

PARENT HANDBOOK

Christ the King Lutheran Church & Preschool

4962 S. Apopka Vineland Rd

Orlando FL 32819

407-876-8155

#C09OR0405

ctkpreschool.net

Christ the King Lutheran Preschool uses a child-sensitive approach to early childhood learning and teaching. We believe that each child begins to learn from the moment that he or she enters God’s world, and that each caregiver is a teacher to that child.

Our preschool rooms provide a wealth of hands-on learning experiences matched to the individual development and interests of our playful and energetic children. We are committed to working with parents and their child’s first teachers through good communication and family support.

We delight in children’s voices and movements. Where safety limits are needed, our staff will guide the children’s behavior through positive direction and modeling. We listen to and respect children’s feelings as we teach constructive ways to work through those feelings. We encourage children’s independence and active concern for others, helping children to build friendships and learn to play and work well together.

We believe that children learn best when they are ready to learn, not pushed to learn, and that spiritual, physical, social, emotional and intellectual development are as important as academic development. We also believe that academic skills and concepts are best learned through playful, adventurous activities, which invite and hold children’s attention and engage all of their senses.

We believe that young children develop their imagination and thinking skills through block play, dramatic play, creative art, fine and gross motor as well as science activities. We display and celebrate this imaginative process rather than tidy, teacher-controlled products.

We rejoice that each child is a gift from God!

***CURRICULUM GOALS***

Through activities in our hands-on early childhood curriculum, children will:

1. Grow spiritually to:
2. Develop a sense of trust
3. Realize their need for God’s love
4. Come to know Jesus as their Savior
5. Respond to God’s love
6. Feel secure in God’s love and care
7. See themselves as children of God
8. Grow emotionally to:
9. Develop a positive self-concept
10. Feel free to make mistakes and be comfortable with those mistakes
11. Develop a sense of security and trust
12. Exhibit independence and responsibility
13. Channel emotions into appropriate and acceptable outlets
14. Grow socially to:
15. Learn to work, play and communicate with others
16. Adjust to group situations
17. Accept others as they are
18. Develop a sense of community
19. Accept changes in environment and routine
20. Grow physically to:
21. Develop gross and fine motor co-ordination
22. Develop hand-eye and eye-foot co-ordination
23. Become aware of their own bodies
24. Understand the importance of physical health
25. Grow intellectually to:
26. Continue to develop language use and understanding
27. Develop pre-reading skills such as: visual and auditory discrimination and

understanding of symbols and love of and interest in books

1. Develop pre-math skills such as: sorting and classifying, seriation, understanding of symbols, spatial awareness (sequencing and time)
2. Develop an ever-increasing attention span
3. Complete tasks
4. Initiate their own activities and projects
5. Develop language and communication skills
6. Grow creatively to:
7. View themselves as uniquely created individuals valued by God
8. Express their ideas in a unique way
9. Feel free to create artistically using a variety of media
10. Develop their God-given talents and abilities

***OUR PRESCHOOL PROGRAM***

You have selected an exceptional program that meets or exceeds all state standards. Our large, well-equipped classrooms provide children with the opportunity to learn and explore at their own pace. We have selected the WEE Learn curriculum and are proud to be a provider for Florida’s VPK program.

Young children feel most secure in a set, predictable routine. Therefore, all classes at Christ the King will follow a daily routine that will include: free choice, circle time, snack time, art and outdoor play. Parents will be provided with a classroom schedule.

Because young children learn through meaningful experiences in a hands-on environment, Christ the King Lutheran Preschool children will be provided with large amounts of free time to explore, manipulate, imagine and create. An adundance of materials and activities will be provided to foster young minds. Learning activities in large and small group settings will provide opportunities for children to listen to stories, sing songs, participate in discovery through group discussion.

Our curriculum will be organized around themes such as “Traditions Around the World”, “The Great Outdoors”, “Community Helpers”, etc. Each theme will be integrated into the daily schedule with a variety of activities such as: art, music, blocks, books, science, homeliving, writing and games. Concepts such as colors, shapes, numbers, and letters will be introduced throughout the school year, keeping in mind the developmental level of each child in each age group.

Spiritual development will play an extremely important role in our program. This will be accomplished with daily devotions, weekly chapel, daily prayer and situational experiences in Christian living.

Chapel Services:

All children in our program will experience Chapel on a rotating weekly basis. 3s and 4s will begin in September and 2s will being in October. We will meet in the church for a brief chapel service designed around our young children. Pastor Tim Brown will lead us in Chapel each week. In the event the pastor is unable to do so, the Director or one of the Lead Teachers will step in to help.

 Meals and Snacks:

All children who stay after 12pm are required to bring a healthy lunch daily. In an effort to promote healthy nutrition skills, the Department of Children and Families has mandated that lunches not contain an excess of sugar and candy. Children are encouraged to eat their healthy foods first, then their desserts. Please keep in mind that there is limited time to eat, so make the foods simple and quick. THERE IS NO ACCESS TO MICROWAVES, PLEASE DO NOT SEND MEALS TO BE HEATED. Snack time is also an important part of the preschooler’s day. In addition to providing nourishment, snack time promotes social growth. Due to ever-increasing allergies and food preferences, CTK WILL NOT provide a healthy morning snack daily. We are NOT a nut-free school, but we will make every effort to prevent those with allergies from coming into contact with allergens. You will be expected to provide information about any allergies on your child’s enrollment form. Water will be provided throughout the day for your child. Please provide a water bottle each day for your child, with his/her full name written on it.

Field Trips:

All children will have the opportunity to enjoy in-house programs & visitors.

Parent Volunteers:

Parents will be asked to volunteer on a need only basis. Teachers may ask parents to help with parties and class functions. The Director may ask for help in planning a teacher birthday celebration.

***ENROLLMENT, POLICIES AND PROCEDURES***

 Enrollment Procedures:

 All enrollment forms are available on the website: ctkpreschool.net

1. Christ the King member families will be given first priority.
2. Enrollment will then be open for families currently enrolled. A schedule will be posted to accommodate each age level in an effort to eliminate long wait lines.
3. Sibling registration will be next.
4. Enrollment continues with alumni families within the last 2 years.
5. Enrollment will then be extended to the community. This will be done in a lottery form.
6. Enrollment for the following year will take place in February of each year. Waiting Lists will be established for each class at no cost to the enrolling families.

 Updated information:

 It is the parent’s responsibility to keep all information current with school records,

 especially email and phone numbers. Parents must also provide updated copies of

 immunizations and physical forms as needed, per DCF.

COVID-19:

During these unprecedented times of the COVID pandemic, Christ the King is taking every precaution to ensure your child is safe here. Handwashing procedures are strictly enforced on campus, and we have adopted reasonable measures to do our part in preventing the spread of the disease by daily sanitizing the classrooms, toys and school equipment. However, CTK Preschool cannot guarantee that your child will not become infected with COVID-19. You may be asked to sign a COVID release form, that releases Christ the King from liability, should your child contract COVID.

 Fees:

A NON-REFUNDABLE registration fee is required for all enrollment forms, with the

exception of VPK Only students. These students are exempt.

 Tuition:

 Tuition is to be paid the 1st of each month, through the Tuition Express Portal.

 Tuition is based on a good faith estimate of the cost of providing educational

 services and is not pro-rated on the number of school days in any given month.

 Tuition begins on August 1st and ends on May 1st. Fees not collected by the 10th

 of each month will be assessed a $50 Late Fee.

***PROCARE AND TUITION EXPRESS***

CTK partners with Procare/Tuition Express for their attendance monitoring, family files, and tuition payments needs. You will receive an enrollment form for Tuition Express and all tuition will be directly paid from your bank account or credit card, whichever you choose. The staff will use Procare to monitor your child’s attendance, who picked up and dropped off, all family information, classroom photos and teacher communications. This will be a very important tool we can share with each other to make sure that you & your child, as well as our teachers, have wonderful school year.

***CLASSROOM AND SCHOOL POLICIES***

 School Hours of Operation:

 Christ the King is open Monday-Friday from 8:00am – 3:00pm, beginning in August. We will follow the OCPS school calendar regarding major holidays and school closures. CTK is closed on Labor Day, the week of Thanksgiving, 2 weeks in December for the Christmas Break, 1st Monday in January for Teacher Work Day, Martin Luther King, Jr. Holiday, Presidents Day, Good Friday, Spring Break. In the event of a weather or emergency closure, the Director will contact the Parents via email. The teachers will also contact the parents via email/Procare or by phone.

Summer Camp:

Currently, we are not offering a summer camp for Summer 2022. This could change, however, if we have enough interest. The Director will send out interest forms in April.

Drop Off and Pick Up:

Parents/caregivers are required to bring their child/ren to the CTK Preschool gate and ring the bell. Staff will accept the children and sign them in accordingly. Children are allowed as early as 8am, with pickup being at 3pm. NO CHILD WILL BE RELEASED TO ANYONE THAT IS NOT ON THE PARENT AUTHORIZATION FORM. ID MAY BE REQUIRED IF STAFF IS NOT FAMILIAR WITH ANYONE AUTHORIZED TO PICK UP. In situations where there is a divorce or separation, CTK must be notified in writing of the visitation schedule. Christ the King will not release the child to a non-custodial parent unless written permission is given. A child will not be released to an individual that appears to be intoxicated or otherwise impaired. There is a late fee of $10 if the parent/caregiver has not picked up their child by 3:05pm, and $1/minute for each minute thereafter. Parents will be billed on their Procare/Tuition Express account.

Children’s Dress Code:

For the safety and comfort of all children, please have your child dressed in preschool-friendly clothes. Every day, the children will be playing on the floor, on the playground, painting and doing projects. Do not let them wear something that is their favorite, uncomfortable or restricting. Boys may wear pants, shorts, polos and t shirts with kid-friendly pictures on them. Girls may wear pants, shorts, skorts and dresses with shorts worn underneath; shirts and t shirts with kid-friendly pictures on them. Shoes need to be CLOSE-TOED. Please provide an extra set of clothes including underware in case of spills or accidents. Be considerate of the weather and provide jackets or sweaters on cooler days. We go outside every day unless inclement weather dictates otherwise.

Parties:

All classes will celebrate the following holidays with class parties: Fall, Thanksgiving, Christmas, Valentine’s Day, Easter and the last day of school. Signup sheets will be available to parents who would like to donate to these events. Birthdays will also be celebrated in the classrooms. Parents may provide 2-bite cupcakes or small cookies for their child’s celebration. Please let the teacher know what you will do. If you are having a private party for your child, please invite classmates OUTSIDE of the school. Feeling are hurt if not everyone is invited.

Photographs:

Individual photos will be taken professionally in the Fall and Spring/Graduation. Purchase of any photos is optional and payable to the photographer. Throughout the school year, photos will be taken of your child and posted only to the ProCare portal. Parents decide if their children can be photographed or not, via the Parent Authorization Form. CTK will only publish photos for their website, if parental consent is given.

School Open Door Policy:

In a pre-Covid world, CTK allowed parents to volunteer and visit their child’s classroom. Visits for now will be limited to Meet the Teacher, Parent/Teacher Conferences, and occasional events planned by CTK.

School Rules:

1. Be kind to others
2. Be safe
3. Treat toys and books with care
4. Listen when others speak

 The playground is designed for children ages 6 and under. Children on the playground

 will be supervised by a staff member at all times.

 Swings: Sitting only

 Slides: one person down the slide at a time, feet first.

 Monkey Bars: hang from hands only, no sitting on top.

Please be aware that occasionally the children may ride small tricycles around the enclosed sidewalk. If you want your child to wear a helmet, please provide one.

Discipline Policy:

Christ the King has very basic school and playground rules, which are posted inside and outside of the school building. Redirection at CTK will always be practiced in a loving but firm manner. In most cases, simply talking with the child is sufficient to curb inappropriate behavior. In cases where inappropriate behavior continues, re-direction to a different center or area of the classroom will be used. Christ the King will NEVER withhold food or water, or use any form of corporal punishment as a discipline technique. Parents will be informed of inappropriate behavior that continues to persist. In extreme cases, Incident forms will be completed, for the parents, teacher and director to sign. If the behavior continues, and the teacher and director feel that CTK has exhausted all measures to help the child, a conversation of whether CTK is the right fit for the child will take place, between the parents, teacher and director. In all cases, the child will be reassured that he/she is loved and forgiven.

Video and Television Viewing:

Christ the King does not permit video or television viewing in any classrooms during classroom hours, except during special VPK days, a special event, or during bible time. These videos are short, age appropriate and Director approved.

Reporting Suspected Child Abuse or Neglect:

The State of Florida mandates that any individual who suspects that a child has been abused or neglected by any person, must report it to the Florida Abuse Hotline

Non-Discrimination Policy:

Christ the King Lutheran Preschool does not discriminate against anyone on the basis of age, sex, race, religion, ethnicity, national origin, color, marital status, physical or mental disability or veteran status.

Americans for Disabilities Act:

The Americans for Disability Act (ADA) provides child care professionals with the opportunity to serve and include children with special needs or disabilities. All applicants to CTK will be considered for enrollment on an individual basis.

 New Student/Parent Orientation:

At the beginning of each year, Christ the King will host a Meet the Teacher, where parents and children can meet their child’s teacher and receive all classroom paperwork. In September, CTK will host an Open House for parents to check on their child’s progress and have all questions addressed by the teacher or the Director.

Communication:

Christ the King promotes positive, encouraging and helpful lines of communication meant to inform, uplift and support our families. There will ALWAYS be an open line of communication between the parents, teachers and director. Parents are encouraged to email their child’s teacher any time they have a question or concern. Teachers will return emails in a timely manner and work diligently with the parents to rectify any issues. The Director will be brought into any concern if the parent or teacher feels the need to do so.

***STATE OF FLORIDA VPK RULES AND REGULATIONS***

VPK is the Voluntary Pre-Kindergarten Education Program that is state funded. Although the VPK hours are paid by the state, some fees may be required for registration and tuition if the child is enrolled in extended hours before the 9am hour or past the 12:00 daily dismissal. Attendance and punctuality are REQUIRED for a child to remain in our VPK program. Children must not be absent more than 10 days of the VPK program, unless excused by a doctor’s note. More than 10 days of absence could result in removal from the free VPK program and into a tuition-based program, of $500/month for VPK Only, and $675/month for VPK Wraparound. Our day begins at 9am, and it is very important that your child be on time. Excessive tardiness will result in dismissal from the program. Each child will be signed in and out with date and time noted. Parents will sign monthly attendance records for their child. As required by DCF, parents are required to sign the VPK Attendance Policy form acknowledging awareness of the VPK rules and requirements at our school.

***MEDICAL AND PERSONAL INFORMATION POLICIES***

Medication:

No medications will be given by Christ the King Preschool, be it prescribed or over the counter. Please administer these medicines at home before arrival. Epi Pens will be kept in a locked cabinet in the classroom, for easy access in the event of a medical emergency. Proper signed medical forms will be on hand in this instance.

Illness:

A child will be sent home if the child is too ill to remain in school. Any child exhibiting a temperature of 100.1 or higher, showing signs of vomiting, diarrhea, unexplained rash, extreme tiredness, pink eye or head lice will be sent home. The parent will be responsible for the pick-up of the child. The child must be kept home while exhibiting signs of illness. Child must be symptom free for 24 hours before returning to school. If the child is out for 3 days or more, a doctor’s note will be required before the child can return to school.

Parents who exempt their children from medical care on Constitutional grounds MUST have a conference with the Director to discuss alternative methods of caring for the child in a medical emergence before the child can be admitted to school. CTK reserves the right to deny enrollment to families who do not provide the school with an adequate alternative for emergency care. If your child is ill and will not be attending school, please notify the teacher/director

Accidents at School:

1. If the child has an accident at school that produces a minor injury, such as a small bump, bruise or cut that obviously does not require stitches, staff members will take appropriate actions such as comforting the child, washing the wound, and applying ice and a bandage. According to regulations of the Department of Children and Families, staff members are not allowed to administer any kind of medical materials to a wound. Any kind of bump, scrape or cut to the head requires the staff to notify parents immediately. In all instances, an accident form will be completed by the teacher on duty, and parents and the Director will each sign it. Parents will receive a copy of the accident form after everyone has signed it.
2. If the child has an accident that produces an injury that calls for professional medical care, but not emergency care, the parent, guardian or designated emergency contact person will be called immediately. Examples of such situations would be; cuts that may require stitches, uncontrollable bleeding of any kind, large bumps or bruises and possible fractures.
3. In the case of an obvious emergency situation, Emergency Medical Services (911) will immediately called. The parent, guardian or designated emergency contact person will then be notified. All informed persons would then meet at the hospital or emergency center. Preferred hospitals may be listed on the Enrollment Form and will be honored whenever possible; however, EMS will make the final decision.

***EMERGENCY PROCEDURES, DRILLS AND INSPECTIONS***

Christ the King Lutheran Preschool has the following emergency procedures in place. DCF policy requires that attendance is taken before, during and after each drill for the safety of your child. These drills are recorded monthly.

Fire Drills:

The Department of Children & Families requires monthly drills including fire, weather and lockdown instances. Fire exit plans are always posted in each classroom. When the fire alarm system is activated, everyone immediately evacuates the building, to the pre-planned meeting place. The Director will determine the safest route to take.

The Staff will:

Gather the children

Search classrooms to make sure all children are accounted for

Take attendance as they are in line at the door, leaving the building, and when they get to their planned designated area.

Return to classroom when given the “ALL CLEAR” from Director

The Director will:

Time the Drill

Have all emergency contacts available

Walk through the facility quickly, to ensure no one is inside

Proceed to the meeting place

Conduct an overall head count

Give the “ALL CLEAR” and allow everyone to return to their classrooms

Reset the Fire Alarm if necessary

Log the Drill

If in fact there is an actual fire, the Director will call the Fire Drill, call 911, evacuate the building per the steps above, and use the safest route and meeting place to gather. A head count is taken once all together. The director and teachers will then use the Emergency Contacts to contact all parents of the situation.

Evacuation:

Should the need ever arise that our school requires evacuation, our main destination is Church of the Ascension, directly to the north. The Director will call ahead to ensure the building is ok to house the children.

The children will be escorted from our parking lot, through the narrow row of trees into their parking lot. We will enter their main entrance located in the center of the building, facing their parking lot. Teachers will have cell phones, access to Pro Care, and Emergency Contact forms to notify parents of the situation. If this evacuation route has been deemed unsafe, we will proceed carefully across Apopka Vineland to St. Luke’s Methodist Church.

Bomb Threat:

Should the school receive a bomb threat, the person taking the call should remain calm and keep the caller on the line as long as possible. Alert another staff member to contact 911. Write down Caller ID number and exact time of call. Take note of as many other details as possible, such as accent or background noise. Director will evacuate the building as necessary.

Severe Weather/Tornado Warnings:

We are equipped with a weather warning signal system located inside the Preschool Office. In the event of a tornado or severe storm, all classes will assemble in the main hallway, or other safe space without doors/windows. We will wait there until the storm passes or the “ALL CLEAR” is given. Attendance is constantly monitored.

Missing Child:

Teachers must always know how many students they have in their care at any given time. Should a child become missing, the Director is immediately notified to look for the child. The restroom, playground and all classrooms are searched. If the child is not located on the grounds within the fenced area, 911 is immediately called, and parents notified.

Parental Disputes or Abduction Threats:

If the parents/guardians of a child involved in a custody dispute or other disagreement and are acting out in front of the child, the teacher will keep the child and ask parents to move to another area away from others to have their discussion.

Occasionally, we have students whose parents have provided us with legal documents outlining specific custody arrangements. These orders will be strictly followed, and children will only be released to those with custody. 911 will be called immediately for those parents/guardian who become aggressive or threatening.

Suspicious Individuals in the Vacinity:

Suspicious individuals in cars or on campus will be reported to the Director. Director will call 911 and put the school on LOCKDOWN by announcing a CODE RED.

Children will be led to an area that can be locked.

Doors barricaded with furniture and door stops used inside room

Teachers will constantly monitor class counts

Director will contact parents through ProCare of the situation

Wait in place quietly and calmly for Police to give the ALL CLEAR

 NO ONE IS ALLOWED IN OR OUT OF THE PRESCHOOL UNTIL THE ALL

CLEAR IS GIVEN

 Personal Information Policy:

 Christ the King Lutheran Preschool will keep the following records for each child

 enrolled in our Preschool:

1. Enrollment Form
2. Florida Dept of Health Form 3040
3. Florida Dept of Health Form 680-Immunizations
4. Verification of Childcare Facility Brochure, Discipline Policy, Distracted Driver Brochure, Influenza Brochure, Parent Authorization Form, Parent Handbook Form, and VPK Agreement Form, if applicable.

 Permanent Files Policy:

Christ the King Lutheran Preschool is required to keep copies of the following in your child’s file, either paper or electronic, for 5 years:

1. Registration information
2. Health and Immunization Records
3. VPK Assessments (if applicable)

Parent Handbook Authorization Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and accept the rules and regulations that make up the Christ the King Lutheran Church & Preschool Handbook. These include the Disciplinary Policy and VPK Rules and Regulations Policy, as well as the Tuition Policy. I abide by all policies set forth in this handbook and will adhere to them.

Parent Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

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Date Signed

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