



CHRIST *the* **KING**
CATHOLIC SCHOOL

Preschool Handbook

2024-2025

Table of Contents

Mission Statement	3
Faculty Information	3
Philosophy	3
Admissions Policies	4
Arrival and Dismissal	5
Attendance	5
Communications	5
Dress Code	6
Health Policies and Procedures	7
Report Cards / Parent-Teacher Conferences	8
Safety	8
School Schedule / Closings	8
Snacks and Lunch	9
Stay & Play	9
Tuition and Fees	10
Appendix 1: Physician Consent for Medication Administration	11
Appendix 2: Parental Consent for Medication Administration	12
Appendix 3: Witness Statement for Students	13

Christ the King Preschool Mission Statement

The mission of Christ the King Preschool is to provide each student with high quality, developmentally appropriate activities that will prepare him/her socially, emotionally, physically, academically and spiritually to continue learning for life.

Christ the King Preschool Philosophy

Learning and play go hand-in-hand. Preschool students will be exposed to a variety of activities that will foster a love of God, love of life, family, friends and oneself. Students will be encouraged to be creative in expressing themselves through music and movement, and art activities. Students will develop fine & gross motor skills, mathematics, science, literacy and language skills through exploration and play.

Preschool Faculty

PK4 Teacher, Mrs. Diane Davi
Email: ddavi@ctks.net

PK4 Aide, Mrs. Mary Kate Stechschulte
Email: mstechschulte@ctks.net

PK3 Teacher, Mrs. Jane Hilton
Email: jhilton@ctks.net

PK3 Aide, Mrs. Katie West
Email: kwest@ctks.net

Admissions

These are the basic Preschool Requirements:

- Children should be potty-trained. Use of pull ups is not permitted.
 - Capable of fastening and unfastening pants
 - Using restroom without assistance
 - Washing hands
- Child must turn 3 on or before 8/1 for the 3-year-old program
- Child must turn 4 on or before 8/1 for the 4-year-old program
- Completed Enrollment Process through FACTS

Children will be accepted into Christ the King Preschool in the following order:

1. Current children in Christ the King Preschool
2. Sibling(s) of presently enrolled student(s) of Christ the King School
3. Children of parishioners of Christ the King or St. Rita Parishes
4. Catholic children from parishes other than Christ the King or St. Rita.
5. Non-Catholic children, (where the families hold values consistent with Catholic/Christian education, with approval of pastor/principal.)

Please check that the following items have been submitted for a complete enrollment:

- Child's Birth Certificate
- Baptismal Certificate (unless baptized at Christ the King)
- Health and Immunization Records*
- Child's Social Security Number
- Completed Enrollment form
- Registration Fee \$100.00 (deducted on FACTS)
 - *if the child has a medical/religious exemption, this St. Louis County Health Department paperwork must be on file by August 1.

Arrival and Dismissal

Preschool students with older siblings at Christ the King can arrive at 7:30-7:45 and go to their preschool classroom. Preschool students that do not have older siblings at CKS, can arrive between 7:45-8:00. The school day official begins at 8:15 in PK3 & PK4.

Preschool class dismisses at 11:30 AM if not staying for the afternoon's "Stay and Play." Students dismissing at 11:30 AM will be escorted by the Preschool teacher to the rectory lawn on Balson. It is necessary to communicate with the Preschool teachers & the main office concerning adult(s) responsible for pick-up at dismissal.

There are 3 scheduled ½ days for the 2022-2023 school year. This does not include the last day of school dismissal at 10:30. The 3 scheduled 11:45 dismissals are: September 2, October 28, & December 21. On these days, all students in PK3 & PK4 will dismiss between 11:30- 11:45. Parents can pick up their preschoolers by the rectory lawn to avoid the parking lot.

On days where it is raining or snowing, parents may pull into the blacktop parking lot and pick up their students.

Students that remain for "Stay and Play" are dismissed at 3:00 PM. Older siblings may escort child to vehicle or to walk home. Walkers are to exit through school doors on Dartmouth side.

Preschoolers staying for After Care are dismissed by the After Care teacher in the designated After Care room, most often held in the Cafeteria.

Attendance

When your student will be tardy or absent, please communicate via email to the main office and to the preschool teachers.

Communications

Our school newsletter, is sent through FACTS every Friday. In addition to the school newsletter packet, preschool families will receive a newsletter from Mrs. Davi or Mrs. Hilton throughout the school year with information as needed. It is critical that parents open and read the emails that are sent from Christ the King.

Dress Code

School uniforms are required for our Preschoolers. Uniforms consist of:

- A navy-blue Christ the King Preschool polo shirt (long or short sleeve), available through *Just Me Apparel*. Long sleeve shirts should not be worn under their polo shirts. Only plain white undershirts are acceptable.
- Girls – A navy blue, low-waisted, cotton jumper in both short sleeves and long sleeves, available through *Just Me Apparel*. Khaki skorts with a navy polo, can also be worn as an alternative
- Boys--Khaki shorts with navy blue polo. A belt (Velcro or regular buckle) can be worn. Be certain that the child is able to manage the shorts/pants themselves. Cargo pants and shorts are not acceptable.
- Shoes with Velcro or any non-tying shoes are expected, unless your child is consistently able to tie his/her shoes independently. No high-tops, no shoes without heel completely enclosed, no light-up shoes. Brown, black, navy leather dress shoes with non-marking soles are also acceptable.
- White, navy, gray, or black socks.
- NO GLOVES! Mittens, please!
Please note: any items that are forest green, have the old Royal Knight logo, or have the old CKS logo are not part of the daily uniform.
- No rub-on tattoos. (They can be removed with rubbing alcohol before coming to school.)
- No makeup.

On special “dress-out” of uniform days, preschoolers may wear:

- Comfortable, clean play-clothes that the children are able to manage themselves.
- Shoes should follow standard dress code.
- All clothing should be appropriate for the day’s weather.

General Appearance

- Hair must be neatly combed and off the face.
- Hair color is not to be changed by bleaching, dying or spraying hair color on hair.
- Clothes are to be clean, neat, should not be dingy, wrinkled or torn.
- Snow boots may be worn to school during inclement weather, but must be removed while inside during the school day. The student is to bring a pair of school shoes to change into.
- Students are not permitted to wear shoes that mark or damage the floors.

All clothing is to always reflect modesty which is appropriate to a Christian learning environment. Final decision of appropriateness is up the discretion of school administration.

Health Policies and Procedures

Health cards with current immunization and emergency release information must be completed and faxed or mailed to the school by August 1. Please update these records as necessary, and notify the director in writing of any change in your child's medical status.

Please keep your child home if he or she has any of the following symptoms in order to protect and keep both your child and others in the preschool healthy.

- A fever above 100 degrees within the previous 24 hours
- Vomiting within the previous 24 hours
- A rash of undetermined origin
- Heavy nasal discharge of dark yellow or green mucous
- Upset stomach with vomiting and/or diarrhea

If your child becomes ill during the day, the parents or emergency contact will be notified to pick up the child from school. Please keep these phone numbers current.

If your child has been prescribed an antibiotic, he/she should not return to school until a full 24-hour dosage has been completed.

A child must be free of fever, vomiting, and diarrhea, without the use of medications, for a full 24 hours before returning to school.

Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (*Appendix 1: Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. written consent of the parent/guardian for school personnel to administer the medication (*Appendix 2: Parental Consent for Medication Administration to their child*);
3. the medication in the original container;
4. proper training of personnel on medication administration.

All medication sent to the school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person. A trained staff member will be assigned to administer medication. Proper documentation will be kept on every dose given.

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. (*Archdiocesan Policy # 4401.4*)

Students with a life threatening illness (severe allergies, asthma) must have an emergency action plan, signed by a physician, on file. This document is required to be updated each school year.

Communicable Diseases

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (*Archdiocesan Policy # 4401.5*)

Report Cards / Parent-Teacher Conferences

Report Cards are issued twice a year for our preschool students. Assessment includes the following areas of development: knowledge of self, social/emotional development, work habits, motor skills, math and science readiness, literacy readiness, identification of numbers, letters, letter sounds, and shapes. Parent-Teacher Conferences are held in mid-August and Late October or early November. Conferences can be requested by parents and teachers at any time throughout the school year.

Safety

Emergency procedures related to fire, tornado and earthquake events, lock-down and reverse evacuation have been developed and are practiced with the students. For complete detail, see K-8 Parent, Student Handbook.

School Schedule / Closings

Vacation days, school holidays, early dismissal days, snow days, etc. for the Preschool will follow the regular Christ the King School schedule.

School Cancellation

If it is necessary to cancel school for the day, the school closure will be communicated via email to parents & guardians, posted on Fox 2 News Snow Watch, Channel 4 Warn Snow Alert, and Channel 5 Storm Watch, and on Instagram (@athomeatcks) & Christ the King School's Facebook page. Please do not call the rectory or school to find out if school has been canceled. Your cooperation in this matter will be greatly appreciated.

Snacks and Lunch

Preschool students will be given a mid-morning, healthy snack. Each month a calendar will be sent home for snack help. Snacks should be store bought and wrapped. When it is your child day please send a healthy snack for the entire class. Healthy snack examples are: popcorn, Jell-O, applesauce, pretzels, vegetables/fruit, raisins, and graham crackers.

Students who remain for “Stay & Play” are to bring their lunch. PK3 & PK4 eat as one class for their lunch. Due to COVID19, for the unforeseeable future, there is no hot lunch option. Healthy lunches should be provided, to include milk, juice or water. Soda is not permitted.

Stay & Play

Depending on teacher contract, Stay and Play may be limited to ten students per day. Prior registration is required. We understand that emergency situations arise where you would benefit from your child being able to remain at school in the afternoon during Stay & Play. If possible, we will try to accommodate your child. Please contact the school office if this emergency need arises, and we will see if we can accommodate the additional student with the size class we have on a given day.

Preschool Tuition and Fees

Mornings (7:30 a.m. to 11:30 a.m.)

- 2 days: \$175 per month; \$1,575 annually
- 3 days: \$245 per month; \$2,205 annually
- 4 days: \$276.25 per month; \$2,762.50 annually
- 5 days: \$380 per month; \$3,340 annually

Stay & Play (11:30 a.m. to 3:00 p.m.)

- \$25.00 per day

All families pay an annual, non-refundable Enrollment Fee of \$100 which will be deducted from your FACTS account at the time of enrollment.

Preschool tuition is billed **monthly** on the date that was selected during the enrollment process. Stay & Play and AfterCare fees are deducted from the account on file. In order that your child remain in the program, it is imperative that this financial responsibility is attended to in a timely manner.

Stay and Play Fees are invoiced and payable monthly according to the schedule for which each child is registered. The invoice will include Stay and Play as used. Payments should be given to the director with checks made payable to Christ the King Parish. (Note: Days of attendance in the month of August will be included in September's bill). Account must be kept current to maintain enrollment at Christ the King Preschool.

Fees are not refundable for days missed for the following reasons:

- when the child is away on vacation
- when he or she is home sick
- when he or she does not want to come to school
- when inclement weather or building maintenance problems close school

A separate after school program is offered to full-time students in Christ the King School and children enrolled in CKS Preschool.

Christ the King After Care (3:00 p.m. to 6:00 p.m.)

- Students may be enrolled on either a full-time or part-time basis. The cost of the program is \$10 per day for the first child, \$15 for 2 children, \$20 for 3 children. The fee is billed at the end of each month from the account connected to Facts Family Portal.
- All families pay an annual, non-refundable registration fee of \$5 per child.

Physician Consent for Medication Administration

Date: _____ Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment: _____

Side effects to look for: _____

Restrictions: _____

Physician Signature:

Parental Consent for Medication Administration for their Child

Date: _____

School: Christ the King

Student: _____ Grade: _____

My child is to receive _____ medication according to
the physician's directions given for _____ .

The treatment will last _____ .

My child has _____ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Parent or Guardian Signature: _____

Relationship to student: _____

Physician Contact Information: _____

.

APPENDIX 3

WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and Parish Schools of Religion

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.
I LOVE GOD.

GOD MADE EVERYTHING GOOD.
I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.
I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.
I WILL BE KIND TO ALL OF GOD'S FAMILY.