

# Parent Handbook



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Preschool Director: Melissa Marzolf  
Teachers: Susan Albert, Julie Bader  
Teacher Assistants: Rosie Navarro, Laura Hampton  
Pastor: Craig Beeker

Preschool Office Hours: 9:00 - 11:30 & 1:30 - 3:00, Monday - Friday  
Church Office Hours: 1:00 - 4:00, Monday - Friday

Worship at Christ the King: Sundays at 10:00 am  
Godly Play Children's Ministry: Sundays at 10:00 am



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## **CHRIST THE KING LUTHERAN PRESCHOOL'S MISSION**

Recognizing the uniqueness of each child and family, in response to the needs of our larger community and in order to live out the love and graciousness of Jesus: Christ the King Lutheran Preschool seeks to provide an affordable, high quality, age appropriate preschool experience that nurtures children in their spiritual, physical, social and emotional development. Our mission is to provide a safe environment that introduces children to the life, love and grace of Christ and to the richness of being an interdependent member of Creation and the human community.

**Non-Discrimination Policy:** Christ the King Lutheran Preschool does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal and provides equal access to all.

## **LEARNING OBJECTIVES**

Our preschool offers young children a Christian setting in which to grow, learn and develop physically, spiritually, intellectually and socially. Our objective is to help students develop healthy personalities, form values, develop the consciences, feelings and attitudes, which form the foundation for a positive self-image and good relationships.

Our Christian teachers provide young children with numerous opportunities for growth and development which:

- Encourage development of the whole child
- Teach simple Christian truths
- Help the child to develop self-confidence, have a love for others and cooperate in all activities
- Increase the child's skills in listening, self-discipline, conversations, self-expression and independent work and play
- Encourage parents to learn skills which promote the growth and development of their child

## **YEARLONG CONCEPTS**

God's love, kindergarten readiness skills, self esteem/emotions, social skills, alphabet, colors, shapes, numbers, calendar

## **OVERVIEW OF MONTHLY THEMES**

**September:** Classroom rules, colors/shapes, Creation, rhyming

**October:** Feelings, Fall/Harvest, family/church family

**November:** Nutrition, Thanksgiving, food drive (giving back to the community), Snohomish Community Food Bank

**December:** Advent/Christmas

**January:** Winter, Epiphany, personal and fire safety, community helpers

**February:** Dental health, Valentines/friendship, love, five senses

**March:** Wind, weather, transportation

**April:** Noah's Ark, rainbows, insects, farm, Easter

**May:** Mother's Day, Summer safety, water life

## TUITION POLICY AND SCHEDULE

Upon enrolling your child in Christ the King Lutheran Preschool, please be certain that you understand and agree to the following tuition policy:

1. A non-refundable registration fee of \$125.00 is required upon enrollment.
2. Tuition is due on the first day of each month. You may make payments via debit/credit card through Brightwheel, or drop them in the locked box in our preschool office door. *Make checks payable to Christ the King Preschool.* Debit/Credit card payments include a small service charge from Brightwheel.
3. You are given a ten-day grace period. Any tuition not received in our office or paid online by the 10th of each month will be assessed a \$20.00 late charge. A 30-day delinquency shall constitute grounds for dropping the child from class pending a review.
4. A charge of \$20.00 will be made on all NSF (non- sufficient funds) checks. If your check is re-deposited by the bank, a \$6.00 fee will be added to your account. Overdue accounts may be turned over to a collection agency. The monthly tuition is an average of all the school days for the entire nine months, September - May. It takes into consideration start/finish days, holidays, in-service days, and school closures due to inclement weather and emergencies.
5. In the event of a school closure (ie: inclement weather or health concerns), tuition will still be due as education will continue remotely. See "School Closures" policy for more information.

### Tuition Rates

	<b>3-Year-Olds (2 Days)</b>	<b>Pre-K (3 Days)</b>
Registration Fee (non-refundable)	\$125.00	\$125.00
September & May	\$175.00	\$225.00
October	\$175.00	\$225.00
November	\$175.00	\$225.00
December	\$175.00	\$225.00
January	\$175.00	\$225.00
February	\$175.00	\$225.00
March	\$175.00	\$225.00
April	\$175.00	\$225.00
May	\$175.00	\$225.00
<b>Total Annual Tuition:</b>	<b>\$1,700.00</b>	<b>\$2,150.00</b>

## **SAMPLE DAILY SCHEDULES**

### **3-Year-Olds: 2 Day Sessions (Thursday and Friday) 9:00 AM - 11:00 AM**

35 Minutes	<b>Free Time, Clean-Up Time</b>
10 Minutes	<b>Opening</b> (opening prayer, flag salute, calendar, show-n-tell)
15 Minutes	<b>Snack Time</b> (hands washed, prayer, snacks)
15 Minutes	<b>Recess</b>
15 Minutes	<b>Group Learning/Activity Time</b> (theme-related discussion, book, finger plays, games, songs)
15 Minutes	<b>Project Time</b> (teacher-directed art project with the entire class participating)
10 Minutes	<b>Bible Lesson, Songs</b>
5 Minutes	<b>Closing</b> (put papers in book bag, closing song)

### **Pre-K (4 & 5 Year Olds): 3 Day Sessions**

AM Session: 9:00 - 11:30 AM (Monday, Tuesday, Wednesday)

PM Session: 12:15 - 2:45 (Monday, Tuesday, Wednesday)

45 Minutes	<b>Free Time, Clean-Up Time</b>
15 Minutes	<b>Opening</b> (opening prayer, flag salute, calendar, show-n-tell)
15 Minutes	<b>Snack Time</b> (hands washed, prayer, snacks)
15 Minutes	<b>Recess</b>
15 Minutes	<b>Group Learning/Activity Time</b> (theme-related discussion, book, finger plays, games, songs)
20 Minutes	<b>Project Time</b> (teacher-directed art project with the entire class participating)
10 Minutes	<b>Bible Lesson, Songs</b>
5 Minutes	<b>Closing</b> (put papers in book bag, closing song)

### **Lunch Buddies**

This is an opt-in program which allows your student to bring a sack-lunch and either stay late (for AM students) or come early (for PM students). During Lunch Buddies, under the supervision and direction of preschool staff and the director, students will eat lunch and have an opportunity to play and complete an extension activity from the day's lessons (ie: a game, extra craft, etc.). Parents must sign-up in advance and pay for their child the day before attending Lunch Buddies, so we can plan accordingly. Payment for Lunch Buddies must be made in advance and can be given to the preschool director, or paid through Brightwheel.

## CHRIST THE KING LUTHERAN PRESCHOOL POLICIES

**Age Requirements:** We require that children be 3 or 4 years old by August 31st of the current year to enroll in our program (birth certificate may be required). All children *must be toilet trained* upon starting school. Pull-ups or diapers are not acceptable.

**School Calendar:** Our school closely observes the Snohomish School District calendar days. School is closed in observance of the following holidays: Veteran's Day, Thanksgiving, Christmas Break (2 weeks), Martin Luther King Jr. Day, President's Day, Spring Break and Memorial Day. We also conduct one teacher inservice day during the year when we will not have class. We have allowed for all of these holidays in your monthly tuition (nine equal monthly payments).

**School Closures:** School closures may occur due to snow, health concerns, and other emergencies. Generally, we close school if the Snohomish School District is closed; however, we may choose or be required to close school even though the school districts do not. In the event of an extended school closure, preschool will continue to be offered remotely, through a variety of means (ie: videos, Zoom, take-home projects, etc.), and tuition will still be due each month.

For school closure information, please refer to our website ([ctksnohomish.org](http://ctksnohomish.org)) and Facebook. The preschool director will also email families regarding closures. If the Snohomish School District has a 2-hour late start, and the roads are clear, we may cancel the morning Pre-K class, but still hold the afternoon class. Classes may be rescheduled (and added to our calendar at the end of the school year) if more than two days of school have been canceled. There will be *no staff* in the office to answer the phones on school closure days, but you can reach the preschool director on the school cell phone at 360-348-8207.

### Procedures of Daily Arrival:

- Before leaving home, we ask that parents check their child's temperature and evaluate them for symptoms of illness. If your child has symptom of illness (including fever, nausea/vomiting, diarrhea, headache, sore throat, cough, new loss of taste/smell, body/muscle aches, extreme fatigue, etc.), please keep them home and notify the preschool office.
- Please arrive 10-15 minutes before your child's class begins, and not earlier, to help decrease congestion in our parking lot.
- Once in the building, please take your children to the bathroom and wash their hands before entering the classroom.

**Daily Dismissal:** The children will only be released to the parent or other authorized adult. If another adult is picking up your child, please be sure to tell the teacher or director (email, phone call, text, and hand-written notes are fine). Parents will follow similar procedures for pick-up as they do for drop-off. Parents will wait in the hallway for the classroom to open, then teachers will dismiss students to their parent one at a time.

Please pick up your child promptly. Pre-K sessions dismiss at 11:30 am and 2:45 pm; 3's classes dismiss at 11:00 am. Charges for late pick-ups will be assessed to frequent abusers (**\$5 per each 10 minute interval**). Late charges will be added to your account. Parents are responsible for the late charges even if your daycare provider or other authorized adult is late.

Children WILL NOT be released to anyone driving a motor vehicle if that person shows signs of being under the influence of drugs or alcohol. The person will be asked to arrange other transportation for themselves and the child. If they do not comply, we will call 911 to report the name of the adult and the make and model of the vehicle being driven.

**Mandated Reporters:** All preschool staff are required by law to report and document any proven or suspected incidence of physical, sexual, or emotional abuse, neglect, or endangerment of a child immediately upon suspicion.

**Absences or Withdrawal from the Program:** Tuition must be paid on a monthly basis, even if your child is absent from the class for an extended period of time due to illness or vacations. If your child has to drop out of a preschool class, you must give two weeks notice to the preschool office. Refunds will be made if necessary.

**Clothing:** The best clothes for preschoolers are comfortable play clothes that encourage self-help and do not discourage their participation in some of the messier activities, such as painting and gluing. Some of our paints are not totally washable. Please label all outer garments. We discourage clothing that children need assistance with, such as belts, overalls with buckles, or with buttons on the shoulders. No rubber or snow boots, flip flops, or Heelys. Children need sturdy shoes that stay on their feet. Weather-permitting, we will go outside to play, so please send your child to school with a coat each day.

**Show-and-Tell:** Children will participate in show-and-tell only on their “special day.” Please assist your child in selecting one item to show the class and to tell about it. Please send show-and-tell items in your child’s book bag. Toy guns or other toys that promote violence WILL NOT be shown. Please check with your child’s teacher before bringing pets or animals for show-and-tell. We appreciate your cooperation with this policy.

**Toys from Home:** We ask that you leave your child’s toys at home.

**Book Bags:** Please send a book bag that your child can easily slip his/her papers into without having to fold them. Teachers need each student to have a book bag that can easily accommodate full and oversize papers (up to 11” x 14”), and will also hang easily from the hook in your child’s coat cubby.

**Birthdays:** Birthdays will be celebrated on your child’s special day. Please remember **no cakes or cupcakes** will be accepted. If you are passing out invitations at school, everyone must be invited, otherwise, please mail invitations to those you have selected. We try to be sensitive to all children and do not want to cause hurt feelings. Address lists are available from the preschool office.

## HEALTH POLICY

The health and wellbeing of our children, their families, and our staff is of the utmost importance at Christ the King Lutheran preschool. Our staff will follow the guidelines from the Snohomish Health District and government agencies. For more detail on the Snohomish County Health District guidance and mandates, see “Christ the King Lutheran Preschool Safe Start Plan” or visit <https://www.snohd.org/>. As we follow these guidelines, the following policies and preventative measures are in effect until further notice:

- Face coverings/masks are encouraged, but optional, and especially recommended when one recovering from illness.
- **Any child or staff member with symptoms (including cough, fever/chills, shortness of breath, difficulty breathing, sore throat, muscle or body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, diarrhea and any other symptoms of illness which may have begun since the last time the child was in attendance)** should stay home until at least 5 days after symptom onset and consider getting tested for COVID-19. After Day 5, students may return if symptoms are resolving, but should wear a face mask for the next 5 days.. If symptoms persist or worsen, parents should contact their child’s health care provider for further guidance. Please notify the preschool director if your child will be absent from class due to illness.
- Children or staff who develop symptoms of illness during school will be sent home. While waiting to be picked-up, the child will need to wear a mask and isolate from the rest of the class while under supervision of preschool staff.
- Children who are in high risk categories are encouraged to stay home to avoid getting sick and to avoid spreading illness to others. Similarly, children who have family or household members in high risk categories will be encouraged to stay at home to avoid spreading the disease to vulnerable individuals.
- **Keep the teacher and office informed of current phone numbers.** In the case of emergency, we need to be able to contact someone quickly.
- Due to school policy, we cannot administer shots or medications other than epipens.

**Allergies:** If your child has a significant allergy or medical problem, please notify us.



**Immunization Forms:** Washington State Department of Health requires us to have medically verified immunization records for each child in order to attend school and child care. Records can be a Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS) or MyIR, or a physical copy of the CIS with a healthcare provider signature on it. If your child has not had all of the required vaccines prior to the start of preschool, you must submit to us a medically verified (doctor-signed) exemption form. Any child that is not up-to-date on immunizations may be excluded from our program (required to stay home from school). While most vaccines allow personal, medical and religious exemptions, there is one exception to this: MMR (measles, mumps, rubella). Per Washington State law, personal exemptions are no longer allowed for the MMR vaccine; religious and medical exemptions are still allowed with the proper medically-verified forms.

**Head Lice:** If it is determined that your child has head lice, **do not send them to school. However**, please notify the Preschool office immediately. Your child may not return to school until they have been treated and all evidence of the lice is gone.

## SNACKS

Each family will be responsible for providing a snack for their child each day in a clear, quart-size (or smaller) ziplock bag; do not send lunch boxes/bags. *Snacks need not be elaborate, in fact they should not be.* We have snack during class because it is part of the learning process and is preparation for kindergarten. We learn self-sufficiency, table manners, proper hand-washing procedures and thank God for our food.

Let's make them nutritious! Snacks each day should consist of at least one food item that does not need to be refrigerated. **The preschool will supply water to drink.** Below is a list of suggested snacks (these are just suggestions):

- Applesauce -- in individual cups with a spoon or pouches
- Dry Cereal
- Cheese
- Vegetables, pre-cut (carrot, celery sticks, cucumber...) Ranch dressing or other dips are okay, but no peanut butter.
- Fruit, pre-cut (bananas, grapes, oranges, apples...)
- Cold cuts or lunch meat
- Cookies – especially oatmeal (no heavy frosting or peanut butter, please)
- Crackers – any variety of nutritious crackers.
- Jello or Pudding – in prepackaged cups with plastic spoons
- Pretzels, Potato Chips, Fritos, Sun-Chips
- Bagels, Cream Cheese



**NO CAKES/CUPCAKES, JUICE BOXES/CAPRI SUN, HARD CANDY, PEANUTS, NUTS, OR NUT BUTTER ITEMS.**

## CLASS RULES

I am safe, kind and respectful:

- I come into and leave the classroom with an adult.
- I come into my classroom ready for school, having just used the bathroom and with clean hands.
- I always ask permission to go to the bathroom.
- I stop and listen when my teacher gives the special signal.
- I finish one thing before beginning another.
- I put my toys and supplies away when I'm finished, and clean up my messes.
- I use a soft, inside voice in my classroom.

- I share.
- I take-turns.
- I use nice words.
- I help my friends.
- I use gentle hands.

## **GUIDANCE AND DISCIPLINE**

During the first five years of life, children are just beginning to learn how to handle their own intense emotions and conform to the behavioral expectations of society. This is a lengthy process but it is also a central aspect of children's social and emotional development. Praise and positive reinforcement are effective methods of behavior guidance for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Christ the King Lutheran Preschool uses a positive approach to discipline and practices the following discipline and behavior guidance strategies.

We do:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate, safe, kind and respectful behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activities.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Maintain age-appropriate expectations for children's behavior.
- Use storybooks, songs, and discussion to work through common conflicts.

We do not:

- Inflict corporal punishment in any manner upon a child. Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to: spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.
- Use any strategy that hurts, shames, or belittles, a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

**Next Steps:** If, at any point, there is an indication/suspicion that a child may have special needs, the Preschool Director will inform the child's family and recommend appropriate resources.

When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from Christ the King Lutheran Preschool.

## DESCRIPTIONS OF 3-5 YEAR OLD CHILDREN

There are enormous differences between children. Some generalizations can be made to help us understand preschool children better.

### Three-Year-Old Children:

- Are learning to play with others, to share, and to take turns
- Are learning to express themselves more clearly
- Are understanding others more readily
- Love to test themselves physically
- Are very cautious and full of questions
- Can sit and listen for short periods of time

### Five-Year-Old Children:

- Are becoming quite reliable and well-adjusted
- Are secure and more confident in themselves
- Know their limitations and strive to please
- Love new friends and experiences
- Are curious and eager to learn
- Can stay "on task" for longer periods of time

### Four-Year-Old Children:

- Are developing into very social beings
- Are very imaginative and enjoy dramatic play
- Are fascinated by words and eager to put new ones to use
- Enjoy rhyming words and songs
- Are very active and tend to pursue motor skills haphazardly
- Can exhibit rapidly changing moods

"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning."  
—Mr. Rogers

## WHAT EVERY CHILD NEEDS FOR GOOD MENTAL HEALTH

To grow healthy and strong, children should have good food, plenty of sleep, exercise and fresh air. Children have emotional needs too. To have perfect health, to be both healthy and happy, all children require....

### LOVE — Every child needs to feel

- ...that his parents love, want and enjoy him.
- ...that he matters very much to someone.
- ...that there are people near him who care what happens to him.

### ACCEPTANCE — Every child needs to believe

- ...that her parents like her for herself, just the way she is.
- ...that they like her all the time, and not only when she acts according to their ideas of the way a child should act.
- ...that they always accept her, even though often they may not approve of the things she does.
- ...that they will let her grow and develop in her own way.

### PROTECTION — Every child needs to feel

- ...that her parents will keep her safe from harm
- ...that they will help her when she must face strange, unknown, frightening situations.

**SECURITY** – Every child needs to know

...that home is a good, safe place he can feel sure about.

...that his parents will always be on hand, especially in times of crisis when he needs them most.

...that he belongs to a family or group; that there is a place where he fits in.

**INDEPENDENCE** – Every child needs to know

...that his parents want him to grow up and encourage him to try new things.

...that they have confidence in him and in his ability to do things for himself and by himself.

**FAITH** – Every child needs to have

...a set of moral standards to live by.

...a belief in the human values—kindness, courage, honesty, generosity and justice.

**GUIDANCE** – Every child needs to have

...friendly help in learning how to behave toward persons and things.

...grown-ups around her who show, by example, how to get along with others.

**CONTROL** – Every child needs to know

...that there are limits to what she is permitted to do and that her parents will hold her to these limits

...that though it is all right to feel jealous or angry, she will not be allowed to hurt herself or others when she has these feelings.

## SCHOOL CALENDAR 2022-23

<b>Labor Day</b>		September 5
<b>Parent Orientation</b>		September 7, 11 - 11:30 (AM Pre-K) 12:30 - 1:00 (PM Pre-K)
<b>3-Year-Old Conferences</b>		September 8 & 9
<b>Preschool Starts</b>	Pre-K	September 13 (Tuesday)
	2-Day / 3-yr. Olds	September 15 (Thursday)
<b>Teacher Inservice</b>	No School	October 28 (Snoh. TBD)
<b>Veterans' Day</b>	No School	November 11 (Friday)
<b>Thanksgiving</b>	No School	November 24-25
<b>Winter Break</b>	No School	December 20 - January 3
<b>School Resumes</b>	Pre-K	January 9 (Monday)
	2-Day	January 5
<b>ML King Jr. Day</b>	No School	January 16
<b>Teacher Inservice</b>	No School	January 30 (Monday)
<b>Class Pictures</b>		TBD, Early February
<b>Early Registration (current &amp; CtK families)</b>		February 1
<b>Open Registration (all)</b>		February 6
<b>MidWinter Break</b>	No School	February 17-20
<b>Spring Break</b>	No School	April 3-7
<b>Last Day of School</b>	Pre-K	May 24 (last day)
	2-Day	May 26 (last day)
<b>Memorial Day</b>		May 29
<b>Pre-K Summer Camp</b>		May 30 - June 2 & June 5 - 8

\* We schedule our inservice days to coincide with the Snohomish School District's.