

Christ the King Preschool Parent Handbook

2020-2021

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, with promoting positive behavior 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 the 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 the children develop positive behavior by sharing things, taking turns, listening, helping others, loving, thanking, and celebrating.
- To help the children develop their language, pre-reading and writing, and math skills.
- To help the 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

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

Our preschool program begins at 8:10AM so we ask that your child is dropped off by the time our regular preschool day begins. Dismissal is at 3:00PM. 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 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.

Communica-
tions 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.

COVID-19 If local health officials report that there are multiple cases of COVID-19 in the community, CTK may need to implement additional strategies in response to prevent spread in the school, while continuing to use strategies implemented when there was no community spread. Requirements to help protect students and staff are:

- Facial coverings
- 6-foot social distancing
- Good handwashing and hand sanitizer use
- Temperature/symptom checks daily

There is currently no vaccine to prevent COVID-19 infection. As with any respiratory virus, students and school personnel can protect themselves and

others by taking every day common sense actions:

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact with people who are sick.

Stay home when you are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Consult with your healthcare provider about getting an influenza vaccination if you haven't already done so.

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 1:45 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 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-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. 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 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 2020-21 school year.

Field Trips **Pre-schoolers** 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.

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.

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.

**2020-2021 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	\$4,125 (\$200 Rebate in CTK Kindergarten)	\$2,650 (\$100 Rebate in CTK Kindergarten)	\$2,960 (no rebate)	\$2,020 (no rebate)	12 tickets sold <u>or</u> \$300

*** 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 **\$1000 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	\$4,850 (\$200 Rebate in CTK Kindergarten)	\$3,100 (\$100 Rebate in CTK Kindergarten)	\$3,500 (no rebate)	\$2,400 (no rebate)	12 tickets sold <u>or</u> \$300

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.