

# CHRIST THE KING LUTHERAN SCHOOL PRESCHOOL HANDBOOK

2019-2020 School Year



Christ the King Lutheran School exists to provide our children with opportunities to **GLORIFY** the triune God through godly living and service, to **NURTURE** the mind and spirit through the study of God's Word and His created order, and to **PROCLAIM** the gospel of Jesus Christ to our community and the world.

# Goals & Objectives

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Welcome to Christ the King Lutheran School! We are excited you have joined our preschool family. If you have any questions about our handbook, our classroom, or our policies, please ask.

Christ the King Lutheran School takes seriously its obligation to teach and train children in accordance with the Savior's command, "Feed my lambs." John 21:15. Thus, the goal of our preschool program is to nurture and train God's lambs as followers of our Savior.

## **In light of God's Word we believe...**

Children learn best through play and experiences. We firmly believe that children learn by doing, getting messy, investigating their questions, and problem solving with their friends. They learn by playing games, using their imaginations, expressing their emotions, creating, and exploring the world around them.

As teachers, we set up intentional play activities and explorations that meet the needs of individual students. We question and extend their thinking and play to help them learn and grow. We provide high quality education and care for every student who comes into our classroom. We intentionally plan and organize the classroom so students have the opportunity to develop in the areas of social emotional, language and literacy, math, science, creative arts, fine motor skills, and gross motor skills.

It is our goal for students to develop the dispositions and skills to become lifelong learners and be successful in kindergarten and life (both socially and academically).

# School Life

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## **Educational Programs**

- 3-5-year-olds PreK AM (Mon, Wed, & Fri, 8:15-11:30 AM)
- 3-5-year-olds PreK AM (Mon-Fri, 8:15-11:30 AM)

## **Eligibility for Preschool**

In order to register for preschool, each child must meet the following criteria:

- Be 3 years old by September 1
- Proof of current required immunizations
- Complete all forms and pay registration fee
- Fully potty-trained and bathroom independent

## **Curriculum**

Christ the King Lutheran Preschool teaches Old and New Testament stories using our Christ-Light Curriculum.

Christ the King Lutheran Preschool implements a theme-based curriculum using Pocket of Preschool Curriculum. It is designed to facilitate learning through hands-on activities both teacher-led and student-led. We offer lessons and activities in the areas of language and literacy, math, science, creative arts, gross and fine motor, and social skills (character education). It is based on current research, state and national standards, and best practices.

## **Drop-off and Pick-up**

Drop off time is from 8:00-8:15 AM. Pick up time is from 11:30-11:45 AM. Please respect these times, so we can focus our attention on learning during our day. Only parents/guardians and those listed on approved pick up list will be allowed to pick up a student.

## **Sign in and Sign out**

All students must be signed in and out by an adult every day they attend.

## **Items from home**

Please do not allow your child to bring to school items from home. These items can also become distractions. Christ the King is not responsible for lost or broken items.

## **Show and Tell**

The teachers will communicate which day your child can bring something for show and tell.

## **Photographs**

As a way to document student learning and share all of the wonderful activities happening in our classroom, we will take pictures. These pictures may be displayed in school, on the school private Facebook page, and filed in their portfolio.

## **Emergency Drills**

We strive to make sure our children are safe at school every day. We do this by making sure our children are prepared for a variety of emergencies. We will practice fire drills, earthquake drills, and ALICE drills (Alert, Lockdown, Inform, Counter, Evacuate).

## **Emergency Supplies**

Our classroom is equipped with an emergency Go Bucket. It contains water, prepackaged snacks, gloves, wipes, flashlights, small first aid kit, and hand sanitizer.

## Illness

Your child may not attend school if he/she has any of the following symptoms:

- Fever of 100 degrees or above (forehead and oral)
- Contagious skin or eye irritation
- Unexplained rash or sore
- Discharge from eye, nose or ears
- Vomiting
- Diarrhea
- Cough lasting more than 1 week without a doctor's note
- Excessive crying, with the inability to be consoled
- Any illness that keeps a child from participating in regular activity

If your child displays any of these symptoms while in our care, we will call you and your child will need to be picked up within one hour. Your child will need to be symptom and fever free for 24 hours before returning in to school (24 hours fever free without fever reducing medication).

If your child has been diagnosed with a contagious illness, please notify the school office or your child's teacher so we can notify other families.

## Snack

Each parent is responsible for their child's own snack. Parents are encouraged to send something nutritious. We have approximately 15 minutes built into our schedule for snack. Please keep this in mind when choosing snacks to send with your student. One or two small items is appropriate. Following are some suggested snacks:

- Fruits and cheese
- Cheese and crackers
- Raisins, Popcorn
- Fruit and vegetables
- Yogurt
- Graham crackers

Christ the King is a gum-free and candy-free campus. Two exceptions will be teacher-organized classroom parties and if a student would like to bring a treat to school to celebrate their birthday. Teachers will use their discretion and may pass out the treat at the end of the school day.

## Birthdays

A birthday is a very special day for children. To celebrate your child's birthday, you may bring in commercially made birthday treats. Due to allergy concerns, students cannot serve homemade treats. If you decide to invite students from preschool to your child's birthday party, please invite all the girls/boys or everyone in the class to avoid hurt feelings.

## **Dress and Extra Clothing**

We request that students wear play clothes that are practical, comfortable, and washable. Please dress children for active play. We will go outside for large motor activities whenever the weather allows us. Please be sure your child is adequately dressed so he/she can enjoy the outdoor activities.

We ask that you provide your child an extra set of clothing and closed-toe shoes or boots. Clothes should be appropriate for the season and can be kept in a gallon size bag in their backpack. Extra closed-toe shoes or boots will be kept at school.

Students will be running and jumping. Students must wear closed-toe shoes to school. No crocks, flip flops, or sandals.

## **Behavior Management**

At Christ the King Lutheran Preschool, we are committed to using God's Word as our guide. We try our best to provide a consistent, challenging learning environment with physical activity which will prevent boredom and promote good behavior. If a behavior issue arises, teachers may use a precorrection, verbal redirections, state the expected behavior, give behavior choices, or provide a visual support.

# **Communication Between Home and School**

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## **Communication**

It is important for us to work as a team to ensure your child's success in preschool. If you ever have any questions, concerns, or other important information that you believe we should know, please do not hesitate to contact your child's teacher.

## **Parent Teacher conferences**

Parent teacher conferences will be offered in the fall and spring. It is a time we can talk about your child in all areas of development, review their student portfolio, and set goals for your child.

## **Family Mailboxes**

Each day when you pick up and drop off your child, it is important you check the Family Mailbox for important information. In the Family Mailbox is a yellow folder for each child. Please take this folder home, read the information, and return the folder each day.

## **Newsletters**

Each month, we will publish a newsletter to update you on what new exciting topics we are learning about and other things happening in preschool. The newsletter will include important dates, upcoming activities and events, a summary of previous learning,

previewing new centers and studies. We will email the newsletter every month to all the families. We will also post the newsletters on our preschool door.

### CTK Updates

Christ the King makes use of Mail Chimp to send out weekly CTK Updates. CTK Updates are emailed to all school families from the school office each Monday.

### Text Message Updates

Christ the King uses [Remind.com](https://www.remind.com) to send free text messages to our school families. There are two main groups: CTK Emergency Announcements and CTK News and Reminders. The school office will send you notification to be signed up for these groups.

### Inclement Weather

In the case of inclement weather, CTK follows Central Kitsap School District for weather related delays and closures. CTK will also use email, Remind texts, and Facebook to inform parents of delays and closures. In the case of a two-hour delay, preschool will be canceled for the day.

## For Parents

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### Coping with Separation

For many of you this may be the first educational group experience for you and your student. As a result, both you and your student may be experiencing many different emotions concerning the time that you will be separated from one another. You both may be caught between the need to be close to each other and the need for growing independence. Here are a few strategies that may help the process go more smoothly.

### Before School

- **Do something special together the night before.** Together you can ready your student's school bag or pick out the clothes he/she will wear the first day of school. You might even let your student pick out your outfit! Spend a little time cuddling and reading a book together before bed. Make sure your student knows that this is a special day for you also!
- **Try to have a special morning ritual.** Take time to do something special – just the two, or the three of you, if Dad or Mom can take time from work. Even sitting down to a quick breakfast can help get the day started right. If you have time, plan and fix breakfast together.
- **On the way to school, discuss what each of you will be doing that day especially while you are apart.** Make sure that your day will not sound more exciting than all the wonderful things your student will be doing.

- **Let your student see that you and their teacher are building a relationship – a partnership.** Greet your student's teacher warmly, stay and talk just a bit and bring your student into the conversation. An example might be, "Mrs. Wirth, guess what Tricia and I fixed for breakfast this morning? Pancakes with raisin faces! Have you ever had them?"
- **Take time to say "good bye".** It may be tempting to leave while your student is involved in an activity and might not notice, but this doesn't promote trust in the long run. Clear "good byes" build trust. Over time "good byes" can strengthen your student's belief that you will come back. You might ask your student, "How should we say 'good bye?'" In this way, your child has a choice about what you will do, and together you can build your own "good bye" rituals.

## **Parent Involvement**

Parents are also encouraged to find an area they can serve in to help continue the work we are doing at Christ the King. You are an important member of our Christ the King family and your donation of time and talents is greatly appreciated. Please watch for opportunities to serve in CTK Updates or visit the school office to ask.

All individuals interested in volunteering at Christ the King must complete a volunteer form. This form can be picked up in the school office. The information on your driver's license will be used to run a background check. Our primary intention of background checks is the safety of our students. Thank you for your understanding.