



# Parent Handbook 2022- 2023

Christ the King Preschool

# 2022-23 Handbook

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## Welcome to Christ the King Preschool

Director: Beth Hollander, 919-460-0950; email: [preschool@ctkcary.com](mailto:preschool@ctkcary.com)

We are delighted that you have chosen to enroll your child at Christ the King Preschool! The staff and I look forward to getting to know you and your child, and we eagerly anticipate an amazing learning adventure together.

### Helping Your Child Grow and Learn Through Fun!

At CTK Preschool, our mission is to help children develop a love of learning, because learning is fun. We want each child to love coming to school, and we strive to give each of them a solid foundation for their educational future.

In order to achieve these goals, CTK Preschool implements the following strategies:

- We provide a child-centered play-based program, designed to meet the real needs of children;
- We allow students the freedom to be children;
- We put spiritual, physical, emotional, and intellectual well-being first;
- We nurture children and help them learn how to get along with their peers by providing a safe, loving, Christian environment;
- We teach problem-solving skills, which help children learn to resolve conflicts, form positive relationships, develop self-discipline, and show respect for others.

## All Children Are Welcome!

CTK Preschool admits students of any race, color, and national or ethnic origin, as well as any religious background, to all the rights, privileges, programs, and all activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, or religious background in its administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

## Abuse Prevention Policy

For the safety and well-being of our children, CTK Preschool abides by Christ the King Lutheran Church Abuse Prevention Policy. This policy can be viewed in its entirety at [www.christthekingcary.org/abuseprevention](http://www.christthekingcary.org/abuseprevention) or a paper copy can be obtained from the CTK Preschool Director. As discussed in the abuse prevention policy, there may times when only one adult will be supervising your child for a short period, for example, when another child or your child needs medical attention, needs assistance in the bathroom, is awaiting the arrival of a parent, or other special circumstances.

## **Registration Requirements, Application and Acceptance, and Fees**

Age requirements for specific classes at CTK Preschool are set forth in the registration requirement chart and are based upon the North Carolina schools requirement for children entering Kindergarten.

### 2022-23 Class Schedules, Age Requirements, and Tuition

Class/Age	Days	Age Requirements	Time	Fee
2 Days / 2 years	M/W or T/Th	Two before August 31	9:00 – 12:00	\$190
4 Days / 2 years	M-Th	Two before August 31	9:00 – 12:00	\$350
3 Days / 3 years	M/W/F	Three before August 31	9:00 - 12:30	\$240
5 Days / 3 years	M-F	Three before August 31	9:00 – 12:30	\$305
4 Days / 4 years	M - Th	Four before August 31	9:00 – 1:00	\$305
5 Days / 4 years	M - F	Four before August 31	9:00 – 1:00	\$345
TK Combined with 5 Days / 4 years	M - F	Five before August 31	9:00 – 1:00	\$345

## **Application, Placement, and Waiting List Policy**

To register, you must fill out an application and all related registration forms, indicating your first, second, and third choice of class placements for your child. Contact the Director for the most current information.

Placement in specific classes at CTK Preschool is on a first come, first served basis. When classes are filled, applicants will be placed on a waiting list for the requested class(es).

## **Registration and Activity Fees**

A registration fee of \$100 is due upon submission of your child's application for enrollment. This fee is non-refundable after your child is placed, unless your family moves out of Wake County before preschool begins. In addition, supply fee of \$30 per child is due at registration; alternatively, the supply fee may be paid with the September tuition payment.

## **Physical Exam**

All children entering preschool are required to have a physical exam by their pediatrician. Health forms and proof of immunization must be completed and returned to CTK Preschool by the end of the child's first month of school. **If the immunization record is not supplied by the end of the first month of school, the child will be asked to remain at home until the record is supplied.**

## **Toilet Training**

Three year olds must be toilet trained for acceptance into the program. After three "accidents," we will talk with you about an alternate plan. Please send a change of clothes in a labeled bag to be stored in the classroom. Twos need not be trained. However, if you are in the process of training your child, let the teachers know. We will be happy to help while your child is in school.

## **Tuition**

Tuition rates are determined on an annual basis. See the above class chart for current rates. Make your check payable to CTK Preschool and mail your payment to the CTK Preschool office. If you choose to deliver your payment personally, place it in the lockbox outside the CTK Preschool Director's office. To minimize the risk of lost checks, do not put payments inside or pin payments to your child's preschool tote bag, and do not hand deliver your payments to a teacher or other CTK Preschool staff member. Again to ensure accurate and timely receipt of your payment, either mail it to CTK Preschool or place it in the lockbox outside the preschool office. **Tuition may also be paid by monthly bank draft or credit card payment through the preschool website. This payment portal can be found at [www.ctkpreschoolcary.org](http://www.ctkpreschoolcary.org) The preschool would prefer use of the online payment system. If you choose to use your credit card, you will be required to cover the service fee.**

Annual tuition is divided into nine equal payments. Monthly statements will be sent home the first preschool day of the month and tuition is due by the 15th; for example, September tuition is due September 15th. A late fee of \$10.00 will be charged for each tuition payment postmarked or placed in the lockbox after the 20th of the month in which it is due. If you know your payment will not be made until after the 20th of the month, please contact the Director.

**If a month’s tuition goes unpaid, the preschool reserves the right to suspend your preschool services until payments are up-to-date.**

Parents must notify the Director in writing, thirty days in advance of withdrawal for any reason. Otherwise, a full month’s tuition will be charged as scheduled.

If your family is experiencing financial difficulties, please speak to the Director about potential scholarship arrangements or payment plans.

***Calendar & Attendance***

CTK Preschool begins school September 2nd and ends May the 26th . In most cases, CTK Preschool follows Wake County’s Traditional School calendar for vacations, workdays, and holidays. CTK Preschool does not follow Wake County’s early release schedule.

**Inclement Weather Policy—Closures and Delayed Schedules**

In cases of inclement weather, CTK Preschool follows the Wake County School System closure schedule. When Wake County Schools are closed, CTK Preschool will also be closed.

When Wake County Schools open one hour late, CTK Preschool will open one hour late. If Wake County Schools open **either two or three** hours late, CTK Preschool will open two hours late.

Because of Wake County Public School System’s ability to use early release days and banked hours for inclement weather makeup, the preschool board has decided to “bank” 3 snow days. The first three missed days due to cancelled school will not be made up. Any more days missed will be made up at the discretion of the CTK Preschool Board of Directors taking into consideration both the Preschool and CTK Lutheran Church calendars.

CTK Preschool reserves the right to close, should we feel it is in the best interest of our staff and students.

The delayed opening schedule for CTK Preschool classrooms is detailed below.

<b>Normal Class Schedule:</b>	<b>One-hour Delay Schedule:</b>
9:00 a.m. – 12:00 p.m.	10:00 a.m. — 12:00 p.m.
9:00 a.m. — 12:30 p.m.	10:00 a.m. — 12:30 p.m.

9:00 a.m. — 1:00 p.m.	10:00 a.m. — 1:00 p.m.
<b>Normal Class Schedule:</b>	<b>* Two-hour Delay Schedule:</b>
9:00 a.m. — 12:00 p.m.	11:00 a.m. — 1:00 p.m.
9:00 a.m. — 12:30 p.m.	11:00 a.m. — 1:00 p.m.
9:00 a.m. — 1:00 p.m.	11:00 a.m. — 1:00 p.m.

**\* When Wake County Schools opens two or three hours late, CTK Preschool will follow the two-hour delay schedule.**

**When the delay schedule ends at 1:00 p.m., please send a lunch for your child that day.** Children will eat lunch at school before being dismissed at 1:00 p.m. Do not send lunch when dismissal is at 12:00 p.m. When preparing your child’s lunch, please do not include foods containing or prepared in facilities that handle peanuts or tree nuts.

### **Pre-Entry Visit Days**

Visit Days will be scheduled for students and parents before the first day of school. Teachers will contact you in August with a date and time. In addition, CTK Preschool will occasionally schedule Open House nights when you may visit with your child’s teachers in the classroom. This is a great opportunity for parents—Moms and Dads—to see and ask questions about the CTK Preschool learning environment and teaching philosophy, while viewing first hand your child’s accomplishments!

### **Illness**

To prevent the spread of diseases and to help your child feel better quickly, keep your child at home if they have any of the following symptoms:

- Severe cold\*
- Nausea or vomiting within the last 24 hours
- Severe headache
- Diarrhea within the last 24 hours
- Red, watery eyes with yellow drainage
- Unexplained rash
- Suspicion of a contagious disease such as chicken pox, conjunctivitis, or strep throat
- Fever within the last 24 hours (**Do not send your child to school following a fever, until he or she has been fever-free without the aid of medication, such as Tylenol or Advil, for at least 24 hours.**)

*\*A severe cold can include many symptoms, such as a runny nose with green or opaque mucus, a “croupy” cough, fever, earaches, watery eyes, and tiredness or tiring quickly from bursts of normal activity.*

If your child doesn't feel well, he or she will recover faster and benefit more from a day of rest than a day at preschool. Call the office (460-0950) if your child will be absent.

## **Chapel**

Pastors or qualified lay ministers of CTK will conduct Chapel for all students each week. Specific times will be noted on your child's monthly classroom calendar. Parents are welcome to attend.

## **Car Pool**

Carpool is the preschool term for the line of cars formed for morning drop-off and afternoon pick-up. **With the exception of two-year olds**, all children participate in carpool. In the morning, teachers will come to the car to get the child and walk them to the breezeway. In the afternoon, teachers will escort the children to the car and parents will be responsible for buckling the child into the carset. We strongly suggest that you place your child's safety seat on the passenger side of your car, so we can avoid crossing in front of or behind other cars when bringing your child to the car. For your child's safety, your child should remain in his or her safety seat until a teacher approaches the car in the morning.

## **Morning Carpool**

Morning carpool begins after the first week of school. Carpool will begin at 9:00 a.m. and end at 9:15 a.m. Mrs. Hollander will come get all children after 9:15 until 9:30. If you arrive later than 9:30, park in the upper parking lot and walk your child into the building. ***Children may not come in alone!***

If you arrive before 9:00 a.m., form a line on the right side of the driveway behind the brick walkway. Remain behind the brick walkway until teachers arrive and signal that you may pull forward. ***Do not pull around the car in front of you at any time, unless a teacher has signaled that you may do so.*** For the safety of pedestrians, do not block the brick walkway as you pull forward in the carpool line.

## **Early and Late Arrivals**

If you arrive earlier than 9:00 a.m., plan to supervise your child in your car until carpool begins. Before 9:00 a.m., the teachers will be setting up the room and will be unavailable to supervise and interact with your child at that time. On the other hand, try to arrive no later than 9:15 a.m. Routine late arrivals are disruptive to other children and the classroom learning experience.

## **Afternoon Carpool**

Afternoon pick-up carpool will begin the first day of school. Teachers will have your children in the carpool dismissal area by their dismissal time. Classes dismiss at either 12:30 p.m. (3s classes) or 1:00 p.m (4s classes). As you wait in line to pick up your child, ***do not pull around the car in front of you at any time, unless a teacher has signaled that you may do so.***

Plan to arrive at the dismissal time for your child's class. If you arrive later than 15 minutes after your child's dismissal time, you will be charged a \$10 late fee, and another \$10 for every additional 15 minutes you are late.

Occasionally, everyone experiences minor crises and situations which can ruin even the best of intentions. If you will be unavoidably late, call the CTK Preschool office to let us know when to expect you. At such times, late fees will not apply as long as late arrival is not habitual.

## **Two Year Olds**

The two year old classes will not participate in carpool line. You may park in the upper parking lot for drop-off and pick-up. Walk with your child into the classroom for drop-off, and be sure to walk with your child from the classroom back to your car at pick-up time.

## ***Health and Safety/Emergency Procedures***

### **Fire Drills**

For the safety of all children, all staff members are to be familiar with the evacuation plan for each classroom:

- Children are to stop what they are doing and line up at the door in the classroom.
- First teacher in line takes the emergency bag with him/her.
- Make sure all students present are accounted for before leaving the classroom.
- Walk down hall, exiting the building at the nearest door without opening a fire door.
- Congregate in the area outside the playground, keeping each classroom separate.

Practice fire drills are to be held once a quarter.

## **Lockdown Procedures**

A lockdown is a protective action employed to safeguard students, faculty, staff and visitors when there is an imminent threat approaching CTK and the Preschool or in the building. The following announcements will be made via text to inform the staff of a lockdown situation. After an announcement, an air horn will signal the level of lockdown.

### **I. CODE RED**

**Announcement:** “Students and staff, we are in a code red. Please lockdown now.”

**Signal:** A constant tone from an air horn will signal a CODE RED.

This means that there is an immediate threat to the preschool or in the church building. This is a complete classroom and preschool lockdown.

### **Procedure:**

- Call 911 □ Remain calm.



- Move all students, staff and identified visitors into the classrooms or the closest secure room.
- Lock all interior doors.
- Remain in your room.
- Turn off all lights.
- Move students away from the windows and doors.
- Have students positioned on the floor and remain quiet.
- If a classroom is outside, they will be notified by the air horn tone or a phone call. These students and teachers are to make their way to a designated area away from the building.
- If time permits, a red poster will be hung in the main entrance doors to signal those who want to enter the building that it is not safe to enter.
- Teachers are to notify parents by a text message or telephone call that we are in a lockdown.
- Parents will receive an email from the preschool as well.
- Carpool: If a CODE RED is issued during carpool CARPOOL STOPS. All children inside the building are to be secured. All who are outside are to move away from the building.

## II. CODE YELLOW

**Announcement:** “Students and staff, we are in a code yellow, community lockdown.”

**Signal:** Short blasts from the air horn signal a CODE YELLOW.

This means that there is something in the community that poses a threat to the preschool.

### Procedure:

- All outside activities should cease and students/staff will move into the building.
- Children and staff can move about in the building but outside movement is prohibited.
- Teachers are to notify parents by a text message or telephone call that we are in a lockdown.
- Parents will receive an email from the preschool as well.
- Carpool: If a CODE YELLOW is issued during carpool CARPOOL STOPS. Bring everyone into the building and secure all exterior doors.

## III. CODE GREEN

**Announcement:** “Students and staff, we are now back to code green. Please return to your normal activities.”

### Procedure:

- Teachers notify parents that we have returned to a CODE GREEN and have resumed normal activities.
- An email is sent all parents.

### **Threatening Weather/Tornados**

For the safety of all children, all staff members are to be familiar with the emergency plan for each classroom in the event of threatening weather:

- Children are to stop what they are doing and line up at the door in the classroom.
- First teacher in line takes the emergency bag with her.
- Make sure all students present are accounted for.
- Each classroom is to go to their designated area quickly and in an orderly manner. The designated area for all classes is downstairs in the inner hallway directly beneath the preschool main hallway, outside rooms 104 and 107. □ Wait until the “All is clear.”

### **Parent/Teacher Relationships**

We are here to make sure that your child has a positive preschool experience. In order for us to best help your child, please let us know about any changes at home that might affect your child’s behavior at school.

At least once during the school year, generally in January, we will schedule a parent-teacher conference with you to talk about your child’s accomplishments and goals for the year. This is a great time to talk about Kindergarten readiness for children who will be eligible for public school next fall. A follow-up conference will be scheduled if needed.

Meanwhile, the staff of CTK Preschool is always available to talk with you. Let us know if you would like to schedule a special conference with your child’s teachers at any time during the school year.

### **Parent Volunteers**

We love it when parents come in to visit and help in our classrooms. Check with your child’s teachers to arrange a time. Your children will love having you visit!

### **Siblings**

CTK Preschool welcomes siblings for short visits in the classroom with a parent. For safety and liability insurance reasons, they may not stay in a classroom without parental supervision. Consider arranging childcare for younger siblings when you plan to be in your preschooler’s classroom for special events and celebrations. This one-on-one attention is a great way to say to your child that he or she is special.

### **Clothing Policies & Recommendations**

We recommend comfortable, washable, non-restrictive clothing and shoes appropriate for running and outdoor play. Rubber soled shoes with Velcro or tie closures are recommended. For safety reasons, please refrain from wearing clogs, sandals, slip-ons, and open-toed shoes, as much as possible.

Barring extreme cold (near freezing) weather or heavy rain, **we play outside everyday**. Always dress your children appropriately for the weather, including coats, hats, and mittens in winter. Label your child's jackets and outerwear with their name and phone number.

Please provide one change of clothes for your child, including underwear, socks, shirt, and pants, at the beginning of the school year. You may want to exchange the spare clothes as the seasons change.

You do not need to provide smocks or cover-ups for art projects. Smocks are provided for messy activities!

### **Snacks/Allergies**

A snack is provided by CTK Preschool each day. All snacks are peanut and tree nut free. In addition, we do not serve snacks that have been processed in a facility that also processes peanut or tree nut products. However, other groups that use the facility, such as Sunday School classes or community organizations, may not be governed by this policy. If you have any concerns about possible contamination of your child's classroom due to other groups' usage of the room, please speak with the preschool Director.

If your child has other food allergies, please make the staff aware of your child's allergies and the sensitivity level for your child. For example, if your child is allergic to eggs, can the snack contain eggs (such as in baked goods) or should all eggs be avoided?

If you would like to bring a special snack for your child's class, you are welcome to do so. However, check with your child's teachers to find out about any allergies the children may have to ensure snack safety for the entire class.

### **Special Occasions/Birthdays**

At the beginning of the preschool year, we may ask parents sign up to help with one holiday party. If you celebrate holidays not included on our schedule, we would love for you to come in and share your traditions with us. You are also invited to provide a special snack on your child's birthday.

**Birthday party invitations may not be distributed in the classroom.** If you would like to send invitations to your child's classmates in the mail or by email, we will provide a current classroom roster with mailing addresses and contact information.

### **Toys from Home**

Some of our classes have special show-and-share days, as indicated on their monthly calendars. Please help your child choose an educational, non-violent item to bring to class.

We understand that some children will want to bring a special blanket or stuffed animal to help them feel secure. These items are welcome as long as they do not create a problem in the classroom.

**Questions**

If you have questions regarding any of these policies, contact Beth Hollander, Director, CTK Preschool at 919-460-0950 or email: [CTKPreschool@christthekingcary.org](mailto:CTKPreschool@christthekingcary.org).

**Website:** <http://www.christthekingcary.org>

I, \_\_\_\_\_, have read the policies and procedures in the CTK Preschool Handbook for the 2022-2023 school year. I understand the information presented in each section especially:

\_\_\_\_\_ The section on tuition (page 3/4);

\_\_\_\_\_ The section on inclement weather and make up days (page 4/5);

\_\_\_\_\_ The section on illness (page 5);

\_\_\_\_\_ The section on snacks and allergies (page 10/11).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and initial the above statements and return to your child's teacher. Thank you for taking the time to read and understand the CTK Preschool Handbook.

Beth Hollander, Director