

**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:**

Backpack large enough to put **unfolded** 8 ½ x 11 papers in. Write your child's name on the **outside** in **LARGE** print. Always send the bookbags to school **EMPTY!** (**No toys from home, please**) Please have your child bring their bookbag every day.

**PLEASE PUT CHILD'S NAME ON ALL ITEMS SO THAT IT IS EASILY SEEN  
(ie. Book bags, Jackets, etc.)**

**FEES:**

Fees are due on the first session of the month (\$75 for morning sessions and \$100 for afternoon sessions). No adjustment is made for illness or weather cancellations. There will be an additional \$20 fee if payment is made after the 10<sup>th</sup> of the month. **If you have a problem paying by the first session at any point in time, please contact the teachers so we can work something out with you.** 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 if you need to withdraw your child, or you will owe for the following month. The 30 days gives us time to find someone to replace your child. We run on a tight budget and need every spot filled. If your child is in attendance in April and you need to withdraw, you will still owe for the month of May since it would be too late to add another student.

### **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. Try to respond to any requests immediately. This makes it so much easier on our Staff! 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 children out of the car. DO NOT PARK or let children out of the car early. 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. Please see the attached diagram for lining up. When picking up, please DO NOT get out of your car. PULL AROUND into the parking lot 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 local TV stations. If in doubt, you are welcome to call the church office or the teachers at home.

### ILLNESS POLICY:

If your child is ill and will not be attending preschool on any given day, please inform your child's teacher.

If children come to school when they are not feeling well, they will be more vulnerable to infection. It is in the best interests of your child and of the others to remain at home when ill. A child needs to be well in order to participate actively at Preschool. 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 child home if sick.
- If your child becomes ill while at school and you are called, please cooperate by picking up your child promptly.
- Please notify the school if your child acquires an infectious disease (i.e. strep throat, chicken pox, etc.).

### CLOTHING:

Wear play clothes that are comfortable and that allow for self-dressing. Make sure they 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 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. Also, 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 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, spanking (or hugs), birthday music, and special recognition. We will celebrate a "half-birthday" for those children who have a birthday during summer break. **NO CUPCAKES OR RED JUICE ALLOWED.** 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 1½ 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:**

Individual pictures will be taken during the fall and again in the spring. Our pictures will be taken by *GS MemoryMaker Photography*. You are welcome to come early to your class session (8:30 am or 12:30 pm) to have **SIBLING PICTURES** taken.