Communication & Parent Partnership

We believe strong partnerships between parents and teachers are essential to a child's success. We are committed to open, consistent, and respectful communication throughout the school year.

Google Sites

Each teacher maintains a classroom Google Site, which serves as a central hub for classroom information. These sites are updated regularly and may include weekly themes, newsletters, photos, resources, and reminders. Parents are encouraged to check their child's classroom site or newsletter weekly to stay informed.

School Website & "The Lowdown" Newsletter

The school website is an important source of up-to-date information for all families. It includes school calendars, forms, announcements, and weekly memos. Our school newsletter, The Lowdown, is posted every Tuesday and highlights important dates, school news, and upcoming events.

Teacher Communications

Teachers will send a weekly newsletter to parents with classroom-specific information. These communications will outline the theme of the week, literacy math and religion focus, and the developmental goals supported through planned activities. If anything out of the ordinary arises concerning your child, you will receive a personal email or phone call to keep you informed and involved.

Infant Daily Report

Infant parents will receive a detailed report daily of the happenings with their child through the brightwheel app. They will be notified of feedings, diaperings, sleep schedule and any activities that took place during the day.

Parent-Teacher Conferences

Parent-Teacher Conferences are a valuable opportunity to celebrate your child's growth and discuss their development. Conferences are scheduled twice a year—in the fall and spring—families will receive a profile report summarizing progress in key developmental areas. School dismisses early on conference days to allow time for meetings. Parents may sign up in advance for a 15-minute time slot. Additional conferences may be requested at any point during the year by either the parent or the teacher if further discussion is needed.

Parent Concerns and Resolving Differences

We value ongoing dialogue and invite parents to share insights or concerns regarding their child's experience. If you have questions about your child's progress, behavior, or classroom adjustment, we encourage you to speak directly with the teacher first. Most concerns can be resolved through this direct communication. If additional support is needed, a conference with the Director may be arranged to ensure collaboration and understanding.

Infant/Toddler Curriculum

01

Infants and Toddlers

Frog Street Infant is a comprehensive, research-backed curriculum designed for infants aged 0-18 months. The focus is on intentional activities and individualized learning plans to optimize development in key areas of language, cognitive, social-emotional, and physical development. The curriculum is built on the latest brain development research and incorporates elements of Conscious Discipline for social-emotional learning.

02

Intentional Instruction -

Frog Street curriculum emphasizes purposeful activities and interactions designed to foster specific learning outcomes for infants.

Individualized Learning -

Frog Street provides resources and guidance for creating weekly plans tailored to each child's developmental needs at that time.

03

Developmental Domains - Frog Street Infant focuses on the key developmental domains:

- Language Development: Encouraging early communication and language acquisition.
- Cognitive Development: Supporting exploration, problem-solving, and early learning concepts.
- Social and Emotional Development: Utilizing Conscious Discipline® strategies to foster positive interactions and emotional regulation.
- Physical Development: Promoting gross and fine motor skills through play and movement.

Preschool Curriculum

01

Curriculum Overview

At Ascension Preschool, our curriculum supports the whole child—socially, emotionally, spiritually, cognitively, and physically—through play-based, developmentally appropriate practices. We combine research-based programs and frameworks to provide a nurturing, engaging, and effective early learning environment.

02

Conscious Discipline

We use Conscious Discipline to build a foundation of social-emotional learning and positive classroom culture. This approach helps children learn emotional regulation, problem-solving, empathy, and respectful communication through consistent modeling and routines, creating a safe and connected school family.

03

Handwriting Without Tears

Handwriting Without Tears supports early writing development through multisensory, hands-on activities that introduce children to proper grip, letter formation, and pre-writing skills in a fun and developmentally appropriate way.

Preschool Curriculum (cont)

04

LETRS

(Language Essentials for Teachers of Reading and Spelling)

Our teachers receive professional development through the LETRS program, which equips them with knowledge and tools rooted in the Science of Reading. This training allows our teachers to deliver intentional, systematic, and evidence-based literacy instruction to meet the needs of all learners.

05

Literacy Development

Through structured letter training routines, students are introduced to alphabet recognition, letter-sound correspondence, and pre-reading skills. Phonological awareness activities are incorporated daily to build essential early literacy foundations.

06

Pocket of Preschool

We use Pocket of Preschool curriculum units to integrate academic and developmental learning through engaging themes. These units provide hands-on opportunities across all domains—including literacy, math, science, fine motor, and dramatic play—while fostering creativity and curiosity as well as a spiral review of skills.

Screening and Assessment

01

We are committed to supporting the whole child—academically, socially, emotionally, and physically. To help us better understand and meet each child’s unique developmental needs, we implement a combination of standardized screenings and curriculum-based assessments throughout the school year.

02

In September, we administer the Brigance Early Childhood Screening, a nationally recognized tool that assesses key areas of development including motor skills, language, self-help, and cognitive abilities. This screening provides a snapshot of where your child is developmentally and helps identify any areas where additional support or enrichment may be needed. The results are used internally to inform classroom instruction and, if needed, to guide conversations about referrals or early intervention services.

03

In addition to the Brigance screening, teachers conduct ongoing formative assessments using tools and checklists provided through our research-based curriculum. These assessments take place throughout daily routines and activities with a focus on core domains such as language and literacy, math, social-emotional development, and physical growth. Teachers document observations and work samples to build a comprehensive picture of your child’s progress over time. Assessment results and developmental progress are shared with families during Parent-Teacher Conferences in October and February.

Arrival Procedures

INTRODUCTION

Creating smooth, safe transitions at the beginning and end of the school day is an important part of our routine. Please read the following carefully to ensure a safe and respectful environment for all children and families.

EARLY BIRD ARRIVAL

For the convenience of working families, supervision begins at 7:15 AM.

- Parents arriving between 7:15 AM and 7:40 AM should drop off children at the school cafeteria doors, where a teacher assistant will be present to greet them.
 - Breakfast is available for purchase through the school cafeteria during this time.
-

ARRIVAL/MORNING CARPOOL

The school day begins at 7:55 AM. We would like all students present by 7:55. Students may begin arriving at 7:40 AM and should be dropped off in the church side parking lot off of Lynnbrook Drive. Please follow the posted traffic pattern and the directions of staff on duty.

- Teacher assistants will open car doors and greet children and escort them to their classrooms.
 - Parents should remain in their vehicles to keep the carline moving smoothly and safely.
 - We will unload 2 cars at a time, if we are not available to unload your car, please wait until a teacher is available to unload.
 - DO NOT let students exit a vehicle and walk alone in the parking lot.
-

LATE ARRIVAL

If your child arrives after 7:55 AM, please park and walk your child into the front office. The school administrative assistant will sign them in, take their lunch order, and escort them to class.

Dismissal Procedures

Please read the following carefully to ensure a safe and respectful environment for all children and families.

EARLY DISMISSAL

- If your student will need an early dismissal from school, send an email to teachers prior to 1:45 PM.
 - Any changes in pick up after 1:45 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 STUDENTS

- A parent or other authorized individuals 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.
-

LATE PICK-UP

Students not picked up at carpool will go to the school office where the administrative assistant will contact parents. Students will be taken to our afterschool program after 5 minutes and parents will pay the drop in fee for care.

Dismissal Procedures

REGULAR SCHOOL DISMISSAL/AFTERNOON CARPOOL

- Preschool dismissal takes place at 2:40 PM (M, T, Th, F) and 1:40 PM on Wednesday due to teacher PLC.
 - All preschool students will be dismissed in the front parking lot (school door side, off Aintree Drive). All students refers to walkers, preschoolers with older siblings and preschool only families.
 - Preschool students who have older siblings in (K-8) will be dismissed together on the Aintree side of the school.
 - When you arrive at the carpool we will have cones set up to make 2 lanes of traffic for dismissal. Please park in the lanes marked with cones and turn off your vehicle and stay inside the car. We will bring students out to the front porch by class. Three's first followed by Junior Kindergarten and older siblings of preschoolers will follow JK. When you see your child please come retrieve them and head back to your vehicle. The quicker you are loaded the sooner we can dismiss.
 - We will dismiss the entire carpool when everyone is in their vehicle. Please be patient, it does go quicker after the first week or so.
 - If you are a walker, you will pick your preschooler and their older sibling up at "carpool."
 - If someone is picking up your child other than a parent, please let your student's teacher know before 1:45 each day. Teachers are unable to check email after that time. If it is a last-minute change or you do not get an email confirmation from your child's teacher, you will need to call the office. (If a grandparent or nanny is picking up every day or most days no need to call daily, just let the teacher know that will be the norm.)
-

INFANT/TODDLER ARRIVAL AND DISMISSAL

Infants/Toddlers will need to be picked up in and dropped off in their classroom according to contractual times (3:00 or 4:30).

Health and Safety

Intro

At Ascension, the health, safety, and well-being of every child is our highest priority. We follow strict guidelines and best practices to maintain a clean, safe, and nurturing environment for all children in our care. This section outlines our policies and procedures related to illness, medication, hygiene, injury prevention, emergency preparedness, and overall wellness. By working in partnership with families, we strive to create a healthy and secure setting where children can grow and thrive.

01.

Absences

If a child will be absent from school for any reason we ask that you notify the school office and/or email the teacher. It is fine to leave a message on the school voicemail system. If your child is absent due to a communicable illness please let us know that as well so that we communicate to other families on exposure.

02.

Accidents

Parents will be informed of any accidents or incidents sustained by their child during the school day. Parents will be notified of all injuries via an accident/incident form being sent through email. If we are worried about an injury we may call you to come look at the injury so that you can best assess if you would like to seek further treatment. Should a medical emergency arise every attempt will be made to immediately notify parents. Depending upon the severity of the problem, emergency personnel may be contacted and the child transported to the hospital.

03.

Allergies Medical Conditions

The safety and well-being of our students is our top priority. If your child has a known allergy (food, environmental, insect, etc.) or a medical condition such as asthma, seizures, or any other health concern that may require special attention during the school day, it is essential that we have accurate and up-to-date information on file. If you indicate any allergy or medical condition on your child's enrollment forms, you are required to complete a corresponding Action Plan. These forms can be found on our school website and must be submitted before your child begins school. Action Plans provide our staff with clear instructions on how to recognize symptoms and respond in case of an emergency. In addition to the Action Plan, any necessary medications (such as inhalers, EpiPens, or antihistamines) must be provided in their original packaging and labeled with your child's name and dosage instructions.

04.

Health and Safety

Biting Policy

Biting is a common behavior in early childhood, particularly among infants and toddlers who are teething, frustrated, or still developing verbal communication skills. At Ascension, we view biting as a developmentally appropriate—though undesirable—behavior that can be addressed through guidance, redirection, and consistent support.

05.

When a child bites another child:

- The bitten child will be comforted and the area cleaned with soap and water. An incident report will be completed and shared with the family.
- The child who bit will be gently redirected and helped to understand that biting hurts. Teachers will use age-appropriate language and guidance to promote empathy and appropriate expression of feelings.
- The family of the child who bit will also receive an incident report and be notified by the teacher or director.

Children will never be disciplined harshly or shamed for biting. Our goal is to identify triggers, reinforce positive behavior, and support each child's social-emotional development.

If biting becomes a repeated behavior:

- The staff will observe the behavior closely, document incidents, and work with the family to create a plan to reduce biting.
- In some cases, referrals for additional support may be recommended to help the child manage emotions or communication challenges.
- Our priority is the safety and well-being of all children in our care. We will continue to work in partnership with families to support their child's development in a loving, respectful, and developmentally appropriate way.

Emergency Procedures

The safety and well-being of every child is a top priority. Our staff is trained in comprehensive emergency preparedness, including procedures for:

- Fire
- Tornado
- Earthquake
- Shelter-in-place
- Lockdown situations

Cont....

06.

Health and Safety

Emergency Procedures

These drills are conducted regularly and practiced both in individual classrooms and school-wide to ensure all staff and students are familiar with the appropriate responses.

Prior to each drill, teachers explain the procedures in age-appropriate, reassuring language so that children understand what to expect and know that these actions are taken to keep them safe. We encourage families to reinforce these messages at home by discussing safety in a calm and supportive way.

In the event of an actual emergency, families will be notified through the school's communication channels as quickly and efficiently as possible. The reunification plan will be detailed at the end of the handbook.

07.

Illness

To help maintain a healthy environment for all children and staff, we ask that children remain at home if they are experiencing symptoms of illness. Children must be symptom-free for at least 24 hours without the use of medication before returning to school.

Symptoms requiring exclusion from school include:

- Fever of 100°F or higher
- Vomiting or diarrhea
- Unexplained rash
- Conjunctivitis (pink eye)
- Head lice
- Any contagious illness (e.g., strep throat, flu, COVID-19, etc.)

If a child develops any of these symptoms during the school day, parents will be called and required to pick their child up promptly. In these cases, the child will not be permitted to return the following school day in order to honor the 24-hour symptom-free policy.

This policy is in place to prevent the spread of illness and to allow your child time to rest and fully recover. Thank you for helping us keep our school community healthy.

08.

Health and Safety

Diaper Changing Policy

We follow all Kentucky licensing regulations and best practices to ensure safe, sanitary, and respectful diapering routines for infants and toddlers.

09.

Diapering Procedures

- Diapers are checked regularly and changed promptly when soiled or wet.
- Staff members wear gloves and clean/disinfect the changing area after each use.
- Children's hands are washed after every diaper change, and staff sanitize their own hands as well.
- Teachers speak calmly to children during diaper changes and use this time as an opportunity for one-on-one interaction.

Parent Responsibilities

- Parents must supply a daily supply of diapers and unscented wipes that appropriately fit their child.
- Diapers must be the correct size and should not cause discomfort or leakage. If a child's diaper does not fit properly, parents will be asked to provide a new size.
- Diapers should be labeled or sent in a labeled container or bag.
- If a child arrives without enough diapers or wipes for the day, we will not be able to accept them into care that day.
- Families are asked to contribute 3 packs of wipes per month. These wipes are shared within each classroom. If specific wipes are required due to skin sensitivities, please label them clearly.

Diaper Creams and Topical Medications

- Parents must complete a one-time medical waiver for each type of diaper cream or topical ointment they wish to provide.
- All creams must be labeled with the child's full name and be in the original container.
- Teachers will apply diaper creams only as directed on the waiver form.

We appreciate your cooperation in keeping children clean, comfortable, and safe throughout the day.

Health and Safety

Immunizations

To ensure the health and safety of all children and staff, Ascension Preschool complies with all immunization requirements set forth by the Kentucky Cabinet for Health and Family Services. Immunizations help protect not only the individual child, but also the wider school community.

10.

Required Documentation:

All enrolled children must have a current and valid Kentucky Immunization Certificate on file prior to the first day of attendance. The certificate must be:

- Signed by a licensed medical provider with Kentucky seal visible
- Clearly marked as either “up-to-date” or “medical exemption” if applicable

Certificates must be updated and resubmitted any time a child receives additional immunizations or when the current certificate expires.

Non-Compliance

Children may not attend the program without a valid immunization certificate on file. If a certificate expires during the school year, families will be notified to provide an updated form at the beginning of the month of expiration. Failure to comply may result in temporary suspension until the proper documentation is received.

Medical Exemptions

In rare cases, a medical exemption may be granted. This must be documented on the Kentucky Immunization Certificate and signed by a licensed healthcare provider.

For more information or to obtain a certificate, please contact your child’s pediatrician or visit the Kentucky Immunization Program website.

Medical concerns

Parents must inform the administration and the child’s teachers of any medical conditions that may require emergency medical treatment. If further treatment is necessary parents are required to fill out an action plan for the proper way to handle the emergency. Parents must supply all necessary supplies (epi-pen, benadryl, nebulizer, inhaler...)

Parents must also fill out a student medication authorization form.

11.

Health and Safety

Medications

If your child needs medication during the day, a medication authorization form should be filled out. You can obtain the form on our website or in the school office. Complete instructions should be given on the form. A new authorization form must be filled out daily. Any type of medication (chapstick, aquaphor, and sunscreen are all considered a medication) require a medication authorization. All medications must be turned in to the office and stored in a locked container away from children.

No medication can be stored in a student's backpack.

Non-prescription 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 label reads "Children under 6 consult a physician" we will not be able to administer without a doctors note. The note will need to contain the child's name, dosage and time requirements.

Prescription medications must be in original containers with dosing instructions and written authorization.

12.

Potty Training Policy

All students entering our Preschool Three's and Junior Kindergarten classrooms must be fully potty trained and independent in toileting. We understand that occasional accidents may occur, especially during times of transition. However, children are expected to be accident-free after the first three weeks of enrollment to continue participation in the program.

To be considered potty trained, a child must:

- Wear underwear (not pull-ups) during the day
- Recognize the need to use the bathroom
- Vocalize the need to use the restroom to their teachers
- Be able to request help when needed
- Manage clothing and hygiene with minimal adult assistance

This policy helps ensure a safe, hygienic, and developmentally appropriate learning environment for all children.

13.

Safe Sleep

We follow ABC Safe Sleep guidelines: **Alone, on their Backs, in a Crib.**

No blankets, pillows, or stuffed animals are allowed in cribs. If your baby needs special wedges, props or sleeping positions we will need a doctor's note to have them sleep accordingly. Sleep sacks are welcome.

14.

Health and Safety

Safe Environment

Ascension is committed to maintaining a safe and secure environment for all children in our care. As part of this commitment:

- All staff members undergo comprehensive background checks prior to employment.
- All staff and classroom volunteers are required to complete the Archdiocese of Louisville's Safe Environment Training every five years.
- A certificate of completion must be submitted to the school office before any adult may begin working or volunteering with children.

These procedures are in place to uphold our high standards for safety and to support the well-being of every child entrusted to our care.

15.

Security

The safety of our students and staff is a top priority. Every effort has been made to ensure that our campus remains a secure and welcoming environment for learning and growth.

- All visitors must enter the building through the main school entrance and check in at the front office window.
- Visitors are required to present a valid photo ID and leave their car keys at the front office while in the building. Visitor badges may be issued and must be worn at all times.
- All exterior doors remain locked during school hours and are monitored by a controlled access system. Only authorized personnel may enter secure areas of the building.
- Security cameras are installed throughout both the interior and exterior of the building to monitor and record activity for safety purposes.
- All classroom doors remain locked at all times during the school day.

To further protect our school community:

- Staff receive regular training on school safety procedures, including emergency drills and response protocols.
- Children will only be released to individuals listed on their authorized pick-up form. Staff may request identification at any time to ensure the safety of each child.
- In the event of a lockdown or emergency, families will be notified promptly through the school's emergency communication system. Please keep your contact information current in the FACTS Family Portal.

These measures are in place to provide peace of mind and create a safe, structured environment where your child can thrive.

16.

01.

Birthdays

Teachers will provide guidance on birthday celebrations in the classroom.

Per state licensing requirements, only store-bought birthday treats may be served—homemade treats are not permitted.

To avoid hurt feelings, birthday party invitations may only be distributed at school if the entire class is invited.

02.

Child Abuse and Neglect

Ascension Preschool follows Kentucky law regarding the mandatory reporting of suspected child abuse or neglect. All staff are required to report any suspected cases to the school guidance counselor and the Department for Community Based Services or the Child Protection Hotline (1-877-597-2331), and in cases of immediate danger, to 911.

In the event of a staff member's involvement, suspected staff may be suspended or placed on leave during an investigation. Per House Bill 285, all staff must complete training in Pediatric Abusive Head Trauma every five years.

Reports should include identifying details of the child, persons involved, descriptions of any physical evidence, and verbatim accounts from the child where applicable.

03.

Clothing

Children should wear comfortable clothing suitable for active play. Removable garments should be labeled with your child's name. Weather-appropriate outerwear is required as children play outside daily. Closed-toe, rubber-soled shoes (e.g., tennis shoes) are required for playground safety.

Each child must have a complete change of labeled clothing kept in a clear, labeled ziplock bag at school. We will store those in their cubby. Please note that if your child does not have a change of clothes we will need to call you to bring a change for them. We will not borrow from other students.

04.

Contact Information

It is essential that we have accurate, up-to-date phone numbers on file to contact parents during school hours in case of illness or emergency. Please notify the Preschool Office of any changes immediately.

05.

Custodial Rights

Parents must provide the school with a copy of the custody section of their divorce decree.

By law, non-custodial parents may request access to academic and disciplinary records unless a court order states otherwise. In such cases, documentation must be provided to the school. The school will abide by the most recently filed legal documents on record.

06.

Discipline

At Ascension, we believe discipline is a opportunity for teaching, not punishment. Our teachers are committed to nurturing each child's ability to develop self-regulation, empathy, and positive social interactions. We use a proactive and supportive approach that emphasizes connection, consistency, and clear expectations.

From the beginning of the year, teachers establish classroom expectations in a developmentally appropriate way, helping children understand boundaries and the reasons behind them. Strategies include redirection, modeling appropriate behavior, offering choices, and creating opportunities for reflection. Teachers guide students to identify their emotions, use calming techniques, and make positive choices—skills that are foundational for long-term social and emotional growth.

Our program is rooted in the principles of Conscious Discipline, a research-based social-emotional learning model that supports children in becoming aware of their feelings, taking responsibility for their actions, and building healthy relationships. Through daily routines, positive language, and a focus on safety and connection, children learn how to resolve conflict, express needs appropriately, and care for others.

If behavioral concerns arise that require additional support, teachers will communicate with parents to work together in the best interest of the child. In some cases, we may involve our school counselor or administrative staff to ensure a consistent and individualized plan is in place.

Our goal is to create a safe, respectful, and responsive learning environment where each child feels known, valued, and supported.

07.

Emergency Evauation Plan

Emergency plans are posted in each classroom. Fire drills are conducted monthly; tornado, earthquake, shelter-in-place and intruder drills are conducted quarterly.

08.

Enrollment Termination

Ascension Preschool reserves the right to dismiss a child if the program cannot meet the child's needs or if behavior endangers others. Parents will be notified of concerns in advance, and support strategies will be implemented before dismissal is considered.

09.

Holiday Classroom Celebrations

Throughout the school year, several classroom celebrations will take place to recognize holidays and special occasions. These events are intended to be fun, age-appropriate, and inclusive for all students. Room parents, in coordination with the classroom teacher, will plan and implement each celebration. Teachers will communicate specific dates and any needed items or contributions in advance. We appreciate the support of our parent volunteers in helping to make these celebrations special for our students.

10.

Illness

To protect the health and safety of all children and staff, children must remain at home if they show signs of illness. This helps prevent the spread of contagious conditions and ensures a safe learning environment for everyone.

Children should stay home if they exhibit any of the following symptoms:

- Fever of 100°F or higher
- Vomiting or diarrhea within the last 24 hours
- Conjunctivitis (pink eye) with redness, discharge, or crusting
- Persistent coughing or wheezing
- Heavy nasal discharge that is yellow or green and not allergy-related
- Unexplained rash

Illness (cont)

- Head lice or nits
- Any symptoms of a contagious illness (e.g., strep throat, flu, COVID-19)

Return to School Guidelines:

- Children must be symptom-free and fever-free for at least 24 hours without the use of medication (including fever reducers, cough suppressants, or anti-diarrheal medicine) before returning to school.
- In certain cases, especially after a contagious illness, a doctor's note may be required to return to school.
- If a child is being treated with antibiotics (e.g., for strep or pink eye), they must be on the medication for at least 24 hours before returning.

If a Child Becomes Ill at School:

- If a child develops any of the symptoms listed above while at school, the parent/guardian will be called to pick up the child immediately.
- The child will be removed from the classroom and supervised in a designated area until picked up.
- Out of respect for the health of our school community, a child sent home sick will not be accepted back the following school day, even if symptoms appear to improve overnight.

Additional Notes:

- Please notify the school if your child is diagnosed with a communicable illness so we can monitor for additional cases and alert other families as needed (names are kept confidential).
- In the case of widespread illness (e.g., flu outbreaks or public health guidance), additional precautions or temporary exclusions may be implemented.

We appreciate your partnership in keeping our preschool community healthy. If you're ever unsure whether your child should attend school due to illness, we encourage you to err on the side of caution and contact your pediatrician.

12.

Inclement Weather

Closures and delays are announced by the Superintendent of Catholic Schools and apply to all Catholic elementary schools. Notifications will be shared via TV, email, text, and Ascension alert.

On delayed start days, the cafeteria opens at 9:15 AM, and classes begin at 9:55 AM. Breakfast is not served on delayed days.

13.

Licensing

Ascension Preschool is licensed by the Kentucky Cabinet for Health and Family Services to serve children ages 6 weeks through the beginning of kindergarten. The program meets all licensing requirements at all times.

14.

Meal Service - Preschool

Snacks

Morning snack is served daily and includes two food groups: one dairy (milk) and one other food group. Snack menus are emailed monthly. The cost of snacks is included in tuition.

Lunch

Lunch may be purchased through the cafeteria and FACTS or brought from home. Packed lunches must include a protein, one serving of fruits, one serving of vegetable, and one serving of grain. Milk is provided to all students.

15.

Meal Service - Infants

Infant Feeding

Feeding is a deeply personal and essential part of each infant's care, and we are committed to honoring each family's preferences while following safe, developmentally appropriate practices. Our goal is to provide a nurturing, calm, and responsive feeding environment that supports healthy growth, bonding, and routine. Whether you are breastfeeding, formula feeding, or starting solids, we are here to support you and your child every step of the way.
cont...

Meal Service - Infants (cont)**Bottle Feeding**

For the health and safety of all children, bottles must be prepared and labeled prior to drop-off each day. Each bottle should be clearly marked with your child's full name, the date, and the contents (e.g., breast milk or formula). Teachers will follow each infant's individual feeding schedule as closely as possible and use appropriate feeding techniques based on your child's age and developmental needs.

Breast Milk and Formula

We welcome both breast milk and formula-fed infants. If sending breast milk, please ensure bottles are clearly labeled and stored in a cooler bag if necessary. Frozen breast milk must be labeled with the date it was pumped and will be thawed according to licensing and health department guidelines. Any breast milk or formula left over after a feeding will be discarded and not reused. We are happy to work with families to support breastfeeding and safe milk handling practices.

Warming and Storage

Bottles are warmed using approved methods—never in a microwave—and are stored safely in designated areas. Teachers carefully monitor temperatures and feeding times to ensure your child's comfort and well-being.

Baby Food and Solid Foods

Parents are responsible for providing baby food once their child begins to eat solids. All containers must be clearly labeled with the child's name and date. We encourage families to introduce new foods at home first, and to inform teachers of any new additions to the diet or any food allergies. Once a child is developmentally ready and has been cleared to try table food, families may begin ordering from the school cafeteria menu, with guidance from the classroom teacher.

Transitioning to Sippy Cups

As children approach the appropriate developmental stage—typically around 6 months—teachers will work with families to begin transitioning from bottles to sippy cups. This process will be individualized based on each child's readiness, and families will be informed and included every step of the way. Please communicate any changes in feeding preferences, routines, or schedules directly with your child's teachers so we can maintain consistency between home and school.

17.

Medial Release Policy

As part of our school community, we may occasionally photograph or record students during classroom activities, school events, or special programs. These images and recordings may be used in school publications, promotional materials, social media, commercials, or other forms of communication.

Parents/guardians are required to sign a Media Release Form at the time of enrollment, granting or denying permission for their child's image or voice to be used for these purposes. If permission is not granted, we will make every effort to exclude the student from media content.

It is the responsibility of the parent/guardian to update the school if their preferences regarding media release change during the school year.

18.

Medicatons

Whenever possible medication should be given at home. If your child needs medication during the day, a medication authorization form must be filled out. You can obtain the form on our website or in the school office. Complete instructions should be given on the form. A new authorization form must be filled out daily. Any type of medication (chapstick, aquaphor, and sunscreen are all considered a medication). All medications must be turned in to the office and stored in a locked container away from children. No medication can be stored in a student's backpack.

Non-prescription 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 label reads "Children under 6 consult a physician" we will not be able to administer without a doctors note. The note will need to contain the child's name, dosage and time requirements.

Prescription medications - must be in original containers with dosing instructions and written authorization.

19.

Ratios

- Infants: 5 students per adult
- Toddlers/Twos: 6 students per adult
- 3-year-olds: 10 students per adult
- 4-year-olds: 12 students per adult

20.

Rest Time

Infants follow **ABC Safe Sleep guidelines**: Alone, on their Backs, in a Crib. No blankets, pillows, or stuffed animals are allowed in cribs. Infants who fall asleep in a swing or bouncy will be moved to their crib to continue their nap.

Preschoolers have a daily rest period from 12:30–2:00 PM. Each child has an individual cot and cot sheet. A blanket from home may be brought and will be sent home regularly for laundering. Children who do not sleep will be provided a busy box of quiet activities.

21.

Student Needs

If a child has special needs that affect classroom adjustment, staff will collaborate with families to develop appropriate strategies and, if needed, consult outside professionals. If accommodations do not meet the child's or classroom's needs, staff will assist the family in finding alternative care.

22.

Transportation Policy - Field Trips

For field trips, transportation is provided by Miller Bus Service, a licensed and insured provider.

- Permission slips are required for participation.
- Emergency supplies, rosters, and safety procedures are in place and reviewed regularly.
- Children must ride the bus to and from the field trip. Parents taking children home from the destination must sign them out on the official roster.
- Staff supervise and account for children throughout the trip, using face counts, assigned group lists, and roll calls.

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.

Transportation Policy - Field Trips (cont)

- Emergency policies and procedures are reviewed monthly with staff.
- Emergency Evacuation Bus 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 trip 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 in 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.

24.

Transportation Policy - Field Trips (cont)**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.)

25.

Transportation/Field Trips - Infants/Toddlers

As part of our commitment to providing stimulating and developmentally appropriate experiences, infants and toddlers may occasionally go on walks in the surrounding neighborhood.

- Children will be transported in safety-rated strollers that seat up to four children each.
- A minimum of two staff members will accompany every walk to ensure proper supervision and safety.
- All outings will follow a pre-approved route map designed to avoid high-traffic areas and provide a smooth, secure path for strollers.
- Staff will carry a portable first aid kit and have access to a phone in case of emergency.
- Walks will only take place during appropriate weather conditions, and children will be dressed accordingly (jackets, hats, etc.).

These outings are brief, purposeful opportunities for fresh air, sensory stimulation, and gentle exposure to the community around them. We take every precaution to ensure these experiences are safe and enjoyable for all children.

Violent or Aggressive Behavior

Ascension Preschool is committed to maintaining a safe, respectful, and nurturing environment for all children, staff, and families. While we understand that young children are still developing social-emotional and self-regulation skills, we have zero tolerance for repeated aggressive or violent behavior that poses a threat to others.

Aggressive behavior includes but is not limited to:

- Hitting, kicking, biting, or scratching
- Throwing objects with the intent to harm
- Self-injury (e.g., head-banging, biting self)
- Threatening language or actions
- Physical or verbal attacks toward peers or staff

Response and Procedure:

- If a child displays violent or aggressive behavior, the behavior will be immediately addressed by the classroom teacher using Conscious Discipline strategies.
- If the behavior escalates or presents immediate danger to the child or others, the child will be removed from the classroom and parents will be contacted to pick the child up right away.
- An incident report will be completed and shared with the family.

Ongoing or Repeated Behavior:

- A child who is sent home due to aggressive behavior three times may be dismissed from the program.
- Prior to dismissal, the school may request a parent conference to discuss concerns, observations, and possible support strategies.
- Families may be asked to seek professional intervention, such as an evaluation by a pediatrician, therapist, or behavior specialist, to better understand and address the child's needs.
- The school may require a behavior plan or support documentation (e.g., from a therapist or specialist) before a child can return.

Our Goal:

Our goal is always to work in partnership with families and to support each child's growth in a safe and loving environment. However, the safety and well-being of all children and staff is our highest priority. If we determine that a child's ongoing behavior cannot be safely accommodated within the preschool setting, we reserve the right to make a decision in the best interest of the child, classroom, and school community.

By Kentucky Law - KRS 199.896

Rights for children in child-care programs and their parents, custodians, or guardians-- Posting and distribution requirements.

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:

- The right to be free from physical or mental abuse.
- The right not to be subjected to abusive language or abusive punishment.
- The right to be in the care of adults who shall meet their health, safety, and developmental needs.

Parent, custodians, or guardians of children enrolled in Ascension have the following rights:

- 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.
- 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.
- The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian or child.
- 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.
- 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
- The right to review and discuss with the director of Ascension any state reports and deficiencies revealed by such reports.

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 Catholic School (Preschool) – Kid's Time
Program address	4600 Lynnbrook Dr. Louisville, KY 40220
Emergency/Disaster contact at the school	Terry Mullaney, Principal Valerie Shell, Director of Early Childhood Katie Monaghan, Director of Afterschool and Summer Camp
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 502-641-6121 Katie'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 Womens and Children's Hospital
Address, phone number, and position title of contact at health care facility	Norton Womens and Children's Hospital 4001 Dutchmans Lane Louisville, KY 40207 502-893-1000 Emergency Room