

Christ the King Community Preschool and Kindergarten

Parent Handbook



Christ the King Community Preschool and Kindergarten 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 and Kindergarten
1210 South Fell Avenue
Normal, IL 61761
(309) 454-4902

Christ the King Community Preschool

Mission Statement:

CHRIST THE KING COMMUNITY PRESCHOOL AND KINDERGARTEN 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 and Kindergarten!

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 and Kindergarten 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 and Kindergarten have been an answer to prayer.

My husband, Mike, and I have seven children and one granddaughter. We have one child out of college, two in college, and our youngest is 2 years old. I was born and raised in California. In 1999, my husband was offered a job here in Bloomington. It is hard to believe that we have been here for over 10 years! Time flies by so quickly.

This Preschool and Kindergarten 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 and Kindergarten 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.

This year we are expanding!! After much prayer, we are adding a kindergarten! We listened to the parents expressing a need for their children to continue in the loving, caring environment that we offer. We are starting small, but, pray that this will continue to grow just like our other classes.

Together, we can make a difference!

Leslie Harris, Director

Christ the King Community Preschool and Kindergarten

Statement of Purpose

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

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

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 and Kindergarten provide 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 and Kindergarten are 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 and Kindergarten will be posted at the preschool.

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

In the absence of the director, the assistant director will assume these responsibilities.

Enrollment and Admissions

Enrollment in the preschool and kindergarten 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 eighty five dollars (\$85) 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. 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.

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.

Fees for Extended Hours

We offer extended day hours from 1 p.m. until 4 p.m. Two of the Preschool teachers will be serving during this time. The fee is seven dollars (\$7) per hour to be billed monthly. This is not included in tuition.

Preschool and Kindergarten Hours

The preschool and kindergarten are 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.

Extended day hours are 1 p.m. until 4 p.m. Monday through Friday.

Daily Arrival and Departure of Children

Arrival time: 8:30 a.m. – 9 a.m.

Upon arrival, 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. Once all this is done, please sign your child in at the cubby area

Departure time: 12:45 p.m. – 1:00 p.m. for Preschool/Kindergarten and 4 p.m. for Extended Day.

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
11:00-11:15	Clean Up for Lunch (Potty)
11:15-11:45	Lunch
11:45-12:20	Quiet Time (Potty)
12:20-12:45	Sharing, Music
12:45	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	Calendar, weather, jobs for the day, morning talk
9:30 – 10:00	Music and Movement
10:00 – 10:30	Activity/Thematic Unit
10:30 – 11:10	Centers
11:10 – 11:20	Bathroom, Preparation for Lunch
11:20 – 12:00	Lunch, Gym Time
12:00 – 12:15	Afternoon Story Time, Christian Education
12:15 – 12:35	Show 'n Share/Nutrition, Health, and Hygiene
12:35 – 12:45	Clean Up
12:45 - 1:00	Pick-Up

Pre-K

8:30 – 9:00	Big Room
9:00 – 9:30	Opening Activities
9:30 – 10:00	Center Time
10:00 – 10:30	Cleanup/Oral Reading
10:30 – 10:45	Bathroom Break
10:45 – 11:00	Snack Time
11:00 – 11:30	Centers/Theme
11:30 – 11:45	Bathroom Break
11:45 – 12:30	Lunch
12:30 – 1:00	Music/PE/After-Lunch Activities

Kindergarten

8:30 – 8:50	Main Math
8:50 – 9:30	Reading/Phonics
9:30 – 10:00	Blue Book Math
10:00 – 10:30	Cleanup/Oral Reading
10:30 – 10:45	Bathroom Break
10:45 – 11:00	Snack Time
11:00 – 11:30	Language Arts
11:30 – 11:45	Bathroom Break
11:45 – 12:15	Lunch
12:15 – 12:30	Social Studies/Science
12:30 – 1:00	Music/PE/After-Lunch Activities

Holiday and Vacation Schedules

The Preschool and Kindergarten may be closed on holidays observed by the local Bloomington and Normal school systems. The preschool and kindergarten calendar will be published in advance of the school year and a copy will provided upon registration.

Inclement Weather

The Preschool and Kindergarten reserve the right to close due to inclement weather. Notice of Preschool and Kindergarten closure will be provided to local media for announcement or contact Leslie at 309-275-8051.

Children's Property

Christ the King Community Preschool and Kindergarten 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:

Extra change of clothing
Backpacks
Share Item when scheduled

Provision for Emergency Medical Care, Treatment of Illness and Accidents

In the case of an emergency, the teacher, assistant director, 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 and Kindergarten 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 and kindergarten 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.

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