

# **Kirk Preschool**

## **Parent Handbook**

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## **HISTORY OF PRESCHOOL**

Kirk of the Hills Preschool opened its doors to 40 children in the fall of 1965. At that time, the school's main objective was to serve the children of the community with quality education and developmentally appropriate experiences within a Christian atmosphere.

Today, Kirk of the Hills Preschool serves 220 children ages 6- months to five- years and continues to uphold the traditions of the founding members. Kirk Preschool expanded in the Fall of 2016, with the opening of Kirk Crossing Preschool at our Jenks campus. Kirk of the Hills Preschool welcomes applicants without regard to race, gender, religion, national, or ethnic origin.

### **Pastor Wayne's Message:**

Dear friends and families of Kirk Preschool,

Children are not only important in Christian faith—they are the primary example of what it is to be a Christian. We find this in the teachings of Jesus recorded in the Gospel of Luke:

*But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it."*

This passage is both a reminder of the power of childlike faith for us, and the importance of children to God. I want you to know that we take this seriously at The Kirk, particularly in our preschool ministry. We want to surround your children with safety, love, and the spiritual atmosphere of Jesus Christ. The latter is done through songs, prayers, stories, and by example. You as parents are also important to us. Rest assured that your children receive the best possible care and attention in an atmosphere that shares the love of Jesus Christ. We also want to be open to your needs. If you should need our church or our pastors for anything, please feel free to call on us. I hope and pray 2018-2019 will be a wonderful year for you and your child.

Your brother in Christ,



**Dr. Wayne Hardy**  
**Senior Pastor**

## **LEADERSHIP TEAM**

Welcome to the Kirk Preschool Family! Each of us on the Preschool Leadership Team feels that we have a wonderful opportunity, as well as an important obligation, to teach your child about the world around them and about our wonderful Creator. We are committed to providing a professional staff, quality programs, and developmentally appropriate activities to meet the needs of every child within a Christian setting. Our staff feels honored to partner with you and your child as we work together to help reach his/her full potential.

### **Kirk of the Hills Preschool Leadership Team**



Marybeth Alley  
On-Site Director

Erin Whitehead  
Administrative Assistant

### **The Crossing Preschool Leadership Team**



Jamie Soderstrom  
On-Site Director



Emily Burns  
Administrative Assistant



Tracy Barker  
Curriculum Coordinator

## **VISION STATEMENT**

Young lives transformed by Christ to transform the world

## **MISSION**

The mission of The Kirk Preschool Ministry is to serve others and to show God's love. We believe in the value and uniqueness of each child, made in God's image to serve him.

## **PHILOSOPHY**

The teacher's role in the Early Childhood Classroom is critical. We strive to create a learning environment that is safe, stimulating and encouraging. We foster the child's natural desire to explore, discover, create and become a lifelong learner.

## **PURPOSE**

The purpose of Kirk Preschool is to provide a nurturing, quality part-day program that cares for the whole child in a Christian setting. Our staff seeks to provide developmentally appropriate learning opportunities that meet each child's spiritual, intellectual, social, physical and emotional needs. We strive to form a partnership with parents as we work together to provide optimum learning, and the best possible educational outcome.

## **ENROLLMENT**

Families are required to enroll every year. Enrollment dates for the new school year and for our six-week summer camp program are on the school calendar.

## **PROGRAM DESCRIPTION**

Kirk Preschool recognizes The Bible - God's Holy Word - as the foremost reference for wisdom and insights on how children are to be taught, nurtured, and most importantly, loved. Therefore, our ministry seeks God's Word first, and then utilizes proven curriculum and best teaching practices in a safe environment, that encourages creativity, a love for learning, and individual growth. We are open weekdays from 9:00 a.m.-2:30 p.m.

## **ENRICHMENT CLASSES**

- Spanish (3's & up)
- Music (all classes)
- Athletes (Pre-K and up)
- Chapel (3's & up)

## **EXCEL Transitional Kindergarten**

This class is for the older four and five-year-olds (five by March 1). EXCEL builds thinking and problem solving strategies to encourage their social, emotional and academic growth. These children become more independent and responsible for themselves and their actions as they become the leaders of Kirk, and set the example as leaders in the Preschool. Planned units promote fine and gross motor development, social skills, language and communication, reinforced through student-initiated, and teacher-led activities. EXCEL emphasizes phonics, reading and literacy, writing and math skills. It is our goal to make all EXCEL students readers by the end of the year. EXCEL students attend five days a week.

## **Daily Schedules, Activities and Lesson Plans**

Each classroom has its Daily Schedule posted outside the room. In addition, parents will see age-appropriate activities and skills your child is learning. Teacher's weekly lesson plans will be posted inside each classroom.

Each classroom is set-up in learning centers, which include blocks, dramatic play, library, fine motor, and art. The Pre-Kindergarten and EXCEL classrooms will include writing and math centers, along with areas for inquiry, and small group instruction. Children will have the opportunity to choose their learning center, which gives them freedom to make their own decisions, and confidence to explore.

### **Outdoor Play**

Outdoor Play will be incorporated into the daily schedule. In the event of rain, severe wind/cold, or extreme heat, children will remain indoors. The On-Site Director will determine if it is too hot or cold to play outside.

### **Nap and Rest time**

The Oklahoma Department of Human Services requires that all children be provided a regularly scheduled nap or rest time. Children will not be forced to sleep, but will be encouraged to lie quietly for a period of time. Children will be provided quiet activities if unable to rest.

### **Summer Camp**

Kirk Preschool's six-week summer camp program features water play, special thematic units of study, and creative, process-focused, art activities. We offer a two-day program (Monday/Wednesday or Tuesday/Thursday) from 9:00 a.m.-2:30 p.m. for six-months through six years of age (the summer following Kindergarten). We also offer a four-day program as space allows. All who attend summer camp will use our warm and inviting preschool classrooms, which are creatively set up in learning centers, for the children's enjoyment. During the summer months, our ministry strives to provide a place where parents can feel comfortable, and a place where children can learn about the love God has for each and every one of them.

### **Staff**

Kirk Preschool employs a quality team of Christian, experienced teachers, and professional staff members. Many of our teachers have teaching certificates, degrees in early childhood fields, and/or Child Development Associate credentials. All of our teachers are active members in a local Christian church. Each believes that serving children is an important way to glorify God and further His Kingdom. The goal of our ministry is to provide a loving and nurturing atmosphere for children, while promoting spiritual and educational growth. Through personal dedication and well-planned programs, our teachers provide loving guidance, and set developmentally appropriate goals for each child.

### **PARENT INVOLVEMENT**

There will be many opportunities for parents to be involved in the Kirk Preschool. We offer opportunities to help with various activities such as picture days, Christmas projects, Fall Festival, and Teacher Appreciation Lunch. If you are interested in becoming a volunteer for our Preschool, please email [malley@thekirk.com](mailto:malley@thekirk.com). Parents interested in volunteering for the Preschool will be given a Volunteer Job Description which outlines the duties.

## **PARENT COMMUNICATION**

Parents have a chance to communicate with their child's teacher each day at arrival and dismissal time. Additionally, written information about your child's day is sent home with children in our younger classes. Parent conferences are held two times per year for children in 2's classrooms and older. Parents are always welcome to schedule a conference with their teacher, or the On-site Director, at any time during the year.

## **ARRIVAL AND DEPARTURE**

We have an "open door" policy to all enrolled students and parents. Research tells us that children can struggle with feeling abandoned when parents "sneak away" without saying a proper goodbye. This causes unnecessary anxiety that we want to avoid. We encourage all parents to plan extra time at the beginning of the school year to ensure a healthy transition. Likewise, lingering in the classroom, or staying too long at school, only intensifies the anxiety a child might experience when separated from parents. Parents should practice a "good-bye ritual" with their child before the first days of school.

Kirk Preschool's school day runs from 9:00 a.m. until 2:30 p.m. Our building will be unlocked between 8:55-9:30 a.m. for parents to drop off their child, and again at 1:55-2:30 p.m. for pick-up. If your child will be absent for any reason, we ask that you call the office to let your teacher know.

Children may leave only with those individuals listed as "authorized" by the parents on the enrollment form. We require prior written consent from a parent to add anyone to an authorized pick-up list and will ask for a photo I.D. before we will release your child to an authorized person. In order to provide the safest environment for your child, we will not accept phone calls from parents to add individuals to your child's authorized pick-up list. A written notice is required.

If there is an emergency which will delay the pick-up of your child, please notify Kirk Preschool as soon as possible so that we can reassure your child as they wait for you. There is a late fee charged after 2:35 p.m. of \$5.00 and a \$1.00 charge for every minute after that. If a child is not picked up by 2:30 pm, they will be escorted by a staff member to the front lobby to wait.

## **PARKING**

Please park your car in a designated parking space located in the front and back of the church building. For the safety of our children, we ask that you do not park under the porte-cocheres or along the red curb, as these will be busy with students coming and going with their parents.

## **PARKING LOT SAFETY**

The Kirk Preschool takes the safety of our families seriously. Please operate your vehicle in a safe and responsible manner, and be aware of your surroundings when driving and parking.

## **MEDICATION**

Kirk Preschool will administer medication as prescribed by a licensed physician. Written permission must be secured from the child's parent, or legal guardian, and physician before any prescription medicine can be given to a child. Medication must be presented in its original container with a label attached containing the following information: child's name, current date,

time and dose to be given, number of days to be given, and pharmacy name. If appropriate, we recommend that your child's physician prescribe a 12-hour dose of medication so that all medications can be given at home. Over-the-counter medications can only be administered with the written permission of the child's parent and/or physician. (Medications that require ingestion, can only be administered if we have a doctor's note stating the correct dosage and increment.) Medication will be in the Preschool Administrative offices and administered by the Preschool On-site Director or Preschool Administrative Assistant. Diaper creams and Epi-Pens will remain with the teachers.

### **ALLERGIES**

Kirk Preschool recognizes the serious health risks nuts and other food allergens pose to those affected by them. We strive to minimize the risk of exposure to food allergens in our classrooms through proper hand washing, sanitization, staff and teacher education, parent communication and attention to food labels and ingredients. We do not guarantee that products with nuts or other allergens will not be served. Parents are responsible for bringing in an Allergy Action Plan or an Emergency Action Plan for their child with allergies. In addition, parents are responsible for notifying their child's teachers in the classroom to discuss procedures and to train them according to the plans above.

### **ILLNESS**

Please notify the school if your child will be absent due to illness. Parents will be called to pick up children who develop symptoms of illness during the school day. This includes, but is not limited to, a child who develops a contagious skin rash or eye infection; who vomits at school; has a temperature of 100 degrees F or greater; who has two or more loose stools during the day; or who is obviously not feeling well. The On-site Director will determine if a child is too ill to stay at school. Kirk Preschool reserves the right to send a sick child back home. If another child contracts a contagious illness in your child's classroom, a confidential notice will be posted in the classroom to alert parents along with an educational information sheet about the illness. All educational information is obtained by the Health Department's Good Health Handbook.

Our first priority at Kirk Preschool is providing a healthy, safe learning environment for all children. Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 100 or greater, until 24 hours' symptom free without fever reducing medication.

- **Signs/symptoms of severe illness, including:** lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- **Diarrhea** (two instances) until diarrhea stops for 24 hours.
- **Blood in stools** not explainable by dietary change, medication, or hard stools.
- **Vomiting** (One instance) the child can return after vomiting has been resolved for 24 hours.
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- **Mouth sores with drooling**, unless a health care provider determines the sores are not contagious
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye** (conjunctivitis) until after treatment has been initiated for 24 hours
- **Head lice**, from the end of the day until after first treatment
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- **Unspecified respiratory tract illness** accompanied by another illness which requires exclusion
- **Herpes simplex**, with uncontrollable drooling

The child who has a contagious illness may return to school with a note from a licensed health care professional stating the child is no longer contagious. ***Kirk Preschool reserves the right to deny re-entry into school after an illness if the child shows signs and symptoms of that illness, even with a Doctor's note***

A child who becomes ill while at Kirk Preschool will wait outside the classroom in a quiet, supervised area of the Preschool until an authorized person can pick the child up. This is done for the health and safety of the other children.

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address will receive email notification of the illness.

### **IMMUNIZATIONS**

Kirk Preschool adheres to state regulations regarding immunization records for your child. We require that proof of immunization be provided prior to the first day of school and that immunization records be kept current.

### **OUTDOOR SAFETY**

Kirk Preschool will take students outdoors daily unless the heat index is above 100 degrees F, or the wind chill is below freezing. Please dress your child appropriately for these outdoor experiences. A child who is too ill to go outside should not attend school.

### **EMERGENCY PROCEDURES**

#### **Injuries:**

Our staff receives training in injury prevention and the handling of common childhood illnesses and emergencies. Preschool staff are First Aid/CPR/AED certified. A First Aid kit is kept in the Preschool On-site Director's office and on the playgrounds.

#### **Other Medical Emergencies**

In the event that an injury occurs requiring immediate medical treatment, the following will occur:

1. First Aid will be administered.
2. The Parent or legal guardian will be called.
3. If the parent or guardian is unavailable, the person listed as the emergency contact on the enrollment form will be notified.
5. If the situation warrants, an ambulance will be called (911). A Kirk Preschool staff member will accompany the child to the Saint Francis Hospital Emergency Room, bringing the child's emergency medical care authorization form. Kirk Preschool cannot provide emergency medical transportation.

### **SCHOOL CLOSING**

In the event of severe weather conditions, we will follow the same closing schedule as Tulsa Public Schools. We will announce any closings or delayed openings on the local TV stations. Snow days in excess of five days may be made up at the discretion of the Preschool Director.

### **FIRE AND WEATHER DRILLS**

We practice drills monthly. If you arrive at the Preschool during a fire or weather drills, please stay with your child at the front desk until the drill has completed. All emergency routes are posted in the classrooms.

## **RELOCATION**

In the event of an emergency evacuation, children at the Hills location will go to Doubletree by Hilton Hotel Lobby, 6110 S. Yale Avenue. If it is necessary that we travel further, we will go to The Kirk Crossing in Jenks, 11420 S James Ave. WE will notify parents as soon as all children have been safely relocated.

## **INFANT TODDLER AND TWO-YEAR-OLD PROGRAM INFORMATION**

The following information is specific to the infant, toddler and two- year- old rooms:

- Parents must supply diapers, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets and stuffed toys for rest time. Please label all items with child's name
- Infants less than 12 months old, will be placed in a crib on their back to sleep.
- Children may use pacifiers during rest time.
- Breast milk must be brought in ready to use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.

## **SIDS**

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Kirk Preschool has a strict policy for infant sleep placement.

**All infants less than one year will be placed on their back to sleep.**

**\*\*When an infant arrives asleep, the infant is immediately moved to appropriate rest equipment. Also, when an infant fall asleep in equipment other than appropriate rest equipment, the infant is immediately moved to appropriate rest equipment. \*\***

Once a child has been placed in his or her crib for a nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO blankets of any kind, stuffed toys or pillows should ever be placed in a crib. *Pacifiers with the stuffed animals attached may not be used. If the animal can be removed, the pacifier may be used.*

A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

## **POLICIES AND PROCEDURES**

### **a. Attendance**

#### Check in

Anyone that is authorized to drop-off/pick-up your child must have their own “swipe” card. If you are attending Kirk Preschool for the first time, you will receive two cards without charge. If you have authorized more than two people to drop-off/pick-up your child, we will assess \$3 for each additional person. Should a card be lost, stolen, or malfunction, we will replace it for \$3. **Parents or authorized person will remain with the child until the child has been checked in using the swipe card procedure.**

These cards are the sole responsibility of the person to whom they are assigned.

#### Check out:

For the safety of your child, only an authorized person may leave with your child. It is required this person have their own Swipe card, and successfully complete the check-out process.

### **b. Birthdays**

Children are welcome to celebrate their birthdays by bringing a special snack to share with their school friends. We ask that all snacks be store bought and individually packaged. Please check with your child’s teacher before bringing any special snacks. If you wish to send out birthday invitations, we ask that you refrain from handing them out at school.

### **c. Lunch & Snacks**

Please send your child’s lunch in a clearly labeled lunch box or bag. We encourage you to pack reasonable amounts of food, which your child enjoys eating. Beverages should be sent in a non-breakable container.

A morning snack is provided by the Kirk Preschool for each class.

### **d. Toilet Learning**

Toilet learning is a developmental process that differs for each child. We strive to partner with parents on this very important milestone and create an individualized plan that sets each child up for success. If your child is entering the 3’s class, it is with the expectation you are actively working on “potty training” at home. For the benefit of your child and our program, we request three-year –olds be independent when toileting by November 2018.

**e. Clothing**

Children at this age are still working to strengthen their fine motor skills. With this in mind, we ask for “easy up” and “easy down” clothing to allow as much independence as possible.

Each child should bring a bag containing a complete change of clothes, including underwear, socks, shoes, and a sweater or jacket. Please put your child’s name on their clothing.

**f. Personal Belongings, Toys, & Money**

We have many wonderful resources and activities waiting for your child each day. So that your child can enjoy and learn all that’s available to them, please leave toys, money, or personal items at home. Kirk Preschool is not responsible for any personal items lost.

**g. Reporting of Child Abuse**

We are required by law to report any suspected incidents of possible child abuse or neglect.

**g. Child Behavior, Biting and Guidance**

Kirk Preschool provides a safe and developmentally appropriate environment for your child. Children who feel safe are more likely to succeed emotionally, socially and academically. The teachers at Kirk Preschool use positive guidance techniques that are solution-oriented, and designed to increase learning for your child. We believe in consistent, age-appropriate consequences that come naturally when clearly defined boundaries are set. Kirk Preschool teachers are trained on behavior expectations for preschool children and use Becky Bailey’s *Conscious Discipline* model as guidelines for behavior modifications. As your child journeys through the Preschool years at The Kirk, they will learn to take increased responsibility for themselves and for their actions. Kirk Preschool will not tolerate or permit the use of any verbal or physical abuse as a means of discipline or coercion by our staff.

Biting:

Our primary objective for any child that bites is to help them learn more appropriate behavior. We will support your child whether they bite or are bitten.

If a student bites another child or staff member in such a way that leaves a mark or breaks the skin, we will write a report documenting the incident. Parents of the child that was bitten will be informed, and will sign the report. We will conference with parent of the child who bit to provide them with resources, and encourage them to talk with their child at home. The teachers and director will develop a Corrective Action Plan for the child who bit. This will outline our goals for helping the child learn more appropriate behavior. Once the C.A.P is implemented in the classroom, behavior is expected to improve within a certain time, or the parent will be asked to withdraw their child.

Kirk Preschool may dismiss a child for the safety of the child and/or the other children’s safety in the classroom.

**h. Lost and Found**

If your child has lost something, please check the lost and found box or with the Preschool office staff. Unclaimed items will be donated to Emergency Infant Services after a reasonable length of time.

**i. Rest Time**

Children in the toddler, two-year old, and three-year-old classes will be allowed to rest after lunch. Rest time is approximately from 12:00-2:00 p.m. Children who do not sleep will be allowed to engage in quiet activities with their teacher until all children are finished with their rest time.

Infants will be placed on their back to sleep. If your child is younger than three months and you wish for your child to be swaddled, we will require written permission and will use the swaddling blankets provided to us by the Department of Human Services.

**j. Field Trips**

Pre-Kindergarten will go on at least one Field Trip during the year. The Excel class will have field trips periodically. Kirk Preschool requires all parents transport their children to and from the field trip. Information will be handed out to parents from their teacher, prior to the field trip. Kirk Preschool staff will have a First Aid kit available on all field trips.

**Compliance File**

As required by the Department of Human Services, Kirk Preschool has made a Compliance File available for you to view.

**FINANCIAL INFORMATION**

Tuition may be paid yearly, by semester, or in nine equal installments. It is due at enrollment, or monthly, September through April, of the school year.

Tuition is based on the number of days that a child is expected to attend during the nine-month school year. The total amount is then divided into nine equal payments. There is no tuition reduction for absences or school closings due to inclement weather.

Tuition installments are due on, or before, the 15th of each month. A late payment fee of \$30.00 will be charged for tuition payments received after the 15th of the month. Checks can be made payable to “Kirk Preschool”, and we ask you put your child’s name on the check to ensure proper credit. If you mail your tuition, please write “Preschool” on the envelope. Kirk Preschool will access a \$30 charge on all returned checks.

One month’s written notice is required before cancellation of tuition obligation. Please email [malley@thekirk.com](mailto:malley@thekirk.com) if you wish to cancel your child’s enrollment. No summer tuition refunds are given for any reason after May 1, and no fall tuition refunds are given for any reason after July 1.

