



Episcopal Church of the  
**ASCENSION  
DAY SCHOOL**  
*Love. Laugh. Learn.*

# Parent Handbook

Ascension Day School  
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Our Parent Handbook serves as a guide to our school's policies and procedures. Due to local and state guidance, we may have program changes in order to ensure the health and wellness of all staff and families. Updates and changes to operational policies will be made in writing. In the event of a change, the Parent Handbook Acknowledgement Page, or any necessary addendums, must be signed and returned to Ascension Day School.

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## PROGRAMS OFFERED

Ascension Day School (ADS) is a licensed preschool. As an extension of the Episcopal Church of the Ascension, ADS is dedicated to providing a loving, Christ-centered environment in which each child can learn and grow emotionally, physically, academically and spiritually. ADS serves children between the ages of 15 months and 5 years (by September 1<sup>st</sup>) and is open Monday through Thursday from 9:00 A.M. – 2:00 P.M. ADS also offers an extended day program if there is enough interest: Early Risers (8:00-9:00 A.M.) and Stay and Play (2:00-2:45 P.M.). Our school year runs from September through May.

## MISSION STATEMENT

To create an inclusive atmosphere which provides an exceptional early childhood experience and fosters the development of the whole child. We believe that every child is a precious gift from God; as such, we are dedicated to the social-emotional, intellectual, physical, and spiritual development of each ADS student. We are committed to educating each child in a nurturing, play-based environment that cultivates a love of learning. Set within the faith of the Christian Church as expressed in the Episcopal tradition, we welcome people of all backgrounds to join and participate in our school community.

## ENROLLMENT

Ascension Day School provides educational opportunities for all students without regard to race, color, sex, national origin, citizenship status, religion, or any other applicable protected classifications. Children are enrolled on a first-come, first-served basis upon payment of the registration fee in full.

The forms listed below are required not only by Ascension Day School, but by the State of Texas as mandated by law. It is the responsibility of the parents to update these documents with changes throughout the year. The following items must be completed and returned to the school before any child can attend the program:

**Registration Form** – Child care enrollment form that includes family information, class placement and a brief child history. Children must be walking to enroll in Toddlers & Twos.

**Immunization Record AND Health Record Form** – An official and recent immunization record from your child's doctor along with the ADS Health Record Form must be submitted (the health record form must be signed by the doctor signifying that your child has been

examined within the last year). All students are required to be immunized unless exempt, and although a child may be current with required immunizations at enrollment, please acquire an updated immunization record at subsequent doctor's visits to submit to ADS throughout the year.

**Parent Handbook Acknowledgement** – Located on the ADS website; acknowledges that you have read and understand the Parent Handbook which includes the policies and procedures of ADS.

**Allergy Action Plan** – If applicable, your provider will fill out an Allergy Action Plan to submit.

**Authorization for Release of Student** – Your child will only be released to those individuals listed on this form. It is the responsibility of the Parent/Guardian to update this record as necessary throughout the year.

**Child Assessment Form** – Every child is unique. This form helps us get to know your child better. To ensure your child's information is up to date, we appreciate this being completed between August 1 and September 1 of each new school year.

## TUITION / FEES

A registration/supply fee is due at the time of enrollment for the following school year and *is non-refundable*. Please see the website for a fee schedule.

**Your first tuition payment is collected in August and then on the first school day of every month (September-April).** A late fee of \$20 will be assessed if tuition is received after the 7<sup>th</sup> of each month. You are also welcome to prepay your tuition for a portion or for the entire school year.

Tuition is not prorated for holidays, school closings due to weather, pandemic closure days, or absences. These events have already been calculated into our monthly tuition rates. If it is necessary to withdraw a child for any reason, the parents are still responsible for paying tuition for the remainder of the school year unless otherwise agreed upon with the school.

**Extended Day Tuition** - ADS provides a longer school day from 8:00 A.M.-9:00 A.M. (Early Risers) & 2:00 P.M.-2:45 P.M. (Stay & Play) for an additional fee. Registration for this program is for the whole year. Requests for changes can be made in writing to the director, but cannot be guaranteed. Availability is dependent on an adequate amount of enrollment and cost could increase based on the number of enrolled students. Please see our school website under current students for an Extended Day Program form and more information. Please note it takes some maturity for a child to stay for a longer day. Please have a conversation with the director regarding eligibility requirements.

**How to Pay Tuition** - The preferred method of payment is via brightwheel. Brightwheel accepts electronic payments via credit card, debit card or by using your bank account and routing number. There is a maximum \$2 ACH fee on bank transfers, but a 2.3% convenience fee on credit cards. You can also pay via check for the semester or the full year. If you prefer to submit payment another way, please contact us.

## SCHOOL CALENDAR/SCHOOL NEWSLETTER

Our calendar for the school year will be provided at the beginning of the year and is also posted on our website under "Current Families". This calendar includes holidays and special school events. Please know the calendar is subject to change and follows RISD for school closings.

A monthly school newsletter will be sent at the beginning of each month. It will include the current month's curriculum, a reminder of special events and dates, highlights of board members and teachers, pictures from the month and other important information regarding our school. You can also view the newsletter on our website:

[www.ascensiondallas.org/newsletter](http://www.ascensiondallas.org/newsletter).

## **INCLEMENT WEATHER**

In case of snow, ice or other inclement weather, we will follow Richardson Independent School District's (RISD) policy for school closures. RISD school closings are announced on local radio and television stations, as well as on their website at [www.risd.org](http://www.risd.org). If any unforeseen circumstances should arise, or if RISD schools are open but we feel the weather or driving conditions around the church are too bad, ADS will be closed. In such cases, parents will be notified through the ADS private Facebook page <https://www.facebook.com/groups/2669296376723440> and through our Remind notification system. Any such missed days will not be made up.

## **DAILY ACTIVITIES/ACTIVITY PLAN**

Our goal at ADS is to focus on the development of your child with developmentally appropriate activities. We use WEE Learn and Handwriting Without Tears curriculum. ADS provides opportunities for children to participate in daily circle time, sensory play, art, age appropriate centers, manipulatives and puzzles, books and story time, games, gardening and outdoor gross motor skills. All ADS students are offered a weekly Chapel Class centered around Bible stories. Depending on attendance days, students may also attend weekly Spanish, music and movement, library, yoga, and/or science classes. We believe that our enrichment programs, rooted in faith, will add to the spiritual and physical development of your child. Using our curriculum, teachers are required to write an activity plan or lesson plan per week. If you would like to request your child's lesson plan, please email your child's teacher(s).

## **PHYSICAL ACTIVITY/OUTDOOR PLAY**

Each class will participate in daily gross motor activities either indoors or outdoors. Outdoor spaces include the big playground, small playground, courtyard, and upper building parking lot. Students are required to participate in gross motor activities for at least 30 minutes each day and an additional 30 minutes if participating in our extended day programs. If weather does not permit us to be outdoors, then we will use indoor spaces either in the classroom, Narthex, or Parish Hall. Children are supervised at all times during outdoor play. If a child is unable to participate in gross motor activities outside, a parent will need to come sit with the child indoors while the class is outside.

## **ARRIVAL**

The school entrance automatically unlocks at 9 A.M. Please do not enter the classrooms earlier than 9 A.M. to provide the teachers adequate time to prepare for the day. Children should be brought directly to their designated room each morning. Please make sure your child uses the toilet beforehand or enters the classroom wearing a fresh diaper or pull-up. Pre-K and Kinder parents can take their children to the restroom by the school entrance before dropping off. We ask that your child not come to school eating breakfast foods. We have several children with allergies and it is important to maintain a clean facility. Classroom activities begin promptly at 9 A.M. and it is best for your child if they are here when the school day begins. Be sure to sign the sign-in sheet outside your child's classroom each morning.

## DISMISSAL

Please pick up your child from their classroom no later than 2:00 P.M. (unless you are enrolled in Stay & Play). **After 2 minutes of your class's end time, a late fee of \$2 per minute will be assessed.**

If you prefer to remain on the campus after signing your student out for the day, we ask that you utilize one of the playgrounds not in use by our extended day program. This assists afternoon teachers in maintaining accurate headcounts and is for the general safety of our students.

## RELEASE OF CHILDREN

No child will be allowed to leave ADS with someone who is not authorized on the Authorization to Release Form. Please let the teacher know in writing by email if someone other than you (or a normal ride home) will be picking up your child. ADS will require a Driver's License from any new individuals unknown by staff members. Please inform the ADS Director *in writing* of any specific custody arrangements that would have bearing on who is authorized to pick up a child.

## SEPARATION FROM PARENTS

Separation is usually more difficult on parents than it is on kids, and we are here to make this transition as simple as possible for both you and your child. It is our experience that children do best when parents drop them off quickly, say their goodbyes, and leave the child to engage in morning activities with their friends and teachers. You are welcome to remain in the school for a while to see how your child is doing, but **please do so where your child cannot see you**. Please do not disappear and reappear repeatedly, as this tends to upset most children.

Remember that it may take some children several weeks to feel comfortable at school. Some children may even cry at drop-off for a couple of months, but almost always, the crying lasts only a few minutes before the child has adjusted and happily joined the group. Our teachers and staff will work with each family to find the best ways to help each individual child adjust.

## DRESS CODE

**Children should be dressed appropriately to participate in all planned activities.** Please be sure that your child wears and brings weather-appropriate clothing and shoes, including a coat, hat, and gloves. **Please mark each item with your child's first and last name.**

**Clothing** - Elastic waist shorts/pants/skirts are preferred and mandatory if your child is potty training; no buttons or snaps please unless children are in Pre-K or Kinder and they can independently fasten them. Please send girls with shorts under dresses so they can comfortably participate in all gross motor activities.

**Shoes** - Closed-toe shoes that best support your child's feet for development are best. Velcro is strongly recommended. No sandals, crocs or flip flops (mulch gets in shoes with large openings and makes recess time less enjoyable). Pre-K and Kinder should wear shoes they can take off and put on themselves. **Laced shoes should only be worn if your child can independently tie them.**

## INDEPENDENT TOILETING

At ADS, we know there are many cognitive and physical domains and varied skills involved in a child's learning to toilet independently. Because maintaining a safe and sanitary facility for both our students and staff is important, we have instituted a policy that a child must maintain a dry diaper or pull-up for 15 consecutive days before they will be allowed to come to school in underwear alone. Any child in the process of learning to toilet independently may wear pull-ups, or underwear over a pull-up or diaper if you wish. In consideration of your child's teacher, we ask that you openly communicate about your child's independent toileting so your child's teacher can adequately assist.

A child who is "potty-trained" or able to toilet independently must be able to:

1. Alert staff members verbally when there is a need to use the toilet with a reasonable amount of notice that allows the staff member to help the child to a toilet without losing control of their bladder or bowels before reaching the toilet
2. Remove pertinent articles of clothing with minimal assistance, and replace clothing when finished using the toilet --we require elastic waistbands
3. Urinate or defecate on demand
4. Use toilet paper appropriately to wipe
5. Dispose of used toilet paper appropriately
6. Demonstrate aim and attention on the toilet for boys
7. Wash hands with soap and water after toileting

**It is a requirement at ADS to have children potty-trained before entering the 3s, Pre-K or Kindergarten classes. Please note the Pre-K and Kinder classrooms do not have toilets in their classrooms and they use both the bathrooms by the Narthex and school entrance. Teachers and staff are unable to assist your child in the bathroom stalls due to safety concerns.**

## SNACKS

Snacks are part of the morning school schedule. Please send your child with a healthy, labeled snack each day your child is enrolled. Please see our separate ADS Snack Guide found on our website. Please do not send sugary items (e.g., cookies or fruit snack gummies) as they cannot be consumed before lunch per licensing guidelines.

## LUNCH

Please pack a healthy lunch and water bottle for your child to bring to ADS. A compartmentalized lunch container, like a bento box, is required. We do not have the ability to warm up food items, so be sure to pack items that can be eaten cold or at room temperature. Cold packs may be added to a lunch bag to keep items chilled. For more detailed information, please visit our website to view ADS Lunch Guidelines.

## ALLERGIES AND OTHER MEDICAL CONCERNS

If your child has life-threatening allergies or medical concerns, a meeting with all teachers working with that child and director must be held before the first day of school. A Health Plan and/or an Allergy Plan (signed by the physician) must be given to the school about the severity of the medical concern at the time of enrollment.

## BIRTHDAY TREATS

On your child's birthday, you are allowed to bring a special treat for the class to celebrate during snack (if healthy) or after lunch. We do prefer something without icing. This treat must be store bought and/or individually packaged. Please refer to the ADS Snack Guide for appropriate birthday snacks. Also please communicate to your child's teachers as some students have allergies and we want to make sure they feel included or have something safe to eat.

## REST TIME (TODDLERS - PRE-K CLASSES)

Children must bring their own nap bedding for rest time. Toddlers, Twos and Threes may also bring special "lovies" as well as pacifiers or other soothing rest items. Again, be sure to mark all items with your child's first and last name.

Children will be required to lie on their nap mats for 60-90 minutes (depending on their age and class). Children will not be forced to sleep. After 30 minutes of resting, quiet activities will be offered (e.g. picture books) for those who do not fall asleep or wake up early. If a child is unable to stay on a nap mat and rest quietly for 60-90 minutes, a parent will be called to pick up their child. If you prefer your child to nap at home for consistency or any other reasons, you are welcome to pick up after lunch via the preschool entrance. Please ring the bell for assistance.

## ADDITIONAL ITEMS FROM HOME

Other than a "lovie" or a pacifier for the Toddler through 3s classes, please do not send additional toys from home with your student. These are difficult for your student and teacher to keep track of during the day and may be broken or lost. If these items are sent, they will be left in a student's backpack for the duration of the school day. Staff members are not responsible for locating missing toys at pick-up, but rather, the student may look the following day.

## PARENT CONFERENCES



ADS teachers track your child's ongoing developmental growth by using age-appropriate assessments throughout the school year. Parent conferences will be scheduled in the spring to share their observations with you. In the meantime, please don't hesitate to talk to us about any questions or concerns you may have. This more in-depth communication with your teacher is best done via email or conference rather than during drop-off or pick-up. We are more than happy to listen to your questions, concerns, and suggestions as your input and support are very important to us.

## PARENT INVOLVEMENT

Parental involvement is key to any strong program, and we welcome your input and ideas at Ascension Day School. We encourage you to contact the Director with any questions or concerns about our policies and procedures.

Our ADS Parent Council supports our school and our school events. The Parent Council holds a meeting at the beginning of each school year so all parents can learn more on how they can help support teachers, our school, and other ADS programs.

All ADS classes ask for one to two volunteers to become Room Parent(s). Room Parent responsibilities include supporting the classroom, helping communicate with other classroom parents, and honoring the teachers during special times such as birthdays, holidays, and teacher appreciation days.

We also ask for two parent volunteers to help with each classroom holiday party, providing items such as a snack, holiday-themed paperware, game, or book for story time. ADS has school-wide classroom parties on Halloween, Thanksgiving (Thanksgiving Feasts), Christmas, Valentine's Day, and Easter. Parties are limited to 30 minutes and snack guidelines still apply to these special events. Teachers should be contacted directly for specific classroom needs.

## SAFETY AND SECURITY PROCEDURES

Children are supervised at all times. In case of accidents or injury, parents will be notified and written documentation will be provided. If parents or emergency contacts are not available, the school will care for the child until they can be reached and any first aid treatment needed will be administered. In case of critical illness or injury, the school will call emergency services (911), and then the parents, respectively. All ADS teachers and staff are up to date with CPR and First Aid certifications.

## ABSENCES

If you know in advance that your child will not be present on a particular day, or if you wake up to find that your child is sick, **please communicate with your child's teacher via email (always cc the director)** as soon as possible. We worry about our students when they are not present.

## ILLNESS

Our School Illness Policy is designed to keep all of our students and staff safe and healthy. In some instances, our policies may be more conservative than your physician's recommendations regarding school attendance. We do this to align with our primary goal of nurturing our students in a safe, healthy and happy environment.

If your child becomes ill, we follow the regulations as established by the CDC, Texas Health and Human Services Child Care Regulations and the Southwestern Association of Episcopal Schools in regards to children's illnesses as listed below:

1. The illness prevents the child from participating comfortably in their class activities, including outdoor play.
2. The illness results in a greater need for care than our teachers can provide without compromising the health, safety and supervision of the other children in care.
3. If the child has any of the following symptoms, unless evaluated by a health-care professional and released to return or be included in the center's activities, the child must remain home.
  - a. Forehead temperature of 99.4 degrees or greater.
  - b. Signs and symptoms of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, rash with or without fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that he/she is no longer contagious.

Upon the recommendations of the CDC and Texas Health and Human Services Child Care Licensing, a child will be excluded from school when any of the following conditions exist:

1. Fever or temperature of 99.4 degrees (without the use of fever-reducing medication)
2. A new cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Muscle pain
6. Headache
7. Sore throat
8. Vomiting
9. Diarrhea
10. Loss of taste or smell
11. Common Cold/Runny nose (from onset through one week)
12. Any unexplained rash
13. Any skin infection - boils, ringworm, impetigo, etc.
14. Pink eye or any other eye infections
15. Any symptoms of childhood diseases such as:
  - a. Scarlet fever
  - b. German Measles
  - c. Roseola Coxsackievirus
  - d. Mumps

- e. Chicken Pox
- f. Croup

If a child becomes ill while at ADS, the student will be removed from the classroom immediately and parents contacted. The child must be picked up within 30 minutes of the phone call.

If antibiotics (oral or cream) are prescribed, your child may not attend school until, at minimum, they complete 24-48 hours of treatment, according to the chart below. In the case of contagious skin conditions, even after being cleared to return to school by a physician, please be aware that ADS may request that the student wear clothing that covers the affected areas or that the student be kept home until active symptoms have passed.

We ask that you please email your child's teacher (always cc the director) if your child will be absent due to illness. If your child has received medical attention regarding a contagious condition, we also ask that you alert the school so that we may take precautions to prevent spread, including sanitization of the classroom and notification to other families in the class regarding potential exposure. We will always keep the ill student's identity confidential.

In some instances of illness, a physician's note will be required before returning to school. If a child has been diagnosed with the flu, Strep, COVID or another communicable disease, a doctor's note must be submitted for the child to return and the child **MUST be fever free for 48 hours** before returning to school. In the event of a COVID exposure, a five day quarantine period may also be required, and a child must be **fever free for 48 hours** before returning to school if symptoms develop. If a student's sibling, family member, or other person of contact has flu, Strep, or COVID, we may ask the child to stay home from school as a precaution based on community spread.

Please administer all regular medication at home. Medications may not be administered at school by the child's teacher. For special circumstances, please see the ADS Director to discuss medication.

Please help us keep our students well by honoring these guidelines. Many illnesses spread when these guidelines are not followed. Below is a chart for return to school guidance:

Any type of Strep	48 hours after antibiotic and 48 hours fever free (without medication)	Doctor's note required
Flu	48 hours fever free (without medication)	Doctor's note required
Hand, Foot & Mouth disease	No weeping blisters or open sores	Blisters and sores must be covered
Impetigo	24-48 hours after oral or medication is administered	Doctor's note required and rash must be covered
COVID	Minimum 5 day isolation and 48	Negative COVID test to return

	hours fever free	
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## **GARDEN AT ASCENSION**

Our community garden is maintained by church volunteers and provides fresh vegetables for both our Food Pantry and personal use for those who pay for each plot. ADS is responsible for a plot to encourage children to learn about life cycles and the value of fresh, nutritious food. If gardening is an interest of yours, we would appreciate your help!

Please help us to teach your children to respect the plots of others; children are not allowed to run through or pick produce from the plots. When the ADS plot is ready for harvest, the teachers will guide their students. Depending on the amount, some produce will be sent home with the children or consumed during school.

## **ANIMALS AT ASCENSION**

At Ascension, we have a mascot dog, Dwanye, who is owned by Father Paul. The children love watching him through the window and will occasionally come in contact with him. He is fully vaccinated and his health record is on file at Ascension. If you would like to view it, please let the director know. If your child is allergic to dogs or you prefer your child to not have any contact with animals while at Ascension Day School, please inform us in writing.

## **INSECT REPELLENT AND SUNSCREEN**

Parents/guardians should send their child to school with both items already applied. We will only re-apply insect repellent and sunscreen that has been supplied by the parent/guardian with written permission. The insect repellent and sunscreen must also be labeled with the child's name. The regular months for applying these products are September, and May-August. Please let your child's teacher know if you would like the product applied any other time.

## **DISCIPLINE AND GUIDANCE POLICY**

Teachers will notify parents if there are any problematic behaviors that require discipline. Our goal is to work with families to make ADS a positive experience, and we offer positive redirection for behavioral concerns.

Per Licensing, discipline must be:

- (1) Individualized and consistent for each child
- (2) Appropriate to the child's level of understanding;
- (3) Directed toward teaching the child acceptable behavior and self-control; and
- (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
  - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (C) Redirecting behavior using positive statements; and

- (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Grabbing or pulling a child;
- (4) Putting anything in or on a child's mouth;
- (5) Humiliating, ridiculing, rejecting, or yelling at a child;
- (6) Subjecting a child to harsh, abusive, or profane language;
- (7) Placing a child in a locked or dark room, bathroom, or closet;
- (8) Placing a child in a restrictive device for time out;
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter; and
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Source: Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

## **BODILY HARM TO STUDENTS**

Biting, scratching and pinching are often inevitable when toddlers get together but it is not as commonly seen in the 2s and older classes. In the event of a biting, scratching or pinching incident the following steps will be taken.

1. The children will be separated. The biter/scratcher/pincher will be disciplined based on the age of the child using the removal method and verbal correction.
2. The wound of the "victim" will be washed with soap and water or antiseptic wash, and bandaged, if necessary.
3. Parents will be notified in writing about the incident and will be required to sign and return the letter to acknowledge receipt.
4. Both children will remain anonymous.
5. If the biting continues, a parent conference will be required. ADS will work with the parent on actions that can be put into place both at home and at school to change the pattern of behavior.

The ADS policy on biting is firm. If a child bites a classmate or teacher, the child will be immediately removed from the group and told that biting hurts and is not okay. If biting occurs a second time, the parent will be called to immediately come and pick up the child. This action may only be repeated one more time, after which ADS will ask that the student not return for a week.

It is important that the safety and health of all children and staff in the classroom be considered, thus we must enforce this policy without exception. It will be at the director's discretion if the child needs to be removed from the program.

## **SUSPENSION AND DISENROLLMENT OF STUDENTS**

If problematic behaviors of a student continue to occur and are not resolved with redirection from teachers and the ADS director, a parent conference may be called to develop a plan for the student's success. If safety is in question (the safety of that student, other students, or the class as a whole), it will need to be addressed immediately for student enrollment to continue.

The ADS director, along with the assistant director, teachers and parents, will handle potential suspensions and/or disenrollments on a case by case basis. We understand that each child and situation is unique, and we will be in close communication with parents from the onset of the problematic behavior. Parents will be given verbal and written documentation of any behavioral plan that is made, including goals to work toward, and if/when suspension or disenrollment would take place if the goals are not reached.

## **CONFLICT RESOLUTION**

At ADS we recognize how important communication is in the partnership between parents and teachers to provide the best environment for your child. However, conflicts do arise occasionally. When a conflict arises between your family and an ADS staff member, all parties involved will follow these steps for a productive mediation:

1. Parent will notify the ADS staff member of the problem via email.
2. If the problem concerns the teacher or is of another sensitive matter, please contact the director via email.
3. If desired, arrange a private time to meet face-to-face or conduct a phone conference.
4. At no time, should the problem be discussed with other ADS parents.
5. If the problem cannot be resolved through discussion with the teacher or director, then the issue will be referred to our Mediation Team to help in the resolution process.
  - a. The Mediation Team will consist of the parent and teacher of the concerned student, an ADS Board member, and a former ADS parent. If appropriate, the ADS Director will also be included.
  - b. All conversations will be held at a mutually convenient time.
  - c. All conversations will be held confidential between all involved parties.
  - d. All conversations will be held in a respectful manner.
6. The Mediation Team will
  - a. Listen to both sides
  - b. Ask clarifying questions
  - c. Make recommendations
7. The Parent and Teacher will abide by the recommendations of the committee. If that is not possible, next steps will be determined by the committee.

## **TECHNOLOGY**

The American Academy of Pediatrics recommends no screen time for children under 2 years of age. Technology will only be used in classrooms ages 3 and up if it relates to a lesson that cannot be taught in the school environment.

## **SOCIAL MEDIA/FACEBOOK & INSTAGRAM**

Please “like” us on our public Facebook @AscensionDaySchoolDallas and follow us on our public Instagram @ascensiondayschooldallas to occasionally see photos of our school happenings. These pages are public and if you prefer your child to not be in a picture, please email the Director at ads@ascensiondallas.org AND indicate this on your child’s yellow Classroom Emergency Card.

We also have a private Facebook page @adsparents2023-2024 in which we post weekly pictures from our school. ADS families may join here:  
<https://www.facebook.com/groups/2669296376723440>

## **ON-SITE BREASTFEEDING**

At ADS, we know that breast milk supports optimal health and development. You may provide breast milk for your child while he or she is in our care, and if you find that you need or want to nurse your child while on our ADS campus, you are welcome to do so. For those who wish for a private nursing room, please ask the ADS Director for details.

## **EMERGENCIES**

Ascension Day School monitors news and weather conditions. In the event of an emergency, the following measures are implemented: (In all cases of emergency, ADS will notify needed local authorities and the Texas Department of Family and Protective Services.)

- *Fire:* In the event of a fire, classes move to a safe designated area outside the building, following the route on the evacuation map in each classroom. Teachers will carry their cell phone and their Student Binder with them to ensure all children are accounted for. ADS teachers and students practice monthly fire drills.
- *Tornado/Severe Weather:* Children and staff will move to designated areas without exterior windows or doors. Teachers will carry their cell phone and their Student Binder with them to ensure all children are accounted for.
- *Health Alert:* If a health alert (such as COVID-19, Avian Bird Flu, H1N1 Influenza, or other severe illness) is issued, parents will be phoned as to the nature of the alert, early release, or school closing.
- *National Threat:* In the case of a national threat, school will continue as normal unless the threat endangers the Ascension Day School and/or surrounding area. In that case, children and staff will go into lockdown. Teachers will carry their cell phone and their Student Binder with them to ensure all children are accounted for.
- *See Appendix A for more information on emergencies and alternate evacuation locations.*

## **BACKGROUND CHECKS**

All teachers are required to pass a background check within 30 days of enrollment before a teacher may work unsupervised in a classroom and be counted in the student-to-caregiver ratio. Background checks are also required for parent volunteers who regularly and frequently stay on campus and are given responsibility over children.

## **CHILD ABUSE/NEGLECT/BULLYING/HARASSMENT**

All teachers and staff at Ascension Day School are trained annually on Child Abuse, Neglect, and Bullying. By law teachers are required to report any suspected abuse.

## **GANG-FREE ZONE**

Ascension Day School is a gang-free zone. Gang related criminal activity or engaging in organized criminal activity within 1000 feet of ADS is a violation of the State Penal Code and is subject to increased penalty under Texas Law 71.028.71.029 of the Texas Penal Code.

## **HANDGUNS PROHIBITED**

Ascension Day School and the Ascension Episcopal Church is a gun-free zone. Pursuant to Section 30.06 Penal Code, a person licensed under subchapter H, chapter 411, may not enter this property with a concealed handgun.

Pursuant to Section 30.07, Penal Code, a person licensed under subchapter H, chapter 411, may not enter this property with a handgun that is carried openly.

## **STATE LICENSING**

A copy of the Minimum Standards and Ascension Day School's most recent Licensing Inspection Report is available for review by contacting the Director.

To contact the Department of Family and Protective Services directly, please use this information:

*Texas Department of Family and Protective Services*  
<http://www.dfps.state.texas.us>  
(214) 951.7902

To contact the Department of Protective and Regulatory Services or to report abuse, please use this information:

*Texas Department of Protective and Regulatory Services*  
(800) 252.5400

## **INSURANCE POLICY**

A copy of our insurance policy can be provided upon request.



## *Appendix A*

# Emergency Preparedness Plan

### Evacuation/Relocation

1. In the case of fire, detection of carbon monoxide, or any other situation that is cause for evacuation from Ascension Day School, children will be evacuated out the main Ascension Day School doors to the upper parking lot in front of the Upper Building. (Monthly drills are conducted.)
2. If we are unable to return to the Ascension Day School classrooms, or if the Upper Building is also in jeopardy, our alternate evacuation location is:
 

Dallas Fire Station 28  
8701 Greenville Avenue  
Dallas, Texas 75243  
*(The Dallas Fire Marshall has granted the Ascension Day School permission to use Fire Station 28 as an alternate shelter in case of emergency. The station is open during our hours of operation and is within walking distance.)*
3. In the case of a chemical or gas leak, if the fire station is too close in proximity to our school, our alternate evacuation location is:
 

Moss Haven Elementary School  
9202 Moss Farm Lane  
Dallas, TX 75243
4. In the case of a tornado or other severe weather, children will be evacuated from the classrooms and brought to designated locations with no exterior windows or doors. Please ask the director for the locations.
5. The Emergency Evacuation/Relocation Map is located inside each classroom.
6. The Director or Acting Director will take the Ascension Day School Emergency Binder to our alternate location. This binder contains all student enrollment forms, including parent contact information and medical releases for each child. Teachers will also bring their Emergency Binder, which contains the same information. In addition, teachers will carry their cell phone and will do a headcount before leaving the classroom and upon arriving at the relocation site to account for all children.
7. In the event of a relocation or evacuation, the Director or Acting Director will contact emergency personnel, parents, and the DFPS using a cell phone. (Contact can be made via email, text, or phone calls, depending on the nature of the emergency.)

### Health and Medical Emergencies

1. Every child will be observed for symptoms of illness. Any child showing symptoms of illness will be separated from other children, and parents will be notified to pick up their child from school immediately.
2. If a child is injured or becomes seriously ill, appropriate steps will be taken to meet the child's immediate needs. Steps may include:
  - a. Contacting 911
  - b. Administering CPR and/or First Aid
  - c. Contacting the parent(s)
  - d. Contacting the child's doctor listed on the medical release
  - e. Contacting the Department of Family and Protective Services

## Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review **these** rights upon enrolling their child.

**A parent or guardian of a child at a child care facility has the right to:**

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) **review** the child **care** facility's publicly accessible records;
- (3) receive inspection reports for the child care facility **and** information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, **at** the request of the parent or guardian, the facility's:
  - (A) **staff** training records;  
and
  - (B) any in-house **staff** training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's **or** guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own;  
and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) **have the** child care facility comply with a court order preventing another parent or guardian from visiting **or** removing the parent's **or** guardian's child.
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's **rights**.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

**Signature of Parent or  
Guardian**

Facility Information and Online Compliance History: <http://txchildcaresearch.org>

Child Care Regulation Contact Information:

<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>



### **PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ and \_\_\_\_\_,  
(Parent's Name) (Parent's Name)  
parents/guardians of \_\_\_\_\_  
(Enter Student's Name Here)

do hereby acknowledge that I have received the Ascension Day School's Parent Handbook and that I have read and understand the policies and procedures outlined in this booklet. In the event of an update or change to operational policies, notice will be made in writing and the Parent Handbook Acknowledgement Form, or any necessary addendums, must be signed and returned to Ascension Day School.

Printed name \_\_\_\_\_

Printed name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_