



# CHRIST THE KING

## EARLY LEARNING CENTER



2025-2026

Parent Handbook



## Mark 10:14

Let the children come to me and do not hinder them, for the Kingdom of God belongs to such as these.

## LUTHERAN BELIEF

Christ the King is a faith-based community founded in 1955. We are affiliated with the Lutheran Church - Missouri Synod. As Lutheran Christians, we believe . . .

- **THE BIBLE** is the inspired Word of God without error or contradiction and is God's authoritative Word for today.
- **GOD** is one God who exists in three persons: God the Father, God the Son, and God the Holy Spirit. (Acts 16:31)
- **MAN** was created by God a perfect being with body and soul but fell into sin and separated himself from God. As a result, all people need to be restored to God by the forgiveness of their sins, through Jesus Christ.
- **JESUS CHRIST**, God "in the flesh" (John 1:14), came to this earth, was born of a virgin, lived a perfect life for us, took the punishment for our sins upon Himself when He died on the cross, and rose again bodily. Through this sacrificial gift of love, He grants salvation, peace with God, and eternal life to all who receive Him by faith.
- **THIS SALVATION** is a free "gift of God" (Romans 6:23), which cannot be earned by trusting in the good things we have done, but rather by trusting only in what Jesus Christ did for us on the cross. The question, "What must I do to be saved?" is answered clearly, "*Believe on the Lord Jesus Christ and you shall be saved.*" (Acts 16:31)
- **THIS SAVING FAITH** is created and sustained by the Holy Spirit who lives in our hearts. He works through the Means of Grace: Baptism, the Lord's Supper, and the Word of God.

Our Early Learning Center strives to provide Christian guidance in your child's spiritual development and growth. Our teachers and pastors, through our curriculum (One in Christ), Chapel, Bible stories, song and prayer, and daily routine present the Word of God and biblical teachings in a manner that is age appropriate and relevant.

If you would like to learn more about our beliefs or Christ the King, please contact us- 208-664-9231 or visit our website [www.ctkcda.com](http://www.ctkcda.com) .

## MISSION

To provide a challenging and stimulating developmentally appropriate educational program, in a Christ-centered environment in accordance with the Idaho Early Learning Guidelines and teachings of the Lutheran Church - Missouri Synod.  
We live in God's love, grow in faith together, and serve others!

**Goals:**

- To aid in the child's development - spiritually, intellectually, physically, socially, and emotionally.
- To offer an age-appropriate faith-building curriculum that develops a child's knowledge of Bible stories and Biblical teachings.
- To provide well-trained and educated teachers.
- To build a trusting relationship with children and families emphasizing communication and involvement.
- To give children a sense of belonging to both the school family and the family of God.

## WELCOME

Christ the King Early Learning Center staff includes fully licensed teachers who comply with the City of Coeur d'Alene Municipal Code requirements including training hours, CPR, First Aid, and background checks. Staff are also registered participants in the IdahoSTARS Professional Development Registry.

Christ the King Early Learning Center (CTK ELC) is an extension of Christ the King Lutheran Church's Ministry. The ELC was founded in 1992 and extended into a full day, all year program in 2000. Our program serves children from 6 weeks old through 5 years old. Classrooms are arranged by age. We determine classroom age by the age of your child on September 1<sup>st</sup> of the current school year. The following programs are provided:

- Incredible Infants and Wild Waddlers (Classrooms run 8am-5pm)
- Wonderful Ones
- Totally Twos
- Terrific Threes
- Fantastic Fours

CTK ELC is a Quality Rating and Improvement System Steps to Quality rated facility. We participate in the IdahoSTARS Professional Development Registry System, the Idaho Childcare Program (ICCP) and United States Department of Agriculture (USDA) programs. We also include music classes, Chapel, and gardening as a part of our curriculum. In addition, optional dance classes and Amazing Athletes are available through outside providers at a separate charge.

## Non-Discriminatory Policy

Christ the King Early Learning Center admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students. We do not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship, or any other school-administered programs.

## REGISTRATION

Christ the King Early Learning Center provides full-time care. We do not offer half day or less than 5 days as care options; the monthly tuition rate remains the same regardless of the days attended by the child. We begin our in-house registration in May and the following two weeks with open registration for the public.

### Age Requirements:

Christ the King Early Learning Center follows the requirements of the State of Idaho. Class assignment is determined by the child's age on September 1<sup>st</sup> of the school year. Developmental need may be used as a secondary evaluation method when needed.

### Inclusion Policy:

Christ the King Early Learning Center is inclusive and welcomes children of varying abilities. We ask that you provide a "Family Service Plan" or "Individual Education Plan" if applicable, so that we may work together to provide the best care and education for your child. We are unable to provide children with lower than the stated student/teacher ratios. Additional outside support at the expense of the family may be required to make sure all the children have an opportunity for quality care and education.

## PROCEDURE FOR ENROLLMENT

- Sign and return the following forms: Enrollment/Emergency, Payment Agreement, Health & Safety policy, USDA, Steps to Quality, Crying Plan, and "Getting to Know your Child".
- Provide a copy of your child's **current immunization records** (or Exclusion Form). We also require an updated record if immunization takes place mid-year.
- If any allergies are known, please provide documentation for special diets/dietary restrictions.
- If behavioral or learning issues have been identified at home or another school, please disclose this information with your registration.
- Please note: **non-refundable yearly registration fee** will be required at the time of enrollment. The fee is \$150 per child for the 2025-2026 school year.
- Taking the summer months (June-August) off is an option with a 50% monthly tuition fee. Please see the office with questions.

## PROCEDURE FOR WITHDRAWAL

We understand life changes occur, and you may need to withdraw your child from our program. If you withdraw your child, you are responsible for the full tuition payment through the end of the current month. Mandatory 2+ weeks' notice is required. Even if notice is given at the end of the month, partial payment will be required in the following month to cover the two-week termination period. Christ the

King ELC reserves the right to terminate services if your account becomes delinquent by 2 or more weeks. Christ the King ELC will also withdraw your child from the USDA food program at that time.

## IMMUNIZATION RECORDS

Current immunization records\* must be provided before your child may attend and will then be kept in your child's file. Your child's immunization record is a live document and must be updated as additional immunizations are received. Please provide current records as this happens.

\*The law allows for the following exemptions: Life or health-endangering circumstances, religious belief, or personal reasons. An exemption form, available here or through Panhandle Health, **must** be filled out, signed by the student's parent/guardian, and filed with the student's records here at the school.

## RATIOS

Maximum classroom sizes are as follows:

- 4 infants to 1 caregiver in Incredible Infants
- 5 toddlers to 1 caregiver in Wild Waddler
- 6 children to 1 caregiver in Wonderful Ones
- 8 children to 1 caregiver in Totally Twos
- 10 children to 1 caregiver in Terrific Threes
- 12 children to 1 caregiver in Fantastic Fours



## ATTENDANCE

### Absence

If your child is not attending school, please notify the office at 208-765-6736 or text the Remind line **no later than 9:30 a.m.** to inform us of the absence. Your agreed upon rates will not change due to absence. However, it helps keep us informed and staffed appropriately.

Children and parents coming in late can disrupt the class schedule. In addition, your child may miss out on important class time/activities. **If your child is not present by 9:30 a.m. and we have not received notice from you, he/she will be marked absent.**

### Arrival

Please accompany your child into the classroom/gym when arriving at school and **sign** the attendance sheet. Drop off any clothing, coats, and supplies in the child's designated classroom.

## HOURS OF OPERATION

We open our doors at 6:30 a.m. and close at 6:00 p.m. All family members are required to exit the facility by 6:00 p.m. We ask that no child exceeds more than 10 hours per day in our program.

## DEPARTURE

When picking your child up, please sign your child out and make sure the teacher knows the child is leaving. Please do not allow your child to leave the building without you or run around the building unsupervised! The fee for pick-up after closing is \$1.00 per child, per minute until you arrive.

If someone else will be picking up your child, please write a note to the teacher and/or note it on “special instruction” portion of the sign in sheet. You will also want to let the person picking up your child know to bring a picture ID.

Any parents taking their children and any other children off school grounds for a non-school sponsored activity must provide written notice and assume full responsibility for the safety of those children.

## CHAPEL/WORSHIP

Emphasis is placed on Christian growth at Christ the King Early Learning Center. We believe a child grows spiritually through prayer, Bible stories, song, and Chapel.

Chapel services are scheduled for the school and community throughout the year. We encourage families to join us any time. Our pastors and teachers lead regular Chapel services for the students twice a week:

- Monday and Wednesday @ 10:00am

## COMMUNICATION

It is our goal at Christ the King Early Learning Center to show effective and timely communication.

**Communication Bulletin Boards:** We strive to make sure all lesson plans, notices, events, schedule changes, reminders and other announcements are posted on the communication boards outside of each classroom.

**Lesson Plans:** Each class posts a weekly lesson plan so parents can see what the children are working on each day. Please feel free to address any questions about class activities to the teachers.

**Mailboxes:** Teachers utilize a mailbox system. This is where we put important information, please check these regularly. Your child’s cubby is used for artwork and other class related papers.

**Mass Texting (REMIND.com):** We use a mass texting alert system for reminders and updates. Please refer to the instructions available online to join your child's class list. This is our primary method for parental communication.

**Facebook:** We update our private Facebook group regularly to communicate with parents and share classroom and facility happenings and pictures. *Please check our page regularly.*

**Parent Concerns:** Our goal at CTK is to have happy and healthy family relationships. If you ever have a concern regarding your child or their experience at CTK ELC, please follow these steps:

- Please communicate your concerns with the classroom teacher first.
- If your concerns are not resolved, please set up a time to talk to the Director.

## CURRICULUM

**Preschool (Terrific Threes-Fantastic Fours):**

Religion, Social/Emotional Development, Reading and Math Readiness Skills, Developmental Fine and Gross Motor Activities, Hands-on Art, Music, and Science.

**Childcare (Incredible Infants-Totally Twos):**

Learning is achieved through play and social interactions. Daily activities will be planned to expose our toddlers to fine and gross motor skills. We also focus on sensory, cognitive, social, emotional development as well as literary and art experiences.

## DAILY SCHEDULE

It is our goal to have a consistent schedule for your child, so they are as comfortable as possible and have a sense of structure. Individual class schedules may be obtained from the teacher.

## 2025-2026 SCHOOL YEAR IMPORTANT DATES AND CLOSURES

**See Enclosed Calendar**

**Snow Days:** We follow the Coeur d'Alene School District Policy recommendation for hazardous travel. If they are closed, typically we are too. **Please check our FB page and text messaging.**

**Inclement weather:** The ELC may close due to high winds, freezing temperatures or any weather that would make travel to the facility unsafe for families and employees.

## DISCIPLINE

Our most effective form of discipline is firm, loving words along with redirecting the children to positive, acceptable behavior. We are very consistent in setting and maintaining age-appropriate limitations reasonable for the children in our care. We encourage each child to respect the feelings of

others, to use good manners and to communicate with kind words to each other. We want the children to know that the parents and teachers are working together to help achieve these goals.

If we are having issues with a specific child, we will kindly and privately let you, the parents, know. If a child does not respond to consistent redirection, we will remove them for a short time from the class activity, sitting quietly until they are ready to participate. During consistently challenging times, the teachers may feel they need outside resources for help. We will then have an “observer” present in our classrooms to help us evaluate the environment and dynamics of the classroom and suggest changes in these areas to alleviate challenges.

## NON-AGGRESSION POLICY

If a child is overly aggressive to his/her classmates and/or staff, the child may be asked to leave for the day. Chronic, excessive use of aggression by a child may be determined as grounds to discontinue childcare. Some examples: Biting- if a child is 3 years of age and up; Hitting, punching, scratching, and throwing others to the ground. Out of control behavior where redirection is not working. If your child intentionally breaks school items or someone’s personal property, you may be responsible for replacing it.

## PROBATIONS/SUSPENSION/TERMINATION

**We enforce an 8-week probationary period for all new students.** If a child is not settling well into our program, we will work together and if necessary, with outside resources to find a solution. If after a defined period, it is affecting the class, we reserve the right to permanently discontinue care in our center. We will, however, allow 1 month of continued care for you to make other childcare arrangements. We will also check with you, formally or informally and anytime at your request, to review how your child is adjusting and answer any question you may have.

Parents will be notified when a child’s behavior is challenging. Outside support may be called upon to assist in educating the staff, child and/or parent to support appropriate and acceptable behaviors. If a child’s issues have not improved within a specified time allowance, a suspension (depending on severity of issue) may be enforced. If there is no support from parents or the situation requires more intervention than we are trained for, termination of care will be enforced.

We expect our staff to be treated with kindness and respect by all members of our families. If there are repeated occurrences of disrespect to a staff member, we have the right to terminate care without notice.

## RESPECTFUL BOUNDARIES

Parents should communicate with teachers in a respectful and professional manner, avoiding abusive or disrespectful language. Parents should refrain from criticizing teachers in front of students or other

parents. Parents are encouraged to support teachers by working collaboratively with them to address concerns and by respecting their decisions. Violating this policy could result in your child losing their spot in the ELC.

## EMERGENCY PROCEDURE

In the event of an emergency, every attempt will be made to contact you, the parents, and then the emergency contacts in your file. If we are unable to reach you, in an extreme medical emergency, your child will be taken to Kootenai Health Medical Center Emergency Room. In the event of another type of evacuation emergency, your child will go with our staff to the Harding Center where we will attempt to contact you. See evacuation plan on page 2 in the Health & Safety Policies & Procedures Manual.

## FAMILY/CHILD RESOURCES

We offer resources and referrals to supportive services regarding family issues as well as parent education opportunities. This information is in our Community Resource Kiosk located by the main office. Information can also be obtained through our administrative staff and/or teachers.

## CHILD EVALUATION POLICY

The fundamental purpose of an evaluation is to offer teachers, students, and parents a look at the student's progress on basic social, emotional and cognitive skills. All children reach developmental stages at different times; we want to make sure every child is making progress towards these milestones. The evaluation policies vary by the general age grouping of Early Childhood and Toddler milestones.

- Early Childhood – A checklist of skills and learning objectives is used to evaluate student performance in the areas of academics, spiritual growth, emotional, physical, and social skills.
- Toddler – A checklist of developmental milestones, cognitive, physical, and emotional growth will be completed and used as reference.

If concerns regarding a child's development or behavior arise and observations or assessments are recommended by an outside source, a letter of consent will be distributed to the parents to review and sign. If parents have concerns or questions regarding these milestones, please connect with their primary caregiver/teacher.



## ILLNESS

Please do not bring your sick child to school. This includes children with a fever, vomiting, diarrhea, bad cough, severe cold symptoms, rash, pink eye, head lice, etc. When you call to let us know your child won't be here, please let us know why.

If we discover that your child has been exposed to something, we will send a text through the Remind line making you aware of symptoms to watch for. If your child is too sick to play outside with his/her class, or needs medication before school, they are too sick to be at school.

**PLEASE REFER TO THE HEALTH & SAFETY POLICY MANUAL AND ILLNESS POLICY.**

## MEDICATION

It is very important that you help us keep medications out of the reach of children. If you need us to administer medication to your child while they are in the facility, we are happy to help. You will need to supply a doctor's order/note and a completed/signed Medication Administration Form. The medication form is available in the office.

You will need to write down the date, dosage, and type of medication to be given as well as make a note, on the special instruction form located on the sign in sheet. All medications will be stored in a secure location in the classroom or office and administered by the teacher or designated personnel. Please do not put medications in your child's backpack or diaper bag! If you would like us to keep the medication overnight, you can request that the pharmacy fill a separate order.

## MONEY MATTERS

Tuition, grants, and charitable gifts make up the financial sources possible for Christ the King Early Learning Center to maintain its ministry to families. Before a student is accepted into the school, a parent/guardian must sign a financial agreement to ensure the account will be paid on a regular basis.

All registration fees are to be paid prior to final enrollment and are non-refundable.

Tuition payments must be made on the first business day of every month and no later than the 5th of that month. There is a \$35.00 late charge if the tuition payment is received after the 5th day of the month with additional assessments as outlined in the payment agreement. After the grace period, your

child may lose their space unless some provision is being made to pay the past due balance. See payment agreement for more information.

We understand there may be extenuating circumstances, if you cannot make a payment on time, please contact the school office **prior** to the due date to request an alternate payment plan. All accounts that have returned checks or online payments from the bank (NSF) will be charged an additional \$35.00 per transaction.

Upon your child's acceptance, you are financially obligated to Christ the King Early Learning Center for the payment of tuition. Please note that all fees are subject to change. Please see the payment agreement for more details.

You may take summer off (June-August) but are responsible for 50% of your child's monthly tuition for each month they do not attend.

## NAP AND REST TIME

Daily naptime(s) are scheduled for children when it is deemed age appropriate. All children will lie down and rest in the afternoons. Each child should have a nap blanket that will be kept in their classroom cubby. Please take the blanket home each Friday to wash. Your child may also like to have a small stuffed animal to sleep with. Please make sure the stuffed animal does not make noise and that items fit into their designated cubby. All of your child's things should be **clearly marked in permanent marker with their name**. Infant rooms will follow the safe sleep policy. More information can be found in your parent packet.

## MEALS

Breakfast, Lunch & Snacks

Christ the King Early Learning Center participates in "Family Style Dining" for breakfast, lunch, and snack. As part of the USDA program, we base our menu on their standards to provide healthy and well-balanced meals and snacks. Our tuition fees include the cost of this service. All classes participate in this program. As part of this program, we must also follow their policies and procedures. We also abide by their Civil Right and Non-Discrimination Policy & Complaint procedures.

Food substitutions are not allowed unless food allergies are documented by your child's pediatrician.

## OBSERVERS

We know how precious your children are to you! We want you to feel free to visit us any time during the day. However, we do not want to disrupt the classes. If your child is having a period of separation anxiety, we have found it is not a good idea to pop in unless you are planning to take your child with

you. However, you are encouraged to call or text to check in on how your child's day is going if you have any concerns.

## TOILET TRAINING

We are happy to assist you in toilet training for your child. We usually assist our two-year-old children in using the bathroom every hour or so to help with toilet training. We ask that you encourage them to use the bathroom before you leave home in the morning and make sure we have plenty of extra clothes on hand in case of accidents. We understand that each child develops at his/her own pace, but we strive for each child to be completely toilet-trained when they advance into our 3-year-old class. Our Terrific Threes children should be toilet trained by the end of the calendar year or other arrangements must be made. Our Fantastic Fours children must be fully trained prior to registration.

## SUPPLIES

- Our Parents are asked to provide school supplies (see classroom list)
- We will happily accept other donations!
- Parents of children who are not toilet trained need to supply diapers and wipes for their children.
- All children require an extra set of clothes to be kept in their cubby (at least two sets if actively toilet training).
- Individual classroom supply lists will be handed out with registration.

## VISITORS

All visitors are required to sign in and out at the school office.

## VOLUNTEERS

### Expectations for Volunteers

- Complete a background check and fingerprinting with the City of CDA (city regulation for recurring volunteers).
- Sign in and out on the volunteer log in the school office. Keep student information confidential.
- Be respectful of the teacher and office staff's time and space.
- Be accountable for your actions and time commitments.
- Make childcare arrangements for your other children.

### Restrictions

We do not allow a volunteer to be alone with any child or group of children.



## Volunteer Opportunities

- Each class welcomes volunteers throughout the year. We will have a sign-up sheet so that we can spread our volunteers out evenly. Some classes will ask you to stay for the whole morning, others will ask for an occasional hour.
- We will have special events throughout the year when we need help with organizing, setting up or cleaning up. We will have sign-up sheets for these activities as well.
- There will be opportunities to take home projects for the teachers or for the office. We will post these opportunities near the sign-in sheets as they arise.
- We will have scheduled volunteer workdays where we might have painting projects or construction projects.

## CHRIST THE KING MISSION, VISION, AND LEADERSHIP BOARD

Christ the King Early Learning Center is governed by an appointed board of Christ the King Lutheran Church members. The Board oversees the mission in ministry, provides leadership and collaborates in creating school policy. They meet once a month. If you wish to bring an issue to the board, we ask that you contact the school office a week in advance of the regularly scheduled meeting to provide documentation of your request and ask to be put on the agenda.

## REPORTING CHILD ABUSE

All personnel of Christ the King Early Learning Center are required by law to immediately report to Child Protective Services any instance where there is reason to suspect the occurrence of physical abuse, sexual abuse, child neglect or abandonment. The notifications and recommendations of this agency will be followed in all instances. Our Center has implemented a policy for documenting and reporting suspected abuse and neglect and our staff are trained yearly in this procedure.



## PARENT ACKNOWLEDGEMENT

I, \_\_\_\_\_, have received and read a copy of the Christ the King Early Learning Center Parent Handbook, and Health & Safety Manual, which outlines information about Christ the King Early Learning Center's goals, policies, practices, procedures, benefits, and expectations. I have familiarized myself with the contents of this handbook and Manual and by signing below, I acknowledge, understand, and agree to comply with the information provided within this handbook by Christ the King Early Learning Center. Since the information provided in this handbook is subject to change, I acknowledge that these changes will be made via the school website ([www.ctkcda.com](http://www.ctkcda.com)) or by written request.

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Parent Signature

Date

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Printed Name

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Child's/Children's Name(s)