



# **PARENT HANDBOOK 2019 – 2020**

Christ the King Preschool  
13501 S. Tryon St.  
Charlotte, NC 28278  
704-504-1135  
Tax ID 58-2535230

[www.ckcharlotte.org/preschool](http://www.ckcharlotte.org/preschool)

Email: [tracie@ckcharlotte.org](mailto:tracie@ckcharlotte.org)

Find us on Facebook @ *Christ the King Preschool Charlotte*

## **WELCOME**

We are glad you have chosen Christ the King Preschool. We have a great year planned for your child. Our mission is to provide a safe Christian learning environment for children while bringing Christ to the center of their lives and to the lives of their families. This mission is carefully put into daily practice by a strong team of skilled, caring teachers with many years of experience.

### **EDUCATIONAL PHILOSOPHY**

God commands that children be taught to love God and place Him first in their lives. Parents are responsible for the education and training of their children. As parents enroll their children in the CtKP, the preschool becomes a partner in giving this education. The program is intended to meet the needs of the total child by including activities that help the child grow spiritually, socially, physically, mentally and emotionally.

The educational process goes beyond the acquisition of academic skills. A child will learn to adjust to time away from parents and develop a love and trust for his/her teachers. Helping a child to discover and explore the world around him/her will help him/her grow mentally. Physically the program provides outside play, a tumbling program (Traveling Tumblebugs), music with movement, and manipulative toys to help a child develop both fine and gross motor skills. As preschoolers play and interact with one another they make friends and grow socially. Spiritually the children will hear Christian teachers share Bible thoughts, stories, songs, and prayers that help them learn about God, Jesus and the Bible. The child will experience the love of Jesus through his/her relationship with his/her teacher.

The student will be educated as an individual with his/her own unique abilities and personality so that he/she will leave our program with a good self-image, knowing that God created him/her special, confident and eager to learn.

### **MISSION STATEMENT OF CHRIST THE KING PRESCHOOL**

To provide a safe Christian learning environment for children while bringing Christ to the center of their lives and to the lives of their families.

### **MISSION STATEMENT OF CTK CHURCH**

**Our mission** is to connect **ALL** people to the **life-giving** message of Jesus as we **experience God, find freedom, discover purpose, and make a difference** in our world.

## STATEMENT OF FAITH

CTK Church Mission: To connect ALL people to the life-giving message of Jesus as we experience God, find freedom, discover purpose, and make a difference in our world.

Our mission rests firmly on the Gospel of Jesus Christ as expressed in the creeds and confessions of the Church and in our Statement of Faith:

**We believe in the Trinity, as the Bible teaches, there is one God, eternally existing in three persons - Father, Son and Holy Spirit.** *Matthew 28:19, 1 Corinthians 12:4-6, 2 Corinthians 13:14, Genesis 1:1-2, 1 Peter 1:1-2*

**We believe that God the Father created the universe by intentional design. It was not an accident or fluke.** God is all knowing, all powerful and is loving, compassionate, just and kind. He created humans to have fellowship with Him and wants them to be with him in heaven through eternity. *Genesis 1:1-5, Nehemiah 9:6, Isaiah 45:7, Revelation 4:11*

**We believe that Jesus is God's answer to our sin problem.** God came to earth through Jesus to show us how much God loves us. Jesus was both fully man and fully God, and was blameless and sinless. He offered Himself to pay the price of our sin and restore us to a right relationship with God. He died, was buried, and rose again to show God's power in conquering death and sin. He ascended to Heaven and will return again. Through Jesus, forgiveness is possible. It is that forgiveness that restores fallen humanity's worth and connection back to God. *Romans 3:23, Isaiah 64:6, 1 John 1:7-9, 1 Corinthians 15:57, Romans 8, John 3:16-17, 2 Corinthians 5:17.*

**We believe that the Holy Spirit is the presence of Jesus among us.** The Holy Spirit guides us to a relationship with God, convicts us, and comforts us as we grow in Christ. We believe in all the gifts of the Spirit and encourage their use for the building up of the Church. *John 3:5-8, John 15:2, 1 Corinthians 2:11-12, John 14:26, John 14:16-18, John 16:13.*

**We believe that sin is a very real part of our human choice.** Our sin separates us from God and keeps us from experiencing God's true joy for us. Left to us we would be eternally separate from God because we cannot break our cycle of sin. We need the forgiveness from God in Jesus Christ. We need the cross of Christ that pays the penalty of death for our sin. We need the freedom that gives us to be in relationship with God forever no based on our goodness or badness, but rather on our belief in his love and sacrifice to cover our sin and reconnect our separation.

**We believe that the Bible is the Authoritative Word of God and the norm and**

**practice for the Christian life.** It was written by human authors under the divine guidance of the Holy Spirit. In it, God reveals Himself to us and provides us with the perfect guide to life, relationships and eternity with him. *.2 Timothy 3:16-1, Joshua 23:6, Isaiah 40:8, Matthew 5:17-19, 1 Thessalonians 2:13.*

**We believe that Salvation is God's adoption plan for an orphaned humanity.** We removed ourselves from relationship with Him through our sin, yet He gives the gift of salvation freely to us. We cannot earn salvation through our works or by good deeds. We must trust God's grace through His son Jesus and the forgiveness He offers to restore us as sons and daughters of His kingdom. *Ephesians 2:8-9, Romans 8:31-39, Romans 3:23-28, Romans 5:1,8, Revelation 12:10, Galatians 4:5.*

**We believe that The Church is not a building, a denomination, or a cultural gathering.** The Church is the fellowship of believers and the Body of Christ in the world. God's design for the Church is the same as it was at its very inception. We are to be the hands, feet and voice of Jesus to reach out to a broken and dying world, connecting people to Jesus and His Body – the Church, and together change the world around us. *1 Peter 2:9, Ephesians 4:11-13.*

We believe that Baptism is a sacrament (commanded by Christ) with promises through His word as his adopted children. Through the waters of baptism, God establishes a relationship that establishes a way of forgiveness, new life and salvation through his son Jesus. The Holy Spirit of God brings us to the fullness of this relationship as we accept God's claim on our lives and His grace to save us through Jesus. This is when we become followers of Jesus. In baptism, it is like we go into the water and die with Christ so that we also live with Christ. We are a new creation. We affirm baptism at any age as God's movement and claim on our lives as was the practice in the New Testament. We also affirm the need of the baptized to grow in the care of the Christian community so that he/she will live as a follower of Jesus and affirm the covenant relationship God has established. *Matthew 28:19-20, Galatians 3:26-27, Titus 3:4-7, Mark 16:16, Acts 22:16, Mark 10:13-16, Acts 2:38-39.*

**We believe that the Lord's Supper is a sacrament and commanded by God to do.** Through the Lord's Supper, God comes to love us and forgive us. It is a meal of renewal. Jesus comes to us through these physical elements of bread & wine. *1 Corinthians 11:23-32, Matthew 26:26-29.*

**We believe in the worth and value of the human being.** Created in God's image, humans have dignity. Their worth is dependent not on accomplishments, but on God's love. Because God sees humanity as worth dying for, we affirm and acknowledge the dignity of humans. *Genesis 1:26, 1 Peter 1:18-19, Hebrews 2:6-7, Ephesians 3:17-18, Psalm 139:13-14.*

**We believe eternity is not a fairy tale.** It is the continuance of our life after this life. Heaven and Hell are very real eternal places of existence. We were created to spend

eternity with God in heaven. God wants nothing to separate you from him. He loves you. He sent Jesus to die for your sins. Simply believe and follow Jesus and receive eternity in heaven with Him. *John 3:16, Matthew 25:46, Luke 16:22-23, John 5:24-25, John 11:25, John 6:47-50, John 20:31, John 1:12.*

**We believe in and anticipate the return of Jesus Christ.** Though we do not know the day or hour, we joyfully proclaim His return soon to inspire all people to make the most of life today by drawing people into a relationship with Jesus and living in His way. *James 5:8, Matthew 24:37-39, Luke 21:34-36, Matthew 25:1-12, John 14:1-3.*

## **SCHOOL HOURS/ARRIVAL & DISMISSAL**

The preschool operates from 9:00am to 1:00pm. Two-year-olds and one class of three-year-olds attend school Tuesday, Wednesday and Thursday of each week. One class of three-year-olds, and all Pre-K classes attend four days, Monday through Thursday from 9:00am to 1:00pm each week.

The preschool entrance door is located at the far end of the “teacher parking lot” near the mobile units by the morning carpool drop off site. If you need to gain access to the preschool during the hours of 9:15am and 12:45pm for any reason (picking up early, sick child, visiting for birthday treat, etc.), please utilize this door only. You will need to ring the doorbell for access. The doors located near the church’s reception area cannot be used for preschool entry. Please call ahead of time so that we will know to expect you, as we are not always in the office, and may not hear the bell.

Each child shall be accompanied to the classroom by a teacher (carpool), a parent or another adult. **CHILDREN SHALL NOT BE LEFT IN THE CLASSROOM UNTIL HIS/HER PRESENCE IS ACKNOWLEDGED BY THE CLASSROOM TEACHER.** The purpose of this policy is to make sure that the child is safely within the care of preschool personnel before the accompanying adult leaves the child.

The carpool lane will be available starting on the **SECOND** day of school. Please be prepared to walk your child in on the first day. If you are using the carpool, please drive through the carpool lane (see map given at Drop-in) between 9:00 and 9:15am and 12:50 and 1:05pm. **Please wait in your car** for a teacher to assist your child in/out of the car for morning carpool. **Your child should remain fastened in his/her safety seat until a teacher comes to escort them to the classroom.** Please do not let them unbuckle and move about the car in the carpool lane. Please assist your child into his/her **CHILD SAFETY SEAT** for afternoon carpool. **Teachers are not permitted to buckle the children into their safety seats.** Do not pass other cars in the carpool lane. This is a safety hazard. Please be patient while the cars in front of you safely buckle their children into their car.

**YOUR CHILD MUST HAVE A CHILD SAFETY SEAT TO RIDE IN FOR DISMISSAL. IT IS THE LAW!** As you know, NC law requires that children younger than 8 years old and weighing less than 80 pounds must ride in a car seat or booster. Please be certain that whoever is going to pick up your child from school (you or your designee) has a child safety seat for him/her to ride in in the backseat. As preschool teachers and staff, we

take very seriously our role in protecting the children in our care, so please know that we must report to law enforcement when we see this law being broken.

Please help us avoid this difficult situation by making certain that there is a child safety seat available at dismissal. If you find that a safety seat has been forgotten, we will be glad to care for your child while you obtain a safety seat. (The preschool cannot provide a safety seat due to liability reasons.) Please note that late pick up fees will apply.

These fees are \$1/minute for every minute after 1:05pm.

If you choose to walk your child to the classroom in the mornings, please park nearest the Worship Center foyer entrance and enter the building through the double glass doors. This avoids foot traffic through the carpool lane. If you arrive before 9am, please wait in the foyer area for the hallway doors to be open. **The teachers will be preparing the classroom for your child's day prior to 9am.** The preschool hallway will not be accessible until this time.

**If you choose not to use the afternoon carpool option and prefer to walk up to the building to pick up your child, please park in the gravel lot located to the far right of the Worship Center.** Please do not park in the spaces at the top of the Worship Center lot, or in the "teacher lot", you will be asked to move. Even if you are staying to play, please do not park anywhere but the gravel lot. Again, this keeps our families and children safe by avoiding foot traffic in the carpool lane.

**Please refrain from using your cell phone during student arrival and dismissal times.** This includes walking your child into the building. Please engage with your child and staff to help us set a great example for our students of the social skills they will be learning here at preschool. In the carpool lane, the distraction of the cell phone could cause undo injury due to the lack of attention created by its usage. Also, the child, especially at pick up time, needs and deserves to have your full attention. They are excited to see you and share information about their day with you. **Staff members are not permitted to release a child to anyone that is engaged in a cell phone conversation for safety reasons.**

Schedule and routine are your child's friends. THE IMPORTANCE OF BEING ON TIME FOR ARRIVAL AND DISMISSAL CANNOT BE OVER-EMPHASIZED. On time arrival helps set the tone for the entire school day. When a child is late it is awkward for the child and for the teachers who have already begun teaching activities. All children are expected at school by 9:15am unless the teachers are notified otherwise (doctor's appointment, excess fatigue). Late pick-up is detrimental to both the child, who sees all of the other children leave, and to the staff, who must stay with the child until the parent arrives. Children will be ready for pick-up beginning at 12:50pm. If you need to pick up your child before 12:45pm, please call the preschool office to make arrangements to do so. You will need to use the preschool entrance door, mentioned on page 5, to gain access into the building. After 12:45, children will have to be picked up through our normal dismissal door in the MPR.

**Please note that after 1:05pm a late charge of \$1 per minute will be imposed – payable, in cash, at that time to the Director or Assistant Director.** After 1:05pm children can be picked up in the Preschool Office. We recommend that you prepare an alternate pick-up plan for extenuating circumstances.

**If someone other than those listed on your enrollment form or emergency card will be picking up your child, we must have written permission.** We will ask for a picture ID from people we don't know. The picture ID and the name listed MUST match. Please do not use nicknames. This is for your child's safety. Always notify the preschool if there is a change in your normal "pick-up" routine. If possible, please let your child know ahead of time if someone else will be picking them up. We want your child to feel comfortable with the person to whom they are released. **If you are going to be late in picking up your child due to an emergency, please call us at 704-504-1135.** In most cases, this will waive the late pick-up charge.

**Parents must inform the Preschool Director and the child's teacher if they are to deny a non-custodial parent from picking up their child. In this case, we must have documentation stating the names of anyone not permitted to pick up the child from preschool.**

## **THINGS TO BRING TO SCHOOL**

### **1. CLOTHING**

Please make sure to write your child's name on all articles of clothing, lunch boxes and tote bags.

Your preschooler should come dressed in play clothes and soft soled shoes. **Please do not send your child to school in flip-flops, cowboy boots or dress shoes.** Clothes that are comfortable, washable and easy for them to remove for toileting are best. A child who worries about getting clothes dirty does not relax and participate as well in activities. Dress your child appropriately for outside play. Warm coats, mittens and hats are necessary on cold days. We will be going outside **every day**, weather permitting. If you feel that your child is not well enough to go outside, please keep them home.

Please be sure that your child wears tennis shoes on Wednesdays for our Tumblebugs Program.

Please provide an extra set of seasonally appropriate clothing we can store at school in case of any potty accidents or spills that may happen during the day.

For children in our two-year-old program that are not potty trained, please include 3 disposable diapers, wipes, and a change of clothes each day. A small pack of diapers and wipes can be stored at school if you prefer. (please label them)

If a student is enrolled in a three or four-year-old class, they must be potty trained. Teachers in these classes are not permitted to change diapers or pull-ups. If a child needs to be changed while at school, a parent will be asked to come to school to do so.

### **2. TOTE BAG**

CTK Preschool tote bags will be provided to all students at the beginning of the school year. Replacements may be purchased for \$10. **NO BACKPACKS PLEASE.** They do not fit on our hooks.

## THINGS NOT TO BRING TO SCHOOL

Please do not allow your child to bring toys or items from home except for Show and Share Days (3's and 4's classes) items that are pertinent to the topics of study on designated days. We cannot be responsible for toys your child brings from home.

## MEALS

1. SNACKS: Include a small nutritious snack for your child each day. Three and four-year-olds do not need to send a drink for snack. We will encourage children to drink water at snacktime. Please place the snack in a separate small bag labeled with the child's full name. (Two-year-olds will need to bring their own water-filled sipper cup with their name on it.)

2. LUNCH: Lunch is to be prepared at home and brought in the child's lunch box upon arrival to school. Lunches should consist only of healthy foods. NO colas, candy, gum, etc. If items need to be kept cold, they should be brought in an insulated container. In addition, please do not send any food that needs to be reheated because **we will not have use of a microwave oven**. Finger foods and a juicebox or sipper cup/water bottle will be appreciated. Send a fork or spoon if needed. Please include a napkin.

**Please do not send foods that present a choking hazard such as hot dogs, whole grapes, popcorn, etc. to school. If you must send them, please cut them into bite size pieces.** Teachers will share with you how your child eats at school, so you can adjust the lunch items and quantity.

## HEALTH POLICY

A photocopy of your child's immunization records must be supplied to CTKP at the beginning of each school year in order for him/her to attend. A new copy must be supplied each year.

In order for teachers to administer medication (**prescription only**) a "Medical Consent Form", must be filled out, dated, and signed by the parent. Medication must be in its original prescription container with specific dosing instructions and labeled with the child's name and physician. Parents must drop off and take home medication daily to and from the teachers. **MEDICATION MAY NOT BE PLACED IN THE STUDENTS' TOTE BAGS.** Teachers will document what is given to the child during this time. In addition, teachers are not permitted to apply sunscreen to your children.

If your child has asthma or an asthma related respiratory condition or a severe allergy condition, an "Asthma Action Plan" or an "Allergy Action Plan" must also be filled out in full yearly. This form must be signed by the parent **and** the child's physician. Teachers will need to receive explicit instructions on how to administer asthma related medications.

If a child has an allergy that requires an Epi Pen, an "Anaphylaxis Emergency Action Plan" must be filled out in full yearly, and 2 Epi Pens are preferred to be on site at the



school. One in possession of the teacher, AT ALL TIMES, and one in the Preschool Office. The form must be signed by the parent **and** the child's physician. The student may not attend school until the signed paperwork and Epi Pens are at the school. Teachers will have First Aid training (required) on how to administer Epi Pen medications.

If your child is sick, please keep him/her home to protect him/her, the other children & the staff. A child should not attend school if any of the following symptoms are present or have been exhibited within the previous 24 hours\*:

- Temperature of 100 degrees or above
- Diarrhea
- Vomiting
- Pink-eye and other eye infections
- Severe, runny nose
- Persistent, heavy coughing
- Extreme congestion
- Sore throat
- Any unexplained skin rash
- Any obvious signs of illness

If a child exhibits these symptoms during the school day, the child will be taken to the preschool office and parents will be contacted and asked to pick up the child. In the event that a parent cannot be contacted, the emergency contact listed on the enrollment form or emergency card will be called.

**\*Children need to be symptom free for 24 hours without the aid of medications in order to return to school. If they leave school due to illness, they may not return the next day.**

Staff shall wash/sanitize their hands upon arrival at the preschool, before serving snacks or lunch, before and after administering medications, after restroom usage and when required by activities. All children are required to wash/sanitize their hands prior to eating, participation in food preparation activities, after restroom usage and when required by activities. Staff shall monitor student hand washing to ensure children follow good hand washing procedures.

All staff members have up-to-date First Aid and CPR training. Parents will be notified of any accidents involving their child. In the case of a medical emergency or more critical accident, the child will receive basic emergency care according to the abilities of the staff. An attempt will be made to notify the parents/guardians immediately. In the event that the parents/guardian cannot be reached, the child's personal physician will be notified, and his/her instructions will be followed. If the physician is not available, the child will be taken to the nearest hospital if the staff feels that this is necessary. The parents/guardian will be responsible for all payments of medical and dental fees in the care of their child.

## **BIRTHDAYS AND CELEBRATIONS**

Christ the King Preschool has chosen to place emphasis on the Christian aspect of holidays rather than the secular aspects. We will work closely with Christ the King Church to be involved with the Thanksgiving, Christmas, and Easter celebrations.

If you would like to allow your child to celebrate his/her birthday at school, you may bring special refreshments for after lunchtime. We cannot have a birthday party at school, but cupcakes or cookies for an after-lunch treat can be accommodated. If your child's birthday is during the summer, plan for a half-birthday or an "un-birthday". Please make arrangements with your child's teachers prior to bringing in treats so they can check their calendars and advise you of the best date/time and possible food allergies that may be present in the classroom. **Please do not give favors or toys.** Teachers may give out party invitations or special snacks only when the entire class is included.

## **CURRICULUM AND TEACHING METHODS**

Our staff uses the Pinnacle Early Childhood Curriculum as a basis for teaching all lessons. The Pre-K four-year-old classes also utilize the Handwriting Without Tears curriculum and materials. Scripture references and memory verses are from the Holy Bible. Our teachers will enhance this material with other resources and their previous experience. We will strive to develop the child's spiritual, social, emotional, mental, and physical development.

Traveling Tumblebugs LLC is a gymnastics program that visits our preschool each week. Each class receives a 30-minute session in which the children participate in a variety of gymnastic and tumbling skills. Traveling Tumblebugs LLC has its own liability form which must be completed and signed before the students are able to participate. There is no extra cost associated with this program.

## **DISCIPLINE**

Our first step in effective discipline is that our teachers understand the age group they teach and are well-prepared each day with a variety of activities. We help the children prepare for success by integrating activities that promote sensory input that leads to "brain readiness". This way, the need for corrective measures is minimized.

Within each classroom positive rules and guidelines will be established. Children will be taught things they can do, rather than cannot do. When a child does not follow these guidelines, he/she will be reminded. If the reminder is ineffective the child's attention will be redirected or there will be some time allotted out of activities for a child to think and prepare himself/herself for appropriate behavior.

Any discipline problems that persist or are disruptive to the class will be shared with parents, so teachers, parents, and child can work together to correct the inappropriate behavior.

Repeated biting, hitting, kicking or any other inappropriate classroom behavior will not be tolerated. Teachers and children expect to be treated with respect. The child will need to be removed if the inappropriate behavior cannot be controlled. CHILDREN WILL BE SENT HOME IMMEDIATELY IF THEY BITE SOMEONE ELSE.

## **PARENT PARTICIPATION**

Parent involvement is greatly appreciated with the many events planned throughout the school year. Please feel free to donate your time and talents to our classrooms. Be sure to contact the teachers to schedule a convenient time for your visit. If you have any questions or concerns, please feel free to contact the Director at any time. We appreciate your help and support.

Our Support Parents' group is a very integral part of our preschool. We encourage parents to volunteer their time in this way to support other families and the staff here at CTKP. (please refer to Support Parent handout given at the Drop-in)

"Craft Prep Days" are planned for the first Thursday of each month from 9-10am. Teachers appreciate your help in preparing materials for use in the classrooms. This is also a great time to get to know other preschool parents. Younger siblings can play in the multipurpose room (MPR) where you will find tables and supplies set up.

## **FIELD TRIPS**

All field trips must be pre-approved through the preschool office. Two and three-year-olds do not take field trips off campus. With regard to our insurance regulations and the safety of our children, the following rules **MUST** be observed on field trips. (1) Parents must drive or have a parent chosen proxy escort their child on field trips. Teachers are not permitted to drive students. (2) All children must be in the back seat and buckled up in the appropriate child safety restraints. No child is to be in the front seat of any vehicle.

## **COMMUNICATION**

Communication is of utmost importance as we work together in the best interest of your child. An email update will be sent home weekly from the Director with reminders of the week's upcoming events. A monthly newsletter is sent via email from the preschool office, which shares pertinent information for all children involved in Christ the King Preschool.

In each class, the teachers are responsible for sending home a monthly calendar letting you know what is taking place in that classroom. Topics and activities will be listed as well as field trips, "Show and Share" days (3's and 4's only), etc.

Periodically, we will also send home information about activities taking place at Christ the King Church. CTK Church seeks to serve the entire community and so you are invited to all activities and worship services. Please see a list of times and services on page 14 of this handbook.

Parent/teacher conferences may be requested by parents or teachers at any time during the school year. These must be scheduled between the hours of 8:30-9:00 am, or between 1:15-1:45 pm on school days. This gives everyone involved an opportunity to share information about all the positives and also to express any concerns there may be about a child's learning. Within the first few weeks, your child's teachers should let you know how your child is adjusting to school. Progress reports will be sent home in late October and formal conferences will be held for 3's and 4's classes in February.

The two-year-old teachers will communicate weekly with parents via student folders by filling out comment forms, but also may include emails or phone calls more frequently as the situation dictates.

If at any time a parent is concerned about their child or the preschool, the proper channel of expressing concern is first the appropriate teacher, then the Director, and finally the Board. Caitlin Foster (cfoster913@gmail.com) is the parental voice on the preschool board this year regarding school affairs, amendments to the Policies and changes in school philosophy and policy. Annual budgets, Board Meeting Minutes & Policies are kept in the preschool office and are available for parents' review at any time.

## **SUBSTITUTE TEACHERS**

Periodically throughout the year CTKP will need substitute teachers. A parent may ask to be put on the substitute list. A brief training session must be attended. Substitutes are paid at a rate of \$32/day by the preschool.

## **HOLIDAY AND WEATHER CLOSINGS AND DELAYS**

There will be no refund of tuition due to school closings for bad weather or other events beyond the control of the preschool.

The preschool will operate on a schedule coinciding with Charlotte-Mecklenburg Schools in regard to closings due to holidays, and teacher workdays. If CMS Schools are closed due to bad weather, CTKP is as well. If public schools are delayed either one hour or two hours, the preschool hours for students will be 10am – 1pm. **We will not do morning carpool on these days.** Please check WCNC.com news for closings.

Christ the King Preschool does not have "make-up days" for missed school days due to weather, or other related CMS closings, or other events beyond the control of the preschool.

## **TUITION**

Tuition is a yearly fee broken down into 9 equal payments. Monthly tuition will be paid by EFT. The first EFT will occur on May 1, 2019, for September's tuition. The next EFT will occur on September 1, 2019, for October's tuition. Subsequent tuition payments are due on the first of each month for the following month through April 1, 2020. If the EFT is returned, we will notify the parent or individual responsible for payment, and the funds

will be due in cash the next business day. All returned EFTs will incur a \$20 processing charge.

**Tuition and registration payments/fees are non-refundable.** Tuition will still be due, and no adjustments will be made in tuition for days missed due to student's illness, being out of town (including, but not limited to, extended trips abroad), regularly scheduled holidays, weather related closings, or other events beyond the control of the preschool.

## **TERMINATION OF ENROLLMENT**

When a child is voluntarily withdrawn from the program, parents must give a written notice at least 30 days in advance. If a child is still enrolled as of April 1, 2020, tuition for May 2020 will be due.

There may be times when our school may not meet the needs of a particular child. When this occurs, the parents will be notified and given a full month's notice to find other arrangements for their child. However, if the child is posing a danger to him/herself or others, immediate dismissal may be necessary. If the Director determines that we are not meeting a child's needs, the parents will not be responsible for any tuition after the child has left the program.

## **SCHOOL RULES**

Everyone is to use...  
listening ears, kind words, gentle hands, quiet voices, and walking feet (when inside classrooms and hallways).

## **PLAYGROUND RULES**

Rules for teachers:

1. Two teachers must be on the playground at all times.
2. Always carry the playground kit, including the two-way walkie/talkies and first aid supplies, to the playground.
3. Teachers may not push children on the swings or assist children crossing the monkey bars.

Rules for students:

1. No throwing of any objects.
2. No removing of shoes.
3. Never leave the fenced-in playground without a teacher.

## **MISCELLANEOUS**

Please be mindful when taking pictures of special events here at Christ the King Preschool, that some parents prefer their child's images NOT be posted on the internet or in other public forums. The CTKP staff abides by the contract signed by each individual parent/guardian regarding photo usage, and while individual parents are not bound by that contract, we do ask for your consideration of the privacy of other families and their children.

Here are some of the worship opportunities offered at  
Christ the King Church....

**SUNDAY WORSHIP**

8:30 a.m. (Traditional)

9:30 a.m. & 11:00 a.m. (Contemporary)

9:30 & 11:00 – Children’s Ministry 6 weeks –5 years  
held in preschool hall

11:00 am Stepping Stones class for children with special needs

Nursing mother’s room for moms needing to feed or spend time with their  
child offered in the preschool hall.

More info on all of these areas can be found at  
[www.ctkcharlotte.org](http://www.ctkcharlotte.org)

CTKP STAFF

Preschool Office Hours: Mon. – Thurs. 8:00 a.m. – 2:00 p.m.

Director:

Tracie Zielinski  
[tracie@ctkcharlotte.org](mailto:tracie@ctkcharlotte.org)

Assistant Director:

Gina Dobbin  
[dobbing@bellsouth.net](mailto:dobbing@bellsouth.net)

Sathya Rajasekaran  
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**Preschool Board Members:**

Tracie Zielinski, Director  
Gina Dobbin, Assistant Director, Advisory Member, Secretary  
Caitlin Foster, Parent Representative  
Karen Garris, Teacher Representative  
Nancy Ridgeway, Church Representative,  
Joyce Reynolds, Church Representative  
Jimmy Dyksterhouse, Church Representative  
Justin Bell, CTK Church Council Liaison, Advisory Member  
Pastor Craig Bollinger, Advisory Member

CHRIST THE KING PRESCHOOL

STATEMENT OF AGREEMENT

I, \_\_\_\_\_, the parent or guardian of  
(print parent's name)

\_\_\_\_\_ have read and do understand the  
(print child's name)

guidelines presented in this Parent Handbook for Christ the King Preschool. I agree to abide by these guidelines for the 2019 – 2020 school year.

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Please return this form by the first day of school to your child's teachers to be kept with your child's records.