



CHRIST *the* KING

CATHOLIC SCHOOL

Preschool Handbook

2026 - 2027

Christ the King Preschool Policies and Procedure

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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 playing 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

PK Administrator, Mrs. Jo Ann Jost

Email: jjost@ctks.net

PK3 Teacher, Ms. Samantha Fiock

Email: sfiock@ctks.net

PK4 Teacher, Mrs. Jennifer Delf

Email: jdelf@ctks.net

PK3-4 Teacher, Mrs. Maggie Biscan

Email: mbiscan@ctks.net

Admissions

These are the basic Preschool Requirements:

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

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- 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, St. Rita, St. Roch, or All Saints 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, the St. Louis County Health Department paperwork must be on file by August 1.

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Arrival and Dismissal

Preschool students should arrive between 7:45 and 8:00 but not earlier than 7:45. If you need to drop off earlier, please take your child to the main school, and your child will go to Before Care and be brought to the preschool at 7:45. There is a charge for Before Care. The school day officially begins at 8:15 in PK3 & PK4.

Preschool class dismisses at 11:30 AM if not staying for the afternoon. Students dismissing at 11:30 AM will be picked up in front of the preschool building on Balson Avenue. It is necessary to communicate with the Preschool teachers & the Preschool office concerning adult(s) responsible for pick-up at dismissal. Please park on Balson and walk to the porch area to meet your child. This is the procedure for ALL half day.

For half-day students on days where it is raining or snowing, parents may pull into the blacktop parking lot by the Preschool and pick up their students.

Students that remain for the entire day are dismissed at 3:00 PM. Eighth graders and staff will escort child to the main school. **All children** will be dismissed from there. Please drive into the parking lot and have your family name sign displayed on your dashboard. Please do not come to the preschool at 3:00 to pick up even if you are a walker.

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

*All early dismissal days for Preschool are 11:30 (11:45 for K-8).

Attendance

When your student will be tardy or absent, please communicate via email to the Preschool office **AND** to the Preschool teacher.

Office Phone: 314-725-5855

Office Email : jjost@ctks.net

PK-3 Email : sfiock@ctks.net

PK-4 Email : jdelf@ctks.net

Communications

Preschool families will receive a newsletter from their teachers throughout the school year with information as needed. It is critical that parents open and read the emails each week that are sent from Christ the King.

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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 but not necessary. 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. Tennis shoes are recommended. 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.
- Leggings, tights, or shorts must be worn under the jumper. Leggings and tights should be navy, gray, or black.
- White, navy, gray, or black socks.
- NO GLOVES! Mittens, please!
- 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 the 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, and 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 to the discretion of school administration.

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Health Policies and Procedures

Health cards with current immunization and emergency release information must be completed and emailed or mailed to the school by August 1. Please update these records as necessary, and notify Mrs. Jost 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 emailed 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; (All medication – prescription and over-the-counter – **must not expire before the last day of school**)
4. proper training of personnel on medication administration.

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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.

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Only physicians, physician assistants and nurse practitioners 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 (at the end of the first and second semesters). 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 November/December and April. 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, contact the Preschool office for procedures.

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 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.

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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's 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 the full day are to bring their lunch. PK3 & PK4 eat as one class for their lunch. Preschool has no hot lunch option. Healthy lunches should be provided by parents to include milk, juice or water. Soda is not permitted.

Stay & Play

Depending on the teacher contract, Stay & 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 Preschool 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.

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Preschool Tuition and Fees

Mornings (7:45 a.m. to 11:30 a.m.)

- 2 days: \$210 per month; \$2,100 annually
- 3 days: \$280 per month; \$2,800 annually
- 4 days: \$350 per month; \$3,500 annually
- 5 days: \$410 per month; \$4,100 annually

Full day (7:45 a.m. to 3:00 p.m.)

- 2 days: \$420 per month; \$4,200 annually
- 3 days: \$560 per month; \$5,600 annually
- 4 days: \$700 per month; \$7,000 annually
- 5 days: \$820 per month; \$8,200 annually

Stay and Play (when used)

- \$35.00 per day

All families pay an annual, non-refundable Enrollment Fee of \$200 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 After Care 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 & Play Fees are invoiced and payable monthly. The invoice will include Stay & Play as used.

(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

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

Christ the King Before Care (7:15 a.m. to 7:45 a.m.)

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

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- Before Care fee is \$5 per day. The fee is billed at the end of each month from the account connected to Facts Family Portal.
- For After Care, students may be enrolled on either a full-time or part-time basis. The cost of the program is \$12 per day for the first child, \$18 for 2 children, \$24 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.

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APPENDIX 1

4401.4

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:

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APPENDIX 2

4401.4

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: _____

****Please note:**

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A separate physician and parent consent form is needed for each separate medication including over-the-counter medications.

All medication must be in its original box/container and cannot expire before May 31st.

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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.