

Christ the King

Pre-Kindergarten

Parent Handbook



Working as partners with our families in a Catholic environment!

Statement and Goals

Christ the King Preschool is dedicated to providing a God centered, nurturing, and safe environment that empowers students, faculty, staff, and parents to cooperatively embrace the Catholic values of hospitality, spirituality, and stewardship. We strive to meet your child's needs spiritually, socially, emotionally, academically, and physically.

Our goals will include:

- Providing opportunities each day that allow children to grow academically, emotionally, socially, and spiritually
- Offering activities each day in the areas of math, reading, writing, science, sensory, spirituality, and dramatic play.
- Recognizing each child as an individual, with unique God-given talents, abilities, needs, and backgrounds.
- Providing an environment in which children can develop skills and knowledge that will enable them to make sense of the world and to succeed in it.
- Working with parents to best meet the needs of the child as we believe parents are the child's first and most important teachers.

Please remember that as we define our policies and your responsibilities, we encourage open communication between parents, staff, and children. Please know that Christ the King PreK staff is always here to discuss any questions or concerns you may have. Parents have immediate access to the facility during hours of operation.

Enrollment

1. Children must be 4 years of age and fully capable of using a public restroom with proper manners.
2. Prior to the first day of attendance, children must have a record on file of updated immunizations, evidence of freedom from tuberculosis, and any other documentation needed to satisfy other state requirements that may apply.
3. All registration materials in the packet must be completed prior to enrollment. Furthermore, it is the responsibility of the parent or guardian to update the personal information in the child's file. This information includes, but is not limited to, changes in address, phone numbers, and pick-up authorizations.

Termination of Enrollment

In certain circumstances, it may be necessary for the Director to disenroll a child from the program. This decision would be based on what is in the best interest of the child, the other children in the class, and the overall operation of the school. Every effort will be made to correct problematic situations before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property
- The school's inability to meet the child's needs
- Non-payment of tuition
- Disruptive or dangerous behavior
- Continued violation of policies

Whenever possible, written notification one week in advance will be provided to the parent in the event of termination of enrollment.

Please provide at least one week notice if you plan to withdraw your child. There are no refunds on tuition or registration fees upon withdrawal.

Application and Registration Fee

Christ the King PreK has a \$50 application fee. The registration fee is \$225 per family, per year of PreK. These fees are non-refundable.

Tuition

Tuition management is processed through FACTS. Parents will receive information through a link in an email. Late fees of \$50 are charged through FACTS. If parents have any concerns or requests regarding their tuition arrangement, they should immediately contact the principal by email to avoid late fees or processing fees. If a child does not attend for any reason, the tuition amount remains the same. PreK tuition is \$4,834 per year for the full day program and \$3,625 per year for the half day program.

School Schedule

Pre-Kindergarten runs Monday through Thursday from 8:00 am to 2:50 pm and Friday from 8:00 am to 1:20 pm. The Pre-K will follow the Kindergarten through 8th grade school calendar for all holidays and vacations. This calendar may be found on the CTK school website and printed out for your convenience.

Communication

You will receive a weekly PreK newsletter and a CTK Friday Flash via email. We also have a website which will contain pertinent PreK information. Please read all information sent home. At any time, if you have a particular concern about your child, please feel free to set up an appointment to discuss the issue with your child's teachers. We strive to have open communication between the staff and parents at all times.

Sign In/Sign Out

Your child **MUST** be signed in and out each PreK day as required by the state governing agency. *You must sign with a full signature; initials are not acceptable.* All children must be picked up by a parent or another adult designated in writing by the parent. Only persons listed on the authorized pick-up form will be allowed to remove the child from the school.

Curriculum

Christ the King Preschool is a center-based PreK. We structure our activities on a letter of the week and these will be integrated into the classroom through math, art, music, reading, writing, science, sensory activities, and dramatic play. Children will be exposed to shapes, letters, and numbers throughout the school year. Diocesan curriculum guidelines are available in the office. Christ the King PreK meets or exceeds all of the diocesan guidelines. Christ the King PreK does not take off campus field trips.

Snack/Lunch

A hot lunch program is available for Christ the King PreK children. The monthly menu can be found on the school website. The cost for hot lunch is \$3.10. An account is automatically set up in Option C for you and you will need to prepay in the office. You may also pack a lunch daily. Please include an ice pack as we do not have a refrigerator for lunches. We will also be offering one snack per day. Parents will provide class snacks on a rotating basis. It is essential that you inform the school of any allergies your child may have. If your child suffers from food allergies, you are responsible for bringing a food replacement on days that your child is unable to eat the lunch or snacks provided. Christ the King PreK does adhere to a wellness policy and supports healthy eating and physical activity.

Illness and Medication

Children may not attend school with a fever (temperature over 99 degrees), discharge from eyes or nose, cough, vomiting, diarrhea, or rash of any kind. A child must be symptom-free for 24 hours before returning to school. Please call the PreK if your child will be absent for the day. The PreK staff cannot administer any medications, including topical ointment. You must fill out forms (found on the CTK school website) if you would like the school nurse to dispense medication that you supply for your child.

Bumps/Bruises

Bumps, bruises, cuts, and scrapes that are not serious injuries will be taken care of by a qualified staff member. The parent will be informed of the incident at the end of the day. If an accident requires more than minor first aid, you will be contacted per the instructions on the enrollment form. We also have a nurse/health aide on campus that will be available to assist in the care of your child.

Licensing Agency

Christ the King Preschool is regulated under:

Arizona Department of Health Services

Office of Child Care Licensing

150 N. 18th Ave., Suite 400

Phoenix, AZ 85007

(602) 364-2539

It is the right of the Licensing Agency to perform their duties as follows:

- The Licensing Agency shall have the right to interview children and staff, and to inspect and audit all child or facility records without prior consent.
- The Licensing Agency shall have the authority to observe the physical condition of the child, including conditions which could indicate abuse, neglect or inappropriate placement, and if deemed necessary, to provide protective custody and/or a licensed medical professional to examine him/her.

Inspection forms are available upon request.

Child Care/Car Pools

Employees of Christ the King Preschool may not transport children, other than their own, to and from school. Car pools must be arranged by parents and we are not liable for children once they are signed out by an adult who has been designated by the parents or guardians. Christ the King does not provide transportation to and from school.



Uniforms

Children will wear a school uniform. Navy blue uniform shorts or pants may be worn by both girls and boys. No cargo type shorts or pants are allowed. The boys are required to wear navy blue pants on Mass days and the girls are required to wear skorts. The pants and shorts may be any brand. The skorts may also be worn on other days if the girls so choose. CTK t-shirts will be worn by both boys and girls. The shirts may be purchased here at the school. White or navy blue socks and athletic shoes are required. During cold weather, sweatshirts may be worn. Only plain navy or white pullovers without a hood or CTK logo sweatshirts will be permitted. Cardigan sweaters are also permitted in navy or white. On extra cold days, a jacket may be worn over the school uniform sweatshirt. Girls may not wear nail polish.

Bathroom Procedures

PreK children will be assisted, as needed, and supervised while using the restrooms. Children will wash their hands with liquid soap and running water after using the bathroom. Teachers who assist a child will also wash their hands with liquid soap and running water.

Birthdays

Birthdays are a special time and Christ the King Preschool encourages you to bring in a special treat for your child and their classmates on or close to his/her birthday. State and local regulations require that snacks must be store-bought from a licensed food provider. Also, Christ the King school does adhere to a wellness policy promoting healthy eating, so we ask you to bring in healthy birthday treats!

Parent Volunteers

Parents are encouraged to assist in the PreK classroom. Any person in the classroom must take the Diocesan-mandated "Called to Protect" class. If you are interested in volunteering in the classroom, please talk to your child's teacher to schedule a time. During your volunteer time, you may not bring other children with you.

Atrium

Each week, your child will have the wonderful opportunity to go to the Atrium. The Catechesis of the Good Shepherd, our religious education program, is taught by specially trained catechists. This is a Montessori-based, hands-on approach for children to learn and grow in their faith.

Guidance and Self-Regulation

The staff of Christ the King PreK models positive behavior and uses positive methods of discipline which encourage self-regulation, self-esteem, and cooperation among children. By setting reasonable limits, we help children to understand what is expected of them at school. Under no circumstances will physical punishment, physical restraint, deprivation, or ridicule be used as a form of discipline. Children will never be separated from the class or staff, without some interaction, for more than ten minutes, as mandated by the Department of Health Services.

If a child needs support to self-regulate, guidance is provided in the following manner. First, the teacher will restate what the child needs to be doing. Second, we will provide an option allowing the child to move to a different area or activity. If the child continues to struggle, the teacher will intervene and select a space for the child to regain self-composure.

It may sometimes be necessary for parents to become involved with problems that cannot be resolved in the above manner. It is our goal to always keep the lines of communication open between parents and staff. Together, we will effectively provide a safe, nurturing environment that allows all our children to thrive, learn and grow.

Pesticides

Notification of pesticide application will be posted on the facility's premises 48 hours before a pesticide is applied. Written pesticide information is available upon request.



Insurance

Christ the King School is covered by Catholic Mutual Insurance.

Toys from Home

We ask that children leave personal items at home, unless asked by the teacher as pertaining to the lesson plan (i.e. Show and Share day). Please help your children understand that it is wise not to bring items which may become lost, broken or damaged, as Christ the King will not be responsible for them.



IMPORTANT INFORMATION

Christ the King Catholic Preschool

1551 East Dana Avenue

Mesa, AZ 85204

Director: Mary Agnes

School: 480-844-4480

Fax: 480-844-4498

Preschool: 480-245-4110

Website: www.ctk-catholicschool.org

Email: magnes@ctk-catholicschool.org

Christ the King Preschool administration retains the right to change, modify, cancel, suspend or interpret any of the parent handbook policies and practices without advanced notice, within its sole discretion and without statement of cause or justice.