

Ascension Lutheran Early Childhood Center & Ascension Lutheran Infant Center

Parent Handbook
2025-2026



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ALECC

Tuition Schedule 2025/26

Infant & Toddler Program			
	8:30am-12:30pm (Butterflies Class Only)	8:30am-3:00pm	7:00am-5:00pm
Tuesday & Thursday	\$738	\$1,137	\$1,371
Monday, Wednesday, & Friday	\$983	\$1,422	\$1,713
Monday-Friday	\$1,390	\$1,894	\$2,284

Twos Program		
	8:30am-12:30pm	8:30am-3:00pm
Tuesday & Thursday	\$717	\$854
Monday, Wednesday, & Friday	\$966	\$1,154
Monday-Friday	\$1,371	\$1,709

Preschool Program		
	8:30am-12:30pm	8:30am-3:00pm
Tuesday & Thursday	\$635	\$774
Monday, Wednesday, & Friday	\$857	\$1,045
Monday-Friday	\$1,270	\$1,547

Extended Care Fees & Hours for Twos & Preschool Only

Extended care fees are separate from the tuition amounts listed above. Prices listed are for both AM & PM. If only one is needed (AM or PM), the cost is halved.

AM Hours: 7:00 AM – 8:30 AM &
PM Hours: 3:00 PM – 5:00 PM
T&Th 164.00 Month
MWF 228.00 Month
5 Day 270.00 Month

Tuition is for the ten-month school year and is payable in ten equal payments, August 10th-May 10th

Registration fee of \$195.00 must accompany your application. The Registration fee is non-refundable.

Late Pick-Up Fees: A late fee of \$15.00 will be charged in increments of five minutes or any fractions thereof (e.g., if pick-up is six minutes late, the late fee will be \$30.00). This applies to all students that are picked up later than their scheduled time.

Ascension Lutheran Early Childhood Center

2025-2026 Calendar

August 18
First Day of School

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 16-17
President's Day Holiday
School Closed

September 1
Labor Day
School Closed

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 3
Underwood Family Farms
School Closed at 3:00pm

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3
Good Friday
Noon Dismissal

April 6-10
Easter Break
School Closed

November 11
Veteran's Day
School Closed

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25
Memorial Day
School Closed

May 27
Last Day School
School Closed at 3:00pm

May 28-29
Staff In-Service
School Closed

December 19
Noon Dismissal

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 22-31
Christmas Break
School Closed

January 1-2
New Years Holiday
School Closed

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 5
School Reopens

January 19
Martin Luther King, Jr. Day
School Closed

This calendar is tentative and subject to change

Ascension Lutheran Early Childhood Center/Ascension Lutheran Infant Center

Ascension Lutheran Early Childhood Center/Ascension Lutheran Infant Center (ALECC) is a mission of the Ascension Evangelical Lutheran Church and Elementary School of Thousand Oaks. ALECC is fully licensed by the State of California Department of Social Services and is inspected by a Community Care Licensing Analyst. ALECC maintains quality standards that exceed the minimum state regulatory mandates required for childcare centers. Our quality standards come from a variety of sources including child developments theories and practice, programs such as Resources for Infant Educators (RIE), the Program for Infant/Toddler Care (PITC) and the National Association of Education of Young Children (NAEYC). ALECC is a certified Nature Explorer Classroom by the Nature Explore and Dimensions Classroom.

Vision Statement

To nurture the whole child, establishing a lifelong learner and a foundation of faith.

Mission Statement

In a loving Christian community that is rooted in nature, our young learners have large amounts of time to investigate, explore, and have hands-on learning experiences. Our teachers facilitate problem solving, encourage collaboration, and foster independent thinkers through play-based opportunities.

Philosophy

We nurture children ages three months through five years in a safe and secure environment, that encourages a deep connection with nature and a sense of stewardship for God's world.

We love and respect the individual learner that each child represents. In partnership with our families, we celebrate diversity, our community, and our relationships with each other.

We focus on all aspects of a child's development; curiosity, confidence, and creativity are celebrated as children grow socially, physically, emotionally, spiritually, and cognitively in our inclusive play-based environment.

Mutual Respect Expectation

ALECC staff members are committed to an environment of mutual respect and safety for our students, parents, and one another. ALECC has a no tolerance policy regarding behaviors that could create an abusive environment for students, parents, or staff. These behaviors include threats, obscenities, verbal abuse, bullying, stalking, gossiping or physical injury or any conduct considered abusive, hostile, or offensive. Such behaviors from parents or students will not be tolerated and are grounds for exclusion from our program.

Admissions Policies & Procedures

ALECC admits each child without discriminating against race, color, religion, national origin, ancestry, or disability.

Enrollment

Enrollment is offered on a priority basis to siblings of our currently enrolled families, Ascension Lutheran Church members, and returning ALECC families. After priority registration is complete, registration is offered to families on the waitlist, and it is then open to the community at large.

To complete enrollment, the following forms must be on file:

- Application for Enrollment
- Admission and Financial Agreement
- Tuition and Schedule Contract
- LIC 700 ID and Emergency Information
- LIC 701 Physicians Report
- LIC 702 Parents Health History Report
- LIC 995 Parents Rights
- LIC 613A Personal Rights
- LIC 627 Consent for Medical Treatment
- ALECC Needs & Services Plan for Infants & Toddlers
- ALECC Photo Release
- ALECC Permission for Sunscreen Application

ALECC requires a child's current vaccinations to be on file and updated as necessary through the office.

Required doses by age 2 are as follows:

- 3 – Polio
- 4 – DTAP
- 3 – Heb B
- 1 – MMR
- 1 – Hib (only 1 dose is OK, but it must be after a child's first birthday)
- 1 – Varicella

Tuition

A non-refundable registration fee of \$195 is due at the time of registration. Tuition is divided into ten equal payments and does not reflect how many school days are in a month. Payments are made on the 10th of each month and are billed August through May. Tuition rates are determined by the school board and increase yearly.

Discounts

There is a 10% sibling discount available for families with two or more children enrolled in the Early Childhood Center; the discount is only applied to one child and it is applied to the older child's tuition.

Members of Ascension Lutheran Church receive a 10% discount on tuition after one year of active church membership. Extended care costs do not qualify for any discounts, and financial aid is applied before any other discounts are given. Only one discount per child.

Financial Aid

Financial Aid is available and is based on financial need; availability is on a first come first served basis. Financial aid applications are due February 1st and awards are generally communicated to families by March 1st; the application process uses the school tuition management program, TADS. The ALECC Director and the financial aid committee review all requests once TADS has made their assessment. TADS charges a fee for the financial aid application. There is a financial aid tab on our website, found under Parent Resources.

Operational Information

Hours of Operation

ALECC is open from 7:00 AM to 5:00 PM, Monday through Friday.

Holidays and Breaks

ALECC observes Martin Luther King Jr Day, Presidents Day, Memorial Day, July 4th, Labor Day, Veteran's Day, a week at Thanksgiving, two weeks at Christmas, one week at Easter/Spring Break, and a three-week closure during August. Please see the ALECC calendar as it includes all these dates; the calendar is also available on our website at alecc.org. The calendar is subject to change, but we will make every effort to give you plenty of notice.

Signing in and Out

Per the CA Department of Social Services and Community Care Licensing, parents are required to sign their child in and out using their full, legible name each day. Signing in and signing out will take place on our ProCare app using your cell phone.

Pick-ups

Children must be picked up promptly by their scheduled pick-up time (12:30, 3:00, or 5:00) unless prior arrangements are made with administration. Your promptness is appreciated; if you are going to be late, please call the office.

ALECC reserves the right to charge a late fee of \$15.00 in increments of five minutes or any fraction thereof (e.g., if pick up is six minutes late, the late fee will be \$30.00) This applies to all students who are picked up later than their scheduled time.

Arrival and Departure Procedures

Please plan to always drop-off and pick-up on time. Unless your child is signed up for early care, you will not be able to drop your child off before 8:30 AM. If you arrive late to school and your child's class is outside, you must touch base with your child's teacher to notify her of your child's arrival before leaving.

Drop-off and pick-up will take place at your child's classroom door where your child's teacher will hand you items from your child's cubby or have them outside prior to pick up. If you find that you will be late picking up your child, please call the office. Repeated late pick-up of your child could result in late fees and dismissal from the program. If your child has not been picked up within ten minutes of dismissal time, teachers will notify the office, and administration will contact you or an emergency release/authorized representative of the child immediately.

If an emergency release/authorized representative will be picking up your child, this individual must show a picture identification with their name before the teacher or administration will release your child. There are no exceptions to this. No person under 18 will be allowed to take a child from the facility.

Please refrain from using your cell phone at drop off and pick up.

Schedule Changes

For a temporary change to a child's schedule, please see a member of the administration team who will confirm if there is availability. For a permanent schedule change ALECC requires a 30-day written notice. If you choose to amend the admission agreement, a \$50.00 change fee will be charged for the second and each additional schedule change during the school year.

Children's Birthday's

Children's birthdays are celebrated in the classroom with a special birthday crown, recognition during class circle time, and a healthy birthday treat. You can also consider bringing in your child's favorite book to donate and share with the class. Arrangements can be made with your classroom teachers.

Birthday party invitations may be distributed in classroom cubbies by a teacher only if ALL children from the classroom are invited. You are encouraged to use the class roster if a party is planned for only a few children.

Discipline

Teachers will encourage children to practice appropriate behaviors through facilitation and/or redirection. ALECC practices a very positive form of discipline as it is our belief that children misbehave to meet a need in a way that is not socially appropriate and does not work; our job is to help them learn a way that does work.

1. Reminders – Teachers will remind the children of the classroom's expectations.
2. Redirection – Teachers will explain to a child that he/she seems to be having difficulty following classroom expectations or having self-control, teachers will ask a child to move to a different activity.
3. Resolution – Helping children to articulate their feelings and frustrations, teachers will facilitate conversations between children to problem solve and find the words to express themselves to others.
4. Removal from the situation – Sometimes a child needs to have space apart from either a situation or a friend when they are struggling with self-control. If need be, a child will be brought to the Director for additional support. When the Director determines that the child is ready, he/she will return to the classroom. If needed, the Director will contact the parents to discuss a child's behavior and work with the child and family.

Consistent inappropriate behavior will lead to a conference with parents to create consistent strategies to be implemented both at home and at school that reinforce appropriate behavior. Repeated behavior that constitutes a threat to the safety of self or others will be grounds for dismissal.

Biting

Biting is a very challenging situation for everyone involved, and we would like to say that it will never happen in our program, but there is no such guarantee. As children are learning to communicate their feelings, wants, and needs, it can be an age-appropriate behavior. Please be assured that it is taken very seriously, and the safety of all children involved is our immediate priority. Please see your infant/toddler or two-year classroom for a more in-depth list of actions that will be taken when biting occurs.

Clothing

Please send your child in clothes that can get messy ... paint, mud, dirt, and water are always options for play here at ALECC, and we ask that your child's clothing is washable and encourages independence both in play and toileting. Every child needs a complete change of clothing at school; please place in a Ziplock bag and label both bag and all clothing with the child's full name.

Shoes

We do allow children to go bare foot here at school, inside and outside. Outdoors they must wear shoes when riding bikes. Shoes should be closed toed to protect the feet and non-skid soles are preferred; sandals, flip flops, or boots are not appropriate school choices.

Cubbies

Each child is assigned a cubby, and your child's teacher will send home the contents of your child's cubby each day. Please no backpacks as they often do not fit in our cubbies or take up the entire cubby space leaving no room for other items.

Napping Policy

Naptime for our preschool program is approximately 12:45/1:00-2:30 each day; all children must rest quietly from 1:00-1:30. Bedding is provided by the school. All sheets and bedding are laundered according to licensing requirements. A small, quiet lovey is welcomed as needed.

There is a non-napping option for the children in our four-year-old classrooms only. All children are required to rest quietly from 1:00-1:30; if a child is unable to rest quietly and becomes disruptive to the other children in the classroom, they will be unable to stay after the 12:30 pick-up time. Per licensing, once a child has fallen asleep, he/she cannot be woken up.

Diapers/Wipes

The center supplies Kirkland sensitive skin baby wipes. Parents supply diapers. Please be sure your child's classroom always has an adequate supply of diapers and several changes of clothes.

Labeling

It is a licensing requirement that all foods coming into the center be labeled with the child's name (no initials) and the date. It is also important to label jackets, blankets, and extra clothing.

Communication

Our ALECC community believes deeply in our relationships with our families, and we value open communication as we partner in your child's educational journey. We communicate in many ways:

- ProCare App – you will receive updates and pictures throughout the day; you can also send messages directly to your child’s teachers here,
- Email – teachers school email addresses will be shared at the start of the school year,
- Telephone – phone conversations can be scheduled through the office,
- ALECC Monthly Newsletters,
- Weekly Lesson Plans from your child’s teachers are sent on Monday mornings,
- Needs and Services Plan – Infant/Toddlers Only,
- Daily Parent Report – Infant/Toddlers Only – A daily report for the parents is completed for each child. The staff maintains a complete record of napping, feeding, and diapering and includes a short message about the day.

Texting or calling a teacher on their personal phone number is never an appropriate form of school communication.

ALECC Communication Pathways

ALECC values direct communication between all individuals. Your administrative team is here to help, and we are always available to answer any questions and address concerns you may have.

Should you have a concern with a policy, procedure, or interaction with a member of ALECC’s staff, please see the steps outlined below:

1. Respectfully have a conversation with the individual involved to discuss and attempt to come to a place of deeper understanding of the situation or reach an agreement on how both parties can move forward. If the issue cannot be resolved:
2. Please schedule a meeting with the ALECC Director: the parent must be prepared to discuss how he/she attempted to communicate and resolve the concern with the individual. If the issue still has not reach a resolution:
3. Schedule a meeting with the Elementary School Principal: the parent must be prepared to discuss how he/she attempted to communicate and resolve the concern with the individual and with the assistance of the ALECC Director.
4. If the circumstances warrant further escalation, please submit a written account of the concern and what steps have been taken to resolve the concern directly to the School Board. The letter should be emailed to the School Board President or to the Pastoral Liaison to the School Board; please see administration for current email addresses. The Board will communicate a response in a reasonably timely manner. The Board's decision is final.
5. This policy is not to be used in situations of potentially unlawful harassment, discrimination, or retaliation. All such instances should be reported immediately to the Elementary School Principal or to any School Board member.

Health and Safety

Hand Washing Procedures

Teachers model, teach, and supervise proper hand washing procedures each day. Children wash their hands upon arrival at school each morning, before eating snacks and lunch, after toileting, touching animals, contact with mucus (nose picking, sneezing, or wiping a runny nose), or when hands seem extra dirty. Lathering with liquid soap and water for at least ten seconds is encouraged, followed by thorough rinsing in running water and drying with a disposable paper towel.

Sick Policy

If your child is sick, he/she may not attend school.

ALECC administration reserves the right to make the final decision regarding a child returning to school.

If a child is out for more than three days due to an illness, he/she is required to have a doctor's note to return to school.

If your child develops symptoms after he/she arrives at school, we will call you or an emergency contact person to pick the child up immediately. We ask that your child is picked up within 30 minutes of our call; if you will be longer than 30 minutes, we ask that you share your ETA at the time of our call.

In case of serious injury or illness, we will first call 911 and then immediately notify parents. Medications can be administered in special cases and only with the written permission of the parents and doctor. Special cases should be discussed with the Director. Medication must be in their original packaging, and labeled with your child's name, age, and dosing instructions. Over-the-counter medications can be given according to the dose, schedule, and instructions on the package.

If your child has been seen by a physician following an injury at school, please provide the office with a physician's note and documentation that states any restrictions.

Please keep your child home if he/she has any of the following conditions:

- A fever of 100° or higher (your child must be fever free for at least 24 hours without medication before returning to school),
- Is within the first 24 hours of taking an antibiotic,
- Has a cold that is less than three days old,
- Has strep throat, a sore throat, or earache,
- Has heavy, non-clear nasal discharge,
- Has a constant and/or deep cough,
- Has an upset stomach or has vomited in the past 24 hours (your child may return to school 24 hours since his/her last vomiting episode),
- Has any signs of head lice or nits (we have a strict no-nits policy),
- Has a rash or unexplained skin eruption,
- Has diarrhea (your child may return to school 24 hours since his/her last diarrhea episode),

- Has pink eye/conjunctivitis (bacterial: your child may return to school 24 hours after starting antibiotics and eye ooze has stopped, viral: your child may return to school with a doctor's note saying your child is no longer contagious).
- Has any other symptoms of a contagious disease.
- Is acting listless, drowsy, headachy, flushed face, lack of appetite or any behavior out of the ordinary.

If your child has been diagnosed with something communicable, please notify the school within 24 hours of diagnosis. Please report the following to the office:

- Chicken Pox
- Croup
- Impetigo
- Ringworm
- Fifth Disease
- Lice
- Conjunctivitis (Pink Eye)
- Hand, Foot, and Mouth Disease (HFM)
- Strep Throat
- Covid-19

Please see administration for a complete list of all communicable diseases. A doctor's note is required to return to school following a communicable disease; the presence of these conditions in a classroom, by law, must be reported to all parents to control an epidemic or spreading throughout the class and school.

Hand, Foot, and Mouth Policy

To return to school after being diagnosed with HFM, a child must:

- be fever free for at least 24-hours,
- be free of the blister-like rash on child's hands, feet, mouth, and diaper area,
- have a doctor's note saying they have been cleared to return (child must be seen by the doctor for this clearance).

COVID-19

If it becomes necessary, ALECC administration will work in partnership with the Ascension Lutheran COVID Task Force to seek guidance from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), Ventura County Public Health (VCPH), Division of Occupational Safety & Health (Cal/OSHA), and the California Department of Social Services, Community Care Licensing Division (CCL) to establish COVID-19 policies and operating procedures.

Communicable Diseases Procedures and Communication

One case reported:

- Email an Exposure Notice to families in the impacted classroom,
- Doctor's note required for return to school.

Three or more reported cases:

- Notify Ventura County Public Health Office & Community Care Licensing,
- Inform the parents of new cases through Exposure Notices

Children are not considered ill in the following cases: (A child must have a note from his/her doctor confirming the following conditions are not an illness or are not contagious.)

- runny nose due to allergy (child must have a note from his/her doctor so stating),
- mucous discharge due to allergy or the final stage of an upper respiratory infection,
- coughing due to allergy or because of a lingering upper respiratory condition,
- rashes that are not contagious, and
- sprains, stitches, or broken bones.

ALECC administration reserves the right to make the final decision regarding a child returning to school.

Allergies and Asthma

Parents must inform ALECC of any allergies your child may have. Food allergies are posted in each classroom as a precaution for all staff members or substitutes who may be serving snacks. Allergies to insect bites or pollen should also be communicated to the teachers. Medications for severe allergic reactions and inhalers for asthma attacks can be kept at school; we follow all licensing requirements for use of any medications.

Medication Policy

Any prescription or over-the-counter medication that needs to be administered while a child is at school must have a signed release from the parent. Medication must be in its original packaging, and labeled with your child's name, age, and dosing instructions. Over-the-counter medications can be given according to the dose, schedule, and instructions on the package.

Infants and Toddlers: If your child is taking medication, it is imperative that you document the time of the last dose given in the daily parent report.

Sanitation

ALECC is professionally cleaned by an outside vendor every night. In addition, our preschool classrooms and our outdoor classroom environments are sanitized at the end of each day by staff; toys and eating utensils are sanitized daily after each use. Bedding is laundered daily in the infant & toddler rooms and weekly in our preschool classrooms. We do not sanitize while children are present, and staff do not clean classrooms while caring for children.

Parking Lot Safety

For the safety of all children and families:

- Drive slowly and cautiously,
- NEVER leave any child unattended in the car no matter how quickly you think you will return or how inclement the weather,
- Keep children close as you walk them through the lot,

- Please refrain from using cell phones in our parking lot, and
- Park in the designated spots only; do not park in the handicap or red zones.

Emergency and Disaster Preparedness

ALECC is continuously working with our One Ascension community on our emergency preparedness; once a month, we collectively conduct a drill (we rotate fire, earthquake, and lockdown drills) to reinforce and refine our evacuation procedures.

During fire and earthquake drills, staff members and children evacuate to the large elementary school parking lot where administration conduct face-to-name attendance.

Infant- Parents are required to provide dry formula and an extra bottle for earthquake preparedness.

Toddlers through Preschool- ALECC maintains an earthquake supply of food, water, and first aid supplies.

In the event of an actual emergency, you will receive a text message via your ProCare app.

Nut Free

ALECC is a nut free school, and we ask that parents not send peanuts or peanut butter or any nut products in their child's breakfast or lunch. Sunflower butter is an acceptable alternative. ALECC does not knowingly purchase or serve any food or snacks with peanuts or peanut butter.

Please notify the office if your child has any food allergy, including an allergy to peanuts or nuts.

Snack

ALECC provides a nutritious snack twice a day for children in the toddler, twos, threes, and fours classrooms. Parents provide snacks in the Caterpillar 2 classroom June – December and beginning in January, students begin participating in the school's snack. Morning and afternoon snacks always include at least two food groups, filtered water, and/or milk. A \$25 snack fee is charged two times during the school year, once in August and once in January. Milk and/or filtered water will be offered at snack and lunchtime.

Confidentiality

ALECC teachers and staff will always respect the confidentiality of individual children and any sensitive information regarding their growth and development. Teachers will only share details about a child's behavior, development, or interactions with his/her parents.

Parent-Teacher Conferences & Assessments of Children

ALECC teachers recognize the individual that each child represents; each child has unique life experiences, learning styles, and ways of taking in the world in which we live. Documenting a child's growth and development is an important aspect of the preschool experience. Our teachers are trained

to recognize the developmental milestones of young children; these are tracked through observation, documentation, and samples of the children's work.

Our three- and four-year-old classrooms offer an optional parent-teacher conference in the early spring (January-March) that allow teachers and parents the opportunity to have a conversation regarding the growth and development of their child throughout the school year.

In addition, teachers or parents can request a conference at any point throughout the school year if it becomes necessary to discuss areas of concern in a child's development. Teachers or the director may suggest a child be evaluated by an outside professional as early intervention of most developmental delays can make a substantial impact on the child's opportunity for improvement.

School Board

ALECC School Board is made up of nine members and is elected by the congregation to advise and oversee the operation of the Early Childhood Center and TK-8 Elementary/Middle School. A pastor of the congregation, the Principal of the TK-8 school, and the ALECC Director also attend the monthly School Board meetings. As a parent of a child at ALECC, you are welcome to attend school board meetings, and speak at its Open Forum with one-week advance notice to the school administrator. Please see ALECC administration for School Board meeting dates.

Professional partnerships with academic institutions; Student Teachers

ALECC maintains ongoing relationships with several early childhood education programs at nearby colleges and universities. Child development students can fulfill their practical requirement by student teaching at ALECC. Student teachers are fingerprinted, are never used to fulfill teacher-to-student ratios, and are always under the supervision of an ALECC teacher.

Please sign & return the following page to school; a copy will be kept in your child’s file.

_____, parent of _____

I acknowledge that I read the ALECC 2025/2026 Parent Handbook and agree to follow the policies and procedures as outlined in the document.

_____ signed _____ date