



PUI TAK CHRISTIAN SCHOOL

TODDLER PROGRAM PARENT HANDBOOK

Effective August 2026

The policies and procedures contained in this handbook are intended to provide general guidance regarding the operation of the Toddler Program. Pui Tak Christian School reserves the right to modify, amend, or discontinue policies, procedures, tuition rates, schedules, and programs at its discretion when circumstances warrant.

Updated: 8/5/2026

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1. Welcome from the Principal

Dear Parents and Guardians,

Welcome to the Pui Tak Christian School Toddler Program!

We are honored that you have entrusted us with the care and education of your child during these important early years. At PTCS, we believe that every child is uniquely created by God, deeply loved by Him, and filled with tremendous potential.

Our Toddler Program provides a safe, nurturing, and Christ-centered environment where children can grow socially, emotionally, physically, intellectually, and spiritually. Through loving relationships, purposeful play, hands-on exploration, and daily routines, we seek to help each child develop confidence, curiosity, independence, and a love of learning.

We also recognize that parents are a child's first and most important teachers. Therefore, we view our relationship with families as a partnership. By working together, we can create a consistent, supportive environment that helps children thrive at home and at school.

This handbook has been prepared to provide information about our program, policies, and procedures. Please review it carefully and keep it available for future reference. If you have any questions, we would be happy to assist you.

Thank you for allowing us to be part of your child's early learning journey. We look forward to a wonderful year of growth, discovery, and God's blessings.

In His Service,

A handwritten signature in black ink, appearing to read 'B. Ho.', with a stylized flourish at the end.

Bonnie Ho

Principal

Pui Tak Christian School

2. Questions or Concerns?

If you have any questions regarding the Toddler Program, please review our [FAQ document](#). This resource covers the most frequently addressed inquiries.

If your specific question is not addressed in the Q&A document, please refer to the directory below to identify the contact person for your inquiry:

Topic	Contact
Daily Classroom Activities	Classroom Teacher
Child Development Concerns	Classroom Teacher or Principal
Behavioral Concerns	Classroom Teacher, Counselor, or Principal
Health or Medical Questions	School Office
Enrollment Questions	Principal
Tuition and Billing Questions	School Office
School Policies	Principal
Program Feedback or Concerns	Principal

Contact Information

Pui Tak Christian School

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Chicago, IL 60616

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Website: www.puitakschool.org

3. About Pui Tak Christian School

Our Mission

The mission of Pui Tak Christian School is to equip young learners academically and spiritually to become future leaders for God's Kingdom.

Our Vision

As our name implies, our vision is to see children rise to their God-given potential and succeed in all areas of life with joy, wisdom, integrity, and strength of character.

Our Christian Foundation

Pui Tak Christian School was founded by the Chinese Christian Union Church (CCUC) in 1953. Biblical principles are integrated throughout the school day and serve as the foundation for our educational philosophy, relationships, and decision-making.

Children participate in daily prayer, Bible-based lessons, worship opportunities, and character development activities designed to help them understand God's love and grow in Christ-like character.

Families are encouraged to review the school's complete Statement of Faith found in Appendix A.

4. About the Toddler Program

Program Purpose

The Toddler Program provides a nurturing Christian environment where two-year-old children develop socially, emotionally, physically, spiritually, and cognitively through play-based learning, loving relationships, and age-appropriate exploration.

Our goal is to help children:

- Develop a positive sense of self
- Build trusting relationships with teachers and classmates
- Learn age-appropriate social and emotional skills
- Strengthen communication and language development
- Develop independence and self-help skills
- Explore God's world through hands-on learning experiences
- Establish a foundation for future learning success

Educational Philosophy

Young children learn best through active engagement with people, materials, and their environment.

Our program emphasizes:

- Learning through play
- Hands-on exploration
- Language-rich interactions
- Social-emotional development
- Creative expression
- Movement and physical development
- Biblical values and character formation

Teachers serve as guides, facilitators, and encouragers as children discover and learn through meaningful experiences.

Curriculum

The Toddler Program utilizes developmentally appropriate curriculum and learning experiences designed specifically for young children.

Activities may include:

- Bible stories and prayer
- Language and literacy development
- Music and movement
- Art and sensory experiences

- Fine and gross motor activities
- Outdoor exploration
- Social-emotional learning
- Early math and science concepts

Lessons are designed to foster curiosity, creativity, and a love of learning while supporting each child's developmental readiness.

Program Hours

The Toddler Program operates year-round.

Hours of operation are:

Monday through Friday

7:30 a.m. – 5:30 p.m.

The school calendar is distributed annually and identifies holidays, scheduled closures, and special events.

5. Admission and Enrollment

Admission Policy

Pui Tak Christian School welcomes applicants without regard to race, color, national or ethnic origin, or biological sex (as determined by anatomy at birth). It does not discriminate in the administration of its educational policies, admissions practices, financial assistance programs, or school-administered activities.

As a Christian school ministry, PTCS partners with families who understand and support the school's mission, values, and Christian educational philosophy.

Enrollment is considered a privilege. The school reserves the right to deny admission or discontinue enrollment when it determines that the program is unable to appropriately meet a child's needs or when a family is unwilling to support the school's policies and expectations.

Age Requirement

Children must be at least 2 years old to enroll in the Toddler Program.

Because enrollment is offered on a rolling basis throughout the year, children may begin attending once all enrollment requirements have been satisfied and space is available.

Application Process

Families seeking enrollment should complete the following steps:

Step 1: Submit an Application

Complete and submit the school's enrollment application

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Step 2: Parent Consultation

Parents or guardians will participate in a consultation with the Principal or designated school representative.

The purpose of the consultation is to:

- Learn about the child's developmental needs
- Discuss family expectations
- Review program policies
- Determine whether the program is an appropriate fit

Step 3: Submit Required Documents

Families must provide:

- Birth certificate
- Health examination form

- Immunization records
- Emergency contact information
- Custody documentation (if applicable)
- Any additional documents requested by the school

Step 4: Complete Registration

Registration is complete when:

- All required forms have been submitted
- Required fees and deposits have been paid
- Health documentation has been received
- The school has officially accepted the child

Initial Enrollment Period

All newly enrolled children will participate in an initial enrollment period during their first three weeks of attendance.

This period allows staff and families to work together to ensure that the program is an appropriate fit for the child's needs.

If concerns arise during this period, the school administration may schedule a conference with the parents to discuss additional support strategies, extended observation, or alternative recommendations.

The school reserves the right to discontinue enrollment if it determines that the program cannot appropriately meet the child's needs.

Developmental Growth

Children develop at different rates.

Milestones related to language development, social skills, emotional regulation, self-help skills, and toilet learning may vary significantly from child to child.

PTCS recognizes and respects these developmental differences and seeks to support each child according to their individual readiness and needs.

6. Health, Safety, and Wellness

Physical Examination and Immunization Requirements

The health and safety of all children enrolled in the Toddler Program are important priorities at Pui Tak Christian School (PTCS).

In accordance with Illinois Department of Children and Family Services (DCFS) regulations and applicable state requirements, all children must have current health records on file before enrollment is considered complete.

Parents or guardians must provide:

- A completed Illinois Child Health Examination Form signed by a licensed healthcare provider
- Current immunization records
- An Illinois Certificate of Religious Exemption, if applicable
- Emergency contact information
- Documentation of allergies, medical conditions, dietary restrictions, or special healthcare needs
- Medical action plans for chronic health conditions, if applicable

Parents are responsible for notifying the school of any changes in their child's health status, medications, allergies, emergency contacts, or medical needs.

Daily Health Screening

Staff members observe children upon arrival each day for signs of illness or symptoms that may prevent safe participation in classroom activities. If a child appears ill upon arrival, the school may request that the child remain at home or be evaluated by a healthcare provider before attending.

Children are closely observed throughout the day for signs of illness, as younger children may not always be able to clearly communicate their symptoms. If a child becomes ill while in care, staff will provide close supervision and ensure the child is kept comfortable in a designated area away from other children, while still within sight and sound of staff. Comfort measures such as rest, hydration, and quiet activities will be provided as appropriate. Parents/guardians will be notified promptly and are expected to arrange for timely pickup.

Illness Policy

To protect the health and safety of all children and staff, children should remain home when they exhibit symptoms of illness.

Children should not attend school if they have:

- A fever of 100.4°F (38°C) or higher
- Vomiting

- Diarrhea
- A contagious illness
- An unexplained rash
- Persistent coughing that interferes with participation
- Eye drainage associated with conjunctivitis (pink eye)
- Any condition that prevents comfortable participation in school activities

Children who are sent home due to illness may return when:

- They have been symptom-free for at least 24 hours without medication
- A healthcare provider has determined that they are no longer contagious, if applicable

The school reserves the right to require a physician's note when necessary.

Medication Administration

Whenever possible, medications should be administered at home.

When medication must be administered during school hours:

- Written authorization from the parent or guardian is required.
- Prescription medications must be in the original pharmacy container with the child's name and dosage instructions.
- Over-the-counter medications must be in the original manufacturer's packaging and accompanied by written authorization and any required physician documentation.

All medications will be stored securely and administered in accordance with DCFS regulations.

Injuries and Emergencies

Minor injuries will be treated by trained staff and documented as appropriate.

Parents will be notified when injuries involve:

- Head injuries
- Significant bumps or falls
- Bites that break the skin
- Injuries requiring medical attention
- Any incident that may affect the child's well-being

In the event of a serious injury or medical emergency, the school will:

1. Provide immediate first aid.
2. Contact emergency medical services when necessary.
3. Notify parents or guardians as soon as possible.

If emergency treatment is required and parents cannot be reached, PTCS staff may authorize emergency medical treatment in accordance with information provided during enrollment.

7. Daily Operations

Hours of Operation

The Toddler Program operates Monday through Friday from **7:30 a.m. to 5:30 p.m.** Parents are expected to observe program hours and ensure timely arrival and pick-up.

Arrival Procedures

Children should arrive ready to participate in the day's activities.

Parents or guardians must:

- Accompany their child into the classroom
- Sign their child in using the school's designated attendance system
- Ensure a staff member is aware of the child's arrival before leaving

To help children transition smoothly into the classroom, parents are encouraged to establish a brief, consistent goodbye routine.

Departure Procedures

For the safety of all children, parents, guardians, or authorized adults must sign children out before a child will be released.

Children will only be released to:

- A parent or legal guardian
- An individual listed on the child's authorized pick-up form
- An individual approved in advance by the parent or guardian

Identification may be requested before a child is released.

Children will not be released to any person who appears impaired or unable to supervise the child safely.

Late Pick-Up

The Toddler Program closes promptly at 5:30 p.m.

If a parent anticipates being late, the school should be notified as soon as possible. Late pick-ups may result in additional fees and/or a conference with administration to develop an alternative plan.

Attendance

Regular attendance helps children develop routines, build relationships, and benefit fully from the program.

Parents should notify the school if their child will:

- Be absent
- Arrive late
- Leave early

Because toddlers thrive on consistency, families are encouraged to maintain regular attendance whenever possible.

Emergency Closures

In the event of severe weather, public health emergencies, utility outages, building emergencies, or other circumstances beyond the school's control, PTCS may close temporarily to protect the safety of children and staff.

Families will be notified as quickly as possible through available communication channels. Because the Toddler Program is designed around hands-on care, supervision, and developmentally appropriate in-person experiences, remote instruction is generally not provided during emergency closures.

8. Classroom Life and Learning

Learning Through Play

Young children learn best through active exploration and meaningful interactions. The Toddler Program provides opportunities for children to learn through:

- Play
- Exploration
- Conversation
- Music and movement
- Art experiences
- Sensory activities
- Outdoor experiences
- Guided discovery

Teachers intentionally design activities that promote development across all learning domains.

Daily Schedule

Although schedules may vary, a typical day includes:

- Arrival and welcome activities
- Circle time
- Learning centers
- Snack and meal times
- Outdoor play
- Music and movement
- Story time
- Rest time
- Small-group activities
- Departure routines

Consistent routines help children feel secure and develop independence. For details on the daily schedule, please refer to the [PTCS Toddler Daily Schedule](#).

Outdoor Play

Outdoor play is an important part of healthy child development. Weather permitting, children participate in outdoor activities each day.

Outdoor experiences support:

- Physical development
- Social interaction
- Exploration
- Sensory learning

Outdoor play may be limited during severe weather, extreme temperatures, poor air quality, or other unsafe conditions.

Neighborhood Walking Trips and Educational Experiences

As part of the curriculum, children may participate in age-appropriate walking trips within the Chinatown community.

Possible destinations include:

- Ping Tom Memorial Park
- The local library
- The local fire station
- Neighborhood businesses that support classroom learning themes

For safety reasons, younger toddlers may not participate in community walking trips until they have become comfortable with classroom routines, staff, and school expectations.

Parents will be informed of planned field trips and educational excursions. Additional consent forms may be required for certain activities. Parents may also be invited to serve as volunteer chaperones.

Screen Time

PTCS believes that young children learn best through active exploration, play, social interaction, and direct teacher engagement.

Screen use is kept to a minimum and is only used occasionally to support educational experiences, music and movement activities, or special classroom learning opportunities.

9. Rest Time and Daily Care

Rest Time

Adequate rest is important for healthy growth and development. All children participate in a daily rest period.

Children are provided with an individual cot in accordance with DCFS requirements. Staff create a calm and restful environment through dimmed lighting, quiet music, and soothing routines. Children are not required to sleep; however, they are expected to rest quietly and to respect others' rest time.

Comfort Items

Parents may provide:

- A small blanket
- One small comfort item, if desired

All personal items should be clearly labeled with the child's name.

Transition to School

Beginning school is an important milestone for both children and parents.

It is common for toddlers to experience separation anxiety during the first days or weeks of enrollment.

PTCS staff work closely with families to help children adjust through:

- Consistent routines
- Loving reassurance
- Positive teacher-child relationships
- Opportunities to build independence and confidence

Parents can support a successful transition by:

- Maintaining a consistent drop-off routine
- Offering a brief and confident goodbye
- Avoiding prolonged departures
- Communicating concerns with classroom staff

Most children adjust successfully as they become familiar with their teachers, classmates, and daily routines.

10. Nutrition, Meals, and Food Safety

Meals and Snacks

Our program is committed to providing safe, nutritious meals and snacks that support the growth and development of all children, including toddlers and preschool-aged students.

Children in full-day care are provided with regularly scheduled meals and snacks to ensure they do not go extended periods without food. Menus include a variety of nutritious foods, including fruits, vegetables, grains, and protein. Milk is served in accordance with age requirements; children aged 2 and older are served 1% or skim milk unless otherwise directed by a physician.

Meals and snacks are served at consistent times each day. Children are encouraged to practice self-feeding skills appropriate to their age, with staff providing guidance and support as needed. Children are never forced to eat.

To ensure safety, all food is prepared and served in a manner appropriate for young children. Foods that may present a choking hazard are modified or avoided. Items such as grapes and similar foods are cut into small, manageable pieces. Hard, round, sticky, or tough foods that are not appropriate for young children are not served.

Children must remain seated while eating, and staff provide active supervision during all meals and snacks. Staff sit with children to monitor eating and assist as needed. At least one staff member trained in Pediatric First Aid and CPR is always present.

All staff follow proper handwashing and sanitation procedures before and after food service. Surfaces are cleaned and sanitized, and food is stored and handled safely. Special dietary needs and food allergies are documented and accommodated. Families providing food from home are expected to follow these safety guidelines.

Our goal is to create a safe, healthy mealtime environment where children can develop positive eating habits while minimizing risk.

Food Allergies and Dietary Restrictions

Special dietary needs and food allergies must be documented in the child's file.

Parents are responsible for reviewing the monthly lunch menu. If a child has an allergy to a menu item, parents must notify the school and provide an appropriate alternative meal or snack when necessary.

To ensure the safety of all students, PTCS is a nut-free environment. All food brought to school must be nut-free. The safety of children with food allergies is a priority.

Parents must notify the school of:

- Food allergies
- Food sensitivities
- Dietary restrictions
- Medical dietary requirements

Documentation from a healthcare provider may be required for certain dietary accommodations.

Mealtime Expectations

Children are encouraged, but never forced, to try new foods.

Teachers model positive eating habits and create a pleasant atmosphere during meals and snacks. Children will always be treated with dignity and respect during mealtimes.

Food will never be used as a reward, punishment, or bargaining tool.

Celebrations and Special Treats

To help ensure the health, safety, and well-being of all children, the Toddler Program maintains a **no-food celebration policy**.

Families may not bring food, snacks, candy, baked goods, or beverages from home for birthdays or classroom celebrations.

Parents who wish to recognize a special occasion are encouraged to consult with the classroom teacher regarding non-food alternatives, such as donating a book, stickers, pencils, bubbles, or other age-appropriate items for the class.

The school reserves the right to approve or decline any items brought for distribution to students.

11. Diapering and Toilet Learning

Diapering Procedures

PTCS follows DCFS-approved diapering procedures designed to promote health, safety, and dignity.

Staff members are required:

- Wear disposable gloves when appropriate.
- Use designated diaper-changing areas away from food preparation and serving areas.
- Clean and disinfect the changing surfaces after each use.
- Wash their hands and the child's hands after each diaper change using soap and running water to reduce the spread of germs.
- Dispose of soiled materials in a covered, hands-free container.
- Soiled clothing is stored in a separate plastic bag to go home with the child.

Children are never left unattended during diaper changes.

Diapering Supplies

Parents are responsible for providing:

- Diapers or pull-ups
- Wipes
- Diaper cream or ointment (if needed)

All items should be clearly labeled with the child's name. Families will be notified when supplies need to be replenished.

Toilet Learning

PTCS recognizes that children develop toilet-learning readiness at different ages and stages. Toilet learning is most successful when families and teachers work together using consistent expectations and encouragement.

Accidents are a normal part of the learning process and are handled calmly and respectfully. Children are never shamed, punished, or embarrassed for toileting accidents. Toileting areas are maintained in a clean and sanitary condition.

Children who show signs of readiness will be supported through:

- Regular bathroom opportunities
- Positive encouragement
- Developmentally appropriate guidance
- Respectful assistance when needed

Toilet Learning Readiness

Signs that a child may be ready for toilet learning include:

- Showing interest in the toilet
- Remaining dry for longer periods
- Communicating toileting needs
- Following simple directions
- Demonstrating increasing independence

Staff will communicate regularly with families regarding toilet-learning progress.

Handwashing Requirements

Handwashing is required for staff and children at key times throughout the day, including before and after meals, after diapering or toileting, after contact with bodily fluids, after outdoor play, and as needed. Staff assists children in proper handwashing using soap and running water to reduce the spread of germs.

Sanitation and Safety Measures

All diapering areas, toileting areas, and high-touch surfaces are cleaned and sanitized in accordance with DCFS standards. Staff follow procedures for the safe handling and disposal of bodily fluids. Cleaning supplies and hazardous materials are stored securely and out of reach of children. Staff maintain active supervision at all times and are trained in hygiene, sanitation, and safe practices.

Our program is committed to maintaining a healthy environment that supports children's development while minimizing the risk of illness.

12. Positive Guidance and Behavior Support

Philosophy of Guidance

At PTCS, guidance is an important part of a child's growth and development. Young children are still learning how to:

- Express emotions appropriately
- Solve problems
- Follow directions
- Build relationships
- Demonstrate self-control

Our goal is not simply to correct behavior but to teach skills that help children become responsible, caring, and self-regulated individuals.

Guidance practices are rooted in Christian principles of love, patience, respect, and restoration.

Developmentally Appropriate Expectations

Behavior expectations are based on a child's age and developmental stage.

Staff recognize that toddlers are still learning:

- How to share
- How to take turns
- How to communicate needs
- How to manage strong emotions
- How to participate in group settings

Teachers respond with patience, consistency, and understanding as they help children learn appropriate behaviors.

Positive Guidance Strategies

Staff uses positive and proactive strategies, including:

- Redirection
- Modeling appropriate behavior
- Encouragement and positive reinforcement
- Offering choices
- Problem-solving support
- Teaching emotional vocabulary
- Helping children identify feelings
- Supporting conflict resolution

Children are guided toward appropriate behavior while maintaining their dignity and self-worth.

Prohibited Practices

PTCS prohibits:

- Corporal punishment
- Physical discipline
- Verbal abuse
- Humiliation
- Threats
- Food deprivation
- Isolation
- Any practice that may frighten or emotionally harm a child

All guidance practices comply with DCFS regulations.

Peace Corner

PTCS utilizes a Peace Corner as a supportive tool to help children develop self-regulation skills.

- The Peace Corner is thoughtfully designed and furnished with age-appropriate tools that support emotional regulation and calming.
- Children are encouraged to remain in the Peace Corner until they are calm and ready to rejoin classroom activities.
- Children remain within the sight and hearing of staff at all times.
- Teachers provide guidance, reassurance, and support as children learn to identify and manage their emotions.

PTCS does not use traditional time-outs as a disciplinary approach. Instead, we focus on teaching self-regulation, emotional awareness, and problem-solving skills.

Biting and Aggressive Behaviors

Biting occasionally occurs among toddlers who are still developing language, social, and self-regulation skills.

When a biting incident occurs, staff will:

1. Immediately ensure the safety of all children involved.
2. Provide appropriate first aid.
3. Comfort both children involved.
4. Teach alternative behaviors.
5. Document the incident.
6. Notify parents or guardians.

For confidentiality reasons, the identity of other children involved will not be disclosed.

If biting becomes a recurring concern, staff will partner with families to identify contributing factors and develop supportive strategies.

Faith Integration

Our approach to guidance is rooted in biblical principles and Christian values, including:

- **Love** — "And over all these virtues put on love, which binds them all together in perfect unity." (Colossians 3:14)
- **Patience and Kindness** — "Love is patient, love is kind." (1 Corinthians 13:4)
- **Respect for Others** as individuals created in the image of God

Children are gently guided to demonstrate kindness, care for others, make wise choices, and develop Christ-like character in their daily interactions.

13. Parent Communication and Family Partnerships

Parents as Partners

PTCS believes that parents are a child's first and most important teachers.

We view family involvement as an essential component of the Toddler Program and seek to build strong partnerships based on trust, communication, and mutual respect.

Daily Communication

Parents will receive regular information regarding their child's day, which may include:

- Meals and snacks
- Diapering and toileting
- Rest periods
- Classroom activities
- Social and emotional development
- Health concerns
- Significant incidents or injuries

Conferences

PTCS values ongoing communication and collaboration between families and teachers.

To support each child's growth and development, the Toddler Program conducts **two scheduled parent-teacher conferences each school year**. These conferences provide an opportunity to discuss:

- Developmental progress
- Social-emotional growth
- Language development
- Self-help and independence skills
- Learning experiences and classroom participation
- Areas of strength and opportunities for growth
- Home and school partnership strategies

In addition to the two scheduled conferences, parents or teachers may request additional conferences at any time if concerns arise or if further discussion would benefit the child.

Family Involvement

Families are welcome to participate in classroom and school activities throughout the year.

Opportunities may include:

- Special events
- Classroom celebrations
- Reading activities

- Volunteer opportunities
- Field trips and educational outings

All volunteers who have direct and ongoing contact with children must comply with applicable screening and background check requirements.

Parent Concerns

PTCS values open and respectful communication.

If parents have concerns regarding their child's experience, they are encouraged to:

1. Speak directly with the classroom teacher.
2. Contact the Principal if additional assistance is needed.
3. Work collaboratively with school leadership toward a resolution.

Our goal is to address concerns promptly, respectfully, and in a manner that supports the well-being of children, families, and staff.

14. School Procedures

Uniforms and Clothing

Children enrolled in the Toddler Program are required to wear the designated PTCS uniform shirt each day.

Uniform shirts help promote a sense of belonging and make it easier for staff to identify students during school activities and community outings.

Children should wear comfortable clothing appropriate for active play, outdoor exploration, art activities, and other hands-on learning experiences.

Parents should provide:

- One complete change of clothing
- Extra underwear, if toilet learning
- Weather-appropriate outerwear
- Any necessary diapering supplies

All clothing and personal belongings should be clearly labeled with the child's name.

For safety reasons, children should wear closed-toe shoes with non-slip soles. Flip-flops, dress shoes that restrict movement, and other unsafe footwear are discouraged.

Arrival Procedures

Children should arrive ready to participate in the day's activities. Parents or guardians must:

- Escort their child into the classroom.
- Sign their child in using the school's designated attendance system.
- Ensure that a staff member is aware of the child's arrival before leaving.

To help children transition smoothly into the classroom, parents are encouraged to establish a brief, consistent goodbye routine.

Departure Procedures

For the safety of all children, parents, guardians, or authorized adults must sign children out before a child will be released.

Children will only be released to:

- A parent or legal guardian
- An individual listed on the child's authorized pick-up form
- An individual approved in advance by the parent or guardian

Identification may be requested before a child is released. PTCS will not release a child to any individual who appears impaired or unable to supervise the child safely

Late Pick-Up

The Toddler Program closes promptly at 5:30 p.m.

Parents should make every effort to arrive on time. If an emergency causes a delay, parents should notify the school as soon as possible.

Repeated late pick-ups may result in additional fees and/or a conference with school administration to develop an alternative plan.

Attendance

Regular attendance helps children establish routines, build relationships, and benefit fully from the program.

Parents should notify the school if their child will:

- Be absent
- Arrive late
- Leave early

Because toddlers thrive on consistency, families are encouraged to maintain regular attendance whenever possible.

Toys and Personal Items from Home

To avoid loss, damage, or conflicts among children, toys should generally remain at home unless specifically requested by classroom staff.

A small comfort item may be permitted during rest time or transition periods.

PTCS is not responsible for lost or damaged personal items brought from home.

Photographs and Media

From time to time, PTCS may photograph or record children participating in school activities for educational, promotional, yearbook, social media, website, or school communication purposes. Parents will indicate their media preferences during enrollment.

The school will make reasonable efforts to honor family preferences regarding the use of photographs and videos.

15. Tuition and Financial Policies

Registration Fee

A non-refundable registration fee is required at the time of enrollment.

The registration fee helps offset administrative and enrollment costs and is not refundable under any circumstances.

Tuition Deposit

A non-refundable one-month tuition deposit is required upon enrollment.

If the child remains enrolled through the end of the school year, the deposit will be applied toward the final month of tuition.

If a child withdraws before completing the school year, the tuition deposit will be forfeited.

Tuition Payment Options

Families may choose one of the following payment options:

- Annual Payment
- Semi-Annual Payment
- Monthly Payment

Families who choose the monthly payment option will be charged an administrative fee established by the school.

Tuition schedules and payment deadlines are published annually.

Withdrawal from the Program

Parents who wish to withdraw their child must provide written notice to the school office.

The registration fee and tuition deposit remain non-refundable.

Any prepaid tuition for unused future months may be refunded in accordance with school policy. Partial-month refunds are generally not provided.

The school reserves the right to discontinue enrollment when it determines that:

- The program cannot appropriately meet the child's needs;
- Continued enrollment is not in the best interest of the child;
- Continued enrollment is not in the best interest of other students; or
- A family is unwilling to support school policies and expectations.

16. Child Protection and Mandated Reporting

Child Safety

The safety and well-being of children are top priorities at Pui Tak Christian School. PTCS is committed to maintaining a safe, nurturing, and secure environment where children can learn and grow.

Mandated Reporting

All PTCS staff members are mandated reporters under Illinois law. Staff members are legally required to report suspected child abuse or neglect to the appropriate authorities.

Staff receive training regarding:

- Child safety
- Supervision
- Abuse prevention
- Mandated reporting responsibilities

Visitor Procedures

All visitors must enter through the designated entrance and follow school visitor procedures.

Visitors may be required to:

- Sign in
- Present identification
- Wear a visitor badge
- Remain under staff supervision when appropriate

The school reserves the right to deny access to individuals whose presence may disrupt operations or compromise safety.

Volunteers

PTCS values the support of volunteers. Volunteers who have direct and ongoing contact with children may be required to complete background checks and comply with applicable school and DCFS requirements before serving.

Emergency Preparedness

PTCS conducts emergency drills and follows established safety procedures in accordance with applicable regulations.

Staff are trained to respond appropriately during emergencies, including:

- Fire emergencies
- Severe weather events
- Lockdowns
- Medical emergencies
- Evacuations

17. Appendix A

Statement of Faith
1. <u>The Bible:</u> We believe the whole Bible in the original manuscripts, both Old and New Testaments, to be the inerrant word of God, inspired by God, the complete revelation of His will for the salvation of man, and the Divine and ultimate authority for all Christian faith and life.
2. <u>Triune God:</u> We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. We believe Jesus Christ is true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins. Further, He arose bodily from the dead, ascended into Heaven, where, at the right hand of God the Father, He now is our Mediator, High priest, and Advocate. We believe in the Holy Spirit, the Third Person of the Trinity, who is equal in power and coexistent with the Father and the Son. His ministry is to convict men, regenerate believing sinners, and indwell, guide, instruct, and empower believers for godly living and service.
3. <u>Man:</u> We believe that man was created in the image and likeness of God, but in Adam, man has fallen into sin and incurred condemnation and both physical and spiritual death. As a sinner, man is completely helpless and in need of God for salvation.
4. <u>Salvation:</u> We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who respond in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire person to Him as Lord and Savior. There is no other way of salvation apart from Jesus Christ. All the redeemed, once saved, are kept by God's power, forever secured in Jesus Christ.
5. <u>The Church:</u> We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head. The Church is to bring glory to God. We also believe that

water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation.

6. The Second Coming of Christ:

We believe in the personal and imminent coming of our Lord Jesus Christ. We also believe in the bodily resurrection of the dead. The believers will be resurrected into everlasting blessedness and joy with the Lord, and the unrighteous to judgment and everlasting conscious punishment.

7. Marriage and Sexuality:

We believe that the term "marriage" has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman as their genders were determined by anatomy at birth (and not subject to change) in a single, covenantal union, as delineated by Scripture. Whenever there is a conflict between the Ministry's position and any new legal standard for marriage, the Ministry's statement of faith, doctrines, and biblical positions will govern. (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; I Corinthians 7:1-9)

We believe that God has commanded that no intimate sexual activity and therefore no cohabitation be engaged in outside of marriage as defined above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, is contradictory to God's natural design and purpose for sexual activity. (Genesis 2:24; 19:5; Leviticus 18:1-30; Romans 1: 26-29; I Corinthians 5:1; 6:9-10; I Thessalonians 4:1-8; Hebrews 13:4)

We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

8. Protection of Children:

We believe that children are from the Lord and must be absolutely protected within the school from any form of abuse or molestation. The school has zero tolerance for any person, whether paid staff, volunteer, or visitor, who abuses or molests a child. (Psalms 127:3-5; Matthew 18:6, 19:14; Mark 10:14)

9. Love:

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us.

God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 17-21; 13:8-10; Philemon 2:2-4; II Timothy 2:24-26; Titus 3:2; I Peter 3:8-9; I John 3:17-18)

10. Disputes within the Church:

Christians should work to resolve disputes within the body of Christ. All disputes that cannot be resolved in this manner must be handled through binding Christian arbitration. (I Corinthians 6:1-8; Ephesians 4:31-32)

18. Appendix B

Parent/Guardian Acknowledgment

I acknowledge that I have received and reviewed the Pui Tak Christian School Toddler Program Parent Handbook.

I understand that the handbook contains important information regarding school policies, procedures, expectations, and programs.

I agree to support the policies and procedures outlined in this handbook and understand that the school reserves the right to revise policies when necessary.

Child's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____