Ascension Episcopal Day School

Parent Handbook

1912 Canyon Rd, Vestavia, AL 35216
(205) 979-8711
rebecca.posey@ascensionepiscopal.org
Ascension-Dayschool.com

HOURS OF OPERATION

Preschool hours are 9:00 am until 1:00 pm, Monday-Friday.
Aftercare is offered Monday - Friday from 1:00-2:30 for students in 3K-4K.
Early Bird Drop Off is offered for all ages Monday through Friday from 8:00-9:00.

MISSION STATEMENT

To provide quality early childhood education in a nurturing, God-centered environment.

EDUCATIONAL PHILOSOPHY

AEDS believes that children learn and grow through play and that school is a happy place where learning is a joy. AEDS provides the spiritual and academic foundation to create confident lifelong learners.

BELIEFS

1. We believe that our faith in God is central to our school.
2. We believe the involvement of the family and the community is essential to the learning process.
3. We believe that each child is a unique individual and should be valued as such.
4. We believe in encouraging the development of the whole child by guiding spiritual, intellectual, social, physical, emotional and artistic growth.
5. We believe in providing a safe, orderly environment in which children learn to have ownership of their behaviors and actions.
6. We believe in the value of imagination and creativity and believe that as children explore throughout their day, they develop an understanding of the world around them.

ADMISSION PROCEDURES

All children must be registered and on roll before attending the preschool. The following must be completed and submitted to the preschool:

1. Enrollment fee (upon submission of the enrollment form)
2. Immunization Record: Blue Form (up-to-date and current)
3. Financial Agreement (re-submitted annually)
4. Child's Medical Release (re-submitted annually)
5. Photograph Release (re-submitted annually)
6. Notarized Affidavit (re-submitted annually)
7. Family Information Sheet (re-submitted annually)

If at any time the above information changes, please contact the preschool office and make the necessary corrections.

ENROLLMENT PROCEDURES

Enrollment forms for the following school year will be sent out in January. Priority will be given in the following order:

1. Current AEDS families
2. Members of the Church of the Ascension
3. Children on our waitlist.
4. New Students

DISCRIMINATION POLICY

Ascension Episcopal Day School does not discriminate against any child based on the child's race, color, nationality, sex, religion, or disabilities. Reasonable accommodations will be made to provide services to persons with disabilities.

EXEMPTION STATUS

Ascension Episcopal Day School is a mission of the Episcopal Church of Ascension and therefore holds an exemption status with Alabama Department of Human Resources. In order to maintain that status, AEDS undergoes a yearly inspection by the Alabama Department of Health, a yearly fire inspection, and must file with DHR each year to continue as a facility approved for exemption status under DHR. In that filing, AEDS submits forms for each employee showing that background checks have been performed by the state and that the preschool is maintaining an appropriate student: teacher ratio as approved by DHR. Additionally, AEDS must submit an affidavit signed and notarized by each parent of an AEDS student that states they are aware of our exemption status. See Appendix D.

In addition to the DHR requirements, all staff at AEDS must undergo a separate background check performed by the Episcopal Diocese of Alabama. Each staff member also completes a required Safeguarding God's Children class and abide by the safety procedures set forth by the Episcopal Diocese in regards to abuse and neglect.

CLASSROOM ORGANIZATION AND GROUPING

Children enrolled in the preschool are assigned to classrooms based strictly on their age as of September 1st of that school year. Classroom groupings are as follows:

- Babies – 6 to 15 months by September 1st
- Toddlers – 16 to 24 months by September 1st
- 2K – 2.5 years old by September 1st
- 3K - 3 years old by September 1st
- 4K - 4 years old by September 1st

DISCONTINUATION OF SERVICES

The preschool reserves the right to terminate services if it is deemed necessary and appropriate. The following may be possible reasons for discontinuation of services:

- Serious behavior problems that are disruptive and/or harmful to other children and staff
- Behavior that is beyond the expertise and ability of the preschool staff to provide a therapeutic environment
- Continual failure of a parent or guardian to abide by the guidelines set forth in this handbook or continued inappropriate behavior as determined by the administration of the preschool
- Continued failure to abide by the preschool financial policies

WITHDRAWAL PROCEDURE

Parents wishing to withdraw their child from our program must give 30 days written notice and must be acknowledged by the director of the preschool. Tuition/Fee charges within the 30 days will still be charged and must be paid on time.

TUITION AND FEES

Tuition payments are **due by the second day** of each month. We ask that you pay electronically through the Procare platform. It is recommended that you set up Autopay so that you won't accidentally miss a payment.

Cash and/or checks are also accepted and can be sent through your child's backpack folder by the 2nd day of the month. Checks should be made out to "AEDS" or "AEK."

Please call if other arrangements need to be made. **Refunds cannot be made for illness or absences of any kind.** We ask that all payments be made on time. A late charge of $5 per day that a payment is late may be issued after a one-week grace period.

Enrollment Fee:

A non-refundable reenrollment fee of $200 is due with the submission of the enrollment form.

Supply Fee:

Supply fees are due on July 1st prior to the start of the school year. Families who enroll mid-year must submit the supply fee upon submission of the enrollment form and enrollment fee. Supply Fees are non-refundable.

ARRIVAL AND DISMISSAL

Carpool for all students takes place in the main parking lot outside of Terrill Foyer and Ware Hall. As you pull into the parking lot, turn to the right and drive along the perimeter of the parking lot until you reach the drop off or pick up location in front of Terrill Foyer/Ware Hall.

Arrival: Children may arrive no earlier than 8:50 am before school, unless they are enrolled in our Early Bird Program. The director and/or another adult will assist your child or children in getting out of the car. Teachers will be posted inside the building to make sure the children arrive in their classrooms safely. This assistance will take place every weekday morning from 8:50 am - 9:05 am.

Late Arrival: If you arrive after 9:05 and the doors to Terrill Foyer are closed, you must park and walk your child to the downstairs entrance to our preschool. You will ring the doorbell, and someone will come to assist in checking your child into school and escorting them to their classroom. In the event of heavy rain, you may walk through Terrill Foyer and check in through the church office doors.

Dismissal: Afternoon carpool takes place from 12:50-1:00. Teachers will walk children to their cars and help them into the car on the passenger side of your vehicle. DO NOT EXIT YOUR VEHICLE as this causes delays in our line. Teachers are not allowed to buckle children into their seats or car seats. If your child needs assistance, we ask that you pull forward into a parking spot to help them buckle.

Any child who is not picked up by 1:05 will be taken to aftercare and will be charged the aftercare drop-in fee of $25.

Walk Up: Parents with children in our baby, toddler, and young 2's classrooms are welcome to park and walk up to our doors for both drop off and pick up. We kindly ask that you take your child quickly so as not to overcrowd our doors.

Carpool numbers will be given during orientation days before the first day of school. Please hang your carpool number from the rearview mirror of your car and keep it visible during carpool pick-up.

CARPOOL SAFETY

PLEASE do not park anywhere except in the spaces provided before, during, or after school. The blue-marked parking spaces are reserved for the handicapped. Fire laws require that the pathways remain clear of any parked unattended vehicles.

1. Please do not use your cell phone during carpool pick-up or drop-off.
2. Please place your carpool number on the rearview mirror. Please keep it up until your child is loaded.
3. For the safety of the children and for liability reasons, teachers will walk children to the cars and help children into the car. DO NOT EXIT YOUR CAR TO LOAD YOUR CHILD.
4. Teachers will not walk children between cars.
5. If you are sending someone to pick up your child, we must have a note or call to that effect. If it is during loading times, please send a message on Procare so that we are able to receive it. Children will only be released to authorized adults. Please see Appendix B for the Authorization to Transport form.
6. If a car seat is left at school for later use, it must be labeled with your child's name. The adult who picks up the child must install the car seat. The adult will need to pull up in front of the line or into a parking spot to install the seat.

ATTENDANCE POLICY

Regular attendance is necessary to create a feeling of security and to ensure continuity of the program. However, we know there will be times your child will be absent from school. Please let your child's teacher know when your child will be absent from school. This communication helps with planning purposes.

EARLY BIRD CARE

Early Bird Care is an opportunity for parents to drop their children off earlier than morning carpool at 8:50. Early Birds is open to all enrolled children at AEDS. Early Birds will take place in the music room, located in the downstairs hallway and/or in the toddler room upstairs. To drop your child off, you will need to walk them to the double doors for the downstairs hallway. You are welcome to pull into the circle in front of the church to park your car and walk your child to the door. A teacher will either be there to welcome your child in, or you may ring the doorbell for a teacher to come welcome your child into school. Children enrolled in Early Birds will participate in quiet activities and are allowed to bring a breakfast with them to enjoy while waiting for school to begin.

An Early Bird Drop-In Option is available on some days of the week. To secure a drop-in slot, please visit the school website Early Bird page: https://www.ascension-dayschool.com/early-bird-calendar and click on one of the slots available for the day you need. Please note, the specific time slot does not matter – each slot is available for a drop-off time of 8:00. The drop-in fee for early-bird is $20 per day.

AFTERCARE

Aftercare provides an excellent opportunity for our AEDS children to spend some extra time at school to play with their friends. Most of the time is spent on the playground,

weather permitting, allowing children to engage in free play while supervised by AEDS teachers.

Aftercare is offered Monday through Friday from 1:00-2:30 for any AEDS student in the 3K-4K classes. Accommodations may be made for 2K students to attend the aftercare hours at the discretion of the director. We do encourage 4K students to attend aftercare so that they can get accustomed to spending the longer hours at school, but it is certainly not required. We ask that you send an extra snack with your child on the days he/she attends aftercare.

An aftercare drop-in option is available on all days. We almost always have spots available in aftercare, so there is no need to sign up ahead of time. Simply send a message to your child's teacher and let them know you'd like your child to go to aftercare that day. The daily charge for aftercare drop-in is $25.

GRIEVANCE PROCEDURE

We want to make sure you are happy with the service you are receiving at AEDS. If you have a question, suggestion, or complaint that pertains to your child's specific class, we ask that you approach the classroom teacher first. If you have something that needs to be addressed for the whole center, please direct that communication to the director. We ask that you do not take your complaints or suggestions to the board without prior communication to the faculty and staff at AEDS. We honor your privacy and anonymity in all matters.

POTTY TRAINING

Before entering the 3K or 4K class the child must be potty trained. Potty training is an important time in your preschooler's development. It requires consistency, patience, and a positive attitude. It is the parent's responsibility to potty train with the preschool's role being to support the parent and child in their endeavors. Please talk to your child's teachers about potty training readiness. A potty-trained child must be able to verbalize the need to use the restroom and complete the process of using the potty with little to no assistance. A potty-trained child should not wear diapers or pull ups. If a child in the 3K or 4K class is not potty trained (without a medical excuse), the child will be sent home until potty training occurs.

PHYSICAL ACTIVITY POLICY

Each child will have an opportunity for the appropriate amount of active play each day (30-45 minutes for all children). Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors. Daily schedules, including the allowance of physical activity, are posted in each classroom. Children who are given a

time-out during recess time will not be made to sit longer than 5 minutes. Children who have misbehaved during classroom hours will not be made to remain indoors as punishment.

SMOKING POLICY

Smoking is prohibited at all times in the childcare center, including before and after hours of operation within 10 feet of any entrance or exit. If a staff member smokes before their work shift begins, the staff member shall be required to wash his or her hands thoroughly and should rid of any clothing that smells of smoke before entering the premises.

SCREEN TIME POLICY

Screen time is the use of television, videos, video games, and computers. AEDS students do not typically use any screens during the regular school hours, except for the occasional special day such as our 4K Polar Express Day. Sometimes teachers may show a short video to enhance a topic of study, but such videos will be age appropriate and will be used sparingly. Screen time is limited to no more than a total of 1.5 hours per week. Screen time is prohibited during meal or snack time and is completely prohibited for children younger than 2 years.

ILLNESS POLICY

One of the biggest challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness in our center. Proper hand washing procedures will be followed and taught. Toys, eating surfaces, toileting, and diaper equipment will be sanitized between each use. One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help to do this. Do not bring ill children to the preschool. If your child becomes ill while at the preschool, please pick the child up immediately upon notification.

Children cannot attend the preschool if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in preschool activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. 3. The child has any one of the following:
    a. Temperature of 99.5 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness

    b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more

episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs
c. The common cold spreads quickly, especially in preschool settings. Children should be kept at home until they are no longer coughing or have discolored drainage from their nose.
4. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in preschool activities. Please refer to the *Communicable Disease Chart for Schools and Child-Care Preschools* available in the school office.

In addition, the Preschool's policy requires that your child be free of symptoms of illness: temperature (without the use of fever reducing agents), diarrhea, or vomiting for at least 24 hours unless COVID positive, then refer to current CDC COVID guidelines. **Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Preschool the next day.** The Preschool reserves the right to require a doctor's statement before the child can be readmitted to the Preschool.

Parents will be notified when a communicable disease has been introduced into the school.
In keeping with Alabama state regulations, all children enrolled in the Preschool are required to have a current immunization form on file at all times. Periodically you will be asked to update this information, and your prompt attention to this request is required.

AEDS follows the recommendations set forth by the Alabama Department of Health and the CDC in regard to quarantine and isolation times for Covid-19 exposures and infections.

The following policy regarding communicable diseases is required to be included by the Department of Health.

POLICY FOR PREVENTION OF COMMUNICABLE DISEASES

Common Communicable Diseases:
No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to norovirus, hepatitis A, Shigella spp, Enterohemorrhagic or Shiga Toxin-producing Escherichia coli, Salmonella Typhi, or Nontyphoidal Salmonella.

Detection of Illness:
In order to control the spread of communicable diseases in the childcare center, it is important that the caregiver recognize illnesses early. Children who exhibit signs of a communicable illness will be isolated immediate and the parents or guardian will be

contacted so that the child can be removed from the center. Staff will be alert to the following symptoms:

1. Severe coughing causing the child to get red or blue in the face or make a high-pitched croupy or whooping sound
2. Breathing trouble
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis - tears, redness of eyelid lining, irritation, swelling and discharge of puss
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule, or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual Behavior (less active, cries more than usual, shows discomfort, pulls at ears, difficulty swallowing)
12. Frequent scratching of the body of scalp

MEDICATIONS

The preschool will administer medicine only to children with a written permission form and as stated on the medicine's label directions or as amended by the physician in writing. Any medications brought by parents for the child must:

1. Be in its original container
2. Be labeled with the child's name
3. State the child's age/weight (if it is over the counter medication)
4. Include directions to administer the medication

Medicine will not be administered after its expiration date, without written permission from a physician or based on telephone authorization. Parents must sign and complied the medication release form and give the medicine to the director. Medicine will be kept in the office lock box.

Please see Appendix C for the Permission to Administer Medicine Form.

INJURY AND EMERGENCY MEDICAL CARE

Minor injuries will be treated at the discretion of the teacher and the office staff. The teacher will complete an incident report on Procare.

In the event of a serious injury, the child will receive immediate first aid from the teacher. Every reasonable effort will be made to contact the parents immediately in the context of the circumstances or the circumstances dictate that time is of the essence. If the parents cannot be reached, the person(s) listed in the emergency contact section of the emergency contact form will be contacted. According to the Medical Release Form (see appendix a), AEDS is authorized to secure and authorize any medical attention, treatment, or services that may be necessary for the child. When medical attention is required, the parent's insurance will act as the primary coverage.

INFANT SLEEPING ENVIRONMENT

In accordance with the recommendations from the American Academy of Pediatrics, each infant will be placed on his/her back for sleeping, unless the infant has a note from the physician specifying otherwise.

When an infant can easily turn from his/her back to his/her stomach, he/she will be allowed to adopt whatever position he/she prefers.

Unless a physician specifies the need for a positioning device that restricts movement of the infant within their bed, no such devices will be used.

EMERGENCY PROCEDURES

Inclement Weather:

AEDS closes during severe weather whenever Vestavia Hills schools are announced closed. AEDS will send an announcement on Brightwheel, via email, and on Facebook in the event we are closing.

Drills:

Fire and tornado drills will be conducted regularly to keep in compliance with the Jefferson County Health Department. A fire escape plan is posted in every classroom. In the event of a tornado, all students and teachers will move to the basement hallways away from all windows and doors.

MEALS

Snacks:

Children have midmorning snacks each day. Please send a healthy snack with your child every day in a clearly marked container. This container should be a different container than your child's lunchbox for ease in deciphering what is intended for snack that day. **Please make sure we are aware of any allergies or dietary restrictions that your child has.**

Lunch:

Each child should bring a lunch and a drink in a clearly marked lunchbox. We are not permitted to heat lunches, so please send food that is ready to eat. We ask that items are sent in containers that children can easily open themselves. Our goal is to teach each child independence and this is the perfect opportunity to practice that skill. Children will eat in their classroom. Please be sure to include any necessary utensils in your child's lunchbox. All items should be labeled clearly with your child's name. If you include an item that should be refrigerated, please let your child's teacher know.

Bottles for Infants:
Any breastmilk provided for infants should be clearly labeled with the child's name and extra should be provided each day in case of spillage. Formula bottles should be premixed before arrival to school and should also be clearly marked with the child's name. If breastfeeding mothers would like to breastfeed their baby at the school, they will be provided a designated area to ensure privacy and cleanliness.

CLOTHING AND PERSONAL BELONGINGS

AEDS encourages parents to send children to school dressed in comfortable, washable clothing. Please send an extra change of clothing labeled with your child's name. Rubber soled shoes or tennis shoes are required for safety on the playground. Sandals are not safe on the playground equipment and are prohibited. Please label all articles of clothing.

Our commitment to a planned curriculum means that toys from home can be distracting. Therefore, we discourage children from bringing toys to school. The only exception is a planned show and tell item. We discourage toy guns, swords, or other toy weapons for the safety of our children.

Infants and young toddlers are allowed a personal "lovey" for nap time and comfort.

SUPPLIES NEEDED EACH DAY:

In addition to a lunch, snack, and water bottle, all students will need a backpack large enough to hold a 9x14 folder each day. Please do not attach keychains or other toys to your child's school bag. They are heavy and dangerous when bags swing around. Please do not attach bottles of hand sanitizer to your child's school bag. The children love to play with these at carpool time and we don't want the gel to get into children's eyes. Children will be given plenty of opportunities to wash their hands and each classroom is equipped with hand sanitizing gel.

Children who wear diapers will need a package of diapers at school. Please send a labeled package of diapers on the first day of school. Teachers will let you know when

we are running low so that you can send in more. The school supplies wipes and all other necessary supplies to diaper changes.

All other supplies are provided by the school and covered with your supply fee. However, we always welcome donations of cleaning supplies, such as sanitizing wipes and Kleenex, as these are supplies that we consistently go through.

FIELD TRIPS

Field Trips are set up for our 3K and 4K students to enhance the curriculum. The cost of all trips is not included in the enrollment fee but will be collected prior to the field trip.

The staff of AEDS is deeply committed to making each trip as safe as possible for all participants. For safety reasons and because of insurance requirements, AEDS requires that the following rules be observed by the transporting parents/teachers:

1. Drivers must have a current driver's license and must follow all the applicable rules-of-the-road under Alabama law.
2. Vehicles must be in safe mechanical condition.
3. Drivers and supervising parents/teachers should inspect the vehicles for potentially dangerous objects such as tools, electronic equipment, firearms, etc. and remove any potential problem items from the passenger compartments where the children will be riding. **Please check carefully under all seats and in all compartments accessible to children.**
4. Each child must be properly restrained with seat belts/car seats. Children must have appropriate car seats or booster seats.
5. Each child must hold hands with the supervising adult and/or other children when walking to and from the vehicle and the destination.
6. A head count from a written roster must be made prior to leaving school, in the vehicle, and at the destination. The same procedure must be followed on the return trip.
7. Each child should wear an Ascension shirt and have a name tag on with proper identification including AEDS's phone number and the child's phone number.

VISITORS/PARENT INVOLVEMENT

Parents are welcome to share their talents, vocations, and special ethnic or cultural practices. Please talk with your child's teacher about any way you may be able to participate as a special visitor to your child's class.

We enjoy having family members and visitors in our school. Often, we have special invitation events for families and friends such as our Thanksgiving Feast, special Christmas programs, and other special programs for specific age groups and classes.

We request that parents, family members, and other visitors sign in at the school office before visiting the school building.

Each class will be assigned a room parent for the year. If you are interested in being a room parent for your child's class, a sign-up will be available on the first day of school. Room parents will be in charge of organizing class parties (see below) and other special events.

PARTIES AND BIRTHDAYS

There are six scheduled parties/events for each year: Halloween, Thanksgiving Feast, Christmas, Valentine's Day, Easter, and End of the Year. Room parents will contact the parents of the class to ask for assistance in sending in supplies and food for these events. Parties are kept short and simple. We do not typically invite parents to these parties except in special circumstances. We love to have parents attend other special events throughout the year, but have found that parent participation during a party often causes more stress on the children in the classroom.

Birthdays:
We love to celebrate birthdays at AEDS! Your child may celebrate his/her birthday at school by sharing cupcakes, cookies, etc. with his/her classmates. Please arrange your plans ahead of time with your child's teacher. Children will be invited to pick something out of the birthday box and will receive a birthday blessing during our weekly chapel service.

CHAPEL

Children in our 3K and 4K classes enjoy a short, child-centered chapel service every Wednesday morning. Chapel is led by either Father Jack, the Rector of the Episcopal Church of Ascension, Emily Collette, the church's Associate Rector, Ashley Monachelli, Ascension's Children's Ministry leader, or Rebecca Posey, AEDS Director. Services consist of singing, a short story from the Bible, prayers, and a birthday blessing for all who are celebrating birthdays that week. Parents are always invited to attend our Wednesday morning chapel services.

COMMUNICATION

We will use the ProCare platform for all communication purposes. Please be sure your phone notifications for the ProCare app are turned on so that you don't miss any important information. Monthly school newsletters, daily teacher reports, and billing communication can all be found on that platform.

Please also make it a habit to check your child's bag for any notes or information that the teachers may send home. These notes will be in the folder inside his/her backpack.

You should also use this method to send notes or checks to us, if you do not do so through theProCare app.

Please feel free to contact your child's teacher and/or the Director with any questions at any time. The happiness and well-being of your child is of utmost importance to us, and we believe in open communication. We ask you to understand that if you try to contact your child's teacher during the school hours, she may not be able to check messages or respond to you as she is giving her attention to the children in her care. You can send messages directly to your child's teacher through the ProCare app using the "Classroom Chat." For more urgent matters, you are welcome to call the school office (979-8711), contact the director via cell phone (601-238-5484), or email (Rebecca.posey@ascensionepiscopal.org) and she will make sure the teacher receives the message. You may also contact the assistant director, Kelly Gould, directly via email (aekpreschool@gmail.com) or on her cell phone (334-412-2737).

Messages can be sent directly to the director and assistant director through ProCare by selecting the "Office Chat" option on messages.

CONFERENCES

Conferences may be scheduled by your child's teacher when necessary. You may also call at any time to schedule a conference. Significant events such as a move, the death of a relative or pet, illness, divorce, etc. need to be communicated to your child's teacher and the Director. We want to give extra understanding and hugs to help your child through a difficult time. Please do not try to have a conference when you are bringing your child to school or picking him/her up.

PRIVACY AND PHOTO SHARING

Social Media/School Website

We love to show off our school and all the wonderful things your children are doing and learning while in our care. Photos of children will never include the child's name and privacy is of the utmost importance. However, you are welcome to ask that we not post any photos of your child on our social media pages or the website. The Information release form (appendix F) includes several options for what you do and do not allow in regard to your child's photo.

Please note: pictures posted on ProCare are only accessible to the other families currently enrolled in AEDS. Your child's picture will only appear on your child's profile, unless it is a group photo or a photo that includes another child.

DISCIPLINARY POLICIES

Discipline will be handled in the following order:

1. The child is first removed from the trouble-causing situation. The amount of time removed depends on the severity of trouble. Responsibility of the act is discussed.
2. Privileges are taken from the child. Example: toy, game, favorite center of play.
3. The child is sent to the Director's office for discussion of the child's responsibility and **assurance of love.**
4. Parents are notified if disruptive behavior continues, and new methods of discipline are worked out.
5. Parents are urged to contact the child's physician to find the cause of the problem if disruptive behavior continues.
6. The staff of AEK is not qualified to handle behavioral problems that require extra personnel. AEK will recommend placement in another situation that provides a more appropriate learning environment.

BITING POLICY

Biting is unfortunately not unexpected for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. Our goal is to help identify what is causing the biting and resolve these issues. If biting occurs, the following steps will be taken.

For the child that was bitten:

1. The child that is bitten will be given first aid including cleaning with soap and water and covering with a bandage, if needed.
2. The parents will be notified that the incident occurred. The name of the other child will not be shared.
3. An incident form will be filled out onProcare for the injury

For the child that bit:

1. The teacher will firmly tell the child "No! Do not bite!" And the child will be placed in time out for no longer than the child's age (2 years old = 2 minutes)
2. The parents will be notified
3. An incident form will be filled out on Brightwheel

If biting continues:

If a child inflicts 3 bites in which the skin of another child or staff member is broken or bruised, a conference will be held with the parents to determine next steps.

CURRICULUM

The foundation for our curriculum is to help each child become a life-long learner. We want to help them become independent, self-confident, and inquisitive learners. We use

the Zoo Phonics and Learning Without Tears Curriculum in our 3K through 4K classes for Language Arts. Our 4K classes also use the Bridges Math Curriculum.

The Zoo Phonics Curriculum uses animals drawn in the shapes of the letters along with a related body movement to go along with the animal and letter sound. This concrete approach cements the sounds to the shapes of the letters. Lowercase letters and their sounds are taught first and capital letters and letter names are taught letter. Our 3K and 4K students use this curriculum daily, but even our toddler and 2K learners are introduced to the concepts taught in the curriculum.

The Learning Without Tears Curriculum leads young students to success through a pathway to early literacy that embraces the whole child. Students strengthen essential fine and gross motor skills through hands-on materials, learn through purposeful play, and explore language through connected text.

The Bridges Math Curriculum uses hands-on learning to teach early math fundamentals and number sense for our young learners. It is the same curriculum that Vestavia City Schools uses, so the transition to the public school system should be seamless for our AEDS learners.

All teachers use play and center-based learning so that children engage with their peers while learning the basic skills necessary to become life-long learners. It is our goal to help your child become life-long learners. This is done by developing skills to help each child be ready to succeed in school by helping each child:

- Listen attentively
- Follow directions
- Verbalize needs and ask questions
- Become an independent thinker able to make choices and decisions
- Develop confidence in individual achievements
- Develop curiosity about the world around him/her
- Express creativity
- Care for his/her own bodily needs
- Keep up with personal belongings
- Recognize safe places and people
- Share and cooperate with others
- Respect others
- Function as a group

Additional Lessons Outside of the Classroom:

- Music and movement classes are provided weekly for all children in the preschool.
- Counselor Classes are taught to 3K and 4K students weekly.

AEDS reserves the right to change any of the above policies throughout the school year. Any policy change will be presented to parents in writing and will be posted on the school website.