

Christ the King Catholic School

*Sharing Jesus in our Community and Teaching Children
Through Faith-Based Education*

Pre-Kindergarten

Parent Handbook
Policies and General Information



2025-26



Our Mission:

To prepare all students to serve the Lord and Church by contributing their talents to family, church, and community. This is accomplished by the school providing reflective religious and challenging academic environments.

Children and Parents Rights

Pursuant To KRS 199.898

(1) All children shall have the following rights:

- a. The right to be free from physical or mental abuse:
- b. The right not to be subjected to abusive language or abusive punishment: and
- c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

Job Descriptions

Early Childhood Program Director:

Responsible for early childhood program planning and implementation, program-to-parent liaison, and supervision of one or more teachers and/or aides. Requires a Bachelor's Degree or equivalent experience with course work in Early Childhood Education or Child Development.

Early Childhood Teacher:

Provides developmentally appropriate care and education to children (up to five years old) in learning activities designed to promote emotional, social, physical, spiritual and intellectual growth needed for primary school. Also, plans and organizes classroom activities. Requires an

Associate's Degree in child development or experience in child-care work and college course work in Child Development or for Early Childhood Certification.

Early Childhood Aide:

Organizes and leads activities of pre-kindergarten children, maintains discipline, assists in food preparation, cleans quarters, serves meals and refreshments and provides other assistance in the implementation of early childhood instructional programming.

2025-2026 Pre-Kindergarten Staff

Mrs. Lesley Mills	Principal/Director	principal@ctksmadisonville.com
Ms. Abby Parker	4 year old Teacher	abbyparker@ctksmadisonville.com
Ms. Brandi Robinson	3 year old Teacher	brobinson@ctksmadisonville.com
Ms. Macy Merrell	Pre-K Instructional Aide	mmerrell@ctksmadisonville.com
Ms. Jodee Hunt	Pre-K Instructional Aide	
Ms. Brittany Oakley	Pre-K Instructional Aide	
Ms. Robin Justice	Pre-K Instructional Aide	

Pre-Kindergarten Sessions

Pre-Kindergarten will be in session Monday-Friday from 7:45 a.m. until 3:00 p.m.



Admission Policy

Christ the King Pre-Kindergarten is open to any child regardless of race, religion, creed, or ethnic background when space is available. Priority admission is given to Christ the King parish families.

Requirements for Enrollment

1. Each child enrolled in Pre-Kindergarten must be toilet trained and taking reasonable care of his/her hygiene needs.

2. Children should be 3 years old before August 1st and must be potty-trained to enroll in Pre-Kindergarten. However, Christ the King School reserves the right to dismiss students from the program should it become apparent after the beginning of the year that they are not emotionally or cognitively ready to proceed.
3. Every child enrolled in the program must present the proper documentation and medical screening as required under registration.

Registration

1. Complete registration papers. In order for a child's place to be held for the upcoming school year, parents must turn in a completed registration form and the required nonrefundable deposit as set forth in by the annual Tuition Policy.
2. Register the child under his/her legal name.
3. Present KY Immunization Certificate/KY Physical Form/KY Eye Exam/ KY Dental Exam for Kindergarten (and all new transfer students.) These forms must be presented by the first day of school.
4. Present the child's Birth Certificate from the Department of Vital Statistics to prove legal age.

*Present a Baptismal Certificate for every Catholic student.

Budget and Finance Policy

Tuition, fees, deposits, and afterschool charges shall be examined and readjusted according to each year's needs. Tuition will be paid to the school and billed on a weekly basis. Tuition increases recommended by the School Board will be approved by the Parish Council.

Non-payment of tuition

- Tuition and fees that fall more than 30 days past due could result in your child being removed from the program unless payment arrangements are made with the principal and administrative assistant. All accounts must be up to date before students can enroll for the upcoming school year. Should a family be unable to meet this obligation, arrangements can be made upon consultation with the pastor. Records will not be transferred to other schools until all financial obligations are met.



Goals of the Program

1. To offer every child the opportunity to discover, explore, be challenged, and solve problems through hands-on learning.
2. To provide an atmosphere where every child is valued.
3. To provide a rich environment that considers each child's needs and interests.
4. To create learning experiences through play and activities.
5. To view each child as a unique person with an individual pattern and timing in growth and development.
6. To provide interactions and activities that help develop a child's self-esteem and promote positive feelings toward learning.
7. To model and promote the love of God emphasizing that each child is a special creation.

Curriculum Policy

Christ the King's Pre-Kindergarten program is a hands-on and developmentally appropriate curriculum for the age and ability of 3 & 4 year old children. We focus on social and emotional skills, listening and following directions and self-independence. We use the Pre-Kindergarten Reading and Math curriculum from Houghton Mifflin Harcourt, Heggerty Phonics and Math/Language Arts from Lifepac. Religious education will be provided on an appropriate level, with a focus on basic bible stories and learning how to pray. Parents will be provided with definitive feedback about how their child is progressing throughout the year in areas of Social/Emotional Development, Physical Development, Cognitive Development, and Language Development and how prepared the child is becoming for Kindergarten.

All learning takes place through experience. During each class day, the children will participate in large and small group activities. They will work with other children and independently. The classroom is set up in learning centers. Within each center, children manipulate, explore, create, experiment, and discover with a variety of materials. The teacher, with the assistance of a classroom aide, guides the children through their learning experiences.

Areas of learning will include: language and cognitive skills, age appropriate STEM activities, fine and gross motor skills, self-help skills, sensory experience, children's literature, social skills, pre-reading/reading skills including letter recognition and phonics, pre-math skills including sorting, patterns, calendar, numbers, and counting.

General Pre-Kindergarten Information



Arrival- Arrival time is 7:15 a.m.-7:45 a.m. Early drop off will be available from 6:30-7:15. You must sign your child up ahead of time for early drop off so that we can staff accordingly. Pre-Kindergarten will enter through the back door. Children brought after 8:00am must be brought in through the front of the school and signed-in with the Brightwheel QR code. Please help us keep your child safe by bringing your child no earlier than the 7:15 drop off time, unless you are signed up for early drop-off.

*****It is very important that students arrive on time. Our program is structured. Late arrivals can disrupt the class and result in your child missing valuable instructional time. Please teach your child good habits about school attendance from the start by making sure they are here and on time. If circumstances require you to be late or absent; please let your teacher or the office know so we can provide a correct lunch order to the cafeteria.



Dismissal- Pre-Kindergarten students should be picked up through the pickup car line at 3:00pm. Please remember to keep conversations with teachers minimal at dismissal time, as the safety and supervision of the students is our top priority! Please inform the teacher in the morning if another person is going to be picking your child up from Pre-Kindergarten, or call the school prior to dismissal time. The person must be on the pickup list filed in the school office and a photo id will be required at the time of pick up.



After School Care- is available on site until 5:30 pm and is \$25/week. There will be a late fee assessed for those children not picked-up by 5:30, \$1/minute.



Backpacks- Each child is required to bring their backpack daily. NO MINI-BACKPACKS or backpacks with wheels, please. Your child's backpack should be large enough to hold daily work and folders, lunchbox, and a comfort item if needed (blanket or stuffed animal for rest time only). Your child also must have a change of clothes!!



Birthday Celebrations- During snack we will sing a birthday song and have birthday treats (if supplied by the parent). Please notify a teacher at least a week in advance if you plan to bring a treat. Suggested treats are cookies, cupcakes, rice crispy treats, donut holes, or individual snack cakes. Invitations for parties may be handed in to teachers to put in folders; providing there is one for every classmate.



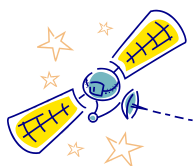
Calendar- Each Friday you will receive a class newsletter in your child's folder with information regarding our curriculum and events. As well, you will receive any CTK school news. Please check your child's folder nightly.



Clothing and Appearance- Pre-Kindergarten students do not wear a school uniform. Please send your child to school in comfortable clothing. We will be playing outside, doing art activities, science experiments and other messy hands on activities! Students should wear tennis shoes. No flip flops, open back sandals or high heeled shoes may be worn. All items of clothing should be marked with the child's name. Please leave a complete change of clothing at the school or in your child's backpack. The school is not responsible for lost items.



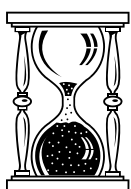
Conferences- Pre-Kindergarten conferences are held in the fall and spring at the same time as the rest of the school. We will gladly schedule a conference with you at any time throughout the year, especially if you are concerned about your child's classroom performance. You may contact us at any time to set up a meeting.



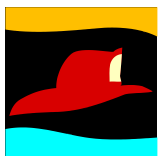
Communication- Christ the King Catholic School's primary form of communication will be through the Brightwheel app. Please make sure we have a primary email address on file. We also use our webpage, open house, church bulletin, parent/teacher, and meetings/news media. It is important that the school have a correct phone number on file so you receive our one call messages. If you have a cell phone number; messages may also be used.



Cubbies- Each child will have their own cubby for classroom use. Per state regulations; all personal items must fit in their own cubby space completely.



Discipline- At Christ the King Pre-Kindergarten, we strive to teach children to conduct themselves in a manner that is respectful to others and themselves. We work daily with children on problem solving skills and talking things through and social/emotional behavior. We always strive for redirection and positive reinforcement as often as possible. When discipline issues arise, students may need time alone in the calming corner until they are ready to cooperate and work through the problem. If at any time we experience extreme behavior that is harmful to your child or others (i.e. hitting, punching, biting), you may be called to come to school to speak with your child or remove them for the day. If said conduct continues, your child may be removed from the program.



Emergency Drills- All emergency drills must be conducted in silence.

Fire Drills are held monthly. Every class is assigned a specific place outside the building to go when the fire alarm sounds.

Tornado Drills are held quarterly. The students are assigned safe areas within the building to go when there is a tornado warning.

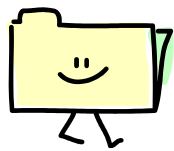
Earthquake Drills are held quarterly in the individual classroom and conducted by the classroom teacher.

Lockdown Drills will be held quarterly. Emergency procedures are provided to classroom teachers.



Field Trips- We try to plan a Fall and Spring field trip. Please keep in mind that all **children must have their own transportation** as we are not licensed for transportation. Families **will meet at the destination** at the designated time. If there are too many children unable to attend due to transportation, the field trip will be cancelled. Volunteer chaperones for field trips must complete Safe Environment training from the Diocese and background check prior to the trip.

No child can be left unattended at any time. Adults will assist the teacher in keeping the group supervised and safe during the trip. Only children enrolled in the CTK preschool are allowed to participate, no other children are allowed to go on the school trip. Every child must have completed the Diocesan Field Trip permission form in order to participate in any trip.



Home/School Folders- We will use a folder to send home school work and important notes for parents. You will need to check for the folder every evening, empty it, and place it in the folder bin each morning at Arrival Time. Any notes, payments, etc... may be placed in the “return to school” side of the folder. We will check folders every morning.



Illness and Medication- Children must be fever free for at least 24 hours before attending Pre-Kindergarten. If your child is going to be absent for any reason, please call the school office at 821-8271 before class time. The phone is answered after 7:30 am.

A note must be sent to school upon your child’s return to school explaining his/her absence.

Any child coming to school showing signs of illness will not be permitted to stay. If a child becomes ill during the day, he or she will be isolated in a supervised area and the parent/guardian called to pick up the child. If the parent or guardian cannot be reached, someone from the contact list will be called. If a child develops a fever, vomits, has diarrhea, excessive discharge from nose/eyes, rashes of unknown origin, head lice or evidence of any contagious disease, the child will be separated from the other students and parents will be called to pick them up. The student can return after they have been fever free/symptom free for 24 hours without medicine.

*Under Kentucky Law, a parent or guardian must notify his/her student's school if the student has any medical condition that poses a threat of being spread to others. (KRS 158.160)

*Please notify the school immediately if your child has been or becomes infected with any contagious disease.



Immunizations- All Pre-Kindergarten Students are required to have a current KY immunization on file. If the certificate should expire during the school year, you will receive a notice and will need to make arrangements to get immunizations and a new certificate. Per KY child care laws, if a student's immunization certificate is expired more than 30 days, you may be asked to remove your child from the program until a new certificate is issued.



Insurance- At the beginning of the year school insurance forms are available to parents. The purchase of school insurance is optional. The school does not carry accident insurance on students. Student injuries must be covered under your medical insurance. If a child is not covered by insurance, parents are encouraged to purchase the student insurance.



Lunch- All students, for the 2025-2026 school year, **qualify for free breakfast and lunch.** Students in the full day program may purchase lunch from the cafeteria. The school uses the myschoolbucks.com online program to pay for lunches. School lunch accounts must maintain a positive balance at all times. Our school lunch menu is located next to the morning sign-in sheet, can be found on the school's website, and a copy will be sent home monthly with your child. School lunches meet all the Federal and State guidelines for health and nutrition. You are welcome to pack a lunch from home. However, per state licensing regulations, the lunch from home must include each of the following 5 components: Protein/ meat, milk, fruit, vegetable, grain. Milk can be packed in the lunch box, or purchased separately at

school. Candy, gum, soda, etc... are not permitted in lunchboxes. Please include your own cold pack in the lunchbox.

****If there is an allergy, intolerance, or your family abstains from meat; please provide a letter or doctor's note to keep on file in the office.**

Upon morning sign in, you will need to check the appropriate box on the lunch count form located next to the morning sign-in sheet. This notifies our lunch attendants what your child is eating for the day.

MySchoolBucks – Parents must use mySchoolBucks.com and register for a free account. A confirmation email will be sent to the address you provide; click on link included in the email to activate your account.

Activate your account and begin adding your students. You will need their school name, date of birth, and/or student ID.

Add funds to your students' accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check.



Parties- Pre-K loves to party! Generally, we celebrate Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, St. Patrick's, and 100th Day. Our room parent will contact you for help with food/games/etc... These are so much fun for our students! Please volunteer in any way you can ☺



Pick Up List- Each registered child at Christ the King School must have a Pick-Up List on file at all times. **Under NO CIRCUMSTANCES will a child be released to anyone who is not on this list.** However, should special circumstances arise; your child may be temporarily released to persons not on the list, provided that a signed and dated letter is sent to school with the child. Although anyone on the list may pick up your child, it is helpful to the teachers if we know who is coming for the day. As, well, it is the parents' responsibility to add and delete names from the Pick-Up List.

*Please inform anyone who may be picking up that teachers will check picture I.D.'s until we are familiar with them.



Rest Time- Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed 2 hours. Each child needs a **nap mat with attached pillows that rolls up for rest time. These are available on**

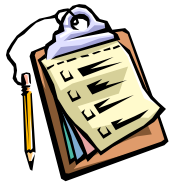
Amazon.com. Nap items should be labeled with the child's name. A nap friend is allowed but must remain in the child's cubby until naptime. All nap items must fit in the child's small square cubby. **Please avoid overly large sleeping bags and full size pillows. We will not be able to store them.** If you need to pick up your child during this time, please advise the teacher in advance to keep from disturbing the other children. **When picking up your child early you must always check in at the office. Our secretary will notify the teacher that you are there to pick him/her up and we will prepare them to leave. Please follow this policy it is the law and provides less disruption in the classroom.**



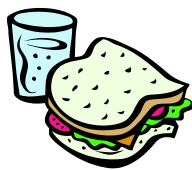
Severe Weather-Christ the King does not follow the Hopkins County School System in regard to severe weather closings or delays.

Brightwheel will be used to notify about changes in the school schedule. When possible WFIE TV 10 NBC and WEHT 25 ABC will be notified when weather conditions make it necessary for school to be closed or the day to be delayed. The decision to close or delay will be announced as early as possible.

During the school day, please tune in to the above sources for early dismissal announcements if weather conditions become threatening. The Disaster Emergency Card must be completed and filed at school.



Signing Out- If it is necessary for your child to leave early for the day, please be sure to sign out in the School's office.



Snacks- All children will be provided an afternoon snack that meets the USDA federal food guideline, which means they must contain a grain and a fruit or vegetable. A doctor's statement is required for all children who have food allergies, so adjustments to the menu can be made.



Show and Tell- We will take turns for show and tell every Friday. The Show and Tell item should interact with the current themes. This is the only time during the year that your child is allowed to bring a toy or special item from home. The show and tell must be small enough to fit in the backpack, and should stay in the backpack during the day until show and tell time. Please do not allow your child to bring

anything valuable or special that might get broken or lost. You will be notified when it is your child's turn to share.



Toys/Games/Valuables- Toys and games from home are not allowed to come to school. Comfort items such as a blanket or stuffed animal may be brought for rest time only.

They need to stay in the backpack during the day until rest time.

Visitors- All visitors, including parents, must report to the office upon entering the school building and must enter through the front door. Parents are welcome but please remember that we try to keep disruptions in a classroom to a minimum. Lunch is a great time to come and visit your child's class!



Volunteers- We welcome parents and family members to volunteer at the school in various capacities. However, no one may work with children at the school, including serving as a field trip chaperone, unless they have completed the Safe Environment Training and background check as required by the Diocese of Owensboro. The Safe Environment Training is available online and

we have information about it in the office. The background checks are good for five years. Anyone wishing to participate as a volunteer for the school year must have a valid background check and Safe Environment Training. Pre-K volunteers are also required to have a TB skin test on file. You may get this done at the Hopkins County Health Dept.