

Ascension Episcopal School

2011-12 Preschool Handbook Grades Pre-K3 - K

This handbook has been compiled as a handy reference to the policies, activities, and practices of Ascension Episcopal School. Parents and students are encouraged to read and use the handbook. Should you have any questions or need additional information, please feel free to call the school office or visit the web site at www.aesgators.org. The school reserves the right to make changes to the information in this handbook at any time.

Preschool Campus
401 Silverstone
Lafayette, LA 70508
337.984.6060

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MISSION and PHILOSOPHY

Mission

Ascension Episcopal School is committed to academic excellence in a Christian environment. Our goals are to provide each student with the opportunity to achieve high academic standards, to gain appreciation for the fine arts and to grow spiritually, emotionally, socially, and physically.

We value:

- Developmentally appropriate values and goals
- Each student's individuality as a child of God
- A positive self-image
- Christian morals and teachings in the Episcopal tradition
- The ability to think creatively and critically
- A curriculum that maximizes each student's potential
- A teaching environment that is exciting, challenging, and fun
- The development of a healthy body
- The enjoyment of the fine arts
- A school community that fosters respect and open communication
- A safe, secure environment
- A diverse community
- A home and school partnership
- Parental support in word and deed

School Prayer

Heavenly Father, who has given us thy son, Jesus Christ, to be our Redeemer and friend, help us to understand his friendship and to do such things as would please Him. Bless us in our work and in our play. Make us gentle, generous, truthful, kind, and brave. Keep us in purity of heart and let the life of our school go on from strength to strength and have its place and meaning in thy kingdom. All of which we ask through Jesus Christ our Lord. Amen.

Governance

Ascension Episcopal School is an unincorporated division of The Episcopal Church of the Ascension. The school has an eighteen (18) member Board of Trustees. They are the trustees, not administrators, of the school. The church vestry (governing body of the parish) ratifies the school board and delegates to it the oversight of the school.

Everything about the school - from worship to religious teaching to curriculum to co-curricular activities to administration - must be in accord with the mission of the church and is subject to the constitution and canons of the Episcopal Church. The school welcomes students who are not Episcopalians, but the diversity of our school cannot alter its mission or ownership. The Board of Trustees establishes policy and calls the Head of School to administer the school. The Head of School is the chief executive officer and is accountable to the board. Individual members of the Board of Trustees have no authority outside of board meetings to make decisions on behalf of the school.

Professional Memberships

Ascension Episcopal School is accredited by and a member of:
Independent Schools Association of the Southwest
Southwestern Association of Episcopal Schools

Ascension Episcopal School has been granted approved status by the State of Louisiana.

Ascension Episcopal School is a member of the following organizations:

- National Association of Episcopal Schools
- Association for Supervision and Curriculum Development
- National Association for the Education of Young Children
- Association for Childhood Education International
- National Council of Teachers of Mathematics
- National Council for Social Studies
- National Science Teachers Association
- National Middle School Association
- Association for Childhood Education International
- National Junior Honor Society

SCHOOL POLICIES

Nondiscriminatory Policy

The Episcopal Church of the Ascension School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or disability in violation of state or federal law or regulation in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Admissions

Students are selected for admission to the school on the basis of multiple criteria: academic readiness or qualification, developmental readiness, affiliation with the school or the Episcopal Church, diversity, gender balance, and appropriateness of the match between the family and the school. Testing is used as a tool to provide information to assist the assessment of each applicant. In all cases, the school retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student. The Admission Committee makes recommendations to the Head of School, who has ultimate authority and sole discretion in the decisions of whether or not to admit or re-enroll a student.

All persons are encouraged to apply. All information gathered during the admission process is confidential and the sole property of the school.

Applicants must meet the following age requirements:

<u>Grade</u>	<u>Age</u>
Pre-K3	3 years old before Sept. 1
Pre-K4	4 years old before Sept. 1
Kindergarten.....	5 years old before Sept. 1
First Grade.....	6 years old before Sept. 1

Application

The first steps toward admission to Ascension Episcopal School are as follows:

- 1) Complete and return the student application form along with the application fee.
- 2) Submit previous school records, a copy of past and current report cards, and current classroom teacher evaluation along with other admission requirements listed on the application form. All forms can be downloaded from the website at www.aesgators.org.
- 3) Once these materials have been received in the school office, arrangements will be made for an admission test date.
- 4) Remember: Siblings of AES students must *also* have an application on file at the preschool in order to be considered for any preschool programs.

Wait Pool

It is important for prospective applicants to know that the wait pool is not numbered. If an opening at a grade level occurs, the administration will review all qualified applicants in the wait pool and make a selection. Applicants in the wait pool for the current year may need to be re-tested, and should update report card information to be considered the following year.

Withdrawals

In the event of withdrawal of enrollment for any reason (including withdrawal prior to the beginning of the school year), all remaining tuition and fees become immediately due and payable. Parents are asked to contact the Division Head in writing in the event of withdrawal of enrollment prior to the first day of school. In the event of withdrawal after the year has begun, parents are asked to contact the Division Head and the business office in writing at least thirty (30) days prior to withdrawal. The student must return all books and other school property prior to withdrawal. All fees, tuition, and late charges must be paid in full before the student's progress report or report card will be issued, as well as any school records released. Upon the School's receipt of the necessary written authorization from the parents, the School will forward the transcript directly to the student's new school.

Students with Learning Differences/Disabilities Policy

Ascension Episcopal School will consider students with mild learning differences or disabilities, under the following conditions:

- Students have a currently documented difference or disability, diagnosed by a professionally qualified and certified clinician (i.e., psychologist or psychiatrist). Family members may not provide such diagnoses.
- Students have a record of success in a traditional college-prep curriculum.
- Students' learning differences or disabilities do not surpass the professional capabilities of Ascension Episcopal School's traditionally trained faculty.

As stated, while Ascension Episcopal School does consider students with such learning differences or disabilities, we want to accept students whose learning needs we are confident we can accommodate. The school's policy is to offer *reasonable accommodations within a traditional college-preparatory program of studies*. Out of fairness to the entire school community, the school cannot accept students whose particular needs cannot be met by the faculty.

Students needing a significantly modified program of studies will have such modifications noted on their transcripts.

Because their special needs cannot be met, Ascension Episcopal School does not accept students with either behavioral or emotional disabilities.

Harassment Policy

Every student and school employee is entitled to a learning/working environment in which he/she feels safe, secure, and comfortable. The School will not tolerate physical, emotional, verbal, or visual harassment of a student or employee. Harassment can include, but is not limited to, comments, written materials, drawings, and gestures that may be taken as suggestive or demeaning. The complete Harassment Policy is on file in the main office.

Fundraising Policy

Any fundraising activity must have the prior approval of the Development Director and Head of School.

Health Policies / Medication

A health card with records of immunizations *must* be presented on or before the first day of school for a student entering preschool (grades Pre-K3 - K) or any new student to the school (grades 1-12). *Updated student immunization records are to be submitted to the school office as subsequent immunizations are administered.* Records from the health unit or pediatrician's office are acceptable.

It is the practice of the school to inform parents of any outbreaks of contagious diseases in the school. Parents are asked to keep children at home if they show any symptoms of childhood disease. The school reserves the right to send a child home if the student's own or other students' health may be affected. (Ex: conjunctivitis, head lice)

Parents shall be notified if there is a serious injury at school, if the student becomes ill, or is running a fever. If the school determines that a student is too sick to remain at school, a parent or their designee must come and get the child. Students must be fever-free for 24 hours without the use of fever-reducing medication prior to his or her return.

Medication cannot be administered to a student in the classroom. To receive a prescription and/or non-prescription medication during the school day, a student must have a parent's consent on file. Prescription drugs will be given only if they are sent in the *original* container and accompanied by a note from the parent stating the time of administration (student's name and dosage should already be on the label). If a student requires medication during school hours, the parent should submit a written request to the school office detailing the name of the drug, dosage, and time-interval medication is to be taken.

Medicine is not allowed to be sent in a student's lunch or book bag because of the risk of taking the wrong dosage or of another student taking it.

Technology Acceptable Use Policy

The school is committed to providing modern technology that will support the academic program. Students are expected to use hardware and software resources responsibly. Each student and a parent/guardian will be required to sign and abide by the *Technology Acceptable Use Policy*. Honesty, decency and civility are expected, just as they are in all aspects of school affairs. Acceptable Use Policies are defined in the division specific portion of the handbook.

Ascension Episcopal School prohibits any advertisement, publication, or representation of AES without expressed written permission of the Head of School. This includes, but is not limited to, websites such as MySpace, Facebook, and YouTube.

FINANCIAL POLICIES

By signing an enrollment contract, parents agree to pay all tuition and fees when due.

Application Fee

An application fee must accompany the application of a candidate for the school.

Testing Fee

Students are admitted to the lower, middle, and upper school grades on the basis of testing results. A testing fee is payable at the time of the testing appointment.

Registration Fee

Once a new applicant receives an acceptance letter, a non-refundable registration fee is due.

Currently enrolled students have an opportunity to re-enroll for the following school year in late January. The non-refundable registration is due at that time. *Parents will not be permitted to re-enroll their children for the next year unless current tuition and fees have been paid to date.*

Facility Fee

A one-time per student facility fee is due prior to entering first grade or upon entry level for students entering 1st through 12th grade.

Tuition

AES uses FACTS Tuition Management for collection of fees and tuition of its students. All parents must activate their account via instructions provided by FACTS in the initial invoice letter received in mid-June. All payments are to be remitted directly to FACTS via their website at www.online.factsmgt.com. Parents are able to pay-in-full by July 1 or budget their payments in semester or monthly installments.

Financial Policy

Per the contractual agreement signed each year for enrollment into Ascension Episcopal School, payments applicable to the student's grade level will be due the first of the month per payment option selected. Ancillary payments will be due within 30 days of the initial billing.

In the instance that an account becomes in arrears, the student and parent's account will be locked preventing the viewing of grades and receipt of report cards until the account is current. Enrollment in the next school year will be delayed and financial assistance applications will not be reviewed until the account is brought up to date.

Transcripts, standardized test scores, report cards, and withdrawal letters will not be released on accounts that still have balances remaining.

Financial Assistance

The Ascension Episcopal School Board of Trustees has established and maintains a Financial Assistance Program. Students from a variety of economic backgrounds have been able to attend Ascension because financial assistance was available. The school is hopeful that more parents and friends of Ascension will contribute to the Financial Assistance Fund so that the school can continue to provide assistance to deserving students. Financial Assistance donations are tax deductible to the extent allowed by law and some employers have matching fund plans.

Application for financial assistance is made by the family once the child's account is current and after the child has been enrolled in Ascension Episcopal School. Parents obtain application forms during enrollment from the business office and submit them for analysis to School-Student Services. Assistance is awarded on the basis of financial need and prioritized by date, until all funds are depleted (generally by mid-May).

The AES Financial Assistance Committee considers these recommendations and awards assistance to students in good standing on the basis of financial need. All information and decisions are confidential.

After School Care, Transportation, and Hot Lunch

After school care, transportation, and hot lunches are optional. Registration and fees apply.

GENERAL INFORMATION

School Hours

Preschool Hours:	8:30-2:00
Grades 1-7 Hours:	7:30-2:30
Grades 8-12 Hours:	8:30-3:40

Parent Teacher Association

The school benefits from an enthusiastic Parent-Teacher Association, actively engaged in all phases of school life. Opportunities for participation are varied and volunteer jobs are available for all.

The Parent-Teacher Association is charged with two functions: fundraising and volunteer service. This group is supportive of and important to our school. Your participation and support is appreciated.

Parent Information Card

The Student/Parent Information Card is to be completed annually and turned in to the school office before the opening of school.

Visiting Policy

All visitors on campus must have prior permission and enter through a campus office, sign the visitor's log, and wear a visitor's badge. Any classroom observation must be arranged in advance with the appropriate division head.

Safety Drills

There will be monthly fire or tornado drills. Evacuation routes for both drills are posted in each room, and this process should be carried out in a quiet, calm, and purposeful manner.

Emergency School Closings

In cases of emergency when advance warning is possible (floods, hurricanes, etc.), the Head of School will decide if closing school or a delayed opening is warranted. Announcements will be given through the local media on the radio and television and also published at www.aesgators.org. Announcements will be delivered to parents via SchoolCast rapid notification system.

If school is dismissed early due to inclement weather, bus service will not be available and all students will remain on campus until satisfactory pick up arrangements are made. AES will always respect the parents' good judgment in anticipation of a severe weather situation by keeping their child at home or in requesting early dismissal for their child.

Uniforms and Dress Code

The dress code policy of Ascension Episcopal School has been established in order to provide an atmosphere in which all students can work efficiently and can grow in self-discipline. Each student is expected to abide by the guidelines set forth in the School's Uniform Policy and to follow the guidelines in a mature and responsible manner, which reflects favorably upon himself, his parents, his school, and his community. *For a complete description of the Uniform Policies by division, please see the AES website under Parent Resources.*

School-Parent Communications and MyBackPack

The student/parent portal of our student information system, Senior Systems, is called MyBackPack. Each family has been issued an ID and password that allows access to this portal at <https://aesgators.seniormbp.com/SeniorApps/registration/loginCenter.faces>. The student/parent portal allows for:

- Verification and updating of family biographical information
- Viewing an online student/parent directory
- Viewing your child(ren)'s attendance data
- Viewing your child(ren)'s academic grades (grades 3-12 only)

To ensure that you receive important email communications from the school, please verify/update your email address in **MyBackPack** using your family's MBP account ID and password at <https://aesgators.seniormbp.com/SeniorApps/registration/loginCenter.faces>. Your email address as listed in this system will be used by AES faculty and staff for electronic communications. *Please be sure this information is updated at all times.*

SchoolCast Communication

Ascension Episcopal School uses SchoolCast, a rapid notification system, across all AES campuses. When there is an emergency affecting one or more campuses due to weather, utilities, transportation, etc., a recorded message will be issued automatically to all home and parent cell phone numbers. Each family must verify and update their personal contact information online using their SchoolCast account ID and password at <https://www.schoolcast.com/login.aspx>.

Every Monday, *This Week at Ascension* is posted on the school website at www.aesgators.org. This newsletter contains information on school events for that week and in the near future. All suggestions for inclusion in *This Week at Ascension* must be turned in to the school office by the previous Thursday.

To stay informed, parents are encouraged to visit the school website at www.aesgators.org. To access protected areas of the website, use AES as the user name and ggtkb (gentle, generous, truthful, kind, and brave- attributes stated in the AES school prayer) for the password.

Class Notes is a newsletter published by the Development Office and is mailed to parents, grandparents, alumni, and friends of the school. The summer newsletter recognizes student achievements for the academic year.

Every member of administration and faculty is assigned an email address. E-mail addresses conform to the following pattern: The person's [first initial followed by the last name @aesgators.com](#) Example: Reatha Albert is ralbert@aesgators.com

School Mascot

Ascension Episcopal School's mascot is the Blue Gator.

CONTACT INFORMATION

At a Glance

E-mail addresses follow this pattern: The person's [first initial followed by the last name @aesgators.com](#)
Example: Reatha Albert is ralbert@aesgators.com

Downtown Campus Office (Main Office)	(337) 233-9748	Grades 1 - 4
Middle School Office	(337) 269-9277	Grades 5 - 7
River Ranch Preschool Office	(337) 984-6060	Pre-K3 - K
Sugar Mill Pond Office	(337) 856-0043	Grades 8 - 12

For issues regarding...

Address change: My BackPack or Reatha Albert

A specific class:	The student's teacher
Athletics:	The student's coach
Admission referrals:	Suzy Lynch Cummings, Preschool Lucy G. Begnaud, Lower School Christi Juneau, Middle School David Pitre, Upper School
Attendance:	Danielle Bienvenu (PS), Monica Tauzin (LS), Shelly Hebert (MS), Emily Boland (US)
Discipline:	The student's homeroom teacher (LS) or advisor (US and MS) then Dean of Students (MS and US) then the Division Head
Business Office:	Tracy Troxclair
Billing:	billing@aesgators.com
Fundraising and Communications:	Stephanie November
Technology/My BackPack/SchoolCast:	Gayle Broussard
College Admissions:	Stephanie Fournet
Upper School Registrar:	Stacey Patin

PRESCHOOL SPECIFIC POLICIES GENERAL INFORMATION

Preschool Location and Hours

Ascension Preschool is located at 401 Silverstone and classes begin at 8:30 a.m. and end at 2:00 p.m. Optional after school classes are offered for a fee. Teachers are on duty at 8:10 a.m. at which time car line begins.

Before and After Care

The "Early Bird" arrival program is available beginning at 7:00 a.m. Happy Care is offered until 4:00 p.m. All students may stay for Happy Care. If they attend sporadically, parents should either email the office and teacher or send a note on the day they wish to use the service. If during the day, you decide to leave your child late, please email the office or if it is after 1:30 p.m. call the office 984-6060 to tell us.

Fees for Early Bird and Happy Care programs are as follows:

Early Birds: \$5.00 from 7:00 a.m. - 8:10 a.m.

Happy Care: \$5.00 hourly

Calendar

The preschool typically observes the same school holidays and dates as grades one through twelve. Parents of preschool children will be notified in advance of any exception.

Home Visits and Kinderview

Pre-K3 and Pre-K4 teachers make home visits to each child in their classes prior to the opening of school. The day of the visit is announced in advance by mail. These visits are very short (10-15 minutes). The purpose is to help the child make a better school adjustment and promote communication between home and school. Kindergarten students attend an orientation (Kinderview) prior to the beginning of school. Students receive a welcome letter from the teacher announcing the date of the orientation.

Student Dress

Pre-kindergarten children should wear play clothes. Kindergarten students wear school uniforms in accordance with the Lower School Uniform Policy. For a complete description of the Kindergarten Uniform Policy, please see the AES website under Parent Resources, Kindergarten Uniform Policy. Preschool students have a very active day; athletic shoes are the only acceptable shoe to wear. Cowboy boots, flip-flops, and clogs are not permitted. Please observe this closely for the safety of your child.

Absences

Parents should notify the preschool office by email, if their child is absent more than a day or two. Also, please notify the office if your child has a contagious disease.

School Visitors

Security measures require parents to wear a nametag and sign in at the preschool office on Silverstone before entering the campus. Preschool parents enter the campus only through the office. For your child's safety, always check in at the receptionist's desk.

Transportation and Traffic Pattern

Parents provide transportation to and from school for all preschool children. Teachers will be on duty during arrival and dismissal times to help children in and out of cars. *Please see map of the preschool traffic pattern at the end of this document.*

If a child is not to leave school in the usual manner, the parent *must* send a note to the teacher stating *how* and *with whom* the child will leave school. They should have ID ready when they arrive if the teachers aren't familiar with them. The school will hold your child if the identification does not meet school administration approval.

For the safety of all, cell phone use is discouraged when dropping off or picking up your child. Also, please have children prepared to depart the car promptly to avoid traffic jams. *This is very important.*

Health Policies

A health card with records of immunizations *must* be presented on or before the first day of school for a student entering kindergarten. For pre-kindergarten students a record of immunizations received to date is sufficient. Records from the health unit or pediatrician's office are required.

Parents shall be notified if there is an injury at preschool or if the child becomes ill or is running a fever. Preschool students receive an "Ouch Report" to bring home if they have a minor scrape or bump. This is for your information only. If a child becomes ill at school, you will be contacted.

Medication cannot be administered to a child in the classroom. If a child requires medication during school hours, the parent should submit a written request to the school office detailing the name of the drug, dosage, and times medication is to be taken.

Medicine should *never* be sent in a child's lunch or book bag because of the risk of the child taking the wrong dosage or of another child taking it.

In keeping with AES's confidentiality policy, teachers are not allowed to give out information about children to another parent who are sick. It is natural to ask if another child has chicken pox etc. but please don't be offended when teachers say that they are not allowed to pass along that sort of information. You can help by not putting them in that situation.

Food

Please do not pack peanut products of any kind (even traces) in your child's lunch. Check labels. Also, if you bring snacks for the class, consider fresh fruit, cheese, whole grain muffins, pizza, sandwiches, or juice. Please check all labels for peanut products. Please help us watch out for these children with peanut allergies as well as helping us teach healthy eating habits.

Admissions

There is no admission testing for preschool applicants. However, children entering the preschool must meet age requirements and be toilet trained. Siblings of students already enrolled in Ascension must have an application to be considered for acceptance. Applications are accepted anytime throughout the year.

Students enrolled in kindergarten will take a readiness test before entering grade one at AES. This is usually given in early January preceding their entrance into first grade.

ACADEMIC INFORMATION

Conferences and Progress Reports

There are three (3) regularly scheduled Parent-Teacher Conferences at the preschool to discuss academic, social, and emotional progress. Additionally, conferences may be scheduled anytime by contacting the teacher.

Student achievement is based on the understanding of the subject as judged by a variety of assessments. Pre-K3 - Kindergarten students receive written progress reports at conferences.

Discipline

Each teacher has a discipline plan to enforce the following rules:

1. Keep hands and feet to yourself
2. Follow teacher instructions
3. Take turns talking
- 4.

Although each plan varies by teacher, it involves:

1. Warning
2. Behavior Chart Consequence
3. Visit to Preschool Head

If a child bites, is consistently aggressive, or breaks rules intentionally, parents may be involved in helping create an effective plan. Parent cooperation will be mandatory.

ENRICHMENT INFORMATION

Christian Education

Christian Ed is taught weekly in grades Pre-K3 - K. Please refer to classroom curriculum guide for more details.

Library

The preschool library houses books appropriate for all preschool students. All preschool classes visit the library regularly with Pre-K4 and Kindergarten students having check-out privileges. Lost books must be paid for so a replacement may be purchased. Students may present books to any AES library in recognition of special occasions. A special bookplate is placed in the book in commemoration of this event. Birthday books are recognized during chapel services.

Motor Development

Students participate in daily Motor Development classes with age appropriate activities as well as recess. Please refer to classroom curriculum guide for more details. Please observe rules for athletic shoes for your child's safety in Motor Development and recess.

Music

Music instruction is given daily at the preschool. Emphasis is placed on simplifying music concepts through the Kodaly method of music for preschoolers. Please refer to classroom curriculum guide for more details.

Technology

Preschool teaches integrate technology into the regular classroom curriculum. Instruction includes becoming familiar with the parts of a computer, the layout of the keyboard and using educational software.

Pre-K4 and Kindergarten students also use computers in their classroom activity centers to complement the curriculum.

STUDENT LIFE and ACTIVITIES

Chapel Services

Preschool services are held weekly beginning after Labor Day. All teachers and students are required to attend. Parents are invited to chapel at all times.

After School Classes

At the preschool, after school classes are offered. These classes, offered by preschool teachers at a nominal fee, may include sign language, French, music, sports, and many others. Classes rotate on a six-week basis.

Holiday Parties

There are five (5) occasions during the year when class parties are held. They are Halloween, Christmas, Valentine's Day, May Day, and End-of-the-Year. Room mothers, with assistance from the Head Room Mother, plan these parties in cooperation with the teacher. Only two (2) parents involved in the holiday celebrations attend each party. This allows the focus to remain on the children. All parents are invited to attend May Day and the end of the year party,

Preschool Lunch Program

All students at the preschool are to participate in the hot lunch program or bring a lunch daily from home. *Please* - No peanuts and no lunches, that need to be warmed. This must be strictly enforced for the safety of ALL children.

Student Birthday Observance

Birthday treats may be brought if prior arrangements are made with the teacher. No peanuts!_Distribution is typically at the end of the school day. Please keep these as simple as possible. You may check with the teacher about the day. Healthy fruit or cheese is encouraged.

It is often not possible to invite all classmates to a birthday party. We ask your consideration of those classmates at school who are not included. *Invitations are not to be distributed at school, even if an entire class is invited.* Our classes are small; the students are closely associated, and feelings can be easily hurt. There will be no exception to this rule. No party favors, balloons, or birthday gifts are allowed at school.

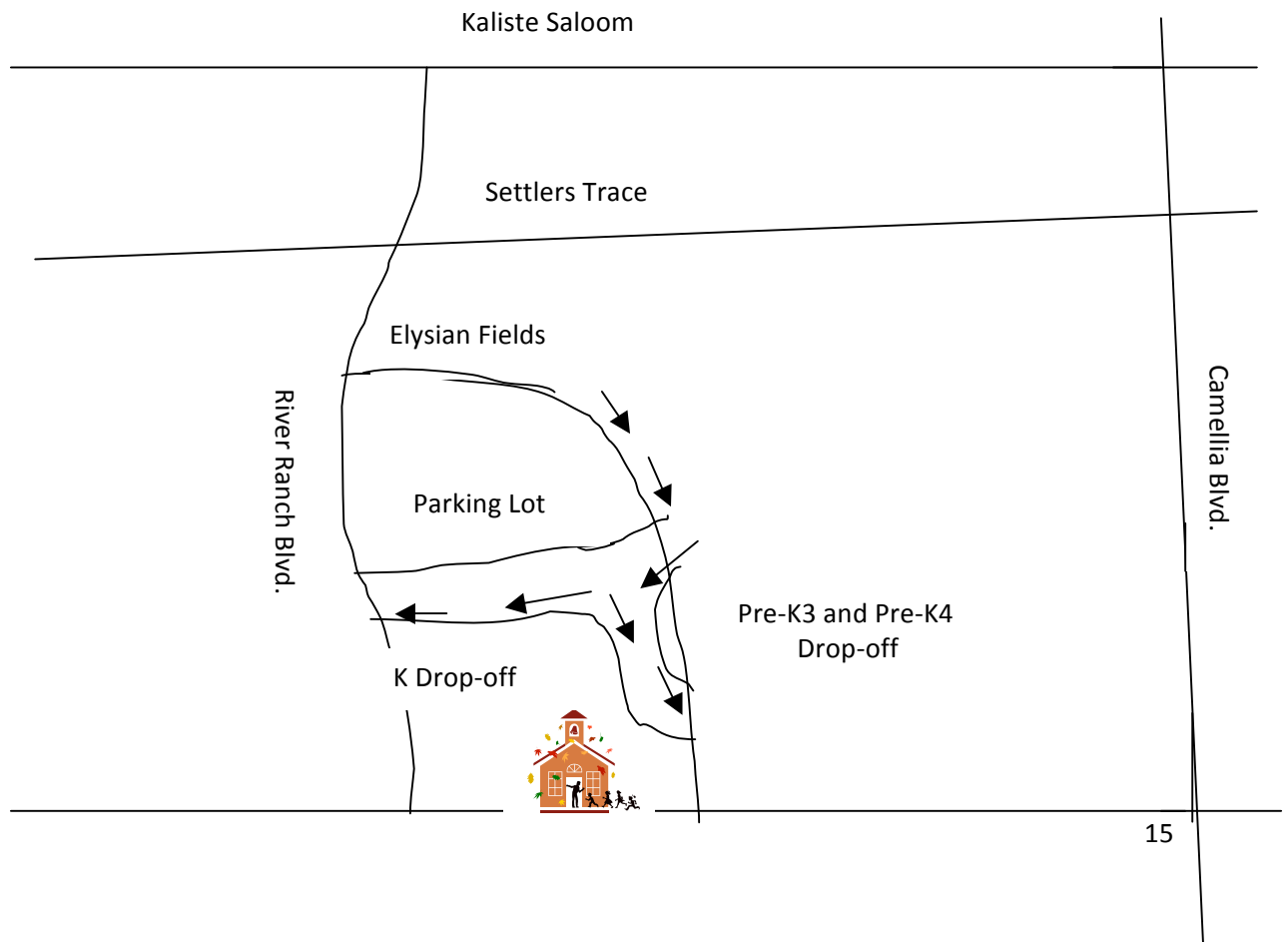
PRESCHOOL TRAFFIC PATTERN AND INSTRUCTIONS

General Information:

- River Ranch Blvd. is a two-way street.
- Short term parking is not allowed on River Ranch Blvd. between Silverstone and the preschool parking during any drop-off or pick-up time.
- Elysian Fields is a one-way street from River Ranch Blvd. to Silverstone.
- Elysian Fields between the preschool parking lot and Silverstone is no parking at all times.
- Elysian Fields from River Ranch Blvd. to the preschool parking lot allows parking on the right side of the street only.
- The administration driveway is a no parking zone at all times.
- There is no access to the preschool via Silverstone.
- Elysian Fields speed limit is 10 mph.

Drop-off and Pick-up Instructions:

- During drop-off and pick-up times, the preschool parking lot is one way only from Elysian Fields to River Ranch Blvd.
- Enter the preschool parking lot via Elysian Fields and enter the administration driveway for Pre-K3 and Pre-K4 drop-off. Unload in the administration driveway; take a right on Elysian Fields to exit.
- For Kindergarten drop-off, drive to the K gate and exit on River Ranch Blvd. the K gate will be marked by signs.
- Pre-K3 gate is open from 1:45-2:00 for quick-park and pick-up of children. Gate will lock at 2:00 PM



Silverstone Rd.

Ascension Episcopal School
Preschool
Student-Parent Handbook
2011-12

I acknowledge that I have read the 2011-12 Ascension Episcopal School Student-Parent Handbook and agree to abide by the policies stated.

Student Name (Please print): _____

Parent Name (Please print): _____

Parent Signature: _____

Date: _____