

**CHRIST THE KING LUTHERAN SCHOOL
FAMILY HANDBOOK
EARLY CHILDHOOD CENTER
2020 – 2021**



People Helping People Become All Christ Calls Them to Be

**Christ the King Lutheran School
5625 N. US HWY 1
Palm Coast, FL 32164
Office: 386-447-7979
Fax: 386-447-4121
www.ctkpalmcoast.com**

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Introduction

This handbook has been developed to assist families in understanding *who* Christ the King Lutheran School is and introduce them to its policies and procedures. ***This handbook is to be updated annually and is to be read by all school families.*** If there are questions concerning any of the school's policies or procedures, we ask that you bring them to the principal or the Education Committee.

School Structure and Governance

Christ the King Lutheran School is governed by the Executive Council of Christ the King Lutheran Church. Under the Executive Council, the school maintains the following structure:

Christ the King Lutheran Church and School's Education Committee advises the Executive Council on matters regarding CTK's educational ministries.

The Early Childhood Education Director is tasked with overseeing CTK's early childhood education program and is responsible for carrying out all school-related tasks including supervision of instruction, discipline, staffing, and administrative duties.

Lead teachers of the classrooms are directly responsible for their classroom and their students. Parents are encouraged to speak regularly with their child's lead teacher regarding the progress of their child or any concerns they might have. Further concerns may then be directed to the preschool director and/or school administrator as concerns apply to the responsibilities of each above.

The **Education Committee** of Christ the King Lutheran School is thankful for the opportunity to partner with you in *helping your child become all Christ calls them to be*. The Education Committee stands ready to serve families by striving to provide an outstanding educational experience for you and your child. May the Lord bless our partnership.

The Education Committee of Christ the King Lutheran Church and School

Jim Kipp, Committee Chairman - jim@kippwealthmanagement.com

Kristin Dominguez, Committee Secretary

Corie Lauremore, Committee Member

Travis Luther, Committee Member

Kriss Reed, Committee Member

Will Yorgey, Committee Member

Pastor Jay Zahn jzahn@ctkpalmcoast.com

Principal Eric Brown ebrown@ctkpalmcoast.com

ECE Director Francesca Dopp fdopp@ctkpalmcoast.com

Assistant Principal Josh Rimpel jrimpel@ctkpalmcoast.com

Christ the King Lutheran School and the WELS

The Wisconsin Evangelical Lutheran Synod (WELS) has been providing Christian education for over 150 years. Considering its early childhood, elementary, and high school system, the WELS manages the fourth largest private school system in the United States. Currently, WELS congregations operate nearly 400 early childhood centers, 300 elementary schools, and 27 high schools.

Christ the King Lutheran School (CTK) has been operating as part of the WELS school system since 2010. CTK operates an early childhood education center along with a kindergarten through grade eight program on the same campus. Students from CTK consistently score above the national average on standardized testing. CTK is blessed with a faculty specifically trained to be professional educators in the WELS school system. All teachers hold at minimum a bachelor's degree in elementary education.

Statement of Religious Beliefs and Convictions

As a Christian school and non-profit institution, Christ the King School reserves the right to refuse enrollment or to disenroll students whose personal or family's beliefs and practices conflict with Christ the King School's understanding of the Word of God. Christ the King School is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS website, www.wels.net, is a helpful resource to more fully understand CTK's teachings and beliefs as revealed in Scripture.

No student or family shall at any time contest or undermine the stated purpose of the school or its teachings as revealed in Scripture, in or outside the classroom. Any student or family actively promoting or living a lifestyle contrary to Scripture may be subject to disenrollment.

Mission, Vision, and Objectives of Christ the King Lutheran School

Christ the King Lutheran School functions as part of the overall ministry plan of Christ the King Lutheran Church and seeks to carry out the campus-wide mission of...

“People Helping People Become All Christ Calls Them to Be”

Christ the King Lutheran Church and School work collaboratively in carrying out this mission on campus and in the community. With the all-powerful Word of God, CTK will encourage God's people to grow into all they have been designed to be and reach out into the community to those who may not yet know Jesus as their Savior from sin.

Vision Statements

In order to carry out its mission, Christ the King Lutheran School commits itself to collaborate with families to accomplish the following:

- Partner with parents/guardians in fulfilling their God-given responsibility of bringing up their children in the training and instruction of the Lord (Ephesians 6:4).
- Help students discover and develop their talents and abilities to be used in thankful service to the Lord.
- Encourage students and their families to have a life-long relationship with Jesus Christ.
- Provide a safe, nurturing environment with high academic standards
- Incorporate proven instructional methods, quality materials, and a standards-based curriculum taught in the light of God's Word.

Objectives

Christ the King Lutheran School desires to collaborate with families to see children succeed in all aspects of life. Partnering with families, CTK seeks to ensure that children will have what it takes to make a positive impact in this community and beyond. CTK desires to serve families by helping their children grow and develop into all God has designed them to be. CTK has identified three specific areas in which it will serve students in the process of *People Helping People Become All Christ Calls Them to Be*:

1. Christ the King Lutheran School will partner with families to help students grow within the five domains of development.
 - **Spiritual** – Students will learn to grow in the knowledge and grace of God, trusting in Jesus Christ as their personal Savior from sin through His suffering, death and resurrection. In response to this gift, students learn to live a life of serving Jesus by serving others.
 - **Intellectual** – Students will receive a high quality, well-rounded, Christ-centered education that prepares them for a lifetime of service to God and neighbor. All subjects will be taught in the light of God’s Word. It will become evident that God’s Word applies to every aspect of life.
 - **Physical** - Recess, physical education classes, and athletic programs will help students grow physically. Students will learn that their bodies are a gift from God and that they accept responsibility for their health, safety, recreation, and rest.
 - **Emotional** – Students will learn to recognize that feelings and emotions are real and need to be identified, validated, and aligned with God’s will for his people.
 - **Social** – Students will learn to recognize all people as God’s creation and to show kindness, unconditional Christian love and respect to their peers, family members, pastors, teachers, government authorities and all God’s representatives here on earth.
2. CTK will partner with families to provide opportunities for students to develop the *21st Century Skills* of...
 - **Critical Thinking/Problem-solving** – comparing evidence, evaluating claims, & making sensible decisions
 - **Communication** – speaking and writing skills and the ability to process and analyze information through a variety of media formats
 - **Collaboration** – working with others effectively and efficiently to accomplish a common goal
 - **Creativity/Innovation** – exploring options and designing alternative solutions “thinking outside the box”
3. CTK will partner with families to provide opportunities for students to develop the *Life Success Skills* of...
 - **Integrity** – honesty manifested by adherence to moral principles
 - **Self-discipline** – self-monitor, delay gratification, and resist temptation
 - **Empathy** – understand the feelings and perspectives of others as decisions are made
 - **Perseverance** – tenacity in difficulty, striving to achieve, never giving up
 - **Clearly defined moral values** – understand Biblical guidance for daily living

The blessing of Christian education is that these objectives and qualities are developed with guidance from the scriptural tenants of *Love the Lord your God with all your heart and with all your soul and with all your mind and Love your neighbor as yourself* (Matthew 22:37, 39).

Expectations

Families can expect that Christ the King Lutheran School faculty and staff will:

- Be prepared to serve students and families each day.
- Have a servant’s attitude in their approach to ministry.
- Carefully assess each child’s individual abilities.
- Encourage each student to work to his or her potential.
- Have a willingness to assist students.
- Be available for students and parents.
- Speak well of Christ the King Lutheran School’s students and families.
- Express the joy of carrying out the Gospel ministry at Christ the King Lutheran School.

- Pray for the students and families of Christ the King Lutheran School.
- Treat students and families with Christian love and respect.

Christ the King Lutheran School faculty and staff expect that students will:

- Develop a willingness to participate, cooperate, and learn.
- Develop the ability to take responsibility for class tasks and projects.
- Complete tasks using one’s God-given talents.
- Challenge themselves to succeed.
- Learn to treat other students, support staff, and teachers with Christian love and respect.

Christ the King Lutheran School faculty and staff expect that families will:

- Have your child at school on time each day.
- Provide spiritual development opportunities for your child.
- Encourage your child to use his/her God-given talents to the best of his/her ability.
- Regularly discuss school with your child.
- Discuss your child’s progress with his/her teachers.
- Share with your child and others the blessings of Christian education.
- Speak well of your child’s teacher and the Christ the King Lutheran School’s faculty and staff.
- Pray for your child, the faculty, and staff at Christ the King Lutheran School.
- Treat other families, the staff, and faculty with Christian love and respect.

Statement of Excellence

CTK will pursue excellence in:

- Being a school dedicated to the Word of God
- Being a school which demonstrates Christian love and respect toward all
- Being a school seeking to serve students and families
- Being a school committed to academics
- Being a school striving for continuous improvement

Culture of Professionalism

Christ the King Lutheran School is an equal opportunity employer and does not discriminate based on race, color, sex, age, national origin, disability, or veteran status. A climate of high expectations, both professional and ethical has been established for administrators, teachers and support staff.

Christ the King Lutheran School’s *Teacher Qualifications* and *Professional Ethics & Reporting Professional Misconduct Procedures* documents are posted in teacher work rooms, on the school’s website, and on hallway bulletin boards.

Christ the King Lutheran School strives in every way to follow the scriptural encouragement found in Colossians 3:17, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”

Christ the King Early Childhood Center Philosophy

Christ the King Early Childhood Center provides a year-round, full time program for children between 12 months and 5 years of age. A team of certified teachers and experienced assistant teachers provide a developmentally, culturally, and spiritually appropriate curriculum in a Christ-centered, safe and loving environment where children can develop and flourish.

Our educational philosophy is the developmental-interaction approach. We believe a child's learning and growth depends on his or her interactions with the social environment of peers and caring adults. Enjoyment through active participation is one of the cornerstones of our program.

This developmental-interaction approach assumes that a child learns best when developmentally ready for new experiences and when those experiences are built on earlier ones. Teachers and caregivers introduce new activities based on interests and abilities expressed by the child and the group, as well as on their own observations. In this atmosphere each child learns at his/her own pace and is encouraged through the early years of exploration.

Our emphasis on developing relationships, and the careful attention we give to individual interests and abilities, helps children feel safe and nurtures their self-esteem. This creates an environment that encourages curiosity, problem solving, creativity, and social growth.

Finally, our Early Childhood program teaches Christ daily to the students so they can learn and grow in the Word of God. In addition, we pray families consider Christ the King as a home congregation where they can learn and grow together as well as with a family of believers.

Elastic Clause

This *Family Handbook* does not include every situation that may possibly arise during the school year. If any situation not specifically covered should arise, in Christian love, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and God's kingdom will be considered. Each situation is different and will be handled on an individual basis. The administration reserves the right to deviate from the policies and guidelines outlined below.

Christ the King Lutheran School Policies and Procedures

Statement of Nondiscrimination

Christ the King prohibits harassment and/or discrimination against a student on the basis of gender, race, color, disability, linguistic preference, ethnic or natural origin, and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to students at the school. We further abide by the laws of the Americans with Disabilities Act (ADA).

Admissions Policy

- Enrollment is based on availability.
- Students will be placed in the grade level that corresponds with their chronological age using September 1 as the cut-off date.
- Christ the King practices a non-discrimination enrollment policy.

Admissions Process

- **Step 1:** Family connects with CTK via phone, email, or the CTK website and is directed to either schedule a campus visit or complete the online *Admissions Application*.
- **Step 2:** Campus visit schedule is finalized, the family visits, (This visit is to include the prospective student.) and is provided with additional school information including calendar, tuition information, and handbook.

- **Step 3:** Family completes the application process in TADS and pays the \$75 Application Fee and completes the *Transcript Request* form. (Students entering grades 3 – 8 may be asked to *shadow* for part of a school day prior to Step 4.)
- **Step 4:** Notification from the school office of acceptance for enrollment (either in the class or to the waitlist) will be made within 5 school days of completing Step 3
- **Step 5:** Family submits other required forms (i.e. health & immunization forms) through TADS and completes a tuition and fees payment agreement.

Class Placement

Enrollment at Christ the King is based on a first come, first served basis. Priority is given to students currently enrolled at Christ the King or that are members of Christ the King. Children are placed in appropriate classes based on the age requirements set by the September 1st deadline. **Placement of VPK students to our kindergarten** is filled using the following considerations:

- Active membership at Christ the King Lutheran Church
- Siblings currently in program
- Child of CTK personnel
- Longevity in CTK’s educational ministries
- CTK student in good standing
- Child is from family without a church home
- Applications for enrollment received during the re-enrollment period (students of current CTK families) will be given priority.

Class Size Limits

Christ the King School strives to maintain appropriate and beneficial teacher-to-student ratios. In each classroom the maximum enrollment is as follows:

- Toddler’s Preschool: 15 students (1 teacher – 2 assistants)
- PreK 2’s Preschool: 20 students (1 teacher – 2 assistants)
- PreK 3’s Preschool: 18 students (1 teacher – 1 assistant)
- VPK Preschool: 18 students (1 teacher – 1 assistant)

Clothing

We support the Christian concept that our bodies are temples of the Holy Spirit. Children will be expected to be dressed in accordance with good Christian principles and practices, and yet, allow for comfort and agility to participate in all types of activities. If we determine that a child’s dress/personal appearance is not consistent with Christian principles, the parent(s) will be informed and counseled.

- Each VPK or Preschool child must have a change of indoor clothing to be left at the school. Please include underwear, socks, pants, and shirt in a one-gallon Ziploc bag for storage. **Keep seasonally appropriate and labeled with name.**
- Please label each item of clothing, blankets, lunch boxes, water bottles, and backpacks with the child’s name or three initials. Jackets too!
- Please allow your child to wear clothing that he/she will not be afraid to get dirty. They will naturally avoid activities if they are worried about getting their “best” clothes dirty.

- Please keep in mind that crayons, markers, and paints will be used frequently by your child. Even though we provide all ‘washable’ art supplies, experience has taught us these do not always wash out completely. Children are encouraged to have an old shirt at school for craft times.
- The children will spend time outdoors daily, except for days with precipitation. **PLEASE dress your child appropriately for each day’s weather!**
- SUGGESTED Do’s and Don’ts. Do not send your child in one-piece jump suits, or overalls. Avoid *cowboy boots, sandals, heels, or “floppy” shoes*. As cute as “grown up” styles are, trousers or jeans with zippers, snaps and even a belt sometimes make it impossible for a VPK or Preschool child to get these all undone in the bathroom on time. (Especially when they are hurrying!) **Elastic bands on pants would be preferable to avoid accidents. This applies especially to 1-3-year-olds.**
- A school bag of some kind is not necessary for Preschool children as parent notes and projects are carried out by hand, but students often enjoy having them!
- Girls wearing skirts must have shorts or bundies underneath.

Spirit Days

Approximately one day each month our students can participate in a “spirit day.” On this day, each student can wear any CTK apparel to show school spirit. These days will be marked each month through the weekly newsletter and approved by the administrator.

Preschool Special Events

A calendar of Preschool special events will be emailed out to parents in the beginning of the school year.

Communication

Christ the King desires to build a culture where parents and teachers join hands as partners in providing the finest education possible for the young people entrusted to their care. To that end, the staff of CTK is truly committed to maintaining open channels of communication with the parents and or guardians of our students. The following outlines some important avenues designed to promote efficient and effective communication:

Parent Orientation/Storm Day

In early August, parents have an opportunity to meet with the teachers and ECC Director at CTK’s Orientation/Storm Day to discuss the school’s philosophy, policies, and procedures. This event gives CTK the opportunity to provide parents information about new policies, reinforce specific policies, and provide an opportunity to ask questions about CTK’s educational ministry. Included with this event is an opportunity for students and families to visit classrooms and meet the teaching staff. Families are provided information needed for a successful school year and students can bring in their books/supplies in advance of the first day of school.

Teacher Availability

If at any time during the school year parents have questions concerning their child’s progress or behavior, they are encouraged to call the teacher and arrange a mutually convenient time to meet. This may be accomplished by stopping by the teacher’s classroom, calling, or emailing the teacher. The teacher will make every effort to return your call or respond to your email no later than the following day.

Classroom Visitation

As part of CTK's open-door policy, parents are welcome to visit their child's classroom and see education in action. Parents may participate in the classroom activities or just come and observe. Prior to the visit, arrangements should be made with the teacher for the best time to visit so that the teacher may prepare ways to involve the parent during the visit.

Volunteering

Parents are welcome to volunteer at Christ the King. Opportunities are plentiful. Whether it's one day a month or one day a year, please consider reading a story, assisting with a small group, helping with a project, singing a song, manning the computer, or just being an extra pair of hands. Your presence enhances your life, your child's life, and our educational programs as well. If interested, please contact the ECC Director.

Weekly Newsletter

Classroom teachers will typically send home a weekly update to inform families of curriculum units being introduced, projects students are working on, areas of school work where parents can assist their children, and or upcoming events.

The school office will also send a weekly newsletter via email to keep families informed about school-wide news and events.

When Concerns Arise

We realize that at times problems or misunderstandings between home and school will arise. It is not good to leave these matters to themselves, even for a short period of time. If at any time you have a question or concern, please follow the process below which is based on Christ's instruction given to us in Matthew 18. It is the aim of this process to resolve any problems in a God-pleasing manner.

When there is a complaint or concern about another member of the school family seek to deal with the other individual in a private and respectful manner first. If that is a parent, then speak with that parent. If that is a teacher, then speak with that teacher. If the situation cannot, after sincere effort, be resolved, then the matter may be brought to the school principal. If the issue still cannot be resolved, Christ the King's Education Committee will take up the concern with the assistance of the Campus Pastor.

Please avoid talking to or involving other individuals in an issue that is none of their concern. This type of behavior only leads to gossip, misinformation, and hurt.

If your child comes home and shares with you something of concern, please reach out to your child's classroom teacher and ask the question beginning with three important words, "**Help me understand...**" A classroom teacher may not be aware of an issue your child shares. This question provides an opportunity for families and teachers to work together for the good of the entire school community.

Under no circumstances should families express concerns or frustrations with the school, a teacher, or other students via social media. This type of behavior is harmful to campus culture and will not be tolerated. Inappropriate use of social media on the part of a CTK family could result in a student's dismissal from Christ the King Lutheran School or Early Childhood Education program.

Curriculum

The curriculum at Christ the King seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. The curriculum that our Early Learning Center uses is Scholastic's Big Day for Pre-K. A summary of the curriculum is:

- Curriculum that centers around Christ and God’s Word
- Curriculum that is developmentally appropriate for the students’ development.
- Curriculum that uses a variety of formal and informal tools to monitor children’s growth and development throughout the year.
- Curriculum that implements strategies and routines to help create a safe and welcoming learning environment with will foster children’s curiosity and encourage collaboration and independence.
- Curriculum that can be adapted to the needs of every student
- Curriculum that covers all the preschool learning domains

Religion

We are a Lutheran Christian preschool; our ministry is to grow our student in Christ as well as academically. Preschool classrooms have Bible time every day, our teachers follow our Christ Light curriculum.

Every Friday the children have Chapel with Pastor Jay. Chapel runs about 10 minutes long where Pastor Jay reinforces the Bible story the children have been learning all week. The preschool children learn a new Christian song every month and we sing it all together in chapel on Fridays.

Our chapel videos are posted on our private preschool Facebook page.

Discipline

Discipline is derived from the word “disciple” which means “a learner.” At Christ the King we do not think of discipline as punishment, but rather as a form of education. It is our goal to help your child learn self-control as well as Christian attitudes and behaviors. Teachers will deal with each child in accordance with Christian love.

In no instance will physical punishment be used (e.g. spanking), nor will discipline be related to food, rest, or toileting. We prefer to give encouragement and praise of good behavior, while offering corrective guidance and redirection for improper behavior. We do our best to anticipate problems and redirect a child’s activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If the child is exhibiting an inappropriate behavior, we will tell the child that they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative.

If the child is repeating inappropriate behavior, the parents will be consulted. A meeting with your child’s teacher and the preschool director will be set up to discuss a behavioral improvement plan. If the poor behavior persists, the child may be dismissed from the program at the discretion of the school administrator.

In all cases of discipline, Christ the King teachers will act with utmost love for the children and with their best interest in mind. We exist **to partner with parents** in raising and educating their children. Christ the King teachers also employ alternative methods in their discipline, such as a methodology called *Teaching with Love and Logic*.

*CTK Preschool uses these disciplinary times as teachable moments. Teachers work with the children in these moments of conflict to give them the tools to resolve the conflict and to understand why the action was not a good choice. In this center no child will ever be labeled as “bad” or “naughty”. We are here to teach our

students coping skills and conflict resolution.

Biting and Fighting

We want our school to be a safe and happy environment for your child(ren). Therefore, we have a strict policy on biting and fighting. *Three strikes and you are out.* The first time a child bites or fights, he/she will be talked to by the teacher and disciplined according to the *Teaching with Love and Logic* methodology. The second time, the parent(s) or guardian(s) will be notified, and the child will be asked to leave school for the remainder of the day. The third time a child bites or fights, he/she will be asked to permanently leave the program. Please understand this policy is under the discretion of the preschool director as some of these behaviors for younger children are more common than older children.

Please note that in our 1 and 2-year-old classrooms biting is developmentally appropriate and will be viewed case by case.

Early Childhood Expulsion Plan

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may expel or suspend a child from the center:

Immediate Causes for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibit verbal abuse to staff in front of enrolled children.

Parental Causes for Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another center to provide care for this child.

Enrollment Requirements

1-2-year-old Preschool (Toddlers)

Children ages 1 and 2 are eligible for entrance into the Christ the King Toddler Room. Toddler Room children *must* be at least 12 months old. They also *must* be able to walk and feed themselves at lunch and snack times. Toilet training is not required. Children *must* also be 1 year old to be in this classroom.

2-3-year-old Preschool (PreK 2's)

Children ages 2 and 3 are eligible for entrance into the Christ the King PreK 2's Room. Toilet training is not required. Children *must* also be 2 prior to September 1 to be in this classroom.

3-year-old Preschool (PreK 3's)

Children ages 3 and 4 are eligible for entrance into the Christ the King 3-year-old Room. All children must be **fully toilet trained prior** to enrollment. Children *must* also be 3 before September 1 to be in this classroom.

4-year-old VPK Preschool

Children who are 4 years old *on or before* September 1 are eligible for entrance into the VPK program at Christ the King Preschool. Parents must obtain of Certificate of Eligibility from the Early Learning Coalition to prove the child's eligibility. All children must be fully toilet trained prior to enrollment.

Required Forms

To enroll your child, the following forms need to be submitted before your child begins:

- A completed Application for Enrollment
 - Application for students Age 1 - VPK *or*
- A completed and signed Emergency Information Form (online)
- A completed Family, Development, & Health Form
 - Form for students Age 1 - VPK *or*
- A completed and signed Media Release Waiver (online)
- An Acceptable Use of Technology Form (online)
- A completed and signed Agreement to Pay Policy (TADS) (online)
- Download, review, and keep the Influenza/Flu Information Guide
- A completed School Health Entry Exam
 - DH 3040, 10/96
 - Contact your physician for exam and form
- A completed Florida Certificate of Immunization
 - DH 680, 8/2000 OR Exemption Certificate DH 681, 2/2002
 - Contact your physician for immunization and form

For VPK Students only:

- All of the above, and
- The VPK Certificate of Eligibility
 - Available from the Early Learning Coalition--Call 386-323-2400
 - The child's birth certificate is required
 - Proof of Florida residency is required
- A signed VPK Attendance Policy

For Toddler and PreK 2's Students only:

- All of the above, and
- A completed Family Survey

Continual updates of immunizations will be required while attending our school. Your child's immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) are not allowed in the school.* The certificate shall be returned to the parent upon request when the child leaves the school. ***Please note ... Christ the King does accept students who are religiously exempt children.***

Family Educational Rights and Privacy Act (FERPA)

Parents and students have a right to confidentiality as outlined by the **Family Educational Rights and Privacy Act Regulations (FERPA)**. **While these rights apply to institutions receiving federal funding, we will follow the guidelines established for the protection of parents and students' records.**

FERPA gives parents and students the following rights regarding educational records:

- The right to access educational records kept by the school.
- The right to demand educational records be disclosed only with parent/student consent.
- The right to amend educational records.

Parents/students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that are kept in the sole possession of the [institution], are used only as a memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents. (including student advising folders)
- Computer media.
- Microfilm and microfiche.
- Video or audio tapes or CDs.
- Film.
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

RECORDS NOT CONSIDERED AS EDUCATIONAL RECORDS

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty. (NOT kept in student advising folders)
- Campus police records.
- Medical records.
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept **exclusively** by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege.

CTK does **not** need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

Graduation Guidelines

Only students who are currently enrolled will be eligible for VPK graduation. In addition, all tuition and fees must be paid in full to the school prior to the student participating in any graduation ceremonies and/or transferring records. The director will approve all graduates from the respective programs.

Health and Safety

First Aid and CRP Certification

No one can know when CPR will be needed, but it's a skill that can be the difference between life and death. Most Christ the King faculty and staff are CPR and First Aid Certified and meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits CTK faculty and staff to be ready to handle emergencies due to sudden illness or injury to students.

Immunizations and Health Forms

Florida law requires that all students have the necessary forms on file by the first day of class. Students cannot begin classes at Christ the King without a current, completed physical exam form and proper documentation of up-to-date immunizations. Forms are available from your doctor.

Emergencies

Medical emergencies may, on occasion, occur at school. In the event of a life-threatening situation (example - unconsciousness), the school may need to contact the appropriate emergency medical service first, before calling the parents. In case of an accident or illness where immediate emergency care is not deemed necessary, but where a child is unable to remain at school, the school will contact the parents to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated and the parents will be called.

Parents, please remember that the school must always be able to reach you. If neither parent can be reached at home, work, or cell, the emergency contacts listed on the child's emergency card will be phoned and asked to pick up the child.

If for any reason during an emergency, if the children cannot stay on school property, they will be taken to the Ranger Station directly to the south of our property or to the farm directly to the north of our property. Parents will be notified where they can pick up their child via email, phone, and/or text.

Minor Accidents

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded with accident reports. Administration is informed and parents and/or emergency contact person is notified of injury.

Serious Injury

If your child suffers a serious injury, procedures as outlined in the Safety and Emergency Management Plan will be initiated. The school will call 911 followed by the parents; provide First Aid until help arrives; and determining who will accompany the injured student to the hospital. An Accident Report form will be completed describing the nature and extent of the injury. **All head injuries will be reported to parents.**

Medication

If your child must have prescribed or non-prescribed, internal or external medication during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to a teacher. These procedures and requirements also apply to diaper and/or rash ointment for children in the Infant, Toddler or PreK 2's classroom. Refrigeration will be available for those medications requiring it. If medication—including sunscreen or bug spray—is to be given during the day, a medical release and authorization form will need to be signed.

Student Illnesses and Contagious Conditions

Students who have been diagnosed with illnesses such as the flu, a fever (100 degrees), or any other contagious condition must be symptom free for 24 hours prior to returning to school. In the event a student misses three or more days with a contagious condition, the student must obtain a doctor's note of clearance to return to school.

Lice

If lice and/or lice nits (eggs) are discovered on any student(s), we will be following a "no nit" policy. While we understand how difficult it is to rid the hair and scalp of all the eggs related to lice, we also must recognize how easily lice can be spread. Therefore, if your child is sent home with lice and/or nits, they will not be allowed back into school until they are free from all nits for 24 hours. Students must receive clearance from a health care professional before returning to school and cleared by CTK administration.

Car Seat Storage in the Early Childhood Center

Due to safety issues in hallways (evacuation reasons and possible theft), and a lack of space in the classrooms, we will be unable to store car seats at the school.

Severe Weather

Whenever possible the administrator will inform faculty and staff of weather warnings. A severe weather warning is made when the weather service announces a severe weather watch for the area.

Emergency Evacuation Drills and Reporting

In compliance with state regulations, evacuation drills are performed once a month. For the safety of all, detailed drill procedures are shared and periodically reviewed in each classroom.

Illness/Absence Policy

Parents are responsible to inform the school when a child is or will be absent for any reason. In the case of illness, the staff would appreciate knowing the nature of the illness, in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be advised of any communicable diseases to which the children may have been exposed. A parent may excuse a

child from school by calling the office: 386-447-7979. In addition, the parent must call/text/email the preschool director at director@ctkpalmcoast.com.

If your child is going to be absent from school, please contact us either the night before or the morning of. If your child is not here by 10am and you have not reached out to the school we must start calling primary care numbers, if we cannot reach mom or dad we must start contacting the people listed on your emergency contact list. **This is DCF policy.**

If your child arrives at school with these symptoms, or develops these symptoms while at school, you will be asked to take them home as soon as possible. **The child must not come back to school until they are symptom free for 24 hours (this includes diarrhea, vomiting, or fevers of 100 degrees or higher).** Parents will also be notified if their child shows any of the following symptoms: nausea, runny nose, sore throat, flushed appearance, abnormal irritability.

Insurance

Christ the King Church and School is fully insured with property, facility, and liability insurance as required by the state of Florida and as further appropriate for our operations.

Lunches/Snacks/Treats

Christ the King does not offer a lunch program. In all school programs a snack will need to be provided every day, along with a drink. If your child will be attending the extended care program following their school day, please send a lunch and an afternoon snack and drink.

Per DCF children 3 and younger:

- ***Will not be able to have chips, popcorn, cheese cubes, or pretzel nuggets in their lunchbox.***
- ***All food must be cut up in ¼ inch pieces for 1 year old and down.***
- ***For 2-year olds to 4-year olds food must be cut up in ½ inch pieces.***
- ***All fruit must be peeled and cut up at home.***

Candy is not allowed as a snack, and only by special exception as a part of the lunch. Parents are *strongly* encouraged to make snacks and lunches *as healthy as possible!!*

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. Frozen drinks do not work well, because the thermal lunch boxes used by most do not allow the drink to defrost in time for lunch. Students will not be allowed to microwave food. We recommend water bottles versus juice pouches so we can refill whenever needed.

Water bottles need to be **spill proof** and easy for your child to use. Please label your child's water bottle with first and last name.

We understand some children do not care for breakfast, but please encourage them to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child's attention span may be affected, preventing optimal learning during class time.

Children can bring treats for their birthday or other special occasions. The treats will be distributed and eaten at an appropriate time, at the discretion of the lead teacher. Please check with each lead

teacher before a treat is brought to school about the timing of the treat and the contents of the treats (since some students have allergies). **All treats should be purchased for distribution, not homemade.** The purpose is to minimize allergic reactions of students in the classroom and safety.

If invitations are brought to school to be distributed for parties, an invitation must be given to each student. If you don't care to invite the entire class, please send invitations via mail.

Outside Visitors

Parents of Christ the King students are always welcome to visit the school. Visits by other adults or by friends of students may also be arranged with the prior knowledge and approval of the school administrator and lead teacher. The decision of the school administrator is final. Unauthorized visitors may be asked to leave the building and campus to protect the security of our students.

Physically and/or Learning Challenged

Christ the King is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve every child and every family. However, if the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help. These actions are always carried out for the best interests, care, and education of each individual student.

Rest Time

Children who attend a half day VPK or Preschool session will not have a designated nap time. These VPK and Preschool sessions are designed to be filled with learning activities for the entire session. However, those VPK or Preschool children who stay for a full day will have a designated quiet/nap time in the afternoon after lunch. Naptime requires a blanket that will be sent home every Friday. No pillows or stuffed animals please.

School Closing

In the case of severe weather, we will follow the closing announcements of the Flagler County School System. Whatever action the Flagler County Schools are taking, we will follow. Please check the appropriate announcements on the internet, radio, or TV. If for any other reason the school needs to be closed, you will be notified via Facebook or email.

School Hours of Operation

Christ the King School is open from 7:00 AM to 6:00 PM. Extended care is available at any time during those hours.

Our instructional time of the day is between 9am and 12pm. Please have your child to school no later than 8:45am, this will ensure that they will not miss circle time and will not disrupt the class coming in late.

Classroom hours are as follows:

- VPK Room A: 7:00 AM – 12:00 PM (*half or full day options*)
- VPK Room B: 7:00 AM – 12:00 PM (*half or full day options*)
- VPK Room C: 7:00 AM – 12:00 PM (*half or full day options*)
- PreK 3's Preschool: 7:00 AM – 12:00 PM (*half or full day options*)
- PreK 2's Preschool: 7:00 AM – 12:00 PM (*half or full day options*)
- Toddler's Preschool: 7:00 AM – 12:00 PM (*half or full day options*)

A late fee of \$5.00/minute may be assessed to your TADS account in the case of late pick-up. **If something occurs and you will be late please call and let us know.**

Arrival/Departure Procedures

Parents are to park in the main or northwest parking lot and bring their children in through the appropriate entrance. Upon arrival children are to be brought into the classroom by an adult and signed in. The adult must physically sign the child in *with their full signature*. The child must also be physically signed out at the end of the day.

If someone other than the designated person(s) will be picking up your child, please indicate this in the morning by noting it in the right hand column of the sign-in/out sheet, or call the school and we will make a note of it. Please inform this person they are required to allow us to copy their driver's license and keep it on file. We will not release your child to anyone we cannot verify as an authorized person.

Parents are asked to not park in the fire lane or alongside the curb of the school.

Toys from Home

Toys from home are not permitted in school unless it is Show and Tell day. Toys from home often create a problem in the classroom, they are special to your child and the willingness to share with others is difficult for them. We do not want these special items getting broken or lost so it is best to leave them at home.

Tuition and Fees

Tuition and fees are determined by CTK's Finance Committee in consultation with the Administrative Team. The Executive Council of CTK then approves the rates for the upcoming school year. Tuition rates are based on the actual operating costs.

Prior to the beginning of the enrollment process, tuition rates and all fees (application, registration, co-curricular, and extended care) will be available for families. A current tuition and fees schedule is available in the school office.

CTK recognizes that attendance at a Christian school requires a commitment of time and financial resources on the part of families. We are thankful for the willingness of families to make this commitment for the benefit of children.

Financial Policies

Christ the King Lutheran School maintains its ability to offer a high-quality Christian education with qualified teachers through the tuition and fees it collects. It is necessary that all balances be paid in full and on time. Your cooperation with the following is appreciated!

- Parents may opt for payment plans ranging from 1 - 12 months.
 - Families opting for the 10, 11, or 12-month payment plan may roll registration, extended care, and activities fees into their tuition payment plan. The first payment will be due on the July date selected by the family prior to the start of the upcoming school year.
 - Families opting for payment plans of 9 months or fewer must pay registration fees by July 1 of the upcoming school year but may roll extended care and activities fees into their tuition payment plan. The first payment will be due on the August date selected by the family prior to the start of the upcoming school year.
- Families may choose to have their payment due date on the **5th or the 20th** of each month.

- Payments are automatically withdrawn from your account by an outside tuition management agency called TADS.
- Automatic withdrawals are set according to the agreement you set up with TADS *prior to the start of the school year*.
- There will be **no proration or rebates of any prepaid fees for any student during any month**, including if your child is absent for vacations, sickness, etc. .
- All balances from a previous school year must be paid in full for a child to return for the upcoming school year. (Special circumstances can be brought to the attention of CTK’s Finance Committee for consideration.)

If a student withdraws prior to the end of the school year, tuition and extended care fees can be refunded on a prorated basis.

What if a family is having trouble making their scheduled payments?

- If sufficient funds for payment are not in the account on the designated withdrawal date a family has two options:
 - A 5-day grace period is given to make a payment to TADS or...
 - A family may meet with the principal to discuss an alternate payment plan. Please note, alternate payment plans must be approved by CTK’s Finance Committee.
- Failure to do one of these two things will result in a \$50 late fee and additional TADS fees.
- Families with an outstanding balance more than 60 days past due (of any amount) may jeopardize continued enrollment at CTK. In addition, in such cases, a bill collection service may be called and an additional fee of up to 40% may be added to the account.

Christ the King Lutheran School seeks to work with all its families. If there is a concern about tuition payments, please contact the principal.

VPK

We are happy to offer the state’s Voluntary Pre-Kindergarten program. Your child must be at school no later than 8:45am. Attendance is very important to this program. Students are allowed a maximum of 3 absences per month for VPK, anything beyond that and our center does not get paid for your child that month. Sicknesses will occur and we understand that but please refrain from taking family vacations when school is in session.

Closing Thoughts

Christ the King Lutheran School is operated under the guidance and authority of Christ the King Lutheran Church. Through the school, children are taught the precious truths of God’s Word across the curriculum. The school does not take the place of the family’s role in educating children; rather the school exists to partner with parents in this important responsibility. It is the desire of the CTK faculty and staff to create a culture of cooperation, high expectations, and mutual respect as we work together to carry out the task our Lord has placed before us – helping children become all Christ calls them to be.

May God bless us in our endeavor.

Contact Information

Christ the King Lutheran School
5625 N. US Hwy 1
Palm Coast, FL 32164

Office: 386-447-7979
Fax: 386-447-4121
Website: www.ctkpalmcoast.com

Francesca Dopp - Preschool Director
fdopp@ctkpalmcoast.com

School EIN Number: 47-2162787