



Episcopal Church of the
**ASCENSION
DAY SCHOOL**

Love. Laugh. Learn.

Parent Handbook

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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.

PROGRAMS OFFERED

Ascension Day School (ADS) is a licensed preschool and an extension of the Episcopal Church of the Ascension. We are dedicated to providing a loving, Christ-centered environment where each child is encouraged to learn and grow emotionally, physically, academically, and spiritually. ADS serves children ages 12 months through 5 years old (by September 1). Our school is open Monday through Thursday from 9:00 A.M. to 2:00 P.M. Extended-day options may also be offered based on sufficient interest, including **Early Risers** from 8:00–9:00 A.M. and **Stay and Play** from 2:00–2:45 P.M. Our school year runs from September through May.

MISSION STATEMENT

Ascension Day School is committed to creating an inclusive atmosphere that provides an exceptional early childhood experience and nurtures 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 including special needs. At the time of registration, a parent or guardian must list any child's special care needs, such as allergies, any limitations or restrictions on the child's activities, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, for example Epi-Pens, and any other information which caregivers should be aware of.

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 a Food Allergy Research and Education (FARE form) 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 Information 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 before the first day of school.

CLASS PLACEMENT

Class placement is determined based on a combination of factors, including the child’s chronological age, developmental readiness (social, emotional, cognitive, and physical), and overall classroom dynamics. Final placement decisions are made at the discretion of the Director, who considers input from teachers, observations, and any relevant assessments or parent feedback.

While age serves as a general guideline for grouping children, exceptions may be made when it is in the best interest of the child’s individual growth and success. Our goal is to ensure that each child is placed in an environment where they feel confident, challenged, and supported. Adjustments to class placement may be revisited throughout the year if needed to best support the child's development.

TUITION AND FEES

A non-refundable registration/supply fee is due at enrollment for the following school year, typically in January. Please see the website for the current fee schedule.

Your first tuition payment is due in August, followed by monthly payments on the first school day of each month from September through April. A \$20 late fee will be charged for payments received after the 7th. Tuition may also be prepaid for part or all of the school year.

Tuition is not prorated for holidays, weather-related or pandemic closures, or absences, as these are already factored into the monthly tuition rates.

In early summer, ADS finalizes staffing, class rosters, and tuition invoices based on the information provided on your New or Returning Student Registration Form, available in brightwheel and in your registration confirmation email titled ADS Registration Confirmation. If

you need to make any changes to your child's enrollment, including Early Risers or Stay & Play, those changes must be submitted in writing via email by June 1.

Enrollment is for the entire school year, including participation in our extended-day program. We are unable to accommodate mid-year changes to your child's enrollment, including:

- Reducing the number of attendance days
- Withdrawing from Early Risers or Stay & Play
- Changing to a 12:30 p.m. pickup time

HOW TO PAY

The preferred payment method is brightwheel, which accepts bank transfers, debit cards, and credit cards. Bank transfers have a maximum \$2 ACH fee, while credit card payments include a 2.3% convenience fee. Checks may also be used to pay for a semester or the full school year. Please contact the school if you prefer another payment method.

EXTENDED DAY

ADS offers extended-day care from 8:00–9:00 A.M. (Early Risers) and 2:00–2:45 P.M. (Stay & Play) for an additional fee. Registration is for the full school year. Requests for schedule changes must be submitted in writing to the director and cannot be guaranteed. Availability and fees depend on enrollment. Because extended days require additional maturity, please speak with the director about eligibility.

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 but is not limited to the current month's curriculum and themes, 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.

INCLEMENT WEATHER

In the event of snow, ice, or other severe weather, ADS will generally follow Richardson ISD (RISD) closure decisions. RISD closures are announced on local television and at www.risd.org. ADS may also close independently if weather or driving conditions around the church are unsafe. This announcement will be made via brightwheel.

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 if not longer 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.

WEATHER RELATED ACTIVITIES

While opportunities for outdoor activities are strongly encouraged for all students, there may be times when it is necessary to suspend outdoor activity due to weather conditions. The following guidelines are for the health and safety of our students. ADS students will limit outside play when the temperature or heat index is 100 degrees Fahrenheit or above or 36 degrees Fahrenheit or below, including the wind chill factor. Current local temperature, including wind chill will be obtained from one of these websites: www.weather.com & www.weatherbug.com

ARRIVAL

Doors open at 9:00 A.M. Please do not enter classrooms before 9:00 so teachers have time to prepare. Children should be taken directly to their assigned classroom, ready with a fresh diaper/pull-up or having used the restroom. Please do not bring breakfast foods into the school due to allergies. Classes begin promptly at 9:00, so timely arrival is encouraged. Please sign your child in each morning.

DISMISSAL

Doors open at 1:50 P.M. Please pick up your child by 2:00 P.M., unless enrolled in Stay & Play. A \$2-per-minute late fee applies after the 2-minute grace period. After signing out, families remaining on campus should use playgrounds not being used by the extended-day program to help teachers maintain accurate headcounts and ensure student safety.

RELEASE OF CHILDREN/AUTHORIZATION TO RELEASE FORM

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

A quick, positive goodbye helps children adjust to school. We encourage parents to say goodbye and leave promptly so children can engage with their teachers and classmates. If you remain on campus, please stay out of your child's sight and avoid repeated appearances, which can make separation more difficult.

Adjustment times vary, and some children may need several weeks to feel comfortable. Our teachers will work with each family to support every child's transition.

HOW TO PREPARE FOR THE SCHOOL YEAR GUIDE

Please visit our website under Current Families for a school-year preparation guide, including requirements and examples for backpacks, canvas bags, lunches, snacks, and labels.

DRESS CODE

Children should wear comfortable, weather-appropriate clothing and closed-toe shoes suitable for all activities. Please label all items with your child's first and last name.

Clothing: Elastic-waist bottoms are preferred and required for children who are potty training. Girls should wear shorts under dresses. Avoid buttons/snaps unless your child can manage them independently.

Shoes: Closed-toe, Velcro shoes are recommended. No sandals, Crocs, or flip-flops. Pre-K and Kinder students should be able to independently put on and remove their shoes and tie laces if applicable.

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 send a healthy lunch and water bottle each day. A compartmentalized lunch container (such as a bento box) is required. When packing food, please cut in bite-sized pieces and unwrap any needed items. Food cannot be heated, so please pack items that can be eaten cold or at room temperature. Cold packs are recommended for keeping food chilled.

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. 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

Teachers monitor your child’s development throughout the year and may schedule fall and spring conferences to discuss progress. Please share any questions or concerns by email or during a conference rather than drop-off or pick-up. Your input and support are valued and welcomed.

PARENT INVOLVEMENT

Parent involvement is an important part of ADS. We welcome your questions, ideas, and feedback, and encourage you to contact the Director with any concerns.

The ADS Parent Council supports the school, teachers, and events, with a meeting at the beginning of each school year. Each class also has 1–2 Room Parents who assist with classroom communication, activities, and teacher appreciation.

Parents are also invited to volunteer for classroom holiday parties throughout the year. Parties are limited to 30 minutes and follow ADS snack guidelines.

ACCIDENTS & EMERGENCIES

Children are supervised at all times. Parents will be notified of any accident or injury and asked to sign written documentation at pickup. First aid will be provided as needed. In a critical emergency, 911 will be called first, followed by the parents. All ADS teachers and staff maintain current 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 brightwheel. We worry about our students when they are not present.

ILLNESS

Our Illness Policy is designed to protect the health and well-being of our students and staff. Our guidelines may be more conservative than a physician's recommendations for school attendance.

In accordance with CDC guidance and Texas Health and Human Services Child Care Regulations, a child must remain home when:

1. Illness prevents the child from comfortably participating in school activities, including outdoor play.
2. The child requires more care than teachers can provide while maintaining the health, safety, and supervision of other students.
3. The child has a forehead temperature of 99.4°F or higher or symptoms of possible serious illness, including lethargy, abnormal breathing, uncontrolled diarrhea or vomiting, rash with or without fever, mouth sores with drooling, significant behavior changes, or other concerning symptoms.
4. A healthcare professional has diagnosed a communicable disease and the child does not have documentation confirming they are 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 for a minimum of 24 hours:

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, they will be separated from the classroom and supervised while we contact the parent/guardian. The child must be picked up within 30 minutes of notification.

Children should remain home when they are experiencing symptoms that prevent them from comfortably participating in the school day or may pose a risk of illness to others. Parents should notify the school by emailing the child's teacher and cc'ing the Director when their child will be absent due to illness.

If a child is diagnosed with a contagious or communicable illness, please notify ADS so we can take appropriate precautions, including additional sanitation and notification of families when appropriate. The child's identity will remain confidential.

A physician's note may be required before a child returns to school. Children diagnosed with Strep, influenza, COVID-19, or another communicable illness must meet the applicable return-to-school requirements below and be fever-free for 48 hours without fever-reducing 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	48 hours fever free	No note required
Vomit and/or Diarrhea	24 hours without either/both	No note required

GARDEN AT ASCENSION

ADS participates in the community garden to help children learn about plant life cycles and the importance of fresh, nutritious food. Families interested in gardening are welcome to volunteer.

Please remind children to respect all garden plots by staying on paths and not picking produce. Teachers will guide students when plots are ready to harvest.

ANIMALS AT ASCENSION

At Ascension, we occasionally have animals in the office. The children see the animals through the glass windows. All animals at Ascension are fully vaccinated and health records are on file at Ascension. If you would like to view them, please let the director know. If your child is allergic to animals or you prefer your child to not have any contact with animals while at Ascension Day School, please inform us in writing.

IN-HOUSE FIELD TRIPS

During the school year, we host a variety of in-house field trips and special activities. These may include visits from the fire department, The Butterfly Guy, All About Animals, guest authors, and more. Children will gather in designated areas such as the Parish Hall, Narthex, or Upper Building to take part in these events. If you prefer that your child not participate in any of these activities, please notify the director.

SPLASH DAYS

Children will have the opportunity to participate in Splash Days throughout the school year. Parents will be notified in advance and provided with a list of items their child will need for the event. If you prefer that your child not take part in these activities, please inform the director.

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.

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.

See 1-10 on page 159 of the Texas Health and Human Services Minimum Standards for Child-Care Centers.

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 that children under the age of 2 have no screen time. Technology will only be used in classrooms serving children ages 4 and older when it supports a lesson or learning experience that cannot be effectively taught using the resources available in the classroom. Parents will be notified in advance whenever technology is planned for use in their child's classroom.

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 @adsparents/school year 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 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.

VACCINES FOR TEACHERS

Our staff are encouraged but not required to have preventable vaccines.

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.

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. In case of a lock down, the children will be brought to the nearest closet with locks and lollipops will be given to the students.
6. The Emergency Evacuation/Relocation Map is located inside each classroom.
7. 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.
8. 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

CHILDREN WITH SPECIAL NEEDS CARE

In accordance with 26 Tex. Admin. Code § 746.2202, Ascension Day School shall:

“(1) Provide a child with special care needs with the accommodations recommended by:
(A) A health-care professional; or
(B) A qualified professional affiliated with the local school district or early childhood intervention program;
(2) Utilize as recommended any adaptive equipment that has been provided to the center for a child's use;
(3) Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at your operation, with parental request and approval;
(4) Ensure that activities integrate children with and without special care needs;
and
(5) Ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that you care for a child with special needs in a natural environment.”

At Ascension Day School, we recognize that every child is unique and learns in different ways. The staff at Ascension Day School can be a great resource for parents who have questions about their child's development and specialized services available in our community. In order to best serve our parents, we make it a priority to communicate information regarding early intervention services. Access to such information enables parents to request an evaluation of their child's development from qualified individuals that can recommend appropriate services if needed.

If your child has been diagnosed with a mild to moderate special need, please share as much information about him or her as possible with the director and teachers so we can best serve your child. Ascension Day School families who request accommodations for children with special care needs must submit documentation from a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. The Ascension Day School director will work with the existing Ascension Day School staff to provide the recommended accommodations. Please note that we are not staffed to provide one-on-one therapy, intervention or shadowing for your child. If the accommodations require such supervision, we will allow a "shadow teacher" on our campus to assist but must be paid by the child's family or insurance. Please also note that Ascension Day School is not responsible for the purchase or maintenance of adaptive equipment recommended for your child.

In some instances after a student has been diagnosed with special needs and ADS has exhausted all resources, the family may seek a more specialized preschool program. Ascension Day School will respect the family's decision and help to make the transition successful.

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 _____