



Armenian Sisters' Academy

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Accredited by

Western Association of Schools & Colleges (WASC)

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ESLRs

OUR SCHOOL

EXPECTED SCHOOLWIDE LEARNING RESULTS

The Armenian Sisters' Academy strives to prepare students who will achieve the following at grade appropriate level:

Spiritually:

1

- Know the Ten Commandments.
- Know and understand the basic teachings and religious celebrations of the Armenian Church.
- Know the basic prayers and hymns of the Armenian Church liturgy.

Academically:

2

- Have a strong foundation in core subjects and achieve appropriate levels in English, math, and science.
- Know and use information technology (IT).
- Apply critical thinking skills and problem solving abilities to everyday life.

Physically:

3

- Understand basic health, fitness, nutrition and hygiene.
- Demonstrate good sportsmanship.

Artistically:

4

- Learn different types of music, art, theatre and dance.
- Demonstrate their artistic skills through displays and performances.

Socially:

5

- Be disciplined and responsible citizens.
- Be active participants in their local communities through volunteer work and activism.
- Develop an environmental consciousness.

Culturally:

6

- Be able to speak, read and write in Armenian.
- Know Armenian history.
- Practice and preserve the Armenian culture and heritage.
- Respect different cultures and diversity.

WELCOME NOTE

Dear Parents and Guardians,

On behalf of the Armenian Sisters' Academy (ASA), we would like to extend a warm welcome to new and returning students. We have an exciting new school year planned for our preschool and kindergarten students.

At ASA, we strive to offer a quality, nurturing, productive, and safe learning environment where children have the opportunity to learn and play, along side their peers, in a variety of fun and educational ways. Our goal is to foster independence while guiding each child in the right direction.

This pamphlet should answer any questions or concern you have about the school's program. It is filled with valuable information about the school's history, learning standards, safety standards and much more. During Back to School night, your child's homeroom teacher will provide a more detailed view into your child's learning objectives for the school year, as well as classroom specific requirements and needs.

Communication between school and home is an essential part of the school years success, so we encourage you to contact us with any questions or concerns regarding the program or the school prior to the start of the school year. Once the school year has started, your child's homeroom teacher will be able to answer any questions or concerns you may have.

We encourage you to read this pamphlet prior to the start of the school year. The last page of this pamphlet is an acknowledgment form that is due to your child's homeroom teacher during Back to School night.

We thank you in advance for helping us make this school year a predictive and unforgettable one and are looking forward to seeing you all soon.

ARMENIAN SISTERS OF THE IMMACULATE CONCEPTION HISTORY

In 1843, the first Armenian Cardinal, Father Andon Peter IX Hassounian saw his community's need for a monastic congregation of consecrated women who were dedicated to the education of the Armenian youth. Miss Serpouhi Hadji-Andonian was a devout Christian who had decided to retreat to a cloistered convent in Italy. Upon learning of Miss Hadji-Andonian's decision, Father Hassounian urged her to remain in Istanbul. Humble and obedient, she complied. Thus, the Co-Foundress of the Congregation, Serpouhi Hadji-Andonian, in collaboration with the Founding Father, began the educative mission of the Order in 1843 with twelve students in Istanbul. The sisters' congregation was canonically established in 1847. During the 1915 Genocide, the Ottoman Turks killed fifteen of the Order's nuns. Many of the Order's sisters, with hundreds of Armenian orphans, fled to Italy and found refuge in Pope Pius X and successor Pope Benedict XV's summer palace of Castel Gandolfo. The Mother House relocated its headquarters to Rome, Italy, in 1922, where it remains to this date.

ARMENIAN SISTERS' ACADEMY OF LOS ANGELES HISTORY

The Armenian Sisters' Academy, located in Montrose, California, was founded in 1985 by Sister Hripsime Chiftelian and Sister Aida Alajian, and is one of two schools in the United States that

are operated by the order of the Armenian Sisters of the Immaculate Conception. The other school is located in Radnor, Pennsylvania (established in 1967).

The first school principal of the Los Angeles campus was Sr. Hripsime Chiftelian, who remained in this position from 1985-1995. Sr. Alphonsa Bedrossian, served as principal from 1995-1999, Sr. Yevtoksia Keshishian from 1999-2003, and finally the current principal, Sr. Lucia Al-Haik, who has been principal since 2003. Founded specifically to help spread the word of God through education, and to help preserve and perpetuate their ethnic identity, the Armenian Sisters' Academy has never abandoned their original commitment. Thanks to the Sisters' strong faith and vigor, an Armenian child in America learns the religion, language, history and cultural traditions of his/her forefathers and is being formed in the faith of his/her ancestors.

ARMENIAN SISTERS' ACADEMY MISSION STATEMENT

The Armenian Sisters' Academy is a private Catholic school that provides its students with a morality-based, quality education. We believe that every child is unique and valuable because each child comes from God and has an eternal destiny. We are dedicated to the development and provide opportunities and experiences that will contribute to the total development of our students. Guided by our Catholicism, we expand the students' understanding of ethnicity and its place in a greater cultural context, while fostering their love of learning and commitment to faith.

PRESCHOOL PROGRAM PHILOSOPHY & GOALS

The philosophy at Armenian Sisters' Academy (ASA) is to respect and accept children while continuing to value their uniqueness. The main objective at ASA Preschool's division is to provide a safe and secure environment, through which every child's physical, emotional, social and intellectual growth are challenged. Therefore, promoting healthy self-esteem and self-worth. Each child is encouraged to communicate his/her needs and feelings to become responsible and self-sufficient.

It is not about simply accepting a child into the program. We are also accepting their respective families and all the intricacies involved in the child-family-school dynamic. Our program promotes an atmosphere of caring and interdependence between children, their parents, and our staff.

Goals for each child include:

- Supporting them to develop good relationships with teachers and support staff
- Playing and working cooperatively with their classmates
- Developing positive work habits and skills while following a daily routine
- Following directions and classroom rule.
- Developing a sense of self-worth
- Taking responsibility for age appropriate tasks
- Developing large and small motor skills
- Building the foundations of mathematics, language skills and listening skills as appropriate for their age level of development.

ADMISSION

For Yellow class, a child must be 2 years old prior to September 1

For Orange class, a child must be 3 years old prior to September 1

For Blue class, a child must be 4 years old prior to September 1

For Kindergarten class, a child must be 5 years old prior to September 1

STAFF

The instructional staff of ASA Preschool is experienced and trained in early childhood education. Our staff focuses on the process rather than the product of activities. Two bilingual teachers (one teacher and one assistant) are on duty in each classroom. Prior to the start of the school year, teachers undergo CPR training as well as professional development training. During the school year, teachers also attend various training sessions to ensure we are always providing the best education to the students.

POSITIVE GUIDANCE POLICY

Young children want and need consistency and structure. They thrive in an atmosphere where they are given choices and a few simple rules to follow. Our goal in guiding children is for them to move towards controlling their own behavior. Teachers guide and redirect children's inappropriate behavior to more acceptable choices through positive reinforcement. At the same time, teachers are assisting in the development of problem solving skills in a nurturing and loving atmosphere. Any form of discipline, which violates a child's personal rights or dignity, is not permitted in our preschool. Embarrassment, intimidation, or punishment of any child is not allowed.

CAMPUS SAFETY

Parents are required to follow school entrance and parking rules to maintain safety and order on school grounds. All preschool parents should enter from the Mira Vista Avenue entrance, park their cars in provided spaces in the yard, and walk their child to the classroom. The same procedure applies to pick up time. The back-parking lot metal gates are locked daily from 9:00 am – 2:00 pm. Entrance into the school between those hours must be from the Florencita Avenue entrance through the Front Office.

According to licensing requirements, all parents must sign in and sign out their children on the classroom attendance form at the time of arrival and departure from school. **A full signature is required.** Children will only be released to parents or adults with written authorization for pick up.

The gated preschool play yard is not a playground after dismissal time. Parents are asked not to take their children to the yard after school to play.

HOURS OF OPERATION

The school hours are from 8:00 a.m. to 2:45 p.m. However, the classroom doors open at 7:45a.m.

- **Students staying after 3:00p.m.** Will be sent to After School Room. **There will be charged \$1 charge for every minute.**
- Extended day care is available until 5:30 p.m. for a minimal charge.
- In case of absence, parents need to notify the school office by 8:30 a.m.

TUITION and FEES

Tuition is on pre-pay basis. All fees are due regardless of attendance. There will be no reimbursement due to illness, vacation or other absenteeism. The expense of providing a developmentally appropriate program continues daily, whether a particular child is in attendance or not.

Tuition should be paid in the school office or mailed directly to the school. Tuition is due on the first of each month and is considered late if not paid by the 10th of each month. A \$10.00 fee will be applied to all late payments beginning with the 11th of each month, and a \$25.00 fee for all returned checks.

In the memo section of your check or envelope, please indicate the purpose of each payment (e.g. tuition, field trip, etc.), your child's name, and grade.

AFTER SCHOOL CARE

The After-School Care Program is open to all ASA children. The after-school program runs from 3:15 to 5:30 p.m. every day that school is in session, except noon dismissal days. The program provides a safe and caring environment where children are encouraged to do their homework, have playtime, work on crafts and activities, and enjoy snacks.

Registration for the After School Care Program takes place the first week of school in the school office, and requires an additional fee. Additionally, if students are picked up later than 5:30pm, there will be an additional late pick-up fee. Please note that there is no guarantee that students will have monitoring on campus after 6pm.

UNIFORM

With the exception of Free Dress Days, all children attending ASA are required to wear the school uniform.

Dress Code for Preschool and Kindergarten

Girls: Yellow class (2-3 years old)

Yellow t-shirt and navy-blue skirt or pants

Orange class (3-4 years old)

Navy blue jumper and orange polo shirt with the school's logo

Blue Class (4-5 years old)

Navy blue jumper and blue polo shirt with the school's logo

Kindergarten

Navy blue jumper and white polo shirt with the school's logo

Boys: Yellow class (2-3 years old)

Yellow t-shirt and navy blue pant

Orange class (3-4 years old)

Navy blue pants and Orange polo shirt

Blue Class (4-5 years old)

Navy blue pants and blue polo shirt

Kindergarten

Navy blue pants and white polo shirt

Pants: We ask that the pants are pull-on or drawstring type.
Shoes for all classes: Black shoes or black, navy or white tennis shoes.

Modella Uniforms is the official supplier of all ASA uniforms. Their address is 3902 Foothill Blvd., Glendale, CA 91214 and their phone number is (818) 249-2989.

Children should have an extra set of clothing in the classroom. Please be sure that all personal items **are labeled** with your child's name. The school will not take responsibility for any unlabeled items.

LEGAL CUSTODY

The school will release a child to their parent or to the legal guardian who has or shares legal custody of the child. If you are experiencing custody difficulties, we ask that you notify the preschool director of circumstances that affect your child and their drop-off and pick-up procedures. Divorced or legally separated parents are required to provide copy of custody documentation. Parent records will be kept confidential in the child's file.

NUTRITION

The school provides the children with three well-balanced meals (morning snack, lunch and afternoon snack). The school's monthly catered lunch menu is posted on the school website and available in each classroom. On the day's a specific food is served that your child doesn't like, please touch base with the teacher to bring in something else for your child.

Please note that on minimum days, a catered lunch is **not** provided.

At the time of registration, parents need to inform the school regarding any food allergies a child might have.

ALLERGIES & DIET RESTRICTIONS

If your child has allergies (including food allergies) or diet restrictions, please record this information on your Child's Pre-Admission Health History; which is part of your admission packet.

With parental consent, the list of children with allergies will be posted in the classroom and, teachers will ensure to follow instructions and prevent harm to students.

HEALTH

All children's health is a matter of a major importance. The staff will assess each child's health daily upon their arrival into the classroom each day. Potential problems will be discussed with the authorized adult. A child must stay home if they are exhibiting any of the following symptoms:

- Fever of 101°F or higher
- Painful or red throat
- Earache
- Runny nose
- Watery eyes
- Constant cough
- Vomiting
- Diarrhea
- Unexplained rash or skin eruption
- Contagious disease

Children on prescription medication should stay home until symptoms have resolved. Please note that prescription or over the counter medication will not be administered to any student (e.g. antibiotics, Tylenol, Motrin, etc.).

If the child acts restless, drowsy, has a headache, flushed face, lack of appetite, or shows any behavior that is out of the ordinary, the parent will be notified and asked to pick up the child from the office. These procedures are followed for the protection of all children.

Upon return to class, a doctor's note is required for illnesses that are more than 3 days long.

HAND WASHING

Children and staff wash their hands:

- Upon entering the classroom
- Before and after snacks and meals
- After using the bathroom
- After outdoor play
- Any time hands are visibly soiled

NAPTIME

A restful nap rejuvenates children for the rest of the day. Naptime for the preschool is daily from 12:00pm-2:00 pm. The preschool accommodates the cots for all children. Parents should bring their child's naptime bedding; which can be purchased from Modella, Amazon or any other retailer that has cot sized bedding.

TOYS FROM HOME

We understand the transition from home to school is at times difficult for children. We request that toys to stay home, unless they are needed for show and tell in the classroom or will assist the child with transitions between home and school.

DIAPER CHANGERS/TOILET TRAINING

If your child is still in diapers, the teachers will work with you and the child to toilet train as the child becomes ready. Until then, those children in diapers will be changed as needed by the teachers. Diapers and wipes will be provided by the parents. Diapers will be used for that particular child and wipes are shared amongst the class. There is no additional fee for children who are still in diapers.

BIRTHDAYS

We believe that each child is special; therefore, we will recognize and celebrate their birthdays. Children's birthdays are celebrated on Fridays. Parents who wish to participate may bring cupcakes, juice, etc. Please confirm with the class teacher prior to bringing such treats. Additionally, we require that allergen information be noted on the packaging; if not, the dessert will be rejected. This is for the safety of the children who have certain food allergies. Parents who wish may donate a gift to their child's classroom for that special day. We do not encourage individual gifts.

MEDICATION

In our preschool, the only medication we administer is the Epi-Pen. We ensure that:

- Records of the administration of medicine is kept in the student's file
- Written permission from parents is sought before administering medication
- The medication is stored in the storage room and out of reach of children
- In case of an emergency or upon administration of the Epi-Pen, staff members will call 911

SCHOOL ANNOUNCEMENTS

Announcements, notices, school activity and event information, and so on, will be communicated via email to all parents. If for some reason you do not receive any of these emails, please contact the school office to ensure the correct email address is on file. Additionally, some notices will be sent home with your child/children. Please read all such notices as they may include deadlines for you to meet.

OPEN COMMUNICATION

Should a situation arise whereby parents need to discuss any issues concerning their child/children, they must observe the following lines of communication (by appointment), without circumventing either line:

First: Teacher

Second: Director

We have an open communication with our parents regarding their children's emotional well being and learning skills. If your child has any difficulty, the staff will first document her observations all the while redirecting and working with the child. The teacher will get in touch with you and will summarize their concerns. We will then request a meeting to collaborate on the development of strategies to resolve the problem and assist the family in providing the necessary support in a confidential manner.

PARENT INVOLVEMENT

The school encourages parents to participate in various programs and activities, to share their talents with children and teachers, and to volunteer in the classroom, assisting teachers in special projects and activities all the while following and promoting classroom rules.

VISITATION

Parents are welcomed to visit the school for observation or assistance after notifying the office. An authorization slip must be presented to teachers for admission into classrooms.

FIELD TRIPS

Educational and fun field trips are planned for the year for specific classes. Parents will be informed in advance about each field trip, the location, length of time off campus, form of transportation, lunch/snacks provided, and all other important information regarding the trip will be shared prior to a consent form being signed. Parent chaperons will be requested as needed, a notice will be sent out prior to the field trip. Students going on a field trip must wear the school uniform unless indicated otherwise.

BACK TO SCHOOL NIGHT

Back to School Night is designed to acquaint parents with their child's teacher(s), their program(s) and expectations. As such, Back to School Night is not a parent-teacher conference, and therefore discussions shall focus on general issues. If parents have specific concerns regarding their children, they should arrange for a private meeting with teachers. During Back to School Night, the teacher(s) will share classroom rules, learning objectives, notices related to the classrooms needs and processes, and any other important information needed for the school year.

PARENT-TEACHER CONFERENCES

The staff at ASA works hard to observe, document, assess, and create a developmentally appropriate experience to bring the best in every child. We hold two official parent-teacher conferences during the school year. Parents are required to be on time for their appointments and to stay within the time allocated to them. Proper notification is given in advance to make the necessary arrangements for these meetings. Parents are asked to plan ahead for these parent-teacher conferences and not bring their child/children with them.

PROGRESS REPORT

We will have periodic parent-teacher meetings to discuss each child's progress according to close observation through the Child Development Tool for Observation and Planning (TOP). The teacher will announce designated days for these discussions. Proper notification is given in advance to make the necessary arrangements for these meetings. Parents are asked to plan ahead for these parent-teacher conferences and not bring their child/children with them.

CHANGE OF ADDRESS AND PHONE NUMBERS

Please contact the office immediately with any changes to your home address, phone number or email address.

MINOR ACCIDENT PROCEDURES

When a minor accident occurs, the staff member on duty will complete a report. This report includes an explanation of the circumstance surrounding the accident and any treatment administered by the staff member. You will be notified of the accident and a copy of this report will be kept in the child's file.

In the case of a more serious injury, the school will follow the steps outlined in the emergency care section of this handbook.

EMERGENCY CARE

In case of illness, accident, or injury to a child,

- The parent will be notified, and instructions for the course of action will be requested.
- If the parent cannot be reached, we will attempt to contact any of the persons listed on your emergency information form or try to contact your child's physician.
- If a parent or child's physician cannot be reached, we will do any or all of the following:
 - Call an ambulance
 - Have the child taken to the closest hospital in the company of a staff member.

Armenian Sisters' Academy is dedicated to providing the best possible service for children and parents. Our staff members are trained in First Aid and CPR.

REPORTING CHILD ABUSE

All staff members are legally mandated to report any reasonable suspicions of child abuse.

DISASTER PREPAREDNESS

Fire and earthquake drills are practiced periodically. Parents need to keep the emergency information card up to date so that prompt and appropriate care is given to the children in the event of an emergency. The school, in accordance with California law, provides for each child an earthquake kit containing a three (3) day supply of nonperishable food and water.

Maximum supervision for the safety of the students is a top priority. Therefore, during an earthquake, school fire or any other disaster, the following procedures will be followed:

Earthquake:

- 1) Teachers will announce the drop drill procedures in the event of an earthquake.
- 2) After student's drop/cover and the trembling stops, buildings will be evacuated in a quiet and orderly manner.
- 3) The door to classrooms will be left open.
- 4) Children will assemble in the parking lot.
- 5) All campus entrances and exits will be controlled.
- 6) Buildings will be checked for any utility disruption (gas, water, electricity) and appropriate action will be taken.
- 7) Personnel will be assigned to monitor radio communications. Other personnel will get emergency supplies and set up waiting areas.
- 8) In case of extreme constructional damage to school campus, personnel and staff will be relocated to Saint Monica Academy 2361 Del Mar Road, Montrose, CA 91020.
- 9) Students will be released to the parent/guardian or authorized persons only.

Fire:

1. When the siren is heard, students will evacuate classrooms in a quiet and orderly manner.
2. Classroom lights will be turned off and doors will be closed.
3. Children will assemble in the parking lot.
4. All campus entrances and exits will be controlled.
5. Buildings will be checked for any utility disruption (gas, water, electricity) and appropriate action will be taken.
6. Personnel will be assigned to monitor radio communications. Other personnel will get emergency supplies and set up waiting areas.
7. In case of extreme constructional damage to school campus, personnel and staff will be relocated to Saint Monica Academy 2361 Del Mar Road, Montrose, CA 91020.
8. Students will be released to the parent/guardian or authorized persons only.

Disaster Plan:

1. You will get a message through School Messenger stating the emergency and steps we are taking to ensure the safety of students, personnel, and staff.

2. We ask that you do not call the school main line so that we can dedicate our resources for the emergency at hand.
3. When picking up your child, we ask that you report to the main parking lot entrance gate and patiently wait so that we can call your child/children. Please keep in mind that your child/children will only be released to the designated person(s) listed on the emergency card. The person who is picking up the child must show ID and sign a release form.
4. We need your full cooperation to run the reunification gate as smoothly and as efficiently as possible.

ACKNOWLEDGMENT FORM

Students Name	Class	School Year
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I have received and reviewed this pamphlet provided by the Armenian Sisters' Academy that shares value information regarding the school's policies, procedures, and program.

Parent/Guardian Name	Date	Signature
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I hereby authorize Armenian Sisters' Academy to secure emergency medical treatment for my child if parents, guardians, emergency contacts, or the indicated family physician cannot be reached.

Parent/Guardian Name	Date	Signature
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Throughout the school year, faculty and staff may take pictures during our events to use for memory books, classroom posting, the schools' publicity releases, website and/or the school's social media page. Please indicate your permission for us to use pictures your child maybe photographed in this way.

Yes, the school has my permission.

No, I do not give the school my permission.

Parent/Guardian Name	Date	Signature
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