

CHRIST THE KING ACADEMY
FAMILY HANDBOOK
EARLY CHILDHOOD CENTER
2023 – 2024



CHRIST
T H E K I N G

People Helping People Become All Christ Calls Them to Be

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INTRODUCTION

This handbook has been developed to assist families in understanding *who* Christ the King Academy is and introduce them to its policies and procedures. ***This handbook is 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 director or the Education Committee.

CHRIST THE KING ACADEMY'S EDUCATION COMMITTEE

- Ben Ziemer, Committee Chairman – b.ziemer@yahoo.com
- Charles Barbel, Committee Member
- Kristin Dominguez, Committee Member
- Travis Luther, Committee Member
- Margaret Sullivan, Committee Member
- Pastor Dan Schroeder – dschroeder@ctkpalmcoast.com
- Principal Eric Brown – ebrown@ctkpalmcoast.com
- Assistant Principal Andrew Mantz – amantz@ctkpalmcoast.com
- ECC Director Wendy Wright – wwright@ctkpalmcoast.com

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, family, academy, 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 ACADEMY POLICIES AND PROCEDURES

STATEMENT OF NONDISCRIMINATION

Christ the King Academy prohibits harassment and/or discrimination against a student based on 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).

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.

ADMISSIONS

GENERAL GUIDELINES

- Admission to Christ the King 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 Academy practices a non-discriminatory 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 Gradelink and pays the \$75 Application
- **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. DCF required forms, health & immunization forms) either by email or hard copy to the school office and completes a tuition and fees payment agreement.

CLASS PLACEMENT

Priority is given to students currently enrolled at Christ the King and those who are members of Christ the King Lutheran Church. 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 (in no particular order):

- Social, emotional, and academic readiness
- Active membership at Christ the King Lutheran Church
- Siblings currently in Christ the King's program
- Child of Christ the King personnel
- Longevity in Christ the King's educational ministries
- Current Christ the King student in good standing
- Child is from family without a church home

Applications for enrollment received during the re-enrollment period (students of current Christ the King Academy families) will be given priority.

CLASS SIZE LIMITS

Christ the King Academy strives to maintain a quality program of excellence with appropriate and beneficial teacher-to-student ratios for the success of our students. In each classroom the **target** enrollment is as follows:

- 1's Preschool: 10 students 1 teacher – 1 assistant
- 2's Preschool: 16 students 1 teacher – 1 assistant
- 3's Preschool: 16 students 1 teacher – 1 assistant
- VPK Preschool: 18 students 1 teacher – 1 assistant

ENROLLMENT REQUIREMENTS

1-2-year-old Preschool

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 (one year old). They also *must* be able to walk and feed themselves at lunch and snack times. Toilet training is not required.

2-3-year-old Preschool (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 (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.* No pull-ups are allowed in this classroom. 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 Academy. 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 DCF Application for Enrollment
- A completed Gradelink Enrollment Application (online)
- A completed and signed Media Release Waiver (online)
- A completed and signed Agreement to Pay Policy (Gradelink) (online)
- A completed and signed Food Permissions Form
- A completed and signed Influenza/Flu Information Guide
- A completed and signed Distracted Driver 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

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 are not allowed in the school.* The certificate shall be returned to the parent upon request when the child leaves the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Christ the King Academy adheres to the regulations in the 1974 Family Educational Rights and Privacy Act (FERPA). All scholastic records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the parent/guardian. Records will be held until all outstanding payments are completed.

ECC ATTENDANCE

Campus hours are 7am-5:30pm. We ask that all students arrive to start their day by 8:45am. If for some reason you are going to be late, please notify your child's teacher in advance.

VPK ATTENDANCE

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 receive funding for your child that month and your child may be disenrolled. Sickneses will occur and we understand that but please refrain from taking family vacations when school is in session.

VPK 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.

PARENT ORIENTATION MEETING

In early August, parents have an opportunity to meet with the lead teachers and ECC Director at CTK's Parent Orientation Meetings 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 or email the teacher and arrange a mutually convenient time to meet. This may be accomplished by stopping by the teacher's classroom, calling the main school office, 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.

CAMPUS VISITORS

All campus visitors are required to sign in and out at the academy office. While on campus, visitors are expected to wear a Visitor's ID Badge. Parents of Christ the King students are always welcome to visit, but are to consult with the director in advance. Unauthorized visitors may be asked to leave the building and campus to ensure the safety and security of our students and the campus.

WEEKLY UPDATE

Classroom teachers will typically send home a weekly email to inform families of classroom learning and events. Christ the King Academy will also send a weekly update 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 the academy may 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-honoring manner.

When there is a complaint or concern about another member of the campus family, seek to deal with the other individual in a private and respectful manner first. If that person is a parent/guardian, then speak with that individual. If that person 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 campus community.

Under no circumstances should families express concerns or frustrations with Christ the King Academy, 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 Christ the King family could result in a student's dismissal from Christ the King Academy.

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 which 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 will have Bible time every day with their teacher. Twice a week the children will gather for a group Bible Time in the ECC Common Room, one time with our Bible Specialist Teacher and the other time the children will have Chapel with our CTK Pastor. Chapel runs about 15 minutes long and reflects the story we are learning about in the classroom weekly.

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, and help teach them social and emotional skills.

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.

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. 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 all children and staff. Therefore, we have a strict policy on biting and fighting. This includes students biting, hitting or kicking another student and/or staff member. *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. 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 some of these behaviors for younger children are more common than older children and will be viewed case by case, especially in the 1 and 2-year-old classrooms.

EARLY CHILDHOOD REMOVAL/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 Removal/Expulsion

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

Parental Causes for Removal/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 Removal/Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Failure of meeting the needs of the child.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Creating an unsafe environment for the other children in the classroom.

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.

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 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.

HEALTH AND SAFETY

FIRST AID AND CPR CERTIFIED

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 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.

MEDICATIONS

If your child must have prescribed or non-prescribed oral or topical 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 the classroom teacher or office personnel. Students may not keep any medication of any kind in their personal belongings. 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.*

ILLNESS

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 may also email the child's teacher as well as 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 9am and you have not reached out to the school we must start calling primary care numbers, if we cannot reach the parent or guardian we must start contacting the people listed on your emergency contact list. **This is DCF policy.**

If your child arrives at school with nausea, runny nose, sore throat, flushed appearance, rash, abnormal irritability, temperature or develops these symptoms while at school, you will be contacted to pick up your child immediately for the health, well-being and safety of all students and staff. **The child must not come back to school until they are symptom free for 24-hours (this includes diarrhea, vomiting, or fevers of 100.3 degrees or higher).**

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 parent/guardian. 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 parent/guardian to arrange transportation home. Likewise, if a child shows symptoms of illness during the day, the child will be isolated, and the parent/guardian will be called.

Parent/guardian, please remember that the school must 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, the student body cannot stay on school property, established crisis response protocols will be followed and parents/guardians will be notified as to 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. The parent/guardian will be informed of the specific event and will need to sign the accident report that same day.

SERIOUS INJURIES

If your child suffers a serious injury, procedures as outlined in Christ the King Academy's Emergency Protocols will be initiated. The school will call 911 followed by the parents; provide First Aid until help arrives; and determine 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.**

LICE

If lice and/or lice nits (eggs) are discovered on any student(s), a "no nit" policy will be followed. Christ the King Academy understands how difficult it is to rid the hair and scalp of all the eggs related to lice, but also recognizes 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 or be checked/cleared by Christ the King personnel.

SEVERE WEATHER

Whenever possible an administrator will inform faculty and staff of area weather warnings issued by the National Weather Service and take any necessary precautions and actions advised by the National Weather Service.

EMERGENCY EVACUATION DRILLS

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.

ACADEMY 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.

INSURANCE

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

MANDATORY REPORTING OF SUSPECTED ABUSE

All personnel of Christ the King Academy are required by law to report incidents of suspected sexual, emotional, physical, or other abuse and neglect to the proper authorities. Under this law, the parent/guardian is not to be notified of the report.

LUNCHES/SNACKS/TREATS

Christ the King does **not** offer a food program. We encourage healthy snack options. All students will need a morning snack along with a drink. If your child will be attending the extended care program following their school day, please send in a full lunch with a drink and a snack and drink for the afternoon. A spill proof water bottle is strongly encouraged for outside play daily.

PER DCF: “Foods that are associated with young children’s choking incidents must not be served to children under 4 years of age, such as, but not limited to, whole/round hot dogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, cheese cubes/sticks and any food that is of similar shape and size of the trachea/windpipe.”

- All children 4 and younger will not be able to have whole/round hot dogs, chips, popcorn, cheese cubes, or pretzel nuggets in their lunchbox.
- All children 1 year old and down must have food cut up in ¼ inch pieces
- 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 or as 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.**

Water bottles need to be **spill proof** and easy for your child to use. Bottles with screw lids are difficult for the students and often spill onto their belongings. Please label your child’s water bottle and lunchbox 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.

BIRTHDAY/INVITATIONS

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 Teacher. Please check with each 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 store bought, not homemade.** The purpose is to minimize allergic reactions of students in the classroom and safety.

If party invitations are brought to school to be distributed, an invitation must be given to each student. If you do not care to invite the entire class, please send invitations in another way outside school hours.

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/guardian 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, jackets, blankets, lunch boxes, water bottles, and backpacks with the child's name or three initials.
- 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. We are very creative in our classrooms using paints, and other items that may end up on clothing throughout the day.
- The children will spend time outdoors daily, except for days with rain. **PLEASE dress your child appropriately for each day's weather!**
- A school bag of some kind is necessary for Preschool children as this makes it much easier for children to bring home parent notes, projects, lunch boxes etc.
- Girls wearing skirts/dresses must have shorts, bloomers, or bundies underneath.
- Please do **not** send your child in one-piece jump suits, overalls, difficult closures, or belts they may struggle with. These items make it very difficult for a VPK or Preschool child to get them 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.**
- Tennis Shoes/Sneakers should be worn to school each day for safety – Please avoid *cowboy boots, sandals, heels, or "floppy" shoes.*

REST TIME

Children who attend a half day VPK or Preschool session will not have a designated nap time. 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 small blanket. A small pillow may be used but all items must be able to fit inside their cubby. Rest items will be sent home every Friday to be cleaned and returned. A cot is provided for each child. No toys or stuffed animals please.

SCHOOL HOURS OF OPERATION

Christ the King Academy is open from 7:00 AM to 5:30 PM.

Our instructional time of the day is between 8:45am 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.

A late fee of \$15.00 plus \$1.00/minute may be assessed to your Gradelink 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

All parents may bring their child into their classroom the first week of school. Following the first week of school the parent/guardian of children in the 3 year old program through VPK will need to drop their child off through the car rider line at the front of the ECC. The parent/guardian will need to put their vehicle in park and sign their child in at the front door with their full signature. (This is a VPK requirement.) All students will be greeted and walked to their classroom by staff members of the ECC. The parent/guardian of children in the 2's and Toddler program will need to park in the lot and bring their child into their classroom and sign him/her in for the day.

All children must also be physically signed out with a full signature at the end of the day.

If someone other than the designated person(s) will be picking up your child, please indicate this by letting your child's teacher know 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 Academy 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 - 10 months.
- Families may roll registration and extended care fees into their tuition payment plan. The first payment will be due on the 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 Gradelink.
- Automatic withdrawals are setup according to the agreement you established 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.
- In the event of a payment being withdrawn from an account with insufficient funds, the family's account will incur a late charge and will be responsible for any related bank fees.
- Families with an outstanding balance more than 60 days past due (of any amount) may jeopardize continued enrollment at Christ the King Academy. 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.
- 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, prepaid tuition and extended care fees can be refunded on a prorated basis.

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

A family may meet with the director to discuss an alternate payment plan. Please note, alternate payment plans must be approved by Christ the King's Finance Committee.

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

SCHOOL PICTURES AND YEARBOOK

School pictures will be taken each year, generally in the fall. A professional school photography company takes the pictures, which you may purchase if you desire. A school yearbook will also be produced and made available at the beginning of the following school year.

SECURITY

Christ the King Academy strives to be a secure campus and is equipped with secure entry points. Signs notify visitors that they must report to the school office. Visitors are required to sign in, wear a visitor's badge, and sign out. Classroom doors will be kept locked during the day. The staff has been advised to approach any unfamiliar visitors and ask how they may be helped. Students who see unfamiliar people or suspicious activity should inform a staff member immediately.

CLOSING THOUGHTS

Christ the King Academy 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 Academy
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Palm Coast, FL 32164
school.ctkpalmcoast.com
Office: 386-447-7979
Fax: 386-627-7254

Academy EIN Number: 47-2162787



People Helping People Become All Christ Calls Them To Be

Statement of Acknowledgement

I/We _____ have read and understand the ***Christ the King Academy Family Handbook for the Early Childhood Center*** and agree to be an active and willing participant in my child's care and academic, social, emotional, physical, and spiritual development at Christ the King Academy.

Signature: _____

Date: _____

Please return with your DCF paperwork to your teacher or the front office.