



# Parent Handbook

**2025-2026**

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### **NOTE**

***The “Parent Handbook Acknowledgement”  
page needs to be signed and returned to ADS.***

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## **Mission**

Our mission at Ascension Day School is to provide a safe and loving learning environment in which all children are encouraged to grow academically, spiritually, and socially.

Ascension Day School offers excellent educational programs and opportunities for development to children ages 10 weeks through K-5. We strive to provide a nurturing Christian environment that gives our children the finest preparation for life and further education by fostering self-confidence, an enthusiasm for creativity and learning, and a clear sense they are children of a living, loving God.

We recognize some children have special educational and/or physical challenges that make assimilation into a group educational environment difficult. We address such situations on a case-by-case basis. We work with parents/guardians of such children to make reasonable accommodation so these children can enjoy the services we offer. However, there are times when such challenges exceed our ability to accommodate or our expertise to educate. There are also situations when such challenges impact the classroom and the education of other children or present a safety concern. When it is determined an accommodation cannot be made or existing accommodation is no longer effective in accordance with our mission, Ascension Day School reserves the right to prevent or end admission.

## **Statement of Curriculum**

Ascension Day School's curriculum is based on the Whole Child Philosophy of age-appropriate practice. Each child is nurtured physically, emotionally, intellectually, and spiritually. The National Association for the Education of Young Children endorses the Whole Child approach as the most effective program for preschool years. According to the Association for Supervision and Curriculum Development, all preschools should "develop students who are academically proficient, and physically and emotionally healthy, respectful, responsible, and caring". The curriculum at Ascension Day School forms its curriculum based on these principles. Additionally, we are dedicated to the spiritual needs of your child.

Ascension Day School provides developmentally appropriate activities in many areas, such as:

### **Physical Development (gross and fine motor development)**

- Outdoor playtime – sliding, climbing, digging, etc.
- Movement activities – dancing, finger-plays, music
- Cutting, painting, drawing, coloring, writing, playing with Play-Doh

### **Emotional and Social Development**

- Sharing
- Taking turns
- Following directions
- Participating in a group
- Learning manners
- Becoming aware of the needs and wants of self and others

### **Intellectual Development**

- Recognition of letters and numbers

- Association of letters with sounds
- Reading comprehension (ability to listen to stories and recall events)
- Small group activities (calendar, circle time)
- Recognition of shapes and colors
- Sequencing and sorting objects

### **Spiritual Development**

- Chapel once a week, using a children's liturgy which encourages response and participation
- Bible stories about God's love
- Monthly Bible verses
- Teaching manners, kindness, and awareness of self and others

### **School Rules**

**Please review these rules with your child:**

1. **Be Kind and Gentle** – Always treat others with kindness. Use gentle hands and kind words.
2. **Listen to Teachers** – When a teacher talks, we stop, look, and listen.

3. **Use Walking Feet** – We walk inside to stay safe.
4. **Use Inside Voices** – We talk quietly indoors.
5. **Take Turns and Share** – Everyone gets a chance to play.
6. **Clean Up Together** – When we’re done, we help clean up.
7. **Stay With the Group** – We stay with our class and teacher.
8. **Try New Things** – It’s okay to make mistakes; that’s how we learn!
9. **Use the Potty When Needed** – Tell a teacher if you need help.
10. **Have Fun and Learn!** – School is a happy place to grow and play!
11. **Respect Quiet Time** – Let others concentrate. Don’t interrupt someone who is working.
12. **Ask Before Touching** – If it’s not yours, don’t touch it unless you have permission.
13. **Take Responsibility** – If you break or lose something, replace it kindly and without fuss.
14. **Use Kind Words** – Speak in a way that makes others feel safe and respected. No name-calling or threats.
15. **Keep Everyone Safe** – Never push, trip, hit, or hurt others.
16. **No Aggressive Behavior** – Fighting or rough play is not allowed at school.
17. **Use Equipment the Right Way** – Go *up* the ladder and *down* the slide—use everything safely and as it was made to be used.

18. **Include Everyone** – Let anyone who wants to play join in your game.
19. **Play Fairly** – Be cooperative, take turns, and avoid careless or wild play.
20. **Park Only in Designated Areas** – Cars should only park in marked parking spots.
21. **No Unsupervised Children in Front** – Children may not be left alone in front of the ADS building.
- 22. Work Together on Behavior** – If following the rules becomes difficult, we'll meet with the child, family, and staff to find a caring solution together.

### **Starting School**

Even very young children tend to have a general idea of what “going to school” means. However, the actual event is sometimes overwhelming for both child and adult.

Ascension Day School will help you both with starting school. Whether it's your first day or the first day of the new school year, many young children and their parents feel a bit nervous when they leave one another and are in an unfamiliar situation. A few tears may even be expected.

Here are a few points that will help each of you establish some comfort with school.

- Try to keep the morning stress free by being on a regular schedule.
- Remind each other that you both have been looking forward to “going to school.”
- Remind each other that the children at school are just like you and that the adults at school love children.
- Use the teachers' names whenever possible.

- Remind each other of how proud you both are that this “first day” is here.

Generally, be reassuring as you talk with your child about his/her new school. On the first day of school, please don’t linger too long at the classroom door or react with alarm if your child is hesitant about the separation. It is very important to reassure him/her about where you will be during the day and by what time you will pick him/her up in the afternoon. Some children may be sad for a little while during the first few days, but kind words and reassurance almost always alleviate their fears. The teachers are wonderful in helping the children through these situations.

### **Class Ratios**

Ascension Day School meets the teacher-to-child ratios advised by the Alabama Department of Human Services. We also make every effort to keep our ratios even lower, so your child is provided with more individual attention.

- ❖ 0 - 18 months: 1 teacher to 5 children
- ❖ 18 months – 2 ½ years: 1 teacher to 7 children
- ❖ 24 – 36 months: 1 teacher to 8 children
- ❖ 2 ½ – 4 years: 1 teacher to 11 children
- ❖ 4 – 5 years: 1 teacher to 18 children

### **General Information**

#### ***2 months to 2 years:***

1. There are no make up days when your child misses his/her regular day.

2. Mark ALL your child's things. Make sure the name is easily seen on the bag. We do our best to send everything that comes in with your child. This includes:
  - a. Cups
  - b. Pacifiers
  - c. Bottles
  - d. Spoons
  - e. Clothing
  - f. Bags
  - g. Any other items specific to your child.
3. The Caterpillar class and up use nappers during nap time.
4. If your child is walking, they must wear shoes daily.

### **3 Years – 5 Years**

1. We ask that children not bring toys to school. Your child's day goes smoother when this decision is made at home rather than at school. If your child has a toy from home, it causes disruption when another child may want it.
2. Children **MUST wear shoes** to school.
3. Arriving on time helps the day go much smoother. The classes follow schedules, and arriving late can cause disruption to both your child's and their classmates' learning.
4. If you think your child should not go outside during playtime for health reasons, please keep your child at home that day.
5. All children must be independently potty trained to be in the Butterfly class.
  - a. Your child must be in regular underwear and have no more than one to two accidents per week.

- b. Your child must have been successfully potty trained for two (2) weeks at home, with no accidents.
- c. Your child must possess the verbal ability to let the teacher know he/she needs to go to the bathroom, and the physical ability to dress and undress him or herself.

### **Snacks and Lunch**

You will need to send your child's lunch every day unless your child's teacher notifies you otherwise. A simple, healthy lunch is always best. When sending finger foods, please cut them into bite-sized pieces. If the meal requires it, please send plastic utensils and an icepack. Please do not send canned drinks.

**All classes have a microwave in the classroom and will be able to heat food.**

### **Attendance Policy**

All students, even our youngest, are expected to attend school regularly. Drop-off is available from 7:30 AM to 9:00 AM. Our academic day officially begins at 9:00 AM. To ensure your child has a smooth and successful start to their day, please arrive on time. Late arrivals should be limited to extenuating circumstances only. Students are considered tardy for class after 9:00am. Doors will be locked after 9:00 am.

Consistency and routine are important to every child's development. We depend on your family's full support in this area. Consistent attendance and prompt arrival are critical and essential. Regular attendance will help your child(ren) adjust more quickly to the routine. The normalization process

happens much more easily when regular attendance is established.

Although our program is individualized, it still depends upon consistency and continuous progress. Every time children miss school for whatever reason, there is a period of re-adjustment as they try to get back into the routine of their schoolwork. The longer the absence, or when children consistently miss a day or two of school here, and a day or two there, the more detrimental it becomes to their educational development.

### **Arrival and Departure**

- Morning Arrival: Drop off begins at 7:30 AM. The academic day begins at 9:00 AM. Students arriving after 9:00 AM will not be allowed to enter until 10:30 AM.
- Mid-Day Departure: Pick up begins at 12:45 PM. If your child attends only Day School in the morning, please pick up your child by 1:00 PM.
- Afternoon Departure: Pick up is between 3:45 and 4:30 PM.

Please do not drop off your children during naptime hours.

Parents/guardians are responsible for dropping off and picking up children from their classes. If you are late picking up your children, the teacher will fill out a form and turn it into the office. Any necessary charges will be reflected in the next billing cycle. Please see the section about Tuition and Fees for Late Pick Up Charges.

If you do incur Late Pick-Up charges, please note on your check or Venmo payment that you are paying the Late Pick-Up fee, and the date on which the charge was incurred.

In the event something unexpected arises, call the Director and notify your child's teacher so arrangements may be made.

### **Health Standards**

- Your child's health is a major concern for Ascension Day School. Immunizations must be up to date and a current Blue Card must be submitted.
- *Children with a fever, severe cough, green runny nose, undetermined rashes, vomiting, diarrhea, or any other indications of infection should not be brought to school.*

ADS staff will notify you to pick up your child if any of the following occur:

1. Fever of more than 100 degrees.
2. Three (3) or more diarrhea diapers.
3. Vomiting.

If we are unable to contact a parent, emergency contacts will be utilized.

### **Guidelines for Returning to School after Illness**

Conjunctivitis (Pink Eye)	24 hours following initial use of medication
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Chicken Pox/ Hand, Foot, and Mouth	5-7 Days after first breakout, and/or when all have scabbed over
Strep Throat	24 hours after antibiotic has been started
Severe Diarrhea and/or Vomiting	24 hours after last episode
Head Lice	Children must remain at home during treatment. Parents are to immediately notify the school of the infestation. Students will be readmitted to school upon presentation of a statement from the child's physician/Health Department verifying the child is both lice and nit free.
Ringworm	48 hours after beginning medication
Impetigo	Three (3) days after beginning antibiotics, and must have notice from physician. All areas must be covered. This must be reported to the Health Department if the rash is caused by Staph or Strep.
Flu	Fever free without the use of fever control medication and child feels well for 24 hours
Fever	<b>A CHILD MUST BE FREE OF FEVER WITHOUT THE USE OF ASPIRIN, TYLENOL OR ADVIL/MOTRIN FOR 24 HOURS BEFORE RETURNING TO SCHOOL.</b>

### Teacher Qualifications

First and foremost, we look for teachers who not only excel academically, but are loving, kind, and caring. Because we are a ministry as well as an academic environment, we hire teachers who reflect Christian ministry in the teaching, attitude, and actions. We prefer teachers with college education or a great deal of teaching experience, but we will not turn away a high school graduate who demonstrates the ability to fulfill the requirements as a teacher in the Day School.

### **Discipline Procedures**

We believe children are our ministry, and we will act accordingly in any discipline procedure used.

No member of Ascension Day School staff will use corporal punishment on any child, even if the parent requests it. Withholding food, drink, or educational items will never be used as punishment.

Any behavioral issues will be handled in a positive and patient manner. If a child does not respond to positive reinforcement or redirection, a time out may be implemented.

A repetitive behavior the staff has not been successful in correcting may require a meeting of the child's teacher, parents and Director to discuss a positive path for moving forward.

### **Aggressive Behavior (Biting, Hitting, Pushing)**

This policy pertains to 2, 3, 4, and 5 year old classes.

In the event of biting, the first incident will be assessed and handled by the teacher and Director. The parents will be notified. After a fourth and fifth incident of biting occurs, the child will be sent home for the remainder of the day, and a

conference will be held with the parents, teacher, and Director. If the child is less than 3 years old, a behavior plan will be put into effect, agreed upon by the teacher, Director and the parents.

Hitting and pushing will be assessed by the teacher and Director. If the behavior is occurring daily, the above plan with biting will be carried out.

### **Suspension Policy**

Suspension is a last resort and used only when a child's behavior presents a serious safety risk to themselves or others and cannot be managed through regular classroom support.

Key Guidelines:

- Parents will be notified immediately of serious behavior concerns.
- Suspension may be considered for physical aggression, repeated unsafe behavior, or extreme disruptions that interfere with the learning environment.
- Suspensions are short-term (1–3 days) and used only after other interventions have been attempted.
- A reentry meeting will be required before the child returns to discuss support strategies and the next steps.
- Support referrals may be offered to help address the child's needs.

Our goal is always to work with families and support every child's success in the classroom.

### **Potty Training Policy**

ADS is committed to supporting children and families through the potty-training process in a positive, respectful, and developmentally appropriate way. Once potty training is implemented at home, ADS will assist with the process. It is crucial parents and teachers communicate and stay consistent.

Expectations:

- Children must be fully potty trained by 3 years old, unless there is a documented developmental delay
- “Fully potty trained” means the child can consistently recognize the need to go, use the toilet independently, and manage clothing with minimal help

We understand that every child is different and will work closely with families to make potty training a successful and stress-free experience for all.

### **Hazardous Weather**

Ascension Day School makes the safety and well-being of our students, parents, teachers, and staff our highest priority. The Director should notify parents when monitoring potential weather threats that could disrupt normal school hours. This preliminary alert shall be sent via email by the Director. Once a decision has been made, the Director shall notify parents and staff via a second email with detailed instructions for any full school closings, partial school closings, or delayed school openings. This second notification should be sent out as soon as possible, but no later than 6:00 a.m. the morning of the day affected by the weather.

Ascension Day School will make independent determination regarding weather decisions and may not necessarily follow Montgomery Public Schools, Private Schools, or other day care facilities.

### **School Holidays**

Ascension Day School will follow the calendar of Montgomery Public Schools for most holidays and breaks.

### **School Pictures**

Individual pictures are made in the fall and spring for all students. Class pictures are made in the spring. Parents are given the opportunity to purchase pictures but are not obligated to do so.

### **Birthdays**

Each child's birthday is special and will be recognized by his/her class. Parents may bring cupcakes to share with the class.

Birthday party invitations may be handed out at school if every child in the class is invited. Otherwise, please mail them directly to the homes of the invited children.

### **Holiday Parties**

The children always look forward to our holiday parties! These parties are only possible with the help of our parents. Please be sure to sign up to help with one of the parties for your child's class.

We will have a Halloween party, Christmas party, Valentine's Day party, Easter egg hunt/party, and an End of School party. Thanksgiving is celebrated with a special Thanksgiving program.

### **Fund Raisers**

*Holy Smokes:* This fund raiser takes place in the spring. A committee of parents and teachers plan this event. Money

raised goes toward school projects, building upkeep, and maintenance.

*Basket Raffle:* This fundraiser is a school favorite and gets better every year! We will collect themed items from each class to make goodie baskets and sell tickets for a chance to win a basket. The baskets are raffled at the Thanksgiving Program.

*Lobsterfest:* This fund raiser is sponsored by the Church of the Ascension and is held in August. There are opportunities for parents to volunteer, but this is not required. Parents are encouraged to purchase lobster dinners as well as promote the event to others.

*Pancake Supper:* This fundraiser takes place the Tuesday before Ash Wednesday and marks the beginning of Lent. It is traditional to eat pancakes on “Fat Tuesday”. Ascension Day School sponsors the Pancake Supper to encourage a relationship between the Day School and Church of the Ascension through food and fellowship. The school children also display various pieces of art at this event.

### ***Helpful Hints***

1. Remember to sign up for a party in your child’s room.
2. Please bring your child on time. Teachers begin daily lessons at 9:00 AM
3. Please do not allow your child to bring toys to school unless it is their Show and Tell day.
4. Please be on time to pick up your child. No one likes to be the last child left.

5. Please let your child's teacher and the Director know if there are any issues at home, of which we need to be made aware.

### **Tuition and Fees**

- Tuition is due on the first day of the month and is considered late after the 15<sup>th</sup> day of the month.
- Payment may be made by check, Venmo or Automatic Bank Draft.
- Checks should be made out to Ascension Day School.
- Venmo payments are made to @ascensiondayschool.
- Please indicate on your check or Venmo payment exactly what you are paying (e.g.: tuition, late day, drop in, registration, supply fees, etc.)
- Tuition and Fees are not negotiable.

In case of an emergency that affects your ability to pay your child's tuition, please contact the Director so satisfactory arrangements may be made.

### **Registration Fees**

Fall Registration, for current students, takes place in April for the following school year.

Summer Registration, for current students, takes place in January.

**Registration Fees are not refundable.**

Order of priority for accepting registration for students for both Fall and Summer:

1. Current students
2. Siblings of current students / Children of members of the Church of the Ascension
3. Children on the Waiting List
4. Members of the public, if all slots are not filled.

### **Drop Ins**

- Drop Ins are accepted only after speaking to the Director or Assistant Director the day PRIOR to your use of Day School and/or Late Day room. This is the MINIMUM notice that should be given.
- Drop Ins are permitted only when there is space available.

### **Late Pick Up Fees**

- Parents or their designates are responsible for dropping off and picking up children from their classes.
- Pick up is to be at 4:30 PM at the latest.
- If you are not on time, charges will be billed in the next billing cycle.
- The first 10 minutes, you will be billed \$5.00.
- Subsequent 10 minute intervals will be billed at \$10.00 per 10 minutes.

### **Supply Fees**

These fees are to provide your child's classroom with the following items:

- Art supplies.
- Paper products.

- Cleaning products.
- Snacks.
- Other needed items.

### **Withdrawal from Ascension Day School**

- Please give 30 days' notice of your intent to withdraw your child from the school.
- If less than 30 days' notice is given, you are responsible for that month's tuition and fees.

**All Fees for Ascension Day School are listed below.**

<b><i>Registration Fees (per child)</i></b>	
Registration Fee for School Year (August – May) non-refundable	\$100.00
Registration for Summer (June – July) non-refundable	\$100.00
<b><i>Tuition and Late Day Fees</i></b>	
<b><i>All Day School and Late Day are MONTHLY charges.</i></b>	
Day School Monday – Friday (7:30 – 1:00)	\$485.00
Day School 3 days/week (7:30 - 1:00)	\$400.00
3 <sup>rd</sup> Child Discount Day School M - F	\$242.50
3 <sup>rd</sup> Child Discount Day School 3 days/wk	\$200.00

Late Day Monday – Friday (1:00 – 4:30)	\$160.00
Late Day 3 days/week (1:00 – 4:30)	\$110.00
3 <sup>rd</sup> Child Discount Late Day M - F	\$ 80.00
3 <sup>rd</sup> Child Discount Late Day 3 days/wk	\$ 55.00
<b><i>Supply Fees (per child)</i></b>	
School Year Supply Fee (August – May)	\$200.00
Summer Supply Fee (June - July)	\$ 75.00
<b><i>The following fees will be added to your invoice in the next billing cycle.</i></b>	
<b>Drop In Fees</b>	
Drop in Day School (7:30 – 1:00)	\$ 45.00
Drop In All Day (7:30 – 4:30)	\$ 55.00
Drop In Late Room only (1:00 – 4:30)	\$ 10.00
Late Payment of Fees	\$ 25.00
Late pick up: first 10 minutes	\$ 5.00
Late pick up: every 10 minutes thereafter	\$ 10.00

## August 2025

**4** Open House  
**5** First Day of School  
**8** Blessing of the children  
**15** COA Lobster Fest  
*(Proceeds benefit ADS and FUMC Respite Ministry)*

## September

**1** No School/Labor Day  
**5** Grandparents Day  
**8-12** Spirit week  
**19** Farmer Brown Day  
**25** Apple Day (*Wear red*)

## October

*Fall Pictures, Fire Safety, Breast Cancer Awareness*  
**13** No School / Indigenous Day  
**24** Breast Cancer Awareness Day/Wear Pink  
**31** Halloween Parties  
**TBA** Pumpkin Patch

## November

*Harvest/Farming*  
**11** No School/ Veterans Day  
**21** Thanksgiving Program/ Basket Raffle  
**24-28** No School/ Thanksgiving Day Holidays

## December

**6** Polar Express/PJ Day  
**17** Christmas Parties  
**19** Christmas Sing a Long  
**DEC. 22- JAN 2** Christmas Holidays

## January 2026

### *Fall/Summer Registration*

**5** School Resumes  
**19** No School/ King/Lee Birthday

## February

### *Dental Health Month*

**13** Valentine's Day Parties  
**16** No School/ Presidents Day

## March

**TBA** Field Day  
**2-6** Dr. Seuss / Read Across America Week  
**16-20** No School/ Spring Break  
**April**  
*Spring Breaks*  
**1** Easter Party  
**3** Good Friday/ No School  
**22** Earth Day  
**TBA** Holy Smokes  
**TBA** Picture Day

## May

**4-8** Teacher Appreciation Week  
**8** Muffins with Mom  
**20** End of The Year Parties  
**22** Graduation/Early dismissal

**\*Dates Subject to Change**

## **2025-2026 BOARD OF DIRECTORS**

Candice Frazer  
*Church of the Ascension Rector*

Asia Franklin  
*School Board Chairman*

Victoria Tisdale  
*School Board Vice Chairman*

Rebecca Holtsford  
*Secretary*

Christina Okarmus  
*Treasurer*

Daniel Hughes  
*Church of the Ascension Senior Warden*

Richard Norris  
*Church of the Ascension Junior Warden*

Ron Wright

Greg Griffin

Taylor Dobson

# Notes

# Notes

***Please Cut and Return to ADS***

***Parent Handbook Acknowledgement***

**By signing this document, I acknowledge that I have  
received  
and read the Ascension Day School Parent Handbook.  
I understand and acknowledge the following statement:**

***I agree to uphold and abide by the policies, guidelines and  
other  
information contained in the Parent Handbook.***

**Child's Name**

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**Parent's Name (Print)**

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**Parent's Signature**

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**Date**

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