

**CHRIST THE KING
CHILD DEVELOPMENT
CENTER & KINDERGARTEN**

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Table of Contents

Christ the King Lutheran School Faculty and Staff	Page 1
Welcome	Page 2
Mission and Philosophy	Page 2
Non-Discriminatory Policy	Page 2
Admissions	Page 3
Age Requirements / Ages	Page 3
Procedure for Registration	Page 3
Immunizations	Page 4
Ratios	Page 4
Attendance	Page 4
Absence	Page 4
Arrival	Page 4
Child Development Center Hours	Page 5
Departure	Page 5
School Hours	Page 5
Board of Christian Education	Page 5
Chapel / Worship	Page 6
Church & Sunday School Attendance	Page 6
Singing in Church	Page 6
Communication	Page 6
Calendars	Page 6
Communication Boards	Page 6
Lesson Plans	Page 6
Mailboxes / Meet the Staff / School Newsletter.....	Page 7
Curriculum	Page 7
Daily Schedule	Page 8
Holidays	Page 8
Discipline	Page 8
Donations	Page 9
Dress Code	Page 9
Emergency Procedures.....	Page 9
Field Trips	Page 10
Parent Drivers or Chaperons / Student Conduct	Page 10
Financial Aid	Page 10
Child Evaluation Policy.....	Page 11
Harassment Policy	Page 11
Illness / Medication	Page 11
Money Matters	Page 12
Family Discounts	Page 12
Naptime	Page 13
Nutrition	Page 13
Lunches	Page 14
Snacks	Page 14
Observers	Page 14
Potty Training	Page 14
Reporting Child Abuse	Page 14
Sharing	Page 14
Special Events	Page 14
Birthdays / Classroom Celebrations	Page 15
Supplies	Page 15
Visitors	Page 15
Volunteer Information	Page 15
Objective / Restrictions	Page 16
Spiritual Principle	Page 16
Volunteer Opportunities/Parent Board.....	Page 16
Campus Map	Page 17

CHRIST THE KING
CHILD DEVELOPMENT CENTER (CDC)
& KINDERGARTEN

Mark 10:14

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

CHRIST THE KING FACULTY & STAFF

The Center is staffed with:

*An Administrator, a Supervisor,
 A Kindergarten Teacher and an Assistant, 12 Co-Teachers
 and our personal chef!*

*Every teacher is fully licensed
 and complies with all the requirements of the
 City of Coeur d'Alene Municipal Codes*

About the Administrator.....

Mrs. Barbi Harrison has been a member of our CTK family since 2002. Her husband Earl of 25 years and their 2 daughters moved to beautiful North Idaho from Miami Florida in 2001. She holds 2 Child Development Associates, 1 for children Birth to Three and 1 for Pre-school, an Associate in Science Degree and is in the process of completing her Bachelors degree. She also has completed a 4000 hour apprenticeship and training through the U.S. Department of labor, serves on the board of the North Idaho Association for the Education of Young Children as President and works as a Mentor, Trainer, and Assessor for IdahoSTARS. In 2008 she was appointed to the City of Coeur d'Alene Childcare Commission. Mrs. Harrison is truly committed to the children, the families, the staff and the growth and success of our program. Her professional as well as her nurturing & loving personality is a blessing to our school and our community. She is affectionately known as "my Barbi" by all the children.

WELCOME

It is our privilege to serve you and your family. Christ the King Child Development Center & Kindergarten sees itself in partnership with parents in educating and empowering their children to find their identity, purpose and power for their daily lives and in Christ. Our teachers are dedicated to equip young minds for God, Family and Community through daily study of His Word and developmentally appropriate principles.

MISSION

To provide a challenging and stimulating developmentally appropriate education program, in a Christ-centered environment.

PHILOSOPHY

- To aid in the development of the child, spiritually, intellectually, physically, socially and emotionally.
- To offer an age appropriate faith-building curriculum developing within each child a knowledge of Bible stories and biblical teachings.
- To provide well trained, and educated teachers, aides and caregivers.
- To strive as an extended family 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.
- To maintain low staff to child ratios enabling staff to nurture, educate, guide and teach students so they can achieve their fullest potential.

NON-DISCRIMINATION POLICY

Christ the King Child Development Center & Kindergarten 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.

ADMISSIONS

Christ the King church members and returning students will be given first priority in enrolling at Christ the King Child Development Center & Kindergarten. We begin our in house registration the first 2 weeks of April and follow the next 2 weeks with open registration for the public.

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 of time, it is affecting the class as a whole, 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 in with you, formally or informally and anytime at your request, to review how your child is adjusting and answer any question you may have.

Age Requirements

Christ the King Child Development Center & Kindergarten follows the requirements of the State of Idaho as employed in the local school districts.

- Kindergarten-your child **must** be 5 years old on or before September 1st of the school year.
- Preschool – your child can start preschool at the age of 3
- Pre-Kindergarten – your child can start pre-k at the age of 4

Ages

We care for children ages 6 weeks old through 2 years old in our Child Development Center. We also offer extended care for children in our school programs age 3 through 5.

Inclusion Policy:

Christ the King Child Development Center is inclusive and welcomes children of all abilities. We work with local resource agencies and ask you to provide a “Family Service Plan” (in your primary language) so that we may work together in support to provide the best care and education for your child.

Procedure for Registration

1. Sign and return all: enrollment/emergency form, payment agreement form, health care policy form and publishing/field trip form.
2. Copy of your child’s **current immunization records** must be provided and will be kept on file. (All students)
3. If any allergies are known, please provide documentation for special diets.
4. If behavioral or learning issues have been addressed at home or another school, please disclose this information with your registration.

*A **non-refundable registration/supply fee** will be required at the time of enrollment. The fees are as follows: \$75 per child in our Child Development Program
\$125 per child in our Kindergarten program. Sibling discounts may be available.

IMMUNIZATIONS

Current immunization records* must be provided before your child may attend class and will then be kept in your child's file.

*The law allows the following exemptions:

1. Life or health-endangering circumstances
2. Religious beliefs
3. 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

It is our goal not to exceed:

- 4 children to 1 care giver in our infant program. Max class size of 4
- 5 children to 1 care giver in our toddler program. Max class size of 10
- 6 children to 1 care giver in our 2 year old class. Max class size of 12
- 10 children to 1 care giver in our 3 year old class. Max class size of 14
- 12 children to 1 care giver in our 4 year old class. Max class size of 18
- 12 children to 1 teacher in our Kindergarten class. Max class size of 18

ATTENDANCE

Absence

If your child is going to be absent for any reason, please notify the office at: **765-6736** by 9:00 a.m. to inform us of the reason for the absence. Your agreed upon rates will not change due to absence. However, it helps us to know what is going on, and your child's class can say a prayer if your child or family member is sick.

Arrival

We ask that you please accompany your child into the classroom/gym when arriving at school, **sign in and initial** the daily sign-in sheet. Please make sure that a teacher is in the classroom or gym area before leaving. Please do not bring your child to school more than **10 minutes** earlier than their scheduled time.

It is IMPORTANT, however, that your child be ON TIME! Children and parents coming in late disrupt the class. In addition, your child misses out on important class time. **“Pre-school only” children must be in their classrooms no later than 9:00 a.m. and must be picked up no later than 1pm.**

Child Development Center Hours

We are open for childcare from 6:30 a.m. through 6:00 p.m. Each family is limited to having their children in our program no more than **10 hours** per day.

Extended Care is offered before and after Kindergarten for an additional fee.

Departure

When picking your child up, please sign your child out and make sure the teacher knows you’re leaving. **Please do not allow your child to leave the building without you or run around the building unsupervised!** We cannot express how important this is! It is very important that you be on time to pick up your child. The fee for pick-up after closing is \$1.00 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.

Occasional Extended Care is available by appointment for a fee of \$5.00 per hour.

School Hours

Kindergarten	8:45 – 2:00 pm.
Preschool/Pre-Kindergarten	9:00 – 12:30 noon.

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

CHRIST THE KING SCHOOL BOARD

Christ the King Child Development Center & Kindergarten is governed by Christ the King Lutheran School Board of Christ the King Lutheran Church. The Board is in charge of making school policy. It is made up of Christ the King Lutheran Church members and a parent representative who are elected by the congregation to serve two-year terms. They meet on the 4th Tuesday of each month. If you need to address the Board concerning an issue, we ask that you contact the school office a week in advance of the regularly scheduled meeting and ask to be put on the agenda.

CHAPEL/WORSHIP

Emphasis is placed on Christian growth here at Christ the King Child Development Center & Kindergarten. The means through which a child grows spiritually are prayer, daily devotions, Bible stories and Chapel.

Chapel services are scheduled for the school and community throughout the year. Families are encouraged to attend. Our pastors and teachers will lead regular Chapel services once a week

Church/Sunday School Attendance

Church and Sunday school attendance is encouraged.

COMMUNICATION

It is our goal at Christ the King Child Development Center & Kindergarten to keep all lines of communication open between our school families and staff. Besides our website please refer to the following.

Communication Boards

We try very hard to make sure all lesson plans, notices, events, concerns; schedule changes, reminders and other announcements are posted on the communication boards just outside each classroom as well as providing a main Information Notice at the entrance door of our center. Monthly Newsletters are also distributed and available through the web.

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

We have a mailbox or “cubbie” in every classroom for each child. This is where we put information that is just for you. We also use these mailboxes for your children’s art and other important papers.

Website & E-Mail

We offer electronic communication as well. Please provide your e-mail address on your child’s registration form. Upcoming events and important reminders are sent by class or for an individual child. Our website is also update weekly.

OPEN HOUSE

There will be available times to meet with the staff at Christ the King Child Development Center & Kindergarten. The first is in August just before school begins. Another will be set in March. You are welcome anytime to make an appointment, at your convenience, with your child’s teacher, the CDC Supervisor or Director or drop by. **Parent/Teacher Conferences** will also be scheduled throughout the school year.

CURRICULUM

Our teachers are always looking to implement and refine the curriculum to the highest standards with a goal and a purpose in mind. We recently incorporated the “Creative Curriculum” teaching strategies as our learning program. The subject areas taught at the Primary and Early Childhood levels are as follows:

Primary (Kindergarten)

Religion, Reading, Readiness Skills, Handwriting, Mathematics, Social Studies, Science, Physical Education and Music, Melody Bells and Spanish.

Early Childhood (Preschool & Pre-Kindergarten):

Religion, Social/Emotional Development, Reading and Math Readiness Skills*, Developmental Fine and Gross Motor Activities, Hands-on Art, Music, Melody Bells and Science. (Spanish for Pre-K classes)

Early Childhood (Infant & Toddler):

Learning is through play and social interactions. Daily activities will be planned to expose our infants and toddlers to fine and gross motor skills, sensory, cognitive, social, emotional development and literary experiences.

*Reading and Math Readiness Skills at the *preschool* and *pre-k* level are incorporate in daily play and activities.

DAILY SCHEDULE

It is our goal to have a consistent schedule for your children so they are as comfortable as possible. It will help all of us if their hours at school are as consistent as possible. Below is a sample of a 2 to 5 year old schedule.

6:30 am	Center opens, children arrive
8:30/9:00 am	Children will go to class for breakfast.
9:00 am	Kindergarteners school start.
9:00 am	Pre-Kindergarten and Preschool school start.
10:00 am	Chapel, Music, Melody Bells, Spanish (once a week)
11:00 /12:00 pm	Lunch time.
12:30 pm	Pre-K & Preschool half day program dismissed.

After School:

- 1:00 pm Nap time or quiet time (Child Dev. Center Children)
- 2:00 pm Kindergarten dismissed.
- 3:00 pm Snack time.
- 2:00 pm -6:00 pm After school care for kindergarteners. Rest time, structured play, free play in gym or outside, snack & parent pick-up.

** Note, actual Kindergarten schedule can be obtained from the teacher

HOLIDAYS & CLOSURES

Holidays

The following closures are in observance of the following holidays:

- New Year’s Day
- President’s Day
- Memorial Day
- Fourth of July
- *Martin Luther King
- Thanksgiving Day and Friday
- Christmas Eve & Christmas Day
- *Christmas Break (Kindergarten) TBA
- *Spring Break (Kindergarten) TBA
- Labor Day
- * (Kindergarten Only)

***Snow Days:** We follow the Coeur d’Alene School District Policy. If they are closed, so are we. **Please check with our website & local news stations KHQ & KXLY for closure information.**

DISCIPLINE

Our most effective form of discipline is firm, loving words redirecting the children to a more positive, acceptable behavior. We are very consistent in setting and maintaining limits 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’ll kindly and privately let you know. In the event that 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 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. Notices will be sent to parents.

Younger children have more of a tendency to be physical and will be worked with more in the classroom before going to the office. However, if the misbehavior becomes a problem, the child will be taken to the Director’s office and parents will be notified.

DONATIONS

If you wish, you may make monetary donations to your child's class envelopes are available at the Child Development Center Office. Donations, if designated so, will be spent on the things/items you wish. We also accept donations of children's clothes, toys and electronics for the classrooms. No solicitation of any kind or purpose is allowed by employees outside of normal fund raising activities.

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 in mud, and doing 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.

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 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 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 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 try to call you (Most likely, Fernan Elementary on 21st St.). * see evacuation plan, page 2 in the Health Care Policy in back.

FIELD TRIPS

During the school year classes will be taking field trips, which are fun and educationally beneficial to the students. The classroom teacher will inform parents regarding all specific information related to an upcoming field trip. In order for your child to be eligible to go a parent or a legal guardian must sign the Field Trip Permission Form located in the registration packet. **WE WILL NOT TAKE A CHILD ON A FIELD TRIP IF WE DO NOT HAVE YOUR SIGNATURE.**

If there is a cost, you will be informed in advance. If a parent decides that their child is not to participate in an approved field trip, it is understood that the school will not provide alternate supervision, instruction or childcare.

If your child is less than 80 pounds, you will need to leave a car seat with us so your child can ride in our vehicles. We do not have over the shoulder seat belts, so it is important that your car seat works with lap belts. This is not a requirement for the bus.

Parent Drivers or Chaperones

Christ the King Child Development Center & Kindergarten is committed to ensuring the safest and most positive learning experiences on all field trips. Therefore we ask parents and chaperones to take the role of supervisor very seriously. We ask that you do not smoke, drink, carry any firearms, or use any illegal drugs. We do ask that you fill out an insurance form and that you have a valid Idaho driver's license. The insurance form and a copy of your driver's license will remain on file in the school office. You can only take your own children on field trips, unless finger printed. [See Volunteer: Restrictions]

Student Conduct

On all field trips or off-site activities, students will conduct themselves as proud representatives of Christ the King Child Development Center & Kindergarten. Any behavior that a teacher feels is inappropriate will be brought to the student's attention. Teachers reserve the right to deny field trips to students with consistent behavior problems or request that the students' parent(s)/guardian go on the field trips.

FINANCIAL AID

A confidential tuition assistance program is available on a limited basis for families of Child development Center and Kindergarten age children 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 administrator, Board 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.

LOCAL RESOURCES

We offer resource information and referral to supportive services regarding family issues as well as parent education class opportunities. This information is located on our **Parent Reference Board** located in the main hall. Information can also be obtained through our administrative staff 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 Primary (Kindergarten), Early Childhood (Preschool & Pre-Kindergarten) and Infant/Toddler milestones. Observation Tools used are from Creative Curriculum and in-house academic based forms.

1. **Primary** – A checklist of skills and learning objectives are used to evaluate Kindergarten student performance in the areas of language development, reading and readiness skills, math, social development, work habits, music, gross and fine motor skills. Report cards are issued quarterly. Parent-teacher conferences are held twice a year.
2. **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 are held twice a year.
3. **Infant/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.

HARASSMENT POLICY

Christ the King Child Development Center & Kindergarten is committed to maintaining an environment in which all individuals are treated with respect and dignity. Christ the King Child Development Center & Kindergarten strongly condemns and prohibits any type of harassment of individuals, whether verbal, physical, emotional, or sexual by any other person who is employed or served by Christ the King Lutheran School and Child Development 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 Child Development Center & Kindergarten will not tolerate any retaliation against an individual who reports an incident of harassment. Christ the King Child Development Center & Kindergarten 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 Child Development 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, pink eye, head lice, etc. When you call to let us know why 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. Please note symptoms and watch for them. **If your child is too sick to play outside with their class, they're too sick to be at school.**

****PLEASE REFER TO THE HEALTH CARE POLICY MANUAL.**

Medications

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.

However, you need to write down the date, dosage and type of medication to be given on the special instruction form located on the sign in sheet. **All forms of medication will be stored in a secure location in the classroom and administered by the teacher or designated personnel. Please do not put medications in their backpacks or diaper bags!**

MONEY MATTERS

Tuition, congregational support and fees make up the financial sources that make it possible for Christ the King Child Development Center & Kindergarten 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.

Tuitions payments must be made on the 1st of every month and no later than the 5th of that month. There is a \$10.00 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.

We understand there may be extenuating circumstances, so if you cannot make a payment on time, please contact the school office prior to 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 \$25.00 per check.

Upon your child's acceptance, you are financially obligated to Christ the King Child Development Center & Kindergarten 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 Child Development Center & Kindergarten.**

Family Discount

Families with two or more students enrolled **may be** eligible to receive a 5% 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/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 class in their cubbie. You are welcomed to take it home to wash but we provide our own laundry service for each class. Your child may also like to have a small pillow (throw pillow size) and/or a small stuffed animal to sleep with. Please make sure the stuffed animal does not make noise.

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

NUTRITION

Breakfast & Lunches

Christ the King Child Development Center and Kindergarten participates in a "Family Style" breakfast and lunch plan. As part of the USDA program, we base our menu on their standards to provide healthy and well balanced meals, snacks and beverages, such as milk and juice. We also provide Kirkland Brand Infant formula, Gerber Rice Cereal and Beechnut fruits & vegetables in our infant class. 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.

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.

POTTY TRAINING

We are happy to assist you in potty training your child. We will be taking our two year old children to the bathroom every hour or so to help with potty training. We ask that you please take them to the potty 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 their own pace, but we strive for each child to be completely potty trained when they advance into our 3 year old class.

REPORTING CHILD ABUSE

All personnel of Christ the King Child Development 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, 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 is trained yearly in this procedure.

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 other 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.

SPECIAL EVENTS

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 ALLOWED** due to safety reasons.

If you are going to have a home birthday party for your child, we ask that you do not pass out the invitations at school unless ***all*** the children in class are invited.

Classroom Celebrations/Parties

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

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

SUPPLIES

*Parents of children who are not potty 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.

* Check with your child's classroom for specific requests.

We will provide all other supplies for our classrooms. However, we will happily accept any donations of interesting art or classroom items you wish to donate.

VISITORS

All visitors are required to sign in and out of the classroom or the School office.

VOLUNTEER INFORMATION

Expectations for Volunteers

- A background check and finger print must be obtained with the City of CDA (city regulation) for recurring volunteers.
 - To sign in and out in the volunteer log in the Director's office
 - Information is to remain confidential: such as: student records, grades and disciplinary actions. What happens at school must stay at school.
 - Follow the chain of command – Teacher, Administrator and Christian Education Board.
 - Be respectful of the teacher and office staff's time and space.
 - Be accountable for your actions and time commitments.
 - School supplies and equipment are for school use only.
 - Cooperate with other volunteers.
 - Arrangements must be made elsewhere for your other children.
- ** Note: No hot drinks allowed in the classroom while volunteering.

Objective

To build up the body of Christ and to enhance a quality Christ-centered educational experience by assisting the teachers and staff as needed.

Restrictions

We do not allow a volunteer to be alone with any child or group of children unless they have completed the State-required fingerprinting and criminal history background check.

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 will need help with organizing, setting up or cleaning up. We will have sign up 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.

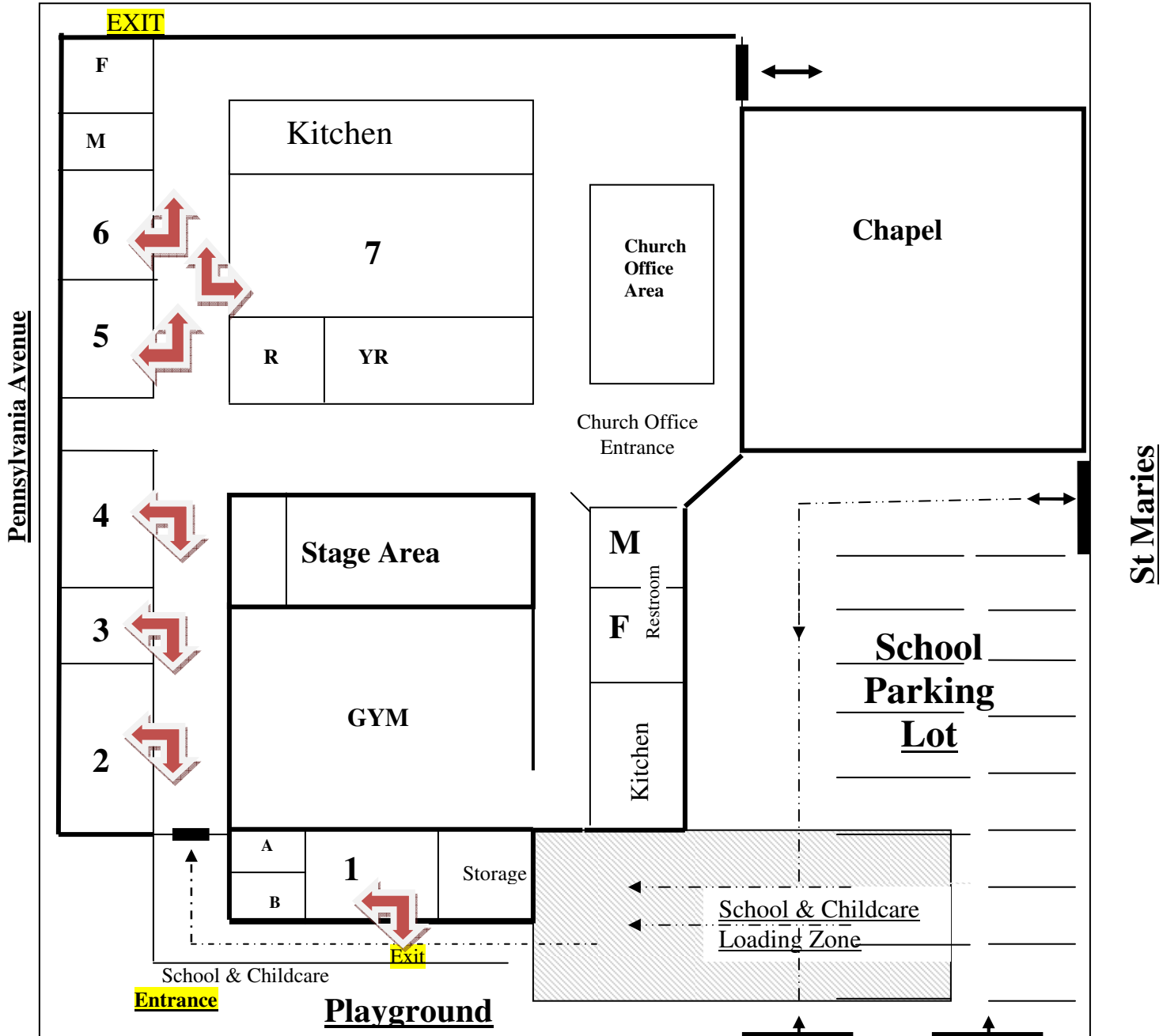
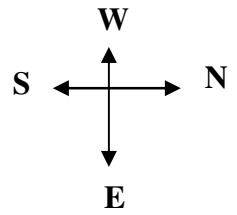
Parent Board:

As part of strengthening families and building relationships, we invite all our parents to participate in our Parent Board. This is an opportunity for parents (we would especially like to have at least one parent from each classroom represented) to get together, discuss policies & procedure, social & class events as well as plan and assist in our large productions such as Graduation, Thanksgiving Feast & Christmas program. Please contact the school administrative staff if you are interested in serving on this board. Meetings are scheduled to meet the needs of the parents interested. We may meet monthly or quarterly.

We look forward to serving your family this year!

Christ the King Child Development Center & Kindergarten Campus Map

17th Street



- | | |
|---------------------------|------------------|
| A. Administrative Office | R. Resource Room |
| B. Staff Office. | YR Youth Room |
| 1. Kindergarten Class | |
| 2. 2-year old class | |
| 3. Nursery Infants | |
| 4. Mobile / 1 year olds | |
| 5. Pre-k Bridger Class | |
| 6. Preschool Class | |
| 7. Pre-Kindergarten Class | |

18th Street

PICK UP AND DROP OFF PROCEDURES

We have an area designated for drop off and pick-up in our parking lot near the playground and school entrance. You may also use the playground gate entrance gate on 18th street.