

Back-to-School Checklist

Uniforms

Required for PK3-8th Grade

- ☐ Order new uniforms from Shaheens:
<https://www.shaheens.com/christ-the-king-lexington>
- ☐ Order additional uniform pieces and spirit-wear at The Sprit Shop:
<https://thecksspiritshop.com/>

***Reminder that we have Spirit Days the 2nd Monday of every month and only approved logo-wear from the Spirit Shop can be worn on these days in place of your uniform.**

Out of Uniform Schedule 2023-24

1st Monday of the Month: \$2 out of uniform day. Proceeds go towards 8th grade trip

2nd Monday of the Month: Spirit Day or Use Out of Uniform Pass

3rd Monday of the Month: Can use out of Uniform pass or wear uniform

4th Monday of the Month: 23-24 Themed Shirt day with uniform bottoms or out of uniform pass.

Supplies

All supplies needed for the 2023-2024 school year are provided from the \$250 per student supply fee that is assessed. Your student(s) will need the following:

- ☐ **Back Pack and Water Bottle**
- ☐ **Lunch (if not ordering from the Cafeteria)**

Immunizations

For more details please visit our website, ckslex.org/parents

- ☐ All **NEW** students at CKS are required by Kentucky State Law to provide a valid Kentucky Immunization Certificate
- ☐ All incoming Preschoolers (PK1- PK4) must provide an immunization certificate and proof of a current physical examination.
- ☐ All rising Kindergarteners must provide a Kentucky Eye Examination Form, a Kentucky Dental Screening/Examination Form, Immunization Certificate and Preventative Health Care Examination Form
- ☐ All rising 6th Graders must provide a current Kentucky immunization certificate and proof of a current physical examination.

FAX these forms to Christ the King School FAX # 266-4547 or email them to clinic@ckslex.org

Summer Reading

- ☐ Middle Schoolers (rising 6th, 7th & 8th graders) have summer reading assignments to complete. Please contact your Language Arts teacher with any questions.
- ☐ All students are encouraged to read throughout the summer and take Accelerated Reader (AR) tests when they return. Be sure to check out our Battle of the Books list for 2023-2024 in News Notes and on our website.

Volunteer

Safety is of utmost importance to us. Therefore, all volunteers and/or visitors must be appropriately vetted, per Diocesan Policy. Volunteers in any capacity, including parents who may chaperone or provide transportation for field trips, etc., must first pass a background check and participate in volunteer training provided by Catholic Mutual Group Insurance.

It is best to complete this sooner rather than later as your application can take 2-4 weeks to process. Once your application is approved in CMG your status is in good standing for up to 5 years.

Volunteers are essential in maintaining an optimal school community, which is why we require 10 volunteer hours per family per year.

If you have questions about the application or your current CMG status, please contact Mrs. Donna Perkins by calling the office at (859) 266-5641.

- ☐ **Complete the required volunteer forms on our website under the "Volunteer" tab at ckslex.org/parents.**

Volunteer for Oktoberfest

Oktoberfest is **September 22-23, 2023** and is one of our largest fundraisers of the year. It's success wouldn't be possible without the support of our incredible parent-volunteers!

- ☐ **Email Rebecca Bernotas to sign-up to volunteer- bec.bernotas@gmail.com**

School Handbook

Updates to the 23-24 Handbook will be available on August 1st. All students, new and returning, should review the Handbook with their parents prior to the first day of school. Handbooks can be found at **ckslex.org/parents** under the "Handbooks" tab.

- ☐ Review the Handbook

After reviewing the handbook we ask that all families sign the acknowledgement, which can be found in the FACTS Family Portal (<https://familyportal.renweb.com/>) under "School" on the left side, then "Web Forms" and then "CKS Demographic Form"

- ☐ Sign the Handbook Acknowledgement

If we receive 100% return on the Handbook Acknowledgement Forms, we will have a school-wide dress down day!

FACTS FAMILY App

Download the FACTS FAMILY App

FACTS Family is a one-stop-shop that brings everything you need to make the school year a success right into the palm of your hand. Easily access grades, attendance, important school announcements, and more for an annual subscription fee of just \$4.99 for the whole family to use.



New this Year!

Cafeteria Details

Pre-Pay Cafeteria Balances

Beginning August 1st, Christ the King School will begin using an integrated version of the FACTS Tuition Management and FACTS SIS systems. **All families MUST maintain a positive cafeteria balance and pre-pay for meals in the cafeteria.** This is different from prior years where students were able to accumulate a credit.

Moving forward we recommend maintaining at least a \$50 balance at all times in the cafeteria. The Cafeteria Manager will scan your student(s) lunch card and their lunch total for the day will be debited from their lunch balance. It is the responsibility of the parent to review and discuss purchase decisions with their child(ren).

When a negative lunch balance occurs, an alternative lunch may be provided to the student until the balance is paid in-full and brought to a positive. Parents will receive automated notifications when you have \$50 or less remaining in your account and again when your account goes negative.

How to Add Money to Your Account

All cafeteria funds will be handled through your FACTS account. You can add money to your account by the following methods:

1. Bring cash or check to the front office in a labeled envelope with your student's name
2. Add funds to your PrePaid account in the FACTS Family Portal (<https://ctk-ky.client.renweb.com/pwr/>) or FACT Family App with the bank account of your choice.

(Note: There is a 2.95% processing fee for debit and credit cards)

How to Order From the Cafeteria

A monthly lunch calendar can be found on our website at <https://www.ctkschool.net/parents> under the "Lunch" tab. Each morning your student's homeroom teacher will take your student's lunch order and send to the cafeteria staff. Alternatively, your student is welcome to bring a lunch from home. **Christ the King School does NOT permit peanut products to be served to students in the building.**

Special Lunch Days

Thursdays are known as "Special Lunch Days". Each Thursday the cafeteria rotates between offerings from Jimmy Johns, Mad Mushroom, Moe's and Chick-Fil-A or Cane's. Please see the monthly lunch menu for full details.

Support us! BoxTop Rewards

- ☐ Download the BoxTops for Education app! This app is easy to use and a great way to give back to our school!



Kroger Rewards

- ☐ Enroll in Kroger Community Rewards. You'll earn rewards for Christ the King School every time you shop and use your PlusCard! **This must be renewed annually.**

Scan the QR code, choose Christ the King School; account **AW230**



BHG Rewards

- ☐ When you purchase a BHG e-gift card, they will donate 20% back to the school. All it takes are a few easy steps on any device and the e-gift card is sent directly to you! **This can be done anytime throughout the year!**



Follow us! Social Media

- ☐ **Christ the King School:**
www.facebook.com/ctkschoolky
Instagram: @ckslex
- ☐ **CKS Spirit Shop:** www.facebook.com/cksspiritshop
Instagram: @the.spiritshop
- ☐ **Christ the King School PTO, Lex KY**
(Request to be added to private group)
- ☐ **Faith 1st Sports:**
<https://www.facebook.com/faith1stsports>
- ☐ **Cathedral of Christ the King**
<https://www.facebook.com/ctklexky>
- ☐ **Oktoberfest:**
<https://www.facebook.com/ctkokt>

Tell us! Attendance

Please email planned or unplanned absences, tardies, or special pickup arrangements to attendance@ckslex.org and notify your student's homeroom teacher.

For extended absences, please seek approval from the Principal.

NEW THIS YEAR- Parents will NOT be allowed to check students out after 2:30pm.

thank-you

Principal: Ann Tramontin Bruggeman, abruggeman@ckslex.org

Assistant Principal of Student Services: Kelley Taylor, ktaylor@ckslex.org

School Accountant: Natalie Schuler, nschuler@ckslex.org

Guidance Counselor: Christine Gibson, cgibson@ckslex.org

Preschool Director: Tracy Cupolo, tcupolo@ckslex.org

Admissions/Communications: Lindsey Ball, admissions@ckslex.org

Front Office Manager: Donna Perkins, office@ckslex.org

Technology Support: Vince Mongiardo, it@ckslex.org

School Nurse: Kylee Greer, clinic@ckslex.org

School Website: ckslex.org **School Phone:** 859-266-5641