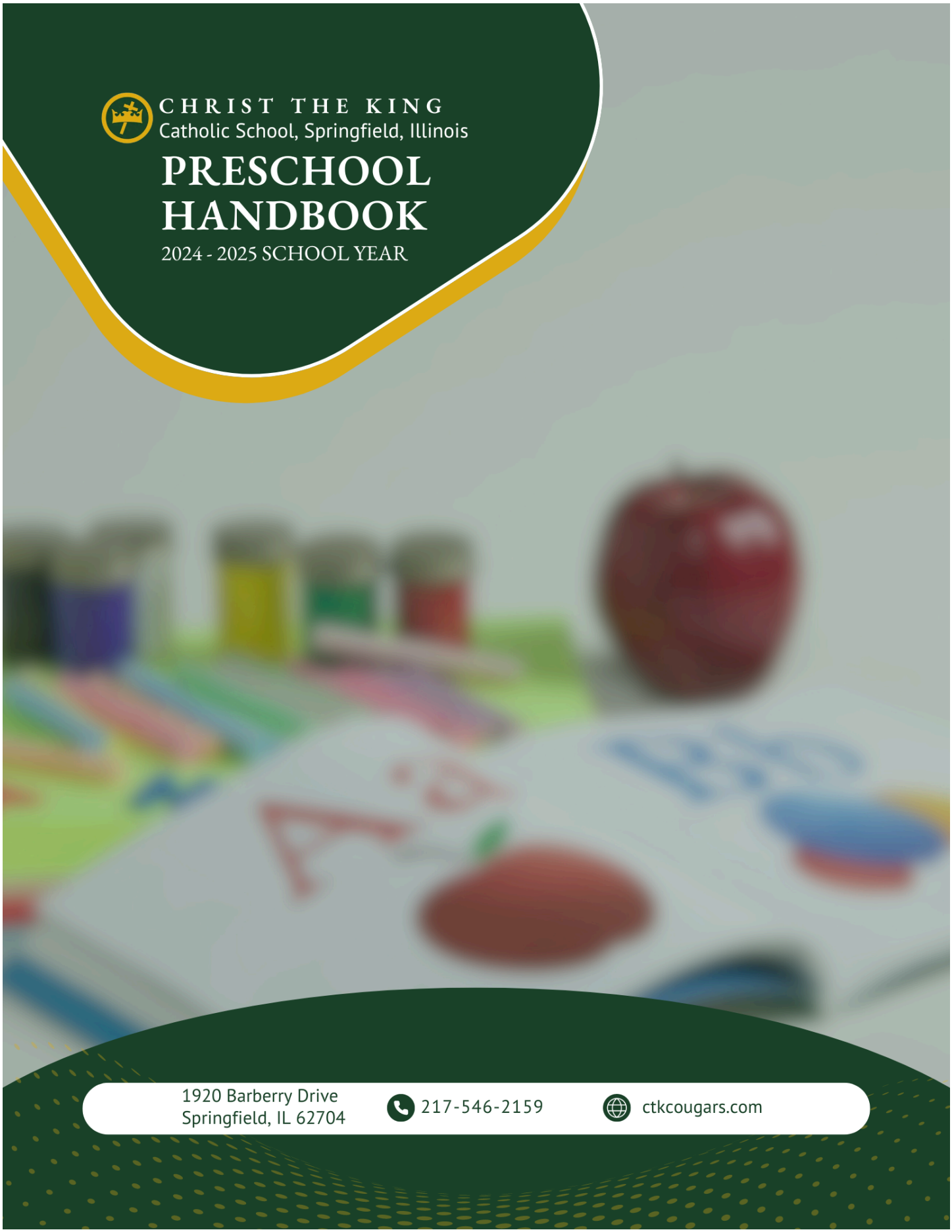
CHRIST THE KING
Catholic School, Springfield, Illinois

PRESCHOOL HANDBOOK

2024 - 2025 SCHOOL YEAR



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Christ the King Preschool Parent Handbook

2024-2025

Christ the King School Preschool program is an extension of Christ the King School. The preschool program follows the policies and regulations of the Diocesan Board of Education and the Office for Catholic Education.

Mission

Christ the King Preschool's mission is to prepare children for success in Kindergarten and beyond. In the mission of educating 3-5 years olds it is important to educate the whole child with: developing faith, growing intellectually and physically, promoting positive behavior, as well as continuing to develop their social/emotional growth. Christ the King preschool serves students who are three, four, and 5 years old.

Philosophy

We believe that:

- Each student is a gift from God, a child of God who possesses an innate dignity that deserves respect.
- Each child possesses unique talents, abilities, weaknesses and deficiencies and has the right to learn according to his or her developmental level in a loving, supportive environment.

Program Goals

Our program goals are to help the children:

- Know that God loves them and that they can respond to God's love by doing what He wants them to do.
- Develop positive behavior by sharing things, taking turns, listening, helping others, loving, thanking, and celebrating.
- Develop their language, pre-reading and writing, and math skills.
- Develop gross and fine motor skills.

Admissions Requirements

To be admitted into the three-year old preschool program, **a child must be three on or before September** 1 of the specified school year. To be admitted to the preschool program as a four-year old, **a child must be child must be four on or before September 1** of the specified school year.

Children must be toilet-trained and **not wear pull-ups** in order to be admitted.

The enrollment order for admission to the preschool is as follows:

1. Children presently enrolled in the preschool
2. Children of present Christ the King School families
3. Children of registered parish members
4. Children in the community

Admission of a child in the preschool program creates no expectation that the child will be admitted to the K-8 school program. Admission to kindergarten is independent of the preschool program.

Arrival/Dismissal

Please refer to your specific teacher for arrival and dismissal procedures.

Drop-off for preschool is between 7:45-8:10am
Pick-up from preschool is between 2:45-3:00pm
(see details below for more specific instructions)

- **ALL PRESCHOOLERS MUST BE ESCORTED INTO THE BUILDING AND OUT OF THE BUILDING BY AN ADULT**. Preschoolers cannot be escorted into or out of the school building by a sibling.
- Our preschool program begins at 8:10 AM. We ask that your child is dropped off by the time our regular preschool day begins.
- If you need care before school between the hours of 7:00-7:45 AM, morning AWP care is available at an additional cost, not included in your tuition.
- If dropping your child off between the hours of 7:45-8:00 AM, you will drop your child off in the school gym lobby and they will be tended to by a Christ the King Staff member. At 8:00 AM your classroom teacher or aide will escort the children from the gym lobby to the classroom.
- If dropping off between 8:00-8:10 AM, you will drop your child off at their classroom.
- Dismissal is 2:45-3:00 PM.
- If you need after school care, you may enroll your child in the school AWP Program that is from 3:00-5:30 PM , and is available for an additional cost, not included in your tuition. The preschoolers will be in preschool AWP and will only be with other preschoolers during this time. It is at the discretion of the AWP program director to allow combining of K-8 and preschool programs. The teacher or aide will escort your child after school to the AWP teacher and attendance will be taken.
- If you only have a preschooler(s) and not a student enrolled in K-8, you will pick your child up at 2:45 in the front drive off of Barberry Dr. This dismissal will always be 15 minutes earlier then the school dismissal. A teacher will bring your child to the front doors and you will park in the circle drive. You will receive your child and wait for a teacher to dismiss cars. This is ONLY for families that do not have a child enrolled in K-8.
- If you have a child that has a sibling in K-8 attending Christ the King, your child will be escorted by the teacher or aide and will meet you at the gym doors for dismissal at 3:00 PM. You will park in the big parking lot and come to the doors to receive your children.

AWP

Assistance to Working Parents (AWP) is a self-supporting, before and after school child-care program for Christ the King students. The program is designed to serve children in grades Preschool to 8th grade while their parents are at work. AWP will operate Monday through Friday from 7:00 AM to 7:45 AM and 3:00 PM until 5:30 PM on regular school days and 1:45 PM until 5:30 PM on monthly faculty meeting days. AM/PM AWP will not be available on holidays, and PM AWP will not be available on 11:15 dismissal days and 1:45 dismissal days before a holiday (See School Calendar for these dates). The AWP program is staffed by Christ the King faculty. The principal is the director of AWP.

Biting Policy

Our main priority at Christ the King Preschool is to ensure the safety of all the students in our care. If one student is jeopardizing the safety of others by frequently biting, action will be taken.

If biting should occur at Christ the King Preschool the following actions will be taken:

1. Parents of both students will be contacted. The principal will be notified as well.
2. Teacher will work with the principal and parents to make a plan to eliminate the undesired behavior.
3. The incident will be documented.
4. Any inconsistencies with this biting policy will result in a meeting with the principal to decide if further action will be needed. As a consequence, the child may be removed from school per discretion of the principal.

Birthday/Party

Invitations may be distributed at school only when all students in the session are being included. Birthday treats are per the discretion of the classroom teacher.

Bathroom Policy

All preschool students must be completely potty trained upon the start date of preschool. This includes, no pull-ups, independent wiping, and are able to dress themselves after using the bathroom.

Potty trained means your child is able to independently use the bathroom consistently.

Any inconsistencies with this bathroom policy will result in a meeting with the principal and teacher to decide if any further action will be needed. As a consequence, the child may be removed from school until successful potty training has been achieved.

Classroom Celebrations

We will be celebrating holidays and special events throughout the year. Specific dates and events will be listed in your child's newsletter.

Clothing

Children should be dressed in comfortable, weather appropriate play clothes that can be easily maneuverable for the children to manage. This is important in being able to support them with bathroom independence. An extra set of clothes should be sent and kept at school in case of spills or accidents.

Communication

Every Monday, the school office will send out via email "News You Can Use". This will include but not limited to, important upcoming dates as well as any other important information you will need to know. In addition to "News You Can Use", teachers will also send out a monthly class newsletter. This will include but not limited to, important upcoming dates, classroom updates, school happenings, and any other information the teacher adds. If your teacher allows a snack in their class, that teacher will send home a snack calendar asking parents to donate a snack. For specific details regarding snacks, contact the classroom teacher.

App Communication	Check with your child's teacher to see if there is a communication App that he/she uses to communicate classroom happenings.
Communication Folder	A communication folder will be sent home daily from all preschool classes. Check/empty the communication folder daily. Items that are included but not limited to in the daily communication folder are: important information from the office, important information from the teacher, daily class work, behavior updates, AWP information, etc. The items that Parents will use the communication folder include but are not limited to: sending in money, returning forms, sending notes for the teacher, etc.
Conferences	A formal series of Parent/Teacher conferences will be scheduled in November. Other conferences are allowed and encouraged if you have concerns before or after the formal conference in November. The teacher may contact you or you can contact the teacher at any time there are concerns.
Days and Hours Of Operation	For the most part, preschool will follow the calendar of Christ the King School. Preschool will not meet on days that the school does not meet. **The preschool will dismiss at 1:45 PM on days of faculty meetings.** The teacher will send information, during the school year, about the preschool schedule. We have six preschool rooms, three classrooms for three/four yr. olds and three classrooms for fours/five yr. olds. The options for all preschool classrooms are the same: Five days a week M-F (AM or All Day) or Three Days a week M, W, F (AM or All Day). All Day is 8:10 AM-3:00 PM. AM is 8:10 AM-11:00 AM.
Emergency Information	Parents will fill out a family emergency card at the beginning of the year that will be kept in the classrooms as well as the office. Parents are asked to keep the information current.
Tuition and Fees	There is a non-refundable fee of $75 for all children due at the time of registration. Tuition and fees are nonrefundable and are set by the finance council for an entire academic year of learning. If a student withdraws from school voluntarily, tuition will not be refunded. Only in extenuating circumstances at the discretion of the pastor and principal will consideration be made for a tuition refund or if a family transfers to an out of state school prior to the end of the academic year. See Page 7 for tuition rates for the 2024-25 school year.
Field Trips	Preschoolers will occasionally take field trips. Parents will be asked to volunteer as drivers. Siblings are not allowed on school organized field trips. Every child must be in an approved car seat or booster seat. Drivers must show proof of current vehicle insurance and sign mandatory diocesan forms when transporting children by car. Diocesan policy requires that all volunteers in our preschool/school must complete the "safe Environment Training" and a background check online. Background checks must be completed every five years.

Health/Hygiene/ Allergies

The Illinois School Code requires all pupils to have a physical examination prior to their entrance into school. These physicals are good for two years. Physical exam forms will be distributed at the time of registration. In addition, every child will have all current required immunizations. Medical records are to be in the school office prior to the first day of school.

Do not send your child to preschool if he or she has shown any of the following symptoms within the past 24 hours: a temperature at or higher than 100.4, diarrhea, or vomiting, a rash, discharge from the eyes, nose, or ears due to a cold or other illness.

If your child is diagnosed with a contagious condition of any kind, please contact the preschool teacher at once.

If a child becomes ill at school, the parent or an emergency contact person will be required to take the child home as soon as possible.

Children MUST be able to care for their own personal hygiene, including but not limited to, washing their hands, and cleaning themselves after using the bathroom.

It is imperative to let the school as well as the classroom teacher know if your child has any known allergies. A doctor note is required with the allergy information and instructions for care if infected.

Lice/Nits

A parent or guardian will be called for any student who appears to have head lice. Christ the King has a no-nit policy. No student may be in school until all nits have been removed from the hair. School personnel will recheck heads of students and their siblings before they return to the classroom. They may occasionally check the heads of students in classrooms where there have been infestations.

Lunch

In the all day program, children will eat lunch at school. Children may either bring a nutritious lunch with them in a labeled lunch box or bag or purchase lunch from the cafeteria. Children will be able to purchase milk from the school cafeteria. All of the children will eat lunch in the cafeteria and will be able to purchase lunch from the cafeteria. Each child will have their own lunch account in which parents can deposit money.

Personal Safety

The Office of Child and Youth Protection, created by the Bishops' Charter for the Protection of Children and Young People, has included as part of the Safe Environmental Guidelines issued by the office, a requirement of educating school age children on age appropriate materials pertaining to personal safety. This includes information about improper touching and when to seek the assistance of a trusted adult. Parents will be notified when these programs will be presented and parents may authorize that their child not attend this session.

School Supplies

All students will be required to bring school supplies from the Christ the King school supply list. Additional supplies may be requested throughout the school year. Preschoolers are also required to bring a full sized backpack to school daily. A school supply list will be sent home during the summer indicating what supplies are needed. Christ the King PTO sells school supply kits. To find out more information regarding the school supply kits, contact CTK PTO.

Nap Time

All preschoolers in all sections of all day preschool will have a designated naptime. Duration of the nap is dependent on the discretion of the classroom teacher. Nap time will not exceed more than 1 ½ hours. Children are not required to sleep, but they will rest on their cots during nap time. Each child is required to bring a clearly labeled blanket and pillow to use on their cot during this time.

Volunteers

At times teachers may need some extra help in the classrooms. Teachers will reach out and parents are welcome to help in the preschool and to drive for field trips. Diocesan policy requires that all volunteers in our preschool complete the "Safe Environment Training" and the Background Check online. Background checks must be completed every five years.

2024-2025 School Year

Tuition Rates

Catholic Student Rate with a copy of Catholic Baptismal Record for student AND Non-Catholic Rate for Students *with* siblings in K-8 CTK School *.

	Preschool Tuition All-Day 5 Days	**Preschool Tuition All-Day 3 Days M-W-F**	**Preschool Tuition Half-Day AM 5 Days**	**Preschool Tuition Half-Day AM 3 Days M-W-F**	**PLUS Raffle Ticket Sale Requirement (Per preschool thru 8th grade Family)**
Per Child	$4500* ($200 Rebate in CTK Kindergarten)	$2930* ($100 Rebate in CTK Kindergarten)	$3260* (no rebate)	$2260* (no rebate)	16 tickets sold **or** $400

*** K-8th grade Non-Catholic Tuition**: Students who are not Catholic pay the same tuition, fees, service hour requirement, and raffle ticket requirement as Catholic students. Additionally, there is a **$1,250 surcharge per family**.

The parish subsidizes the difference between the cost to educate each child and the tuition collected from each family. Last year, each child in the school was given a parish scholarship to make up the difference.

Non-Catholic Rate for Students *without* siblings in K-8 CTK School.

	Preschool Tuition All-Day 5 Days	**Preschool Tuition All-Day 3 Days M-W-F**	**Preschool Tuition Half-Day AM 5 Days**	**Preschool Tuition Half-Day AM 3 Days M-W-F**	**PLUS Raffle Ticket Sale Requirement (Per preschool thru 8th grade Family)**
Per Child	$5270 ($200 Rebate in CTK Kindergarten)	$3410 ($100 Rebate in CTK Kindergarten)	$3830 (no rebate)	$2660 (no rebate)	16 tickets sold **or** $400

The parish subsidizes the difference between the cost to educate each child and the tuition collected from each family. Last year, each child in the school was given a parish scholarship to make up the difference.