

**KIRK**Preschool

Fall 2020-21

# 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 of the Hills Preschool welcomes applicants without regard to race, gender, religion, national, or ethnic origin.

### **Pastor Aaron's message:**

Dear Kirk Preschool Families,

We are so grateful for the opportunity to serve your children. This is both an incredible joy and great responsibility. Deuteronomy 6 teaches us that as God's people we are called to learn and love God's law, and teach it to the younger generation. We want every child in our preschool to know that God loves them and has a plan for his or her life. It is our role to partner with parents in pointing kids to these truths.

God's love is expressed nowhere more clearly than through his son Jesus Christ. That is why we desire to be a Christ-centered educational environment. We also hope that your family is connected to a local church that is nurturing the spiritual life of your child. If you don't have a church home, we welcome you to visit us at any time at Kirk of the Hills. We have both a traditional and contemporary worship service and discipleship ministries for every age and stage of life.

We love serving children because they are close to the heart of Jesus. Mark chapter 10 records these words of Jesus: "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, placed his hands on them and blessed them." One of the simplest ways that we can be like Jesus is through loving and blessing children.

We consider our preschool a vital part of our mission to serve our community. Therefore, we consider our teachers and families a part of the larger Kirk family. If we can serve your family in any way, please let us know.

In Christ,

Aaron Elmore

Lead Pastor

*Aaron Elmore*



## **LEADERSHIP TEAM**

Welcome to the Kirk Preschool Family! 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 their full potential

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



Marybeth Alley  
Director



Erin Whitehead  
Administrative Assistant

## **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.

## **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. We believe that each child is made in the image of God.

## **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 partner with parents so the child may receive the best educational experience.

## **PROGRAM DESCRIPTION**

Kirk Preschool recognizes The Bible as the foremost reference for wisdom and insights on how children are to be taught, nurtured, and loved. Our primary goal for your child is that they may enjoy their learning environment in a safe and fun way, as they achieve their milestones. Students enjoy a well-balanced day that includes movement and song, exercise, free choice centers, learning stations, rest time and creative expression.

## **SCHEDULES, LESSON PLANS AND CLASSROOM ENVIRONMENTS**

Each classroom has its daily schedule posted outside the room. In addition, parents will see age-appropriate activities and skills your child is learning.

Classrooms are set-up in learning environments, which include blocks, dramatic play, library, fine motor, and art. The Pre-Kindergarten and older classes include writing and math centers, along with areas for inquiry, and small group instruction. Children will have the opportunity to choose their learning center, giving them freedom to make their own decisions, and confidence to explore.

## **OUTDOOR PLAY**

Recess time and exercise are an important part of our daily curriculum. In the event of extreme temperatures or inclement weather, children will remain indoors. We will utilize rooms within the building in order to move and exercise.

## **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. If a child is not able to lay quietly, an alternative schedule or early pick-up will be arranged.

## **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. Additionally, all staff are First Aid AED and CPR certified. All of our teachers are active members in a local Christian church. 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.

## **CHECK- IN PROCESS**

With the current Covid-19 Pandemic, the drop-off and pick-up procedures have changed. Please visit the website, [www.thekirk.com/preschool](http://www.thekirk.com/preschool) to view these procedures.

Children may leave only with those individuals listed as “authorized” by the parents on the enrollment form. **We highly recommend that the same person transports your child to and from Preschool.** 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.

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.

## **PARKING**

When dropping off or picking up your child, 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 in fire lanes.

## **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 parking your vehicle.

## **MEDICATION**

If it is necessary to administer the medication to a child while at school, the following shall apply:

1. The parent or guardian must fill out a *Medication Permission* form for any medication to be administered.
2. Medication must be brought to school in the original container.
3. Prescription medication must be presented in its original container with a pharmacy label that states Child's name, Prescribing Doctor, date of prescription, time and dose to be given. Medications that require ingestion, can only be administered with a doctor's note stating the correct dosage and increment.
4. Diaper creams, Epi-Pens and Inhalers will remain with the teachers.
5. Other prescription medication will be administered by the director or administrative assistant, and remain with the Director.

## **ALLERGIES**

Kirk Preschool is not a nut-free environment; however, we recognize the serious health risk involved for some children when exposed to nuts and other food allergens. It is the parent's responsibility to notify the Preschool of foods that cause allergic reactions for your child so that we may take the following precautions to minimize exposure and reduce symptoms:

1. Reading ingredient labels
2. Classroom sanitization
3. Teacher education
4. Proper administration of medicine
5. Parent communication
6. Posting notices/reminders

## ILLNESS

Please notify the school if your child will be absent due to illness. Our first priority at Kirk Preschool is providing a healthy, safe learning environment for all children. Parents will be asked to pick up children who exhibit the following: when child is not able to participate comfortably in activities, when an illness results in a greater need than staff can provide, or the child is experiencing any of the following conditions:

- **Fever** of 99.9 or greater until fever-free for 24-hours without 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

During the Covid-19 Pandemic we are asking families to keep children home that exhibit any signs of illness.

Kirk Preschool reserves the right to deny re-entry into school after an illness if the child shows signs and symptoms of that illness. A child who becomes ill while at school will wait outside the classroom in a quiet, supervised area of the Preschool until an authorized person can pick-up the child. 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, families will be notified.

## 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. Immunization records must be kept current as long as the child attends.

## **OUTDOOR PLAY**

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.

## **EMERGENCY PROCEDURES**

### **Injuries:**

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

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

- First Aid will be administered.
- The Parent or legal guardian will be called.
- If the parent or guardian is unavailable, the person listed as the emergency contact on the enrollment form will be notified.
- If the situation warrants, an ambulance will be called (911). A Preschool staff member will travel with the child to the St. Francis Hospital Emergency Room.

The Preschool will not incur any expense related to a child's medical treatment.

## **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 one of the Preschool doors until the drill is complete.

Emergency routes are posted in the hallways and 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.



## INFANTS

Parents must supply diapers, diaper cream, bottles, formula, baby food, extra clothing, and pacifiers:

- Infants less than 12 months old, will be placed in a crib on their back to sleep.
- Children may use pacifiers during rest time without attachments
- 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.

## TODDLERS 1 & 2, TWO and THREE-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
- Children may use pacifiers during rest 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.

## **ARRIVAL AND DISMISSAL**

### 1. When children are dropped-off

Parents or authorized person remain with the child until the temperature is taken and the child has been checked in using the Procure App.

### 2. When children are picked-up:

For the safety of your child, only an authorized person may leave with your child. We require anyone picking up a child is authorized by the primary guardian. The person picking up a child will check them out using the Procure App.

## **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 single serving size and able to easily distribute. If you have any questions, please ask your classroom teachers. We will not allow your child or teachers to pass out birthday party invites **unless** everyone in the classroom is invited.

## **LUNCH & SNACKS**

Please send your child's lunch in an easy-to-open food container, with their name. We encourage you to pack reasonable amounts of healthy, ready-to-eat 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.

## **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-year-old classroom, it is with the expectation you are actively working on "potty training" at home.

## **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.

## **PERSONAL BELONGINGS**

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. Your child is allowed to bring one stuffed animal to have during rest time. Kirk Preschool is not responsible for any personal items lost.

## **CHILD ABUSE**

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

## **CHILD BEHAVIOR**

Kirk Preschool provides a safe and developmentally appropriate environment for your child. Children who feel safe are more likely to be successful. The teachers at Kirk Preschool use positive guidance techniques that are solution-oriented, and designed to engage higher-level thinking and problem solving skills 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 the *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.

## **BITING**

Our primary objective for any child that bites is to help them learn more appropriate behavior. We will support the child who bites or is 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 receive a copy of the report. We will conference with the family of the child who bit to provide them with resources, and encourage them along the way. 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, their behavior should improve within an agreed upon time.

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

**LOST AND FOUND**

If your child has lost something, please check the lost and found box located inside the West Preschool doors.

Unclaimed items will be donated to Emergency Infant Services after a reasonable length of time.

**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 assess a \$30 charge on all returned checks.

One month’s written notice is required before cancellation of tuition obligation. Please email [ewhitehead@thekirk.com](mailto:ewhitehead@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.