



Parent Handbook

2024-2025

**Christ the King Lutheran Preschool
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About Us

The purpose for which Christ the King Lutheran Church was formed is to build the kingdom of God by the preaching of His Word and the administration of the Sacraments. To this end, the congregation maintains a preschool as a vital childhood ministry nurturing the faith of its young children and sharing the Gospel with the young children of the community at large.

Christ the King Lutheran Church carries out its purpose by providing a distinctly Christian education program for young children that is developmentally appropriate. The curriculum and teaching strategies are both age and developmentally appropriate to meet each child's individual needs. We provide a quality program that allows young children to learn by doing, thus acquiring knowledge about the physical and social worlds in which they live through playful interaction with objects and people. The program provides for spiritual growth, social development, school readiness, and a positive self-development.

Our Program

We feel that we can offer your child a unique, Christian preschool experience. Our curriculum and equipment have been chosen to meet each child's needs. A typical day at preschool would include daily free play, Jesus time, snack, songs, large and small group time, and stories. During a typical week, your child would experience gym which gives the children the opportunity to develop their large motor skills. Your child will participate in weekly projects, handwriting, and literacy activities. Circle time, which is usually theme driven, may include colors and shapes for our three-year old's, and a letter-a-week for our four-year old's. Small and large group time include puzzles, play dough, and a variety of literacy, math, science, and social studies manipulatives. Free play gives the child some independence in choosing an activity of their choice.

Our Staff

Our staff is extremely qualified and has been carefully selected. Our teachers must meet the requirements outlined by the State of Michigan. Both the director and the teacher must demonstrate Christian values and a genuine love for nurturing God's little children. Our preschool aides are also selected on their ability to relate to young children and their willingness to work closely with our director and teachers. Our staff is committed to the well-being of the children who are enrolled at Christ the King, and their desire is to teach the young children of our community in a Christ-centered manner.

Admissions Policy

Christ the King Preschool meets the needs of children ages 2 ½ - 5. A child must be 3 years of age by **November 1st** to apply for the three-year-old program. A child must be 4 years of age by **November 1st** to apply for the four-year-old program. **Children must be toilet trained before they are admitted to our program.**

Christ the King Preschool is a state licensed facility. We follow the legally established enrollment limits set for us by the State of Michigan. Our classes are capped at 18 students for the three's and 20 students for the four's classes. We have an aide to assist the teacher.

Christ the King Preschool shows no discrimination in sex, race, color, or national origin. Acceptance of enrollment will depend on a completed enrollment form and a non-refundable registration fee.

Withdrawal/Dismissal Policy

We assume your child's enrollment will be for the full school year unless and emergency should arise. We require a two-week written notice in any case of withdrawal. The registration fee is not refundable. No tuition refunds will be made because of illness or vacation, and monthly tuition is expected even if your child was absent. Withdrawal or dismissal of a child by the teacher may be initiated after consultation with the director and the parents if the child cannot adjust to our program and/or the well of a child or group warrants it.

Registration/Enrollment Policy

Priority Registration:

Christ the King registration will begin on a specified day, at a specified time. During this time, registration will be accepted from anyone who falls into the following categories. Students will be placed according to the order listed below. All enrollment forms and registration fees must be complete before you may secure a position. Priority registration will continue through the open registration date, but once the initial registration day and time is over, openings will be filled on a first come, first serve basis.

Currently Enrolled Students:

Children currently enrolled in the 3 and 4-year-old preschool program who wish to continue to attend CTK the following school year, will have first priority.

Christ the King Members:

Families that wish to enroll their child in our preschool must be communicant members before January 1st of the same school year. CTK members will be given priority after enrolled students.

Registration/Enrollment Policy

Siblings of Currently Enrolled Students:

Parents of children currently enrolled in the 3 or 4-year-old preschool program at CTK, who wish to enroll a younger sibling will have priority after the above mentioned.

Alumni:

Children of families who have had an older sibling attend CTK will have priority after the above mentioned.

Open Registration:

Open registration is for all new applicants that do not fall into any of the above categories. Applications will begin to be taken on a specified day. Openings are available on a first come, first serve basis. All enrollment forms and registration fees must be complete before you may secure a position. Notification by a phone call will take place in February, informing you if your child has been placed in a class or needs to be placed on a waiting list.

Continuing Registration:

This registration is for students who are registering after our Open Registration date. Registrations will continue to be accepted until our program is full. If all available places are filled, a child may still be placed on a waiting list. Placement on the list will be on a first come, first serve basis.

Special Considerations:

The preschool committee may exercise its power to make exceptions to the Registration/Enrollment Policy as it deems necessary.

Program Schedule

Christ the King Preschool generally begins the Monday after Labor Day and ends the Thursday before Memorial Day. The days and times we meet are as follows:

3-year-old's:

Tuesday & Thursday ~ 8:45 – 11:45 AM*

Monday, Wednesday, & Friday ~ 8:45 – 11:45 AM*

4-year-old's:

Tuesday & Thursday ~ 8:45 – 1:45 PM

Monday, Wednesday, & Friday ~ 8:45 – 11:45 AM*

5 Day 4's ~ M,W,F 8:45 – 11:45 AM* AND TTH 8:24 – 1:45 PM

***Optional:** Stay and Play will be offered for these times and will run from 11:45 AM – 1:15 PM. Students will bring their lunch to school and eat with their teacher/classmates and can explore and play for an extended time. Stay and Play days are flexible but must be chosen the month before they take place.

School Closing & Holidays

Christ the King runs according to the Grosse Pointe Public School schedule and observes the same holidays, and in most scenarios, the same policy for closing due to inclement weather. If classes need to be cancelled, we will announce and post it on our Facebook page. We will also send out a notice on the BrightWheel app. We do **not** advertise our closure on the radio/television. Please do not confuse us with other Christ the King preschools that you may see on there. If you do not receive a notification or see it posted, we are in session.

Fees

The family is responsible for full tuition as long as the child is enrolled in our program. Tuition is due on the 15th of each month. A mandatory first and last installment of tuition is due in September. If tuition accounts become delinquent, we have the right to drop the student from the program. A family registration fee must accompany each registration form. This fee is non-refundable. Families with more than one preschooler enrolled in our program will be charged a reduced tuition fee for the second child. Registration fees are non-refundable unless we are unable to place your child in a class. (Note: A portion of the registration fee will be refunded if your child is not potty trained by the time school begins)

Tuition

Registration Fee:

A \$100.00/Family registration fee will be collected. This fee is due at the time you enroll your child. A refund of \$50.00 will be given if your child cannot attend because they are not potty trained.

Payment:

Payment may be made with cash, check, money orders or through the BrightWheel app. You will be receiving a payment coupon booklet. It is important that these forms accompany your check or cash when handing in tuition. Tuition should be handed in to your child's classroom. If your child does not attend school on the 15th, please turn in your tuition on the closest school day PRIOR to the 15th. We ask that you pay a double tuition in September for the months of September and May. Please hand in your tuition with both coupons for those months attached. This is a mandatory policy.

Tuition

*Tuition cost for multiple children in the same family is as follows. The oldest or first child in the family pays the highest rate of tuition.

Late Payment Policies:

When tuition is delinquent, a reminder will be sent, and you will have until the 30th of the month to pay in full including the \$10.00 late fee. Please immediately contact a teacher, aide, or the director if you feel we are in error or if there are extenuating circumstances, we should be aware of.

If no payment is received by the 30th, someone from the preschool committee will be contacting you. If you continue to be delinquent, we reserve the right to drop your child from the program. Writing a check that bounces will result in immediate payment in cash with the appropriate check charge added. If a check bounces more than once, we will no longer be able to accept checks from you. We are very willing to work with you if there is a problem making your payment, but ask that you inform us, so that we can come up with a plan that will be beneficial to you and the preschool.

Drop Off/Pick Up

Our drop off and pick up procedures have been changed this year due to Covid-19 and recommendations from the State and CDC.

Drop off:

Students will arrive and be dropped off in the church vestibule located to the left of the preschool door. Either a parent or a teacher can escort the child to their classroom.

Pick up:

Students will walk up to the preschool door with their teacher. From that point, they will be released to their parent/guardian's. Students will only be released to a parent or designated adult. Note: It can be a frightening experience for a child to be picked up late after all other children have gone home. We understand that there might be extenuating circumstances which will cause to pick up later. If this occurs, please call and notify our staff. In courtesy of our staff and to eliminate any fear at dismissal time, we will charge a late fee beginning 10 minutes after dismissal time. "Chronic" late pick up will add \$1/minute to your next tuition bill.

Discipline Policy

Our staff is trained by education and experience to identify and respond to what we call "hurtful behavior." Hurtful behavior can be physical, as well as emotional. Every child is unique, and each situation calls for patience, understanding, and intervention which is not a punishment. Our school is unique in the fact that we can use Christian forgiveness, love, and prayer.

Discipline Policy

When physical or verbal hurtful behavior occurs:

- The teacher/aide will move toward the child and assess the situation.
- The teacher/aide will step in and stop behavior that is physical.
- The teacher/aide will set a limit or state a rule.
- The teacher/aide may redirect a child's behavior by asking them to choose a differing activity.
- The teacher/aide may have the child sit in quiet time and ask the child to sit quietly and observe. The behavior will be discussed and made sure that the reason behind the quiet time is understood before the child can return to play.
- Behavior which is considered severe or continues after the above measures will warrant a phone call to the parents.

The staff shall not use abusive, neglectful, corporal, humiliating or frightening punishment under any circumstances. It is important that home and school cooperate with mutual goals and procedures.

Health & Safety

Any child enrolling must have a current, complete physical examination by a physician, and all series of immunizations must be complete. If you choose not to have your child immunized, a waiver must be obtained and submitted. Immunizations may require updating throughout the year. In accordance with the health department regulations, a parent will have 30 days to update immunizations. The green physical health appraisal form signed by your child's physician must be returned on or before the first day of school.

Health & Safety

Children can often seem to be ill more during the preschool years. This is largely due in part to being around large groups of children and the need for their immunity to be built up. We are used to runny noses, but your child still may be sent home if they present any of the following symptoms.

Please keep your child home if:

- He/She has heavy nasal discharge
- He/She has or has had a fever in the last 72 hours
- He/She has an open cold sore
- He/She has a rash of any kind
- He/She has a constant cough
- He/She is listless because of not feeling well or medication
- He/She is fussy, cranky, and generally not himself/herself
- He/She has or has had diarrhea or vomited in the last 24 hours and is not eating normally
- Recent exposure to family members or people with any of these symptoms within the last 72 hours

**Your child should not return to school until they are fever/symptom free for 72 hours without medication.

Please call and notify the school if you are keeping your child home.

Handwashing:

All children and staff are required to wash their hands after using the restroom and before eating or handling food. If a teacher/aide needs to handle a child's bodily fluid, gloves will be worn, and hands will be washed afterwards.

Equipment:

All tables and chairs in the classroom are sanitized before and after each use. Toys are sanitized before use and throughout the day, as necessary.

Health and Safety

Parents are asked to keep a child home who may be or is carrying an infectious illness. All parents must notify the school of any infectious illness or communicable disease that your child may have. All parents will be notified of an outbreak of any communicable disease. Children must be excluded from the program until all communicable diseases are healed, non-infectious, or a written statement from a physician is given. Some examples of communicable diseases to report are impetigo, pink eye, ringworm, head lice, chicken pox, measles, mumps, or Covid-19.

Potty Training Policy

Our policy at Christ the King is that children need to be potty trained before coming to preschool. Although we enforce this rule, we also understand that this is a new skill for most preschoolers and that accidents can happen. Please ensure that your child has extra clothing to be kept in their backpack, in the occurrence that a change of clothes is needed.

Field Trip Policy

Field trips are for the 4's only. The field trip is usually scheduled for a day in October and possibly May. We do not provide transportation for students or guardians.

Assessments/Parent-Teacher Conferences

Ongoing assessments of your child will happen during the school year through anecdotal notes, observations, and portfolios. Each child will be given a screening upon entrance to our program. A formal assessment will be given twice a year with an opportunity for a parent-teacher conference. Specific parent-teacher conference dates and times will be announced.

Preschool Fundraisers

Throughout the school year, CTK has one, or two fundraisers to help defray the costs of new toys, equipment, and curriculum, as well as helping with general operating expenses. Some of these fundraisers are one-time events and others are ongoing throughout the school year. Please know that all fundraisers are optional, and no one is expected to participate. Fundraiser details and dates will be provided at a later date.

Class Parties

There will be a few class parties throughout the year. In place of Halloween, we at CTK have a Noah's Ark party. Our Noah's Ark party is a great way to celebrate by dressing up without the fear of some of the scarier themes that go along with Halloween. For this party, we ask that your child dress up as an animal. If you have any concerns or questions, please let us know.

Snack & Lunch* Policy

The snack and lunch policy at CTK are that every child will bring their own snack and lunch*. The children will not be allowed to share food to avoid cross-contamination and to ensure that any children with allergies or food sensitivities do not come into contact with a food item that could be harmful to them. Safety is our number one concern. We also talk about nutrition and expect that your child's snack and lunch* will be nutritious. Candy is not allowed as a snack and chewing gum is not allowed at any time while in school. We are peanut free throughout the entire school, so please do not send a food for snack or lunch* that contains peanuts, nuts, or peanut butter. We do have a refrigerator to store snacks or lunches that need to be refrigerated.

Please send your child's snack and lunch* with their name printed on the outside of the bag. Napkins and plastic spoons should be included if they will be needed.

If you wish to celebrate your child's birthday at school, treats that are store-bought OR individually packaged are accepted. We will send all birthday treats home with each child at the end of the day.

Please let us know if your child has any allergies or food sensitivities that we should be aware of. This information is very important to us.

*Lunch will only need to be brought if participating in Stay n' Play or for our 4-year-old Tuesday/Thursday class.

Backpack Policy

We are asking that every child has a backpack and brings it to school every day. Please print your child's name clearly on the front of the backpack. If you do not want their name permanently on, you may put it on a piece of masking tape and tape it to the backpack.

Your child's snack and lunch should be kept in their backpack until snack/lunch time, unless refrigeration is needed. If refrigeration is needed, please notify a teacher or teacher's aide and we will put it in the refrigerator. All newsletters and correspondence and projects to go home will be put in your child's backpack. Please make sure your child's backpack is large enough to accommodate all these things and please check your child's backpack each day after school. Extra clothes will also be kept in your child's backpack; it is best if each child's belongings are kept together and separate from everyone else's.

Parent Notification Plan

Keeping your child safe and healthy is our primary concern. Unfortunately, there is a good chance that your child will experience some scrapes and bruises and may also become ill while attending preschool.

If your child becomes ill while at school, a teacher or aide will contact the parent to pick up the child. If a parent cannot be reached, a regular caregiver will be notified (if applicable). If neither of above can be reached, the emergency contact person listed on your emergency card will be contacted. While your child is waiting to be picked up, they will be kept isolated and comfortable until you arrive.

Parent Notification Plan

If your child experiences a minor injury such as scrape, bruise, or slip and fall, a teacher/aide will administer comfort and first aid as is allowed by the licensing rules of the state of Michigan. We will do our best to notify the parent at pick up of the injury that occurred.

If your child experiences a head injury more severe than a bump, is bitten by another child, or has a wound that may require medical attention, a phone call will be made to the parent or caregiver so they may determine if their child should remain in school or be seen by a doctor. In case of the above instances the parent will be given an injury report when their child is picked up.

If your child becomes seriously injured or sick, first aid and emergency care will be given. If a potentially life threatening situation occurs, we will call 911 immediately. The parent will then be notified. If the parent or regular caregiver cannot be reached, the emergency contact person will be called. Some instances that may require a 911 phone call are listed below. There may be other instances that are not listed.

- Your child is unconscious, semi-conscious or unusually confused.
- Your child is not breathing.
- Your child is having difficult breathing, has shortness of breath, or is choking.
- Your child is coughing up or vomiting blood.
- Your child has a severe allergic reaction.
- Your child has a seizure for the first time, a seizure that lasts more than 5 minutes, or an atypical seizure.
- Your child has a serious injury to the head, neck or back.

If 911 is notified for any reason, a written report will be filled out within 72 hours.

Cultural Plan

We at Christ the King maintain policies and procedures that reflect and respect the value of children's different races and cultures. Therefore our program reflects the following attitudes:

- Our program is committed to respecting each child's culture and diverse needs.
- All children deserve an early childhood education that is responsive to their families, communities, and racial, ethnic, and cultural backgrounds.
- Culture influences every aspect of a child's development.
- Culture is the framework in which children develop and is reflected in childrearing practices and beliefs.
- Families are treated with respect and sensitivity.
- We recognize all children are cognitively, grammatically, and emotionally connected to the language and culture of their home.
- Each family will be supported in their cultural values.
- All staff will do their best to further their knowledge of enhancing daily communications and curriculum planning to fit the specific needs of each child.

Cultural Plan for Children with Special Needs

At CTK Preschool we are committed to serving our children to the best of our ability understanding that each child is unique and one of God's children. Therefore, we will:

- Be committed to including all children that we have the means to accommodate.
- Receive ongoing training for including children with special needs.
- Respect the confidentiality of children and their families.
- Collaborate with the families to meet the individual needs of the child.
- Communicate with the families regularly.
- Provide a variety of teaching strategies to meet the needs of our children.

Playdough Recipe

2 cups of Flour

1 cup of salt

4 tsp. cream of tarter

2 cups of water

1 pack unsweetened kool-aid or food coloring (your choice of color)

2 tbsp. oil

Mix all ingredients together in an electric fry pan or stove top fry pan. Cook on medium heat until mixture is lumpy. Turn the dough onto a flat surface and knead until smooth. Add small amounts of flour if dough is sticky. Store in an airtight container.