

# Parent Handbook

Christ the King Catholic Church

Learning & Growth Center

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Mission Statement:

To nurture children in a Christian environment.

As a part of the Christ the King Catholic Church, Christ the King Learning & Growth Center does not discriminate on the basis of race, color, national origin, sex, age, or disability.

We are a nonprofit organization.

Revised August 2018

**Effective as of October 1, 2018**

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For financial concerns, in regard to statements, billing, account balances, etc., please contact:

Christ the King Catholic School  
Office Manager

Phone: (270) 821-8271  
Fax: (270) 825-9394  
Email: office@ctksmadisonville.com

## Christ the King Learning & Growth Center Philosophy

**Our philosophy as child care givers:**

- We foster growth for every child’s cognitive, emotional, physical, and social development
- We respect the dignity of each child
- We provide developmentally appropriate activities within a Christian environment
- We foster independence to promote positive self-esteem and self-efficacy

## **Christ the King Learning & Growth Center Goals**

### **Our goals as child care givers:**

- To help children give love and share their gifts from God
- To help each child develop a strong self-concept and an emotionally positive attitude to insure he or she will continue to enjoy and be successful in school and in life
- To provide cognitive developmentally appropriate activities to stimulate each child and keep learning exciting
- To teach children the importance of being social, to respect others, and to function within a group
- To provide physical activities that will help bodies to grow healthy

## **Services Provided by the Learning and Growth Center**

Hours:           Monday – Friday           6:30 A.M. – 6:00 P.M.

We request that your child be in the building by 8:30 A.M.; this helps your child better adjust to our daily routine.

We also require notification of late arrivals by 8:30 A.M. in order to prevent your child's reserved spot from being offered to a drop-in child, for the day.

## Programs Available

### Childcare Services\*\*\*

- Are offered 5 days a week
- These include weekly themed, preschool and enrichment activities
- We provide care for children ages 1 thru 4 years of age
- A balanced breakfast, lunch, and snack are served daily.
- **Effective as of October 1, 2018, our Childcare Service Rates will be as follows:**

<b>Pricing:</b>	<b>One year-old</b>	<b>\$ 125.00 per week</b>
	<b>Two-year-old</b>	<b>\$120.00 per week</b>
	<b>Three-year-old</b>	<b>\$115.00 per week</b>

(Differences in pricing reflect the decrease in State-required child to staff ratios)

### Drop-in Services\*\*\*

- Offered Monday thru Friday 9:00 A.M.- 6:00 pm  
Reservations will be given based on daily availability. Parents must call after 8:30 A.M. to see if services will be available for that day.
- Drop-in spots are ONLY available when a reserved spot becomes vacant due to a child's illness or absence for the day(s).
- Pricing: **Daily Rate- \$30.00** (MUST be paid upon drop off of child, each day)

**\*\*\*Child's records, contact information and immunizations, MUST remain up to date for all services to be provided.**

## Admission Policy

Children will be admitted into the program on a first-come, first-serve basis.

The steps for admission are as follows:

1. Parents must complete a registration form and return it to the Learning and Growth Center Director, in order to be placed on the waiting list.

2. The Director will notify the parent of acceptance, when availability allows.
3. At this time, the annual registration/supply fee (\$50 per family) and billing requirements must be completed with the Christ the King Catholic School Office Manager, prior to the child's first day at the Center.
4. A current immunization certificate and verification, by the Director, that all information on the registration form is complete is also required for the child, prior to the child's first day at the Center.

## **Dismissal Policy**

A child may be removed from the program for the following reasons:

1. There is a lapse in payment for child care services for more than two weeks.
2. The child poses a threat to self, staff, or other children in the program.
3. The child or parent uses abusive language or threatens other children or staff.
4. The child or family acts against center policies, as detailed in the Parent Handbook.
5. If the child is not present for 2 weeks, without notice or payment, your child's spot will be filled.

## **Financial Arrangements**

### **Statements**

All billing is electronic through personal emails. Statements will be sent each Thursday for childcare. Payments will be due on Monday. If you should have any questions about your statement, please be sure to contact the Christ the King School Office Manager at (270) 821-8271.

### **Payments\***

All statements will be sent through personal email on Thursday of each week. All payments are due the following Monday before services are to be provided. Failure to pay childcare fees, in

full, by the end of each week, is cause to place that account on a “probation” status. If there is a lapse in payment for child care services for more than two weeks, a child may be removed from the program. The center must have two-week notice if you are planning to leave the program. Families who leave the program owing a balance, (not paid in full), will be turned over for collection to an attorney for payment, plus court costs.

**\*All payments will be collected through autopay. Please see the Christ the King School Office Manager to register for this service.**

### **Registration and Supply Fee**

**There is an annual registration/supply fee of \$50, per family, for all children at the Center, effective as of October 1, 2018.** For children registering on or after October 1, 2018, this \$50 per family registration/supply fee, is due, as part of the registration packet, once a reserved spot becomes available, at the Center, for that child. Once a child is enrolled in the Learning and Growth Center, this \$50 per family registration/supply fee, will be due annually, from all families, on September 1<sup>st</sup>, of the current year.

### **Pre-Kindergarten Fees**

For children participating in the Pre-Kindergarten Program there is an annual \$100.00 registration fee. The fee is nonrefundable and is due upon returning the registration packet.

For children participating in the Pre-Kindergarten program there is also an annual \$200.00 supply fee. This fee is nonrefundable and due by August 1<sup>st</sup>, of the current year.

### **Overtime Charges**

We do understand that sometimes things happen that prevent you from picking your child up on time. Please understand that our staff also have families of their own to care for.

We do charge a late fee of \$10.00, per quarter hour, starting at 6:00 P.M., to be paid at the time of pick-up. Consistent lateness is cause to dismiss a child from the Center.

Pre-kindergarten children are to be picked-up at the school by 3:15 P.M. If your child has not been picked up by 3:30 P.M., they will be enrolled in the Aftercare Program. Aftercare is from 3:30 P.M. to 5:00 P.M. A charge of \$10.00, per day, will be billed weekly for this additional service.

## **State Child Care Assistance Program**

The state of Kentucky does offer a program providing childcare assistance to families based on income levels. If you think you may qualify, please contact the Kentucky DCBS-Hopkins County Office, which is located at 1084 Thornberry Drive, Madisonville, KY 42431. The phone number is (270) 824-7566.

If assistance is awarded, the center signs an agreement with the agency and the family. If a portion of your registration fee or tuition is not paid by the agency, the family is responsible for this payment balance. The family billing is the same as other families in our center (please refer to "Payments\*" section above).

## **Make-Up Days**

There is no credit given for days missed. This will also apply to all days the center is scheduled to be closed and closures due to snow days.

## **Withdrawing from the Center**

If you withdraw your child from the center, we require a two-week notice. All accounts MUST BE paid in full by your child's last day of attendance at the Center. Families who leave the program owing a balance, (not paid in full), will be turned over for collection, plus any costs incurred. If you have any questions about your current balance, please ask the Christ the King Catholic School Office Manager before your child is withdrawn.



## Health and Safety

### Immunizations

**As required by Kentucky State Law, each child enrolled in our program MUST HAVE an up-to-date Immunization Certificate on file.** This certificate should be the official Kentucky certificate and should be turned in at the time of enrollment.

When your child turns 2 (and 4) years old, he/she will need to update their shots. Children with expired immunizations exceeding the 14-day grace period will be removed from our center if updated immunization forms, showing compliance, have not been turned in to our office. Based on new licensing, we will need evidence of an appointment card, from your Pediatrician and/or Family Doctor, if immunization has expired and parents intend to update immunization for the child.

### Medications

We cannot provide medicine (including Tylenol, Claritin etc.) to your child. Prescription medications, diaper cream, and sunscreen are the only items that can be administered by our staff.

Please sign the medical request form daily if your child requires medications. All medications must be given to the Center personnel upon arrival at the Center. Please try to make the dosages administered as near as possible to lunch time (12:00 noon). All medications must be in their original container(s) with the child's name.

### Illness

If your child becomes ill while at the Center, you will be required to take him/her home. If you cannot be reached, we will contact your daily pick up person. Please make sure that you have current phone numbers (including cell numbers) on file with us in case we need to contact you.

To protect the health and safety of other children at the center please do not send your child to the Center if he/she is ill. Children, who are vomiting, have diarrhea, fever, or other signs of illness will not be allowed to remain at the Center. If your child is too sick to be outside, they are probably too sick to be at the Center. Licensing requires that we provide outside time for all children.

### Disaster and Evacuation Plans

There is a written disaster and evacuation plan in place. Drills are practiced regularly to ensure that teachers, aides and children are prepared in the event of a disaster. Parents will be notified of any special circumstances that arise through the One Call System. Please make sure that you have current phone numbers (including cell numbers) on file with the Christ the King Catholic School Office Manager.

## **Discipline**

Our approach to discipline is positive. Our goal is to reinforce behavior. In cases of unacceptable behavior, our staff will try to reason with the child or redirect his/her behavior to an acceptable behavior. If this is ineffective, we use time-out methods. This is removing the child from any activity for a designated amount of time. We try to set clear limits, so misbehavior can be avoided. We do not administer corporal punishment. At our center, we try to stress kindness to one another, so behaviors such as hitting, kicking, biting, or hurting other children or staff will not be tolerated.

*If unacceptable behavior continues, the Director will set up a conference with the parents to discuss alternative solutions. If these alternative solutions have been implemented with both parent and teacher cooperation, but the unacceptable behavior continues, the child may be removed from the program.*

## **Food program**

We serve well-balanced meals. We post menus on the bulletin board at the front of the Center, so that you know what your child is/will be eating. We provide food every 2.5- 3 hours for our children as follows:

- \*Breakfast      8:30- 9:30 A.M.
- \*Lunch            11:30- 12:30 P.M.
- \*Snack            2:35- 3:25 P.M.

Since meals are provided by the center, children may not bring any type of food, snack or candy into the Center. *If your child is on a special diet, or has allergies to certain foods, we must have a special form on file from your child's doctor.*

## **Daily Schedule**

Our classroom schedules are posted on the wall of every classroom. We use a living schedule, which gives us the flexibility to accommodate unexpected circumstances.

## Curriculum

Young children learn best by doing. Children must interact with their environment in order to make sense of the world. When they interact with other materials and people, they add to their language, learn new ideas, and develop new understanding about the world. That is why our curriculum includes large blocks of time for free play and outdoor play to allow children to explore their environment. We also include various centers like housekeeping, puzzles, blocks, and others that encourage development. Our preschool activities use themes to focus on hands-on activities along with pencil and paper so that we can provide more effective learning for your child. Since we are a Christian-based Center, we do include prayer, bible stories, and songs as part of the curriculum that teaches about Jesus Christ. We do not allow any type of guns, war toys, or other toys of destruction at the Center.

To help you know what your children are doing each day, we do post our weekly lesson plans on the walls of each classroom.

## General Information

### Authorization to Pick Up Child

This may be done on the registration form, daily notes, or by phone. If you have any concerns about a possible problem, please notify the Director. We will not release a child to someone who is not authorized by the parent to pick up that child. To protect your child, we may ask for identification from the person picking up that child. **It is the parents' responsibility to keep our files updated with working phone numbers and addresses.**

Parents must note the time and initial when dropping off and picking up a child, **on a daily basis**. This insures an accurate attendance in emergency situations. Please also make sure to sign your name on the authorization form when you pick up your child on Fridays.

A current custody statement must be on file at the center for children of separated or divorced families. This is for the protection of your child.

### Birthdays & Invitations

We feel it is important to protect the privacy of our children at the Center. For this reason, we cannot provide phone numbers or addresses of any the children at the Center. You are welcome to place invitations in individual folders for each child invited.

## **Closings for Severe Weather**

In case of severe weather, the preschool alone will follow the Christ the King Catholic School schedule. Preschool parents should listen for Christ the King Catholic School closings on radio stations WTTL (1310 AM), WYMV (Y107 FM), WWKY (97.7 oldies), WFMW (700 AM), WKTG (94 FM), and TV stations WFIE TV (10 NBC), WTVW TV (CBS Fox 7), WEHT (25 ABC). Please note that Christ the King Catholic School does not necessarily follow Hopkins County regarding severe weather closing or delays.

Please be advised that when roads are bad, the center may delay opening for one or two hours. Insurance requires that our parking lot and sidewalk be clear of snow and ice before opening. During severe weather, the Center will notify all parents using the One Call System, so please ensure that we have your current phone number on file with the Christ the King School Office Manager.

## **Clothing**

The children will be involved in active play and painting; therefore, play clothes work best. Please expect clothes to show the effects of the day's play experiences. We will go outside daily. The weather determines how long, so be sure your child has appropriate clothes for the weather. We also suggest that girls wear shorts under dresses. Coats, mittens, hats, ETC, should have your child's name on them. To help your child grow in independence, we recommend that your child wear clothes that allow them to go to the bathroom easily, without asking for help.

## **Concerns About the Center**

Even when there is a good rapport among people, there are still occasional areas of disagreement. This is normal behavior. It is the center mission to maintain a Christian environment. If you have a concern about actions or procedures at the Learning & Growth Center, please schedule an appointment with the Director to resolve these issues. It takes staff and parents working together to resolve the difficulty by working out a compromise in maintaining the Christian environment.

## Holiday Closing

**The Center WILL BE CLOSED on the following holidays:**

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving (and the Friday following Thanksgiving Day)

Christmas Eve

Christmas Day

New Year's Day.

Please note that **NO CREDIT WILL BE GIVEN IF A HOLIDAY NOTED ABOVE FALLS ON A WEEKDAY (Monday through Friday)**. If one of these days falls on a Saturday or a Sunday, we will be closed on the legal holiday observed for that day. **Before and after scheduled closed holidays, we will be open ONLY if we have 8 or more children needing our services.**

## One Call List

We are on the One Call System through Christ the King Catholic School. We will use this system to notify parents of any schedule changes. **It is every parents' responsibility to keep an up to date phone number on file with the Christ the King Catholic School Office Manager, for this system.**

## Parent Conferences and Communication

We do publish a monthly calendar and newsletter during the school year to let you know what your child is doing. These will be placed in the folders on top of the cubbies along with any other papers to send home. Please check once a week, if not daily. Feel free to call and schedule a conference with your child's teacher and the Director, if you have a problem or concern.

## Personal Items

Please leave all toys, money, jewelry, and valuable items at home. Because we have many children at the Center, it is easy for toys to be lost or broken. Many of these items can also be choking hazards for our very young children. At nap time, the children will need a soft blanket and may bring a small nap buddy, if desired. As is policy at the Learning and Growth Center, we do ask that the child's soft blanket and nap buddy be taken home by the parent(s) every Friday to be washed and returned with the child on Monday morning. Children who have forgotten a blanket and/or nap buddy will be provided those items for the day. Please make sure that all personal items are labeled with the child's name.

## **Pictures and Video Taping**

Christ the King Learning and Growth Center staff may take pictures of children throughout the year. These photos will be used or displayed in your child's classroom only. Pictures and children's work are prohibited from being displayed at conferences, workshops, or shared on any type of social media.

## **Potty Training**

Please inform us of any potty-training efforts. We are willing to assist your efforts throughout the day. Diapers, wipes, and extra clothes must be provided by the parents. Please check your child's supplies regularly to ensure that they are replenished/available and weather-appropriate.

## **Preschool Placement**

Kentucky State Law requires that a child must be five years of age on or before August 1<sup>st</sup>, in order to enter Kindergarten.

Christ the King Catholic School keeps a waiting list for all children choosing to enter their Pre-Kindergarten Program for four years old. Should you consider enrolling your child in their program, please call the Office Manager at Christ the King Catholic School (270-821-8271) and give her the information needed. She keeps an ongoing list.

We place children in the 2-year-old and 3-year-old classes using their birthdays and maturity levels as criteria.

## **Transition Time**

Starting a new school or new center can be difficult for both parent and child. To make it a little easier, try visiting the Center, so your child will be familiar with the surroundings and the teachers. Be positive when dropping your child off. Keep the good-byes short and enthusiastic in the morning. Make sure you also talk about the fun things that your child did during the day.

## **Volunteers**

Volunteers are welcome. Our license requires that all adults responsible for children, or working with children on a regular basis, have a criminal background check completed. In compliance with the Catholic Church of the Diocese of Owensboro, Christ the King Catholic Church requires Safe Environment Training for anyone volunteering in our facilities, during child care service hours. This training is available online and it is required to be completed by all volunteers, prior to their volunteer service. For more details, please contact the Christ the King Catholic School Office Manager.

**Christ the King  
Learning & Growth Center  
Parent Handbook**

**Receipt of Acknowledgement**

I verify that I have read this Christ the King Learning & Growth Center Parent Handbook and agree and abide by all policies and procedures therein.

I further verify that I will seek answers from the Christ the King Learning & Growth Center Director, should I have any questions in regard to any material presented in this Parent Handbook.

I understand that the policies and procedures outlined in this Learning and Growth Center Parent Handbook **become effective and will be enforced as of October 1, 2018, for ALL families at the Learning and Growth Center.**

Parent Name (Please Print) \_\_\_\_\_

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

Date \_\_\_\_\_

**Please complete this page, tear off and return to Gaye Spence, Director of the Christ the King Learning & Growth Center, within two days of receipt of this Parent Handbook.**

Thank you.