

# Division Policies

## **ARRIVAL**

Teachers and/or instructional aides meet children at designated doors at the beginning of each school day.

Teachers and/or instructional aides accompany children into the school.

A daily attendance record shall be maintained in such a way that it is always possible to determine the children present at any given time.

## **Late Arrival**

Children who arrive late should go the Ascension School main entrance, Door #1 (Van Buren Street) and proceed to the school office. Parents/guardians must check in with the office so that the classroom teacher can be notified that the child has arrived at school and attendance can be recorded.

## **DEPARTURE**

Teachers and/or instructional aides will dismiss children one by one to authorized persons.

- 1) Parents/guardians submit a list of persons who are authorized to pick up a child at dismissal.
- 2) The staff shall refuse to release a child to any person, whether related or unrelated to the child, who has not been authorized by the parents/guardians to receive the child.
- 3) If a child is to be released before the end of the regularly scheduled program, the time of the child's departure from the school shall be noted on the school office's daily departure log and initialed, signed or otherwise documented by the person to whom the child is released.

## **Dismissal/ Schedule Changes**

\*Advance Notice: Parents/guardians asking that a different person pick up their child, should send a written note delivered in person, via the backpack or email.

Email to your child's teacher and instructional aide..

School Office: Laura Allen at [l.allen@ascensionoakpark.com](mailto:l.allen@ascensionoakpark.com)

Deb Morawski at [d.morawski@ascensionoakpark.com](mailto:d.morawski@ascensionoakpark.com)

\*Last Minute Changes and/or While School is in Session:

A phone call must be made to the school office at **708-386-7282**. The office will notify the teacher.

Please do not rely on the use of email to teachers.

Persons unfamiliar to the teacher, instructional aide or office staff will be required to show a photo identification. If there has been no communication about dismissal changes, the child will be sent to the office until the situation is resolved.

### ***Absence/Illness***

If your child will be absent from school, please call the school office at 708-386-7282 by 7:30 and leave a message including the reason for the absence. Please keep your child at home if your child has a fever, vomiting or diarrhea. **Your child must be fever free without medication for 24 hours before returning to school.** In the case of a contagious illness, the child should bring a doctor's note upon his/her return.

If your child becomes ill during the day, you will be contacted to pick up your child.

### ***Snack***

Each day the children should bring a healthy snack and water from home. Please do not send items that contain peanuts or tree nuts.

### ***Birthdays***

We enjoy helping your child celebrate his or her special day. Your child may send a store bought treat to share with his/her classmates. Classroom teachers will determine the types of treats that are allowed. Please do not send items that contain peanuts or tree nuts.

Invitations to private celebrations should be distributed away from the school unless they are to be extended to the entire class.

### ***Communication (taken from Ascension Policy)***

- *Email usage is at the discretion of each individual faculty member. Many teachers prefer to use the phone to speak directly to parents.*
- *All Ascension School faculty and staff can request an email account and receive training on email usage.*
- *Parents, please send only non-vital messages by email. For example, do not use email to inform a teacher that your child is not going to be at school today. A teacher may not have time to read your message in a timely fashion.*

*Instead use the telephone to be sure your message is received and clearly understood.*

- *Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An email message on these matters is not appropriate. Using email to schedule a conference or meeting is appropriate.*
- *Please remember that email is not confidential. Confidential information (such as medical or health concerns) should be conveyed by phone or personal contact.*
- *Please identify yourself in the subject line of your email message and, if appropriate, the name of your child and a phone number where the parent can be reached.*
- *Jokes, amusing or special stories, chain letters, or commercial solicitations and in general non-school related email are inappropriate and reduce valuable teaching time.*
- *Faculty and staff agree to return parental email messages within 2 working days. Faculty members may opt to return messages via email, phone or in writing.*
- *Parents, please note that email access to faculty and staff will not be available during holidays or vacation*

### **Volunteering**

We love to have parents visit our classroom. Opportunities include helping out at class parties, sharing a talent or hobby, and reading to the class. Parents should be Virtus trained to help out regularly in the classroom. Contact the office for information about Virtus training.