

ASCENSION LUTHERAN PRESCHOOL
842 N. TYLER
WICHITA, KS 67212
(316) 722-4694

STAFF

Kendra Herbig.....Director & Teacher Mon-Fri
Chantel Dehncke..... Teacher Tues & Thurs
Debbie Goltl..... Teacher Mon, Wed, & Fri
Diane Nelson..... Substitute Teacher
Pastor Goltl..... Bible Story Time

SCHOOL HOURS

M/W and Tu/Th Morning Session..... 9:00 a.m. - 11:15 a.m.
M/W Afternoon Session 1:00 p.m.-3:15 p.m.(M&W)/ 9:00 a.m.-11:15 a.m.(Fri.)
Tu/Th/Fri Afternoon Session 1:00 p.m.-3:15 p.m.

SUPPLIES NEEDED:

Purchase a backpack large enough to hold unfolded 8 $\frac{1}{2}$ x 11 papers. Please write your child's name on the outside in large print and always send the bookbags to school empty. **(No toys from home, please)** Please have your child bring their bookbag every day.

FEES:

Fees are due on the first session of the month. You can pay by cash, check, or Venmo. No adjustment is made for illness or weather cancellations. There is a \$20 late fee if payment is made after the 10th of the month.

Returned checks will be charged a fee of \$20. If you have more than two returned checks during the school year, we will request that you pay in cash or with a money order. A 30 day notice is required to withdraw your child from preschool.

PARENT/TEACHER COMMUNICATION:

We will be emailing a newsletter on Friday of each week at 9:00 am with announcements, reminders, and what we will be learning for the following week. Please read them and mark important activity days on your calendar. If you do not check your email regularly, please remember to check it each Friday.

Please feel free to call or email the teachers with any questions or concerns. We will call you if we have any problems we feel we need help with or that you would want to know about. If you need to speak to the staff during the day, please call 722-4694 and ask for the Preschool room.

PARENT RESPONSIBILITIES:

Parents are responsible for keeping the school informed of changes in addresses, phone numbers, employment, emergency contact information or any changes in family situations.

Parents are also responsible for keeping your child's teacher informed if your child is:

- Ill and will not be attending school.
- Gone for an extended period of time (i.e. family vacation).
- Being picked up by someone else.

DROPPING OFF/PICKING UP YOUR CHILD:

Please do not bring children early. The teachers will come to the door and then you can let your child out of the car. If your child cries or refuses to get out for the teacher - park, bring child in to the teacher at door - then leave. Please pick up children promptly - in an emergency, please call. Also call or send a note with any change in pick up. If someone else is dropping off or picking up your child, they must follow the same procedures. Please be sure to inform them. For dropping off & picking up, form a long line coming in off Bekemeyer and then exit onto Tyler when leaving. When picking up, please do not get out of your car. After your child is safely in the car and the door is shut, pull into a parking slot to buckle up your child. We will be keeping all doors, except for the Main church entrance, locked for safety reasons. Therefore, if you arrive late and the teacher has already gone on into the classroom, you will need to ring the doorbell on the preschool entrance and we will come let your child in.

SCHOOL CLOSINGS:

If classes are to be cancelled due to weather, please check your cell phone. A text and email will be sent out letting you know if school is canceled for the day.

ILLNESS POLICY:

If your child is ill and will not be attending preschool on any given day, please inform your child's teacher. The guidelines below should be followed:

- After a fever, a child's temperature must be normal (98.6) for 24 hours before returning to school. (Same procedure for vomiting and diarrhea).
- Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep them home if they are sick.
- If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly.

CLOTHING:

Wear play clothes that are comfortable and that allow for self-dressing. Make sure your child can handle their clothes in the restrooms. Impress on your child that they can always use the restroom! Please have them go at home before coming to preschool. Accidents do happen so please have an extra set of clothes in your child's backpack. In the event that they do not have any clothes in their backpack, we have a change of clothes that you can wash and return to the school the next preschool day.

Hats that are worn to school will need to be removed and kept in your child's backpack during school.

During nice weather we hope to get outside to play. Please make sure that your child wears shoes that they can play outside in (flip flops, Crocs, and dress shoes are hard to wear in the rocks and mulch that are under our playground equipment). We don't let them go barefoot, so please keep this in mind.

BIRTHDAY SNACKS AND CELEBRATIONS:

We love to have parties! We celebrate your child's birthday with a birthday crown, pictures and special recognition. We will celebrate a "half-birthday" for those children who have a birthday during summer break. We ask that you not send any cupcakes or red juice for the celebration. You can also do take-home treats if you'd like. We have a birthday calendar where we have assigned your child a day to celebrate. If this day does not work for you, please pick another day that is free.

CLASS PARTIES:

Please sign up to help with a Class Party. Parents will plan the parties, which usually last about $1\frac{1}{2}$ hours. The morning parties will begin at 9:45 and the afternoon parties will begin at 1:45 pm. You will be responsible for deciding upon and providing snacks, take-home treats or favors, and at least one game and craft for the party. Sign up for only one party until we see that everyone has a chance to help. Please do not bring younger siblings to the parties. I will send out an email about 3 weeks before the party to the parents who have signed up for the party so that they can begin to plan for it. One parent is the Chairman and is only responsible for getting everyone together. All other planning should be done as a group.

PICTURES:

We have a local photographer take individual pictures of the children in the fall each year. You are welcome to come early to your class session (8:30 am or 12:30 pm) to have sibling pictures taken.