

KIRKPreschool

2022-2023

**Parent
Handbook**

TABLE OF CONTENTS

History of Kirk Preschool	p3
Pastor Message	p3
Leadership Team	p4
Vision Statement	p4
Purpose	p5
Mission Statement	p4
Philosophy	p4
Daily Schedules, Lesson Plans and Classroom Environments	p5
Outdoor Play	p5
Nap and Rest Time	p5
Staff	p5
Check in Process	p6
Parking	p6
Parking Lot Safety	p6
Medication	p6
Allergies	p7
Illness	p7
Immunizations	p8
Outdoor Play	p8
Emergency	p8
Fire and Weather Drill	p8
Infants	p9
SIDS	p9
Toddler, Two and Three Year Olds	p9
PreK	p10
Excel	p10
Arrival and Dismissal	p11
Birthdays	p11
Lunch & Snacks	p11
Toilet Learning	p11
Weather/Emergency related Closing	p11
Personal Belongings	p12
Child Abuse	p12
Behavior and Discipline	p12
Lost & Found	p13
Compliance File	p13
Tuition and Financial Information	p13

HISTORY OF KIRK PRESCHOOL

Kirk 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 Preschool serves up to 240 children, ages 6 months to five years, and continues to uphold the traditions of our founding members. Children from all cultural, ethnic, racial and religious backgrounds are welcome at Kirk Preschool.

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.



Marybeth Alley- Director



Erin Whitehead- Assistant Director

MISSION STATEMENT

Transforming young lives to transform the world through faith in Jesus Christ.

VISION STATEMENT

To nurture a young child's growth and development by providing age-appropriate activities and curriculum, and developing a love of learning through play.

PURPOSE

As a ministry of the Kirk of the Hills Church, we are a part-time Preschool program that meets the developmental needs of each child, while building a solid Christian foundation

PHILOSOPHY

We believe that every child is made in God's image. We adhere to the following principles concerning best practice for teaching young children:

- Children develop knowledge of their world through active interactions with other people, materials and events.
- Children learn best through play

- Children learn best when expectations are clear
- Learning proceeds when the child's physical and emotional needs are met
- Learning is sequential, building on prior understanding and experiences
- Learning in each area is interconnected.
- Learning takes place when new knowledge is in a familiar context
- Learning begins in the family, continues in early childhood educational settings and relies upon parent partnership with the child's teacher.

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, and art. The PreK and older classes include literacy activities, 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.

Pre-Kindergarten and Excel student's rest time consists of D.E.A.R. time (Drop Everything and Read) and Brain Break. Children may sit quietly and read a book or rest.

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

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 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. All medication must be brought to school in its original container
3. Medication must be brought to school in the original container.
4. Prescription medication must have 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 schedule.
5. Diaper creams, Epi-Pens and Inhalers will remain with the teachers at all times
6. 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 inform and educate staff, communicate with families, administer medicine when applicable, sanitize classroom, and post notices.

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
- **Influenza**
- **Coronavirus**

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

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 incurs no 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

INFANTS

Parents must supply diapers, diaper cream, baby wipes, 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

Sudden Infant Death Syndrome

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.*

TODDLERS, TWO and THREE-YEAR-OLDS

- 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.
- All personal items such as toys and money should be left at home
- Rest time happens after lunch from 12:00-2:00. Every child must learn to sit quietly on their mat and will be given quiet activities if they are unable to sleep.

PreK

- Upon entering PreK, students are independent in their toileting needs
- All personal items such as toys and money should be left at home
- Students pack a change of clothes, including socks and shoes, lunch and water bottle – all labelled with their name- in a backpack
- A healthy lunch includes small and balanced choices of the food groups, and water to drink. No juice or sweet drinks please!
- Children will enjoy at least one field trip during the year and parents will be expected to attend
- Children will engage in a sports program, daily physical exercise, and a few messy art /science projects, and should dress accordingly
- Children will have a 20-minute rest time or “Brain Break” where they will sit quietly on a mat and read a book.

EXCEL- Transitional Kindergarten

- All personal items such as toys and money should be left at home
- Students pack a change of clothes, including socks and shoes, lunch and water bottle – all labelled with their name- in a backpack
- A healthy lunch includes small and balanced choices of the food groups, and water to drink. No juice or sweet drinks please!
- Children will enjoy at least two field trips during the year and parents/chaperones will be expected to attend
- Children will engage in a sports program, daily physical exercise, and a few messy art /science projects, and should dress accordingly
- Children will have a 20-minute rest time or “Brain Break” where they will sit quietly on a mat and read a book.

ARRIVAL AND DISMISSAL

All parents or guardians will check their child in on the Procure App using hands-free scanning or the iPad. It's recommended that the same person drop-off and pick-up; however, anyone picking up your child must have prior authorization. The first time a newly authorized person picks up your child we will ask to see their driver's license. Always inform your classroom teacher if someone new is picking up your child.

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/POTTY TRAINING

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

Children find security in consistent structure and discipline. As Christian leaders, children must be shown what we expect before they can meet those expectations. Following the example of their parents and teachers, children are expected to practice kindness and respect toward each other and their surroundings. In the event that this does not occur, discipline will consist of positive reinforcement, redirection, and possibly time away from a specific area.

Use of physical or verbal punishment is not permitted by anyone on the school grounds. If a problem is serious or a parent needs to be informed, the director will do so. Our teachers are experienced when it comes to early childhood development and discipline, and many minor disciplinary issues may be replaced with more appropriate behaviors.

Dismissal Policy

If there is NO improvement and undesirable behavior continues, parents will be notified. After collaborating with teachers and guardians/parents, the student will either be placed on a Corrective Action Plan outlining the behaviors that must change, and the time in which the behavior must improve, or be dismissed, all at the Preschool's discretion.

CLOSING

If the Preschool should be closed for unexpected circumstances such as weather or emergency, families will be notified through Procure and e-mail. When closing is due to weather, Kirk Preschool typically follow the Jenks Public Schools; however, our decision to close is primarily based on the safety of our Preschool community, and our ability to fully staff the Preschool.

Make-up days are at the discretion of the Preschool.

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 efarris@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.