

CHRIST THE KING CATHOLIC SCHOOL



2024-2025 Preschool Handbook

Christ the King Catholic School

1918 South Greenwood

Fort Smith, Arkansas 72901

479-782-0614

www.ctkschoolfs.com

MISSION STATEMENT

Christ the King Catholic School is committed to supporting the development of the whole child while providing the highest quality Christ-centered education.

PHILOSOPHY, GOALS AND OBJECTIVES

Christ the King Catholic School, as part of the Catholic Schools of the Diocese of Little Rock, seeks to offer high quality academic programs which are integrated with religious truth and values. Students are prepared for life in today's Church and Society and for leadership in society and the Church of tomorrow through a strong, basic, and contemporary curriculum which includes instruction and formation in the beliefs, values, and traditions of Catholic Christianity.

The development of the whole person of the student: spiritually, intellectually, personally, socially, and physically, is the focus of Catholic education. The teachers, as partners with the parents, play a significant role in this educational ministry as they provide a daily witness to the meaning of mature faith and Christian living. They are selected with care and are challenged to ongoing professional and spiritual growth.

Christ the King Catholic School is a Catholic institution committed to the teaching of Catholic doctrines and Christian values and dedicated to providing a quality academic program. The school recognizes the rights of individuals as children of God deserving honor and respect and works toward the following goals and objectives with the involvement and cooperation of the students, parents, or guardians.

These goals are as follows:

To create a Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.

To develop religious understanding and provide opportunities for personal commitment to religious values through liturgy, sacramental life, prayer, guidance, and example.

To specifically teach Catholic principles and Christian values.

To help each student develop a positive attitude toward lifelong education, including the power to think constructively, to solve problems, and to reason independently.

To foster positive self-esteem and mature responsible behavior with the purpose of arriving at the fullness of Christian life.

To encourage teachers to strengthen their Christian commitment and professional growth.

LICENSING AND ACCREDITATION

Christ the King Preschool is licensed by the Department of Human Services and Arkansas Better Beginnings.

ADMISSION

Student Admission

STUDENT ADMISSION AND AGE REQUIREMENT

The student admission policy of Christ the King (CTK) Catholic School is as follows:

- Priority 1 - Currently enrolled students are automatically re-enrolled unless they are delinquent in tuition or have notified administration in writing by the date given during the enrollment process that they are not returning.
- Priority 2 - CTK parish children with siblings attending CTK Catholic School and children of teaching staff of CTK Catholic School.
- Priority 3 - CTK parish children with no siblings attending CTK Catholic School.
- Priority 4 - Catholic out-of-parish children with siblings attending CTK Catholic School.
- Priority 5 - Catholic out-of-parish children with no siblings attending CTK Catholic School.
- Priority 6 - Non-Catholic children with siblings attending CTK Catholic School.
- Priority 7 - Non-Catholic children with no siblings attending CTK Catholic School.

Nondiscriminatory Policy

Christ the King School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Program

We offer a 2-day program (Tues and Thurs), a 3-day program (M, W, and F) or a 5-day program for the following age groups:

- 18-month-old
- 2-year-old
- 3-year-old

4 year olds is only a 5 day program

The preschool day will be 8:00 a.m. to 3:00 p.m. After school care begins at 3:15 p.m. to 5:30 p.m. and is an additional charge.

Age Requirements (Diocese of Little Rock Policies & Regulations Manual)

Beginning with the 2024-2025 school year students may enter kindergarten if they will attain the age of five (5) years on or before August 1st.

Tuition and Fees

Registration fees for all students are due at the time of registration. The registration fee is non-refundable. Preschool enrollment/registration will require a \$300 non-refundable deposit. If the student enrolls and attends, \$150 of that deposit will be credited toward the first month's tuition.

Immunization Requirements (Diocese of Little Rock Policies & Regulations Manual)

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Except as otherwise provided in law or regulation, no child shall be admitted to a public or private school of this state who has not been immunized against poliomyelitis, diphtheria, tetanus, pertussis, red (rubeola) measles, rubella, mumps, hepatitis B, hepatitis A, meningococcal disease, and varicella (chickenpox) as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization. A medical professional's [medical doctor, advanced practice nurse, doctor of osteopathy, or physician assistant] history of disease may be accepted in lieu of receiving Varicella vaccine. No self or parental history of varicella disease will be accepted. Exception: If a student has previously received two doses of measles, one dose of mumps, and one dose of rubella before January 1, 2010, the doses will be accepted as compliant to immunization requirements and 2 MMR's are not required.

Kindergarten: At least four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP) Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric) vaccine; at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; three doses of Hepatitis B vaccine; one dose of Hepatitis A; and two doses of Varicella (chickenpox) vaccine.

1st through 12th grade: At least three or four doses of Diphtheria/Tetanus/Acellular Pertussis (DTaP), Diphtheria/Tetanus/Pertussis (DTP), Diphtheria/Tetanus (DT pediatric), Tetanus/ Diphtheria (Td-adult) or Tetanus/Diphtheria/Acellular Pertussis (Tdap) and one dose of Tdap for ages 11 years (as of September 1st each year and older or three doses for unvaccinated persons 7 years of age or older (including persons who cannot document prior vaccination); at least three doses of Polio vaccine; two doses of MMR (measles, mumps, and rubella) vaccine; two or three doses of Hepatitis B vaccine; one dose of Hepatitis A for First Grade; two doses of Varicella (chickenpox) vaccine; and one or two doses of Meningococcal vaccine with one dose for 7th grade and a second dose of Meningococcal vaccine at age 16 years (as of September 1st each year).

Immunization Records

Immunization records must be kept on all children enrolled in the preschool program and must meet state law.

An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health.

Office Records

Parents/Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

Probation Period

In order to ensure the best fit for your child and our program, we have a 30-day probation period in place for all students. This time allows us to get to know your child better and assess their needs while providing them with a nurturing environment. Together, we can lay a solid foundation for a successful and enjoyable learning experience.

DEPARTMENT OF HUMAN SERVICES GENERAL INFORMATION

Curriculum

The preschool curriculum will be based upon the Arkansas CDELS (Child Development and Early Learning Standards: Birth through 60 Months) Lessons, activities, and units will be primarily teacher-generated with

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guidance coming from established publishers and programs. The morning hours will be a balance of guided activities and free choice play with many centers and a wide variety of printed and hands-on materials available to the children. Children will be exposed to literacy, science, social studies, math, religion, art, music, Spanish, technology, and physical education.

Kindergarten Readiness

Per minimum licensing requirements of the Department of Human Services (DHS), Christ the King Preschool shall provide a copy of the Kindergarten Readiness Skills to the parents of each three and four-year-old enrolled. A statement, signed by the parent, that they have received a copy of the list shall be kept in the child's file.

http://humanservices.arkansas.gov/dccece/classroom_docs/DHS_RICalendar.pdr

<http://arbetterbeginnings.com/parents-families/resource-library/kindergarten-readiness-checklist>

Shaken Baby Information

Per minimum licensing requirements of DHS, Christ the King Preschool shall provide a copy of the Shaken Baby Syndrome to all preschool parents that have a student enrolled. A statement, signed by the parent, that they have received a copy of the brochure shall be kept in the child's file.

Reporting Child Abuse & Maltreatment

Staff will follow Arkansas state law which requires any child care provider to report any and all reasonable suspicions of child abuse, maltreatment, or neglect to (800) 482-5964. These reports of child maltreatment shall include all allegations made to staff by child, parent, other staff members or the general public. We are not required to inform parents/guardians of this report.

Subject of Interview by DHS

A child may be subject to interviews by DHS licensing staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent. Children may be interviewed individually or in a group.

Child Product Recalls

A listing of child product recalls (toys, clothing, furniture, playground equipment, etc.) and other important warnings will be kept in a binder in the director's classroom. Parents may access this information at any time. Information can also be viewed at www.childproductsafety.com

ARRIVAL AND DISMISSAL

This is subject to change for the 2024-2025 school year.

Arrival: Parents of Kindergarten - 5th grade will enter the Church parking lot from U Street and drop off students on S Street. Preschool parents will enter the school circle drive lot (at 7:30 a.m.) of Greenwood Ave. to drop off any preschoolers and older siblings. Parents should not get out of their vehicle. Any parents needing to park and visit the office should park in the Church lot only.

Dismissal: Preschool parents will enter the circle drive lot off Greenwood Ave. They will line up facing south and will not enter crossing traffic. Any K-5th siblings will be sent out to preschool pick-up. School age children will not be released until 3:00p.m. *Please do not get in the preschool line before 3:00 p.m. if you are getting older children, we like to get as many preschoolers dismissed before 3:00 as possible.*

K-5th parents will enter the Church parking lot from U street and wind through the church parking lot to S. Street.

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*All preschoolers must be checked in and out with their scan cards per DHS requirements.

*According to Minimum Licensing Requirements for Child Care Centers set forth by the “Child Care Facility Licensing Act” Ark. Code Ann. 20-78-201-220:

Children shall be signed in and out daily by a parent or guardian, or designee. Electronic sign in and out systems will meet this requirement.

The record shall include the date and time of arrival and departure.

Arrival/Dismissal During School Hours

If a student arrives at school after the 8:00 a.m. bell they must report to the school office. When leaving during the school day for any reason, parents must sign the student out through the office. He/she will be called to the office by intercom.

Morning Bell - The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m. Any preschool student arriving after 8:30 a.m. will not be admitted unless they have a doctor’s note. This is a huge distraction to the children’s learning environment. Many specialty classes begin as early as 8:15 a.m.

Dismissal Bell – Preschool children will be dismissed at 2:50 p.m. Students in grades K-5 will be dismissed at 3:00 p.m. and all children should be picked up by 3:15 p.m. For the safety of our children, parents must pick up their child/children/carpools at the designated areas in the afternoon.

After School Care (ASC) is available in the school from 3:00 to 5:30 p.m. Any child left fifteen (15) minutes past school dismissal time will automatically be sent to After School Care (ASC) and parents are responsible for charges incurred. Pickup procedures for ASC is for parents to ring the bell by the gate west of the school office door.

***According to the Diocese of Little Rock Policies and Regulations, the school assumes responsibility for the supervision of the students no longer than fifteen (15) minutes before and after the regularly scheduled school day. Beyond that time, the safety of the student is the responsibility of the parent or guardian.**

All students shall leave the school promptly after dismissal. Students awaiting parents after school are to wait in their classrooms and follow the directions of school personnel. Students are not allowed to play with balls, toys, or to use the playground equipment before school or while waiting to be picked up after school.

Please do not use handheld cell phones in our school parking lot during drop-off and pick-up. Help keep our children safe.

Wireless Telephone Use (27-51-1609)

Restrictions in school zones – (a) Except as provided under subsection (b) of this section, a driver of a motor vehicle shall not use a handheld wireless telephone while operating a motor vehicle when passing a school building or school zone during school hours when children are present and outside the building. (b) A driver of a motor vehicle who is passing a school building or school zone during school hours when children are present and outside the building may use a handheld wireless telephone while operating a motor vehicle for an emergency purpose (Effective October 1, 2011)

SCHOOL INFORMATION: DAY-TO-DAY POLICIES AND PROCEDURES

Preschool Staff

Myndi Keyton, Principal

Katie Kratzberg, Assistant Principal

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Patty Merrell, Preschool Director

There will be one lead teacher per class. Lead teachers are certified and/or have experience with the care of young children. All preschool staff are required to earn at least 20 hours of professional development each year per DHS Minimum Licensing.

Telephone Use and Cell Phones

Messages for students may be taken by the office when there is an emergency or when it is essential for a student to receive information. Students are not called to the phone. No student will be allowed to use the office phone to request a forgotten lunch or school work. Teachers are not called to the telephone during class hours unless it is an emergency. **Please do not contact teachers via text during school hours, use Remind or call the school office.** Teachers may not have time to return emails during school hours, so please utilize the office for teacher communication needs. **Preschool students may not bring cell phones to school. If a student must have a cell phone at school, parents are asked to contact the principal to make arrangements.**

Lunch and Snacks

A nutritious mid-morning snack and drink will be provided. An afternoon snack will be provided for children remaining for extended care only.

Children will eat lunch from the Christ the King cafeteria or one brought from home. Hot lunches purchased from Christ the King will be eaten in their classroom/school cafeteria. Cost is \$3.75 per lunch/milk is included.

Lunches prepared at home must meet nutritional guidelines set by DHS and contain the four food groups including: a milk product, protein, vegetable or fruit, and a grain. Milk may be purchased for \$.65 for a lunch brought from home. All lunch fees will be billed through the FACTS system monthly.

Lost and Found

Any items found in the school building or on the school grounds will be taken to the school office or placed in the Lost and Found basket located by the gym. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Parents: Please remember to mark sweatshirts, jackets, water bottles and lunch boxes with your child's name.

Outdoor Play

Outdoor play is not just recess, but it is an extension of our indoor learning opportunities. Weather permitting, all children will play outdoors for at least an hour each day, per licensing requirements.

The length of outdoor play is adjusted according to the weather. We look at humidity, wind chill, and extreme high or low temperatures to determine if children will be playing outside or for how long. If children are healthy enough to be at school, they are healthy enough to go outside. Please make sure your child is dressed for the weather.

Birthday Celebrations

Your child's birthday is a special occasion to share with friends. If you would like to provide a simple snack for the group, please plan the date in advance with your child's teacher. All food items must be store-bought. Your child's teacher can suggest appropriate snacks that your child's friends will enjoy and will let you know if the classroom has any allergies.

Complaints

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ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED BEFORE DISCUSSING IT WITH OTHER PATRONS.

1. If a person has a complaint about a teacher, the individual will go first to the teacher to seek a solution to the problem.
2. If the matter cannot be resolved satisfactorily, the person will contact the preschool director/principal for an appointment.
3. If the problem is still not resolved, the person will contact the pastor to discuss the matter.
4. If no solution is found to the problem, the matter will be referred to the superintendent.
5. School Board members *are not to attempt to solve* problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

Calendar

Christ the King Preschool will follow the school's calendar on the school website.

UNIFORMS, APPEARANCE, JEWELRY AND PERSONAL ITEMS

Uniforms are required for all students attending Christ the King Catholic School. In addition to being a convenience for both parents and students, uniforms play an important role in maintaining the proper academic atmosphere. Wherever our students go, they are identified as members of our school by the uniform they wear and are models of our commitment to modesty, safety and a distraction-free learning environment. **All boy and girl uniforms will be purchased from one of Christ the King Catholic School's uniform suppliers: Atlas Apparel, Especially for You, and Flynn O'Hara Online Shop.**

Girls

- Jumpers/Skirts/Skorts: Plaid uniform for Preschool through Grade 5. Girls must wear gym shorts under their dresses /skirts/skorts.
- Blouse: White rounded Peter Pan collar shirt (s/s or l/s) with navy blue snap tie. White middie with sailor collar and navy piping.
- Slacks and Shorts: Navy, khaki or plaid uniform slacks or shorts may be worn.
- Shirts: Official short sleeve or long sleeve white or hunter green polo shirt with school embroidered logo.
- Socks: Solid white, navy, or black socks must be visible above the top of the shoe. No logos on socks.
- Tights: Opaque or cable knit tights or leggings must be a solid color (no patterns) in either solid white, solid navy, solid hunter green or solid black.
- Hair Bows & Headbands: Must be the colors of the school uniform or basic muted colors.
- Sweatshirt or Hoodies: Navy blue or white CTK official sweatshirt (not oversized) or zip jacket with school embroidered logo. Navy blue official hoodies of the school with vinyl logo on the center or embroidered logo on the pocket. Hoodies may not be oversized for the student.
 - Sweater: Uniform navy-blue or green V-neck cardigan or vest with embroidered logo.
 - Shoes: Athletic shoes must be worn (especially on PE days). No heels, sandals, clogs, lights, slip-ons, or musical shoes. If the shoes have laces, they may not be neon. If shoes have Velcro, they must fit snug on the foot. Boots may be worn on

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the cold, winter days during the months of November-March. The boots should be solid colors and they should not have heels.

- Belts: Girls must wear navy blue, brown or black belts when navy or khaki pants are worn.

Boys

- Slacks or shorts: Navy blue or khaki twill from uniform supplier. (No logos) Solid navy blue or khaki uniform walking shorts from uniform supplier.
- Belt: Navy blue, brown or black belt must be worn for boys in grades 1st-5th.
- Shirt: Official short sleeve or long sleeve white or hunter green polo shirt with school embroidered logo.
- Sweatshirt or Hoodies: Navy blue or white CTK official sweatshirt (not oversized) or zip jacket with school embroidered logo. Navy blue official hoodies of the school with vinyl logo on the center or embroidered logo on the pocket. Hoodies may not be oversized for the student.
- Sweaters: Uniform navy-blue or green V-neck cardigan or vest with embroidered logo.
- Socks: Solid white, navy, or black socks must be visible above the top of the shoe. No logos on socks.
- Shoes: Athletic shoes must be worn (especially on PE days). No heels, sandals, clogs, lights, slip-ons, or musical shoes. If the shoes have laces, they may not be neon. If shoes have Velcro, they must fit snug on the foot. If you have any questions or doubts, please check with the school office before your child wears the shoes to school and the shoes cannot be returned.

Special things to note:

- **Only official school sweaters & sweatshirts may be worn inside the classrooms. Spirit sweatshirts may only be worn in the classroom on spirit days (this includes basketball and cheer sweatshirts).**
- Skinny pants, corduroy pants, or pants with logos are not considered part of the school uniform.
- All uniform items must be purchased from one of our uniform providers or taken from our used uniform closet.

CTK DAY & SPIRIT DAY

Every Tuesday is designated as Spirit Day. Students can wear any current or previous CTK school t-shirts (Spirit Shop T-shirts, organization t-shirts, or CTK sports team) with uniform bottoms on these days. Any sleeveless jersey shirts require a shirt with sleeves to be worn under the jersey with uniform bottoms only. CTK Day is **every** Friday. Students should wear the current CTK bible verse t-shirt with uniform bottoms.

FREE DRESS

Throughout the year “free dress” days are awarded to students for a variety of reasons. Each student is also permitted a free dress day on his/her birthday. Free dress should be in good taste and appropriate. The final decision for appropriate attire will rest with the principal.

- No bicycle shorts/pants
- No short-shorts or Spandex-like shorts; shorts must fall at or below the fingertips when children are standing with arms at their sides
- If leggings are worn, a shirt that falls below the child’s hips should be worn with them, pants/shorts must cover child’s bottom when they sit down
- No spaghetti strap or tank tops (girls and boys)
- No t-shirts with inappropriate wording or advertising are allowed

APPEARANCE, JEWELRY, HAIRSTYLES

Students are not permitted to wear makeup in Christ the King Catholic School. This includes all facial makeup such as eye shadow, lipstick, and blush. Students may not wear nail polish or any type of fake nail. Only religious necklaces are allowed. Only stud earrings or very small hoop earrings, one per ear, for girls are allowed. Boys are not allowed to wear earrings. No temporary or permanent tattoos are allowed.

For both boys and girls, hairstyles shall be worn in an appropriate manner and never extreme. Boys are expected to maintain a hairstyle with no less than one-half of the forehead and all the ears visible. The hair in the back should never drape over the collar.

Girl's hairstyles must be so arranged as to be off the face and out of the eyes. Dyed hair is not permitted. Feathers are not permitted in hair. The final decision for an appropriate hairstyle will rest with the principal. If any of the above rules are violated, a note will be sent home to the parent to remedy the violation.

Pacifiers and/or bottles

Bottles and/or pacifiers are not allowed so we don't have cross-contamination between the children.

All children are asked to bring a water bottle (labeled with their name) daily. Only **water** will be allowed in the water bottles.

Toys

There may be days when children will be allowed to bring a special toy to school that is related to a color/theme that they are studying. A note will be sent home with the details. **Other toys and playthings may not be brought to school. Preschool students may not take toys to after-school care, we have plenty of toys for the children.**

EMERGENCY DRILLS

Teachers practice 2nd route of withdrawal or alternative emergency plan with the class for each procedure.

Fire Drill

Fire drills are done once a month. Teachers will log and post in their classrooms.

- Students walk silently in an orderly single line.
- Exit following directions posted in classroom for Fire Drills
- Teachers will check roll
- Face building and remain in the designated area until all clear is announced.
- Return to classroom quietly

Tornado/Disaster Drill

Preschool classes will complete a drill monthly and will log and post in classroom.

- Students walk silently in an orderly single line
- Exit following directions posted in classroom for Tornado/Disaster Drills
- Teachers check the roll
- Kneel with hands covering head until signal is given for release
- Remain in the designated spot in silence until signaled
- Return to classroom quietly

Earthquake Drill

Earthquake drills will be held once a year and conducted by the classroom teacher.

- Drop, cover head immediately
- Crawl under desk or nearest table
- Listen for further instructions

DISCIPLINE POLICY

Behavior Management

The purpose of discipline is to develop an understanding of appropriate social interactions, develop personal responsibility, communicate rules and regulations, teach courtesy and respect for self and others, establish order, and begin to instill in students self-discipline.

Discipline

- Observe the children, and then identify events, activities, interactions and other factors that predict and may contribute to challenging behavior.
- Rather than focus only on eliminating the behavior, teaching staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behavior.
- Teaching staff shall respond to challenging behavior, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behavior and what is not.
- A child may be redirected with alternative activities, verbalizing offense and appropriate behavior, and other consequences.
- Discipline shall be appropriate with the child's age and consequences will be individualized for each child and action.
- The principal/director and preschool staff will develop age-appropriate rules and consequences.
- We will document any continuous challenging behaviors and the intervention methods that were attempted in a behavior tracking log.
- The length of time a child is placed in timeout shall not exceed one minute per year of the child's age.
- A written report is to be made to parents and the principal/director when behavior involves physical or verbal abuse to any student or staff person and/or involvement of damage to school or public property.
- The preschool staff, principal/director and/or parent may request a conference to resolve any discipline problem and to implement an individualized plan that supports the child's inclusion and success.
- No child will be yelled at, shamed or humiliated in any way by any staff member.
- Corporal punishment is against the policy of the Catholic Schools in the Diocese of Little Rock and therefore will not be an option for discipline in this program.

Students will be discharged for disciplinary action, which the principal/director feels have a negative effect on the total program. Every effort will be made to work with the parents in resolving disciplinary problems. If over the course of time, Christ the King Preschool is unable to successfully meet the child's needs or behavior problems

cannot be resolved, other preschool arrangements will be recommended.

Biting

Biting is a normal part of early childhood development. Babies and toddlers bite for a number of reasons, such as teething or exploring a new toy or object with their mouth. As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction.

Biting also can be a way for toddlers to get attention or express how they're feeling. Frustration, anger and fear are strong emotions and toddlers lack the language skills to deal with them. So, if they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I want that toy!" Biting tends to occur most often between the first and second birthday. Biting is a normal part of early childhood development, however, biting that continues past two and a half to three years of age is **not** appropriate. Parents may be called to pick up their child from school and may be excluded for the day if he or she continuously exhibits this behavior past the age of two and a half.

Please note that refunds/credits shall not be issued for days in which the child was sent home for behavior issues

HEALTH

Toilet Training

- Preschool staff shall assist children in toilet routine and hygiene practices
- All children training will need a change of clothes (these do not need to be a uniform)
- Diapers are not allowed except for the 18 -month-old classroom
- Parents will provide: diapers, pull-ups and wipes
- Children in the three and four-year-old classrooms **must** be toilet trained. "Pull-ups" do not meet this requirement.
- If a child is enrolled in the three or four- year-old classroom and it is apparent that they are not potty trained they will be dismissed from the program and their deposit will be forfeited.
- The following methods shall not be used in toilet learning:
 - Placing child on toilet for prolonged time periods
 - Using harsh language
 - Punishing or berating in any way for soiling clothing
 - Using physical force to place child on a toilet against their will
 - Leaving a child unsupervised on toilet

Illness

No child or staff shall be admitted who has a contagious or infectious disease. Parents and/or guardians will be notified to pick up the child if the child exhibits any of the following symptoms:

- Fever; a body temperature of 100.4 degrees or more
- Diarrhea, two or more watery stools in a 24-hour period
- Vomiting: two or more occasions within the past 24-hour period
- Abdominal pain which lasts more than two hours
- Mouth sores with drooling
- Rash with fever or behavior change
- Conjunctivitis or "pink eye" – with white, yellow, or green eye discharge and red ("bloodshot") eyes, until on antibiotics for 24 hours

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- Pediculosis (head lice), until after the first treatment
- Active tuberculosis, until a health care provider or health official states the child is on appropriate therapy and can attend child care
- Impetigo, until treatment has been started
- Strep throat, until 24 hours after antibiotic treatment has been started
- Chicken pox, until all lesions have crusted
- Rubella, until 6 days after onset of rash
- Pertussis (whooping cough); until 5 days of antibiotic treatment
- Mumps, until 4 days after onset of gland swelling
- Measles, until 4 days after onset of rash
- Hepatitis A, until 1 week after onset of illness or as directed by the health department

Any child who becomes ill and unable to participate in daily activities shall be separated from other children, supervised, and parents shall be called to pick up the child. Children exhibiting contagious symptoms will not be re-admitted to the preschool program for 24 hours beginning from the child's pick-up by an authorized adult.

Medication

If a child must take any medication in school, either over-the-counter or that which a doctor prescribes it will only be given with signed parental permission which includes:

- Child's name
- Name of child's doctor (for prescription medication)
- Frequency
- Dose
- Date

At no time will the student be allowed to keep the medicine in his/her possession. Asthma medication or an Epi-pen will be stored in the office unless it has been communicated to the school nurse that it must remain in the classroom.

Christ the King Catholic School reserves the right to amend this handbook at any time, which is not a contract. Parents will be given prompt notice of any amendments.