



CHRIST THE KING
Lutheran Church | Coeur d'Alene, ID.

Early Learning Center



2021-2022

Parent Handbook

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Mark 10:14

Let the children come to me and do not hinder them, for the Kingdom of God belongs to such as these.

LUTHERAN BELIEF

Christ the King is a faith-based community founded in 1955. We are affiliated with the Lutheran Church - Missouri Synod. As Lutheran Christians, we believe . . .

- **THE BIBLE** is the inspired Word of God without error or contradiction and is God's authoritative Word for today.
- **GOD** is one God who exists in three persons: God the Father, God the Son, and God the Holy Spirit. (Acts 16:31)
- **MAN** was created by God a perfect being with body and soul but fell into sin and separated himself from God. As a result, all people need to be restored to God by the forgiveness of their sins, through Jesus Christ.
- **JESUS CHRIST**, God "in the flesh" (John 1:14), came to this earth, was born of a virgin, lived a perfect life for us, took the punishment for our sins upon Himself when He died on the cross, and rose again bodily. Through this sacrificial gift of love, He grants salvation, peace with God, and eternal life to all who receive Him by faith.
- **THIS SALVATION** is a free "gift of God" (Romans 6:23), which cannot be earned by trusting in the good things we have done, but rather by trusting only in what Jesus Christ did for us on the cross. The question, "What must I do to be saved?" is answered clearly, "*Believe on the Lord Jesus Christ and you shall be saved.*" (Acts 16:31)
- **THIS SAVING FAITH** is created and sustained by the Holy Spirit who lives in our hearts. He works through the Means of Grace: Baptism, the Lord's Supper, and the Word of God.

Our Early Learning Center strives to provide Christian guidance in your child's spiritual development and growth. Our teachers and pastors, through our curriculum (One in Christ), Chapel, Bible stories, song and prayer, and daily routine present the Word of God and biblical teachings in a manner that is age appropriate and relevant.

If you would like to learn more about our beliefs or Christ the King, please contact us- 208-664-9231 or visit our website www.ctkcda.com .

MISSION

To provide a challenging and stimulating developmentally appropriate educational program, in a Christ-centered environment in accordance with the Idaho Early Learning Guidelines and teachings of the Lutheran Church - Missouri Synod.
We live in God's love, grow in faith together, and serve others!

Goals:

- To aid in the child's development - spiritually, intellectually, physically, socially and emotionally.

- To offer a age appropriate faith-building curriculum that develops a child's knowledge of Bible stories and Biblical teachings.
- To provide well-trained and educated teachers, aides and caregivers.
- To build a trusting relationship with children and families emphasizing communication and involvement.
- To give children a sense of belonging to both the school family and the family of God.

WELCOME



Christ the King Early Learning Center staff includes fully licensed teachers who comply with the City of Coeur d'Alene Municipal Code requirements including CPR, First Aid, and background check. Staff are also registered participants in the IdahoSTARS Professional Development Registry.

Christ the King Early Learning Center (CTK ELC) is an extension of Christ the King Lutheran Church's Ministry. The preschool was founded in 1992 and extended into a full day, all year program in 2000. Our program serves children from 6 weeks old through 5 years old. Classrooms are arranged by age. We determine classroom age by the age of your child on September 1st of the current school year. The following programs are provided:

- Incredible Infants (**Classroom runs 8-5**)
- Wonderful Ones
- Totally Twos
- Terrific Threes
- Fabulous Fours

CTK ELC is a Quality Rating and Improvement System (QRIS)/Steps to Quality rated facility. We participate in the IdahoSTARS Professional Development Registry System, the Idaho Child Care Program (ICCP) and United States Department of Agriculture (USDA) programs. We also include music classes, Chapel, and gardening as a part of our curriculum. In addition, optional dance classes and Amazing Athletes are available through outside providers at a separate charge.

Non-Discriminatory Policy

Christ the King Early Learning Center 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 all students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship or any other school-administered programs.

REGISTRATION

Christ the King Early Learning Center provides full-time care. We do not offer half day or less than 5 days as care options; the monthly tuition rate remains the same regardless of the days attended by the child. In addition, Christ the King Church members and returning students will be given priority to enroll. We begin our in-house registration in April and follow the next two weeks with open registration for the public.

Age Requirements:

Christ the King Early Learning Center follows the requirements of the State of Idaho. Class assignment is determined by the child's age on September 1st of the school year. Developmental need may be used as a secondary evaluation method if needed.

Inclusion Policy:

Christ the King Early Learning Center is inclusive and welcomes children of varying abilities. We ask that you provide a "Family Service Plan" or "Individual Education Plan" so that we may work together to provide the best care and education for your child. We are, however, limited in our resources and training. We are unable to provide children with lower than the stated student/teacher ratios. Additional outside support at the expense of the family may be required to make sure all the children have an opportunity for quality care and education.

PROCEDURE FOR ENROLLMENT

- Sign and return the following forms: Enrollment/Emergency, Payment Agreement, Health & Safety policy, USDA, Steps to Quality, Crying Plan, and "Getting to Know your Child".
- Provide a copy of your child's **current immunization records** (or Exclusion Form). We also require an updated record if immunization takes place mid-year.
- If any allergies are known, please provide documentation for special diets.
- If behavioral or learning issues have been addressed at home or another school, please disclose this information with your registration.
- Please note: A **non-refundable registration** will be required at the time of enrollment. The fee is \$150 per child for the 2020-2021 school year.

PROCEDURE FOR WITHDRAW

We understand life changes occur and you may need to withdraw your child from our program. Written notification is requested at least 2 weeks prior, and you are required to fulfill any unpaid balance; unpaid balances will be turned into collections. We do not provide credit for partial month attendance. Christ the King ELC will also withdraw your child from the USDA food program.

IMMUNIZATION RECORDS

Current immunization records* must be provided before your child may attend class and will then be kept in your child's file. Your child's immunization record is a living document and must be updated as additional immunizations are received. Please provide current record as this happens.

*The law allows the following exemptions: Life or health-endangering circumstances, religious belief or personal reasons. An exemption form, available here or through Panhandle Health **must** be filled out signed by the student's parent/guardian and filed with the student's records here at the school.

RATIOS

Class sizes are as follows:

- 4 infants to 1 caregiver in Incredible Infants
- 6 children to 1 care giver in Wonderful Ones
- 8 children to 1 care giver in Totally Twos
- 10 children to 1 care giver in Terrific Threes
- 12 children to 1 care giver in Fabulous Fours



ATTENDANCE

Absence

If your child will not be attending school, please notify the office at **208-765-6736** no later than **9:30 a.m.** to inform us of the reason for the absence. Your agreed upon rates will not change due to absence. However, it helps keep us informed, and if your child or family member is sick, your child's class can say a prayer.

Arrival

Please accompany your child into the classroom/gym when arriving at school, **sign** the attendance sheet, and collect/deliver individualized **Kid Card(s)** to the teacher. Drop off any clothing, coats, and supplies in the child's designated classroom.

It is IMPORTANT that your child be on time. Children and parents coming in late disrupt the class. In addition, your child misses important class time. **If your child is not present by 9:30 a.m. and we have not received notice from you, he/she will be marked absent.**

HOURS OF OPERATION

We OPEN our doors at 6:30 a.m. and CLOSE at 6:00 p.m. You are required to exit the facility by 6:00 p.m. We ask that no child exceed more than 10 hours per day.

DEPARTURE

When picking your child up, please sign your child out and make sure the teacher knows the child is leaving. Please do not allow your child to leave the building without you or run around the building unsupervised! It is very important that you be on time to pick up your child. The fee for pick-up after closing is \$1.00 per child for every minute until you arrive.

If someone else will be picking up your child, please write a note to the teacher and/or note it on “special instruction” portion of the sign in sheet. You will also want to let the person picking up your child know to bring a picture ID.

Any parents taking their children and any other children off school grounds for a non-school sponsored activity must provide written notice and assume full responsibility for the safety of those children.

CHAPEL/WORSHIP

Emphasis is placed on Christian growth at Christ the King Early Learning Center. We believe a child grows spiritually through prayer, Bible stories, song and Chapel.

Chapel services are scheduled for the school and community throughout the year. We encourage families to join us any time. Our pastors and teachers lead regular Chapel services for the students once a week:

- Wednesday @ 10:00am

COMMUNICATION

It is our goal at Christ the King Early Learning Center to show effective and timely communication.

Communication Bulletin Boards: We strive to make sure all lesson plans, notices, events, health alerts, schedule changes, reminders and other announcements are posted on the communication boards outside of each classroom.

Lesson Plans: Each class posts a weekly lesson plan so parents can see what the children are working on each day. Please feel free to address any questions about class activities to the teachers.

Mailboxes: Teachers utilize a mailbox system. This is where we put information that is just for you. Check your child's cubby for artwork and other class related papers. **Kid Cards** are also kept in your mailbox.

Mass Texting (REMIND.com): We use a mass texting alert system for reminders and updates. Please refer to the instructions available online to join your child's class list.

Facebook: We update Facebook regularly to communicate with parents and share classroom and facility happenings. *Please check our page daily.*

Parent Concerns: Our goal at CTK is to have happy and healthy family relationships. If you ever have a concern regarding your child or their experience at CTK ELC, we have established these following effective problems solving steps:

- Please communicate your concerns with the classroom teacher first.
- If your concerns are not resolved, please talk to the Director.

CURRICULUM

Preschool (Terrific Threes-Fabulous Fours):

Religion, Social/Emotional Development, Reading and Math Readiness Skills, Developmental Fine and Gross Motor Activities, Hands-on Art, Music and Science.

Childcare (Incredible Infants-Totally Twos):

Learning is achieved through play and social interactions. Daily activities will be planned to expose our toddlers to fine and gross motor skills. We also focus on sensory, cognitive, social, emotional development as well as literary experiences.

We use “One in Christ” curriculum and we have also incorporated the “Creative Curriculum Teaching Strategies.” In addition, staff refers to the Idaho Early Learning Guidelines.

DAILY SCHEDULE

It is our goal to have a consistent schedule for your child, so they are as comfortable as possible and have a sense of structure. Individual class schedules may be obtained from the teacher.

2021-2022 SCHOOL YEAR IMPORTANT DATES AND CLOSURES

See Enclosed Calendar

Snow Days: We follow the Coeur d’Alene School District Policy recommendation for hazardous travel. If they are closed, typically we are too. **Please check with our FB page and text messaging.**

DISCIPLINE

Our most effective form of discipline is firm, loving words along with redirecting the children to a more positive, acceptable behavior. We are very consistent in setting and maintaining age appropriate limitations reasonable for the children in our care. We encourage each child to respect the feelings of others, to use good manners and to communicate with kind words to each other. We want the children to know that the parents and teachers are working together to help achieve these goals.

Therefore, if we are having problems, we will kindly and privately let you know. If a child does not respond to consistent redirection, we will remove them for a short time from the class activity, sitting quietly until they are ready to participate. During consistent challenging times, the teachers may feel they need outside resources for help. We will then have an “observer” present in our classrooms to help us evaluate the environment and dynamics of the classroom and suggest changes in these areas to alleviate challenges.

NON-AGGRESSION POLICY

If a child is overly aggressive to his/her classmates and/or staff, the child may be asked to leave for the day. Chronic, excessive use of aggression by a child may be determined as grounds to discontinue childcare. Some examples: Biting- if a child is 3 years of age and up; Hitting, punching, scratching and throwing others to the ground. Out of control behavior where redirection is not working. If your child intentionally breaks school items or someone’s personal property, you may be responsible for replacing it.

PROBATIONS/SUSPENSION/TERMINATION

We enforce a 6-week probationary period for all new students. If a child is not settling well into our program, we will work together and if necessary, with outside resources to find a solution. If after a period, it is affecting the class, we reserve the right to *not* allow him/her to continue in our center. We will, however, allow 1 month of continued care for you to make other childcare arrangements. We will also check with you, formally or informally and anytime at your request, to review how your child is adjusting and answer any question you may have.

Parents will be notified when a child’s behavior is challenging. Outside support may be called upon to assist in educating the staff, child and/or parent to support appropriate and acceptable behaviors. If a child’s issues have not improved within a specified time allowance, a suspension (depending on severity of issue) may be enforced. If there is no support from parents or the situation requires more intervention than we are trained for, termination of care will be enforced.

DRESS CODE

It is very important that each child be dressed in comfortable clothes that are easy for them to remove to use the restroom. We require all students to dress modestly. Please remember, we will be painting, playing outside and participating in other messy activities. We do not want parents upset that their children’s clothes are ruined, and we will try to prevent that by having them wear smocks, etc. Please do not dress them in their “Sunday Best” for school. We also highly recommend that children wear closed toe shoes due to the pea gravel on the playground.

For the older children, bellies should not be showing. Dresses and shorts must not be too short or tight. T-shirts may not contain words that advertise inappropriate messages for children.

For snowy days: Please have an extra pair of shoes for your child to wear indoors. This helps keep the children warm and dry while at school as well as cutting down on a lot of the mess from the boots in our building. We also require them to have gloves, hat, snow pants and jackets each day.

PLEASE LABEL ALL CLOTHING THAT MAY BE REMOVED DURING THE DAY (Coats, jackets, shoes, etc.). PLEASE PACK AN EXTRA SET OF CLOTHING FOR YOUR CHILD EVERY DAY! We do encourage messy play as well as anticipate accidents.

EMERGENCY PROCEDURE

In the event of an emergency, every attempt will be made to contact you and then the emergency contact names you have given to us. If we are unable to reach you, in an extreme medical emergency, your child will be taken to Kootenai Health Medical Center Emergency Room. In the event of another type of evacuation emergency, your child will go with the staff to the closest secure place where we will attempt to contact you (the Harding Center). See evacuation plan on page 2 in the Health & Safety Policies & Procedures Manual.

FAMILY/CHILD RESOURCES

We offer resource information and referrals to supportive services regarding family issues as well as parent education class opportunities. This information is in our Community Resource Kiosk located by the main office. Information can also be obtained through our administrative staff and/or teachers.

CHILD EVALUATION POLICY

The fundamental purpose of an evaluation is to offer teachers, students and parents a look at the student's progress on basic social, emotional and cognitive skills. All children's developmental stages are different, but we want to make sure your child is making progress. The evaluation policies vary by the general age grouping of Early Childhood and Toddler milestones.

- Early Childhood – A checklist of skills and learning objectives are used to evaluate student performance in the areas of academics, spiritual growth, emotional, physical and social skills. Bi-yearly evaluations are done and shared with parent(s) during conferences which are held twice a year.
- Toddler – A checklist of developmental milestones, cognitive, physical and emotional growth will be compared and shared with parents at the beginning of your child's enrollment and during mid-year.

There will be several opportunities for parents to meet with the staff at Christ the King Early Learning Center. The first is in August just before school begins. You are welcome anytime to make an appointment, at your convenience, with your child's teacher or Director. Parent/Teacher Conferences will also be scheduled throughout the school year.

If concerns regarding a child's development or behavior arise and observations or assessments are recommended by an outside source, a letter of consent will be distributed to all parents in the classroom to review and sign.

HARASSMENT POLICY

It Christ the King Early Learning Center is committed to maintaining an environment in which all individuals are treated with respect and dignity. Christ the King Early Learning Center strongly condemns and prohibits any type of harassment of individuals, whether verbal, physical, emotional, or sexual by any person who is employed or served by Christ the King Lutheran Church and Early Learning Center. If there is a substantive case of harassment, that individual will be subject to discipline, up to and including, expulsion or termination.

Christ the King Early Learning Center will not tolerate any retaliation against an individual who reports an incident of harassment. Christ the King Early Learning Center will keep any incident of harassment as confidential as possible. This policy covers all individuals employed or enrolled at Christ the King Lutheran Church and Early Learning Center, including those who volunteer time in officially sanctioned activities.

ILLNESS

Please do not bring your sick child to school. This includes children with a fever, vomiting, diarrhea, bad cough, rash, pink eye, head lice, etc. When you call to let us know your child won't be here, please let us know why.

If we discover that your child has been exposed to something, we will post a warning on the communication board outside the classroom. Please note symptoms and watch for them. If your child is too sick to play outside with his/her class, they are too sick to be at school.

PLEASE REFER TO THE HEALTH & SAFETY POLICY MANUAL.

MEDICATION

It is very important that you help us keep medications out of the reach of children. If you have medication for your child and need us to administer it, we are happy to help if you supply a Doctor's order/note, and a Medication Administration Form is completed and signed. The medication form is available on our website.

You will need to write down the date, dosage and type of medication to be given as well as make a note, as a reminder, on the special instruction form located on the sign in sheet. All medications will be stored in a secure location in the classroom and administered by the teacher or designated personnel. Please do not put medications in your child's backpack or diaper bag! If you would like us to keep the medication overnight, you can request that the pharmacy fill a separate order.

MONEY MATTERS

Tuition, congregational support, grants, and charitable gifts make up the financial sources possible for Christ the King Early Learning Center to maintain its ministry to families. Before a student is accepted into the school, a parent/guardian must sign a financial agreement to ensure the account will be paid on a regular basis.

All registration fees are to be paid prior to final enrollment and are non-refundable.

Tuition payments must be made on the 1st of every month and no later than the 5th of that month. There is a \$35.00 late charge if the tuition payment is received after the 5th day of the month with additional assessments as outlined in the payment agreement. After the grace period, your child may lose their space without some provision being made to pay the past due balance. See payment agreement for more information.

We understand there may be extenuating circumstances, so if you cannot make a payment on time, please contact the school office **prior** to the due date to request an alternate payment plan. Limited financial aid may be provided when unusual circumstances arise if requested in writing and approved by the Board. All accounts that have returned checks from the bank (NSF) will be charged an additional \$35.00 per check.

Upon your child's acceptance, you are financially obligated to Christ the King Early Learning Center for the payment of tuition. If you withdraw your child from school, you obligate yourself for the full payment of tuition through the end of the month that your child is enrolled at Christ the King Early Learning Center. Please note that all fees are subject to change.

FINANCIAL AID

A confidential tuition assistance program is available on a limited basis for families who are enrolled in Christ the King Early Learning Center and who are in financial need. Parents interested in this program need to contact the Director's office for an application. Applications are kept anonymous with only the School Administration, Board of Directors and Financial Aid Review Committee, being aware of applications or recipients. Scholarships are available to anyone without regard to race, color, national and ethnic origin, church membership, or whether the student is new or returning.

FAMILY DISCOUNT

CTK members and families with two or more students enrolled may be eligible to receive a 10% discount off the tuition of the second and subsequent children. The tuition discount is applied to the lesser tuition fee. For more information, you may speak with the Director.

NAP AND REST TIME

We have a daily naptime for our children enrolled in childcare. All our children are required to lie down and rest in the afternoons. Each child should have a nap blanket. It will be kept in their classroom cubby. Please take the

blanket home each Friday to wash. Your child may also like to have a small stuffed animal to sleep with. Please make sure the stuffed animal does not make noise.

Because cubby space is limited, please make sure your child only has one animal and that it fits easily in the cubby. All your child's things should be **clearly marked in permanent marker with their name**.

Infant room will follow the safe sleep policy. More information can be found in your parent packet.

MEALS

Breakfast, Lunch & Snack

Christ the King Early Learning Center participates in a "Family Style" breakfast, lunch and snack plan. As part of the USDA program, we base our menu on their standards to provide healthy and well-balanced meals and snacks. Our tuition fees reflect the cost for this service. All classes participate in this program. As part of a governmental program, we must also follow their policies and procedures. Besides providing an enrollment form, we also abide by their Civil Rights and Non-Discrimination Policy & Complaint procedures.

No food substitutions are allowed unless food allergies are documented by your child's pediatrician.

Supporting Breastfeeding at Christ the King ELC:

As a Steps to Quality Child Care Program, our staff will always follow these policies:

- Staff always follow a mother's feeding plans, including her plans if she is late to breastfeed
- Pacifiers are used only:
 - To aid a baby to sleep or to soothe until mother arrives to breastfeed
 - Only with parental permission

Resources on local lactation services are available at our Community Resource Kiosk.

OBSERVERS

We know how precious your children are to you! We want you to feel free to visit us any time during the day. However, we do not want to disrupt the class. If your child is having a period of separation anxiety, we have found it is not a good idea to pop in unless you are planning to take your child with you.

TOILET TRAINING

We are happy to assist you in toilet training your child. We will be taking our two-year-old children to the bathroom every hour or so to help with toilet training. We ask that you please take them to the toilet before you leave home in the morning and make sure we have plenty of extra clothes on hand in case of accidents. We understand that each child develops at his/her own pace, but we strive for each child to be completely toilet-trained when they advance

into our 3-year old class. Our Terrific Threes children should be toilet trained by the end of the calendar year or other arrangements must be made.

SHARING

On designated days, your child's class may have a "Sharing Day". On that day your child may bring one safe, non-violent toy, book or another special item to share. Upon arrival, the sharing item should be put in the designated box. When it is time for sharing, it can be brought out.

CELEBRATIONS

Birthdays

When your child's birthday is approaching, please remind the teacher. You are welcome to bring in a special treat for the children such as cookies, cupcakes, or candy. No latex balloons are allowed due to safety reasons.

Classroom Celebrations/Parties

Our school will be celebrating the following holidays in a distinctively Christian manner:

- Valentine's Day
- St. Patrick's Day
- Easter
- Fourth of July
- Halloween
- Thanksgiving
- Christmas

SUPPLIES

- Our Parent are asked to provide school supplies (see classroom list)
- We will happily accept other donations!
- Parents of children who are not toilet trained need to supply the diapers and wipes for their children.
- All children require an extra set of clothes to be kept in their cubbies (two sets if actively toilet training).

VISITORS

All visitors are required to sign in and out at the school office.

VOLUNTEERS

Expectations for Volunteers

- Complete a background check and fingerprinting with the City of CDA (city regulation for recurring volunteers).
- Sign in and out on the volunteer log in the school office.
- Keep student information confidential.
- Be respectful of the teacher and office staff's time and space.
- Be accountable for your actions and time commitments.
- Make childcare arrangements for your other children.

Restrictions

We do not allow a volunteer to be alone with any child or group of children.

Volunteer Opportunities

- Each class welcomes volunteers throughout the year. We will have a sign-up sheet so that we can spread our volunteers out evenly. Some classes will ask you to stay for the whole morning others will ask for an occasional hour.
- We will have special events throughout the year when we need help with organizing, setting up or cleaning up. We will have signup sheets for these activities as well.
- There will be opportunities to take home projects for the teachers or for the office. We will post these opportunities near the sign-in sheets as they arise.
- We will have scheduled volunteer workdays where we might have painting projects or construction projects.

CHRIST THE KING MISSION, VISION, AND LEADERSHIP BOARD

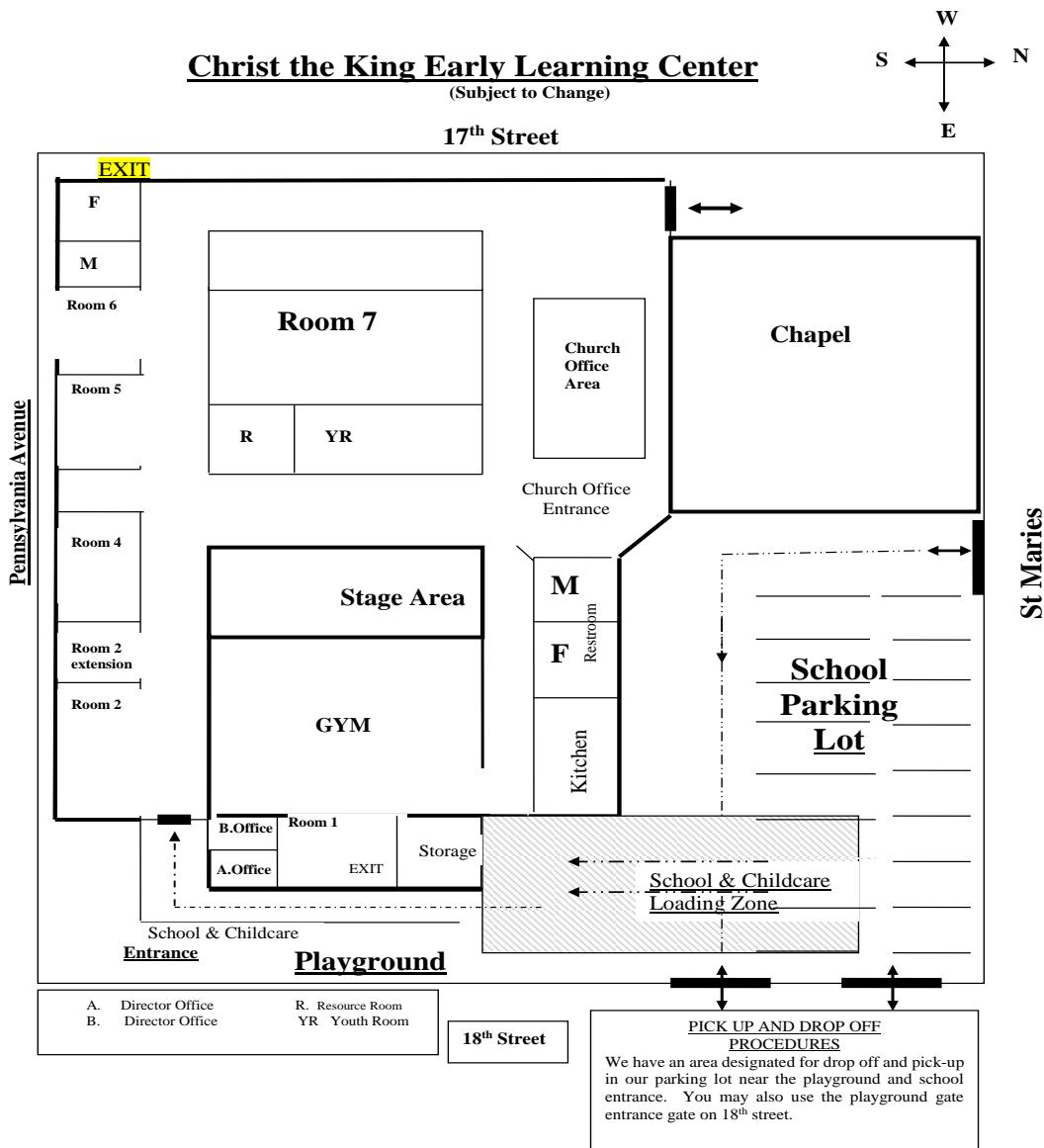
Christ the King Early Learning Center is governed by an appointed board of Christ the King Lutheran Church members. The Board oversees the mission in ministry, provides leadership and collaborates in creating school policy. They meet once a month. If you wish to bring an issue to the board, we ask that you contact the school office a week in advance of the regularly scheduled meeting to provide documentation of your request and ask to be put on the agenda.

REPORTING CHILD ABUSE

All personnel of Christ the King Early Learning Center are required by law to immediately report to Child Protective Services any instance where there is reason to suspect the occurrence of physical abuse, sexual abuse, and child neglect or abandonment. The notification and recommendations of this agency will be followed in all instances.

Our Center has implemented a policy for documenting and reporting suspected abuse and neglect and our staff are trained yearly in this procedure. In addition, we will work diligently in supporting the prevention of any form of child abuse within our program as well as in the home by:

CAMPUS MAP



PARENT ACKNOWLEDGEMENT

I, _____, have received and read a copy of the Christ the King Early Learning Center Parent Handbook, and Health & Safety Manual, which outlines information about Christ the King Early Learning Center's goals, policies, practices, procedures, benefits, and expectations. I have familiarized myself with the contents of this handbook and Manual and by signing below, I acknowledge, understand, and agree to comply with the information provided within this handbook by Christ the King Early Learning Center. Since the information provided in this handbook is subject to change, I acknowledge that these changes will be provided via the school website (www.ctkcda.com) or by written request.

Parent Signature

Date

Printed Name

Child's/Children's Name(s)