



Ascend-Bright Christian Learning Center Information Letter

Ascend-Bright Christian Learning Center is dedicated to decreasing the achievement gap by providing quality childcare and private education at affordable tuition rates for underserved families and populations.

HOURS OF OPERATION

Ascend-Bright Christian Learning Center will be open Monday through Friday from 7:30 a.m. to 5:30 p.m.

CURRICULUM

Our curriculum is based on Developmentally Appropriate Practice in conjunction with NAEYC and the Missouri Early and Elementary Childhood standards. Our first priority is to help children develop socially and emotionally within the school setting and develop a passion for learning.

CLASSES

In addition to daily classroom instruction, students will enjoy a variety of supplemental learning experiences including:

- **Music** - Music is a structured large group time that includes songs and instruments chosen for children's enjoyment and recall of melody and lyrics. Children are also encouraged to participate in activities that develop rhythm and timing.
- **Art** - Art class is designed to allow children to explore various art materials for use in creative expression and representation in a small group format.
- **Dramatic Play** - Engaging in dramatic play enhances young children's development. Pretending builds social skills, makes children more aware of their own emotions, and encourages shared language and problem solving.
- **The Book Center** - Having access to books stimulates children's imagination and thinking skills, encourages developing language, and provides opportunities for creative expression.

QUIET TIME

Every day, we have quiet time. All younger children will lay down to rest. Older children will be given quiet time activities (coloring supplies, puzzles, movies, etc.)

INFANT/PRESCHOOL NAP TIME

Each child will be provided with a safe comfortable sleeping space with separate bedding. Infants will sleep in porta cribs with waterproof mattresses or pads in accordance with the recommended guidelines from the American Academy of Pediatrics. Parents need to provide a blanket for each child. If your baby needs to sleep on their stomach or in an unauthorized sleeping arrangement, you must obtain a written statement from a doctor.



CLOTHING

PLEASE dress your child comfortably so that he/she can freely engage in all activities. Daily activities include active and messy play. Clothing should be easy for children to manage as they strive to develop independent dressing skills.

BEHAVIOR MANAGEMENT

It is normal for the developing child to test limits at home and at school. In the instance that this occurs, the following steps will be taken:

- Redirection: Toddlers will simply be told "no" and redirected to another activity or area of the classroom and helped to engage in constructive play.
- Discussion: Once a child reaches the age of two, they will be told in easy-to-understand terms why the behavior should not continue. Typically, this is highly effective.
- Time-out: Should the behavior continue, the child will be placed in a time out chair for one minute per age of child (a three-year-old gets three minutes, etc.).
- Should a behavior continue after three time-outs, parents will receive notification.
- Corporal punishment is not allowed regardless of parents' consent. Physical punishment including but not limited to spanking, slapping, and hitting is not permitted.

MEDICATIONS

The dispensing of medications at school is discouraged and it is recommended that medications be given either before or after school. A child will be permitted to take medication at school only under exceptional circumstances unless there has been a written order from a physician and written authorization from a parent or legal guardian.

- Medication will not be given without all the appropriate information.
- Medication must be in its original container and, if dispensed by a pharmacy, it should have the child's name, medication, dosage, ordering physician's name, pharmacy name and phone number.
- A responsible adult or parent must bring medication. It may not be transported by a student and not released to a student.
- It is the parents' responsibility to notify the school when a medication has been changed or discontinued.

MEALS AND SNACKS

Breakfast is served from 8:00-9:00am. If you will be arriving later than 9:00am, please see that your child has eaten breakfast prior to arriving. Each child will be offered breakfast, lunch, and two snacks. The menu is available on our website. Please review the menu. If the food selection is an item that you are sure your child will not eat, please make sure to bring them a lunch from home.

***If any food or bottles are brought from home, they must be clearly labeled with the child's name. It is important to let the school know if your child has any known food allergies.**



ATTENDANCE

Regular weekly tuition rates will remain the same even in the event of a student's absence. This policy has been adopted because costs for staff and programs remain the same when children are absent. If your child will be absent, notify the Center by phone at 314-730-4079 or through *brightwheel* as soon as possible. A note signed by the parent may also be left in the office notifying us of an absence. It is the parent's responsibility to notify the office. Staff is not expected to convey messages about absences to the office.

DROP OFF TIME

Drop off time is 7:30 - 9:15. This is established so that vital instruction time is not missed or interrupted.

VACATION POLICY

No fees will be charged for absences if the office has been notified within two weeks prior or after the absence and vacation credits are available. If no vacation credits are available, families must pay full tuition for the days they are not in attendance. The office appreciates notification in advance if at all possible, to assist with billing, classroom, and meal planning.

SCHEDULE & ATTENDANCE POLICY

1. Custodial parents are welcome to visit the Center and observe the children at any time during hours of operation. These visits need not be planned or scheduled in advance. This open-door policy applies only to custodial parents.
2. Part-time payment is for days scheduled. Schedules can be changed on a temporary basis with two weeks written notice, provided space is available. Permanent schedule changes should be discussed with the director.
3. The Center is closed for the following holidays: New Year's Day, Martin Luther King's Day, President's Day, Good Friday, Easter, Memorial Day, Independence Day, Juneteenth, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If the holiday falls on a Saturday, the center will be closed on the Friday prior. If the holiday falls on a Sunday, the center will be closed the Monday after the holiday.
4. Parents will be informed via text or *brightwheel* when the Center is closed due to bad weather and snow days.

TERMINATION POLICY

Parents may terminate their child's enrollment at any time, provided they give two weeks written notice in advance of the termination day. Failure to give proper notice will result in parents being responsible for the payment of those two-week fees. This will be enforced unless the reason for the termination is beyond the control of the parents (e.g., lay off, birth of new baby, etc.).



SCHOOL CLOSURE DUE TO COVID-19 DIAGNOSES

In the event that a student or staff member has been exposed to COVID-19, we require that student or staff member to stay home until receiving a medical test that confirms that they have not contracted COVID-19. In the absence of a medical test following an exposure, students and staff are required to remain home for 10 days following exposure. In addition, if any member of the household has a confirmed case of COVID-19, they are required to stay home for 10 days.

LATE PICK-UP CHARGES

It is understandable that emergencies can arise that prevent you from picking your child up on time. Therefore, you will have one FIVE-minute grace period, per semester, for EMERGENCY situations only. If your child is picked up after their dismissal time, you will be charged \$2 per child, per minute. If payment is not possible at pickup, you will be billed.

SICK POLICY

We will notify you immediately should your child develop any of the following symptoms:

- Underarm or oral temperature of 100 degrees Fahrenheit or over (no rectal temperature will be taken).
- Vomiting or diarrhea
- Persistent coughing or trouble breathing

Should your child develop any of these symptoms, you will be expected to pick them up within one hour. If this is not possible, you will need to have another person listed on your emergency information form who can. You will also be called should your child clearly appear to be uncomfortable, regardless of whether other symptoms have appeared.

SYMPTOMS MUST BE GONE FOR 24 HOURS PRIOR TO RE-ADMITTANCE.

SECURITY AND RELEASE OF STUDENTS

Only people listed by the parent/guardian may pick up children. Teachers and staff will request a picture ID if someone they do not know comes to pick up the child. If there is to be a change of the person who will pick up a child, the school must be notified in writing. The approved person must be entered into *brightwheel* and have their own sign in/out code. **NO CHILD WILL BE RELEASED WITHOUT NOTIFICATION FROM PARENTS/GUARDIANS.**

SCHOOL CLOSING

Unplanned school closings are usually related to winter weather, but can occur for a number of other reasons, such as power failures, or flooding. Please take time in advance to determine your individual plan for your children when schools are closed or begin late. In the event that Ascend-Bright is closed for 3 or more days due to inclement or building malfunction, the weekly tuition rate will convert to a daily rate. If the tuition is paid monthly, an Ascend-Bright credit will be applied to the next bill for number of days missed.



ACCIDENT/INJURY

If a child has been injured at school, they will be evaluated by a Registered Nurse through our tele-health program. The nurse will assess the injury and advise treatment. We will notify you of the accident and advise if further treatment is needed.

TUITION

Tuition is expected in advance. Tuition is payable on the first day of care in any given week if paying weekly. Parents also have the option to pay on a certain day of the month. A child will be suspended from care if tuition is not paid by the second day of care. They will not be able to return until the balance is paid. After two weeks of unresolved balances, a child will be withdrawn from care. They may be re-enrolled once the balance is resolved and if space allows.