

KIRKPreschool

Parent Handbook

2025-2026

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SCHOOL CONTACT INFORMATION

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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



PRESCHOOL 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 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.



Kerry Turner – Director



Hayley Wheeler – Asst Director



Alex Blackwell – Facilities

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 life-long love of learning through play.

PURPOSE

As a ministry of 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 the age appropriate activities and skills your child is learning.

Classrooms are set-up in learning environments, which include blocks and manipulatives, dramatic play, library, and art. The Pre-K 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. 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.

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 QUALIFICATIONS

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.

PICK UP & DROP OFF

Doors will open at 8:55 each morning and drop-off lasts until 9:15 am. Pick-up is from 2:00-2:30. Children will be picked up and dropped off at their classroom door each day. All parents or guardians will check their child in on the Procure App on your phone or on the school's iPads. Please inform your classroom teacher if someone new is picking up your child.

AUTHORIZED PICK-UP OF CHILD

Only adults who have been pre-authorized to pick up a child may do so. **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. **Any person authorized to pick-up a child must come to the preschool desk and show their identification before a child is released.**

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. **At 2:30, any child still in the classroom will be escorted to the preschool desk area to await pick-up. 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

Please park on the west side of the building and utilize the stairs next to the small playground to enter the Preschool. **Those needing elevator access or with classrooms in the East Wing (104 & 105)** may park on the East side of the building. Please do not park anywhere other than a designated/non-handicap parking space, and do not block or limit access for emergency vehicles by parking in fire lanes. Under no circumstances should any child be left alone in a vehicle.

PARKING LOT SAFETY

Please operate your vehicle in a safe and responsible manner, and be aware of your surroundings when parking. If you observe anyone driving in a reckless manner, please make us aware.

MEDICATION

If it is necessary to administer 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. 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.
4. Diaper creams, Epi-Pens and Inhalers will remain with the teachers at all times.
5. Other prescription medication will be administered by the director or assistant director, and remain with the Director.

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, chills or fever
- **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** until blisters scab over and cessation of fever
- **Strep throat and Scarlet Fever**, 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
- **E-Coli**
- **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
- **Rotavirus/Norovirus**
- **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 follows the Oklahoma Department of Human Services/Good Health Handbook regarding the required immunization schedule for children. All children enrolled must be current on all vaccinations according to their age, and maintain “current” schedules throughout their attendance. **WE DO NOT ACCEPT DELAYED SCHEDULES OR EXEMPTIONS. Any child without current vaccinations may not attend Kirk preschool.**

NUT-FREE

Kirk preschool is a nut-free school. Please do not pack any peanut or nut products of any kind. Read labels carefully and completely, and make sure anyone packing food items and lunch for your child does the same.

EMERGENCY PROCEDURES

Our staff receives training in injury prevention and the handling of common childhood illnesses and emergencies. Preschool staff are First Aid and CPR certified. A First Aid kit is kept in all classrooms 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

Our school practices drills monthly. If you arrive at the Preschool during a fire or weather drill, 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.

Your children will be asked to keep their shoes on during nap or quiet time in order to transfer them to a safe location if it becomes necessary.

When it is necessary to evacuate the Preschool area or building, we will notify families once the children and staff are relocated and it is safe to do so.

IMPORTANT PROTOCOL BY CLASSROOM

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. 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 falls asleep in equipment other than appropriate rest equipment, the infant is 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. Sleeper sacks have been deemed appropriate and safe as long as they fit the infant. Sleep sacks are not supplied by Kirk Preschool but may be put on if a parent/guardian requests it for nap time. 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 the 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 is from around 12:00-2:00 pm. While a child isn't required to sleep during this time, they will remain in the classroom and must remain on their nap mat and remain quiet for the benefit of the other children.

Toilet Learning/Potty Training

This is a developmental process and is different for each child. While the research suggests that potty training can be introduced at a very young age, teaching toileting skills when the child is not ready can have negative impact and further delay the entire toilet learning process.

Please ask your classroom teacher for a copy of the Readiness Predictors and Toilet Training Policy.

PRE-KINDERGARTEN

- Upon entering Pre-K, students must be completely 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, a ready-to-eat lunch and water bottle in a backpack.
- All items must be labeled with child's first and last name.
- 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, a ready-to-eat lunch and water bottle in a backpack.
- All items must be labeled with child's first and last name.
- 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.

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, single-serving size, nut free, and easy to serve. If you have any questions, please ask your classroom teachers.

Birthday invitations may be passed out provided 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. All containers including sippy cups and lunch containers must be labeled with your child’s first and last name.

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

CLOTHING

You children 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 fun resources and activities waiting for your child each day. So that your child can enjoy 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. Kirk Preschool teachers have experience in child development and discipline, and many minor disciplinary issues may be replaced with more appropriate behaviors.

DISMISSAL POLICY

Behaviors that hurt other children physically or emotionally are not acceptable. Kirk Preschool will meet with the guardian or parent of the child when there is a concern in order to develop a plan of correction. If no improvement is observed in a reasonable amount of time, the child may be dismissed at the discretion of the Preschool director.

CLOSING

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

A \$200 deposit and supply fee are due at time of enrollment. **The deposit and supply fee are non-refundable. This deposit will apply toward tuition.**

Tuition may be paid yearly, by semester, or in nine equal installments, and may be paid by Cash, Check or Automatic Bank Draft (must be pre-arranged).

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 unforeseen conditions that may include, but aren't limited to, weather and/or illness related, or power/utility outage.

Tuition installments are due by the 15th of each month. Checks can be made payable to "Kirk Preschool". **Please write your child's first and last name on the check.** If you mail your tuition, please write "Preschool" on the envelope.

A late payment fee of \$30.00 will be charged for tuition payments received after the 15th of the month. 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 kturner@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.

Scholarship information is available on request.

If your family should have an unusual or emergency type financial problem that may affect the prompt paying of tuition, please talk with the Director, so that a solution may be worked out.