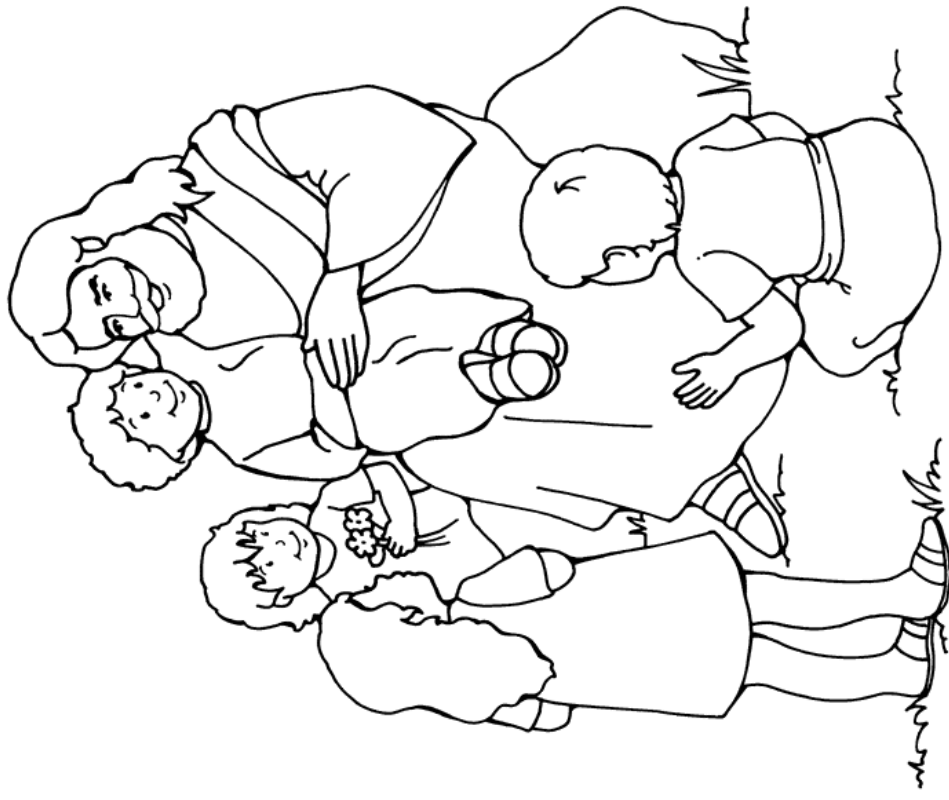


**Christ the King Early Childhood Center**



**Unionville, Michigan**

# Christ the King Early Childhood Center

Education Office - Sebewaing: 989/883-3730  
Unionville Campus: 989/674-8691

David Kumm - School Administrator  
Tara Vermeersch - Teacher

Christ the King Early Childhood Center (ECC) extends a warm welcome to all parents and their children who will be participating in our program. It is our hope that this experience will be a happy and helpful one for all.

This handbook has been prepared to assist you in the explanation of our program. Please read through it today and then refer to its pages whenever you have a question. It will explain our policies, procedures, and philosophy. It will help in the preparation of both children and parents for participation in a program where home, church, school, and childcare work together in close harmony.

Christ the King Early Childhood Center is an outreach of St. Paul Lutheran Church and Immanuel Lutheran Church, governed by Christ the King Lutheran School Board of Education. Any questions and/or concerns regarding our policies should be addressed initially to the Director who then takes it to the Administrator. If necessary, it then will be brought to the School Board of Christ the King Lutheran School.

-10-

crispy bars, granola bars, and breakfast bars are just some of the possibilities.

Sweets like cookies, cupcakes, and candy should only come on occasion or at special times. It has been found that letting the student pick the snack results in mostly sweets. **PLEASE MAKE SURE THE TEACHER IS AWARE OF ANY & ALL ALLERGIES!**

## TOYS

Children are not encouraged to bring toys to school. If toys are brought for Show and Tell that is all right, but they only come out at that time. The toys will be returned to their book bags after Show and Tell. **Please**. No toys of any violent nature should come. Also label the toy that comes to school from home. The staff is not responsible for lost or broken toys.

## ADMISSION AND WITHDRAWAL POLICY

Students are accepted during the course of the year as vacancies occur. The center should be notified two weeks in advance if it becomes necessary to withdraw a child from the center.

Christ the King reserves the right to remove a child from the center upon recommendation of the teacher and the School Board, should the child be considered a detriment to the other children or the program. Meetings will be set to discuss the issue with the parents, if a course of action is not workable, parents will be given a two week notice for withdrawal of their child. All fees must be paid at the time of withdrawal. We will work with the parents in every situation to do what's best for the child.

we cannot reach the parent, the contact person listed on the child's Emergency card will be asked to come for the child. If we cannot reach the parents or the contact person, the child will be placed on an isolated cot (illness) or taken to a Medical facility (emergencies). PLEASE KEEP THE INFORMATION ON THE EMERGENCY CARD UP TO DATE. Please notify us of all changes in address, telephone number, and contact person.

**CLOTHING**

Dress your child so he/she can play outside every day. Please label all coats, boots, shoes, etc. Clothing unmarked may be marked by staff. Children need to be dressed in play clothes which can withstand mud, paint, shaving cream, etc. spilled on them. A complete change of clothing (underwear, socks, shirt, and pants) is required to be kept in their backpack. There are lots of pockets on backpacks, so that is a good place to keep them or a big baggie to hold it together in the backpack works well, too.

For the winter months, provide warm coats, mittens, hats, snow pants, and boots. If one student does not have the appropriate clothing for outside, the class will not be able to go out. Discretion will be used as far as weather is concerned.

**SHOW AND TELL**

Your child will have various opportunities for show & tell throughout the school year. More details will be included in the weekly newsletters.

**SNACK TIME AND NUTRITION**

Snacks are provided by the parent helper for the day. Wholesome foods are the preferred choice. Vegetables, fruit, crackers, pretzels, cereal, cheese, rice

**PHILOSOPHY**

Christ the King Early Childhood Center believes that we are here for a purpose - to be a mission outreach and aid to children and parents in all walks of life. As children are an integral part of God's kingdom we feel and believe it is our responsibility to foster growth in each child in his/her relationship with God, the Bible, the family, the community, and the world. We desire to meet the needs of the whole child - spiritual, social, emotional, physical, cognitive, and creative. Christ the King ECC has developed Christ-centered programs in a loving and caring atmosphere.

Christ the King ECC's curriculum has been designed to meet the above philosophy.

Parents who are not members of either St. Paul or Immanuel are invited to attend classes on the teachings of the Lutheran Church-Missouri Synod so that they may understand principles of Christianity shared and lived within the classroom. Parents who do not have a church home are invited to attend church at either St. Paul or Immanuel.

**ENTRANCE POLICIES**

Christ the King ECC is open to any family regardless of church affiliation and admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Center. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational or admission policies.

**ENROLLMENT PROCEDURE**

To be admitted into Christ the King's early childhood program, a registration form must be completed and a \$20 non-refundable registration fee be paid to the Education Office. The registration fee is applied to the May tuition

fee. All preschoolers & prekindergartners must have on file with the school: a Child Information Card, an up-to-date immunization record, and a physical health form completed and signed by a physician. The admittance of your child into the program cannot be guaranteed until the registration fee is paid.

To be admitted, your child should be three years old as of September 1st for preschool and four years old as of September 1st for prekindergarten.

**TUITION**

A current and up-to-date tuition and fees schedule will be published yearly, and current rates are available by contacting the Education Office.

Tuition is due in advance and may be paid monthly, quarterly, or yearly. Checks should be made to Christ the King Lutheran School. Payments can be mailed or dropped off at the Education Office in Sebewaung or be given to the teacher.

A \$10 late fee will be assessed to all tuition exceeding 30 days in delinquency.

**OPERATION**

The three-year-old program will meet on Tuesday and Thursday mornings from 7:55 AM to 11:15 AM. The afternoon sessions are on the same days from 12:00 Noon to 3:00 PM. The four-year-olds meet on Monday, Wednesday, and Friday mornings from 7:55 AM to 11:15 AM. The afternoon sessions also meet from 12:00 noon to 3:00 PM.

In certain circumstances, and if enrollment dictates, not all sessions will be available every year. It is our goal to offer each session every year, but in the event that this is not feasible, we will offer morning sessions only.

so that we may alert parents and teachers of the symptoms. Children should be free from temperature, diarrhea, and vomiting for 12 hours before returning to the classroom. The center may request a note from your child's doctor indicating when the contagious disease is no longer contagious.

When a child becomes ill at Christ the King, parents are notified immediately to come and pick up their child. If the parents cannot come arrangements must be made by the parents to have someone come pick up the child. Children will be removed from the classroom and placed away from others on a cot until such time as the child is taken home.

When illness keeps your child home, you must notify the Education Office by phone or with a written note. Your cooperation in this matter is greatly appreciated.

Children who are well enough to attend school are well enough to play outside unless otherwise requested in writing by a doctor.

**MEDICATIONS**

Before any medications can be administered, a Medication Form must be completed and signed by the parent. You may secure a Medication Form from the teacher or from the Education Office.

Because some children may experience a reaction to medications, we ask that all first doses of a medicine be administered by the parents at least 12 hours before the child attends the Center.

**EMERGENCY**

In an emergency (illness or accident), we will contact the parent at the location given on the Emergency card. If

will be aired over the radio stations: WKYO in Caro, and WLEM in Bad Axe. WMEN Channel 5 will carry our announcement via television.

Note: **1-hour late starts:** Our morning session will still meet, but it will start from 9:00-11:00 am, instead of 8:00-11:00am.

**DISCIPLINE POLICY**

All activities will be conducted in an environment of Christian love and support. Children will be guided to relate to each other with respect and understanding. The program will be structured so that the children may exercise individual freedom, while also respecting the rights of others.

In the event that disciplinary action becomes necessary, a staff person will discuss the problem situation with the child/ren involved and attempt to help the child/ren resolve the difficulty in a calm, orderly fashion. Staff will encourage self-control and cooperation using only positive methods of discipline. Children will be guided to understand the consequences of their actions and how they may affect each other.

At no time will any type of corporal (physical) punishment be used. If necessary, a child may be removed from a problem situation and asked to sit quietly outside of the activity area for a short period of time, until he/she is able to regain self-control.

**ILLNESS**

Children with a temperature, bad cold and/or cough, diarrhea, vomiting, or skin rash should not come to school. If your child has contracted a contagious disease, please notify the Education Office at the Sebawaing campus (883-3730)

There will be no school Thanksgiving, Christmas Vacation, and Spring Break. See the school calendar, found on the website or "Who's who Book, for exact dates. The first day of preschool is the first Tuesday after Labor Day. The final days of programs are right before Memorial Day

**LICENSING**

Christ the King ECC is licensed by the State of Michigan and is inspected bi-annually to ensure a high quality of childcare and education.

**STAFF**

The staff is composed of a Director, who has a four-year educational degree as well as the proper number of hours in early childhood education. The teacher has at least a two-year educational degree and the proper number of educational hours in early childhood education. Workshops are provided to all staff members for their continued education and for the benefit of our center and the children whom we teach.

The Director and Teacher can be the same person.

**RATIOS**

The early childhood programs follows the guidelines set by the Department of Social Services regarding the number of children allowed per adult. If the class has seven children or less, than only the teacher is required. For 8 or more students, then 2 adults are needed.

No more than 20 children per session will be allowed within one class. We would like to have around 10 - 15 students within a class to insure that the benefits such as social interaction are there for the students.

### **FAMILY HELPERS**

Parent helpers are appreciated and needed for the school to fulfill state guidelines and help keep costs down. It also provides the parents an opportunity to have an active role in the classroom.

With many parents helping in the room, the state of Michigan requires a back ground screening to take place. Each parent is given a couple of forms to fill out. One form is taken to one of the local Family Independent Agencies, given to them, and a photo I.D. looked at. After the screening the FIA office sends the letter to the parents and the letter then comes to school and placed in the child's file. The second form is a statement by the parent stating they do not have a criminal background.

There is a monthly sign-up calendar in the entryway of the building, where parents can sign-up to help on the day of their choice. Calendars go home as a reminder as to when the parents are helping.

Parent helpers should mingle and assist the children during play time and work time. Please sing along and do things with the children at group activities. Help setup and clean up snack. Assist children in the restrooms, when necessary. Help the children to get ready to go home.

### **WHAT STUDENTS BRING TO SCHOOL**

As Christ the King is providing most of the supplies for your child's education, little needs to be purchased for the first day of school. Below are the few items necessary to complete your child's supplies for school:

- Book bag (suitable for large projects, snow pants & boots
- One box of tissues
- One glue stick
- Change of clothes

### **DROP OFF AND PICK UP**

When bringing your child to school, you may park in the Early Childhood Center parking lot or the main school parking lot. Please note that if you park in the main parking lot and enter through the main school building, the doors will be locked promptly at 7:55 a.m.

Assist your child in hanging up his/her jacket and book bag on the hooks outside the classroom.

At dismissal time, please park your car and pick up your child at the classroom door. We find this procedure to be much safer than allowing small children to be in the parking lot without supervision.

### **COMMUNICATION, CALENDAR & NEWSLETTER**

To keep you up to date, a monthly school calendar and a weekly newsletter will be sent home with your child. The calendars and newsletters will also hang on a wall in the cloak room. **Please** check your child's book bag for this and other information each day your child comes to school.

From time to time information about church activities, community events, educational information to benefit parenting, and other opportunities for the families and children will also be on the walls of the cloak room.

To ensure accurate communication between the parents and staff, all communication should be in written form. Written requests can be given to the child's teacher or in the Education Office at the Sebewaing campus

### **SCHOOL CLOSINGS**

In the event of a **2-hour late start or no school** due to inclement weather or other adverse circumstances, the Morning Programs at our Early Childhood Center **will not be in session**. CTK follows decisions made by USA Public Schools. Announcements regarding school closings or delays