

**CHRIST THE KING LUTHERAN  
CHILDCARE CENTER**

Elementary Programs

**2018-2019**



A friend loves at all times...Proverbs 17:17

**Friends In Christ**

1505 Ford Street  
Redlands, CA 92373  
(909)793-8722

Christine Chernobieff, Director  
Rev. Wiley James Smith, Pastor

ATTENTION  
PARENTS:

DID YOU READ THE  
ENTIRE HANDBOOK??



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## I.

### GREETINGS IN THE NAME OF OUR RISEN LORD AND SAVIOR, JESUS CHRIST.

Many years ago, God in His infinite wisdom, saw fit that Christ the King Lutheran Church should have a preschool. It is by His grace alone that our school has blossomed into the vibrant center for educational and spiritual growth that it is today. Throughout this time we have been committed to highlight the inherent link between the church and the school. The church and school naturally compliment each other; what goes on at Christ the King, Monday through Friday leads to what happens on Sunday morning. All of what we do here is centered on the reality that God has become man, that this God/man, Jesus Christ, suffered for our sins, that He endured death in our place and that He was raised for our justification.

At Christ the King, we communicate the wonderfully simple message of salvation through Jesus Christ. We ponder the mystery of Christmas. We celebrate the miraculous epiphany of the man Jesus' deity. We mourn our sin during Lent, we are exultant during the season of Easter, and we commemorate the birth of the Church at Pentecost. The basic rhythm of our lives flows from the life of Christ which is lived in the church. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." (Matthew 18:2)

Christ the King Church welcomes you and your precious little ones to our school. We eagerly anticipate the time we will share together in this blessed place. Our Director is an accomplished teacher, a gifted administrator, and true servant. We boast the finest staff of teachers, aides, and office personnel. They are all well trained professionals who are loyal to the mission of the school and the glory of our Lord. I personally stand ready to assist you in any way that I can. If there is ever something on your mind regarding church or school, please come and see me. I pray God's richest blessings upon you and your children this coming year.

Peace be with you,  
Pastor Smith

The information in this handbook is given to set guidelines to enable us to provide the quality of child care that meets the standards of Christ the King Child Care Center and the families it serves. We are always learning, so please share any information that will help to improve your child's experience.

It is our prayer that this year will be a wonderful experience for your child.

In His Service,

Christine Chernobieff  
Director



## WE BELIEVE

IX.

## Sample Schedule

## Afternoon Schedule

12:00-12:30	Lunch
12:30-1:00	Playground Time
1:00-2:00	Rest/Quiet Time
2:00-2:30	Children Arrive from school
2:00-3:15	Snack & Playground
3:15-4:30	Break into groups and home-work time for 2nd –5th grades
4:00-6:00	Combine age group/choice of free play or activity

In the Triune God, Father, Son and Holy Spirit.

That God the Father has created the universe and everything in it, and that He continues to preserve it according to His will.

That Jesus Christ is both true God and true man; that He suffered and died for us on the cross, that He rose from the dead, ascended into Heaven, and will return at the last day to judge the living and the dead.

That the Holy Spirit calls us to faith and leads us to sanctified life here on earth.

That man is, by nature, sinful. Since the Fall of Adam, all men are born into sin, full of evil, and justly stand under God's condemnation and eternal wrath.

It is also taught among us that we cannot obtain forgiveness of sin and righteousness before God by our own merits, works, or satisfactions; but that we **receive** forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith, when we believe that Christ suffered for us and that for His sake our sin is forgiven and righteousness and eternal life are **given** to us.

That the Bible is the divinely inspired Work of God in all parts.

That the primary responsibility for Christian instruction of children is given to parents. Ephesians 6:4 says, "You fathers provoke not your children to anger, but bring them up in the nurture and admonition of the Lord." Proverbs 22:6, "Train up a child in the way he should go, and when he is old he will not depart from it."

## OUR PURPOSE

“Feed My lambs” commanded by Jesus to Peter. Embodied in Christian education is the need to assist parents in teaching children a saving faith in Jesus Christ as Lord and Savior. Christ the King has dedicated teachers and staff who establish a loving and secure after school care program.

### Open Door Policy

Christ the King Child Care Center welcomes parents. We encourage you to visit our classes in action at any time. Your involvement, participation and interaction is a meaningful dimension to our program.

### State Licensing

Christ the King Childcare Center is licensed under the Department of Social Services. In compliance with the State Social Services regulation 101200.b, the Department of Social Services Licensing Division has the authority to interview children or staff, and to inspect and audit a child or childcare center records, without prior consent.

- 1) The license shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
- 2) The Department has the authority to observe the physical condition of the child(ren). We believe that licensing and rigid enforcement of standards are in the best interest of all children. Our center complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Our center is subject to inspection by state and city health, fire, and licensing officials.

### Discipline Policy

Your child's safety and well being while at Christ the King is our first concern. With love we will guide and direct your child's behavior towards positive, acceptable decision making regarding their friends and themselves. Your child will be encouraged to be responsible for their behavior and encouraged to accept the consequences for their actions. It is our desire to work with the parents, teachers, and office, to help the child have a successful experience. If an inappropriate behavior continues and becomes a problem and concern to our program, the following steps will be implemented.

1. Children experiencing conflict will be given examples of how to correct their behavior and given tools to use when another situation presents itself.
2. If the child continues to struggle in the situation they will be redirected to another activity and removed from the area where they were having the conflict, again examples of more appropriate behavior will be shared with the child.
3. If the child continues to struggle with the other children or situation the child will be directed by the teacher so that the teacher can help them make better choices.
4. Once the child re-joins the group and then continues to have a problem, the child will be removed from the group and will sit in a time out. During this time their behavior will be discussed and the teacher will help the child think about how they will behave once they are up from their time out.
5. The child will be sent to the office to sit with the director or assistant director if their behavior continues to be disruptive to the class and to the teacher.
6. Parents will be informed if the child needed to spend time in the office.
7. If behavior continues to be a problem a conference will be set up with the director, teacher and parents to establish a behavior plan that will encourage the child's behavior in a positive, tangible manner.
8. If the child's behavior continues to be disruptive, hurtful or concerning for the program the child may be dismissed from the program.
9. Christ the King Lutheran Child Care Center will always treat your child with kindness and respect. It is our goal to help children learn how to resolve conflict in a positive kind manner. Christ the King will never discipline your child in a physical manner. Christ the King does not use corporal punishment, or any type of mental abuse.

## VIII.

### Field Trips

Field trips may be taken during the summer months, at an additional charge. If you would like your child to attend, they must have a signed Christ the King permission slip. No other form of permission will be accepted. Notification and details will be posted in the office. Field trips are on a first come, first served basis.

**\*Children must have completed 1st grade in order to attend any water field trips.**

### Parent's Responsibilities

\*\*The State law requires that all children be signed in and out each day by an adult (a person 18 years of age or older). If you do not sign in and out, you will be charged for the whole day. The computer system serves as both our signing in and out method and our billing system.

\*\*If you bring your child before 8:00am the computer will be located in Room 0. After 8:00am the computer will be located in the office.

\*\*Children are required by state law to be supervised by parent /guardian or teacher at ALL times while at CTK. No child should be left in the classroom, playground, parking lot, or any part of our facility unsupervised. **THIS IS A STATE LAW.**

Below are a few tips...

1. Read the handbook.
2. Read carefully all supplement notes, newsletters and notices, which will be sent home from time to time.
3. Ask questions about items that need clarification.
4. Watch carefully for days that the school will be closed.
5. Be financially responsible to us. As a non-profit school, we are dependent on your fees.
6. Offer suggestions to help us improve our programs.
7. Give our programs your prayer support, because apart from God we can do NOTHING.
8. Discuss the daily curriculum with your child.
9. Be diligent about signing your child in and out everyday.

## II.

## ADMISSION AND REGISTRATION

Christ the King admits students of any race, color, national or ethnic origin. It does not discriminate in its administration of its education policies, admission policies, scholarship and loan programs.

**We do reserve the right to refuse service.**

### Steps to Admission

1. The child and parent will have a tour with the Assistant Director before registration. This will help the child and parent become acquainted with our staff, facility, and programs.
2. An enrollment application form will be given to the parent after the tour.
3. This must be completed and returned before the child may enter the program.

### Traditional Registration Fees:

**NOTE: ALL REGISTRATION FEES ARE NON-REFUNDABLE AND DUE YEARLY.**

Registration Fee:	\$145.00 per child, per school year \$140.00 second / subsequent children
Hourly Fees:	\$4.75 per hour \$4.50 second / subsequent children

- **Please note that the hourly rate begins when your child is dismissed from school.**

Monthly Van Fees:	\$52.00 first child \$50.00 each additional child
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## DON'T FORGET TO CALL

Due to safety concerns, we will charge an \$8.00 fee to all parents who do not call in to add or cancel their child's pick-up schedule. You must call and change your arrangements by 1:30PM, or 11:15AM on minimum days and for AM kindergarten students, the day of your reservation. The fee will be added each time your child's arrangements have not been changed, and we have not been notified. This fee will apply per child.

### **Lunch Program**

CTK does not have a lunch program. Lunch needs to be provided from home. Please make sure it is well balanced with no candy, soda, carbonated drinks, or glass containers. We cannot prepare your child's lunch; please limit warm-ups to 1-2 minutes. Warm-ups may not contain liquid (i.e. soup).

### **Minor Custody**

In the event of a separation or divorce, the court determines the custody of minor children. In some cases, a restraining order signed by a judge will prohibit a parent from seeing the minor child. If you are in a situation like this, it is necessary for us to have a copy of the restraining order on file in order to prevent the said parent from removing the child from the premises without permission.

### **Child Abuse**

We are required by Law to report any suspected child abuse to Child Protective Services. **This policy includes leaving children unattended in the car.**

### **Car Seat Law**

Children must be secured in an appropriate child passenger restraint (safety seat or booster seat) in the back seat of a vehicle until they are at least 8 years old or 4'9" in height.

### **Lost and Found Policy**

Christ the King will do its best to keep all children's items together. However, in the event that an item is lost, Christ the King is not responsible for the missing item. Labeling all belongings will help us locate lost items and help all things make their way back home. Please periodically check the Lost and Found cart located in the office. All unclaimed articles will be sent to charity.

### **Animal Policy**

NO dogs will be allowed on Christ the King's Church and School property at any time. Any other animal brought on the property must be checked in at the office and cleared by the Director before it is in the presence of any children. There will be no exceptions. Thank you for understanding.

## VIII.

### **Homework Time**

Homework time is offered for all 2nd-5th grade students. It is the responsibility of the child to participate during homework time. Active participation includes bringing their homework with them as well as paper, pencils, and any needed supplies.

### **Van Schedule**

In order to service all schools in a timely manner, your child will need to be at our van 8 minutes after their school bell rings. We are not responsible for children who can not get to the van in a timely manner. Please talk to your child about being responsible as we have many children to accommodate. Your child will be required to arrive at the designated van pick up area in order to ride the van.

### **Parking**

Please enter the parking lot from Ford Street and exit on South Street. Please do not block the driveway or crosswalk, and please **drive slowly**. Please do not park in cross walks, special needs spaces, or designated spots. Our speed limit is **5 MPH**. Please turn your car off and lock the doors when dropping off/picking up your child/children. Unfortunately, there has been theft in our parking lot.

### **Permission to Publish**

As part of your child's educational experience at CTK, their photo might be published in conjunction with a school activity, group, or event. Such publication would be posted on classroom bulletin boards, in the school office, Christ the King Church bulletins, local newspapers, and online including our school website. You have the option of either opting in or out when it comes to permission to publish. Paperwork is included in our enrollment packet.

### **Tuition Express**

CTK offers the convenience of automated payments. Once enrolled in "Tuition Express," your tuition payments will be deducted automatically from your checking or savings account by Christ the King Lutheran Preschool on the 10th of the month, with no additional fee. You will also be able to set up recurring Tuition Express payments using a credit or debit card. If needed, you may also come into the office to manually process a payment using a credit or debit card. There is a 3% transaction fee for the use of all debit and credit cards. All declined transactions will be assessed a \$10 processing fee.

## III.

# **SCHEDULING PROCEDURES**

### **Schedules**

The mornings that your child needs to use Before School Care do not need to be prearranged. When you sign your child in, they will be transported to their school. Your child needs to be signed in by **7:10AM to be transported to school** (with the exception of PM Kindergartners, who need to be here by 9:15AM). If your child is not here by 7:10AM, they are not guaranteed a ride. *The afternoons that your child will be returning do need to be prearranged.* This can be done by speaking with the Assistant Director. Please do not assume we know your schedule. It is the parent's responsibility to keep their pick up schedule up to date. We are very concerned with your child's safety. If your child does not return on their scheduled day and we do not hear from you, we will:

1. Call you at the phone number you have listed as your emergency number.
2. Call you at home.

### **3. Assess a \$8.00 fee per child.**

If we are unable to locate you or your child, we will leave a message if possible.

*Please keep your emergency phone numbers updated. We can only contact you if we have the correct phone numbers. If you have listed your cell phone as a contact number, please leave your phone on.*

### **Transportation**

Van transportation is provided by Christ the King for all Kimberly, Mariposa, and Crafton students, for a monthly fee of \$52.00 for the first child and \$50.00 for each additional child.

Please be aware that in order to service all three schools and in keeping with various time schedules it may be necessary for your child to be on the van while it makes stops at other school sites (i.e. Kimberly, Crafton, or Mariposa).

## IV.

## SUMMER PROGRAM

We offer a summer program for all elementary children in grades K-5th.

A variety of activities are offered and include: crafts, organized games, science, cooking projects, playground, and field trips. There may be additional costs for special field trips and crafts if your child chooses to participate. In order to attend any water activity field trip, students must have completed first grade. Field trips are on a first come, first served basis. Summer program registration begins in April.

### Summer Vacation Policy

Each child may receive a vacation allowance based on the number of days that he/she attends. You will be charged for any days missed that are not prearranged and noted as vacation days. If your vacation plans change, and you intend to send your child to school, call the office and make sure your child's spot is available. The following schedule provides you with your vacation allowance:

### Vacation Days Allowance

- 5 days a week children receive 5 days
- 4 days a week children receive 4 days
- 3 days a week children receive 3 days
- 2 days a week children receive 2 days
- 1 day a week children receive 1 day

### Summer Program Rates:

Registration Fee:	\$45.00
Second / subsequent children	\$40.00
Hours:	9:00AM- 12:00PM
Daily Rate:	\$18.00 per day per child
Extended Care / Daycare for summer:	6:30AM – 9:00AM and 12:00PM - 6:00PM
Rate:	\$4.75 hourly, 2nd child -\$4.50 hourly

completed IMS form in their file describing proper medical procedure, per Community Care Licensing. Please **do not send medication or sunscreen to school in your child's lunch box or backpack.** All medication must be picked up by a parent on or before the expiration date or we will dispose of it. We will also dispose of any medication belonging to a child who is no longer enrolled in our program.

### Earthquake Preparedness

CTK Child Care Center is prepared in the event of a major earthquake. We are equipped with earthquake supplies, and our windows are covered with Mylar to prevent shattering. We have enough food and water for each student and staff member for 72 hours. Our staff is trained in CPR and first aid.

In the event of a major earthquake, we would lock down our facility. This means that your child would not be able to leave unless you or someone on your emergency list were to come with proper identification to pick up your child.

### Snacks

Christ the King will provide snacks for your child in the afternoon. They will consist of crackers, fruit, cheese, pretzels, and the like, with milk, juice, or water. On Friday we will be serving "special snack." This is often a less healthy option and more on the fun side. On Friday your child will be allowed to purchase candy/chips or the like in the office.

## GENERAL INFORMATION, PARENT RESPONSIBILITY, & DISCIPLINE PROCEDURE

### Clothing

Please send your child in comfortable, washable play clothes and tennis shoes. No long dresses, water socks, flip flops, jellies, cowboy boots, or roller shoes (such as Heelys). All shoes must have a back strap. Please be sure children are dressed appropriately for the weather.

### Items From Home

Please do not allow your child to bring in items from home unless it is to be used for the current curriculum or unless advanced permission was given by the teacher. CTK WILL NOT BE RESPONSIBLE FOR LOST ITEMS.

## HEALTH AND SAFETY

A child may be sent home if he/she appears to have symptoms of illness during the day. If the parent cannot be reached, we will call one of the emergency references to pick up the child.

- If your child is sent home for any reason, they may not return to school the next day.
- Be sure your child is fever free for 24 hours *without* the aid of medication before returning to school after an illness.
- We are unable to administer medication to your child. **Do not put any medication in the child's lunch or backpack.**
- When recovering from Chicken Pox, all pox must be completely scabbed over and the child must be checked by the Director before returning to school.

If your child has been exposed to a communicable disease, please notify the school at once. Be aware of the incubation period so that you can watch for symptoms.

### Medical, Dental and First Aid

Simple first aid, ice packs, Band-Aids, and tender loving care will treat minor cuts, bruises, etc. In cases of serious injury or illness including dental accidents, we will make an immediate attempt to contact a parent. If necessary, we will also call 911. The school Director will be in charge and will make decisions about the child. **It is your responsibility, and to your child's benefit, that you keep the school up-to-date on home and business telephone numbers, emergency numbers, and other pertinent information.**

### Lice Policy

In attempt to prevent the spread and infestation of lice, we will not allow children to come back to school with any traces of lice, including nits. Children who have been sent home from school, must be checked by a staff member before they can return to school.

### Authorization to Pick Up Child

No child will be released to a person who is not authorized by the parent. We must have written permission and identification will be required.

### Medications

We are unable to administer medication to your child, including sunscreen, lotion, Vaseline, etc. We will only keep inhalers and EpiPens in case of emergency. These items must have the proper packaging and a completed medical form on file. Each child must have a

## HOLIDAY SCHEDULE / IN-SERVICE DAYS AND RATES

Daycare is provided for elementary school In-Service days and during the holiday breaks, provided we have staff available. Reservations are required and space is limited. Sign-up sheets will be available two weeks before the day off. **In addition, if you do make reservations and then decide to not use it, you will be charged the minimum holiday fee, which is \$22.00 for a half day. You will be charged even if you cancel. No refunds will be made due to illness, etc. If you are attending the afternoon session only you must specify, other wise you will be charged for the whole day.**

### Holidays

Christ the King will be open Monday through Friday from 6:30am to 6:00pm all year except for the following holidays.

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- July 4th (and the 3rd/5th when applicable)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Break– 2 weeks

NOTE: In addition, the Center will also be closed the day after the Preschool year ends and the day after summer program ends. These are used to transition the program curriculum. (These dates are subject to change.)

**Reservations are required for all CTK elementary students for holidays that our daycare is open, including 2 weeks of Spring Break and one week at Thanksgiving.**

## BILLING POLICIES

V.

### Holiday Fees:

Rate: \$22.00 per day, per child for the hours between  
6:30AM—12:00PM

\$42.00 per day, per child for the hours 6:30AM—6:00PM

If you do make a reservation and then decide to not use it, you will be charged the minimum holiday fee, which is \$22.00 for a half day. You will be charged even if you cancel due to illness, etc. Please check your district calendar schedule to avoid any inconvenience.

**No cancellations accepted.**

### All District-Wide holidays

You must make a reservation for holidays and in-service days. If you make a reservation and then decide to not use it, you will be billed. No cancellations will be accepted. Reservations are on a first-come first-served basis as staffing is limited for these days.



Christ the King Lutheran Child Care Center operates as a self-supporting, non-profit agency of Christ the King Lutheran Church. It is financed by tuition receipts. Day care and all other fees are due on the 10th of each month. Any payment not received by the 10th will be considered past due and subject to a late fee of 10% of your bill. Checks should be made payable to “Christ the King Lutheran Child Care.” If your bill becomes 5 days delinquent, you will receive a call from the school reminding you of your obligation. If your bill continues to be delinquent, after thirty days your child will be dismissed from the program and your account will be sent to collections. If there are extenuating circumstances and you would like to share them with the Director, please feel free to contact her.

Christ the King Lutheran Church members, and those actively attending instruction classes, will receive a 25% discount on their daycare bill. Being a Church member implies an active participation in the life of the church. Please see Pastor Smith regarding Church membership.

### Returned Check Fee

In the event that a payment check bounces, a \$40.00 fee will be charged. If two checks bounce per school year, you will be required to pay by cash for the remainder of the year.

### Late Fees

A late fee of \$22.00 for the first 5 minutes will be charged for children not picked up by 6:00PM for any reason. \$1.00 per minute will be charged thereafter. If your child is not picked up by 6:30PM and we are unable to contact anyone on your Emergency Release Form, we are obligated to contact the proper authorities.

### Withdrawing a Student

A written notice, including a withdrawal date, is required for any student withdrawing from Christ the King.