

Christ the King Lutheran Church

God's Little Wonders Preschool And Learning Center



Parent Handbook

Updated Jan. 2010

**611 Riverchase Parkway West
Birmingham, Alabama 35244**

**Preschool Office 205.988.3039
Church Office 205.988.5004
ctkschool@bellsouth.net**

OUR PRAYER FOR YOUR CHILDREN

O Lord, our heavenly Father, our prayer is for these children to grow in your grace and love, and to sing your praises. Open their hearts to your loving kindness, and let them know that you will never fail to help those who build a strong foundation on your word.

Welcome

Welcome to Christ the King Mother's Day Out, Preschool! We look forward to working with you and your child. At CTK, we are committed to serving Christ, our children and our parents. We have been giving quality child care since 1984 and are so glad that you are part of our family!

Mission Statement

The mission of the congregation of CTK Lutheran Church is to be a church so deeply and confidently rooted in the Gospel of God's grace that we are free to give our lives joyfully in witness and service.

The mission of CTK Preschool is to provide a safe, nurturing Christ-centered environment where young children can learn and grow. Our teachers are dedicated to providing each child with the care and attention needed to thrive. As Christians, we believe that every child is a gift from God.

Licensure

While the program is exempt from Alabama State Department of Human Resources regulation, we strive to do more than is required. Parents will be required, by State Law, to sign a notarized statement of notification of this exemption.

Hours of Operation

Mother's Day Out and Preschool (MDO/PS) hours are from 9:00-1:00. Our five day full day care operates from 7-5:30. We ask that you not enter the MDO/PS hallway until our clock indicates 9:00, unless you are coming for early care. A clock is hanging by the preschool entrance to help everyone stay on time. We do like for our parents to be on time for the MDO/PS program. When children are late, they miss out on valuable class time and may not get to participate in all of the day's activities. If you arrive early, please wait in the fellowship hall to keep our halls clear for children making the transition from early care to their preschool rooms.

Please park in the designated parking spaces, only! We ask that you be respectful and do not use the handicap parking space, or park in front of the entry door. Always hold your child's hand as you walk to the building, being cautious about all children in the parking lot. Remember, the parking lot speed limit is 5 mph. Please use the correct entrance and exit as you come to and from the church.

Please help us by picking up your children at the time you agreed upon at enrollment. Those parents who are late after the 1:00 pick up time should pick up in the nap room. You will be charged accordingly for extended care. Those who are late after the 5:30 pick up time should pick up from the extended care teacher who stays after hours. If there is a pattern of picking up late, you may be asked to pay late charges. Continued lateness in picking up your child may result in termination of your child's space.

Signing in and out is very important. There is a sign in/out sheet on the table as you enter the building. We need a phone number to be able to reach you during the day in case of need or an emergency. From time to time, circumstances beyond our control may force us to close early (no electricity, heat or sudden weather emergency, etc) and we will need for you to answer the phone. Your cooperation is appreciated. Because we have had difficulty reaching some parents, we ask that you **leave a number you will answer.**

You will receive a calendar for the year. Please consult it for holidays and closing. The calendar is divided into 2 categories: **MDO/PS and all day care.** Please be certain to locate your category regarding school holidays and closings. We will generally follow the Hoover School System for emergency closings due to inclement weather. Please listen to local TV and radio weather reports for these occurrences. However, CtK may have special circumstances that require our closing even if Hoover Schools are open. In this case, the teachers will call to let you know.

Fees and Tuition

Yearly fees and tuition may vary because of ever changing operating expenses to the program due to the economy. CTK believes in giving the highest quality care to the children who attend, and hiring only those teachers who are willing to give it. We know that to provide the best care and to maintain a clean and well equipped space requires commitment in time and money. We know the value of quality child care, and understand what it costs hardworking families, and will always try to keep the tuition and fees at an affordable rate while giving the teachers a worthy wage. Please contact the office at 988-3039 for current prices. Please be aware that there is a registration fee and a supply fee, and these fees are non-refundable.

Tuition for the Mother's Day Out and Preschool is based on a prorated amount covering only the days students will be present during the school year as determined by the program, using the Hoover School calendar as a guide. **Tuition day care** is based on an amount covering a business calendar of 12 months, closing only for "business" holidays. ***All tuition is divided into equal payments for your convenience in paying monthly, or you may pay in one sum for the entire year.**

You will receive an invoice at the end of each month for the following month. Checks may be made out to CTK or Christ the King Church and may be dropped off in the tuition box as you enter the building. **There are no refunds, make-up days or substitutions for absences, holidays, acts of nature or utility services beyond our control.**

**Preschool and Mother's Day Out (9-1) with or without extended
Care (7-9 a.m., 1-3 p.m., 1-5:30)**

Full extended care – 7-5:30 all 5 days

The MDO/PS part gives parents the opportunity to add before and after care to their child's 9-1 enrollment. Children may not be accepted for any extended care **without** the 9-1 base time. The same applies to drop in care. We are not able to accept children for less time than the 9-1 base time. We appreciate you not asking to be an exception to this policy.

There are 2 calendars –

*one for the Mother's Day Out generally following the Hoover School calendar

*one for day care generally following a 12 month business calendar

Parents of Mother's Day Out and Preschool children will pay a drop in charge if service is needed on those holidays that we are open for our full extended care children and closed for preschool and mothers day out. Please consult your calendar for those days that Mother's Day Out and Preschool are closed.

Classification:

Day care children are classified as those children who are enrolled and paying tuition for 7-5:30 all 5 days.

Preschool and Mothers Day Out children are classified as:

- those children who attend from 9-1 on two through five days
- those children who attend from 9-1 and add early care from 7-9 and/or afternoon extended care from 1-3 or 1-5:30 on certain days

*****Please note: if you are classified as preschool, you will be charged as a “ drop in” on those days you come when the preschool is closed but the daycare is open.**

Preschool parents (those children who are registered 9-1 with or without some extended care)

“All tuition for preschool is due by your child's first registered school day of each month.”

Daycare Parents (those whose children are registered for 5 days 7-5:30)

All tuition may be paid in 2 payments The first is due the first school day of the month and the second payment is due on the 15th. **Please note that all daycare tuition for the months of December and May must be paid by the 10th.**

If tuition is not received by preschool parents on that first day, or the first and the 15th by the daycare parents, we will gladly hold your child's space until payment is received. This policy will be **strictly enforced**. No exceptions will be made due to absence from illness, out of town trips etc. Early care teachers will be notified of those children they may and may not accept due to tuition default. Tuition may be mailed to CtK Preschool 611 Riverchase Parkway West, delivered in person or sent by a friend or relative.

If your tuition is late on a continual basis, it will be necessary to withdraw your child/children from our rolls. Thank you for your understanding and cooperation. As always, if financial problems arrive, please contact the director or business manager for a confidential discussion. We will be happy to work with you to reach a satisfactory solution.

Classes Offered:

Nursery 3 months and non walking Ratio: 1:3 infants or 2:6/7

Crawlers crawling, pulling up 1:4/5

Peepers pulling up, walking unsteadily 1:4/5

Toddlers walking very well, running – 24 months 1:4/5

2 year old 1: 8/9 (if space and numbers allow there will be a 2-2 ½ and a 2 ½-3 yr. class)

3 year old 1:9/10

4 year old 1:10/12 (3's and 4's share and aide)

*Children should be the age of the class they enter by Sept 1. **ex.** Must be 2 by Sept 1 to be in 2 class. We reserve the right to move children in nursery, peepers, toddlers during school year if maturity and space allow, with parents permission.

Absences

If your child will be absent from school, we request that you call the preschool office to notify us of the absence. If no one is available to take your call, please leave a message or call the church business office at 988-5004.

Health and Medical Information

The health of all children who attend the program is very important to all of us: parents, teachers and children. The State of Alabama requires each child to have a record of immunization before entering the program,. This blue immunization certificate must be signed by the child's pediatrician or the Health Department and turned in with registration materials. All children must be current on immunizations. **Children may not attend without this certificate.** Your child may be taken off roll if immunizations are not kept current. *Please inform us if your child has any pre-existing medical condition that will affect him/her in daily attendance.

Should a child's health be a risk to other children's health, a parent will be notified to pick up the sick child. If a parent is not available, someone from the child's approved pick up list will be called.

Your child should be kept at home:

- *with sneezing, runny nose and watery eyes.
- *if he/she has had fever within the past 24 hours.
- *if he/she has had vomiting or diarrhea in the past 24 hours.
- *if his/her eyes are weepy, yellowish, inflamed, crusty or have a discharge.
- *is irritable because he/she has not slept well the night before, or was up very late.

Fever and Communicable Disease:

CHILDREN WHO HAVE HAD FEVER WITH OR WITHOUT ANY OTHER SYMPTOMS, DIARRHEA OR VOMITING IN THE PAST 24 HRS OR A COMMUNICABLE DISEASE **WILL NOT BE ACCEPTED** ON ARRIVAL ON ANY GIVEN DAY WITHOUT A NOTE FROM A **DOCTOR** GIVING PERMISSION FOR RETURN TO THIS PROGRAM WITH OTHER CHILDREN. CHILDREN MUST BE FEVER FREE FOR 24 HRS **WITH** THE DOCTOR'S NOTE.

***YOU WILL BE CALLED TO IMMEDIATELY PICK UP YOUR CHILD IF HE/SHE IS FOUND TO HAVE FEVER WHILE AT SCHOOL. YOU WILL NEED A DOCTOR'S NOTE TO RETURN.**

While we realize a doctor's visit can be costly, it is in the best interest of all children and the staff that this policy (endorsed by the Jefferson County Department of Health) be followed to the letter. **Children must be fever free, diarrhea free and vomit free for 24 hours AND have a doctor's ok before they can return to school.**

Medication

Medication may be administered at school ONLY if a parent signs a medication release form. The forms are available in the office. All medications should be sent to school in their original containers. Prescription drugs should have a pharmacy label or should be accompanied by a physician's written instructions. Over the counter drugs should be clearly labeled with the child's name and directions for administering the drug. Please include a measuring device if the medication needs to be measured. Two teachers will be present at the time medication is given to any child to insure accuracy in dosage.

Potty Training For Preschool

Children in the 3 and 4 year old preschool classes must be potty trained in order to attend. These classes have a very full schedule, and it is difficult for a teacher to take time away from the rest of the class to attend to a child who is not potty trained. If it is deemed necessary for your child to wait until he is potty trained, his child's space will not be given away and tuition will not be due until he returns.

Policy as of June 1, 2010 regarding potty training

The 2 year old **classroom** will be the designated potty training room/s for CtK preschool. Because there is such an age and maturity difference in the under 2 year old classes, and because there is not a bathroom in some of the rooms, we will not be able to help with potty training until children begin school in a 2 year old class.

Chapel and Bible lessons

Pastor Scott Hawkins meets with the children and their teachers in the sanctuary every Monday morning at 9:40. This is a time for learning about Jesus. The children learn scripture, sing songs, listen to a lesson, and learn to pray. They also practice their monthly memory verse. Parents are always welcome to attend chapel!

Discipline Policy

All children are treated with respect. There is no verbal or physical abuse. Positive terms will be used to guide the children and every effort will be made to prevent problems. If needed, a child will receive time out in the classroom of 1 minute for every year of his age. No child will be forced into time out. We view discipline as a partnership between parents, teacher and school. Parents may be called if a particular behavior problem continues occur. If the behavior is a continual interruption, parents may be asked to come in for a conference.

Accident Policy

If your child has an accident at school that warrants a doctor's attention, we will call you immediately to come and pick up your child. If you cannot be reached, we will call someone on your list of authorized contacts on your registration form. If no one can be reached, we reserve the right to call the family doctor listed on the registration form. If it is a life threatening situation, we reserve the right to call an ambulance. You will receive a notice of accident and action taken, if any, if your child is hurt at school.

Withdrawal

If you need to withdraw your child from the program, we ask that you notify us 2 weeks in advance. Being a small school, we are dependent on having full enrollment.

Picking up children late and coming in the building before 7:00 a.m.

We ask that you not come in before 7:00 a.m.. Our teachers must turn on lights and prepare for the day. If you are here before 7, the teacher will not accept your children.

We ask that you make every effort to pick up your children on time. When you are late picking up your child after 1:00, your children will be taken to extended care and you will be billed accordingly. The school closes at 5:30. All children should be picked up no later than that time. The late fees are \$1 for every minute you are late.

If you have a last minute emergency and find you will be late, please call the preschool office at 988-3039 and let us know. Thank you for your understanding and cooperation.

Teacher and School Communication

The infant, peeper and toddler teachers send home a daily information sheet. Preschool teachers do not send a daily sheet, but do send a monthly calendar. Teachers are willing to meet with parents before or after school to discuss a child's development or behavior.

*Teachers and/or director may request a conference if the need arises.

*To stay informed, please read all notices attached to your child's bag, belongings or window of the director's office.

What To Bring

Each child is asked to bring the items listed below, as appropriate for age, which should be **clearly marked with the child's name** (no glass of any kind should be sent for any reason, no toys or jewelry from home, no boots, no crocs, please)

*Disposable diapers and baby wipes

*Juice in a sippy cup

*Spoons (plastic) The program does not provide spoons.

*Seasonal change of clothes in large-zip lock bag

*Lunchbox and drink – **finger foods only, no foods that need to be heated for peeper class and older.**

* **no "red" color drinks or drinks that need added powders**

*Backpack or bookbag

*Snacks for children who are present for a long period of time

(water only will be provided for snacktime-empty cup needed)

What To Wear

Please send your children dressed and ready for the school day. No pajamas, please. Children should wear clothing that is easily removed for bathroom breaks or diaper changing. Clothing should be appropriate for the season. No cowboy boots, flip flops, crocs, or sandals allowed because of the danger on the playground/equipment while walking, running and climbing. Children will not be allowed on playground equipment with these footwear items. Please remove drawstrings from shirts and jacket hoods.

If your child requires bug spray or sun screen, please send it with a note giving permission to apply. Teachers may not use any topical creams or sprays on children without written permission from parent. Children will not be allowed to share sprays or creams.

Birthday Parties

While birthday parties in the classroom are allowed, please check with your child's teacher before planning. Remember that icing is very messy for young children! Special holidays will be celebrated in the classroom. *Please, no party invitations unless the whole class is invited. **If you send invitations to school, teachers cannot be responsible for their distribution.**

Biting

Biting is a problem that sometimes arises when toddlers are frustrated, and/or cannot express themselves. The problem will be addressed with understanding and discipline in the following way:

- A) child will be told in a firm voice "no", this is a no-no.
- B) parents of a child who is bitten will be notified as well as parents of the child who bites.
- C) Child may be put in time out, if appropriate for the age, if this occurs the second time
- D) Every effort will be made to help parents curb a biting problem. If, however, a child continues to bite, and it becomes a detriment to other children, the child who bites may be taken off roll.

Parents of a child who bites will also be encouraged to call and discuss situation with pediatrician or child psychologist if the problem persists.

Concerns

If you have a concern, please contact the director for an appointment. Please understand that the director is the person in the preschool with authority to settle concerns for the parents. The director should be able to handle most concerns in a timely manner. In the event that you need further help with your concern, the director will present an appropriate alternative.

Swapping Days

We are not able to “swap” days because all of our classes are full. If we add another child to a full class, there will be too many children in that class for one teacher to handle. We also do not have the record keeping ability to keep up with the numbers of children who may want to swap if allowed. You may do a “drop in” if we know there will be someone out on the day you request.

Holding Spaces

Some parents request that we hold spaces for babies, or other children, who may be enrolling in the middle of the year. We not be able to “hold” spaces for anyone because this ties up our enrollment. When we hire teachers, we hire them for the whole school year. If we are “holding “spaces”, those classes will not have a full class load and the program loses tuition for the months that are “held”. As you are aware, we are a non profit program with a small enrollment, and we rely on tuition to pay salaries and other expenses.

Curriculum

Toddlers have their individual needs met in a loving and nurturing environment. They will be challenged to develop physically, mentally, and socially through the use of age appropriate toys and activities. Reading to the children twice a day is included in the curriculum.

The two’s, three’s and four’s each have a curriculum designed appropriately for their age and includes the Letter People Curriculum. Stories, arts and crafts, cooking, chapel and outdoor play are also included. They have music called “Songbirds – musical scriptures”, once a week, taught by their classroom teacher. “Songbirds” teaches Bible scripture to music, using a variety of instruments, scarves etc so the children can interact as they sing. The children should be able to sing these songs after just a few lessons.

The scripture includes these and many more:

1. Genesis 1:1 In the beginning God created the heavens and earth
2. John 3:16 God so loved the world that He gave His only Son, that who believes in him should have everlasting life
3. John 14:6 Jesus said to him, “I am the way, the truth and the life; no one comes to the Father except by Me”
4. 1 John 1:9 If we confess our sins He is faithful and just to forgive us and cleanse us from all righteousness
5. Colossians 3:8 But now you also put off all these things: anger, wrath, blasphemy and filthy language out of your mouth
6. Philippians 4:8 Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and is there be any praise, think on these things

The hard words are all explained to the children for their understanding, and all verses are read and discussed for meaning.

Full Extended Care Parents

How does extended day work for my child?

Your child's day is divided into 3 parts –

7-9 All of the children are assigned to either nursery, peeper/toddlers, or older children. There may be times when there are too many children in one group which will require some children to be moved to another group to lessen the numbers, except the non crawling babies. The non crawlers will always be assigned to the nursery.

9-1 This is considered the “academic” time for all of the classes, and every child has an assigned spot for this time frame for the school calendar year from September through May. There is no movement of children during this time.

1-3 and 1-5:30 This time is considered “after” or “extended care”. For all of the children except the nursery, nap time is 1-3, followed by bathroom time, snack time and activity time, as appropriate for each age group. As in the 7-9 time frame, all classes, except non crawling babies, are adjusted so all teachers are not overloaded with children.

Since all teachers do not work the same schedules, your child will have different teachers throughout the day. Because we are a small program, your children will soon be accustomed to our entire staff. Please ask if you have any questions or require further explanation of our procedures.

Lunches and snacks

Please help us by sending only finger foods that can be picked up from a high chair tray or table for children ages 1 ½ yrs and older.

Ctk will follow the Riverchase Elementary School guidelines for liquid drinks:

- no “red” drinks that can stain floors when spilled

- only **water** provided by CtK will be allowed with snacks

Ctk has also added this policy regarding food of any kind:

- no canned goods that need opening with can opener

- no powders that need to be mixed with liquid for drinks at lunch

- no food that needs to be heated except in nursery and crawler rooms

Your cooperation and understanding are appreciated.

Thank you for your trust in us as your childcare program. We will work hard to keep this a happy, safe and fun place for your child.

Please sign and return to the office. These policies do not cover every situation that may arise. But they serve as standards of this program, and other issues will be covered as they arise. Your understanding is appreciated when policy or topics arise during the year that are not covered in this booklet and must be put into effect.

I have read this manual and agree to abide by the policies set forth for Christ the King Lutheran Church Preschool.

I further understand the illness policy as stated:

CHILDREN WHO HAVE HAD FEVER WITH OR WITHOUT ANY OTHER SYMPTOMS, DIARRHEA OR VOMITING IN THE PAST 24 HRS OR A COMMUNICABLE DISEASE WILL NOT BE ACCEPTED ON ARRIVAL ON ANY GIVEN DAY WITHOUT A NOTE FROM A DOCTOR GIVING PERMISSION FOR RETURN TO THIS PROGRAM WITH OTHER CHILDREN.

In addition to the doctor's release, children must be free of the above conditions for at least 24 hours before their return.

CTK admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admission policies.

PLEASE **PRINT** LAST NAME _____

Sign below:

_____ Date _____

Parent signature