

# Christ the King Lutheran Preschool



## Read Me Carefully

Please complete the form on page 19. Sign a form for each child enrolled for the 2011 - 2012 school year and submit them on Parent Night August 29 or Student Open House August 30. All forms and October's tuition must be received before your child starts Preschool.

# Parent Handbook 2011 - 2012

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Christ the King Lutheran Preschool of Cumming, Inc.  
 1125 Bettis -Tribble Gap Road  
 Cumming, Georgia 30040  
 678-513-4338  
 www.preschoolctk.com

Christ the King Lutheran Preschool is in Forsyth County; therefore our school days will be similar to the Forsyth County Public School system's. When there is a Forsyth County School holiday, we will be closed. Our school year begins one day after Labor Day and ends in mid-May. In case of bad weather, we will close whenever the Forsyth County Schools close. We do not make up inclement weather days. Please listen to AM 750 WSB, a local television station, or check [www.11alive.com](http://www.11alive.com) when severe weather occurs. We will also post a notice on our website.

### 2011 - 2012 Preschool Calendar

August 29	Parents Meeting 7:00 p.m. - Church Sanctuary		January 5	<b>Students return to school</b>
August 30	Student Open House 9:30 - 11:30 a.m. (please refer to schedule)		January 9 & 10	2012 - 2013 Registration Information Packets sent home with students
September 5	<b>NO SCHOOL</b> - Labor Day		January 16	<b>NO SCHOOL</b> - Martin Luther King Holiday
September 6	<b>First Day of School at Christ the King Lutheran Preschool</b>		January 19	<b>2012- 2013 Registration Forms and Registration Fees Due 1:30 p.m.</b>
September 8	Carpool drop-off begins		January 20	Registration Drawing 9:30 a.m. Currently enrolled families
September 28	<b>Early Release 11:00 a.m.</b>		January 27	Registration Drawing 9:30 a.m. Church members and previously enrolled families Open Public Registration 10:00 a.m.
October 19, 20 & 21	<b>Early Release 11:00 a.m.</b>		February 17, 20 & 21	<b>NO SCHOOL</b> - Presidents Day Holidays & Inclement Weather Day
October 31	<b>NO SCHOOL</b>		March 16	<b>Early Release 11:00 a.m.</b>
November 21 - 25	<b>NO SCHOOL</b> - Thanksgiving Holiday		March 19	<b>NO SCHOOL</b> - Inclement Weather Day
December 16	<b>Last day of school for 2011</b>		April 2 - 6	<b>NO SCHOOL</b> - Spring Break
December 19 - January 4	<b>NO SCHOOL</b> - Christmas / Winter Break		April 27	<b>NO SCHOOL</b> - Inclement Weather Day
			May 17	<b>Last Day of Preschool</b>
			May 17	Preschool Graduation 7:00 p.m.

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## **THE PRESCHOOL BOARD**

This board reviews the budget, staff, classes, and curriculum. The board also sets fees and policies and governs any other matters which may occur during the school year that are not already covered by the Preschool's By-Laws.

### **Our Board of Directors**

**President** Amy McCollum - 770-844-8586  
**Secretary** Martha Lappe' - 770-887-1393  
**Property Liaison** Eric Wintersteen - 770-887-0333  
**Organizational/Business Practices** Clint Matthews - 678-947-5416  
**Council Liaison** Cheryl Milejczak - 770-205-6761  
**Member at Large** Karl Kopp - 770-844-1022  
**Member at Large** Erwin Topper - 706-216-6807  
**Pastor** Rev. Dr. Kerry Maurer - 770-889-5328

### **Officers**

**Chief Executive Officer:** Amy McCollum  
**Chief Operating Officer:** Liz Lorendo  
**Chief Financial Officer:** Amy McCollum  
**Corporate Secretary:** Martha Lappe'

The Preschool Board has adopted the **Notice of Nondiscriminatory Policy as to Students.**

“Christ the King Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.”

## **PHILOSOPHY**

Our preschool strives to provide a quality educational experience in a warm, loving, Christian environment. We realize all children pass through various stages of growth and development. Each child's development is uniquely his or her own and will be handled as such. Our desire is for each child to develop positive feelings about themselves and grow in their personal ability.

We believe social, emotional, physical, cognitive, and spiritual growth should take place with a balance in these areas. Enrichment activities, games, and manipulatives will be provided. Each child will be given the opportunity to grow at his or her own pace.

The time your child spends at preschool will be happy and relaxed. Each class will follow a flexible daily schedule so that the child will derive a sense of security.

We will provide an opportunity for the child to learn through their play with a balance of self-discovery and teacher directed activities.

## **GOALS**

To aid and develop the whole child: socially, emotionally, physically, cognitively and spiritually.

To help children know themselves as unique and important persons.

To help children develop trusting and responsible relationships with others.

To provide a developmentally appropriate, play-based curriculum designed to meet the needs of every child.

## **OBJECTIVES**

To provide time for social interaction with other children.

To provide experiences designed to develop gross and fine motor skills.

To provide opportunities to develop basic learning skills of math, reading, writing, science, and social studies integrated in daily activities.

To provide opportunities to succeed at tasks suitable to developmental level.

## **PREPARING FOR THE FIRST DAY**

Plan your schedule so your child can be well-rested, unhurried, well-fed and relaxed about the first morning and every morning.

Expect your child to go to school happily and to have a good time. Attempt to hide your own insecurity. Children are very sensitive to your emotions and will respond accordingly.

Talk about preschool in a positive way. Name activities your child will enjoy. *“You are going to enjoy playing on the playground”* OR *“It is going to be so much fun eating your lunch at school”* OR *“I can’t wait to see what you make in school today!”*

Have your child help pack his or her own lunch box and school bag. This will get them very excited about the day and help them feel important.

Use the teachers’ names frequently so the child becomes familiar with them.

## **PREPARING YOUR CHILD FOR SCHOOL**

Your child’s day will focus on learning centers, large and small group activities and independent play. These activities will provide the opportunity for them to learn about themselves, their relationship with their friends and their teacher. Except for simply structured games, children need to play in their own ways. The teacher will step in when a situation goes beyond the child’s ability to handle it.

Small and large group time enables a child to work independently and cooperatively. Skills are developed during this time to aid the child for present and future educational experiences (examples: listening and verbal skills, decision making, taking turns, hand-eye coordination, and cognitive development).

Children need a variety of experiences as they choose to express themselves. Art, movement, puppets, music and Chapel add interest to the day and will be used for enjoyment as well as sparking creativity.

## POLICIES AND PROCEDURES FOR PARENTS

### IMPORTANT GENERAL INFORMATION

A Parent Meeting is scheduled before school starts, followed the next day by a Student Open House. Both of these events are extremely important. **Parents are encouraged to make every effort to attend the Parent Meeting without children**, but should bring their child to the Open House. Times are staggered so families with several children enrolled can attend each child's Open House.

**Make sure to read all newsletters, notes and calendars.** Pay particular attention to days your child needs to bring something in from home. What better way to show your child that you think their school is important! Check the website for more information.

Christ the King Lutheran Preschool will again utilize a morning and afternoon carpool line. Please read carefully the **Carpool** section found on page 14 of this handbook for morning drop-off and afternoon pick-up procedures. **Carpool will not begin until September 8.**

If your child finds the adjustment to preschool difficult, please feel free to talk with their teacher. She may have some helpful hints or may suggest shortening the school day for a while. Perhaps a security blanket or other item can be packed in the child's book bag to make the day a little more comfortable. Feel free to call the office and check on your child. It can help to know that the tears really did stop. The office will call your home or cell phone if the child is inconsolable. A full day of crying hinders the adjustment process. Sometimes a fresh start on the next scheduled school day works wonders.

The importance of arriving on time cannot be stressed enough. Our 9:00 a.m. start time is designed to make this easy for everyone. All children are much happier when they arrive at the proper time. Everything we do in the classroom is important, and we do not want your child to miss out on some fun activities, so **please be on time.** Our Chapel, Music and extras often start early in the school day. Promptness is a very important quality to teach children while they are young.

If you are going to be late picking up your child, please let us know. There is no worse feeling than being the last child at school and not knowing when mom or dad will arrive. If you call, we will be sure to let your child know so they can be prepared.

### SCHOOL HOURS / LATE PICK UP FEES

Regular school hours are **9:00 a.m. to 1:00 p.m.** We have neither staff nor insurance coverage to offer early drop-off in the morning or late stay in the afternoon. Prior to 9:00 a.m., the teachers use the time to ready their classrooms for the day. If your child is not picked up by 1:10 p.m., a late fee of **\$5.00** will be charged for every **5 minutes or any part thereof** that you are late. If you are going to be late picking up your child, please notify us as soon as possible. It helps your child deal with being the last one in the class if we can explain the delay.

## POLICIES AND PROCEDURES FOR PARENTS

### EMERGENCY CLOSINGS

Rarely does any preschool have to close due to illness or contagious health reasons of the children or staff. However, we reserve the right to close our preschool if too many children have become ill or until we feel the brunt of the illness or reason has passed.

Should the staff of the preschool have a high absentee rate of more than 50% and no substitute can be found, we reserve the right to close the school until it is determined that we have enough teachers/substitutes to safely run the preschool.

Should there be any structural damage or condition to our building that would make it unsafe or unsuitable to occupy the building, we reserve the right to close the school.

**Make certain your child's teacher and the preschool office are notified immediately of any phone number changes.** These changes include home, cell or office numbers as well as emergency contact phone changes. When there is sufficient time, teachers and/or assistant teachers will attempt to contact all families by phone in the case of an emergency or weather-related closing.

**\*\* PLEASE REFER TO THE TOP PORTION OF THE 2011 - 2012 SCHOOL CALENDAR FOR INCLEMENT WEATHER INFORMATION.**

### ADMISSION POLICIES

Children will be enrolled in Christ the King Lutheran Preschool based on space availability. A child **must** turn the appropriate age by September 1 to be enrolled in the current school year.

### PRESCHOOL FEES / LATE FEES

A **NON-REFUNDABLE** registration fee is required to secure your child's placement in the preschool program. The registration fee is \$150, \$170, \$190 or \$210 depending on the number of days your child attends; this is not applied toward any tuition costs. Registration fees paid to the preschool are used to help offset the costs of building expenses, education supplies, insurance, etc.

Monthly Tuition:	2 days a week (18-23 months)	\$210.00 / month
	4 days a week (18-23 months)	\$320.00 / month
	2 days a week (2's and 3's)	\$180.00 / month
	3 days a week (2's and 3's)	\$220.00 / month
	5 days a week (2's and 3's)	\$330.00 / month
	4 days a week (4's)	\$255.00 / month
	5 days a week (4's)	\$280.00 / month

## POLICIES AND PROCEDURES FOR PARENTS

### **PRESCHOOL FEES / LATE FEES (Continued)**

September tuition is due no later than May 1 of each calendar year. Failure to pay forfeits your child's class enrollment. Tuition for October - May is due on the **first day** of each month **in advance**. Tuition is collected one month in advance.

**Please send your child's tuition in the clear communication pouch that is attached to your child's school bag on or before the first school day of each month**, beginning in September and continuing through April. It is your responsibility to see that your child's tuition is paid; no statement or envelope will be sent home to remind you. Tuition is late after the tenth day of the calendar month. **NEVER** send cash with your child. **We accept checks only**. If your tuition is received after the 10th day of the month and does not include a \$10.00 late fee, a statement will be sent home in your child's clear communication pouch reflecting the late fee that is due. If a check is dishonored by your bank for any reason, you will be required to replace the check with cash AND pay a \$25.00 processing fee. If this happens frequently, you may be required to pay with money orders or cash for the remainder of the school year. Non-payment of any tuition or fees that are due will result in your child's dismissal from the preschool. All checks should be made payable to Christ the King Preschool or CTK Preschool.

After the school year begins, **one month's notice is required before a child may be withdrawn**. Without notice, the parent is responsible for the next month's tuition fee. If you must withdraw your child from the Preschool, please give the Director written notice (**no exceptions**).

No refunds or discounts will be made for short or long absences due to vacations or family schedules. The tuition is the same amount for all nine months of the school year.

### **CONFERENCES**

All teachers have morning and after school responsibilities, therefore **the morning carpool drop-off and afternoon pick-up are not appropriate times to discuss personal issues concerning your child**.

Our teachers welcome the opportunity to confer with you concerning your child's progress or any special problems about which you are concerned. The four-year-olds in our program will have parent conferences in January. Another parent conference may be held again in May if the parents and/or teacher think it would be beneficial. In January the parents receive a written evaluation of their child's progress. Three-year-olds in our program will have parent conferences only upon request.

Prior arrangements need to be made to meet with your child's teacher to discuss **specific issues** pertaining to **your** child. You may arrange such conferences in the following manner: (1) a note addressed to the teacher requesting an opportunity to speak privately may be placed in the clear pouch provided by the preschool, or (2) you may e-mail such a request to your child's teacher.

## POLICIES AND PROCEDURES FOR PARENTS

### **VOLUNTEERS**

Parents and teachers are **partners**. As parents, you love your children and want the best for them. You find child rearing brings rewards, has amusing episodes, and provides great satisfaction. You find that it also tries your patience, taxes your ingenuity and sometimes seems a hopeless task! Now another adult is on the scene to help guide your child - the Preschool Teacher. Your child's preschool teacher is ready and willing to work with you. Parents and teachers make different contributions to a working partnership. Together they can give preschool children the needed support and guidance that will help them to live good lives as children and will move them to the ultimate goal of responsible adulthood.

Please remember that we are here for you and your child. If there is anything that we can do to assist you, please let us know.

Parents are encouraged to visit the school throughout the year and to openly communicate with the teachers and the Director at all times. We utilize volunteers in many areas, especially our Fall Festival, Easter festivities and Trike-a-Thon. We also invite parents to share special hobbies, talents and interests with us. These visits must be scheduled in advance with the Preschool Director. If you need to visit the classroom during school hours, you **must** stop by the Director's office before going to the classroom. Making arrangements in advance is helpful.

### **SUBSTITUTE TEACHERS**

The staff at Christ the King Lutheran Preschool depends on our parents to occasionally be available to serve as substitute teachers. As a substitute, you will act as an assistant teacher only. If you are interested in being a Substitute Teacher, please sign up at orientation or let the Director know. You will be paid for this work. Because we often need to call at the last minute and early in the morning, substituting is not always convenient but it is an extremely important need throughout the school year. Please specify exactly which days of the week you are available when signing up.

### **SUPPLIES**

The school will furnish most classroom and school supplies. However, our classrooms and building have limited storage space for supplies such as tissues, wipes, paper towels and liquid soap. Therefore, we will stock these items initially. As our supplies need to be replenished your child's teacher will request, on a rotating basis, the supply items that you need to send.

A teacher may send home a wish list for her class. These are items that would be helpful for her to have, but in no way are they mandatory purchases.

## POLICIES AND PROCEDURES FOR PARENTS

### SCHOOL BAGS / PLASTIC POUCHES

Parents need to provide an inexpensive school bag for carrying papers, notes, etc. home from school. **SEND IT EVERY DAY!** Our school prefers bags which are **completely open at the top**. We sell Christ the King Lutheran Preschool school bags, which are the style we prefer, during the Parent Meeting and Open House in August and throughout the school year. The cost is \$10.00. If you have a bag similar in style, there is no need to purchase a new one. **DO NOT SEND BACKPACKS OR BAGS WITH ZIPPERS.** Our storage units are not designed for the bulkiness of backpacks and we have found zippers to be cumbersome and time consuming.

The Preschool will provide each child with a clear plastic communication pouch to attach to the outside of their school bag. School papers, notes, newsletters and calendars will be sent home using these convenient pouches. Parents should send any important notes to teachers in these same pouches. Parents should also send tuition checks in these pouches.

### HEALTH RECORDS / IMMUNIZATIONS

**Forsyth County Health Department requires that we have on file a complete record of immunization on or before the first day of school (Form 3231).** The required state form is available at your local pediatrician's office and health department. Failure to comply with this policy will result in your child's dismissal from preschool until such form is present. **Please make sure the pediatrician includes the expiration date on the form.**

### SICKNESS

If your child becomes ill during the day, we will call you. If you are unavailable, we will call one of your emergency numbers. **Please keep all phone numbers (cell, home, office and emergency) current!**

Please let us know within 24 hours if your child contracts a **CONTAGIOUS** or **COMMUNICABLE** disease (such as chicken pox, strep, pink eye, lice, pin worms, viral infections, mumps, measles, scarlet fever), and we, in turn, will notify other parents as necessary. You may phone the Preschool Office 678-513-4338 or e-mail us: **ctkpreschool@earthlink.net**. The preschool makes every effort to protect the health and safety of the children. For the child's own protection and that of others in the group, your child should be kept at home when you see signs of colds or other illnesses.

## POLICIES AND PROCEDURES FOR PARENTS

### SICKNESS (Continued)

**Any child who has any of the following symptoms should not attend school:**

Severe cold	Red or sore eyes
Persistent cough	Discharge from nose, eyes, ears
Fever ( <b>Must be free of fever for 24 hours*</b> )	Upset stomach
Sore throat	Nausea or vomiting (free for 24 hours)
Swollen glands	Diarrhea (free for 24 hours)
Ear ache	Rashes

**\*Children must be Fever Free and Symptom Free for 24 hours to return to school.**

If your child has had a normal temperature for 24 hours or has been symptom free (no diarrhea) for 24 hours, then they are allowed to return to school.

**Fever Example:** Child wakes up from a nap at 3:00 p.m. Monday with a fever. Fever is reduced within the hour (by 4:00 p.m.). Child's fever remains normal for 24 hours...until **4:00 p.m. on Tuesday.** Child may not return to school until Wednesday.

**Symptom Example:** Child has diarrhea or vomiting early Wednesday morning around 7:00 a.m. Same occurs again at noon, but no symptoms again that day. Child remains free of symptoms by 8:00 a.m. Thursday morning. Child **cannot** attend school Thursday because he/she will not have been symptom free for 24 hours until noon on Thursday. Child may return to school Friday if he/she has remained symptom free.

**Children with rashes will be sent home.** We must have a written note from your child's doctor stating that he/she is allowed back into school. This is a precautionary measure to ensure that your child is not suffering from something that could be contagious to the other children in the preschool and is based on the recommendation of several pediatricians in this area. While we realize some rashes occur after a child is no longer contagious, this can only be determined by a doctor's visual examination of your child. Most diseases with rashes are highly contagious.

Please be considerate when evaluating your child's readiness to return to school. A bad cold for one child can result in severe upper respiratory problems, asthma related complications or ear infections for another child.

**You have not done your child, yourself or the Preschool Staff any favors by sending a sick child. If your child is sent to school with any of the above symptoms, you will be called to return and collect your child.**

## POLICIES AND PROCEDURES FOR PARENTS

### **ALLERGIES**

All allergies, especially food, need to be recorded on your child's registration form and provided to your child's teacher in writing. If the presence of any foods will cause serious reactions for your child, arrangements must be made prior to the start of school to meet with your child's teacher to discuss preventive options.

### **EPI-PENS**

Some children have allergies and/or asthma, which require an EPI-PEN. Parents of these children will need to contact the preschool office to complete a permission form allowing the preschool staff to administer a treatment if needed.

### **MEDICATIONS**

Prescription medications will not be administered.

Over the counter medications are not permitted unless prescribed by a physician and the signed request is kept with the medication. All medication will be administered by the Director and must be delivered to the preschool office by the parent.

Prior to the beginning of school, parents of children with severe allergies should arrange to meet with the Director and their child's teacher to review appropriate action in case of an emergency.

### **GOING HOME WITH ANOTHER STUDENT / ADULT**

Please let us know if there is a change in your child's schedule, such as going home with another child or adult, etc. **Put the message in writing and be sure the note is given to your child's teacher. Under no circumstances will we release your child to anyone without written permission.** The person picking your child up should be listed on your pick-up list and **must present a photo ID to the Director. This person must come inside to pick up your child; they will not be permitted to use the carpool line.** If an emergency situation arises during the day, please call the preschool office at 678-513-4338. The Director will determine if permission will be given over the phone for your child to ride home with **someone from your emergency list. Again, please make sure this person knows a photo ID will be required and that the Preschool Office must be notified.** While we understand that emergencies happen, there will be **NO exceptions** to this policy.

## POLICIES AND PROCEDURES FOR PARENTS

### **STUDENTS WITH SPECIAL NEEDS**

The Preschool Board reserves the right to accept or decline the application of any child having a physical, mental or emotional condition, which, in the Board's sole judgment, poses a possible threat to the health, welfare, safety of other students or requires a fundamental alteration to the program.

The preschool cannot accommodate any child having a physical, mental or emotional condition which requires special supervision or handling (without prior consent of the Director or Preschool Board) and/or which requires the dedication of special facilities for the child.

Parents desiring individual evaluations or observation of their child by a county or private specialist **must** make arrangements with the preschool Director and their child's teacher prior to having someone come to the school. Once arrangements have been made, the individual observing the child will need to visit the preschool office to be accompanied to the child's classroom. **No exceptions will be allowed.**

### **NO SOLICITATION THROUGH THE PRESCHOOL**

Christ the King Lutheran Preschool will not allow parents to distribute flyers, advertisements or publicity papers for personal businesses and neighborhood sales in the children's school bags. This is a policy set by Christ the King Lutheran Church.

### **CHILD ABUSE**

We are required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

### **BITING / EXCESSIVE BEHAVIOR POLICY**

Biting or excessive behavior will not be tolerated. If your child's behavior becomes a problem, the teacher will notify you. If the behavior continues, the Director will give a written warning and schedule a meeting with the parents and teachers. Finally, if the behavior continues with no progress, the Director will ask that the child not return to school.

## POLICIES AND PROCEDURES FOR PARENTS

### BATHROOM / POTTY TRAINING POLICY

The Preschool has adopted the following guidelines for assisting children in the bathroom. We realize not all children need or want help. However, some children need partial or total assistance.

#### OLDER ONES

During the first months of the program, the ones are changed mid-morning and toward the end of the day. As the children get older and are wet less frequently, they will be changed once during the middle of the day unless a bowel movement occurs. The preschool expects the children to arrive at school in a clean, dry diaper. **All children must have a change of clothes and two diapers in their school bag at all times.**

#### TWOS

Children who are *not yet trained* will be changed when a bowel movement occurs. If a parent has a special request that a child be changed more often they will need to speak with the Director. The Preschool expects the children to arrive at school in a clean, dry diaper. **All children must have a change of clothes and two diapers in their school bag at all times.**

A child who is *trained* will be assisted in the bathroom as needed (clothing, wiping, flushing, and hand washing). **All trained children must have a change of clothes including underpants and socks in their school bag at all times. It is unsanitary for our teachers to wash out soiled underpants. Our policy is to dispose of all soiled underpants.**

**When a child is *getting ready to be trained*, the parents need to speak with their child's teacher to be sure they both feel the child is ready to begin training in the school environment.** Please try to begin training during a school vacation so that the child has the best chance to succeed at school. All children who are training must be sent in pull-ups. Please send them in pull-ups that have velcro sides to help the teachers when changing. Also, please remember the teachers will cooperate as much as possible but they cannot be expected to take an individual child to the bathroom every 20 - 30 minutes. Please include a change of clothes, underpants, socks and two extra pull-ups in the child's school bag each day. The teachers will try to ask a child in training at least three times a day if they would like to use the bathroom, but we will never under any circumstances force a child to sit on the toilet. As you train your child at home, please keep in mind that "training" a child also includes wiping, flushing, hand washing, and cleanliness of the bathroom. When children are learning bathroom use, it is best to avoid overalls, snaps, belts, zippers, tights and hose. Pants with an elastic waistband work best.

#### THREES AND FOURS

All children enrolled in the three and four year classes must be totally independent in all areas of bathroom use: clothing, wiping, flushing, hand washing, and cleanliness of the bathroom. This also means they may NOT still be wearing pull-ups. These policies are in place to protect the health and well being of all children using these facilities. These policies are made clear at registration in January. If your child is entering this class in September and is not yet potty trained or is continuing to have accidents, please contact the Director by calling the preschool office 678-513-4338, because **there will be NO exceptions to this policy.**

## POLICIES AND PROCEDURES FOR PARENTS

### CELL PHONE USE POLICY

Cell phones have become a necessary convenience for all of us. However, **CELL PHONES MAY NEVER BE USED IN OUR CARPOOL LINES !!!** The slightest distraction can prove dangerous when cars are lined up in a stop and go situation. Please make sure that anyone bringing your child to school is made aware of this policy. There are “No Phone Zone” signs posted in the parking lot as you approach the carpool area to remind everyone of this very important policy.

Cell phones should also be turned off when parents are visiting in a classroom or volunteering for a preschool function. Cell phone usage is not permitted during our Parent Meeting, Open House, Class Parties, Christmas Programs, Mothers or Fathers Day Celebrations, Graduation or while substitute teaching in our program.

Your complete cooperation and understanding in adhering to these policies will be greatly appreciated. We need and want your undivided attention while you are visiting our school for programming, activities and as a courtesy to those around you.

### CARPOOL

We will begin carpool at 8:55 a.m. Please remain in your cars until you see that we have begun the carpool line. Carpool line will run from 8:55 until 9:10 a.m. We prefer that you walk your child to their class and pick them up from the class for the first few days of school. **We will begin carpool on September 8.**

Afternoon carpool will begin at 12:50 p.m. and end at 1:10 p.m. For the safety of your child, we ask that you please use our carpool system. This is designed to keep children off the parking lot and out of the way of cars coming and going. If you do need to come inside to pick up your child, please do so before 12:50 p.m. Please make sure that your carpool tag is visible from your windshield. **The Staff will assist your child into the car from the driver’s side only. It is the responsibility of the parent to insure that the car safety devices are properly buckled on your child. Please pull up and out of the carpool line to check this.**

### INTERCOM SYSTEM

The Preschool building will be locked to the outside between carpool arrival and dismissal. This is to insure the safety of your child. To gain entrance, please press the button on the outside intercom located to the right of the main doors under the covered carpool space. Please be patient and someone will come and let you in.

## POLICIES AND PROCEDURES FOR PARENTS

### INSURANCE

Even under the constant supervision of the preschool staff, there are risks of accidents and other occurrences taking place at Preschool. You are responsible for having accident and/or injury insurance to cover your child in case of an accident at preschool. The parents assume responsibility for any and all expenses which may be incurred including medical. The Preschool will not be held responsible or liable in any way in connection with these types of occurrences.

### NEWSLETTERS / CALENDARS

The Preschool office publishes a school newsletter throughout the year. This will give you a current run-down on the activities of the entire program. Important dates will be listed so you will have an up-to-date picture of all school activities. These newsletters are available on our website. You will be given the option at Open House to receive them on paper in your child's pouch or whether you wish to access them online.

### LUNCHESES / SNACKS

Children will bring their own lunch and snack each day. Please remember to include spoons, drink, straw, etc. if your child will need them. We regret that we are unable to microwave food for any child. The children will eat with their class. This is a great time for them to learn independence, table manners, and conversation skills. Please be considerate when teachers request certain foods or beverages be eliminated from school lunches. Remember, most children are only here for two to three days out of the week and teachers have 10 to 16 students in their rooms to assist with lunches.

### CLASS PARTIES

A sign-up list will be available at parent orientation for seasonal parties. The teachers will ask for volunteers to help coordinate holiday parties and special events as needed. Most events will be celebrated with school-wide functions utilizing volunteers from all classes.

### BIRTHDAY PARTIES

Your child may celebrate his/her own birthday at school if you wish. You may provide a special treat (we highly recommend cookies with no icing). However, no birthday presents should be received. **Please do not distribute invitations to birthday parties held off school property in the children's school bags.** This only leads to hurt feelings, broken hearts and lost invitations.

## POLICIES AND PROCEDURES FOR PARENTS

### SCHOOL PICTURES

Both individual and class pictures will be taken during the school year for all children in our program. There is no obligation for parents to purchase them.

### SPEECH / HEARING

Individual speech, language and hearing screenings will be available. There is a screening fee, and a permission form will be sent home to all parents before the screening. You will receive written results of the screening. **This is an optional service with a small fee** offered to all families with children 2 years and older.

### FIRE PREVENTION DRILLS

Fire safety is a regular part of the curriculum for the children with emphasis on safety procedures. A fire drill is held once a year in the Fall. Evacuation routes are posted in each room, and actual staff responsibilities are covered during Teacher Orientation.

### EMERGENCY WEATHER PROCEDURES

Emergency procedures are also in place for severe weather situations. Severe weather drills are held in the Fall.

### CLOTHING

We recommend that children wear play clothes that are practical, comfortable, and washable. Remember that we paint and glue frequently and spills can occur. Tennis shoes that tie or Velcro are the best. **Flip flops, sandals, cowboy boots, jellies and patent leather shoes are not permitted** as they can be dangerous on the playground.

Don't worry if your child insists on wearing plaids and stripes together. We like your child for who he is, not for what he wears. We would rather have a happy child in mismatched clothing than an unhappy child in a beautiful outfit. This is a perfect area in which to "Pick your Battles."

As the weather gets colder, please dress your child in layers since we go outside every day, weather permitting. Rain boots and umbrellas are not necessary but a jacket is usually a good idea.

**Your child's clothing, especially coats, jackets, sweaters, mittens, etc. should be clearly marked with their name.**

## POLICIES AND PROCEDURES FOR PARENTS

### **SPECIALS**

To enhance the classroom experience and to help accomplish the overall goals and objectives of the preschool, the following specials are provided:

#### **Chapel**

We will teach Old and New Testament Bible Stories. Children ages two, three and four will meet in a group setting weekly for a Bible Story Lesson that we call “**Chapel**”. Chapel lessons are told using a variety of resources from song and music.

Our Older One’s will also have Bible Lessons on a weekly basis. All of their Bible based activities will be in their classrooms. These two young groups love being taught the Bible through songs, music, finger puppets and Bible storybooks.

#### **Music and Movement**

Music and movement class will reinforce the classroom lessons, Chapel and the monthly calendar themes. We will incorporate music and songs with exercise, dance and movement. The children will be exposed to different types of music, instruments and styles. Music and movement is a time for children to act silly, expend energy and have fun with their friends.

#### **Mother Goose**

Mother Goose will visit our school four times throughout the school year. These visits are also thematic or seasonal in nature and are favorites with the children who enjoy having “characters” visit the school.

#### **Spanish**

The four year olds have beginning conversational Spanish classes. These classes are led by a professional Spanish instructor who speaks to the children in Spanish, which is an excellent way for them to begin to learn the language. The class is structured in a way that makes it very fun for them to learn, and they will bring their excitement about learning Spanish home with them each week.

**Watch the monthly newsletters and calendars for details concerning these specials and other special programming planned throughout the school year.**

## POLICIES AND PROCEDURES FOR PARENTS

### **CURRICULUM**

#### **Older One's (18 months to 24 months)**

Children change dramatically during this time in their development. Thus, this program must be very flexible. The children will begin the year by exploring their environment and each other. They begin to work on some socialization skills such as sharing. This class will concentrate on one theme a month. Many activities such as art, music, finger plays, and story time will all revolve around the assigned theme. The older ones will also experience much free time to play with their favorite toys and let their imaginations run free. Freedom to explore their environment is very important in order to further develop their communication skills. Bible Stories will be shared with this young group every week in the classroom.

#### **Two-Year-Old Program**

We offer your 2-year-old child a variety of new experiences geared for this stage of development. The curriculum includes many forms of art media, music, finger plays, story time and play experience. Self-help skills like dressing, feeding and toilet training will help build self-esteem. We feel this curriculum, along with love and praise, will encourage learning as a creative life-long process, which begins in play and flourishes in wonderment through firsthand and in-hand experiences for your child.

#### **Three-Year-Old Program**

We offer a wide variety of experiences directed toward the needs of the 3-year-old child. Social skills, language development, listening skills, sensory, perceptual and gross motor development are the major goals of this program. Our curriculum includes many creative activities for developing fine motor skills. We use all forms of art media, music, games, finger plays, literature, sensory experiences and play. Exposure to basic shapes, colors, and numbers 1-5 as well as the use of scissors are included. All activities are geared to the level of needs of a 3-year-old child.

#### **Four-Year-Old Program**

This Pre-Kindergarten program is geared to meet the needs of a four-year-old child as we prepare him/her for the later Kindergarten experience. We use as many creative activities as possible. The use of scissors, crayons, paste, glue, paint, housekeeping play, block play, cooking, science experiments, musical activities, language and social development, and literature will be encouraged throughout the year. Our curriculum also includes a beginning multi-sensory approach to early childhood phonics, hands-on manipulative mathematics and language experience. An emphasis on fine motor skills with attention to writing skills is included.

Christ the King Lutheran Preschool of Cumming, Inc.  
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**Statement of Understanding**

I have read the policies and procedures included in the Christ the King Lutheran Preschool Parent Handbook 2011 - 2012. I understand the policies and will abide by them. Any questions or concerns can be brought to the attention of the Director, but any changes to these policies will need to have full approval from the Board of Directors. Please complete a separate form for each enrolled child.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Age / Days Attending

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Each child must have a signed copy of this statement in his/her file before they may begin Preschool.