

CHRIST THE KING CATHOLIC SCHOOL



2025-2026 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 Arkansas Department of Education and Arkansas Better Beginnings.

ADMINISTRATIVE RIGHT TO AMEND POLICY MANUAL

The administration of Christ the King Catholic School retains the right to amend the policy manual at any time, which is not a contract. Parents will be given prompt notification if changes are made.

ADMISSION AND RECORDS

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

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the school. Catholic schools in the Diocese of Little Rock do not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student’s emotional, academic, and physical abilities and the resources available to the school in meeting the student’s needs. (Policies and Regulations, Elementary and Secondary Catholic Schools of Arkansas, Diocese of Little Rock, 4.01)

Christ the King staff is committed to meeting the needs of all students. There are some conditions, however, for which the school cannot provide the necessary resources. Christ the King Catholic School has fully adopted the Diocese of Little Rock’s Human Sexuality policy. The diocesan human sexuality policy is a part of the diocesan Manual of Policies and Regulations for Catholic schools, and is located in subsection 4.42 of the section titled “4.0 Students.” It can be viewed on the Catholic Schools

Office website at:

<http://www.dolr.org/schools/policy-manual>

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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 old 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)

Entrance Age - No child will be admitted to kindergarten unless he/she has attained the age of five (5) years on or before August 1 of such school year. No child will be admitted to first grade unless he/she has attained the age of six (6) years on or before August 1 of such school year.

TRANSFER STUDENT

Any Kindergarten - 5th grade transfer student is accepted on a 90 day probation status.

IMMUNIZATION & OTHER REQUIREMENTS FOR SCHOOL ENTRY

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

Documentation of the state required immunizations plus a birth certificate and baptism certificate (if applicable) are to be presented at the time of registration of all beginning students and transfer students. If you have a state exemption, it must be presented at the time of application.

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

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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 update their FACTS account with any change of home telephone numbers, addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

REGISTRATION FEE AND TUITION POLICY

Christ the King Church provides an annual subsidy to the school supporting the Catholic Church's commitment to the mission of providing a Catholic education in a quality environment. It is this ongoing support that allows Christ the King Catholic School to keep costs of education at a reasonable rate.

An underlying presumption of this support is that Catholic families also contribute to the life of the Church by way of their time, talent, and their treasure. This policy allows Christ the King Catholic School to benefit directly from the financial support of the Church and the contribution of the Catholic family to Church life to determine the appropriate tuition schedule for all families.

As part of the annual enrollment process for new and returning applicants, each family's record of contribution and mass attendance will be re-evaluated at registration to determine the Schedule of Tuition for the new school year. Tuition for each academic year will be based on families' records from the previous year. We encourage you to consider making contributions to the Church by way of the electronic funds transfer (EFT). If you choose this method of contributing, you are encouraged to write "EFT Family" on the front of the giving envelope and place your empty envelope in the offering basket as usual.

REGISTRATION FEES

Registration fees for all students are due at the time of registration. The registration fee is nonrefundable.

TUITION

Tuition for each student in Kindergarten through the 5th Grade is: \$7,640 per year. If your student is utilizing EFA to pay for part of their tuition, failure to submit invoices for payment within 5 days of receiving invoice will result in a \$25 late fee. This fee will be billed to your account through FACT.

Kindergarten - 5th Grade Scholarships are available for Catholics that qualify.

Available scholarship amounts are as follows: \$382 annually, making tuition \$7,258 per year (\$726 monthly).

For Catholics to receive a tuition discount scholarship: I understand that at least one parent/guardian must be a registered Catholic parishioner and participate in parish and/or school activities in a verifiable manner. Parent/Guardian and CTK student(s) will attend Mass regularly and student(s) has received age-appropriate sacraments. In addition, at least one parent/guardian must support Christ the King Church or a West River Valley Parish through the use of church envelopes, automatic bank draft, or other regular identifiable contributions in order to receive the scholarship. Review and/or reconsideration of the parishioner scholarship may be made at any time deemed appropriate by the pastor. Scholarships are available for kindergarten through fifth grade only. The preschool is a separate program that has its own tuition rates. Preschool students are not considered to be a second, third, or fourth child in scholarship considerations.

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Preschool tuition is as follows:

2 Days (Tuesday/Thursday only): \$333 per month for 10 months

3 Days (Monday/Wednesday/Friday): \$503 per month for 10 months

5 Days: \$623 per month for 10 months

All tuition is an annual amount that is distributed evenly over 10 months. **Your obligation is to the full 10 months, even if you withdraw from the school early.**

After school care charges will be \$165 per month for all students in K-5 and all full time students. Only students enrolled part time in preschool are eligible to pay the part time rate. Preschool students enrolled 2 days attending ASC will have a monthly fee of \$65 and 3 days will have a monthly fee of \$85.

The daily drop-in rate is \$28 per day. Any student that is checked in to after school care at 3:15 will be charged the drop in rate no matter how long they attend that afternoon.

Students of families who fail to meet their financial obligations MAY NOT BE ALLOWED to register or attend the following school term. SHOULD A FINANCIAL CRISIS OCCUR AFTER REGISTRATION AND YOU ARE UNABLE TO MEET YOUR OBLIGATION, AN IMMEDIATE CONFERENCE WITH THE PRINCIPAL SHOULD BE SCHEDULED.

If emergencies occur within a family that jeopardize their ability to pay tuition – they are strongly encouraged to contact school administration personally for assistance.

POLICY ON REFUNDS

The obligation to pay annual tuition is for the entire school year. No portion paid or outstanding will be refunded or canceled except upon proof of illness, job relocation, or other good cause shown. In all other cases of absence, withdrawal, suspension or dismissal, the school reserves the right to settle, compromise or waive a Student's annual tuition obligation in such

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.

ARKANSAS DEPARTMENT OF EDUCATION 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 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

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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 ADE, 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 ADE

A child may be subject to interviews by ADE 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

SCHOOL INFORMATION: DAY-TO-DAY POLICIES AND PROCEDURES

UNIFORMS

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. Pre-k girls may wear the hunter green dresses as well. 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

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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 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. **Belts are discouraged in prek.**

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.

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 Bible Verse

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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 (this includes prek)
- 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 at 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 is 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 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. Mohawk type hairstyles or hair with designs or words shaved into the hair are not allowed.

Girl’s hairstyles must be so arranged as to be off the face and out of the eyes. Dyed or highlighted hair is not permitted. Feathers are not permitted in hair. The final decision for 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.

SCHOOL DROP-OFF/PICK-UP PROCEDURES

Arrival/Departure

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 of Greenwood Ave. to drop off any preschoolers and older siblings. **Please do not enter the circle drive until 7:30 a.m. This allows teachers to park before drop off begins.** 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 but not before 3:00p.m. (If you are picking up a prek and elementary student please do not get into the pickup line before 3:00p.m. This will allow us to keep the line moving and get as many prek children out before the rest of the school dismisses.)

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

*All preschoolers must be checked in and out with their scan cards per ADE 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:

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1. 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.
2. The record shall include the date and time of arrival and departure.

Morning Bell - The first bell rings at 7:55 a.m. and the tardy bell rings at 8:00 a.m. The drop off lines close at **7:58** to allow students to be seated in their rooms at 8:00 AM. 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-6 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 3:15 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 responsible for charges incurred. Pickup procedures for ASC is for parents to enter through the double doors by the gym.

***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.**

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)

Arrival/Departure During School Hours

If a student arrives at school after 7:58 a.m. 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.

Parents/Visitors

Parents are asked NOT to interrupt their child's class during the school day to bring items (homework, lunches, bookbags, etc.) forgotten by students or parents. ALL parents, visitors, relatives, and former students must come through the school office to check in before, during and/or after the school day and must be checked in through the HallPass system. ALL visitors will be required to provide a valid government issued ID, driver's license, green card or military ID. Each visitor is issued a Visitor's Pass/Badge. This visitor's badge must be worn at all times while on campus. Visitors must request a badge each time they enter the school.

CMG Connect

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We will be using the Safe Environment platform produced by Catholic Mutual Group (our risk management provider), called CMG Connect. For our children and youth training, we will be using a product called Circle of Grace, which is produced by the Archdiocese of Omaha but which is also endorsed by and works in partnership with Catholic Mutual Group. Please see instructions provided to complete your CMG Connect training before volunteering at the school.

Illness

Children with temperatures of 100.4 degrees or higher should stay home from school. They should not return until they have had a normal temperature for 24 hours (fever-free w/o Tylenol, etc.) or meet the correct regulations given by the ADH and the CDC. Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, or bronchitis should not return to school until they have taken the medication for 24 hours. Children who are vomiting or have diarrhea should stay home. The 24-hour rule is a good guideline here, too. Pain relievers ARE NOT AVAILABLE in the school office.

If a student misses school because of illness they are not permitted to attend or participate in any school functions that evening. This includes but is not limited to school plays, sports games or practices, PTO events, etc.

If your child has been ill, he/she may not be permitted to stay in recess. Send them dressed appropriately for the weather because they will go outside at recess. The teachers have outside duty and they may not leave the students in the classroom, library, etc., unsupervised. If they are too sick to go out at recess, please keep them home.

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 3 year olds must be working on going to the toilet independently.
- Children in the four-year-old classroom **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

Cafeteria Policy

Parents or visitors will be allowed to eat with students during their designated lunch time. Please notify the office by 10:00 a.m. if you plan to join your child for lunch. Fast food is not allowed. Please do not send items to school in your child's lunch that need to be heated. We do not have the resources to microwave student lunches brought from home. Parents and visitors are only allowed to pull their student(s) to eat with, other students are not allowed to join

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guests.

Hot lunches purchased from Christ the King will be eaten in their classroom/school cafeteria. Cost is \$4 per lunch/milk is included.

Lunch 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. If your child's lunch does not meet the nutritional guidelines we will be required to get them a hot lunch and parents will be responsible for the charge. If a student forgets a lunch from home it must arrive by 10 AM or they will have to receive a tray. Students may charge lunches daily and parents will receive an email notification to review a FACTS statement which will be sent by the 5th of each month and payments will be processed through FACTS. Any discrepancies should be resolved within a two-week period after the billing date.

If you are checking your student out to eat lunch off-campus they may not be checked out before the start of their lunch period. This is a disruption to the learning environment.

Emergency Closings

School closings because of inclement weather or health related issues will be communicated to parents and guardians through REMIND and email. In case bad weather necessitates the closing of school, Christ the King will abide by the decision made by Fort Smith Public Schools. On days we have a delayed opening because of the weather, be aware that the faculty or staff may not be at school at 7:30 a.m. If the roads are hazardous, we cannot guarantee that someone will be here when you drop off your children on your way to work. If the school closes, or there is no school due to inclement weather or for health related issues, NO extracurricular activities will be held that day, i.e. basketball games, practices.

Please note: if the school closes due to inclement weather or for health related issues, Christ the King After School Care is also canceled.

Possessions Brought to School

All items which a student brings to school or the after-school program shall be marked with his name (sweater, sweatshirt, coat, gloves, cap, etc.). If a child misplaces or loses articles at school, he should check the CLASSROOM OR LOST AND FOUND BIN.

LASER POINTERS & KNIVES of any kind are forbidden and are not to be brought to school. NO OTHER WEAPONS, REAL OR TOY, shall be brought to school at any time. Students are not allowed to have smart watches on the school campus.

Students are discouraged from bringing cellphones to school. Students who bring cellphones to school must leave them turned off and in their backpack for the whole day. If a phone is found on a student, it will be turned in to the office and a parent must retrieve it after 3:00 p.m.

No personal toys or games are to be brought to school without permission in advance from the teacher or after school program. NO GUM IS EVER ALLOWED ON THE SCHOOL PREMISES with the exception of testing week and the school will provide it.

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A student should not bring money to school unless there is a special activity or event that requires cash. The school is not responsible for items lost, stolen, or broken at school.

Search of Properties

(This comes directly from the Diocesan Manual 2.20.)

Since cubbies and desks are the properties of the school, periodic checks of both cubbies and desks, together with their contents may be made by authorized personnel. Such action may also be taken when the principal has reason to believe that they contain certain illegal substances or other items that would be harmful to others in the school community. Personal property such as purses and backpacks may be searched.

Telephone

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 usually 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. They may not have time to return emails during school hours, so please utilize the office for teacher communication needs.

Parent Classroom Involvement

Homeroom parents are volunteers who assist the teachers with classroom activities and parties. Homeroom parents will receive a handbook and training at the beginning of each year. Parents are required to complete volunteer hours each year per the PTO by-laws. The number of required hours will be determined by the PTO each year. The Carnival is a mandatory volunteer event for all families.

Birthday Celebrations

Each student is also permitted a free dress day on his/her birthday. Students may also bring a store bought treat for their class to share at snack time. ***Drinks, party hats, balloons, goody bags, etc. are not allowed.*** Parents will not be allowed to attend the distribution of treats so there is minimal class disruption.

Movies/Videos

To promote and recognize Christian values and moral behavior, a stated goal of Christ the King Catholic School, movies with a MPAA rating of "G" (General Audiences) will be allowed to be viewed at the school. For educational purposes, PG movies may be shown with prior written parent permission and principal approval.

Parent-Teacher Organization

Christ the King Parent-Teacher Organization meets regularly. PTO meeting dates are published on the website and in the PTO calendar in the handbook. Parents of children in the school are automatically members; the dues per family are included in our school fees. Parents and teachers are urged to attend Parent-Teacher Organization meetings, as they are a means of keeping open lines of communication between the home and the school.

Playground

Playground supervision is conducted according to safety and health regulations. Students will go outside during recess period when the wind chill is above 32 degrees Fahrenheit and there is no precipitation.

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Fire and Tornado Drills

Fire drills/Tornado drills will be conducted once a month in preschool.

Medications

Medications will only be administered if the parent has completed and signed a "Medicine Administration Authorization" form stating the name of the medication, amount to be given, and times to administer. Medication must be brought in the original container. This form is available in FACTS or can be downloaded from our website. Any prescription or over-the-counter medication administered to a child during school or After School Care hours must have written permission from the parent/guardian and the child's primary care provider (PCP) who is a MD, DS, RNP, or PA. This includes pain relievers, allergy medicine, cold medicine, etc. Your child's primary care provider (PCP) may fax the authorization to school at 479-782-1098. Like a prescription, the doctor must include the child's name, birthdate, name of medicine, instructions on dosage, and times to administer for all over-the-counter medication.

Complaints

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 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.

Use of Name and Logo

Our school name and logo may not be used on any physical or electronic materials without written permission from the Principal and/or Pastor.

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
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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