

**CHRIST THE KING LUTHERAN
CHILDCARE CENTER**

Toddler Program

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“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

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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



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

ATTENTION PARENTS:

DID YOU READ THE ENTIRE HANDBOOK??



VII.

PARENTAL RESPONSIBILITY

Parents will need to provide daily meals and snacks, diapers and extra clothing for their child. Christ the King will provide a napping mat and sheet for each child and crackers and water in the event that a snack has not been sent with your child. The parent may provide a stuffed animal and a blanket. (Parents will need to tour the facility, fill out enrollment application and pay the registration fee before attending. Parents will also need to provide the TLC with written instructions regarding their child when needed.)

The Center will provide parents with a written information form indicating the time of diaper changes, meals and other information regarding your child each day per their request.

Please feel free to consult with your child's teacher whenever a problem arises or you simply have questions. As parents, we like to think of you as a vital part of our school and your help will make our programs successful. Below are a few tips for a successful home/school relationship.

Parents' Responsibilities

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 every day.

WE BELIEVE

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 Word 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."

GOALS AND OBJECTIVES

Our trained staff will provide a safe, loving Christian environment with developmentally appropriate and challenging experiences and activities. These experiences and activities will enhance the child's natural curiosity for exploration and learning. The environment will foster the child's natural growth and development.

Children will have many opportunities for emotional, social, physical, cognitive, and language development. Our program will include Bible stories and songs each day, as well as music, cooking, arts, crafts, and science activities.

Christ the King's staff recognizes that each child is an individual, each developing at their own pace. Our staff will guide and direct children's behavior toward self-control and independence. Our program provides positive experiences to build confidence and self-esteem. Our staff encourages children in self-help skills for preschool readiness.

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.

EXAMPLE OF A CLASS SCHEDULE

8:30-8:45	Diapering
9:00-9:15	Good Morning
9:15-9:30	Snack
9:30-10:00	Outside Play
10:00-10:15	Diapering/Singing
10:15-10:30	Bible Time
10:30-11:00	Project/Stories
11:00-11:30	Organized Play
11:30-12:00	Lunch
12:00-12:15	Diapering/Lay down
12:15-2:15 (may vary)	Nap
2:45-3:15	Diapering/Snack
3:15-3:30	Free Play
3:30-4:00	Table Play
4:00-4:15	Story Time
4:15-4:30	Diapering
4:30-5:15	Outside Play
5:15-5:30	Snack
5:30-5:45	Diapering
5:45-6:00	Going Home



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 school 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.



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, or scholarships.

We do reserve the right to refuse service.

The child and parent will have a tour with the Director before registration. This will help the child and parent become acquainted with our staff, facility, and programs. An enrollment application and physical examination form will be given to the parent after the tour. California State law requires all children to be immunized. You will be required to provide your child's shot records. These forms must be completed and returned before the child may enter the program.

Our hours of operation are from 6:30am to 6:00pm, Monday through Friday. Christ the King's school year runs from August to June, with our summer program from June to August.

Program Fees for TLC

18 months to 30 months of age:

Registration Fee: \$130.00 for the first child; \$125.00 for each additional child.

Summer Registration Fee: \$40.00 for the first child; \$35.00 for each additional child.

Weekly Fee: \$225.00 per child or
\$45.00 per day for those who have arranged for a shared week

****ALL REGISTRATION FEES ARE NON-REFUNDABLE.**

Student Withdrawal Policy

A two-week written notice is required before withdrawing from our Toddler Program. If notice is not given, you will be responsible to pay two weeks' tuition.

III.

BILLING AND HOLIDAYS

All tuition fees are billed in advance on the 1st of the month. 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 fifteen (15) days delinquent, you will receive a call from the school reminding you of your obligation. If your bill continues to be delinquent, after thirty (30) days, a second, written notice will be sent through the mail. After sixty (60) 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 tuition. Being a Church member implies an active participation in the life of the church. Please see Pastor Smith regarding Church membership.

A registration fee shall be charged for all new enrollments and for re-registrations.

Enrollment is on a first come, first serve basis. Any child attending less than 5 days per week must have a schedule with specific days of enrollment. Fees are non-refundable.

Returned Check Fee

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

Late Fees

A late fee of \$20.00 for the first 5 minutes will be charged for children not picked up by 6:00pm. \$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.

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.

Items from Home

Please do not allow your child to bring toys from home, especially play guns or violent toys. **Please put your child’s name on all their personal belongings.**

Clothing

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

Bottles/Sipper Cups

It is our policy at Christ the King to encourage sippy cups as long as they have a secure lid with a date and name written on the cup. Unfortunately, bottles are not permitted in our school program. To ensure comfort, security blankets and stuffed animals are allowed. Remember to label all these special belongings.

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**. Our speed limit is **5 MPH**. Remember to 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.

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 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.

GENERAL INFORMATION**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.

Biting Policy

Although biting is an age appropriate behavior, it is socially unacceptable and harmful for all who are involved. As childcare advocates, it is our job to protect all children from harm in any way. Biting is a serious issue and must be addressed promptly. When biting becomes excessive, which includes a disruption to daily routine of the classroom, the parents of the child who bites will be contacted and a meeting with the Director will be scheduled. At the time of the meeting, the behavior will be discussed and a one-week probationary period will be given. If a bite occurs during this one-week probationary period, the child will be excused from the program. If improvement occurs, a follow-up meeting with the Director will be scheduled after the probationary period.

Snacks

We do not provide morning or afternoon snacks so that you have the freedom to choose healthy snacks that best suit your child. A sign-up sheet for birthday snacks is located on the classroom bulletin board. Please bring nutritious snacks for the celebration, and do not send snacks with nuts in them so that all the children can enjoy! If a child does not have a snack, CTK will provide crackers and water only. Your child will also have the opportunity to cook or prepare special foods at school.

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 5th if the holiday is on Thursday or Sunday)
- 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.)

Toddlers will observe the same schedule as the preschool. Special daycare sign ups will be posted in the Toddler room for you to sign up for holiday daycare. If you sign up for holiday care and do not use it, you will be charged for the full day. If you do have a vacation day available and want to use it, you must specify via the office by 8:00am on the reservation day.

Vacation/Sick Days

To avoid charges, you must call the office by 8am the day of in order to use a vacation/sick day.

Vacation/Sick Day allotments (August –June):

Children who attend five (5) days a week receive 10 days.
 Children who attend four (4) days a week receive 8 days.
 Children who attend three (3) days a week receive 6 days.
 Children who attend two (2) days a week receive 4 days.
 Children who attend one (1) day a week receive 2 days.

Summer Vacation/Sick Day allotments are as follows:

Children who attend five (5) days a week receive 5 days.
 Children who attend four (4) days a week receive 4 days.
 Children who attend three (3) days a week receive 3 days.
 Children who attend two (2) days a week receive 2 days.
 Children who attend one (1) day a week receive 1 days.

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.**
- 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. Any person who is to pick up a child must be 18 years of age or older.

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.

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 proper packaging and completed medical forms on file. Each child must have a completed IMS form in their file describing proper medical procedure, per Community Care Licensing. Please **do not send medication 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 Childcare 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. We practice earthquake drills often with your child, so that they will know what to do in the event of a disaster. 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. It is important that you keep your emergency list updated. If changes occur, please notify office staff, so that they can make the appropriate changes in your child's file.

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.