

### **Vision**

Our Vision is that at each level of development, all children are given the tools needed to be successful students, with the skills necessary to be well rounded, well adjusted, life-long learners.

### **Mission Statement**

At Christ the King Early Childhood Learning Center our mission is to develop children with active and creative minds, to recognize that each child is an individual, and to provide a quality, age appropriate Catholic educational setting for young children in our parish and surrounding community. We stress the total development of each child: spiritually, intellectually, socially, emotionally, and physically with positive, compassionate and caring relationships to enhance the lives of our families.

### **Philosophy**

Our philosophy of education is inspired by the Creative Curriculum approach to learning, which emphasizes that all children are competent, capable, curious learners that come to school equipped with skills and knowledge. The teachers view themselves as facilitators of each child's education so that through guidance, direction and encouragement the child will extend their knowledge by means of hands-on active exploration, involvement and manipulation of their environment. We also emphasize the environment as a child's "third teacher". We provide an aesthetically pleasing and interactive environment.

Spiritually we believe that positive, compassionate, and caring relationships enhance the lives of young children. We here at Christ the King Early Childhood Learning Center through prayer, ritual, and tradition hope to build a trusting relationship with your child and family. Our spiritual teachings are grounded in the traditions of our Roman Catholic faith and the mission of Christ the King Parish. The center is devoted to enhancing the lives of children through a developmentally appropriate curriculum, which focuses on the child first.

## **Table of Contents**

**1. Vision, Mission Statement and Philosophy**

**3. Quality Education Components**

**3. Curriculum**

**3. Staff Qualifications**

**3. Program Expectations of Parents**

**3. Parent Involvement**

**4. Communication**

*Handbook, Parent/Teacher Conferences, Parent Calls, Program Evaluation, Sign-In Sheet, Daily Report, Special Notices, Arrival & Pick-Up, Concerns*

**4. Ratios**

**4. Hours**

**4-5. Address/Location**

**5. Holiday Closings**

**5. Weather Closing**

**5. Phone Numbers**

**5. Arrival - Late Arrival**

**6. Withdrawal from the Program**

**6. Enrollment**

*Active parishioners, Requirements for Christ the King Kindergarten*

**6. Statement of Nondiscrimination / Enrollment Policy**

**6-7. Forms**

**7-8. Transition**

**8. Separation**

**8. Background and Virtus**

**8-9. Tuition and Payments**

*Annual Registration Fee, Returned Check Fee, Late Pick Up Fees*

**9. Safety Policies**

*Authorized Pick-Up, Divorce /Separation, Parking, Seat Belts*

**9. Accidents**

*More serious Injuries, Allergic reactions, Serious Illness or Accident, First Aid*

**10. Safe Environment**

*Student Accident Insurance, Fire Inspection, Fire/Tornado Drills*

**10-11. Weather play policy**

**11. Medication Policy**

**11. Toilet Training**

**11. Nutrition**

**12. Developmental Screenings**

*Referral Agencies, Assessments & Portfolios*

**12-13. Illness Policies**

*Exclusion from Care, Readmission, Hearing & Speech Screenings*

**13. Cubbies**

**13. School Supplies**

**13-14. Discipline Policy**

*Anticipation, Hesitation, Redirection, Time Out, Behavioral Problems, Biting*

**14. Grievance Procedures**

**14. Dismissal**

### **Quality Education Components**

The strength of our center is the dedication of the teachers. The teachers create a caring, nurturing atmosphere and foster each child's creativity and positive self-image. We believe how you view children impacts how you teach children. The children are allowed to reach out to fulfill their natural curiosities and to explore the obvious. The teachers, as facilitators of the children's learning, observe and interact with the children; they guide and direct their development by enhancing their experiences. By allowing the children to be free to explore, while offering the stability and security that they need, the center provides an important balance.

### **Curriculum**

Christ the King Early Childhood Learning Center seeks to support the development of the whole child: physically, socially, cognitively, and spiritually. We accomplish this with a Creative Curriculum in combination with the Creative Curriculum approach. The teachers recognize that children are active learners, who construct their knowledge through hands-on exploration and play; where a child investigates, experiments, and observe life. Children learn and represent their knowledge in multiple intelligences: bodily kinesthetically, spatially, musically, linguistically, inter-personally and intra-personally, logical / mathematically, and scientifically. The teachers observe and listen to the children to detect where the children are developmentally. Lesson plans are created to extend opportunities for active learning for the individual child as well as the whole class.

### **Ratios**

- 1 teacher to four children – 6 weeks to 24 months
- 1 teacher to eight children – 24 months to 36 months
- 1 teacher to ten children – 36 months to 60 months

### **Staff Qualifications**

- All teachers have an education in child development and/or experience working with children.
- All teachers are required to attend a minimum of 12 hours of workshop training, which includes Adult/Child CPR certification.
- All teachers are required to have a medical exam upon employment and TB tests.
- All teachers are required to attend the "Protecting God's Children" training provided by the diocese. Teachers receive an orientation and are aware of program policies and procedures.

### **Program Expectations of Parents**

- To be honest and open when communicating with us
- To treat all children and teachers with respect
- To follow the policies and procedures of this handbook
- To be on time to pick up their children

### **Parent Involvement**

- Assist for holiday celebrations
- Volunteer to share special talents, skills or come and read to the children
- Volunteer professional services (computer skills, nursing, accounting, teacher training, landscaping, carpentry, etc.)
- Join us on a Parent workday

### **Communication**

**Handbook** - The handbook is issued to all parents. The handbook includes a signature sheet for parents to acknowledge that they have received and read the handbook.

**Parent/Teacher Conferences** - Infant /Toddler conferences are scheduled in the fall. Preschool conferences are held twice yearly, one in the spring and one in the fall. Conferences may be requested at any time by contacting the teacher and/or director.

**Parent Calls** - Parents are welcome to call anytime to check on their child. Please call 816-363-4889 and follow the prompts to reach your child's classroom.

**Program Evaluation** - Parent surveys are occasionally distributed at parent/ teacher conferences. These surveys are used in evaluation of the center.

**Sign-In Sheet** - Every child must be signed in and out daily. Your child's sign in/out sheet will be located in their classroom mailbox or child's cubby.

**Daily Report** - The infant and toddler rooms have a Daily Information dry erase board that is filled out with the activities of the day to let you know their feeding, nap and diapering times as well as any other pertinent information.

**Special Notices** - Notices for special events are posted on the bulletin boards located in the entry halls.

**Arrival and Pick-Up** - Parents are encouraged to exchange information with the teachers in the morning and/or in the afternoon.

#### **Concerns -**

- For childcare questions or concerns, speak to the child's teacher.
- For questions on finances, contact Roger Berg III at 816-363-4888.
- For policy questions contact the director, Stacy Clevenger, at 816-363-4889 extension #1.
- For grievances see the grievance procedures in the back of the handbook.

## Christ the King Early Childhood Learning Center Handbook

The center reserves the right to change these policies at any time.  
This does not supersede Diocese policies.



### **Phone Numbers**

Infant/Toddler Cent	816-363-4889 ext. 2
Stacy Clevenger, Director	816-363-4889 ext. 1
Parish Office	816-363-4888
Fr. Lockwood, Pastor	816-363-4888
Pat Burbach, Associate Superintendent, Diocese of Kansas City - St. Joseph	816-714-2347

### **Address/Location**

Christ the King Infant / Toddler Center is located at 8510 Wornall Road Kansas City, Missouri 64114. The infant/toddler center is housed in a building called The Life center, between the church and the school. The entrance door is on the west side of the building under the carport, follow the ramp to the door and ring the doorbell for admittance.

Christ the King Toddler House, also known as the preschool house, is located at 404 West 86<sup>th</sup> Street, in the house south of the church and across the parking lot.

### **Hours**

The center hours are Monday thru Friday 7:00am – 5:45pm The Infant/ Toddler center offers full days of care only, available from 1 to 5 days weekly through.

The preschool center options are: Full Day Preschool Only-anytime between 7:00 and 5:45 for 1 to 5 days per week.

### **Arrival - Late Arrival**

All entrances are locked at all times. Ring the bell for admittance until a key fob is issued for entry.

Do not drop children off during naptime. Children who arrive past 11:30 p.m. must be fed lunch prior to their arrival at the center.

**Holiday Closings:** Our Infant/Toddler and Preschool Centers are closed for the following holidays:

New Years Day, President's Day (Professional Development day) Holy Thursday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday following, Christmas Eve and Christmas Day, New Years Eve and a professional development day in October, date to be announced each year as the diocese sets the date.

There is never a reduction in rates for holidays or In-Service days. Part-time days are not available to be switched to accommodate a missed day due to a holiday or In-Service.

### **Professional Development Days – Centers Closed**

Professional Learning Days are opportunities for our staff members to continue to develop their skills in providing the best possible learning environments, activities, and experiences for the children. Teaching staff must complete 12 hours of professional development training per year. The center will be closed one day in the winter and one in the fall for staff to attend professional training classes. Teaching staff must be at least 18 years of age and have a high school diploma or equivalent. Some teaching staff possess or obtain during employment, an associate's degree, a bachelor's degree, or a Child Development Associate Credential. New teaching staff are given an initial orientation on program procedures, individual needs of children, loving guidance and classroom management techniques, daily activities and routines of the program, program curriculum, child abuse and neglect reporting procedures, and program policies and procedures.

### **Weather Closing**

- In case of inclement weather, the center may have a late start, dismiss early or close the entire day at the discretion of the pastor. Each family will receive an email detailing late start, early dismissal, or closure.
- If the center dismisses early the parents will be notified and instructed of an early pick-up deadline.
- If the power, phone lines, or water are down, the center is required to close.
- For all of the above situations watch local news stations and look for "Christ the King Early Childhood." Every attempt is made to post the message; it isn't always possible in a timely manner.

### **Enrollment**

Before enrollment, a tour is required, made by appointment, to ensure that prospective families have a chance to ask questions before making a commitment.

Priority enrollment is given to:

- Families registered at Christ the King.
- Families needing full time care for their children
- Statement of Discrimination/Special Needs Enrollment Policy.

Teachers and students, in true ecumenical spirit all students into the Christian educational community of the center. We admit students of any sex, race, color, national and/or ethnic origin to all rights, privileges, programs, and activities accorded to students of the center. Enrollment is open to children ages 6 weeks to 72 months. Children with special needs who have an IEP,

may be enrolled as long as we are informed of the diagnosis and care required, and as long as it does not put an undue burden on the program.

### **Forms**

We ask that parents update their information when changes occur: (ex: phone numbers, address, new doctor, immunizations, authorized emergency pick-up modification.)

- **Enrollment Form**

The Enrollment form requests emergency information regarding the parent's address, employment information, phone numbers, child information, emergency pick-up authorization, doctors, and the hospital of choice. Complete all areas of the enrollment form and sign the form.

- **Bookkeeping Form**

The bookkeeping form deals with financial responsibility and accompanies the annual registration fee of \$225.00. Families will be set up in our parent pay portal for payments of tuition and enrollment fee. Once paperwork is processed, parents will receive an email with sign in information to the parent portal.

- **Medical Form**

The medical form states the child is healthy enough to be in group care, the family physician must fill out and sign the form. A copy of current immunization information must be attached.

- **Medication Form**

The back of the medical form is a non-prescription medication permission slip this form must be completed for us to administer over the counter medication. All medications, prescribed or over-the-counter, must be accompanied by a note from the pediatrician detailing why the medication will need to be administered, dosage and duration.

- **Individualized Care Plan**

For children diagnosed with a special need: physical, emotional, or behavioral. The physician and therapist dealing with the child's case must complete this plan. This form must be completed for a special needs child to be enrolled in the center.

- **Lead Testing Form**

Children must have a lead test performed by the family physician or refusal of the test signed, before enrollment once a child is 12 months of age and older.

- **Contract**

- The contract is a signed statement that affirms an understanding of, and agreement to follow the policies and procedures of the center.
  - An agreement to our illness policy.
  - Permission or refusal for photographs or videotapes of a child. Photographs are used for assessment and documentation purposes only. Photographs of the children are posted throughout the center, and sometimes displayed at special church events.

- Occasionally, pictures of the children appear on the CTK ECLC Website, or the Kansas City Star. Any or all media may be declined.

- **Individualized Instruction Sheet**

The individualized instruction sheet lists the nutritional, diapering, sleeping, and other care instructions for each child. This form should be updated anytime there is a change (ex: increase formula, add foods, or sleeping on a cot).

- **Parent Questionnaire**

The parent questionnaire asks about the pregnancy, delivery, and family routines to assist the teachers in daily care and assessments.

### **Transitions**

Transition into the center is different for each family, feel free to stay as the child becomes acquainted and comfortable with the center. Transition from Infant to Toddler and from Toddler to Preschool is adjusted as needed for each individual child. The transition begins with a visit to the new setting in the morning and afternoon. Each child's current teacher will communicate the transition schedule with the parents. The rates do not change from Infant to Toddler. The rates change from toddler to preschool when the child has finished the transition.

The age a child will transition is dependent upon several factors: toilet training, age, social /emotional needs, and availability in the preschool. Toddlers must be no less than 3 years old and potty trained to go to Preschool.

### **Separation**

Parents are encouraged to stay long enough to ease their child into the morning routine. If there is a continual problem with a child separating (not uncommon for toddlers, and children new to a group setting), follow the teacher's advice. Often that will require a quick separation and departure, allowing the teacher to comfort and redirect the child.

### **Background and Virtus**

All parents and grandparents who are going to volunteer or chaperone must complete the background screening and attend Virtus training. Virtus training is also referred to as "Protecting God's Children" and is offered through the Catholic Church. Contact the director for times and locations of the next training.

### **Tuition and Payments**

Enrollment is a promise of accountability to pay tuition on time; tuition is due on Fridays to pay for the up-coming week. If payment is not made by Tuesday at noon a \$10.00 late fee will be applied. Payments are not allowed to be more than two weeks past due without special arrangements made in advance. Children will not be admitted to care the Monday following the second week of non-payment until the tuition has been paid in full. Tuition is not pro-rated or reduced for absences (illness or vacation), weather closures, holidays, professional development days, personal issues or incidents beyond our control. Payments are to be paid through the parent portal.

## Christ the King Early Childhood Learning Center Handbook

The center reserves the right to change these policies at any time.

This does not supersede Diocese policies.



In the event of financial difficulty, contact the Business Manager at 816-363-4888 to make payment arrangements. The Business Manager will inform and consult with the director.

In the event that financial arrangements have not been made a notice will be given for immediate expulsion, until provisions are made to settle the debt.

- **Annual Registration Fee**

There is a non-refundable registration fee of \$225.00, due annually for current students, returning students and upon enrollment for new students.

- **Late Pick Up Fees**

The center is closed at 5:45 p.m. Late charges accumulate immediately at \$2.00 a minute per child, payable directly to the two teachers required to stay with the children. In the event of a frequent problem with late pick up or refusal to pay dismissal will be enforced.

Notify the teachers immediately in the event of a late pick up. If there has been no contact by 5:55 p.m., the teachers will attempt to contact the parent and/or emergency contact numbers listed on the enrollment form. The center is required to call the police and report that a child has been abandoned if there has been no parental or emergency contact by 6:45 p.m.

### **Withdrawal from the Program**

Families must give two weeks written notice when withdrawing from our program. If notice is not given, families are financially responsible for payment of two weeks of tuition, payable immediately. If Christ the King does not receive payment for the final two weeks, their account will be turned over to collection.

### **Safety Policies**

#### **Authorized Pick Up**

For safety reasons, only persons 16 years of age and older can pick up children from the center. Children will only be released to persons listed as authorized on the enrollment form. Photo ID is required for verification.

#### **Divorce /Separation**

A copy of the custodial arrangements and an ex parte order of protection (if one exists) are required for the center files. The center will abide by the custody arrangements on file only, if it does not exist on file or if a different arrangement is requested the center abides by the law.

#### **Parking**

Parking for the Infant/Toddler Center is located in the upper lot in front of the building. The carport may be used when there is severe weather. Parking for the Toddler House (formally known as the Preschool House) is located on the west side of the house.

## **Seat Belts**

### **Missouri law states:**

- Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
- Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
- Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.
- Cars are never to be left running and unattended.

As mandatory reporters the teachers are required to report the observance of a child not in a car seat or left unattended in a car, both are considered child endangerment.

### **Child Abuse/Mandatory Reporting**

If a teacher suspects a child is being abused physically or emotionally, the teacher is required to document in writing the child's full name, the date, and an objective description of the child's injury or statement and will inform the director immediately. A call to the child abuse hotline may be placed as well.

### **Accidents**

Children routinely suffer minor scrapes, bumps and bruises while playing. These are the steps taken when it occurs:

- Comfort and calm the child
- If there is bleeding, with gloved protection, the teacher will attempt to stop the bleeding with light pressure, then wash the scrape or cut with soap & water.
- Apply ice and/or bandage as needed.
- Complete an accident report with two copies one for the parents and one for the center.

### **More serious Injuries**

If a child has a non-life threatening injury, involving a deep cut or abrasion, a bump on the head, a possible sprain; the parents are notified immediately and asked to make the decision on the type of medical or emergency treatment.

### **Allergic reactions**

If a child has an allergic reaction or ingests a poisonous substance the teacher calls Poison Control immediately and follows their recommendations. The parents are notified as soon as possible.

### **Serious Illness or Accident**

**In the event of a serious illness or accident, 911 is called and first aid is administered as directed. The parents are called immediately (or the emergency contact, if the parents can't be reached). The director or the teacher will accompany the ambulance to the hospital with the signed medical authorization (from the back of the enrollment form) and will remain with the child until the parents arrive.**

### **First Aid**

Gloves, first aid kits and appropriate sanitizing materials are used when treating an accident or illness that involves body fluids, (blood, vomit, urine).

### **Safe Environment**

The following provisions are followed to ensure a safe environment for the children:

- In order to provide a safe environment for children and staff, outside entrances to all areas are locked during the day. Parents/Guardians can gain entry by using a key fob provided by Christ the King ECLC after the enrollment process has been completed, otherwise, anyone needing access to any building will have to ring the doorbells. Please do not hold the door open or let people in the building without authorization from a staff member.
- All staff members are identifiable with a badge that is to be worn at all times.
- The children are not allowed to surf the internet and the teachers only allow activities on secure sites. Our campus blocks all internet access of inappropriate sites including Facebook and other social media sites.
- To maintain the health, safety and well-being of all, Christ the King campus is routinely monitored with video surveillance.
- Cleaning and chemical supplies are stored in locked cabinets and/or out of reach of children.
- Medication is stored in a locked cabinet.
- The center is a smoke-free environment
- Furnace and storage areas are kept locked.
- The center is exterminated monthly

### **Student Accident Insurance**

The center carries student accident insurance; the policy pays the expenses not covered by the family's insurance provider, within the limits of the policy.

### **Fire Inspection**

The State of Missouri Fire Marshall's office inspects the center annually.

### **Fire/Tornado Drills**

Fire and tornado drills are held monthly.

- For a fire drill children exit through the assigned door accompanied by the teacher.
- For a Tornado drill the I/T children go to the men's restrooms located in the food pantry building. This is the safest part of the building, no windows and centrally located. The preschool children go to the basement.

### **Medication Policy**

Medication can only be administered per the prescription or over the counter medication instructions on each child's health form. A note from the pediatrician detailing why any medication (prescribed or over-the-counter) is to be administered, how often, dosage, etc. A medication sheet must be completed daily or weekly with the parent's initials. Teachers are to be notified if a child is on any medication, in case of an allergic reaction, regardless of whether it is administered at school or home.

#### **• Medication Storage**

- All prescription medication must be in the original container with dosage instructions and child's name on it.
- Over the counter medication, labeled with the child's name, is stored in the locked cabinet in the kitchen.

### **Weather Play Policy**

The children:

- Go outside daily per licensing requirements from the MO. Dept. of Health.
- Will either not go out or only stay out for a short period if it is below 20\* (including wind chill) and above 90\* (including heat index).
- Need to be dressed for the weather. Hats for sun protection are recommended and should be marked with their name.
- Will avoid going outside from 10:00 a.m. until 2:00 p.m. during the summer when the UV rays are the strongest.
- Will play in the sprinkler and/or water table in the summer during outside hours.
- Should wear soft-soled flexible shoes, with shoelaces at a safe length, tennis shoes are the best. Dress shoes, sandals and boots are not safe for running and climbing.
- Parents are to provide sun block labeled with their child's name. The teachers will apply the sun block before going outside and as needed.
- Fresh air, especially in the summer and winter, is essential for children's health. The air outside is much healthier and doesn't contain the germs that are re-circulated indoors.

### **Toilet Training**

Children are toilet trained in the toddler room after showing signs of readiness. A strategy between parent and teacher is discussed to define a plan that works well for both, starting with an introduction weekend at home.

Signs of readiness: Dry for long periods of time, Communicates the need to go to the bathroom, the child can pull their clothes up and down

The teacher supervises the children while they are using the restroom.

### **Nutrition**

- Good nutrition is essential for children's healthy development. The center follows the USDA Adult & Child Food Program guidelines.
- Children are never forced to eat, food is offered and encouraged.
- Withdrawal of food is never used as a discipline action.
- Teachers are present at all meals.
- Menus, including lunch and daily snack, are posted and emailed home monthly.
- The family physician should report on the medical form if a child has any food, drug, or fabric allergies.
- If allergies are severe the center needs an individualized care plan.
- If the center is unable to meet dietary restrictions the parent will supply the lunch and snacks as needed.
- If a child is lactose intolerant, the parent will supply the milk along with an ICP from your pediatrician.

### **Developmental Screenings**

If a child displays a significant developmental delay or has a difficult behavioral problem, the center will follow the steps below:

- Parents will be notified that a problem is suspected
- Observations will be communicated leading to a discussion of potential solutions.
- The center will offer suggestions of professional referrals.
- Parents, who refuse to seek qualified help from a health care provider or any other referral agency, may be expelled. As mandatory reporters it is possible a report of negligence may be filed.

### **Referral Agencies**

- The child's physician or appropriate health care therapist
- Children's Mercy Developmental Department
- The family's local School District
- The Family Conservancy

### **Assessments/Portfolios**

The center uses the Missouri State Standards based assessment provided by the Catholic diocese. This assessment is also a tool used to gather information for a portfolio. The Portfolio contains children's; work samples, photographs, anecdotal records, and individual goals and plans for each child.

### **Illness Policies**

The Center's Illness policy was created to ensure the health and safety of everyone within the buildings. The ability to maintain a healthy environment for your child is one of our primary goals and exclusion from the center is sometimes necessary to reduce the transmission of illness. The following health practices are established to assist us in meeting that goal. If your child becomes ill while in attendance, you will be notified to come pick them up immediately. Until the designated person arrives, the child is kept comfortable. The Center will supply the parent with an illness form when their child is sent home sick. It states what action has been taken at the Center, the symptoms, and a time of re-admittance to class. We ask that ill children remain at home for their comfort and for the safety of other children. Reducing the contact between contagious children and non-contagious children decreases the chance of spreading infection around the center. Children should be excluded from the school setting for the following reasons:

- Illness that prevents the child from participating comfortably in program activities
- **Axillary fever of 100 degrees or more** (must be fever-free for 48 hours without the aid of fever-reducing medication before returning). If a fever is still present after 48 hours, the center may request the child be tested for COVID-19.
- **Diarrhea** - stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet, must be symptom free for 24 hours
- **Vomiting** - must be vomit free for 24 hours before returning to the center

- **Extreme nasal or bronchial congestion** – green mucus discharged from nose or throat
- **Severe coughing** – red or blue in the face or makes high-pitched wheezing sounds after coughing
- **Rash with fever or behavioral changes**, unless a physician has determined it is not a communicable disease
- **Purulent conjunctivitis** (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours
- **Impetigo** until 24 hours after treatment
- **Strep throat** until 24 hours after treatment
- **Head lice** until after treatment and child is nit-free
- **Scabies** until 24 hours after treatment has begun
- **Chickenpox**, until all lesions have dried and crusted (usually 6 days)
- **Pertussis** (whooping cough) until 5 days of appropriate antibiotics
- **Hand foot and mouth disease** until fever is gone and spots are no longer present (7-10 days)

The final decision whether to exclude a child from the program will be made by the center administration.

Children must remain home for 24 hours without symptoms before returning to the program and be able to fully participate in all center activities, including outdoor time. In the case of a (suspected) contagious disease or continuing symptoms, a doctor's note may be required before returning. Parents must immediately contact the center if your child contracts a communicable disease. The center notifies families in writing and verbally if their child has been exposed to a communicable disease while keeping the identity of the ill child confidential.

### **Hearing and Speech Screening**

The center offers hearing and speech screening through Children's Therapy Group.

### **Cubbies**

Each child will have a cubby to store a complete change of clothes, including: pants or shorts, shirt, underwear and socks, appropriate for the season, each marked with the child's name or initials. When the clothes are used, the soiled clothes will be sent home and replacements are needed.

### **School Supplies**

**Infant/Toddler** - Each family is required to bring supplies of baby wipes. Parents supply, as needed, the diapers or pull-ups, formula and food until the child is on table food. Families need to bring in a sheet for the child's crib. If the child is over 12 months of age, they will nap on a child sized cot provided by the center. A sheet and blanket are required for your child while on their cot.

**Preschool** - Parents provide a full-sized crib sheet and a blanket, marked with the child's name. The child's blanket is sent home on Friday to be laundered and brought

back on Monday. The center provides the cots and families will launder the sheets weekly (take home each Friday and bring back to school each Monday) for their child.

### **Discipline Policy**

Physical punishment is never used. The children are guided in developing self-control, rather than teacher or parent-imposed control by helping the child learn to express feelings verbally rather than striking out physically. The different methods used are:

- **Anticipation-all ages**

Anticipating discipline problems reduces the occurrence considerably. This is done by evaluating the schedule, the environment, transition times, and classroom activities and adjusting as needed.

- **Hesitation- all ages**

The children are given the opportunity to work out the problem without teacher intervention at first. If the conflict escalates, the teacher will gently intervene by identifying the problem, the feelings involved, and assisting the children in looking for solutions for the problem.

- **Redirection**

When possible, children are redirected to another toy or activity.

- **Time Out**

Calming time/thinking time is used when a child is out of control and needs to calm down and/or needs to spend time away from a situation or another child.

- **Behavioral Problems**

When there is a consistent behavioral problem the child will be referred for counseling and/or screening. A parent's unwillingness to cooperate in seeking the necessary help will result in expulsion from the center.

- **Biting**

Especially in young children, biting is common. Though our teachers use best practices to prevent biting, children occasionally do bite each other. Children bite for different reasons including but not limited to: feeling frustrated or threatened; verbally unable to express their feelings or needs; excited or over-stimulated; exploring cause and effect relationships; teething; hungry, or fatigued. When it happens, the area where the child was bitten is immediately washed with soap and water. An incident report is filled out for both children and given to parents. Names are withheld for privacy and confidentiality. The teachers and center administration will work with the family to help them form a plan to reduce any future recurrences. Delayed punishment at home will not be understood by the child and is not the solution.

**If biting becomes severe and frequent, the director has the discretion to dismiss the child from care.**

### **Babysitting**

The staff in our center are professionals. As such, we expect all staff to abide by the Code of Ethical Conduct as set forth by the National Association for the Education of Young Children. This principle reads "We shall not use our relationship with a family for private advantage or personal gain, or enter into relationship with family members that might impair our effectiveness in working with children".

We ask for your cooperation and support by refraining from asking any of our staff to provide care for your children at any time other than when they are in the center. We understand the level of comfort that you feel with the staff and how hard it is sometimes to find quality after hours care; but, we also know that you expect excellence and high quality from our center and we expect it of ourselves. Your support helps us achieve those goals.

### **Grievance Procedures**

Any parent who has a grievance or concern with a teacher should arrange a time to speak to the teacher for resolution. The steps to take are:

- Let the teacher know of your grievance or concern.
- If it is not resolved speak to the director.
- If unable to resolve, schedule a meeting with the pastor, director and business manager.

### **Dismissal**

The center reserves the right to expel a child for any reason previously listed, in addition to, but not limited to:

- Consistent disregard for the illness policy.
- Consistent disregard for any program policy stated in the handbook
- Any parent who displays continual disrespect of the teachers or the children.

## **Acknowledgment Signature Page**

### **Parent Handbook**

Name of Child(ren): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I acknowledge that I have received and read Christ the King Early Childhood Learning Center's Parent Handbook.

I agree to abide by the policies of the Parent Handbook and understand that if I have any questions about the contents of the handbook, I may ask teachers, director or parish staff.

SIGNATURE - Parent/Responsible Adult: \_\_\_\_\_

PRINT NAME - Parent/Responsible Adult: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

(This page must be signed returned to the director of ECLC)