



PARENT HANDBOOK 2020 – 2021

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

Tax ID 58-2535230

www.ckcharlotte.org/preschool

Email: 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 classes all operate from 9:00am to 1:00pm. Two-year-olds attend T-Th, Three-year-olds attend either M-Th, or T-Th, and Pre-K four-year-olds attend M-Th.

The carpool lane will be the only method for arrival and dismissal of students. (Masks or face shields must be worn at this time.) Please drive through the carpool lane (see instructions given at orientation on Sept. 3) 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's temperature will be taken daily, and health survey questions will be asked before your child can be admitted to school. If your child's temperature is above 100.0 or you cannot answer "no" to all of the health survey questions, your child will not be able to attend school that day. **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.

The preschool entrance door is located at the far end of the "teacher parking lot" near the mobile units by the carpool drop off/pick up site. If you need to pick up your child early for any reason during the hours of 9:15am and 12:45pm please utilize this door only. You will need to ring the doorbell. A mask/face shield must be worn at this time, and children will be escorted to you just outside the door. 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. The doors located near the church's reception area cannot be used for preschool entry.

Please refrain from using your cell phone during student arrival and dismissal times. 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 pick up your child. After 12:45, children will have to be picked up through our carpool line.

Please note that after 1:05pm a late charge of \$1 per minute will be imposed – payable, in cash, at that time to the classroom teachers. After 1:05pm children can be picked up in their classrooms. Please walk to the back door of their classroom to pick them up. 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.

We are asking that parents provide a small plastic lidded "pencil box" for their child so that each child may have their own set of supplies (glue, scissors, pencil, etc.) to use each day. These will be kept at school.

Please do not allow your child to bring toys or items from home. This minimizes the spread of germs and we would not want anything to get misplaced or broken.

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 snack time. 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 juice box 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.

Children will not be required to wear masks but can do so. Please note, teachers will not be allowed to touch/adjust the masks on any of the children in order to keep them from touching the children's faces.

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 lotions, ointments, sunscreen, etc. to your children. An exception for two-year-old students will be made in order that they can have diaper rash cream/ointment applied by the staff with written permission from the parents/guardians. Parents must supply this item.

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.

Sick Policy Relating to Covid-19

- We will utilize the carline only to receive and dismiss students. Upon arrival in the morning, children will have their temperature taken prior to exiting the car. A series of questions will be asked to screen for Covid-19 symptoms and exposure. Parents will be expected to notify the school of any changes to their answers throughout the week. Any child with a temperature of 100.0 degrees or higher or who answers yes to any of the screening questions will not be allowed to attend school that day. (Staff will also have temperatures taken and will answer the health survey questions to assure their good health.)
- Children displaying excessive coughing, sneezing, or a constant runny nose must remain home unless a doctor's note is provided stating that it is safe for your child to attend or notifying the school of allergies.
- If your child has been exposed to anyone that has tested positive for the coronavirus, that child, and their other student siblings, must stay home to quarantine for 14 days. Additional cleaning and sanitizing of the classroom and school will be conducted.
- If there is a confirmed case of coronavirus within one of our classes, the entire class, including teachers, will be sent home to quarantine for 14 days. Additional cleaning and sanitizing of the classroom and school will be conducted.
- If there are five confirmed cases within the preschool, the entire preschool will close for 14 days and additional cleaning will be done.
- Should a child become ill during the day, the parent will be notified by phone immediately. Parents are expected to come immediately upon notification.
- Children that test positive for coronavirus may return to school after the following three criteria are met (per CDC guidelines):
 - 3 days with no fever not aided by medications and
 - Respiratory symptoms have improved (cough, shortness of breath) and
 - 10 days since symptoms first appeared
- If a class is sent home to self-quarantine, the teachers (if healthy and able) will provide online work through Class Tag.
- Monthly tuition will not be adjusted for days missed due to quarantine. In the event that the preschool is forced to shut down for an extended period of time due to coronavirus, online work will be provided through the end of the current month. No additional tuition will be drafted until there is a new plan in place to reopen.

As this is a fluid and unprecedented situation, this policy is subject to change. We will continue to monitor the situation and CDC's guidelines and adjust our policy as needed. You will receive written notice of any policy changes.

If your child is sick, please keep him/her home to protect him/her, the other children & the staff. A child will not be able to 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 (doctor's note necessary for return to school)

Persistent, heavy coughing (doctor's note necessary for return to school)

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 immediately. 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. In case of exposure to the Coronavirus, or testing positive for the Coronavirus, please see the "Sick Policy Relating to COVID-19 on the previous page.**

Staff shall have temperature checks and fill out a daily health questionnaire and 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 upon entering the classroom, prior to eating, after restroom usage, before and after play time, before and after special classes, 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

If you would like to allow your child to celebrate his/her birthday at school, you may bring special refreshments for after lunchtime. They must be store bought. Unfortunately, at this time, parents will not be allowed to come into the building, but treats may be dropped off to be enjoyed by the class. 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 special snacks only when the entire class is included. Balloons will not be allowed at school.

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.**

If you have any questions or concerns, please feel free to contact the Director at any time. We appreciate your help and support.

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.

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 15 of this handbook.

Parent/teacher conferences may be requested by parents or teachers at any time during the school year. At this time, masks/face shields must be worn to conferences. 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 by appointment 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 from the office 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. Michelle Khounthikoumane, (mmilligan.slp@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 regarding closings due to holidays, and teacher workdays. If the Preschool needs to be

delayed or closed due to inclement weather, the decision will be made by 7 am. Parents will be notified by email, the Preschool Facebook page, and a change in the outgoing message on our phone system. Staff may, but will not be required to, send a text message to parents. If there is a delay, the preschool hours for students will be 10am – 1pm. Please also check WCNC news and WCNC.com for closings and delays.

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 June 1, 2020, for September's tuition. The next EFT will occur on September 1, 2020, for October's tuition. Subsequent tuition payments are due on the first of each month for the following month through April 1, 2021. 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 of that tuition being withdrawn. If a child is still enrolled as of April 1, 2021, tuition for May 2021 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.

TORNADO WARNING PROCEDURE

Upon a tornado warning being issued for the preschool area (we monitor with a weather radio and WCNC news), the children and staff will be moved to room 17/19 until the expiration of the warning.

No one may leave the shelter area until the tornado warning has expired.

Please watch for email messages for updates. We will not be able to answer the office phone, as all staff and students will be sheltering in 17/19.

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, both of the
services can be found live online at the website below)

More info can be found at www.ctkcharlotte.org

CTKP STAFF

Preschool Office Hours: Mon. – Thurs. 8:00 a.m. – 2:00 p.m.
Preschool Staff are not required to give out their personal phone numbers.
They can be reached at the email addresses below.

Director:
Tracie Zielinski
tracie@ctkcharlotte.org

Assistant Director:
Gina Dobbin
Gina@ctkcharlotte.org

2's
Alyson Siczek
angelsof98@yahoo.com

2's
Suzanne Yarborough
ms.suzi.y@gmail.com

3's
Karen Garris
karengarris@yahoo.com

3's
Jackie Trimmer
javat4@yahoo.com

4's
Heather Hall
heatherhall803@gmail.com

4's
Angela Griggs
angelagriggs1961@gmail.com

Preschool Board Members:

Tracie Zielinski, Director
Gina Dobbin, Assistant Director, Advisory Member, Secretary
Michelle Khounthikoumane, Parent Representative
Karen Garris, Teacher Representative
Nancy Ridgeway, Church Representative,
Cory Hefner, Church Representative
Julie Holmquist, 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 2020 – 2021 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.