



CHRIST THE KING CHILDCARE CENTER



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The purpose of this handbook is to outline the policies and procedures of our center, developed to maintain a safe and organized environment. It is imperative for all involved in our center to understand, follow, and enforce these guidelines.

We encourage careful review of the handbook, which should be kept for future reference. Should you have any questions, concerns, or comments after reading, please do not hesitate to contact the Childcare Center. We reserve the right to modify policies and procedures in this handbook with thirty days written notice to parents. This handbook is intended exclusively for the parents and guardians of enrolled children and may not be copied or distributed to any third party without the express written permission of Christ the King Childcare Center.

Introduction

Welcome to Christ the King Childcare Center, a church-operated, non-profit, childcare facility licensed by the State of Michigan.

Our program is designed to support parents in providing their children with a nurturing learning environment that addresses both spiritual and developmental needs. At the heart of our offerings is a positive, spirit-filled atmosphere centered around Jesus Christ.

We believe that play serves as a fundamental vehicle for learning. Our child-oriented curriculum is thoughtfully crafted by our staff, who design materials, activities, and experiences to teach essential skills in a natural and engaging manner. We prioritize opportunities for children to make independent choices and work at their own developmental pace.

Mission Statement

Christ the King Childcare Ministry, in response to the evolving needs of families, acknowledges its commitment to provide a safe and nurturing environment through professional staff. Our objective is to deliver a quality Christian care program that promotes the spiritual, emotional, intellectual, social, and physical development of children. We view our role in caring for children and families as an opportunity to advance our church's mission. We hold the philosophy that play is the primary means of learning for children under five years of age, a critical period in their development. Our goal is to offer education and social-emotional support that helps children grow into their true selves.

Christ The King is blessed to provide Christian based child care and education from 6 weeks through 8th grade.

Meet the Leadership



Jessica
Anderson

Daycare Director
Daycare@ctk.me



Mary
Waara

Assistant Daycare
Director

Christ The King Childcare Center

16700 Pennsylvania Rd.

**Childcare for infants 6
weeks through 5 yrs.**

734-285-8525

Christ The King - 15600 Trenton Rd.

Worship, Church Offices & 3Pre-8th Grade Day School



Rev. Jason
Cashmer

Executive Pastor



Rev. PJ
Brooks

Associate Pastor



Dr. Kelli
Kapp

Day School
Principal (3Pre-8th)
admissions@ctk.me



Program Description

Christ the King Childcare Center serves children aged 6 weeks to 5 years (children who have not yet attended Kindergarten). Being a small facility enables us to foster strong personal relationships with both children and their families. Our goal is to partner with you in raising your child.

Our staff members are trained in CPR and First Aid every two years. Each staff member receives specialized training in early education for infants, toddlers, and preschool-aged children, and is required to complete 16 hours of early education training annually to remain current in their teaching position.

Our program offers a cheerful and positive learning environment characterized by individualized care, with a strong emphasis on literature, art, music, and play. Each classroom maintains a structured yet flexible schedule, featuring child-directed and play-based activities that promote creative thinking, problem-solving, and self-direction.



Admission and Enrollment Procedures

Childcare openings will be filled in the following order:

1. Currently enrolled families
2. Members of Christ the King Lutheran Church
3. Children enrolled in Christ the King's Preschool Program
4. All other children

To enroll, please complete an application/registration form and return it to the office with a non-refundable registration fee of \$100.00 per child/family. A health form must be submitted within 30 days of enrollment, and a child's emergency card must be returned by the child's first day.

The center director reserves the right to cancel or suspend a child's enrollment immediately for various reasons, including but not limited to:

- Lack of proper immunizations
- Failure to provide required enrollment forms
- Failure to meet financial obligations
- Repeated late pickups
- Inability of the center to meet the child's needs
- Behavioral issues (e.g., biting, hitting)
- Multiple unreported absences
- Non-compliance with center policies and procedures

If cancellation occurs due to any of the above reasons, any prepaid tuition will not be refunded.

Parents may withdraw their child at any time but are required to provide a two-week notice prior to the withdrawal date so that we can fill that position. A withdrawal form included in the enrollment folder must be completed; additional copies are available from the office.

Hours and Days of Operation

A series of thin, light blue wavy lines that flow across the page, starting from the left and ending on the right, positioned below the title.

The center operates Monday through Friday from 6:30 AM to 6:00 PM and is open 51 weeks per year. The center will be closed on the following holidays:

- Thanksgiving Day and the following Friday
- Christmas Week: December 24th, 25th & 26th, December 31st, and January 1st
- Good Friday
- Memorial Day
- Independence Day (or the day before/after, depending on the calendar)
- Labor Day

Tuition will not be charged for the days listed above when the center is closed.

Primary Caregivers

Primary caregivers are the main staff members responsible for your child's daily care, including the lead caregivers and any aides in the classroom. We strive to maintain consistency by keeping staff in one room with minimal transitions, ensuring that your child develops a bond with the same caregivers each day. When transitioning to a new classroom, you will receive a welcome packet detailing the new schedule and teachers.

Lunches & Snacks

In our infant classroom, parents must provide pre-made bottles labeled with the child's first and last name, the number of ounces, and the contents (breast milk, formula, or whole milk). Baby food can be brought in daily or monthly, also labeled accordingly. Refrigeration and heating sources are available for bottles.

Parents are responsible for supplying lunches for their children in the toddler through preschool classrooms. Lunches should be premade and easy to prepare; they can be heated but not cooked. In our two-year-old and preschool program **cold lunches** are required. Healthy snacks will be provided—one in the morning and one in the afternoon—served with water or milk. A food menu will be posted in the lobby and sent via ProCare each month for your reference.



Arrival and Departure

To ensure the safety of our children, it is vital that arrival and departure procedures are rigorously followed. In the event of an emergency or evacuation, knowing whether your child is in attendance is critical. Parents will be required to sign their child in and out using our ProCare app. A QR code is available on the door and in the lobby. **Upon arrival for drop-off or pick-up, please message through the app to indicate your presence.** Each classroom is equipped with a doorbell. Staff members will greet you and escort your child to the lobby for pickup or accompany them to their classroom for drop-off.

To maximize efficiency during pick-up and drop-off, parents are not permitted to enter classrooms. Children must be accompanied into and out of the building by a parent or guardian and will not be released to anyone not listed on the child's emergency card. It is essential to include individuals authorized to pick up your child in case of an emergency. In such cases, written or verbal authorization from a parent or guardian must be received before releasing the child to anyone not listed.



Billing Procedures

Tuition payments are processed through ACH. Prior to enrollment, you will receive a form to complete. Billing frequency is weekly. Please note that we do not accept cash, checks, or money orders. Christ The King Childcare will automatically withdraw tuition according to your selected billing schedule. A fee of \$30.00 will be applied for any ACH payments returned due to insufficient funds.

Families enrolling multiple children at Christ The King Childcare Center will receive a 10% discount on the tuition for the youngest child only.

Emergency Closings

The center will close or go to a delayed opening if inclement weather should occur. You will receive a message via Procare from a staff member or management. If the center is closed due to inclement weather you will not be charged for that day.

Attendance Policy

Our center is staffed according to the daily enrollment of students. To maintain appropriate ratios, it is essential for us to know your child's attendance schedule. Upon enrollment, you will choose a schedule from options for 3, 4, or 5 days per week. We ask that you adhere to this schedule and inform us of your expected drop-off and pick-up times to help maintain proper staffing ratios.

Parents are requested to notify us via ProCare or by calling the office regarding any absences, late arrivals, or early pickups. You will be asked weekly to submit your schedule if there are any changes.

Vacation Policy

Each family is entitled to five vacation days annually. These days must be used consecutively to be effective, providing you with a week free from tuition payments. Once these vacation days are exhausted, full tuition will be required regardless of your child's attendance, as the payment secures your child's place at the center.

Positive Behavior Intervention

Christ the King Childcare Center emphasizes positive guidance, redirection, and the establishment of clear limits to foster self-discipline in children. Caregivers will encourage fairness, respect for property and others, and personal responsibility. We implement 'time-ins', where a child and caregiver sit together to discuss the behavior that led to the time-in. The duration of a time-in will depend on the child's age; for example, a three-year-old would sit for a maximum of three minutes.

Illness Policy

Parents are asked to keep their child at home if any of the following symptoms occur:

- Fever of 101°F or higher
- Diarrhea
- Vomiting
- Excessive crying or inconsolability
- Unexplained rash, head lice, ringworm, etc.
- Any communicable disease

If a child exhibits any of these symptoms while in our care, they must be picked up and will need to remain at home for 24 hours. If a child is absent for more than three days due to illness, a doctor's note confirming they are no longer contagious will be required for their return.

Health and Safety

Prior to the first day of attendance, state law mandates that immunizations be current, with copies of immunization records on file. Children must also have a physical examination, as well as a health appraisal form. You will be notified annually regarding the need to update your child's health records. An emergency medical card must be on file from the first day of attendance. Please inform us immediately of any changes to medical or emergency information. Children who do not meet health requirements will not be permitted to attend the program, and families who fail to maintain updated medical/emergency files risk suspension or cancellation of enrollment.



Injuries and Medications

In the case of minor injuries, staff will administer first aid as trained by the American Heart Association. An "oops report" will be completed and communicated via ProCare. In the event of a serious injury, parents will be notified immediately by staff or the director. Should a serious injury necessitate immediate medical treatment, staff will contact emergency medical services and the child's parent or emergency contact. The director will accompany the child to the nearest emergency facility and remain with them until a parent arrives.

When submitting medication, please ensure it is in its original container. Additionally, you must bring all necessary supplies for administering the medication. It is also essential to complete a medication form that outlines the dosage and schedule for administration.



Closing

Thank you for entrusting us with the care of your children. We are genuinely excited to be a part of your child's extended family. We believe that open communication is essential, so please do not hesitate to reach out if you need anything.



Follow us on FaceBook

www.facebook.com/CTKChildCareCenter

Christ The King Childcare Center

phone 734-285-8525

address 16700 Pennsylvania Rd., Southgate, MI 48195

email daycare@ctk.me

facebook www.facebook.com/CTKChildCareCenter

CTK Church -Trenton Rd. Campus

15600 Trenton Rd., Southgate, MI 48195

Church Office Hours: Mon-Fri 8:30am—3:00 p.m.

Church Office Phone: (734)285-9695

Church FAX: (734)285-4188

CTK Day School - Trenton Rd.

School Office Hours: Mon-Fri 8:30 a.m.—4:00 p.m.

School Office Phone: (734)285-9697

CTK Church - Pennsylvania Rd. Campus

16700 Pennsylvania Rd., Southgate, MI 48195

Main Phone: (734)285-9695

Childcare - Pennsylvania Rd. Campus

Child Care Hours: Mon-Fri 6:30 a.m.—6:00 p.m.

Child Care Phone: (734)285-8525



Trenton Road Campus

Saturday Worship 5:00 PM

Bible Study 6:00 PM

Sunday Worship: 9:00 AM

11:00 AM

Bible Study/Sunday School

10:00-10:45 AM