

CHRIST THE KING LUTHERAN CHILDCARE CENTER

Toddler, Preschool, and Elementary Programs 2020



“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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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 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."

WELCOME

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 complement 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, 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

PARENTS PLEASE READ THE ENTIRE HANDBOOK

For the purposes of this handbook the term Christ the King (CTK) or School will mean the Toddler Program, Preschool Program and Elementary School Program synonymously, unless otherwise noted. The information in this handbook is given to set the guidelines to enable us to provide the quality of childcare, spiritual care, and education that meets the standards of Christ the King School 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

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 preschool and after school care program.

GENERAL INFORMATION

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 are a meaningful dimension to our program. All volunteers must meet the licensing requirements to volunteer in the classroom. Please remember, you must always check into the office before visiting any classroom.

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.

Parental Responsibility

- 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.

Guidelines for parents:

- Read the handbook.

- Read carefully all supplement notes, newsletters and notices, which will be emailed from time to time.
- Ask questions about items that need clarification.
- Watch carefully for days that the school will be closed.
- Be financially responsible to us. As a non-profit school, we are dependent on your fees.
- Offer suggestions to help us improve our programs.
- Discuss the daily curriculum with your child.
- Be diligent about signing your child in and out every day.
- Give our programs your prayer support, because apart from God we can do NOTHING.
- Sign and return the Parent Code of Conduct.

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 Director or Assistant Director before registration. This will help the child and parent become acquainted with our staff, facility, and programs.
2. An enrollment application and physical examination form will be given to the parent(s) or legal guardians after the tour is completed. This must be completed and returned before the child may enter the toddler, preschool, or elementary program.
3. Registration fees are due yearly for our August-June program. Only one fee will be charged for all programs used during the year. However, there is also separate registration for our summer camp.
4. All “Registration Fees” are non-refundable.

Sign In and Out Procedure

- The State law requires that all children are to 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 our signing in and out method, and billing system.
- If you bring your child between the hours of 6:30AM and 9:00AM, you must sign your child in, using the computer in the office.
- If you bring your child before 8:00AM, the computer will be located in Room 0.
- If you are bringing your child just for preschool from 9:00 A.M.to 12:00 P.M. you will sign in and out in their classroom only.
- Kindergarten is from 9:00 A.M. to 3:00 P.M. If using daycare before or after regular class time, you must sign in/out on the computer in the office.
- If you pick your child up between 12:10 P.M. and 6:00 P.M., please sign out on the computer in the office.

- Any students, who will be using the Enrichment Center, must sign in and out on the computer in the office.
- During the Summer Program, June through August, preschool and elementary children are to be signed in and out on the computer in the office. Toddlers will still sign in/out in their classroom.

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.

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.

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.

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.

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. 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.

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 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.

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 people on your emergency contact list 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, and Band-Aids will be used to treat minor cuts and 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.

Volunteers

In order to volunteer and/or participate in your child's classroom or on the CTK campus during school hours, the school office requires the following:

- Proof of a current flu shot or signed waiver
- A "Good Health" statement
- Proof of a negative TB test within the last 12 months
- Proof of Tdap immunization within the last 10 years
- Proof of immunity to MMR with a doctor's statement and signature or proof of MMR immunizations

Please see the office if you have any questions.

Earthquake Preparedness

CTK has taken measures to be 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 the staff and students so that they will know how to respond in the event of an earthquake and other disasters.

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 came to pick up the child with proper identification. It is important that you keep your child's emergency list up to date. If changes occur, please notify the office staff as soon as possible so that we can make the appropriate changes.

Child Provisions

In addition to lunches, parents will need to provide diapers (age appropriate) and extra clothing for their child. CTK will provide a napping mat and sheet.

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.

Biting

Although biting is an age appropriate behavior, it is socially unacceptable and harmful for all who are involved. As child advocates, it is our job to protect all children from harm in any way. Biting is a serious issue and must be addressed promptly. If biting continues to be a problem (classroom routine disruption) the parents of the child who is biting will be contacted and a meeting scheduled with the Director as soon as possible. If biting continues and does not improve the child may be dismissed from the program.

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.

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.

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.

Backpacks

Please send a regular sized backpack with your child each day. A backpack enables your child's teacher to ensure that all your child's items make it home. Please check your child's backpack daily. Also, be sure that your child's name is written clearly on the backpack.

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.

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.

Snacks

Elementary Program: 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's a "special snack" will be served. This is often a less healthy option and more on the fun side.

Toddler Program: 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 them. If a child does not have a snack, CTK will provide crackers and water only. Your child will also have the opportunity to cook and prepare special foods at school.

Preschool Program: CTK does not provide morning 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 them. If a child does not have a snack, CTK will provide crackers and water only. Your child will also have the opportunity to cook and prepare special foods at school.

Lunch Program

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

Potty Accidents

Accidents are to be expected. We will change your child into clean, dry clothes and put their soiled clothes in a plastic bag. All we ask is that you wash our clothes and return them as soon as possible. We are always in need of extra clothing from size 2-14. If you have clothing that you would like to donate, please bring them to the office.

Bottles/Pacifiers/Sippy Cups (Toddler Program)

We encourage sippy cups as long as they have a secure lid with the date and child's name clearly written on it. Unfortunately bottles and pacifiers are not permitted in our school program. To ensure comfort, security blankets and stuffed animals are allowed. Please remember to clearly label these items.

Billing and Student Withdrawal

All tuition is billed in advance on the 1st of each month. Daycare is billed on the 1st of each month for the previous month. Fees are due on the 10th of each month. Any payment not received by the 10th of the month will be considered past due and subject to late fee of 10% of the total bill. Checks should be made payable to "Christ the King Lutheran Child Care." If your bill becomes five (5) days delinquent, you will receive a call from the school reminding you of your obligation. If your bill continues to be delinquent, after 30 days your child will be dismissed from the program and your account will be sent to collections. If there are extenuation circumstances, please contact the Director. A registration fee will be charged for all new enrollments and for re-registrations.

A 30-day written notice is required for any student withdrawing from the school. If you do not give a 30-day written notice, you will be responsible for paying the full payment for the following month.

CTK 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. 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 is returned for lack of funds, 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 \$25.00 for the first 5 minutes will be charged per child not picked up by 6:00PM for any reason. \$2.00 per minute will be charged thereafter per child. 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.

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.

Day Care

Day care is available before and after school hours for Preschool and Elementary students. Day care will have activities including stories, songs, rest time, and outside time. Please call the office ahead of time for availability and scheduling, so we can plan for your child.

Preschool and Kindergarten Program

Students not picked up by 12:10PM or 3:00PM for kindergarten, will be placed in daycare at applicable rates. Your child must be signed out in the office.

Toddler Program

(Ages 18-36 Months)

Registration Fee: \$165.00 per child, per school year
\$155.00 second / subsequent children
Weekly Fees: \$265.00 per child or \$53 per day for those who have arranged for shared weeks.

Summer Program

Registration Fee: \$55.00 for the first child and \$50 second/subsequent child

Remember all registration fees are non-refundable.

Toddler Program Vacation Days Allowance (August-June)

- 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 day.

Toddler Program Vacation Days Allowance (Summer)

- 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 day.

Preschool Program

Registration Fee: 1st child \$165.00 per year
2nd child \$155.00 per year

Plan A: Annual tuition (one lump sum payment) received by August 1st.

Tuition: 5-day tuition is \$4,900.00 per year per child
3-day tuition is \$3,260.00 per year per child
2-day tuition is \$2,360.00 per year per child

Hours: 9 am-12 pm

Plan B: Pay annual tuition in 10 monthly payments (Begins in August and ends in June.)

Tuition: 5-day schedule is \$490.00 per month per child
3-day schedule is \$326.00 per month per child
2-day schedule is \$236.00 per month per child

Holiday Fees: \$24.00 per day per child for the hours 6:30 a.m. to 12:00 p.m.
\$44.00 per day per child for the hours 6:30 a.m. to 6:00 p.m.

You must make a reservation for holidays. If you make a reservation for a holiday and decide not to use it, you will be charged the minimum holiday fee, which is \$24.00 per day per child. If you only plan to use afternoon hours only, after 12 pm, it must be arranged with the office to

avoid a morning day charge. You will be charged even if you cancel for illness, etc. Please check your school calendars and schedule to avoid any inconvenience. **No cancellations will be accepted.**

Preschool Program Field Trips

Require 100% parental participation. If a parent is unable to accompany their child on a field trip, they must speak to the assistant director to make a reservation in the Enrichment Center for care during the day of the field trip.

Enrichment Center

The Enrichment Center is designed as an alternative to Preschool. The environment is more casual and its curriculum is less structured. Children enjoy Bible stories, painting, project centers, science activities and numerous other activities in a classroom setting. This class is especially practical for parents of preschoolers who need child care on the days other than their scheduled preschool days. There will be a minimum three-hour charge for your reservation between 9am-12pm. You will be charged in advance for every one of these permanent reservations. Drop-in reservations will be accepted if there is space available. All reservations must be cancelled by 8am that day to avoid a 3-hour charge. If you call to cancel your reservation, in advance, your account will be credited accordingly. Please remember to sign your child in and out each day in the office. Reservations should be made in advance by calling the office.

Enrichment Center Rates

- Hours:** 9:00 a.m.-12:00 p.m.
- Class size:** Twelve (12) per teacher
- Registration Fee:** 1st child \$165.00
2nd child \$155.00
- Rate:** \$21.00 per day per child

Kindergarten Eligibility and Placement

Your child must meet the following criteria in order to be placed in our Kindergarten.

1. Must be at least 5 years of age by September 1st of the school year you wish to enroll your child. If your child misses this deadline, you must see the Director, for special consideration.
2. Your child must successfully complete our Kindergarten assessment, which will take place the first two weeks of school. After which time, your child will either be accepted or referred to Pre-K.

Registration Fees: \$165.00

Curriculum fees: \$225.00 per year

Tuition is calculated on an annual basis. If you wish to pay tuition in one annual (lump sum) payment, you will receive a 2% discount, payment must be received by August 10th. If you prefer to make payments, you will begin to be billed in August with your first payment due on the 10th, and your last payment will be made by June 10th. Vacations and holidays are figured into the payment schedule, as this is a yearly fee divided by 10 months. No refunds will be made due to illness or unplanned absences. The following guidelines offer two plans to pay your tuition.

Plan A: Pay annual tuition in one (lump sum) payment. Kindergarten tuition is \$5050.00 per year per child.

Plan B: Pay your annual tuition in 10 monthly payments, beginning August, ending in June.
\$505.00 per child per month.

Holiday Fees: \$24.00 per day per child for the hours 6:30 a.m. to 12:00 p.m.
\$44.00 per day per child for the hours 6:30 a.m. to 6:00 p.m.

You must make a reservation for holidays. If you make a reservation for a holiday and decide not to use it, you will be charged the minimum holiday fee, which is \$24.00 per day per child. If you plan to use afternoon hours only, after 12pm, it must be prearranged with the office to avoid a morning daycare charge. You will be charged even if you cancel for illness, etc. Please check your district calendar and schedule to avoid any inconvenience. **No cancellations will be accepted.**

Elementary Program

(Transitional Kindergarten – 5th Grade)

Registration Fee: \$165.00 per child, per school year
\$155.00 second / subsequent children

Hourly Fees: \$5.05 per hour
\$4.75 second / subsequent children

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

Monthly Van Fees: \$56.00 first child
\$51.00 each additional child

Holiday Fees: \$24.00 per day per child for the hours 6:30 a.m. to 12:00 p.m.
\$44.00 per day per child for the hours 6:30 a.m. to 6:00 p.m

Modified Year-Round Schedule

CTK follows a modified traditional school schedule running from August to June, with our summer program running from June to August.

All District-Wide holidays (Elementary)

You must make a reservation for holidays and in-service days. If you make a reservation and then decide not to 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.

Van Transportation and Van Schedule

Van transportation is provided by Christ the King for all Kimberly, Mariposa, and Crafton students, for a monthly fee of \$56.00 for the first child and \$51.00 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).

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 cannot 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.

Don't Forget to Call

Due to safety concerns, we will charge a \$15.00 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.

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 9:15 A.M.). 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 \$15.00 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 number please leave your phone on.

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.

Summer Program

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

A variety of activities are offered and includes: crafts, organized games, science, cooking projects, and playground fun. Summer program registration begins in April.

Summer Program Rates

Registration Fee: \$55.00

Second / subsequent children \$50.00

Hours: 9:00a.m. - 12:00 p.m.

Daily Rate: \$20.00 per day per child

Summer Extended Care & 6:30 a.m. - 9:00AM and 12:00 p.m. – 6:00 p.m.

Summer Daycare: 6:30 a.m. - 9:00AM and 12:00 p.m. – 6:00 p.m.

Hourly Rate: \$5.05 hourly, 2nd child -\$4.75 hourly

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 Field Trips (Elementary Program Only)

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 CTK 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 and children must have completed kindergarten to attend any field trip. Children who misbehave on a fieldtrip may lose the privilege of attending any future fieldtrips.

Sample Schedule (Toddler Program)

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

Sample Schedule (Preschool Program)

AM

9:00-9:15	Welcome / Transition
9:15-9:30	Circle Time (Weather, Bible, Calendar)
9:30-9:45	Music / Chapel
9:45-10:15	Craft, Science, and Cooking
10:15-10:30	Snack
10:30-11:15	Playground
11:15-11:40	Concepts - Letters, Numbers, etc.
11:40-12:00	Story Time / get ready for lunch / home

PM

12:00-1:00	Lunch/bathroom/washing up
12:45-3:00	Nap time for nappers/ bathroom/washing up
1:00-2:00	Free play/ outside for children not napping
2:00-3:00	Rest time for non-nappers
3:00-3:30	Snack
3:30-6:00	Free Play and Activities

Sample Schedule (Elementary)

Afternoon Schedule

12:00-12:30	Lunch
12:30-1:00	Playground Time
1:00-2:00	Classroom play/project
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

Holidays (For all CTK Programs)

Christ the King is 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.

Parental Code of Conduct

Enrollment at **Christ the King Lutheran School** is a privilege; a privilege that can be revoked at any time. **We** believe a positive and constructive working relationship between the staff, students and parents or guardians is essential to the accomplishment of the school's purpose and mission.

At **Christ the King Lutheran School** we are very proud and fortunate to have a very dedicated and supportive school community which recognizes that Christian education is a partnership with our students, their families, and the school staff. We expect our parents to respect our school values and ethics setting a good example with their own behavior. Parents must sign and adhere to the Parents Code of Conduct. The purpose of this Parental Code of Conduct is to provide the expectations around the conduct of all parents and guardians connected to our school.

We are committed to resolving difficulties in a constructive manner through open and respectful dialogue. We understand that misunderstandings and frustrations can arise. When such issues occur please respectfully contact your child's teacher who will make themselves available at a mutually agreed upon time to speak with you, work through the issue, and hopefully resolve the matter.

When an issue cannot be resolved, the parent and teacher will escalate the matter by notifying the **Director**.

This Parental Code of Conduct clarifies behavior that will not be tolerated. Parents must agree to these expectations. Failure to agree or uphold the contents within may result in your child enrollment privileges being revoked.

Unacceptable Behavior (Will Not Be Tolerated):

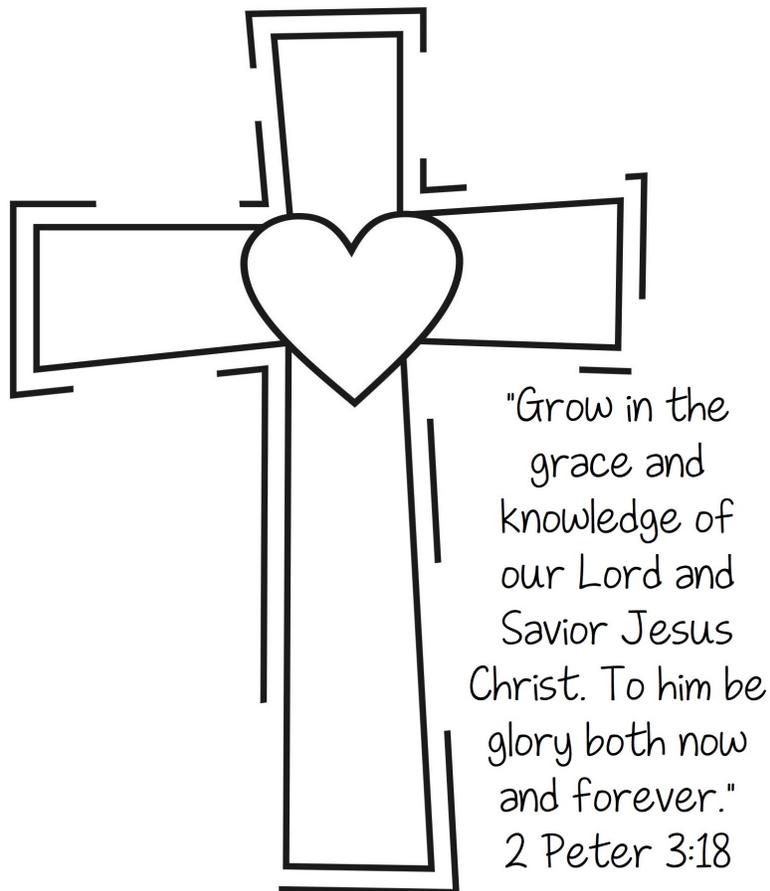
- Disruptive or threatening behavior of our staff and teachers
- Sexually harassing or harassing any of our staff and teachers
- Using loud or offensive language
- Damaging or destroying school property

- Defamatory or offensive comments
- Sending abusive or threatening email
- Approaching another parent in order to discuss or chastise them because of the actions of their child
- Smoking, taking illegal drugs, or being under the influence of alcohol, marijuana or a controlled substance while on our premises
- Defaming or chastising a teacher or staff member on social media

Student's Name: _____

Parent Signature: _____

The school reserves the right to make decisions and take actions based upon a breach of this contract in its sole discretion.



Visit us online at www.ctkredlands.org