

Christ the King Preschool Parent Handbook

2018-2019

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

Mission Christ the King Preschool prepares children for success in kindergarten in the years before they enter kindergarten. We are concerned with the whole child: with developing faith, with growing intellectually and physically, and with being good and getting along well with others. The preschool is for three-year-olds, four-year-olds, and some five-year-olds.

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

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

Admissions Requirements To be admitted as a three-year old, a child must be three **on or before September 1** of the specified school year. To be admitted as a four-year old, a 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 policy 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 and
Dismissal

Arrival: Parents must escort their preschool child to the preschool classroom.

- The back parking lot is one-way traffic in the morning. Cars must enter from Brentwood and exit onto Barberry Drive. As you enter the lot, stay to the right going along the gym. Park in the spaces between the three light poles **located in the middle of the parking lot**. Pull into these spaces facing the church. **Anyone parking in this area must escort their child into the building.** The doors will be open until **8:10 AM**. If you arrive later, you will need to ring the doorbell at the front of the building to gain access. **After 8:10AM parents must report to the school office to sign in their child. We ask that you do not escort your child to the classroom. The teacher or teacher's aide will pick up your child in the office.**
- **All preschool rooms will enter through the doors nearest the garage except Mrs. Janine. Her classroom is located in the kindergarten wing, therefore, her students will enter through the double glass doors under the covered carport.**
- **Please do not arrive before 7:45 AM.** If you need before school care, you may enroll your child in the school AWP Program that begins at 7:00 AM and is available for an additional cost.

Dismissal:(Preschool always dismisses 5 minutes prior to K-8 dismissal-even on early-out days.)

- **For Preschool:**
 - **Morning Dismissal (11:00 AM) Please park on the back lot facing the garage and teachers will dismiss the students at the garage door except for Mrs. Janine. Her three-year-old class will be dismissed from the gym lobby at 11:00AM.**
 - **Afternoon Dismissal (2:55 PM) At 2:55PM preschool students will be ready for pick-up in the gym lobby. Sufficient time will be allowed for you to return to your cars. A bell will sound and a **student patrol** will signal for individual cars to leave one at a time. Do not drive away off the lot until a patrol dismisses your car. Please follow this closely. Cars arriving too late for the first dismissal of cars should park in the late line which forms on the circle drive in front of church.**

Our preschool program begins at **8:10AM** so we ask that your child is dropped off by the time our regular preschool day begins. Our 2:55 PM dismissal is just prior to the 3:00PM dismissal for K-8. If you need after school care, you may enroll your child in the school AWP Program that begins at **3:00 PM**. and is available for an additional cost. On early dismissals for faculty meetings (1:45 p.m.), AWP

is also available. Children must be picked up at AWP by 5:30 p.m.

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.

Why do children bite? Biting is a natural part of a child's development.

- Toddlers and young preschoolers do not have the verbal skills to fully express themselves.
- Biting brings about a quick and dramatic response.
- Children experience many emotions (positive and negative) that are difficult for them to express and, at times, control. These emotions can be caused by numerous things: over excitement, frustration, fatigue, fear of being separated from people they love, etc.

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

1. Parents of both students will be contacted. The principal will be notified as well.
2. The incident will be documented.
3. 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 principal.

Birthday/ Party Invitations Invitations may be distributed at school only when all students in the session are being included.

Bathroom Policy All preschool students must be completely potty trained upon 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 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 fastened.
Communications	A snack calendar will be sent home every month as well as monthly classroom newsletters and other preschool information as needed.
Conferences	A formal series of parent/teacher conferences will be scheduled in November. Other conferences will be scheduled as requested by the teacher or parent. Please feel free to contact the teacher at any time you have concerns.
Days and Hours of Operation	The preschool will, for the most part, follow the calendar of Christ the King School. The preschool will not meet on days that the school does not meet. The preschool will dismiss at 1:40 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 for Threes and three for Fours. The options for both rooms 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-2:55 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. Parents are asked to keep the information current.
Fees and Tuition	There is a non-refundable fee of \$75 for all children due at the time of registration. Tuition is as follows: <ul style="list-style-type: none">• Monday-Friday – 5 days – AM or ALL DAY• Monday, Wednesday, Friday – AM or ALL DAY• All Day – Three Days - \$2535 (\$100 Kindergarten Year Rebate)

- All Day – Five Days - \$3950 (\$200 Kindergarten Year Rebate)
- Half Day (AM) – Three Days - \$1925 (no rebate)
- Half Day (AM) – Five Days - \$2840 (no rebate)

Field Trips

Four-year-olds will occasionally take field trips. Parents will be asked to volunteer as drivers. Parents who drive are asked not to bring siblings. 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 attend the “Protecting God’s Children” training and complete the Certification and Authorization Document authorizing a criminal background check. Background checks must be completed every five years. A schedule of PGC classes is available in the *Catholic Times* or at dio.org. Under the Offices tab click on Safe Environment.

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, diarrhea or vomiting, a rash, or 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 emergency contact person will be asked to take the child home as soon as possible.

Children must be able to care for their own personal hygiene, including hand washing and wiping.

Because we serve snacks and have lunch, please let us know if your child has allergies. Please give us a doctor’s note with that information.

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 heads of students in classrooms where there have been infestations. (August 2016)

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 With our all day program, all children will have a one hour rest time after lunch. Children are not required to sleep, but they will rest on their cots during that time. Each child needs to bring a clearly labeled blanket to use during this time. A school supply list will be sent home during the summer indicating what other supplies will be needed.

Snacks Children are served a small, nutritious snack at each preschool session. Each parent is asked to help keep the cost down by contributing the snacks and milk or juice. Snack day will be assigned. The children look forward to bringing the snack and sharing it with others. Decide together or design your own special snack. Nutritious snacks are our goal. Please do not send junk food.

Snack Ideas

carrot sticks	orange wedges	apples	muffins
celery	melon cubes	banana bread	cucumbers
strawberries	animal crackers	corn bread	veg dip
grapes	graham crackers	popcorn	raisins
bananas	peanut butter & crackers		

Occasionally, we will prepare our own snacks. If this is the case, the teacher may request specific ingredients in place of a snack.

WAYS TO HELP

1. Mark all your child's belongings, especially jackets and coats.
2. Check your child's bag after each session.
3. Dress your child in comfortable, appropriate clothes that he can handle independently. **They will get messy**, so please dress them in clothes that are **truly** play clothes.
4. Give your child a good breakfast before school.
5. Make sure your child gets a good night's rest.
6. Encourage your child to relate and discuss school experiences.
7. Talk with and read to your child.
8. Visit your child's classroom.
9. Give careful attention to notes and calendars.
10. Drive for field trips.
11. Share talents, hobbies, occupations and special interests.
12. Help with special activities: cooking, games, art.
13. Work in the classroom as an aide.

Volunteers

Parents are welcome to help in the preschool and to drive for field trips. Diocesan policy requires that all volunteers in our preschool attend the “Protecting God’s Children” training and complete the Certification and Authorization Document authorizing a criminal background check. Background checks must be completed every five years. A schedule of PGC classes is available in the *Catholic Times* or at dio.org. Under the Offices tab click on Safe Environment.