

**2017-2018
PRESCHOOL
HANDBOOK**



CHRIST THE KING
CATHOLIC SCHOOL

CTKCS MISSION STATEMENT

Christ the King Catholic School, a ministry of Christ the King Parish, serves the Eastern Shore by providing a quality Catholic education for children in preschool through eighth grade. The faculty and staff are committed to fostering the spiritual, intellectual, social, emotional, and physical growth of students. Christ the King Catholic School offers an academic curriculum integrating faith and learning in a nurturing, stimulating and safe environment. Together with parents and the parish community, Christ the King Catholic School prepares students to meet the future with faith, knowledge and integrity.

SCHOOL PHILOSOPHY

The faculty is committed to fostering the spiritual, cognitive, social, emotional, and physical growth of our students. We accomplish this by providing a loving, nurturing, stimulating, and safe environment where students are encouraged to explore and question as they discover their strengths and talents, and appreciate the same qualities in others.

We are committed to providing an educational experience that includes a strong emphasis on spirituality and Christ-like behavior. We provide sound academic preparation and a curriculum intended to help each child grow and develop as a responsible, competent, confident person with self-discipline, and a commitment to the principles of justice and peace.

ARCHDIOCESE OF MOBILE PHILOSOPHY

The Archdiocese of Mobile charges Catholic schools with the mission of providing Catholic education that deepens the Catholic faith while providing opportunities for rigorous academic instruction.

Catholic Schools will:

- recognize that parents are the primary educators of their children; therefore, effective collaboration and communication with families as partners are essential to the success of the students;
- focus on the moral and ethical development of all students in accordance with Christ's teachings, while preparing them to be citizens of the world and responsible stewards of God's creation;
- challenge all students to achieve the highest academic standards as related to the Archdiocesan Standards and other research-based curricula;
- instruct students in the Catholic faith and promote faith development through worship, participation in the Sacraments, prayer and community service;
- expect the commitment of all parents, teachers, staff and administrators for success in carrying out their mission to educate and teach Gospel Values;

- provide a safe, supportive, and nurturing learning environment for the students in order to assure student achievement;
- regard students as valued individuals with unique, spiritual, physical, social, emotional and intellectual needs;
- recognize and appreciate cultural diversity, while welcoming students of all faiths;
- produce graduates who possess a comprehensive understanding of the world, recognize the need for service to others and commit to excellence in their chosen vocations.

ACCREDITATION

Christ the King Catholic School is accredited by AdvancED School Accreditation, and meets all the requirements of the Archdiocesan Department of Catholic Education and the State of Alabama Department of Education for private schools.

CHILD ABUSE REPORTING

The faculty and staff of Christ the King Catholic School comply with the child abuse reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Department of Human Resources. It is our duty to report suspected child abuse.

PRESCHOOL PROGRAM

Children attending the preschool will participate in an integrated curriculum based on Catholic teachings and values. Academics will be balanced with learning that is active, fun, and age appropriate. These experiences will take place in whole group, small group, and one to one direction.

Pre-K4 will be using the Pearson Owl curriculum. This is a comprehensive Pre-K curriculum that prepares children for kindergarten. This curriculum uses social interactions and the environment to promote personalized instruction.

Pre-K3 will be using the Catholic ABC's curriculum. This curriculum teaches a new letter each week incorporating lessons, crafts, saints, and Bible verses.

All classes will focus on student-centered activities, encouraging play, which is the best way to learn. Learning centers integrating music, art, role-playing, technology, social sciences, and motor development will be incorporated into the classroom schedules.

OBJECTIVES

Christ the King Catholic Preschool will provide a safe, nurturing, and engaging environment by:

- Educating children with Catholic teachings and values
- Providing an active and engaging learning environment
- Promoting the social and emotional development of students by teaching positive peer interactions, cooperation, manners and self-control
- Developing individual student skills and abilities building confidence and independence
- Providing opportunities for gross and fine motor skill development

ADMISSIONS

Christ the King Catholic School does not discriminate on the basis of sex, race, national or ethnic origin, in administration of its educational policies, admission policies, athletic and other school-administered programs.

As openings become available, the following guidelines will be followed:

1. Contributing members of Christ the King parish
2. Contributing members of other parishes
3. Non-Catholic students

ADMISSION REQUIREMENTS

1. Age
 - Children entering Pre-K3 must be three (3) years of age by September 10th.
 - Children entering Pre-K4 must be four (4) years of age by Sept. 10th.
2. Pastor Recommendation Form completed by parish priest
3. State of Alabama Immunization certificate
4. Birth Certificate (original)
5. Baptismal Certificate (Catholic applicants only)

FINANCES

Tuition is charged on a **yearly basis**, but can be paid monthly. All fees must be paid before a child is registered for the following year. All payments for the current year must be completed before a child is withdrawn.

- Tuition is paid based on the option selected per the Tuition Agreement signed at registration.
- All billing is paperless.
- If the electronic draft is returned on the 10th, it will be drafted again on the 25th.

- If a child withdraws any time during a month, the full month's tuition is due.
- The School Advisory Council may require pre-payment of tuition based on past payment history.
- There will be a charge for special services and research into records. This charge will be an hourly fee plus a copy fee plus postage.
- Returned checks will be re-deposited one week after return.

STUDENT WITHDRAWAL

The school office should be notified in writing one week in advance of the pending withdrawal. This will enable records to be brought up to date

ARBITRATION CLAUSE

Any disputes arising out of or relating to this Agreement, performance under this Agreement, or the breach thereof, including all disputes of any nature relating to my child's enrollment and attendance at this school, and including but not limited to the threshold questions of arbitrability and the formation of this arbitration agreement, shall be finally resolved by binding arbitration administered by the American Arbitration Association under its rules, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. The arbitration shall be conducted in the English language in the city of Mobile, Alabama, applying the laws of the State of Alabama. There shall be one arbitrator who shall be selected in accordance with the procedures of the American Arbitration Association. Each party shall pay one half of the cost of the arbitrator. In no event shall punitive damages be awardable by the arbitrator in favor of either party, unless specifically authorized by applicable statute. This provision is continuing in nature and shall remain in force throughout the entire period of my child's enrollment at this school.

THE RIGHTS OF NON-CUSTODIAL PARENTS

At the time of registration, the parents shall provide complete and accurate information regarding the custodial care of the student and visitation rights. Upon request, parents shall furnish to the principal a copy of each relevant court order so as to ensure the safety and welfare of the student. Parents shall have a continuing duty to inform the school of any change in the custodial care of the student and the issuance of any court order restricting or prohibiting parental or third party access to the child.

Unless prohibited by order of the court or other legally binding instrument, a non-custodial parent shall have the right of access to educational records relating to his or her child and, upon written request, may receive copies of school notices relating to the school and school activities. Non-custodial parents shall receive a

separate parent account to access the CTKCS PlusPortal system for online grade and student information. **A \$45 postage and handling fee is required annually for duplicate mailings of school notices (report cards, newsletters and monthly calendars).**

SCHOOL HOURS

School will be in session for Pre-K 3 from 7:45-11:45 or 7:45-2:45 Monday-Friday. Pre-K4 will be in session from 7:45-2:45 Monday-Friday. Students may arrive at 7:00 AM. After School Care will be available until 6:00 PM. There is a fee for monthly after school care and drop-ins. The school office is open on all school days from 7:30-3:30.

ATTENDANCE

Parents should make every effort to have their students arrive on time for school and remain for the full day. If a student is absent, please email the teacher and let them know the child will be absent. If a child will be picked up for an early dismissal, they will need to be signed out at the front desk.

ARRIVAL AND DEPARTURE PROCEDURES

All students must be brought into and exit the preschool through the front door. Entering and/or exiting through the side doors is prohibited. Please assume that there are two lanes. The lane closest to the Center building is the lane to park and bring in or pick up your child. The lane next to the median is the lane to exit by. If you choose to park, please park in the front parking lot. The back parking lot is reserved for teachers and deliveries.

SNACK AND LUNCH INFORMATION

Parents provide all snacks and lunches for their children. Breakfast is not provided. Candy and soft drinks are not permitted. Students will eat in their classrooms.

If your child has food allergies, or if his/her diet changes so that he/she can only eat certain foods, it will be the responsibility of the parent to notify the school and complete a Child Allergy Information Form.

DISCIPLINE

Positive reinforcement, redirection, problem solving and conflict resolution methods are methods used for inappropriate behavior. No employee is allowed to use corporal punishment. Firm limits will be set and enforced by diverting the child from what is not allowed and directing the student toward acceptable activities and behavior. If a child becomes upset or out of control, removal from the group may be necessary. Physically aggressive behavior by students will not be tolerated.

BITING POLICY

Biting will not be tolerated in the preschool. Parents will be called to pick up their child if a biting incident occurs. Any additional incidents may result in removal from the preschool.

UNIFORMS

Students will be required to wear uniforms. Uniforms will be available at Zoghby's Uniform Store.

Girls Pre-K 3 and Pre-K 4

1. Skort-navy/gray plaid. All skorts must be no shorter than 3" above the knee, front and back, when the child is kneeling.
2. Shirt-navy polo with logo.
3. Shoes-all white tennis shoes.
4. Socks-logo ankle socks or all white crew socks.
5. Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt.

Boys Pre-K 3 and Pre-K 4

1. Long pants or shorts-gray twill.
2. Shirt-navy polo with logo.
3. Shoes-all white tennis shoes.
4. Socks-logo ankle socks or all white crew socks.
5. Navy logoed outerwear: full zip fleece, hooded jacket, sweatshirt.

NAP MATS

Nap mats are required for all students attending a full day program. They must be clearly labeled with your child's name. These will be sent home on Fridays to be washed and should be returned on Monday.

EMERGENCY/FIRE/DISASTER DRILLS

Emergency fire drills are held monthly so staff and students know what to do in an emergency. Tornado and lockdown drills are conducted periodically. Everyone on campus, parents and visitors, are expected to participate in drills and follow all administrative directions during such drills.

COMMUNICATION

Parents will receive an E-Blast email message from CTKCS with weekly information about the school.

If there is specific information concerning your child on a particular day, please email the teacher, send a note with your child, or call the office.

If you are trying to reach a teacher to discuss your child's progress or other issue, please email the teacher directly. Teachers will check email at the end of the day.

CTKCS utilizes the PlusPortal online communication and grade posting system. In the event of an emergency, you will receive an email and/or phone call from this system. It will provide details regarding important announcements, weather related issues, or possible school closures.

Assessments of each child are completed in the fall and repeated again in the spring to measure development and learning outcomes. Parents will receive a copy of these assessments. Upon the parent's request, we will provide additional progress reports and conferences if needed. Pre-K 4 Teachers will provide a teacher/parent conference for our Pre-K 4 students in January upon request. This will help parents determine whether or not their child is ready for kindergarten.

VOLUNTEERS

Child Protection Training - The Archdiocese requires that all faculty, staff and persons who volunteer in any capacity at the school be trained in the Child Protection Program. Once obtained, this training must be renewed each school year online. Information concerning this annual training can be found on the Archdiocese website at <http://www.mobarch.org/childprotection/> or by contacting the school office.

Visitors-Parents are encouraged to take an active role in your child's class. Visits to do specific activities should be planned and discussed with the classroom teacher prior to arrival. All parents must sign in and out at the office and wear visitor badges while they are on campus. Visitors shall be deemed bound by this handbook and by all school policies and directives.

CLASS HOLIDAY PARTIES

We will celebrate the following holidays with class parties: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and End of Year. Your child's teacher or room mother will contact you concerning these events. They will let you know what is needed to make these parties successful for you and your child.

BIRTHDAYS

Party invitations may be distributed in school only if every student in that classroom is invited or just all the boys or all the girls. This is done to prevent hurt to students and to create a feeling of belonging in the homeroom family. Deliveries of flowers or balloon bouquets are forbidden. At the discretion and approval of the classroom teacher, cupcakes or cookie cakes may be brought to celebrate a birthday. There must be enough for all the children in the classroom, be pre-cut, and ready to serve.

ANIMALS

For the safety of our children, all animals and pets are strictly forbidden on campus at any time. Please do not bring pets to pick-up at dismissal.

TOILET TRAINING

Students enrolling in Pre-K3 and Pre-K4 need to be completely toilet trained.

HEALTH

Keep home from school: Students should be kept home from school if

- The child has a temperature over 100 degrees.
- The child has vomited two or more times in the previous 24 hours.
- The child has diarrhea or other intestinal distress.
- The child has excessive coughing, sneezing, or nasal drainage.
- The child has any communicable disease such as strep, pink eye, lice, chicken pox etc. The student must stay at home and receive medical treatment.

Illness during school: Students who become ill during school hours will be sent to the front office. Parents must come to the office and sign the student out. Parents must take their children home when:

- The child has a temperature above 100 degrees.
- The child is or has been vomiting.
- The child has certain communicable diseases such as chicken pox, lice, impetigo, ringworm, or conjunctivitis/ pink eye. If a child is found to have lice, then all siblings will be checked as well and sent home if necessary.

Before the student returns to school the following criteria should be met:

- Students must be free of fever above 100 degrees for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students must be free of vomiting and/or diarrhea for 24 hours and **without** medication for 24 hours prior to returning to school.
- Students with communicable diseases may return to school after receiving required treatment. A letter from the physician must be submitted to the school office before the child is readmitted to school.





**ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK
2017-2018**

To ensure a successful learning environment, we all must have a team approach to Catholic Education. An understanding and an adherence to the policies and regulations of the school will help accomplish this goal. The student handbook will serve as a guide in policy matters concerning the operation of our school. It is an extension of the agreements signed at registration. The handbook is online at: www.ctkcsdaphne.org. Please read and discuss the handbook with your children. All members of the school community (faculty and staff, parents and students) are required to become familiar with the handbook contents and sign the following pledge in good faith.

Please return this signed form to the office by September 29, 2017. If you do not have access to the internet, please contact the School Office and a copy of the handbook will be printed for your family.

“We, as a family, have read and agree to be governed by the student handbook. We are aware that we must adhere to all items contained in it.”

_____	_____
Print Family Last Name	Youngest Child’s Name
Parent Signature _____	
Student Signature _____	
Student Signature _____	
Student Signature _____	
Student Signature _____	
Student Signature _____	