



# Christ the King Lutheran School

## Parent Handbook

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### Introduction

Christ the King Lutheran School is an arm of the ministry of Christ the King Lutheran Church. As such it is in every way operated and directed as a part of our ministry through the leadership of our church. The members of Christ the King have adopted the following mission statement to direct them in their ministry:

**We exist to preach and teach people about Christ's Kingdom.**

We believe that our school will serve that mission. We will encourage all children with the Word of God. The school will give us an opportunity to reach out into our community to some that may not yet know Jesus as their Savior from sin.

### Purpose and Philosophy

The congregation has also developed a specific mission statement for our school:

**Christ the King School exists to offer parents a partnership, as we work together to offer children a Christ-centered, quality education, in a safe and loving environment, by sharing the Word of God and a strong sense of Christian values.**

We have established our school to train children. We will work with children to assist them in their spiritual, intellectual, physical, social, and emotional development. We consider ourselves partners with the parents in the training of their children. The teaching will be done from a Christian perspective. We will share basic Bible truths and their application to daily living with the children through our core curriculum. We would like to lead the children to know and love their Lord Jesus and to make Him a part of their daily lives.

In this Christian atmosphere the children in our care are to be seen as unique and special gifts from God and are treated with love and respect. They will be dealt with in a gentle and loving way by our dedicated faculty and staff. We will seek to impart timeless Christian morals, values and ethics to equip the students to face an ever-changing world. All this will be done in a stimulating environment conducive to learning.

## **Goals and Objectives**

Although parents have been given the primary responsibility for the training of their children, our teachers at Christ the King want to assist parents in that training. Therefore, it shall be the objective of Christ the King School

To help children:

- grow spiritually in their relationship with Jesus by teaching the truths about God's wonderful plan of salvation for all people;
- grow in Christian management of their time, talents, and treasures;
- learn to express their faith in their relationship with others, especially peers;
- develop academically to their potential through new learning experiences via supervised, hands-on discovery;
- develop emotionally as they grow in self-confidence, concern and respect for others, cooperation in work and play, and a spirit of sharing;
- develop physical dexterity, strength, and coordination to their fullest potential;
- develop socially and help them acclimate to the school environment in preparation for the next grade levels.

To communicate to parents:

- our love for our Savior;
- our love for your children;
- our desire to help your child get a good start;
- our curriculum and ideas for home use through parent newsletters and E-mails, monthly calendars, teacher/professional presentations, and parent/teacher conferences;
- our joy that you have enrolled your child;
- our willingness to be of help to you whenever it is possible.

To encourage parents:

- to visit our church;
- to attend Christ the King's Bible studies;
- to visit Christ the King School whenever you desire;
- to read God's Word;
- to be active Christian role models for your children;
- to be active participants in your child's education at home and at school.

## **Goals for Each Child**

**SPIRITUAL GOALS:**

- to know God is real by continually hearing and learning about the Bible;
- to understand that God loves each one of us;
- to know the Bible is God's Word and is true through our daily lessons;
- to become familiar with Bible stories through our daily lessons;
- to know that God is the creator of all things by learning about creation;
- to know that Jesus is God's own Son by learning about Him;

- to learn to pray to our God;
- to know God answers prayers;
- to know that God is in control and has a purpose for everything;
- to know the true significance of Easter and Christmas;
- to know that Jesus is our Savior.

#### EMOTIONAL GOALS:

- to develop a positive self-esteem via games, activities, and encouragement;
- to develop responsibility for self and possessions through play and learning;
- to begin growing in self-discipline, decision making and problem solving;
- to be able to make choices, plan and carry out their own ideas;
- to express emotions in a controllable fashion;
- to know true happiness as a member of God's family.

#### SOCIAL GOALS:

- to be able to share and respect others while playing and learning;
- to be able to interact with adults and peers in an acceptable manner;
- to be able to partake in group, small group, and individual activities;
- to be able to obey rules and directions and understand their necessity;
- to be able to recognize how one's behavior affects others.

#### ACADEMIC GOALS:

##### On the Preschool Level:

- to develop reading readiness skills: visual and auditory discrimination, memory, sequence;
- to use appropriate oral and written language;
- to have experience with color, shapes, numerals, and the alphabet;
- to gain pre-math experiences: patterns, matching, classifying, comparing, and sequencing (ordering);
- to develop an appreciation for music and art through creative activities.

##### On the Kindergarten Level:

- to continue to develop reading skills;
- to use appropriate oral and written language;
- to progress from basic to more advanced mathematics skills;
- to be exposed to foundational truths and facts in the areas of science and social studies;
- to develop an appreciation for music and art through creative activities.

#### PHYSICAL GOALS

- to develop dexterity, coordination, and strength through play and instruction;
- to develop good health and grooming habits through daily and regular practice of hand washing;
- to develop good nutrition habits by learning about food and exercise;
- to develop fine motor skills by writing, drawing, using blocks, and puzzles;
- to strengthen gross motor skills by jumping, running, and other outdoor activities.

## School Structure & Governance

Christ the King School is governed by the council/board of Christ the King Church. The chairman of education on the council serves as the direct contact for the council. Under the governing board, the school maintains the following structure:

### **Pastor Phil Huebner: School Administrator**

#### Key Responsibilities

- Serve as a primary contact person for the school programs for prospective parents and congregation members;
- Serve as a primary contact for public relations and human resources issues;
- Coordinate registration processes and maintain student, staff, and program records with the Preschool director;
- Oversee teacher interaction, cooperation, and performance;
- Counsel with teachers, parents, and students as needed;
- Oversee annual budget planning, school projections, and school visioning;
- Oversee curriculum design, development, and implementation with the Preschool director;
- Serve as the liaison between school and church.

### **Becky Huebner: Preschool Director**

#### Key Responsibilities

- Serve as a primary contact person for the preschool program for prospective parents and congregation members;
- Serve as a primary contact person for student related issues;
- Coordinate registration processes and maintain student, staff, and program records with the school administrator;
- Oversee curriculum design, development, and implementation with the school administrator;
- Arrange substitute teachers when needed;
- Coordinate, design, and implement preschool wide programs and processes;
- Coordinate and ensure that all the teachers have needed supplies;
- Schedule safety drills (i.e. fire, tornado, etc.) and keeps documentation on procedures and results of drills;
- Assist school administrator with annual budget planning, school projections, and school visioning.

Lead teachers of the classrooms are directly responsible for their classroom and their students. Parents are encouraged to speak regularly with their child's lead teacher regarding the progress of their child or any concerns they might have. Further concerns may then be directed to the Preschool Director or School Administrator as the concerns apply to the responsibilities of each above.

# Enrollment Requirements

## ELIGIBILITY

### **Day Care/1-2-year-old Preschool**

Children ages 1 and 2 are eligible for entrance into Christ the King Day Care/Preschool. Day Care children *must* be at least 12 months old. Toilet training is not required. 3-year-olds that are not toilet trained are asked to begin in this Preschool room. All children of the proper age can attend our program regardless of gender, color, race, ethnic origin, or religion.

### **3-year-old Preschool**

Children ages 3 and 4 are eligible for entrance into Christ the King Preschool. All children must be fully toilet trained for a full six months prior to enrollment. All children of the proper age can attend our program regardless of gender, color, race, ethnic origin, or religion.

### **4-year-old VPK Preschool**

Children who are 4 years old *on or before* September 1 of that school year are eligible for entrance into the VPK program at Christ the King Preschool. Parents must obtain of Certificate of Eligibility from the Early Learning Coalition to prove the child's eligibility. All children must be fully toilet trained for a full six months prior to enrollment. All children of the proper age can attend our program regardless of gender, color, race, ethnic origin, or religion.

### **Kindergarten**

Children who are 5 years old *before* September 1 of that school year are eligible for entrance into the Kindergarten program at Christ the King School. All children of the proper age can attend our program regardless of gender, color, race, ethnic origin, or religion.

## REQUIRED FORMS

- A completed Childcare Application for Enrollment
- A completed School Health Entry Exam DH 3040, 10/96\*
- A completed Florida Certificate of Immunization DH680, 8/2000 or Exemption Certificate DH681, 2/2002\*
- A completed and signed Emergency Information Form
- A completed Family, Development & Health Form
- A completed Waiver and Authorization Form
- VPK Certificate of Eligibility\*\* (*VPK students only*)
- A signed Attendance Policy (*VPK students only*)

*\*available from your child's health care provider*

*\*\* available from the Early Learning Coalition of Flagler and Volusia (386-323-2400)*

Continual updates of immunizations will be required while attending our preschool. Your child's immunization record will be evaluated on a regular basis by the local health department. The certificate shall be returned to the parent upon request when the child leaves the school.

## PHYSICALLY AND/OR LEARNING CHALLENGED

Christ the King School is not equipped to meet the needs of all children, including, but not limited to, those with severe physical and/or learning challenges. We will make every attempt to serve every child and every family. However, if the staff cannot adequately meet the child's needs, we will suggest agencies through which parents can receive help.

## CLASS PLACEMENT

Enrollment at Christ the King School is on a first come, first served basis. Children are placed in appropriate classes based on the age and/or toilet training requirements as specified above.

## Tuition and Fees

### Day Care

#### Registration Fees

School Registration Fee	\$25
Full Day Care Fee	\$25

#### 2-year-olds Tuition

5 <b>full</b> days a week	\$550 per month
3 <b>full</b> days a week	\$425 per month
2 <b>full</b> days a week	\$325 per month

5 <b>half</b> days a week	\$325 per month
3 <b>half</b> days a week	\$275 per month
2 <b>half</b> days a week	\$225 per month

#### 1-year-olds Tuition

5 <b>full</b> days a week	\$600 per month
3 <b>full</b> days a week	\$450 per month
2 <b>full</b> days a week	\$350 per month

5 <b>half</b> days a week	\$350 per month
3 <b>half</b> days a week	\$300 per month
2 <b>half</b> days a week	\$250 per month

### 3-Year-Old Preschool

Registration Fee	\$25
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Two Day Program (Tues/Thurs)	\$200/month
Three Day Program (M,W,F)	\$250/month
Five Day Program	\$300/month

Extended Care Registration	\$25
Arrival <i>more than 15 minutes early</i>	\$5/day per use
Departure <i>more than 15 minutes late</i>	\$10/day per use

### 4-Year-Old VPK Preschool

VPK Preschool is COMPLETELY FREE. Fees are only charged for extended care:

Extended Care Registration	\$25
Arrival <i>more than 15 minutes early</i>	\$5/day per use
Departure <i>more than 15 minutes late</i>	\$10/day per use

### Elementary School

Registration Fee	\$25
Uniform Fee	\$25
Yearly Tuition	\$4,500

**Note:** All elementary school children *will* receive a scholarship. Parents are asked first to apply for a School Choice scholarship through Step Up for Students ([www.stepupforstudents.org](http://www.stepupforstudents.org)). Qualifying families will receive up to \$4,106 in scholarship money from the state. These families will be charged the difference from the tuition and fees for the school year. Families who do not qualify for a school choice scholarship will be given one through Christ the King, discounting the tuition to \$350 per month, or \$3,325 for the school year.

### PAYMENT POLICY

Billing will occur on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Payments are due within one week. There will be **no proration of fees if your child is absent for vacations, sickness, etc.** Christ the King Preschool will offer a proration of fees during Christmas and Spring break only. Christ the King Elementary School will *not* offer a proration of fees during the school year. Continuing to pay the monthly tuition will ensure your child's place in the program. **Failure to pay will jeopardize a child's place in our school.** Your cooperation is appreciated!

## Class Size

Christ the King School strives to maintain appropriate and beneficial teacher-to-student ratios. In each classroom the maximum enrollment is as follows:

Day Care:	18 students	(3 teachers at all times)
3-year-old Preschool:	21 students	(2 teachers at all times)
4-year-old VPK Preschool:	18 students	(2 teachers at all times)
Elementary School:	23 students	(1-2 teachers at all times, size dependant)

## School Hours & Arrival/Departure Procedure

### SCHOOL HOURS

Christ the King School is open from 7:00 AM to 6:00 PM. Extended care is available at any time during those hours. During those open hours, different sessions have different hours of schooling. They are as follows:

Elementary School:	9:00 AM – 4:00 PM
VPK Session 1:	8:45 AM – 12:00 PM
VPK Session 2:	9:00 AM – 12:15 PM
VPK Session 3:	1:00 PM – 4:15 PM
3-year-old Preschool:	9:00 AM – 12:30 PM
Day Care:	Available as half day (4 hours or less) or full day (4+ hours)

For Preschool or elementary school parents who need extended care before or after school hours, wrap around care is available. Any child who arrives more than 15 minutes prior to the start of the day will incur a fee of \$5/day per use. Any morning session Preschool child who stays more than 15 minutes after the end of the day will incur a fee of \$10/day per use. Any afternoon session Preschool child or elementary school child who stays more than 15 minutes after the end of the day will incur a fee of \$5/day per use.

### ARRIVAL/DEPARTURE PROCEDURE

Upon arrival children are to be brought into the classroom by an adult, and signed in. The adult must physically sign the child in. The child must also be physically signed out at the end of the day. If someone other than the designated person(s) will be picking up your child, please indicate this in the morning by noting it in the right hand column of the sign-in/out sheet, or call the school and we will make a note of it. Please inform this person they are required to allow us to copy their driver's license and keep it on file. We will not release your child to anyone we cannot verify as the authorized person. Late pick-ups will result in extended care fees.

We want all parents to get to know each other. However, please keep in mind that loudly talking at arrival and departure time may be disruptive to the class, especially when we are closing/praying. Please keep your voices soft or visit outside for a few moments. This will be much appreciated.

## Attendance Policy

Parents who have enrolled students in our programs are expected to bring them to school. Most classes have waiting lists. Thus, parents who do not bring their children to school *will continue to be charged*. Further, VPK students *must* attend classes in order to remain eligible for the state VPK program. VPK students may only miss 3-4 school days *at most* in a month. Students who consistently miss too many days of VPK class may be removed from our program.

## Curriculum

Christ the King School uses Scott Foresman for the curriculum. The VPK students will be using the new 2011, researched based curriculum, Open the World of Learning (OWL). With this curriculum, children will participate in structured and unstructured activities each day. There will be a specific Bible Lesson and Themes each week. For the Kindergarten class they will be using a mix of Kindergarten and First Grade level materials. This will help to challenge and inspire our students to a higher level of learning. Many weekly activities will reflect the letter/theme of that week. This plan will be given to you each month with the monthly calendar.

***Bible Time*** - The children will learn about Christianity through Bible stories, Bible verses and Christian songs. The children will learn of God's great love for us through Jesus.

***Chapel (Devotion)*** - Pastor will share a brief message Friday mornings at 10:00 AM. Parents are welcome and invited to join the children for these brief, informal devotions.

***Circle Time*** - The children will develop listening, emergent literacy, and comprehension skills through stories and teacher lead discussions that match the theme for the week. They will also develop a sense of time and order as they use the calendar to record days, months, and seasons. During circle group time the children also have experiences with rhythm and movement, nursery rhymes, finger plays, singing games/songs, and problem solving.

***Children's Choice*** - The children will be free to explore in the different centers of the preschool to provide the children with many opportunities to learn through active involvement and social interaction. Center areas include House, Blocks, Puzzles, Animals, Books, Table Games, Art, Music Center, Rice Table, and others that change periodically to match the theme of the week.

***Snack Time*** – The children will have snack time at their tables. Birthday treats may be shared.

***Recess*** – The children will have play time on supervised play areas daily as the weather permits. Play time often includes organized activities such as ball throwing, parachute play, chalk... We will use inclement weather opportunities to learn exercises, practice balance, hopping, skipping, jumping and other movement fun!

***Teacher's choice*** - The teacher will use a variety of planned lessons to guide/teach hands-on activities toward fine motor development and other educational skills. This time is also used to give more individualized/small group instruction in many areas.

***Learning Centers*** – The students will develop reading readiness skills and will be involved in pre-math and regular math experiences. Small groups take turns engaging in learning activities such as games, listening center, writing practice, and math manipulative.

***Music and Movement*** – The children have an opportunity to learn rhythm, rhymes, and repetition through music. They will also increase their balance and other motor skills through movement.

## **Rest Time**

Children in the day care program take naps at appropriate times. The teachers will work with each family to understand the napping and resting times. Children who attend a half day Preschool session will not have a designated nap time. The Preschool sessions are designed to be filled with learning activities for the entire session. However, those Preschool children who stay for a full day will have a designated quiet/nap time in the afternoon after lunch. Elementary school children, including Kindergarten children, will have “down time” but not nap time.

## **Animals**

On occasion, animals may be brought into the program for exhibit. Since parents will need to be notified about these special visitors, please plan ahead and ask the administrator or director in advance. We also appreciate knowing if your child has any allergies to animals. Please indicate on the Registration Form accordingly.

## **Lunches/Snacks**

Christ the King School does not offer a lunch program. A snack will need to be provided everyday, along with a drink. If your child will be attending the After Care Program following their school day, please send a lunch and an afternoon snack and drink, if necessary, for them to eat.

Drinks and food can be kept cool or warm by use of a thermos container, ice pack, or a thermal lunch box. They can be found at most stores such as Wal-Mart for as little as \$1.00. Frozen drinks do not work well, because the thermal lunch boxes used by most do not allow the drink to defrost in time for lunch. Refrigeration is available for lunch purposes only if necessary.

We understand some children do not care for breakfast, but please encourage them to eat something nutritious before coming to school. Children who do not eat breakfast may be quite sluggish until snack time. The child’s attention span may be affected, preventing optimal learning during class time.

## **Medical Information/Illness**

In the event of an emergency the caregiver will administer first aid. Be sure to indicate on the application form any allergies to tape, peroxide, antibiotic ointments, etc. The paramedics will be called if necessary. We cannot guarantee a specific hospital or doctor if the paramedics are called, but we will contact the hospital/doctor of your choice when possible. Parents will be financially liable for emergency service; this includes both ambulance and emergency room cost.

Parents are responsible to inform the school when a child is or will be absent for any reason. For more information, please reference our attendance policy. In the case of illness, the staff would appreciate knowing the nature of the illness, in case it might be contagious. When advisable, a release form from the physician will be necessary for a child to re-enter the program. Parents will be

advised of any communicable diseases to which the children may have been exposed. A parent may excuse a child from school by calling the office: 386-447-7979.

Parents are asked not to send the child to school with the following: head lice and/or nits, rash, watery, inflamed eyes, fever, vomiting, or diarrhea. If your child arrives at school with these symptoms, or develops these symptoms while at school, you will be asked to take them home as soon as possible. The child must not come back to school until they are symptom free for 24 hours. Parents will also be notified if their child shows any of the following symptoms: listlessness, nausea, runny nose, sore throat, flushed appearance, abnormal irritability.

In the event of head lice and/or nits, proper treatment will be required. The child may return when all evidence of lice and/or nits is gone. Upon returning to school, the child will be examined by a teacher. If lice and/or nits are found, the child must return home and receive further treatment.

If your child must have prescribed or non-prescribed, internal or external medication during school hours, the medication must be in the original container with specific instructions in writing. This should include the child's name, medication name, dosage and time to be taken. Parents must include written authorization for non-prescribed internal or external medication. Parents are asked to deliver the medication directly to a teacher. Refrigeration will be available for those medications requiring it.

## **Discipline**

Discipline is derived from the word "disciple" which means "a learner." At Christ the King School we do not think of discipline as punishment, but rather as a form of education. It is our goal to help your child learn self-control as well as Christian attitudes and behaviors. Teachers will deal with each child in accordance with Christian love.

In no instance will physical punishment be used (e.g. spanking), nor will discipline be related to food, rest, or toileting. We prefer to give encouragement and praise of good behavior, while offering corrective guidance and redirection for improper behavior. We do our best to anticipate problems and redirect a child's activities. We will narrow choices if necessary. Positive words will be used to encourage positive behavior. We will encourage children to use words to express themselves.

If the child is exhibiting an inappropriate behavior we will tell the child that they need to stop, explain why the behavior is unacceptable, and offer reasonable alternatives. Logical and natural consequences as well as temporary loss of privileges may be used as a reasonable alternative.

If the child is repeating bad behavior, the parents will be consulted. The child may possibly be suspended for a period of time at the administrator's discretion. If the poor behavior persists, the child may be dismissed from the program at the discretion of the administrator.

In all cases of discipline, Christ the King teachers will act with utmost love for the children and with their best interest in mind. We exist to partner with parents in raising and educating their children. Christ the King teachers also employ alternative methods in their discipline, such as a methodology called *Teaching with Love and Logic*.

## Biting

We want our school to be a safe and happy environment for your child; therefore we have a strict policy on biting. *Three strikes and you are out.* The first time a child bites, he/she will receive a time-out at school. The second time, the parent will be notified and the child will be asked to leave school for the remainder of the day. The third time a child bites, he/she will be asked to permanently leave the program.

## Clothing

We support the Christian concept that our bodies are temples of the Holy Spirit. Children will be expected to be dressed in accordance with good Christian principles and practices, and yet, allow for comfort and agility to participate in all types of activities. If we determine that a child's dress/personal appearance is not consistent with Christian principles, the parent(s) will be informed and counseled.

### ELEMENTARY SCHOOL UNIFORMS

Only elementary school children (kindergarten and above) are required to wear uniforms at Christ the King School. The Christ the King uniform consists of the following:

**TOPS:** A white or purple Christ the King school polo.

**BOTTOMS:** Tan (khaki), Grey, or Navy pants, shorts, skirts, or skorts.

Young ladies who wear skirts are encouraged to wear some additional clothing under the skirt for the sake of modesty during the school day and active play times.

There is a \$25 uniform fee for each student. This uniform fee will provide 2 white and 1 purple polo shirt per child. Additional polos are available for an additional fee. Pants, shorts, skirts, and skorts may be purchased anywhere. Many local distributors have school clothing, such as Walmart, Target, and U-Name-It Apparel on Hargrove Dr. (our polo supplier).

### OTHER CLOTHING SUGGESTIONS FOR ELEMENTARY AND PRESCHOOL STUDENTS

1. Each Day Care or Preschool child must have a change of indoor clothing to be left at the school. Please include underwear, socks, pants, and shirt in a one gallon Ziploc bag for storage. Keep season appropriate.
2. Please label each item of clothing with the child's name or three initials. Jackets too!
3. Please allow your child to wear clothing that he/she will not be afraid to get dirty. They will naturally avoid activities if they are worried about getting their "best" clothes dirty.
4. Please keep in mind that crayons, markers, and paints will be used frequently by your child. Even though we provide all 'washable' art supplies, experience has taught us these do not

always wash out completely. Children are encouraged to have an old shirt left at school for craft times.

5. The children will spend time outdoors daily, except for days with precipitation. **PLEASE dress your child appropriately for each day's weather!**
6. SUGGESTED Do's and Don'ts. Do not send your child in one-piece jump suits, or overalls. Avoid *cowboy boots, sandals, or "floppy" shoes*. As cute as "grown up" styles are, trousers or jeans with zippers, snaps and even a belt sometimes make it impossible for a day care or Preschool child to get these all undone in the bathroom on time. (Especially when they are hurrying!) Elastic waists on pants would be preferable to avoid accidents. This applies especially to 1-3-year-olds.
7. A school bag of some kind is not necessary as parent notes and projects are carried out by hand, but students often enjoy having them!

## **Insurance**

Christ the King Church and School is fully insured with property, facility, and liability insurance as required by the state of Florida and as further appropriate for our operation.

## **Complaints**

If you have a complaint, please bring it to the attention of the Pastor/School Administrator or Preschool Director.

## **Ways Parents Can Help**

1. Teach your child independence. Encourage them to do things for themselves (coats, meals, etc.)
2. Confer regularly with the teachers about your child, but refrain from discussing the child in their presence. Report any upsetting experiences at home that may affect them.
3. Take an interest in the school and whatever your child brings home.
4. Take time to listen to your child's daily experiences and discuss them with real interest. Ask specific questions like, "What did you build with blocks?" "Who helped?" Avoid broad questions like, "What did you do today?"
5. Live, work, and play as a family group.
6. Help your child anticipate happy experiences in relation to his school.

7. Attend parent-teacher meetings.
8. It is VERY NORMAL for a child to feel distressed when he/she is separated from the parent. Crying is a VERY NORMAL reaction for most children at some time or another. A quick exit after settling the child in the room is the best remedy. If the crying persists after an abnormal amount of time, you will be notified.
9. Feel free to come and assist at school! It is a great help to our school and it also provides parents with an opportunity to show interest and become involved in their child's education. YOU CAN HELP YOUR CHILD AND US!
10. CALL if you have any questions or concerns!

## Communication

We hope to be in regular and constant contact and communication with *all* parents at *all* times—in the classrooms, in the hallways, on the playground, on the telephone, by E-mail and more. It is our goal to always be on the same page as parents regarding their children.

In addition, parents will be receiving regular E-mail newsletters with updates and information regarding the school. Those parents who do not have E-mail addresses may request paper copies of these newsletters. Further, a school intranet is available to all parents. Parents are *strongly* encouraged to regularly check the school intranet for daily assignments, announcements, notes, and more. Each grade level will have its own class-specific web page. The URL for the school intranet is <http://ctkpalmcoast.info>. Parents are again *strongly* encouraged to check this site regularly.

## Contact Information

Christ the King Lutheran Church & School  
5625 N. US Hwy 1  
Palm Coast, FL 32164

Office: 386-447-7979  
Web: [www.ctkpalmcoast.com](http://www.ctkpalmcoast.com)  
EIN: 37-1566642

Pastor Phil Huebner, Administrator  
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Mrs. Becky Huebner, Director/Teacher  
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