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[Ctkschool.net](http://ctkschool.net)

Pre-K Parent & Student Handbook

Mission:

Christ the King School develops Character, Knowledge, and Spirit in its students and community by living the Catholic faith through sharing the sacraments, promoting academic excellence, and engaging in service.

INTRODUCTION

Christ the King School (CKS) is a parish school and is a part of the system of schools operating under the direction of the Catholic Diocese of Lexington and its Catholic Schools Office. This handbook contains the official policies of Christ the King School and incorporates those of the Diocese. All the Diocesan School Board Policies (DSBP) are found in the Office of Catholic Education Handbook and are available in the school office. This handbook should be used in conjunction with the CKS Faculty/Staff Handbook.

VISION STATEMENT

CKS students will live the Catholic faith in a global society.

MISSION STATEMENT

Christ the King School develops Character, Knowledge, and Spirit in its students and community by living the Catholic faith through sharing the sacraments, promoting academic excellence, and engaging in service.

FAITH GUIDELINES FOR SUCCESS

Find Christ in others

Accept responsibility

Inspire integrity & honesty

Treat others with dignity & respect

Honor God, yourself & others

GOVERNANCE

DIOCESE OF LEXINGTON

The Bishop of a diocese has the ultimate authority and responsibility for Catholic education. In parish schools, the Bishop delegates the responsibility for Catholic education to the pastoral leadership of the parish. The Christ the King School Board/Council includes representatives of the school parents and the parish. It is subject to the diocesan policies on education. The School Council is an advisory group that provides policy direction for the educational programs of the school, to promote the implementation of said policies, and to insure that all local policies are in accordance with the intent and spirit of the policies established for the school system by the Diocese of Lexington School Council. The Bishop delegates responsibility for the administration of the schools to the Superintendent of Schools.

CATHEDRAL OF CHRIST THE KING SCHOOL COUNCIL

The Christ the King School Board/Council includes representatives of the school parents and the parish and is subject to the diocesan policies on education. The School Council is an advisory group that provides policy direction for the educational programs of the school, to promote the implementation of said policies, and to insure that all local policies are in accordance with the intent and spirit of the policies established for the school system by the Diocese of Lexington School Council.

PRINCIPAL, FACULTY AND STAFF

The principal is the educational, spiritual, managerial, and community leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. The principal reports to the rector and to the superintendent of Catholic Schools. The faculty and staff support the mission of the school and the religious dimension of the school. The faculty and staff are under the direction of the principal in all school matters and observe all regulations of the school and the policies of the Catholic Schools Office.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization is an active group of parents and teachers working together to enhance the school's overall effectiveness through coordinated efforts in many areas including fundraising, technology acquisition, extracurricular programs, athletic events, school and facility improvements, and a variety of social activities. Membership in the PTO is available to the parents of all children enrolled in CKS.

CONTACT INFORMATION

Administration:

Rector

Fr. Paul Prabell
pprabell@cdlex.org

Dean of Faculty

Amy Smith
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Director of Preschool, Aftercare & EDP

Tracy Cupolo
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Principal

Paula Smith
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Dean of Students

Michelle Klein
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Guidance Counselor

Christine Gibson
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Preschool Faculty & Staff:

Caroline Heston
PreK-2 Lead Teacher
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Kim Sciretta (Lead Assistant), Staci Simpson, Kristen Post
Instructional Assistants
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Christina Michels
PreK-3 Lead Teacher
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Holly Reynolds
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Tracy Cupolo
PreK-4A Lead Teacher
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Sandy Rives
Instructional Assistant
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Aftercare Teachers:

Lauren Neff
PreK-4B Lead Teacher
lneff@ckslex.org

Amy Ueber
Instructional Assistant
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Caroline Heston
PreK 2 Aftercare Teacher
cheston@ckslex.org

Christina Michels
PreK-3 Lead Teacher
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Tracy Cupolo
PreK-4A Lead Teacher
tcupolo@ckslex.org

Sandy Rives
PreK 4 Aftercare Teacher
srives@ckslex.org

AFTERCARE PROGRAM:

CKS offers Aftercare from 11:30-2:50 p.m. Activities will include lunch, free play, story time, crafts, outdoor play, and a mandatory rest period each day. **Questions regarding Aftercare should be directed to the child's teacher.**

- PreK 3 & 4 students participating in this program will need to purchase or bring a lunch each day (see Nutrition & Cafeteria). PreK 2 students do **NOT** have the option of purchasing lunch.
- A fitted crib sheet should be sent in to cover mats during nap.
- Blankets for rest time shouldn't be larger than 40"x 40" and must fit inside a plastic shoe box tub. All blankets will be sent home on Fridays to be washed.
- A written note **MUST** be sent indicating your child is staying for Aftercare any day other than their regularly scheduled day(s). Parents are encouraged to notify the child's teacher in writing by 6 p.m. the evening prior to allow for staffing needs, per State Regulations. **Please note that there may NOT be availability on given days.**

ANNOUNCEMENTS:

Morning prayer and announcements will be made on the intercom each day at 7:50 a.m. All people in the building should stop their other activities temporarily and participate in Morning Prayer and pledge.

ARRIVAL PROCEDURES:

PreK 3 & 4:

Morning Drop-off Traffic Pattern and Preschool Pick-Up:

- Morning drop off time is 7:30 a.m.-7:45 a.m. Students should be in the classroom ready to begin the day at 7:50 a.m. (Tardy bell rings at 7:50 a.m.).
- Students may enter classrooms at 7:40 a.m. (with the exception of the 2's).
- Parents may park their car in 'Permitted Parking' areas designated on the map (see below & map), and are required to wait in the hall with their child(ren), until the classroom opens at 7:40 a.m.
- Students should wash their hands upon arrival each morning
- Students should be signed-in daily with name, date, time, etc. Please follow the teacher's instructions.

CARLINE INSTRUCTIONS:

Follow the traffic pattern as indicated on the map.

- Two traffic patterns facilitate the process for drop off (see below & map for traffic pattern). Families may choose the option most convenient, but all are expected to follow our rules for safety.
- Please use extreme caution when crossing the traffic line. **Do not allow children of any age to cross the traffic line unaccompanied and always use designated crosswalks.**

Preschool Traffic Flow:

Enter the parking lot from Providence Road nearest the Rectory. Parents/guardians should park behind the school gym (off Providence Road) and walk their child to the designated classroom from the back school entrances. **Please use caution in this high traffic area due to morning carline/drop-off.**

- **Students should be walked to individual classrooms.**

- **Parents should say goodbyes at the door and allow children to independently put away his/her coat, tote, and other items.**
- **Teachers are busy supervising other children and are NOT available for conferences during this time.**

PreK 2:

- Parents of PreK 2 students may enter using the door closest to the Adoration Chapel **OR** park in the back lot (off Providence) and enter the PLC using Hehman Hall.
- PreK 2 students can be dropped off beginning at 7:30 a.m., and should report directly to their classroom. All PreK 2 students **MUST** be walked-in.
- **Parents are encouraged to drop-off by 7:50 a.m. each morning in order to provide a consistent schedule.** After 7:50, parents will use assigned fobs to gain access to the PLC.
- Students should wash their hands upon arrival each morning.
- Students should be signed-in daily with name, date, time, etc. Please follow the teacher's instructions.
- Parents may park in the "Permitted Parking" areas designated on the map for morning drop-off. **Please use extreme caution when crossing the traffic line.** Do **NOT** allow children of any age to cross the traffic line unaccompanied and always use designated crosswalks.
- Teachers are busy supervising other children and are **NOT** available for conferences during this time.

Preschool Traffic Flow:

Enter the parking lot from Cochran Road nearest the Adoration Chapel to access the Parish Life Center **OR** you may opt to follow the preschool traffic flow as outlined above for PreK 3 & 4, entering through Hehman Hall.

***Preschool parents: Please note designated preschool parking and entrance on map.**

ASSESSMENTS:

Teachers will utilize a variety of assessments in order to make informed, accurate instructional decisions. Assessments will be driven by the Kentucky Early Learning Standards (e.g. conference forms). Teachers will share assessment results with parents in a timely fashion and/or when concerns might arise.

BIRTHDAYS:

Teachers will recognize each child on their birthday. Parents may send in Birthday "Treat Bags" that include age-appropriate items (e.g. pencils, erasers, bubbles, etc.) if they choose. Please see your child's teacher for a list of age-appropriate items. **No food items should be included.** Please send in enough for each child in the class. Teachers will place the treats in each child's tote where they will be opened at home. Party invitations can only be sent via the preschool classroom if ALL or gender specific students are included. Information can be located through the Directory found on RenWeb.

BITING:

According to the American Association of Pediatrics, there are many ways in which a child can show anger and/or frustration, but biting is one way that is NOT acceptable. Toddlers who are still developing language skills may bite to express their excitement or frustration, but it will be addressed immediately. If your child bites someone, faculty and staff will take immediate action which can include, but not limited to: a prompt time-out. This will allow our teachers to help the child understand that biting is not an acceptable behavior. Although young children have little natural self-control, showing the child how to express his/her anger

through words, not biting, will help them learn the difference between expressing themselves versus acting out physically in anger or frustration. As children learn and demonstrate coping skills, we recommend praising their efforts.

In instances of biting, an appropriate course of action will be taken on a case-by-case basis to include, but NOT limited to:

- The bitee will be sent to the school nurse for examination and to clean the affected area with soap and water.
- The biter will be given a prompt time-out from their designated activity which will allow the teacher the opportunity to express that biting is NOT allowed (i.e. we do not want to hurt our friends). Further, it offers an opportunity to demonstrate how to express anger or frustration with words, not biting.
- A “chewy” may be offered to the biter.
- Both parents will be notified respecting confidentiality.

****Instances of biting will be considered on a case-by-case basis. The school reserves the right to determine an appropriate course of action at any time.***

CATHOLIC IDENTITY:

The most important part of our educational program is the religious and moral education of students. Religious instruction enables students to grow in knowledge of their faith. Students also have many opportunities to practice their faith through prayer and service. Faith grows naturally in our Christian community where it is modeled and encouraged by teachers and staff. Teachers continually strive to integrate religion in the daily life of the students and in all areas of curriculum where appropriate.

CLOSING / DELAYED OPENINGS:

When it is necessary to close school or delay the start of classes due to inclement weather and/or other causes, the announcement will be made between 6:00 a.m. and 6:30 a.m. on TV channels 18, 27, and 36. School closings will also be posted on RenWeb, emailed and texted to parents. On occasion, we will announce a late start which means that school will begin at 8:50 a.m., with supervision of students beginning at 8:30 a.m. Afternoon dismissal will remain at the regular time on those days.

COMMUNICATION WITH TEACHERS:

Parents are welcomed and encouraged to communicate with teachers about their child(ren)'s progress.

- Address questions or concerns with the teacher via email keeping in mind that teachers will make every effort to respond within 24 hours. **(See Parental Cooperation).**
- Teachers should be contacted through the school's assigned contact information. **We kindly ask that parents refrain from contacting teachers using personal cell phones and/or text messages.**
- **When questions and/or concerns arise, we ask that you contact the teacher first before contacting administration.** This allows for the teacher and parent to work together as educational partners in the best interest of the child.

CONFERENCES:

There will be two conferences per year. A sign-up genius will be sent out prior to conferences. Please check RenWeb for the dates. If you need an additional conference, please arrange a time with the teacher to discuss your concerns.

DEPARTURE PROCEDURES FOR PreK 3 & 4:

MORNING DISMISSAL:

Students who leave at 11:30 a.m. will be dismissed from the main entrance of the school. Parents should enter from the Colony end of Cochran Road in a single line and exit from the Romany end of Cochran Road (exactly like the morning arrival for other CKS students). Students who leave will be signed-out of the program including: name, date, time.

- The child's name tag should be hanging from the rear view mirror of each car.
- **Car seats should be placed on the side of entrance as to avoid crossing in front of other cars.**
- Stop your car in front of the main entrance where a teacher will load the child. **DO NOT EXIT YOUR CAR.**
- Please pull forward to the fire lane area if your child needs help buckling up (pull all the way forward to make room for others).

**Students not picked up by 11:35 a.m. will go to aftercare and be charged a drop-in rate of \$25.*

Aftercare:

- Students who are enrolled in Aftercare will remain with the assigned teachers for the afternoon.
- Students who stay will be signed-in/out with name, date, time.
- State regulations require **ALL** children to have nap/quiet time and the time varies dependent upon age.
- Parents are encouraged to notify the child's teacher if their child will be a drop-in for the day. Please notify the teacher by 6 p.m. the evening prior to allow for staffing needs, per State Regulations. Please note that there may NOT be availability on given days.

AFTERNOON DISMISSAL:

Students who dismiss at 2:56 p.m. and have siblings in grades 1-8 or are in a carpool will depart from the gym. Students that do NOT have older siblings or a carpool will depart from the church lot. Those students who are enrolled in Extended Day Program (EDP) will go to their assigned locations. (See PreK 2 below)

Dismissal from the gym:

- Students who dismiss from the gym will depart once their number has been called. They will exit the back door and wait to be released when cars are stopped.
- **Students will ONLY be allowed to enter the car from the sidewalk. NO child will be allowed to leave the sidewalk. This ensures the safety of all students and parents.**

Dismissal from the church lot:

- Turn into the church parking lot from Colony and take your immediate right forming 2 lines that begin at the end of the sidewalk next to the church.
- Parents will pull up until the lot is full. **DO NOT EXIT YOUR CAR. STUDENTS WILL BE LOADED BY STAFF MEMBERS.**
- Once all cars are loaded **YOU WILL BE RELEASED BY A FACULTY OR STAFF MEMBER. CARS SHOULD NOT MOVE UNTIL THEY HAVE BEEN RELEASED.**
- Staff will **NOT** walk or load students in cars that are **NOT** parked in the lot. Safety is our top priority and this presents a safety concern.

DEPARTURE PROCEDURES FOR PreK 2:

MORNING DISMISSAL:

Students who leave at 11:30 a.m. will be dismissed from the O'Neill Center Parking Lot. Parents will enter the lot by taking a right off Colony and taking the first right into the parking lot forming two lines.

- The child's name tag should be hanging from the rear view mirror of each car.
- **Car seats should be placed on the side of entrance as to avoid crossing in front of other cars.**
- Please form two lanes, stopping at the cones.
- Staff will keep children on the sidewalk; parents will retrieve their child(ren) from the sidewalk.
- Parents will report back to their cars to load their child(ren).
- **STAFF WILL DISMISS THE CARS. DO NOT MOVE CARS UNTIL YOU HAVE BEEN RELEASED.**

**Students not picked up by 11:35 a.m. will go to aftercare and be charged a drop-in rate of \$25.*

OTHER DISMISSAL TIMES:

- Parents of two-year-olds **MUST** come inside to get their child outside the designated time(s) for pick-up. When picking up your child, please park in the front lot near the adoration chapel and access the PLC using that entrance. Assigned fobs can be used to gain access to the PLC.
- Children will **ONLY** be released to those who are on the pick-up list. Faculty and staff reserve the right to ask for an ID at any time to ensure safety.
- Parents can pick up two-year-olds at any time. However, **you are encouraged to pick up your child outside the napping window (12 p.m. -2 p.m.) to avoid waking others.** If you wish to retrieve your child in the afternoon, parents are encouraged to retrieve their child by 2:15 to avoid the afternoon carline.
- Students **MUST** be signed-out daily.

DISCIPLINE:

The choice of Christ the King is a choice of values. When parents select Christ the King School, they agree to be governed by the basic philosophy of the school, its rules and procedures, and the Catholic values which are at the heart of the school. They agree to work with the school to help each child develop a sense of honor, integrity, and responsibility toward self and others. One of the most important lessons of education is discipline. While it does not appear as a subject, it underlies the entire educational structure. Discipline is the foundation that helps to develop self-control, character, order, and efficiency; it is a means to teach and guide.

Parents are asked to help students develop a correct attitude toward discipline and to recognize that an effective school requires order and structure. With all of us working together to teach discipline, the education of all pupils will be enhanced.

**Preschool teachers will utilize discipline strategies that are developmentally appropriate for each age group with a focus on positive behavior reinforcement.*

EMERGENCY MANAGEMENT:

The school staff is prepared to care for children in times of critical situations. Teachers review comprehensive emergency plans annually and practice with the children periodically throughout the school year. Parents may review these plans at the school office.

Parents are asked to assist in the following ways:

- Please do not call the school. We must keep our phone lines open for emergency calls.
- Following an earthquake, tornado, or other emergency, do not immediately drive to school. Streets and access to the school may be cluttered with debris and must be kept clear for emergency vehicles.
- Listen to the radio or TV. As soon as we can communicate with the media, we will give information and directions. Check RenWeb if Internet service is available. Remember that Internet service may not be available at the school, even if your service is available.
- If school is about to dismiss and severe weather is occurring or about to strike, immediately proceed to safe areas within the building until the storm passes.
- If our campus area is unsafe, teachers will escort students to designated locations, per the Emergency Management Plan.
- Parents should check email, texts, phones messages and/or listen to the radio and TV for information about picking up the children. Students will have to be signed out with their child's teacher.

ENROLLMENT:

Christ the King School (CKS) is a Parish School and accepts a share of the family's responsibility to educate children. Therefore, Catholic children of families who have siblings already enrolled in the school will be given preference for enrollment. For children who are first in the family to register for admission, preference will be given to those Catholic children whose parents or guardians are **REGISTERED** members of Christ the King Parish (CTK) and who live in the geographical boundaries of the parish. In the event of a disagreement on boundaries, the Rector will be the final arbiter of geographic locations.

Admission to Christ the King School will be considered for those children whose parents or guardians submit an application during the stated enrollment period of the school year immediately preceding the year in which to be enrolled. Those applicants whose educational needs can be met by the programs offered at the school and whose parents or guardians agree to support the administrative and academic policies of the school will be considered for admission. No one shall be refused admission on the grounds of race, color, sex or nationality. CKS does not discriminate against students with special needs if, with reasonable accommodations determined solely by Christ the King School, the student can meet the bona fide educational requirements of the school.

Students entering Kindergarten must meet State of Kentucky age eligibility requirements, that is, the child must be 5 years of age on or before August 1 of his Kindergarten year. All applicants are subject to review of past conduct, academic performance, and achievement tests.

- A. **All students currently enrolled in CKS in grades Preschool Two Year Olds through Grade Eight** are automatically enrolled for the following year except upon express recommendation of the school

administrator. **First preference for preschool is given to children who currently have siblings enrolled in Christ the King School. *Please note that an enrollment and consent form will still be filled out annually for teacher/class use.**

- B. New students will be accepted upon the following priority:
1. Catholic siblings of currently enrolled students
 2. Children of current parish staff members
 3. CTK inbounds parishioners' Catholic children who are new enrollees or re-entering students
 4. CTK out-of-bounds parishioners' Catholic children who are new enrollees or re-entering students
 5. Other Catholics
 6. Children of other Faith Traditions

To determine rankings within the priority categories, the school uses a lottery system wherein parents draw a number at registration for their family. This becomes their registration number. The lowest number receives the first available opening.

**CKS does reserve the right to make exceptions to these priorities for extraordinary reasons.*

EXTENDED DAY PROGRAM (EDP):

The school day at CKS ends at 2:48 p.m. after prayer and announcements. The school provides late supervision until 3:10 p.m. For the safety of our children, all students not picked up by 3:10 p.m. will join our CKS Extended Day Program (EDP). Payment of a one-time \$45.00 registration fee, as well as hourly charges will be expected upon pick up. When Fayette County Public Schools dismiss early for inclement weather, EDP is subject to close. Notification will be sent through email and text message.

Extended Day fees are due and payable within two weeks of delivery of service and are considered delinquent after two weeks of nonpayment. Delinquent fees will result in the suspension of your child's participation in the Extended Day program. Failure to pay Extended Day fees, just as with any other delinquent school fees, will result in holding the student's report card and records, suspension from RenWeb, and the inability to register the child for the upcoming school year.

PreK 3 & 4:

- Students **MUST** be signed-out from EDP in the cafeteria. Parents should use the side entrance closest to the cafeteria. They will **ONLY** be released to those persons authorized to pick-up.

PreK 2:

- The two-year-olds **MUST** be picked up and signed out in their classroom. Please park nearest the adoration chapel and access the PLC using that entrance. Assigned fobs can be used to gain access to the PLC for pick-up. Students **MUST** be signed out of EDP and will **ONLY** be released to those persons authorized to pick-up.

**For questions regarding EDP, please contact the supervisor, Tracy Cuplolo, at tcupolo@ckslex.org.*

FIELD TRIPS:

No student will be allowed to participate in off-campus activities without a signed, official school permission

slip. Students must have a diocesan permission slip signed by a parent/guardian before they will be allowed to leave school on a field trip. Volunteer drivers must be 25 or older and must provide a driver's license and proof of insurance for each trip. All requirements **MUST** be completed within CMG including, but not limited to: background check, safe environment and other assigned modules, and all acceptable usages. Parents may be denied the privilege of driving students on a field trip due to their background check. Car seats must be labeled with your child's name and brought to the classroom prior to field trips.

On most occasions, parents will supervise small groups of students staying within suggested ratios. Therefore, in accordance with school policy, siblings and/or other children are **NOT** permitted on field trips so that parental attention can be fully devoted to assigned groups of students.

HEALTH:

It is expected that parents and school personnel will work together for the child's safety and that parents will keep the school nurse and Clinic informed of new developments with regard to the child's medical condition and medications. A Student Health Information/Consent to Health Services form should be completed for each student and returned to the school nurse. Please keep the school updated with current telephone numbers to reach you at all times in case your child becomes ill or injured.

****If your student has a severe allergy, asthma, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a Health Care Plan and a Medication Administration Form available from your school nurse. The school nurse can be reached by phone or email at clinic@ckslex.org***

ALLERGIES

Parents of children with allergies are expected to make the information known to the School Nurse and to provide information about dealing with the child's allergic reactions. Especially important are the life-threatening allergies such as bee stings, peanut allergies, etc. Appropriate action will be taken to inform teachers, aides, cafeteria personnel, and all other supervisors of the child's needs. Precautions will be taken to protect students with allergies.

IMMUNIZATIONS

Immunization laws and regulations protect everyone. Kentucky has regulations requiring immunizations for children in child care and school. The Cabinet for Health and Family Services (CHFS) administers the Immunization Program in Kentucky schools. These same requirements also provide exemptions from these immunizations for both medical reasons and religious beliefs. A current immunization certificate should be on file at the school within two weeks of the child's enrollment. (702 KAR 1:160, formerly 704 KAR 4:020)

If a parent declines to immunize a child based on religious objections, then the parent must complete a religious declination form that must be notarized. If a parent declines to immunize for medical reasons, they must provide a copy of the Certificate of Immunization Status form noting a medical exemption signed by the health care professional.

For more information including updated forms, please see the Cabinet for Health and Family Services (CHFS) webpage at <https://chfs.ky.gov/agencies/dph/dehp/idb/Pages/immunization.aspx>.

MEDICATION

The school secretary, school nurse, and the principal are authorized to administer medication. In the case of severe allergies or other health condition, another person may be authorized to administer medications in an emergency. All medication must be in the original container with the child's name, and must be accompanied by a Medication Administration Form available from the school and/or from a doctor.

The **ONLY** medications that can be administered using the blanket permission slip are the following:

- Rescue Medications (inhalers, EPI Pens, diabetic meds, etc.)
- Sunscreen (provided and labeled with child's name)
- Diaper Ointment (provided and labeled with child's name)

**ALL other medications require the Medication Administration Form and a written note. The note must contain the following information (student's name, date, and parent signature).*

Medications **MUST** include:

- Name of student
- Name of medication, times of administration, and dosages (staff will only administer according to instructions on packaging)

**At the end of the prescribed time, the medication will be returned to the parent or it will be discarded. The school will not return unused medication to children.*

***Both prescription and non-prescription medications will be administered by parent request and **ONLY** with written permission (see exceptions above). Medications will **ONLY** be administered according to the directions or instructions on the medication's label.*

STUDENT ILLNESS

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or they pose a risk of spreading a contagious disease to other students. The following guidelines will help determine if your child should stay home from school and/or will be sent home from school.

1. Fever \geq 100 degrees F or 37.7 degrees Celsius

A student with a fever is to remain at home until the temperature is normal for 24 hours without the use of fever-reducing medications such as ibuprofen or acetaminophen.

2. Vomiting or Diarrhea

A student should be free of all nausea and vomiting for 24 hours before returning to school.

3. Drainage from a wound or eyes; heavy nasal congestion and/or frequent cough

He/she probably feels miserable and will not learn much, and may be very contagious to others.

4. Head Lice or Scabies

Student should stay home until after treatment is complete; NO live lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.

5. Unexplained Rash

Students should stay home with an unexplained rash; a rash that is accompanied by a fever or changes in

behavior.

6. If your child is diagnosed with a contagious illness or other communicable disease, such as, but not limited to strep throat, flu, parasites, ringworm, etc.

Your child should be taking antibiotics and/or appropriate medication prescribed by his/her Physician for at least 24 hours before your child returns to school. If your student has been diagnosed with a contagious or other communicable disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms. CKS reserves the right to decide upon an appropriate course of action to maintain student health and safety.

**In case of persons in the school community with communicable diseases including, but not limited to: tuberculosis, chicken pox, mumps, measles, scarlet fever, whooping cough, norovirus, influenza, and hepatitis, the principal shall contact the local health department for advice. In such cases, the administrator shall dismiss the school or class is advised to do so by the health department. In the case of HIV/AIDS, the Diocesan HIV/AIDS policy shall be followed.*

***Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Any student returning to school after surgery or a hospitalization is required to present from their healthcare provider a "Release to Return to School" and instructions for care if necessary during the school day (including PE modifications, the use of crutches and/or other medical devices).*

HOURS OF OPERATION:

PreK 3 & 4:

Students will be permitted to enter their classrooms at 7:40 a.m. Any student accompanied by a responsible parent/guardian arriving between 7:30 a.m. and 7:40 a.m. **MUST** wait outside the classroom doors. Preschool begins at 7:50 a.m. and ends at 11:30 a.m.

ATTENDANCE for PreK 3 & 4:

Students enrolled at CKS are expected to be in school daily. Our partnership in your child's education is dependent upon your child being present.

- Students are expected to be present each day in order to receive valuable instruction. If your child will be absent, please email the child's teacher.
- Daily attendance is documented including arrival and departure time and **MUST** be signed in/out daily.

TARDIES for PreK 3 & 4:

Tardiness has a negative impact on learning and is a disruption for other students in the classroom.

- Students who arrive later than 7:50 a.m. **MUST** check in through the office. This allows the school to maintain accurate attendance records for safety purposes and regulations.
- Please park in the front lot of the school (off Cochran) and come to the office.
- Students should **NOT** be walked to classrooms if they are tardy. Please take them with you to the office where a teacher or assistant will retrieve the child from the office.
- Children will **NOT** be penalized for Tardies. However, CKS encourages your child to be here on time each morning in order to receive the maximum benefits of the educational environment.

PREK 2:

- PreK 2 students can be dropped off beginning at 7:30 a.m., and should report directly to their classroom. All PreK 2 students **MUST** be walked-in.

TARDIES for PreK 2:

- Parents may access the PLC by parking nearest the adoration chapel and using that entrance.
- After 7:50, parents will use assigned fobs to gain access to the PLC; however, parents are encouraged to drop-off by 7:50 to create a consistent schedule.

INSTRUCTION:

Instruction will be driven by the Kentucky Early Learning Standards. Activities will be planned that are developmentally appropriate for each age group and with diverse learners in mind. Learning will focus on the development of the child's physical, emotional, social, and intellectual well-being. Activities will include an opportunity for both individual and group time as well as active and quiet play, in the following:

- Art
- Music
- Dramatic Play
- Stories/books
- Science
- Block Building
- Tactile
- Cultural and gender awareness
- Free Choice
- Gross & Fine Motor Play

MINDS IN MOTION:

In order to develop the whole child, students will participate in the Minds in Motion (MiM) program modeled after the work and research of Candace Meyer. This program has been developed to enhance a child's visual and auditory processing and their motor skills. When children are in a "balanced state", they are able to perform to their utmost potential. A schedule is developed yearly that allows students to visit the MiM Maze at least four days per week.

MONEY:

All money or important notes need to be sent in an envelope marked as follows:

- Child's first and last name
- Amount of money
- Purpose of money in memo line (i.e. cafeteria, office, EDP, book order, etc.)
- Teacher's name and class

NON-CUSTODIAL PARENTS' RIGHTS (DPSB 3004):

All parents and legal guardians have a right to a child's educational information. The only exception to this is when a court order has denied access to a person. Parents who are divorced/never married must file a copy of any custody agreement in the office and are responsible for notifying the school when those agreements change (per court orders). Financial support and educational provisions should be on file in the school office. (DPSB 3004.1)

Unless otherwise decreed in the Agreement of Order, information commonly made available to parents of students (notices of school functions, report cards, parent-teacher conferences, etc.) should be provided to both parents. (DPSB 3004.2)

The parent responsible for the child's physical care may, with permission of the principal, have access to the child during school hours for such things as doctor or dental appointments. (DPSB3004.3)

NUTRITION & CAFETERIA:

PreK 3 & 4:

CKS encourages students to eat nutritious lunches. PreK 3 & 4 students may either bring their lunch from home or purchase lunch in the school cafeteria. Per state regulations, lunch will consist of: a protein, bread; and 2 vegetables; two fruits; or one fruit and one vegetable, and milk (1% or skim). Please note that milk will be offered to **ALL** children, per regulations. Parents **MUST** provide in writing a request to deviate from milk requirements.

A regular, full lunch is \$3.25. The special lunch is \$3.75. Free and reduced-priced meals are available to students who qualify. Contact the cafeteria manager for the necessary forms.

- School lunches can be pre-paid by check payable to CKS, RenWeb or through FACTS. All payments should be sent to the business office in a sealed envelope including the student's name, homeroom, and the amount enclosed noted on the front. Please note the money is designated for cafeteria fees.
- Parents will receive email notification of accounts in arrears. Records will be held for delinquent accounts.
- No fast-food can be served to preschool children.
- No items brought from home can be reheated in the cafeteria.
- No birthday items for celebration can be brought in for lunch.

PreK 2:

- **PreK2 students MUST bring a sack lunch.** Per state regulations, lunch should consist of: a protein, bread; and 2 vegetables; two fruits; or one fruit and one vegetable, and milk (1% or skim). Please note that milk will be offered to **ALL** children, per regulations. Parents **MUST** provide in writing a request to deviate from milk requirements.
- No fast-food can be served to preschool children.

*They will **NOT** have the option of purchasing from the cafeteria. Parents are discouraged from sending peanut products to ensure the safety of all students!

PEANUTS

Christ the King School does NOT permit peanut products to be served to students in the building. Snacks brought for classroom distribution should be peanut-free.

OUTDOOR RECESS:

Students will go outside each day unless it is raining or is extremely hot/cold. Please dress your child accordingly. If you'd like your child to wear sunscreen, please apply the sunscreen before school. If your child is staying for Aftercare or EDP, and you wish for sunscreen to be reapplied, the sunscreen should be supplied and labeled with the child's name. Please note that a permission slip must be on file in the office.

COLD WEATHER

During winter months, students will go outside for recess as long as we are not experiencing extreme

temperatures. However, the wind chill will be taken into consideration when making a decision. Therefore, it is recommended that students are dressed in layers and all necessary outerwear sent to school daily. Weather advisories **AND** conditions will be taken into consideration when making decisions.

PARENT/GUARDIAN CODE OF CONDUCT:

A parent/guardian's choice to attend Christ the King School includes a commitment to be governed by the school's policies, procedures, rules, and our Catholic values. All parents/guardians, volunteers, visitors, faculty and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel, and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children, following the school's FAITH guidelines. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

If issues arise between parents/guardians and faculty and/or staff, they are to be addressed in a timely manner using the Diocesan grievance policy found in the parent/student handbook. (Section109) (CKS School Board Jan. 8, 2006).

PARENTAL COOPERATION

The Parent/Guardian Code of Conduct was developed to promote a Christian learning environment based on respect for the rights of students, parents, faculty and staff. Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

Christ the King, as a parochial school, expects strong cooperation from parents. Parents who fail to support the school, or follow the Code of Conduct, may be required to withdraw child(ren) from the school. The Principal, in consultation with the Rector, will decide when this sanction is appropriate. (CKS School Board Jan.8, 2006). Parents and guardian responsibilities include, but not limited to:

- Parents are responsible for having their children to school on time each day with their assigned homework and appropriately dressed. **(See Uniform Policy)**
- Parents will monitor their children's electronic, internet, social media, etc. usage in an effort to discourage any misuse that could potentially cause interruption to the instructional day.
- Parents are responsible for expressing concerns about school operations and its personnel in an appropriate manner; one that is not discourteous, scandalous, rumor driven, disruptive, threatening, hostile, divisive, etc.
- Parents are responsible for speaking respectfully and with kindness and courtesy to other parents in front of students, especially when there is a disagreement.
- Parents are responsible for speaking with the teachers or adults in charge before accepting their child's version of an incident.
- Parents are responsible for discouraging their child's inappropriate behaviors and partnering with faculty and staff to seek solutions and/or consequences.
- Parents are responsible for followings school rules, calendars, deadlines, etc. and expect that their children do the same even if they disagree with those outlined.
- Parents are responsible for building a bridge of acceptance and understanding among the different

cultures represented at Christ the King School and expect their children to do the same.

- Parents are responsible for sending emails that convey courtesy, respect, and integrity. They should allow for a 24 hour response time to email and/or phone calls as teachers are busy during the instructional day preparing and planning lessons, monitoring students, participating in collaboration, posting grades and a multitude of other professional responsibilities.
- Parents are responsible for representing Christ the King School in a positive manner in both public and private forums.
- Parents are responsible for following Diocesan Acceptable Use policies in relation to technology, social media, etc.
- Parents are responsible for maintaining current updated numbers and records in Renweb. (e.g. correct phone numbers, addresses, names of permitted person(s)/authorized adults to pick up their children, medical records, etc.)
- Parents have a responsibility to report to the office and/or CKS Clinic any medical conditions or current medications in writing as these situations change throughout the school year. **(See Health Section)**
- Each family will be responsible for volunteering at least 10 hours a school year. Each volunteer is responsible for documenting dates and times they volunteer. Volunteers in classrooms or school activities cannot share information with others, concerning another student. Volunteers assume the need for confidentiality just as employees do when volunteering. Volunteers who share information may not be allowed to volunteer for future activities.
- Parents are responsible for filing and maintaining all appropriate Safe Environment documentation including:
 1. Safe Environment Training
 2. Application for Volunteer Services (forms include: application, code of conduct acknowledgment, technology code of conduct, and certification)
 3. Background Check
- Parents are responsible for maintaining financial obligations to the school. **(See Financial Obligations)**
- Parents must sign a statement saying they have read and understand the parent handbook, the Diocese of Lexington Code of Conduct and diocese technology policy in Renweb.

PARENTS AND VISITORS:

For the safety of our students, all visitors must report to the school office to sign in and receive a visitor's badge. Visitors may be escorted while on school premises. All visitors and parents frequenting the school must have completed ALL CMG requirements including: Safe Environment modules, a background check and completed diocesan paperwork, Code of Conduct, and technology policy (SEE STUDENT SAFETY). At the end of the visit, the visitors should return the badge to the office. Students may not have classroom visitors or guests during regular school hours unless there is advance permission from the teacher and approval from the principal.

Parents who wish to contact faculty members via email will find email addresses in RenWeb or on the school's website. Phone calls received during the day will be sent to voicemail. Faculty will make every effort to respond to email or voicemail within 24 hours. Please remember that contacts with faculty members should be reasonable in number throughout the year.

PICTURES:

Occasionally, pictures and videos of students may be taken and/or used for publication in the school yearbook, school and/or parish publications, and in other print/non-print materials. By acknowledging receipt

and review of this Handbook, parents grant permission for use of photographs and/or videos depicting their students engaged in school and extracurricular-related endeavors, to be publicly displayed without identifying the information on, but not limited to, the school's web site, the TV slideshow in the office, News Notes, the Annual Report, private and public Social Media groups (Facebook, Instagram, Twitter, etc.), and marketing materials.

Additionally, a student's photograph might be used publicly by the school (outside of routine communication within the school community) in recognition of a special achievement by that student, where the student's name will be published along with the photograph. By acknowledging receipt and review of this Handbook, you similarly grant permission for each publication.

If you wish to opt out of publications regarding photos and videos of your child(ren), you **MUST** notify the Dean of Students to retrieve the opt-out form. This form can **ONLY** be retrieved and returned to the Dean of Students.

SCHOOL DIRECTORY

Parents' names, addresses, phone numbers, and names of children enrolled are published in a school directory that is made available to all parents, teachers, and school and parish staff on RenWeb.

SNACKS & SNACK HELPER:

PreK 3 & 4:

A schedule will be sent home with your child's assigned weeks and snack to be provided. Per State Regulations, snacks shall include 2 of the following: milk, protein, bread or fruit, vegetable, or 100% juice. Please send the same snack for all students. Drinks are **NOT** necessary. Please send napkins or spoons when needed. Homemade snacks are **NOT** permitted.

PreK 2:

The school will provide two snacks (morning and afternoon) for PreK 2 students. Therefore, it is **NOT** necessary to send in snacks. Per State Regulations, snacks shall include 2 of the following: milk, protein, bread or fruit, vegetable, or 100% juice.

Peanut products are NOT permitted.

- Please read labels closely to ensure there are no peanuts in products provided.

STUDENT SAFETY:

All parents, grandparents or other adults (18 or older) who volunteer in the classroom, chaperone field trips, assist with Oktoberfest and/or FAITH 1st, read in the classroom, have lunch with their child, or perform any other in-class/school volunteer work must be in compliance with the Safe Environment requirements, per Diocesan Policy. All volunteers will be required to complete all documentation in order to provide proof of training. (DSPB 4004.6.1)

Please follow the instructions below to complete all necessary requirements:

1. Follow the link to the **Diocesan Website** at <https://cdlex.org/>
2. From the homepage, follow the **SAFE ENVIRONMENT** tab. Once inside the safe environment portal, please choose **VOLUNTEER PROCESSING** where you will find the application (both in English and Spanish).

3. Volunteers **must** fill out an application and present to the school office.
4. Upon approval of the application, the volunteer will need to register with **Catholic Mutual Group (CMG)**. A link to CMG can be found inside the safe environment portal, from the Diocesan homepage **OR** by following this link: <https://lexington.cmgconnect.org/>
5. Please ensure you choose the correct responses from the dropdown menu when registering:
 - **Lexington/Cathedral of Christ the King - LEXINGTON**
 - **Choose Role - Volunteer**
 - **Choose, I participate as - Volunteer**
6. Upon registration, you will be required to complete the following:
 - A three-part video "Safe Haven - It's Up to You" (NO monthly bulletins required)
 - Sign-off on the Pastoral and Technology Codes of Conduct
 - Background Check
 - Driving Video is voluntary at this time
7. Once the process is complete, the sponsoring location will be notified of the applicant's eligibility to volunteer. (**Please allow 2-4 weeks for completion**)

****If you are NOT in compliance, per Diocesan Policy, you will NOT be allowed to volunteer/visit until all necessary requirements are complete.***

**In case of a threat of violence all school personnel shall follow the procedures as outlined in the diocesan Emergency Management Guide Workbook for School Safety, which is available from the principal. In case of sexual misconduct all school personnel shall follow the diocesan decree, Code of Pastoral Conduct. Laws regarding the reporting of child abuse shall be observed.*

SUPERVISION:

The school is responsible for supervising students when they are present in our care. The school is not responsible for students who arrive early or are picked up after 3:10 P.M unless enrolled in our Extended Day program. After 3:10, students may be picked up from the Extended Day Program. On occasion, the school operates on a one-hour delay which means that the supervision of students begins at 8:30 a.m.

TOILET TRAINING FOR PREK 2:

According to the American Academy of Pediatrics, each child learns to use the toilet in his/her own time. Children have no control over bladder or bowel movements before age 12 months. Some children will begin to show readiness between 18 and 24 months of age. However, some may not be ready until later which is completely normal. Toilet training is a developmental milestone in a child's life that requires focus, reinforcement and patience. It is our philosophy that ***TRAINING STARTS AT HOME, NOT AT SCHOOL. We will assist with training once the child is completely ready (in the two-year-old classroom ONLY) and coordinated with the parent(s). All other students are expected to be toilet trained.*** It is recommended to utilize long weekends, holiday breaks, and simply taking the time several consecutive days is the best way to begin training once your child is ready. If you begin toilet training and your child is not successful or interested, it is normal to wait and try again when ready.

GETTING YOUR CHILD READY TO TRAIN:

- Read books about going to the potty.
- Discuss using the potty during diaper changes.
- Practice sitting on the potty during natural transitions (before nap, upon awakening, etc.).
- Practice pulling clothing up and down.

- Discuss and practice handwashing.
- Look for readiness signs.

SIGNS A CHILD MIGHT BE READY INCLUDE, BUT NOT LIMITED TO:

Physical:

- ✓ Your child is dry at least 2 hours at a time during the day or is dry after naps indicating the bladder muscles are developed enough to hold urine.
- ✓ Have regular bowel movements at predictable times.
- ✓ Your child can walk to and from the bathroom and can pull his/her pants up and down with minimal to no assistance.

Behavioral:

- ✓ Your child can ask and verbalize when they need to urinate or have a bowel movement.
- ✓ Dislikes wearing a wet or dirty diaper.
- ✓ Demonstrates a desire for independence.
- ✓ Takes pride in accomplishments.
- ✓ Isn't resistant to training.
- ✓ Is cooperative in nature, not negative or contrary.

Cognitive:

- ✓ Understands and recognizes the physical signs of toileting.
- ✓ Your child can follow simple instructions.
- ✓ Has language development conducive for toilet training.

TOLIET TRAINING TIPS:

- Decide which words to use avoiding words such as dirty, stinky, etc.
- Pick a potty chair ensuring the child's feet can touch the floor.
- Be a role model.
- Know the signs (if your child's face turns red, explain briefly that these signs mean a bowel movement is about to come).
- Make routine trips to the potty when they show signs of readiness.
- Provide clothing that is easy to pull up/down with minimal to no assistance.
- Teach your child proper hygiene habits.
- Praise your child (avoid punishment as it can delay the process).
- Try training pants when your child has been dry for an extended period of time.
- Avoid a power struggle.
- Understand any fears your child may have (e.g. a flushing toilet).

SIGNS THAT A CHILD IS COMPLETELY POTTY TRAINED INCLUDE, BUT NOT LIMITED TO:

- ✓ The child can alert an adult **BEFORE** they have to go.
- ✓ The child can use words that clearly communicate their need to go (e.g. "I have to potty").
- ✓ The child can pull up/down their clothing with no assistance.
- ✓ Wipe themselves after using the potty.
- ✓ Get off the potty by themselves.
- ✓ Wash/dry hands.
- ✓ Capability of holding their bladder/bowel movements in the event they must wait for a restroom.

**Information on toilet training has been gathered from the American Association of Pediatrics and other Pre-K Handbooks.*

POTTY ACCIDENTS:

PreK 3 & 4:

Please send one pair of socks and underwear labeled in a Ziploc bag to be kept in your child's tote in the event of an accident. We keep extra uniforms in the classroom, but ask that you return them ASAP along with another set of socks and underwear.

PreK 2:

Please note that PreK 2 students do **NOT** wear uniforms. Therefore, an additional set of clothing is required for students who are already potty trained. For students who are not yet trained, please send in two sets of clothing. Please label all items.

TOTE BAGS:

Each tote bag is to include your child's name on one side. Tote bags should be brought to school each day and emptied (notes, papers, etc.) every night. Please place notes in the child's school folder. The cost of a replacement bag is \$10 should your child misplace or damage their bag.

TOYS AND PETS:

Students may **NOT** bring toys or pets to school. Any such item brought to school may be confiscated by a teacher and held until the end of the day.

PreK 2:

Students who are in the two-year-old classroom may bring in their "lovey" to be used for nap **ONLY**. They will be kept in the tote until naptime. Pacifiers may be sent in a labeled, sealed container and used **ONLY** at nap. However, we encourage parents to send them only if necessary. Upon awakening, they will be returned to the sealed container and placed in the tote. Please send "favorites" at your own risk.

TUITION AND FEES:

- Christ the King Parish has made a commitment to Catholic education by subsidizing each Catholic parishioner's tuition. Parents must pay the balance of the cost in tuition and fees.
- An automatic re-enrollment fee of \$300 will be applied for each returning family on March 1st. FACTS draft will occur and be deducted from the total tuition cost.
- There are two ways to pay your tuition, in full or 12 monthly payments. Tuition payments made in full must be made by May 1st of the previous school year. Tuition payments made monthly will be divided into twelve equal payments. The first payment is due by May 5th or May 20th using the FACTS system.
- New families need to register with FACTS. Online Registration is available by clicking the FACTS button on the ADMISSIONS>TUITION page of the CKS Website (<http://ctkschool.net/admissions/tuition>).
- If a student is withdrawn before the beginning or completion of a school year, the FACTS account is deactivated upon written notification to the business manager. For families who have paid in full, tuition will be refunded for the remaining months of the school year.
- **Refunds will NOT be issued for months already paid.**

SCHOOL YEAR FEES:

Revised 08/07/2018

- At the beginning of the school year, a supply fee will be established by administration. This fee shall cover items such as field trips, school supplies, retreats, and other grade level activities. The fee will be due at the beginning of the school year and is non-refundable.
- The supply fee **is due by August 31, 2018**, but may be spread out over and included in the monthly FACTS payments).

TUITION PAYMENTS FOR PRESCHOOL:

- Christ the King School tuition is due on the 5th or the 20th day of each month beginning in May through April as set up with FACTS.
- A late fee of \$25/month will be assessed to all accounts on which payment has not been received 10 days after it is due.

PRESCHOOL RATES:

(7:50 a.m.-11:30 a.m.)

3 and 4 year-olds:	\$4,175 (5 days a week)
2 year-olds:	\$4,408 (5 days a week)
2 year-olds:	\$2,958 (MWF)
2 year-olds:	\$2,180 (TTH)

PRESCHOOL AFTERCARE RATES:

(11:30 p.m.-2:50 p.m.)

5 days a week	\$3,436
4 days a week	\$3,080
3 days a week	\$2,526
2 days a week	\$1,900
1 day a week	\$950

The after-school Extended Day Program (EDP) fees are **NOT included in tuition or Aftercare Fees.*

PAST DUE ACCOUNTS:

At thirty days of delinquency with no contact from the family, a letter, preceded by a phone call, will be sent from the School Business Manager requesting that the family contact the School Business Office within fourteen days of the date of the letter to discuss payment. Continuing the above example:

- September 28 – The family will receive a phone call from the School Business Manager to tell them that a letter from the school is being sent to suggest that a meeting be scheduled.
- October 1 – The family will receive a letter from the School Business Manager.
- October 14 – This date will be the last date for family to contact the School Business Manager to schedule a meeting to discuss payment options. (If the family contacts the Business Office by this date, they will have until November 1 to meet with the Business Manager and finalize payment options. If no contact has been made, the child or children may not be allowed to attend classes.
- November 1 – After the initial contact has been made, this will be last date for the family to meet with the Business Manager and put a payment plan in place. If a payment plan is not in place, the child or children of that family may not be allowed to attend classes.

It is important to note that a financial plan agreed to by the Business Manager must be approved by the Principal, and the Rector will be the final decision maker in these matters.

Parents with accounts past due 60 days must be brought current (zero past-due balance, which includes late fees) or Christ the King’s Rector and/or Principal reserve the right to remove the child/children from the school enrollment. Parents may be asked to remove the child/children from the school enrollment. Once a student

has been removed from the school's enrollment, a new application must be submitted before the student can be re-admitted and the past due account must be current.

Families who have an outstanding tuition balance from the previous year may be prevented from enrolling their children for the next school year. Finally, if parents fail to make the first tuition payment by May 1 for the coming school year, the school has the right to fill the child's place in class.

If a family withdraws from the school owing tuition to the school, then the school will hold the children's permanent records and final report card until the payments are made.

UNIFORMS:

- **Preschool students in PreK3 and PreK4 are expected to follow the school-wide uniform policy. The ONLY exception is that of the belt.** Several times throughout the year, the students are allowed to wear clothing other than the school uniform. The lost/found is located in the school office. You should check this area if your child has missing items.
- **PreK2 students are NOT expected to be in a uniform.** However, they are expected to be in comfortable, easy-to-pull up/down clothing with an ELASTIC waist and closed toe shoes.

GIRLS' UNIFORM PREK-8

- Grades PreK -5 may wear a CKS plaid jumper or CKS plaid skort
- Grades 6-8 CKS navy skort
- CKS slacks or CKS shorts
- CKS shorts/ slacks must be worn with a navy, brown, needlepoint or black belt worn in belt loops at the waist
- CKS blouse (short or long sleeved) worn tucked in
- **CKS white or red knit polo shirt (short or long sleeved) worn tucked in**
- CKS sweater or CKS sweater vest
- **CKS grey sweatshirt or fleece**
- Navy/white/nude tights, navy/white knee socks, or plain white ankle length socks.
- Leggings may be worn in grades PreK-3rd as **undergarments ONLY** (under uniform skort or uniform jumper). They MUST be NAVY in color and they MUST be ankle length. Navy leggings may be purchased at parker Uniform.
- Dress or tennis shoes (no slides)
- PE Day attire:
 - **Tennis shoes must be worn on PE days with CKS uniform and velcro shoes are highly recommended**

BOYS' UNIFORM PREK-8

- CKS slacks or CKS shorts—must be worn with a navy, brown, needlepoint or black belt worn in belt loops at the waist
- CKS oxford cloth shirt (short or long sleeved) worn tucked in
- **CKS white or red knit polo shirt (short or long sleeved) worn tucked in**
- CKS sweater or CKS sweater vest
- **CKS grey sweatshirt or fleece**
- Plain white ankle length socks
- CKS socks
- Dress or tennis shoes (no slides)
- PE Day attire:

➤ **Tennis shoes must be worn on PE days and velcro shoes are highly recommended.**

**Sweatshirts, jackets, or coats worn outside may be of any style and color, but only such items that otherwise comply with this Uniform Policy may be worn indoors.*

NON-UNIFORMS DAYS (MONDAYS ONLY)

When non-uniform days are awarded as incentive or reward, students are expected to be modestly dressed.

No midriff or torso skin should be visible. No spaghetti or narrow strapped tops for girls, no t-shirts containing references to alcohol, drugs, rock groups, crime, or any offensive sayings are allowed. All skirts, dresses, shoes and shorts must follow the uniform code above. Leggings are not to be worn as pants. Leggings are undergarments and should be worn as such, if at all, on non-uniform days only.

Sweatshirts with hoods, “hoodies”, are acceptable for students to wear on non-uniform days IF no strings are on the hood portion. Hoods **MUST** remain off the head at all times when indoors.