

UPK @ CTK

WELCOME TO 2023-2024 SCHOOL YEAR!

We are very excited to begin a partnership with your family as your child begins their educational journey at CTK. Our Universal Pre-Kindergarten program is designed to help children meet academic goals for entrance to kindergarten as well as promote social-emotional skills and build a strong foundational knowledge across all curriculum areas. Experienced and nurturing faculty will plan developmentally appropriate activities designed to encourage the expression of ideas, facilitate positive interactions within small and large group settings, and instill a sense of community through serving others. In preparation for the next step of their academic career, our objective is to leave your family with memories of wonderful experiences, lasting friendships and our students ability to demonstrate the skills needed to be academically successful throughout their continued educational experiences.

Contact the EC ADMIN TEAM@
 20 Sumter Avenue, Albany, NY 12203
 518-456-5400 (phone & fax)
 Email us at ctkecec@gmail.com



Environment

Classrooms are designed to provide engaging areas for children to work in. Community and center areas enable students to select learning activities based on their interests. The ERS3 (Early Childhood Environmental Rating Scale) is used to assess the classroom environment, materials and relationships with all stakeholders. Pro-social behavioral strategies will be an integral component of our programs, designed to encourage positive interactions, communication and problem solving skills for children in early educational group settings.

Curriculum

Utilization of the **Ages & Stages** screening tool will be completed in November. The **Brigance Inventory of Early Development** tool will be completed in February and June. Progress reports and subsequent parent-teacher conferences will be conducted 2 times or more as needed. ESL assessments, and the appropriate referrals for support will be conducted as needed via district Committee for Preschool Special Education.. The **NYS Early Learning Guidelines** will be utilized as a baseline criteria for quality program content.



Enrichment Specials

Science, Music, Literacy Enrichment, Creative Expression & Foreign Language

Students will benefit from various instruction throughout the year. Weekly specials will also be facilitated over 9 week periods. These include music, science, foreign language and literacy enrichment! . Your child's teacher will share their Enrichment Specials schedule with you.

Pre-K classes will have gym class twice per week. Please make sure your child has the proper footwear. In addition to gross motor play in the gymnasium, classrooms will go outside everyday weather permitting. Your child's teacher will share their class gym schedule with you. When going outside, children will assist in applying sunscreen lotion per state regulations, year round.

All paperwork is due no later than 9/1/23. Tuition is expected to be paid by first day of each month through Tuition Express. Late fees will be automatically assessed for late payments and returned payments. Children who require medication or have allergies must contact the office to obtain NYS OCFS forms & submit correct paperwork to the EC office prior to enrollment.

All are welcome at Christ the King Early Childhood Center! As a state funded program, religious instruction is not permitted within UPK programs, however we do include the tenants of character education and service to others in the community. The ECC is known for celebrating holidays and other important occasions within many cultures. Extended care will include religious components as practiced in the majority of our programs.



Snack/Lunch Time

Classrooms may be peanut & tree nut free if a student with an allergy is enrolled. Families provide a morning snack, beverage, lunch and afternoon snack if enrolled in extended care. One day each month, parents may opt to purchase a pizza lunch for their child(ren). Please send in healthy food & beverage items (we can refrigerate and heat up). **Please note it is our policy to discard all peanut/tree nut products due to airborne allergens if your child's classroom is nut free. All lunch pail items must be labeled.** Meals will be conducted family style, so that we can use the opportunity for further learning opportunities.

Extended Care

Families who require extended care (between the hours of 7:30-8 AM and 1-:530 PM) will need to register with the CTK ECC office. A non-refundable registration fee (\$100) and a materials fee (\$50) will be charged. On school district days & weeks off care will be available if a minimum of 8 children sign up for the day/week. Additional charges are assessed for half and full days of care and can be found on our registration form. **PLEASE NOTE: THE CENTER WILL CLOSE @ 4 PM ON THE 3RD THURSDAY OF EACH MONTH FOR STAFF MEETINGS.**

Service

An integral component of our programs, **community service**, to those less fortunate teaches children social responsibility and altruism. Developing objectives, teamwork skills, and compassion for others builds self-esteem and a sense of accomplishment. Fulfilling our mission of service to children & families, students contributions to the larger community positively impacts everyone.

PROGRAM INFORMATION

HOURS: 8 AM – 1 PM

Extended care available from 7:30-8 am & 1-5:30 pm

Annual tuition \$7000 Sept-June

(please be advised an additional fee is charged for the months with 5 weeks: Oct., Jan., April \$175 per week)

Absolutely no refunds; payment is for scheduled dates, not attendance.

ENRICHMENT WEEKS AND DISTRICT DAYS OFF

(does not include holidays)

an additional \$200 per week if enrolled in extended care
\$330 per week if not

DESCRIPTION:

Integration of Creative Curriculum

by Teaching Strategies, Inc.

Child Directed Studies

Research-based assessment tools

Hands-on activities

Literacy-based

Pro-social behavioral curriculum

STEM, Music, Language, Character Ed

Lunch may be provided based on family income

(contact school district for info)

STUDENT:TEACHER RATIO: 8:1

**Christ the King Early Childhood Center
is licensed by NYS Office of Children & Family Services**

Executive Director

Guilderland CSD liaison

Voorheesville CSD liaison

Stacie G. Boelkins

Julia Murphy

Marisa Vedder

First Day of School

Our goal is for your child to love school! Some children may adjust easily; it may take some time for others. It's normal for some children to be upset the first few days. This usually only lasts a few minutes and our experienced staff will be there to help children transition to engaging activities! Please trust us to comfort your child and ease them into the routine of school. A hug, smile and kiss goodbye are always best!

Early Childhood Advisory Council

The ECAC is composed of important stakeholders within the field of early childhood education. Local program directors, our parish priest, parish & finance committee members, administrative and teaching staff and most importantly-parents! The purpose of the ECAC is to provide opinions, suggestions, and keep informed on the inner workings of the center. We meet virtually and quarterly the 3rd Thursday of August, November, February & May @ 1:30 pm. Consider joining us by calling 456-5400!

School Supply List

All students-labeled ☺	Daily-labeled ☺	Girls	Boys
Composition notebook 8 glue sticks 16 oz glue bottle Smock 2 boxes tissues 2 packs baby wipes 2 rolls paper towels Pencil Box 2 Family Pictures 3 Student Pictures 2 Plastic folders 24 pack of crayons 10 Wide washable markers 3 highlighters	Backpack 1-2 Snacks: Morning/Afternoon if in Extended Care Lunch (Can refrigerate/heat) Water bottle Sunscreen Extra clothes: top, bottom, underwear, socks Appropriate clothing for outdoor play Nap Items: Fitted crib/cot sheet, small pillow, blanket	Gallon ziplock bags	Quart ziplock bags

Parent Teacher Partnership

Positive connections between parents and teachers have been shown to improve children's academic achievement, social competencies and emotional well-being. When parents and teachers work as partners, children do better in school and at home.

(earlylearning network.unl.edu)



Benefits of joining the Early Childhood Center's PTP:

Improved outcomes for children

Gain a comprehensive understanding of ECE objectives

Assist with special center & classroom events

Build friendships with other parents

We are looking forward to a wonderful school year! Classes begin Tuesday, September 7th!

Kind regards,

Stacie Boelkins, Executive Director

sboelkins@ctkparishny.org