

# Christ the King Community Preschool

## Parent Handbook



Christ the King Community Preschool will provide an accepting, safe, and nurturing environment that offers the beginnings of a quality education based on academic fundamentals in a Christian atmosphere.



Christ the King Community Preschool  
1210 South Fell Avenue  
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Board of Directors

Chairperson:	Flo Monger	663-1119	
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Staff

Leslie Harris, Director

Barb Abel, Teacher Pre-K

Patty Pitts, Teacher Tiny Tots

Gladys Khoury, Teacher King's Kids

Kimberly Tiemann, Assistant Teacher Pre-K

Felice Zeigler, Aide Tiny Tots

Nikki Barr, Parent Volunteer

## **Mission Statement:**

**CHRIST THE KING COMMUNITY PRESCHOOL WILL PROVIDE AN ACCEPTING, SAFE, AND NURTURING ENVIRONMENT THAT OFFERS THE BEGINNINGS OF A QUALITY EDUCATION BASED ON ACADEMIC FUNDAMENTALS IN A CHRISTIAN ATMOSPHERE.**

Welcome to Christ the King Community Preschool!

This Parent Handbook is to assist you in finding answers to some commonly asked questions. You will not find everything in here, so please do not hesitate to talk with me at any time.

Directing a Preschool has been a vision of mine for many years. I have a degree in Early Childhood Education with an emphasis on Elementary Education. I taught for 10 years while we resided in California. I have held an Illinois Teaching Certificate and continue to do private tutoring in my home. Teaching is a passion of mine and opening this Preschool has been an answer to prayer.

I have 5 children of my own. One just out of college and the youngest is seven. I was born and raised in California. In 1999, my husband was offered a job here in Bloomington. This is now our home. (I am still attempting to get acclimated to the winters)

This Preschool has started with many prayers, many hands, and plenty of hard work. We want nothing but the best for our children! Christ the King Church and the Preschool staff are here to experience and share God's love. Please make yourself at home while visiting. Parents are welcome, and encouraged, to stop by the preschool at any time. We love when parents visit! We welcome any questions, comments or suggestions.

Together, we can make a difference!

Leslie Harris, Director

# **Christ the King Community Preschool**

## **Statement of Purpose**

Christ the King Community Preschool, located at 1210 South Fell Avenue, Normal, IL 61761, is an extension of Christ the King Episcopal Church. The preschool is operated as a not-for-profit organization.

Families from all faiths are welcome at Christ the King Community Preschool!

Our program is biblically based. We use age appropriate themes which include stories, books, and songs from the Old Testament and New Testament. In general, the children will be learning about God's love, affection, joy, sharing, gratitude, giving comfort, accepting differences, and appropriately expressing emotions.

Christ the King Community Preschool provides children an opportunity to meet in a pleasant environment in which they can grow and develop mentally, socially, physically and spiritually. Under the guidance of trained staff, stimulating activities are geared to provide a well-balanced educational program in which the child may more easily make a transition from home to school.

## **Governance and Operations**

Christ the King Community Preschool is governed by a board of directors. The board of directors serves as the policy-making authority and provides general direction for the affairs of the preschool. A list of members on the Board of Directors for Christ the King Community Preschool will be posted at the preschool.

The **director** of the preschool is responsible for the day-to-day operations of the preschool and serves as the primary point of contact for parents.

## **Enrollment and Admissions**

Enrollment in the preschool shall be granted without discrimination with regard to gender, race, color, or creed. Enrollment shall be open to any child, provided the preschool can meet the needs of that child, and within the licensing regulations of the State of Illinois.

Children are enrolled on an annual school year basis. A non-refundable annual enrollment fee of fifty (\$50) is due upon registration. We do offer a discount for 2 or more children from the same family.

## **Tuition**

Tuition fees will be based on a daily rate. Currently our rates are as follows: Enrolled 2 days per week - \$25/day, enrolled 3 days per week - \$24/day, enrolled 4 or 5 days per week - \$22/day. Monthly tuition will be due on the first school day of every month. Tuition amounts and due dates will be published and provided in advance. Each monthly tuition amount will vary slightly as you only pay for the days we are in session.

A ten (\$10) dollar late fee will be assessed for each delinquent payment of tuition. The preschool reserves the right to suspend a student for delinquency in payment of tuition.

## **Preschool Hours**

The preschool is open five days a week from 8:30 a.m. to 1:00 p.m. Monday through Friday.

Five day-a-week, three day-a-week, and two day-a-week sessions are offered.

## **Daily Arrival and Departure of Children**

**Arrival time: 8:30 a.m. – 9 a.m.**

Upon arrival, please sign your child in at the cubby area. Your child may hang his/her things up. All children must wash their hands before entering the classroom. Please assist to ensure they use soap and rinse well.

**Departure time: 12:45 p.m. – 1:00 p.m.**

Please sign your child out at the cubby area. Have your child check his/her cubby each day for completed projects.

Note: Your child will only be released to his/her parent or any other authorized person that we have on file. We will request a picture ID from anyone other than the parent. Under NO circumstances will we release a child to an unauthorized person.

## **Late Pick-up Penalties and Fee**

A ten (\$10) dollar fee will be assessed for any child not picked up by ten (10) minutes after the designated pick up time. If a child is not picked up by 20 minutes after the designated pick up time, a twenty five (\$25) dollar fee will be assessed, and the child may be subject to suspension.

## Daily Classroom Schedules

Throughout the course of each day, the children are given both structured and non-structured activity times. Though there must be flexibility in any program for young children, the following schedules represent a typical day:

### Tiny Tots

8:30 – 9:00	Welcome! Wash hands, Morning Free Play
9:00 – 9:30	Snack and Music (Potty)
9:30 – 10:00	Craft Time
10:00 - 10:40	Story and Free Play (Potty)
10:40 - 11:00	Gym Time/Outside Play
11:00 - 11:30	Center Time
11:30 - 11:40	Clean Up, Prepare for Lunch (Potty)
11:40 – 12:00	Lunch
12:00 - 12:15	Story Time
12:15 - 12:45	Free Choice
12:45 – 1:00	Pick-up Time

### King's Kids

8:30 – 9:00	Welcome! Wash hands, Morning Table Time (puzzles, books, fine motor activity)
9:00 – 9:30	Story Time, Prepare for Snack
9:30 – 9:45	Snack
9:45 – 10:15	Craft/Thematic Activity
10:15 - 10:40	Morning Meeting, Helpers of the Day, Calendar, Weather
10:40 – 11:30	Center Time
11:30 – 11:40	Clean Up, Prepare for Lunch
11:40 – 12:00	Lunch
12:00 – 12:15	Afternoon Story Time, Christian Education
12:15 – 12:30	Journals
12:30 – 12:45	Free Time
12:45 - 1:00	Pick-Up

## Pre-K

8:30 – 9:00	Welcome! Wash hands, Morning Table Time (puzzles, books, fine motor activity)
9:00 – 9:30	Calendar, Weather, Jobs for the day, Morning talk
9:30 – 10:15	Center Time
10:15 – 10:30	Snack Time
10:30 – 11:30	Learning Centers
11:30 – 11:40	Prepare for Lunch
11:40 – 12:00	Lunch
12:00 – 12:20	Journals
12:20 – 12:40	Story Time, Free Choice Time
12:40 – 12:50	Closing, Review of the Day
12:50 – 1:00	Pick up

### **Holiday and Vacation Schedules**

The preschool may be closed on holidays observed by the local Bloomington and Normal school systems. The preschool calendar will be published in advance of the school year and a copy will be provided in the month of June.

### **Inclement Weather**

The Preschool reserves the right to close due to inclement weather. Notice of Preschool closure will be provided to local media for announcement.

### **Children's Property**

Christ the King Community Preschool cannot be responsible for lost property. Any items brought from home must be labeled with the child's name. Items that are allowed from home are:

- Backpack
- Extra change of clothing
- Share Item when scheduled

## **Provision for Emergency Medical Care, Treatment of Illness and Accidents**

In the case of an emergency, the teacher and/or director will call 911. Once we feel confident that help is on the way, we will then contact the parent. If the parent is unreachable, the emergency contact person noted on the emergency card will be contacted. Proper accident report forms will be filled out by the teacher and/or director. All communication will be reported to D.C.F.S.

In the case of illness, the parent will be contacted and will be asked to pick up the child as soon as possible. We have a supervised cot area for children not feeling well.

In the case of a minor accident, the teacher and/or director will fill out an accident report form. This form will need to be signed by the parent. We will make 2 copies; one for you and one for our file.

## **Health Requirements for Children**

The health and welfare of the children and staff are a priority.

**Upon arrival each day and before entering the classroom, children's hands must be washed with soap and water.**

Although the staff screens children upon arrival daily for any obvious signs of illness, we also rely on the parents/guardians to ensure the children are well enough to attend preschool.

Children need not be excluded for a minor illness; however, should any of the following exist, exclusion from the preschool is required:

- A) Illness which prevents the child from participating comfortably in program activities;
- B) Illness which calls for greater care than the staff can provide without compromising the health and safety of other children;
- C) Rash combined with fever over 101° F (oral);
- D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E) Diarrhea;
- F) Vomiting two or more times in the previous 24 hours;
- G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H) Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;

- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the morning after the first treatment;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least six days after onset of rash;
- O) Whooping cough (pertussis), until five days of antibiotic treatment have been completed;
- P) Mumps, until nine days after onset of parotid gland swelling;
- Q) Measles, until four days after disappearance of the rash; or
- R) Symptoms which may be indicative of serious, communicable diseases

## **Child Guidance and Discipline Policy**

Christ the King Community Preschool will provide an accepting, safe, and nurturing environment.

Our staff believes in a very positive and caring approach to discipline. Positive guidance will be used to develop in the children the qualities of self-esteem, self-control, respect for others, and problem solving skills. Every adult will support the development of these qualities by expressing respect and affection toward the children and by being responsive to their ideas, feelings, and experiences.

The teachers will remind the children of appropriate behavior and redirect or intervene when necessary.

Redirection methods will be used to work with the children to learn the skills of self-calming and verbal emotional expression. Separation from activities with other children will only be used to encourage development of these skills.

Prevention and early intervention are primary responses to eliminate inappropriate or unsafe behavior. Children will be observed continually to monitor their environmental responses and will be guided in ways that help them foster emotional and behavioral balance.

Discipline in the form of physical, emotional, or verbal abuse will not be allowed.

Staff and parents will work together for the benefit of each child by communicating with each other in an ongoing process about the individual strengths and abilities of the child, their concerns for the child, and the ways in which the child learns and responds.

## **Communication and Parent Involvement**

Parents are encouraged to visit the classroom at any time. Advance notice is never required. You can choose to observe or to actively participate. If you would like to participate, please let us know so we can use you effectively.

Throughout the year, your child's teacher will have opportunities for family members to participate in our program. Examples of such opportunities include family projects, parent readers, chaperones, party hosts, etc. You can be as involved as you would like to be.

A conference may be requested by parent or teacher during the term to review the child's progress and to coordinate developmental practices at home and preschool.

## **Parent Bulletin Boards**

The preschool will maintain a parent bulletin board. This will be the location of monthly calendars, lunch menus, newsletters, etc. Please check the board for notices, volunteer opportunities, and reminders.

## **Confidentiality and Release of Information**

All information about students and families is held in confidence. If a parent requests the release of information about a student, a release form must be signed by the parent which will specify to whom information may be released and length of time the form is valid. If information is requested by outside persons or agencies, a specific written request signed by the persons requesting the information shall be obtained and placed on file at the preschool prior to release of the information.