



Christ the King
Catholic School

2019-2020
PRESCHOOL
STUDENT HANDBOOK

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Christ the King School reserves the right to amend this hand book at any time. Notice of amendments will be sent home via the Friday Folder.

I. INTRODUCTION

A. **Statement of Philosophy (Diocese of Little Rock Policies and Regulations Manual)**

Christ the King Catholic School, as part of the Catholic Schools of the Diocese of Little Rock, seeks to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and Society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student: spiritually, intellectually, personally, socially, and physically, is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to on-going professional and spiritual growth.

B. **Mission Statement**

Christ the King Catholic School provides a quality Catholic education supported by the family, the teacher, the parish, and the community and makes a commitment to meet the specific needs of the academic, physical, social, and spiritual development of each student in a Christ-centered environment.

C. **Program Objectives**

- ❖ Provide a developmentally-appropriate academic preschool program.
- ❖ Offer educational and physical activities that meet the developmental needs for 18 months thru four-year-old children.
- ❖ Present a socially-enriched environment with interaction among preschool children with free play activities.
- ❖ Provide a nurturing and safe environment by employing a well-qualified staff with preschool experience.
- ❖ Meet the needs of each child socially, emotionally, academically, and physically.

D. **Licensing and Accreditation**

Christ the King Preschool is licensed by the Department of Human Services.

E. **Preschool Staff**

Myndi Keyton, Principal
Patty Merrell, Director

There will be one lead teacher per class. Lead teachers are certified and/or have experience with the care of young children. All preschool lead staff are required to earn at least 20 hours of professional development each year. All others are required to earn 15 hours per DHS Minimum Licensing

F. **Nondiscriminatory Policy**

Christ the King School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to

students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

G. Program

We offer a 2-day program (Tues and Thurs), a 3-day program (M, W, and F) or a 5-day program for the following age groups:

- 18-month-old
- 2 year-old
- 3-year-old
- 4-year-old

The preschool day will be 8:00a.m. to 11:30a.m. Two extended day options are available that coincide with the elementary school day. Option I will end at 3:15p.m. and Options II ends at 5:30p.m. **Failure to pick up a child by 5:30p.m. will result in a charge of \$1.00 every minute after 5:30p.m. This charge must be paid at the time of pickup.**

H. Curriculum

The preschool curriculum will be based upon the Arkansas CDELS (Child Development and Early Learning Standards: Birth through 60 Months) Lessons, activities, and units will be primarily teacher-generated with guidance coming from established publishers and programs. The morning hours will be a balance of guided activities and free choice play with many centers and a wide variety of printed and hands-on materials available to the children. Children will be exposed to literacy, science, social studies, math, religion, art, music, Spanish, technology, physical education, etc.

I. Kindergarten Readiness

Per minimum licensing requirements of the Department of Human Services (DHS – 200.201.5), Christ the King (CTK) Preschool shall provide a copy of the Kindergarten Readiness Skills to the parents of each 3 and 4 year- old enrolled. A statement, signed by the parent, that they have received a copy of the list shall be kept in the child's file.

J. Shaken Baby Information

Per minimum licensing requirements of DHS (600.604.1.n), Christ the King Preschool shall provide a copy of the Shaken Baby Syndrome to all preschool parents that have a student enrolled. A statement, signed by the parent, that they have received a copy of the brochure shall be kept in the child's file.

II. ADMISSION

A. Student Admission

The student admission policy of Christ the King (CTK) Catholic School is as follows:

- Priority 1 - CTK parish children with siblings attending CTK Catholic School and children of certified teaching staff of CTK Catholic School.
- Priority 2 - CTK parish children with no siblings attending CTK Catholic School.
- Priority 3 - Catholic out-of-parish children with siblings attending CTK Catholic School.
- Priority 4 - Catholic out-of-parish children with no siblings attending CTK Catholic School.
- Priority 5 - Non-Catholic children with siblings attending CTK Catholic School.
- Priority 6 - Non-Catholic children with no siblings attending CTK Catholic School.

- B. **Age Requirements (Diocese of Little Rock Policies & Regulations Manual)**
Beginning with the 2019-2020 school year students may enter kindergarten if they will attain the age of five (5) years on or before September 1st.
- C. **Immunization Requirements (Diocese of Little Rock Policies & Regulations Manual)**
Except as otherwise provided in law or regulation, no child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, hepatitis A, meningococcal disease, and varicella (chickenpox) as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. A medical professional's (medical doctor, advanced practiced nurse, doctor of osteopathy, or physician assistant) history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. Exception; if a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before January 1, 2010 the doses will be accepted as compliant to immunization requirements and 2 MMR's are not required.
- D. **Immunization Records**
Immunization records must be kept on all children enrolled in the preschool program and must meet the state law.

III. GENERAL INFORMATION

- A. **Arrival and Departure**
Drop-off will be from 7:30a.m. to 8:00a.m. Children in the 18-month-old, two-year-old and Mrs. Merrell's three-years-old classes may be dropped off in their classrooms. Parents should park on "S" street and enter through the southwest exterior double doors (off the big playground.) Mrs. Pulley's PreK-4 class will go directly to their classroom by the exterior classroom door. Children in Mrs. Balleza three-years-old, Clifton and Miller PreK-4 classes will enter their classrooms through the southeast exterior door of Mrs. Balleza's classroom. After 8:00a.m. an adult must walk the child to the office and sign in on the appropriate form. The procedure for pick-up at 11:30a.m. will be to go to the office and sign student out for the day.

At 2:45p.m. after school care children will go to their classrooms and Miller's prek-4 class will wait in Cilfton's classroom for parents. Pickup will be the same as drop off.

A parent or other adult as designated on the Personal Data sheet shall be the only person allowed to pick up students. No child will be allowed to leave the program unaccompanied by an adult. Any changes in authorized adults must be made in writing to the principal or director and appropriate documentation will be made. Telephone communications will not be accepted.
- B. **Office Records**
Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.
- C. **Parent Participation Hours**
Each family who has a child attending CTK school or Preschool, whether part-time or full-

time, is required to complete 16 PPH; it is mandatory that 3 of the 16 hours be filled at the annual Parish Carnival in May.

Each hour of the regular hours not served results in a monetary compensation of \$50 per hour. Carnival hours not served will result in a monetary compensation of a total of \$500.

As a reminder, each hour worked must be a school-sponsored event and benefit the school in some capacity. For example, the Church sponsors the Church League Baseball program, so this does not count towards PPH for the school. Our basketball program is school sponsored and does count towards PPH. Volunteering for school or classroom events can be considered PPH. Volunteers are required to report and record their hours.

D. Reporting Child Abuse & Maltreatment

Per minimum licensing requirements of DHS (200.201.4), CTK Preschool shall provide a copy of the guidelines for reporting suspected child maltreatment and licensing violations. Staff will follow Arkansas state law which requires any child care provider to report any and all reasonable suspicions of child abuse, maltreatment, or neglect to 1-(800) 482-5964. These reports of child maltreatment shall include all allegations made to staff by parents, other staff members or the general public. CTK is not required to inform parents/guardians of this report. A statement of verification, signed by the parent, that they have been informed of these guidelines shall be kept in the child's file.

E. Subject of Interview by DHS

A child may be subject to interviews by DHS licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent. Children may be interviewed individually or in a group.

F. Telephone Use and Cell Phones

The office and classroom phones are business phones and students are permitted to use them only in case of emergency. **Preschool students may not bring cell phones to school. If a student must have a cell phone at school, parents are asked to contact the principal to make arrangements.**

G. Lunch and Snacks

A nutritious mid-morning snack and drink will be provided. An afternoon snack will be provided for children remaining for extended care.

Children remaining for extended day will eat a lunch from the Christ the King cafeteria or one brought from home. Hot lunches purchased from Christ the King will be eaten in classroom or school cafeteria. Cost is \$3.00 per lunch/milk is included.

Lunches prepared at home must meet nutritional guidelines set by DHS and contain the four food groups including: a milk product, protein, vegetable or fruit, and a grain. Milk may be purchased for \$.50 for a lunch brought from home.

H. Lost and Found

Any items found in the school building or on the school grounds should be taken to the school office or placed in the Lost and Found basket located by the gym. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Parents: Please remember to mark sweatshirts, jackets, and lunch boxes with child's name.

I. Emergency Drills

Teachers will practice 2nd route of withdrawal or alternative emergency plan with class for each procedure.

Fire

Fire drills will be held once a month. Post fire drill directions and procedures in your classroom.

*Preschool classes will log all drills and post in their classrooms.

- Students walk silently in an orderly single line.
- Exit following directions posted in the classroom.
- Once outside, teachers check the roll.
- Remain in designated spot in silence until signaled to return to the building.
- Teachers should also be silent during fire drills and not engage in conversations.

Tornado/Disaster Drill

Tornado drills will be held twice a year. Post tornado drill directions and procedures in your classroom.

*Preschool classes will complete a drill monthly and will log and post in classroom.

- Students walk silently in an orderly single line.
- Exit following directions posted in classroom for Tornado/Disaster Drills.
- Teachers check the roll.
- Kneel with hands covering head until signal is given for release.
- Remain in designated spot in silence until signaled.
- Return to classroom quietly.

Earthquake Drill

Earthquake drills will be held once a year and conducted by the classroom teacher.

- Drop, cover head immediately.
- Crawl under desk or nearest table.
- Listen for further instructions.

Code Red: Intruder in the Building or on Grounds

Active shooter or violent intruder drills will be conducted at least two times per year.

- Announcement will be given "Code Red"
- Close and lock all classroom doors.
- Cover all windows and windows in doors.
- Seat children together away from windows and door.
- Students and Teacher should remain quiet.
- Remain in the classroom until otherwise notified.
- Do not open the door unless law enforcement has shown proper ID or a staff member has given password "Guardian Angel."

Code Yellow: No Outside Activity

- Announcement will be given "Code Yellow"
- Outside doors will remain locked.

- Keep normal activity inside the buildings but do not allow any outside activity.
- Remain on a Code Yellow until otherwise notified.

Code Green: Get Out

- Announcement will be given “Code Green”
- Examples for a Code Green are: bomb threat or chemical exposure.
- Teachers will lead students to second site which is the south side of Church.
- Teachers should take attendance book and Green Emergency Bag.
- Preschool teachers will take Evacuation bags.
- Remain on a Code Green until otherwise notified.

J. Outdoor Play

Outdoor play is not just recess, but it is an extension of our indoor learning opportunities. Weather permitting, all children will play outdoors for at least an hour each day, per licensing requirements (400.401.15.a.b.c).

The length of outdoor play is adjusted according to the weather. We look at humidity, wind chill, and extreme high or low temperatures to determining if children will be playing outside or for how long. If children are healthy enough to be at school, they are healthy enough to go outside. Please make sure your child is dressed for the weather.

K. Uniforms and Personal Belongings

Preschool is required to wear school uniforms purchased from Atlas or from our used uniforms at Christ the King. The only exception to this is with potty training children. Their extra pants may be pull on but should resemble uniform pants/shorts. **Cargo pants are not allowed.**

All clothing that can be removed (raincoats, sweaters, sweatshirts, jackets, hats and gloves) **must be labeled** with your child's name. **Athletic shoes or closed toe shoes are required. No light up shoes.**

Please refer to school policy for more specific uniform guidelines.

L. Appearance, Jewelry and Hairstyles

Students are not permitted to wear makeup in Christ the King Catholic School. This includes all facial makeup such as eyeshadow, lipstick, and blush. Students **may not wear nail polish** or any type of fake nail. Only religious necklaces are allowed (but highly discouraged for preschool.) Only stud earrings or very small hoop earrings, one per ear, for girls is allowed. Boys are not allowed to wear earrings. **No temporary or permanent tattoos are allowed.**

For both boys and girls, hairstyles shall be worn in appropriate manner and never extreme. Boys are expected to maintain a hairstyle with no less than one-half of the forehead and all of the ears visible. The hair in the back should never drape over the collar. Girl's hairstyles must be so arranged as to be off the face and out of the eyes. **Dyed hair is not permitted.** Feathers are not permitted in hair. The final decision for appropriate hairstyle will rest with the principal. If any of the above rules are violated, a note will be sent home to the parent in order to remedy the violation

M. Supplies

A supply fee which covers the cost of pencils, crayons, glue, paints scissors, markers, paper, cot and sheet are included in the registration fee. You are asked to provide a blanket for your child to use during naptime.

- N. Pacifiers and/or bottles**
Bottles and/or pacifiers are not allowed so we don't have cross-contamination between the children.
- Sippy cups are used in the 18-month-old classroom and regular cups for the rest of preschool classes.
- O. Toys**
There may be days that children will be allowed to bring a special toy to school that is related to a color/theme that they are studying. A note will be sent home with the details. Other toys and playthings **may not** be brought to school. Preschool students **may not** take toys to after school care, we have plenty of toys for the children.
- P. Birthday Celebrations**
Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan the date in advance with your child's teacher. All food items must be store-bought to ensure compliance with licensing regulations and to prevent allergic reactions. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy.
- Q. Child Product Recalls**
A listing of child product recalls/ (toys, clothing, furniture, playground equipment, etc.) and other important warnings will be kept in a binder in the director's classroom. Parents may access this information at any time. Information can also be viewed at www.childproductsafety.com
- R. Calendar**
Christ the King Preschool will follow the schools calendar on the school website.

IV. DISCIPLINE POLICY

- A. Behavior Management**
The purpose of discipline is to develop an understanding of appropriate social interactions, develop personal responsibility, communicate rules and regulations, teach courtesy and respect for self and others, establish order, and begin to instill in student's self-discipline.
- Discipline
1. Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.
 2. Rather than focus only on elimination the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
 3. Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
 4. A child may be redirected with alternative activities, verbalizing offense and appropriate behavior, and other consequences.
 5. Discipline shall be appropriate with the child's age and consequences will be individualized for each child and action.
 6. The principal/director and preschool staff will develop age appropriate rules

- and consequences.
7. We will document the challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
 8. The length of time a child is placed in timeout shall not exceed one minute per year of the child's age.
 9. A written report is to be made to parents and the principal/director when behavior involves physical or verbal abuse to any student or staff person and/or involvement of damage to school or public property.
 10. The preschool staff, principal/director and/or parent may request a conference to resolve any discipline problem and to implement an individualized plan that supports the child's inclusion and success.
 11. No child will be yelled at, shamed or humiliated in any way by any staff member.
 12. Corporal punishment is against the policy of the Catholic Schools in the Diocese of Little Rock and therefore will not be an option for discipline in this program.

Students will be discharged for disciplinary action, which the principal/director feels have a negative effect on the total program. Every effort will be made to work with the parents in resolving disciplinary problems. If over the course of time, Christ the King Preschool is unable to successfully meet the child's needs or behavior problems cannot be resolved, other preschool arrangements will be recommended.

B. Biting

Biting is a normal part of early childhood development. Babies and toddlers bite for a number of reasons, such as teething or exploring a new toy or object with their mouth. As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction.

Biting also can be a way for toddlers to get attention or express how they're feeling. Frustration, anger and fear are strong emotions and toddlers lack the language skills to deal with them. So, if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I want that toy!" Biting tends to occur most often between the first and second birthday. Biting is a normal part of early childhood development, however, biting that continues past two and a half to three years of age is **not** appropriate. Parents may be called to pick up their child from school and may be excluded for the day if he or she continuously exhibits this behavior past the age of two and a half.

Please note that refunds/credits shall not be issued for days in which the child was sent home for behavior issues.

V. HEALTH

A. Toilet Training

1. Preschool staff shall assist children in toilet routine and hygiene practices
2. All children training need a change of clothes (these do not need to be a uniform)
3. Diapers are not allowed except for the 18 -month-old classroom
4. Parents will provide: diapers, pull-ups and wipes
5. Children three and four-years-old must be toilet trained. **"Pull-ups" do not meet this requirement.**
6. The following methods shall not be used in toilet learning:
 - Placing child on toilet for prolonged time periods
 - Using harsh language
 - Punishing or berating in any way for soiling clothing
 - Using physical force to place child on a toilet against their will

- Leaving a child unsupervised on toilet

B. Illness

No child or staff shall be admitted who has a contagious or infectious disease. Parents and/or guardians will be notified to pick up the child if the child exhibits any of the following symptoms:

1. Fever; a body temperature of 100.5 degrees or more
2. Diarrhea, two or more watery stools in a 24-hour period
3. Vomiting: two or more occasions within the past 24-hour period
4. Abdominal pain which lasts more than two hours
5. Mouth sores with drooling
6. Rash with fever or behavior change
7. Conjunctivitis or "pink eye" – with white, yellow, or green eye discharge and red ("bloodshot") eyes, until on antibiotics for 24 hours
8. Pediculosis (head lice), until after the first treatment
9. Active tuberculosis, until a health care provider or health official states the child is on appropriate therapy and can attend child care
10. Impetigo, until treatment has been started
11. Strep throat, until 24 hours after antibiotic treatment has been started
12. Chicken pox, until all lesions have crusted
13. Rubella, until 6 days after onset of rash
14. Pertussis (whooping cough); until 5 days of antibiotic treatment
15. Mumps, until 4 days after onset of gland swelling
16. Measles, until 4 days after onset of rash
17. Hepatitis A, until 1 week after onset of illness or as directed by the health department

Any child who becomes ill and unable to participate in daily activities shall be separated from other children, supervised, and parents shall be called to pick up the child. Children exhibiting contagious symptoms will not be re-admitted to the preschool program for 24 hours beginning from the child's pick-up time by an authorized adult.

C. Medication

If a child must take any medication in school, either over-the-counter or that which a doctor prescribes it will only be given with signed parental permission which includes:

1. Child's name
2. Name of child's doctor (for prescription medication)
3. Frequency
4. Dose
5. Date

At no time will the student be allowed to keep the medicine in his/her possession. Asthma medication or an Epi-pen will be stored in the office unless it has been communicated to the school nurse that it must remain in the classroom.