

### **OUR MISSION**

Our mission is to support, inspire, and collaborate with, families in their responsibility of nurturing and educating their children.

### **OUR VISION**

Our vision is to offer a holistic program of formative education and care for children based on Catholic Christian principles and practice, along with opportunities to enhance parenting knowledge and skills. "Holistic"=addressing aspects of the whole person: physical, mental, emotional, social, spiritual.

### **OUR PHILOSOPHY**

Education is our fundamental reason for being. Our ECLC and Montessori Pre-School are formative schools, centers of teaching and learning that use principles and procedures that help shape character and personality. Our day care services are an extension of this education apostolate.

We are oriented to a specific end goal, that *each child be supported at each stage of natural development to be his/her personal best*, as lovingly created by God.

We encourage the development of *virtues in balance*: independence with courtesy, initiative with obedience, excellence with helpfulness, achievement with compassion, leadership with kindness – *helping children build personal character* that is pleasing to both God and humankind. [“...and He grew in wisdom and age and in grace before God and man”.... ]

Serving a diverse enrollment of both Catholics and others, we present and follow the teachings and practices of the Catholic Church identifiably, welcoming all to appreciate the *help to life* that these teachings and practices offer.

### **NOTES ABOUT OUR STAFF**

We seek out teachers whose personal philosophies and goals are congruent with our Mission, Vision and Philosophy, so that our teachers and our program are of mutual strength to one another. We work as a collaborative, mutually supportive team dedicated to nurturing childhood. Cross-training and practice in multiple stages of child development are encouraged in our teachers. Our staff strives to serve each child to the best of our ability, as we would serve Christ Himself. [“Whatever you do for the least of My brethren, that you do unto Me” ... ]

### **BASICS WE ASK OF PARENTS IN OUR PROGRAM**

- To communicate forthrightly with teachers/director about children's health/behavior matters.
- To promptly update changes in contact information and other data in the enrollment packet.
- To follow Administrative Procedures; they have been developed to benefit all participants.
- To attend scheduled parent conferences, as well as individual conferences if requested.
- To attend our occasionally scheduled meetings. We will not abuse family time and energy with non-substantive meetings. Child-care at meetings will be provided whenever possible, but sometimes it is not possible.
- To consider joining in occasional work days to improve our environment, in chaperoning field trips, in providing for holiday celebrations, etc.
- To let us know if we can call on you occasionally for special expertise if needed – for example, gardening, carpentry, technical skills, sewing, shopping, etc.
- To adhere to security measures at arrival and pick-up: a staff member must be present for the door to be opened or held open for another person.

HOURS WE ARE OPEN: Monday-Friday, 7 a.m. to 5:45 p.m.

YEAR-ROUND CALENDAR –OUR DAYCARE DOES NOT CLOSE ... for Christmas or Winter Vacations, MLK Day, President's Day, Spring Break, Armed Forces Day, Summer Vacation or Breaks, Columbus Day, Veterans Day, nor for the various other closings of schools or businesses.

**DAYCARE IS CLOSED ONLY ON THESE 12 DAYS (TUITION NOT MODIFIED):**

New Year's Day,  
Good Friday, Easter Monday,  
Memorial Day, Independence Day (July 4), Labor Day,  
Thanksgiving Day and the Friday following it,  
Christmas Eve and Christmas Day (Dec. 24 and 25).

Two days for Professional Development/Conferences (one our own, one Diocesan).

*Note on Weather Closings: Tuition is not modified for perilous-weather closings.*

Note: Montessori class may not be in session on days that correspond to the diocesan calendar for schools, but Daycare for these students remains open as indicated above.

### FEES AND RATES

- Enrollment Fee for all programs: \$225/child, payable at initial Enrollment, then annually in July. If initial Enrollment is January 1 or later, the Enrollment Fee due in July will be pro-rated.
- Tuitions, Infant and Toddler Programs: \$250/week.
- Tuitions, Pre-school Program: \$185/week; mornings only, \$100/week.
- 10% discount on Tuition for second child;
- Enrollment Fee is \$225 per child, not discounted.

### STAFFING RATIOS

Infants(6 wks-12 mos) 1:4; Jr.Toddlers(ages 1-2) 1:5; Toddlers(ages 2-3) 1:8; Pre-school(ages 3-5) 1:10.  
We adhere to a policy that multiple adults are in the facility when any children at all are in our care.

### PUBLIC VERIFICATIONS OF PROGRAM RELIABILITY

- We are accredited by the Missouri Association of Non-public Schools.
- We are members of the Family Conservancy and benefit from its services of consultation, professional development and visitation.
- We are inspected by the Kansas City, Missouri, Health Department and the Kansas City, Missouri, Fire Department.
- We are inspected by the State of Missouri Department of Sanitation and by the State of Missouri Department of Fire Safety.
- All of our staff members are background-checked, have physician clearance of communicable disease, CPR training, undergo 12 hours of professional development each year, and are all registered or eligible to register with Missouri Child Aware.
- All of our staff and volunteers fulfill the requirements by the Catholic Diocese of Kansas City-St. Joseph of an additional background check, VIRTUS training in "Protecting God's Children," including ongoing monthly online interactive bulletins on recognizing signs of, and preventing, child abuse. A trained and experienced consultant with the Catholic Diocese of Kansas City-St. Joseph is available to us for individualized advice in this area of child care.
- All of our staff are state-mandated reporters of signs of possible child abuse or neglect, which means we must report such signs to state authorities to investigate and clear.
- Statement of Non-Discrimination: We admit students to all opportunities, activities and privileges offered by our programs, without regard to race, color, gender, or ethnic origin.

## ADMINISTRATIVE PROCEDURES AND POLICIES

### INQUIRIES ON ENROLLMENT, READINESS, TRANSITIONS, DURATION OF PROGRAMS

#### **Inquiries for the Infant and Toddler programs: FOR AGES 6 WEEKS TO 36 MONTHS:**

Fact-finding tours of Infant-Toddler facilities may be arranged by calling 816-984-8773. A tour is a necessary part of Enrollment and children may be enrolled or added to the Wait List either at that time with payment of the Enrollment fee and signing of the Enrollment agreement, or later.

Important goals for children in our programs are age-appropriate social relationships and independence ("Help me to do it by myself!"). Our teachers do very fine work in helping infants in responsive development and in helping toddlers cultivate skills such as potty-training, enunciating words, hand-washing, eating with utensils at a table with others, etc.

#### **Inquiries for the Montessori pre-school: FOR AGES 3,4,5 YEARS:**

Presentations for adults on the Montessori Approach to Education are given periodically, outside of school hours. Please call 816-984-8768 for a date and time. These presentations include a tour of the school facilities and are meant to enable a parent to know if ours is the kind of program desired for their child.

After attendance at a presentation and tour, an appointment for an Enrollment Interview with parent and child may be made. It is an opportunity for personalized discussion by parents and director, and for a teacher to show the child around the school and share an exploratory lesson. At this interview, the Enrollment Fee may be paid and the Enrollment Agreement signed.

#### **Transitions from Toddler Program to Pre-school**

Age is an indicator, but maturity is an individual timeline. Our toddlers begin to transition to pre-school when particular important signs are observed consistently. These are not only desirable accomplishments, but are also outward signs of internal maturities of brain function and psychological development that are fundamental for the child to benefit from the new environment. It does not pay either to rush or to hold back a child at this time. THIS IS THE PROCESS WE FOLLOW:

Based on observations of more than one teacher, we plan a schedule of visits of graduated length by the toddler to the new environment over 2-3 weeks' time. The child participates there, then returns to the toddler environment. Observations of teachers in both settings ascertain when the child is adopting the preschool class as his/her own and can transfer.

#### **PLEASE NOTE:**

to enroll in the pre-school, these signs of readiness must be present (\*means absolutely essential).

- \*1. Can enunciate well enough to make his/her needs known;
- \*2. Potty-trained, able to go to the bathroom independently; no dependence on pull-ups;
- 3. Can wash hands and dry them, independently (may still need supervision);
- 4. Can drink from a cup, independently;
- 5. Can sit at table with others and eat with a utensil, independently (manners supervised).

#### **ALL PROGRAMS ARE FIVE DAYS/ WEEK**

(1) In the Infant and Toddler programs, an occasional shared enrollment is possible. If an opening occurs and there is no registrant for five days following, an enrollment for less than five days may be combined with another partial enrollment that fills out the five days.

(2) Enrollment in the Montessori Children's House pre-school program is for five days/week only.

Because the "Prepared Environment" is a crucial element in this educational approach, it is counter-productive for a child not to be present in the environment sufficiently.

Enrollment may be for Morning Class only (8:15 to 11:15) or for Morning Class plus Extended Day (7 a.m. to 5:45 p.m.). Morning Class students may stay until noon for lunch by notifying the teacher at morning arrival. The charge is \$5/day, payable on the day chosen. Pick-up is 12:00 noon.

### TO COMPLETE ENROLLMENT IN ANY OF OUR PROGRAMS

To enroll in any of our programs after interviews as described above, complete an enrollment packet and return it with the annual \$225 Enrollment fee. This will reserve your child's place. **If there is a Wait List**, the date we receive your payment fixes your child's place on the list; when an opening occurs, families are called according to that date. Tuition begins when the child begins attendance.

### WAIT LIST FEES ARE NON-REFUNDABLE WITH ONE EXCEPTION

If you have notated a date by which placement is needed, but no opening occurs so that we can place your child by that date as we had anticipated, your registration fee is refundable to you. If you choose to withdraw from the Wait List for any other reason, the fee is not refunded.

### POLICY WHEN WAIT-LIST PREFERENCE MUST BE MADE

If multiple parties register during the same time-period for the Wait List, enrollment preference when openings occur is given to families in these two categories, equally:

- (1) families who are active parishioners, i.e., who are registered and on file in the parish office, who attend Mass regularly at Christ the King, and who have regular recorded contributions to the parish;
- (2) families with other children already in our programs.

### POLICY ON ANNUAL ENROLLMENT FEE (Non-Refundable)

A non-refundable fee of \$225 is due at initial Enrollment and in July each year. If initial Enrollment begins as late as January 1, the following July Enrollment fee will be prorated.

### POLICY ON TUITION PAYMENT

All tuition charges are weekly and are billed on Mondays, but they may be paid weekly or monthly. Tuition can be electronically deducted from your bank account, or can be electronically charged to MasterCard or Visa. Contact the Business Manager at 816-363-4888 x 121 to arrange a method.

Please deposit checks in the lockbox in each program area.

Cash payments must be handed to the Teacher so that a receipt will be provided.

- Tuition is due on Friday for the coming week, or on the last Friday of the month for the coming month.
- A \$10 late charge is added if payment is not in by Tuesday noon after due date.
- In the event that payment is still owing on Monday of the second week after due date, the child(ren) will not be admitted until payment is received in full.
- Two weeks' past-due tuition results in immediate expulsion from the program. If unusual circumstances may delay payment two weeks past due date, contact the Business Manager immediately to inquire if special arrangements for payment may be made.

### POLICY ON RETURNED CHECKS

Immediate notification will be made for a returned check. The charges made to us by the bank on the returned check must be paid in addition to the face amount of the check. If a second check is returned, future payments must be cash or money order.

### POLICY ON WITHDRAWAL FROM A PROGRAM

To withdraw from a program, two weeks' written notice OR payment of two weeks' tuition in lieu of the two-week notice is required. This policy is accepted when you sign the Enrollment form.

### POLICY ON SIGNING CHILD IN/OUT BY PARENT/GUARDIAN

Children in Infant-Toddlers and Extended Care must be signed in at arrival and signed out at pickup. Children in Pre-school need only be signed out at pick-up.

### POLICY ON AUTHORIZED PICK-UP OF CHILD

Children are released only to authorized persons listed by you on enrollment form. Photo ID required.

### POLICY ON LATE-PICKUP AND CHARGES

All our programs close at 5:45 p.m. Frequent late pickups result in dismissal from the program.

Charges for late pickup accrue at \$4.00/minute per child. The sum should be handed at pickup directly to one of the two Teachers required to stay with the child. If impossible to do so, it must be paid the next day at drop-off, in an envelope marked as "late pickup." Failure to pay this charge AS SPECIFIED will result in dismissal from the program.

NOTE: If you know you will be late, notify the Teachers immediately with an estimate of your arrival time. If Teachers have not heard from you by 5:55, they will attempt to call you & your emergency contacts. If contact is unsuccessful by 6:45, Teachers are required by state law to call Police to report abandonment of the child(ren) and Police will take the child(ren) into custody.

### POLICY ON ADMITTING PERSONS TO BUILDINGS – ACCESS DOORS

Infant/Toddler: Enter and exit at door on West side, inside the low wooden fence.

Pre-school: Enter and exit at door on West side of house.

Doors stay locked; ONLY STAFF MEMBERS may open doors for entry; parents are not to hold doors open for others, without a staff member at the door. Please be patient with these security measures.

### MANDATORY REPORTING WITH REGARD TO CAR SEATS & UNATTENDED CHILDREN

Note: State law requires Teachers to be mandatory reporters if they observe children who are ...

- (1) under 80 lbs. or 4'9" tall - not buckled into child-safety seats, or larger children not in seat belts;
- (2) unattended in a car with its engine running.

### POLICY ON CHILD ILLNESS, EXCLUSIONARY ILLNESS SYMPTOMS

Our policy on Admission/Exclusion of children with illness follows Missouri state regulations and Kansas City Health Dept. regulations. We must send home a child with these symptoms or illnesses:

Fever of 100 degrees, orally or equivalent (We take temperature under the arm)

Vomiting

Lice

Infected or undiagnosed skin conditions, rash, impetigo, ringworm, chicken pox

Difficult &/or rapid breathing

Sore throat, trouble swallowing; severe or persistent coughing

Diarrhea (multiple loose stools); gray or white stools; unusual- or dark-colored urine

Redness or matter in eyes, yellowed eyes or skin, irritation in eyes

Headache and stiff neck

### POLICY ON A CHILD RETURNING AFTER EXCLUSIONARY ILLNESS

To be admitted after exclusionary illness, a child must be free of fever &/or symptoms for 24 clock hours. For example, if a child is sent home with vomiting and 14 hours later vomits again at home, the 24-hour symptom-free "count" begins anew from the latest episode of vomiting.

Tuition is not modified for absence due to illness.

### POLICY ON WHOM TO ADDRESS WITH QUESTIONS

On children's schedules, personal care, etc., – your child's Teacher.

On policies and procedures – the Director.

On finances – the Church Business Manager.

### POLICY ON WEATHER CLOSINGS/ DELAYED OPENINGS/ EARLY CLOSINGS

- In case of perilous weather, all our programs may close OR open late OR close early, at the discretion of the Director. The decision will be made primarily on the basis of forecasts that travel will be hazardous. This is for safety of both families and staff.
- We will use the contact information you have provided for notification by phone &/or email of closing, late opening or early closing. Please keep contact information updated.

- In case of weather causing power or phone outage, we close all programs completely.

#### POLICY ON ADDRESSING ERRANT CHILD BEHAVIOR

- Teaching of self-control, courtesy and fairness is built into routine school life, not reserved for point of need during an altercation.
- Montessori-approach behavioral culture is shown to be “brain-based” in the Conscious Discipline body of work.
- We do not use physical punishment.
- We address problematic behavior in ways consistently oriented to encouragement of positive and appropriate behavior rather than being punitive.
- We routinely build context that encourages Catholic Christian behavior by means of short stories and scenarios that present models of how to act in situations common to child life, including such episodes in lives of the saints.
- Courtesy is modeled by teachers, and teachers acknowledge courtesy in children. Opportunities to practice amicable social relations are built into the child’s day.
- “Good deeds” are known by that term and are valued.
- Children are encouraged to solve small disputes without dependence on tattling. For boundary transgressions, we have formulated short phrases that may be voiced at point of need to practice rightful personal assertiveness without aggression.
- If intervention is needed, Teachers will adapt it to specifics in a given situation. Examples include: redirection to a change of activity; redirection from emotion to problem-solving; removal of a perseverating child to a calming place; help in identifying upset feelings as a step toward self-calming and self-solving; cognitive invitation to self-solving.

#### POLICY ON BITING

- In very young children whose verbal expression is not equal to their occasional frustration, biting is not unusual. When it occurs, it is usually in children younger than our pre-schoolers.
- A child who is bitten receives immediate sympathetic comfort. He/she is encouraged to assert to the biter, “NO! No biting!” in a “big voice.” The two are separated and the bite is washed with soap and water and ice is applied. The Teacher fills out an accident report and communicates what happened to the parent at pickup time. (Regulations require that the biter’s name not be communicated.)
- The biter is verbally corrected emphatically, “No biting!” “Biting hurts.” “You may not bite!” “We use words, not hurts.”
- The Teacher may share phrasing with a parent, for collaboration in teaching this skill.
- If biting is repeated, the Teacher will keep the biter close to her (“shadowing”).
- If biting continues frequently, professional consultation will be recommended.
- A last resort is dismissal from the program, which will be at the Director’s discretion.

#### POLICY REGARDING GROUNDS FOR DISMISSAL OF A CHILD FROM PROGRAMS

We reserve the right to expel a child or family at our discretion, including, but not limited to, these:

- repeated disregard for any policy stated in the handbook;
- repeated display of disrespect toward staff or children;
- repeated hurtful or destructive behavior.

**CHRIST THE KING** EARLY CHILDHOOD LEARNING CENTER & MONTESSORI PRE-SCHOOL

**ENROLLMENT AGREEMENT**

dated \_\_\_\_\_ on behalf of

Child's Name \_\_\_\_\_ dob \_\_\_\_\_

I have read the **POLICY BOOK FOR PARENTS** representing the programs, policies and practices offered as part of this agreement. I accept and agree to abide by the provisions set forth in it as well as corollaries consistent with them that may arise from time to time to be applied by the Director for order in day to day practice. I accept the financial arrangements. I understand and accept that the Withdrawal procedure is to give two weeks' notice or to pay two weeks' tuition and I will abide by that procedure.

\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Date

\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Date

Enrollment Fee \$ \_\_\_\_\_ [    ] Paid (Date) \_\_\_\_\_

Payment received by \_\_\_\_\_/\_\_\_\_\_  
Date

I hereby acknowledge receipt of this agreement signed in my presence.

\_\_\_\_\_/\_\_\_\_\_  
Representing Christ the King Early Childhood Learning Center Date