



# Ascension Lutheran Church Preschool

Love • Learn • Grow

2023-2024 Beginning School Information

Dear Parents,

We're busy getting ready for a happy start to our new school year. There is always much "behind the scenes" activity taking place at school. Housekeeping chores such as painting, cleaning and equipment maintenance are done during the summer in addition to other projects.

***Please be sure to have your Brightwheel app all set up. Please be sure to complete as much information in your child's profile as possible. This will be our main source of communication and billing.***

**The official start of 2's, 3's, and 4's classes will begin the week of September 11th.**

**Cubby Conferences:** Teachers will meet with you and your child September 5<sup>th</sup>-8<sup>th</sup>. In August, your teacher will be sending you information letting you know what day and time your conference will be scheduled.

On your scheduled day and time, you'll meet your child's teachers, see the classroom, and learn about your child's program and the start of school. You will also receive a packet of information. A school calendar and parent handbook are available on our website:

[www.nurseryschool.ascensiontowson.org](http://www.nurseryschool.ascensiontowson.org)

**Meet and Greet Sessions on the playground:** To give you and your child an opportunity to meet other families that will be going to school with your child. There will be a general meeting for each age group prior to the playground time. It will be held in the Church 9:00-9:30.

9/5 – 4-year-old classes 9:30-11

9/6 – 3-year-old classes 9:30-11

9/7 – 2-year-old classes 9:30-11

We are hoping this will help to give your child a smooth transition when school starts the next week.

**TOTE BAGS:** We have tote bags available for sale in the office for \$12, or you can use your own 12"x15" tote bag just make sure handles are not too long, **PLEASE NO BACKPACKS-** these are a great rite of passage for when your child goes to elementary school, they are just not appropriate for all that we send home at the preschool level.

**REQUIRED FORMS:** ALL FORMS are located on our website under parent resources. There is a check list to help you determine which forms you need.

## Medical Forms

If you are a returning student, we have the required Health Inventory Part 1 and 2 and Immunization records. Please note: If your child has had an additional immunization or change in health status you will be required to submit updated forms. **\*All children MUST be up to date on immunizations to attend ALNS.**

**ALL students must complete a new Emergency Form, Enrollment form, and Photo/Video form each year.** Please fill out the forms carefully and completely. You must have at least one emergency contact person listed. The **Authorized Daily pick-up section must** be completed even if it is only

you that will be picking your child up from school. The Emergency Form must be signed and dated and returned to school by **July 1st**. Please be aware that there are no medical personnel on site at the Nursery School. We are not authorized to administer non-emergency medications. This includes sunscreen, which must be applied before your child comes to school.

### Allergies

If your child requires emergency allergy medication at school, please have your physician complete and sign the back of the Emergency & Medication Administration Authorization forms and complete a Food Allergy Action Plan (available on our website under Parent Resources). This needs to be done every year. This will authorize the school to administer emergency medications. We must have all forms and medications at school before your child will be allowed to attend. Our teachers work closely with parents of children with allergies to help reduce the risk of exposure at school. You will be able to discuss concerns with the teachers at the September "Cubby Conferences".

### Asthma

If your child has Asthma, please complete the back of the Emergency Form. If the physician's instructions are to administer Asthma medication then the Asthma Action Plan and Medication Administration Authorization forms need to be completed. Please be sure to have the Health Practitioner sign off on the procedure to be followed.

### Tuition Information – You will be invoiced through the Brightwheel App.

- I. Tuition information is located on our website under parent resources/enrollment forms.
- II. **Please be sure to have your tuition payment plan agreement for to us no later than July 1<sup>st</sup>. Your invoice will be generated based on your selection.**

It is your responsibility to see that tuition is paid on time. Your tuition invoice is your receipt for reimbursement accounts. Our Federal ID # is 52-0635081. This number is also on your invoice. A discount is shown on the tuition notice for those who pay the full balance no later than July 15<sup>th</sup>. If you are paying monthly, tuition payments are due the 1<sup>st</sup> of the month starting August 1<sup>st</sup>. There is a \$20 late fee for overdue payments. We require 30 days written notice for all withdrawals. The deposit is non-refundable.

If your plans have changed and your child will not be attending Ascension, please call the preschool office immediately! Please be considerate of those who are on waiting lists.

We are looking forward to seeing you at the meet and greet sessions and "Cubby Conferences". If you have any questions or concerns, please don't hesitate to call me at 410-825-1725 or email [schooldirector@ascensiantowson.org](mailto:schooldirector@ascensiantowson.org) or Charlotte at [registrar@ascensiantowson.org](mailto:registrar@ascensiantowson.org). Nursery school office hours vary during the summer. **Completed forms should be mailed to school, 7601 York Road, Towson, 21204.**

Feel free to check the school website ([preschool.ascensiantowson.org](http://preschool.ascensiantowson.org)) for updates.

Hope you have a wonderful summer!

Sincerely,

Lori Pagano, Director

7601 York Road, Towson MD 21204  
preschool.ascensiantowson.org  
410-825-1725