

Our Preschool

Kidslink Christian Preschool is a non-profit, self-supporting ministry of Pathway Church. Its purpose is to provide a preschool education in a Christian atmosphere. Tiffany Blaske, Executive Director of Central Operations, oversees our program. Our admission policy is nondiscriminatory in regard to race, color, national origin, ancestry, sex, or handicap in accordance with regulations for childcare centers for children in Kansas. Kansas Civil Rights Statute KS 44-1009, and Title VI of the Civil Rights Act of 1964.

All Kidslink Staff are required to undergo Comprehensive USA background checks that also include being fingerprinted immediately when hired/prior to working with children and rechecked every five years. Kidslink staff are also required to have current certification for first aid and CPR. We take training to re-certify every two years. These are KDHE licensing requirements.

Teaching Strategies

A Child Grows...

- A child grows **spiritually**. One of the most important concepts to grasp is that Jesus loves us. Children are introduced to Jesus as their special friend. Bible concepts, Bible stories, monthly memory verses are a part of our curriculum. We learn that prayer is talking to God just like talking to a friend. Our Bible focus helps us to learn to apply God's word to our everyday life. The children are taught that the Bible is God's Word and it is true. Kidslink approaches everything from a Christian perspective so it is interwoven throughout all our activities.
- A child grows **intellectually**. Children are naturally curious about God's creation and the world around them. We introduce and expand their knowledge of letters, numbers, language, shapes, colors, sorting, and matching (just to name a few!) They will explore in a "hands-on" environment with sensory materials because it is our belief that children learn best through play!
- A child grows **emotionally**. Children are encouraged to develop independence; i.e. separating from Mom and Dad, making the transition to school and classroom, managing personal items such as coat, hat, backpack. They encounter opportunities to learn good manners, develop self-control and to manage emotions in relationship to their peers and teachers. Children learn there is a time to talk and a time to listen. They are encouraged to verbally express ideas and feelings.
- A child grows **physically**. God has given us strong bodies and the ability to do many things. Children need to develop fine motor skills and hand-eye coordination with pencil grip, scissor skills, writing and drawing. They need opportunities to practice large motor skills through group games, hopping, skipping, jumping and playing on our playground.
- A child grows **socially**. Group dynamics are a new concept for many children. Being in a classroom is different than being by yourself. Learning takes place as we explore a new environment and routine. Concepts of what friendship is, how to be a good friend, sharing, taking turns and circle time expectations are social goals. Situations naturally arise where we can talk about God's desire for us. We discuss aspects of being patient, kind, forgiving, obedient, and the happiness we experience when we make the right choices.
- Kidslink Christian Preschool considers the "whole" child. Therefore, our preschool approach is multi-faceted. We desire to meet children's intellectual, social, emotional, physical, and spiritual needs!
- Our curriculum includes language and reading readiness, number exploration, sensory activities, story time, science, art and creative experiences, block center, home living and dramatic play, cooking, music, outdoor time and gym time, on-campus field trips, health and safety, basic Bible truths, and special events.
- Our Bible emphasis and Christian principles are at the very core of our preschool! It permeates throughout all our activities and day-to-day interactions. Foundational monthly Bible themes include: all God's words are true, God created all things, God can do all things, God will keep his promises, and Jesus is always with me. Teachers relate the Bible to a child's everyday world by teaching Biblical principles about being a good friend, being thankful, giving to others, making

right choices, and loving others. Concepts are reinforced by lessons on Christian values, character building, manners, and the Golden Rule. Children will learn a monthly Bible verse that coordinates with the Bible focus, each class will have a daily Bible time with stories and songs, and children will experience hands-on Bible centers in the classroom. Your child will learn about Jesus at Kidslink!

Basic Purposes of Preschool

1. To develop a positive self-concept. We appreciate each child as a unique individual of great worth, created by God, and encourage each child to become the person God created them to be.
2. To provide children with information about the world around them (seasons, holidays, science, social studies.) To offer loving support as children explore their environment.
3. To provide opportunities for social growth and development, such as learning to share, taking turns, participating in conversation, and relating to group situations.
4. To provide opportunities to experiment with a wide variety of manipulative materials, which will encourage children to think and solve problems.
5. To help children become independent in as many ways as possible. This includes self-help skills like using the bathroom, using materials properly, preparing snacks, and cleaning up. A child usually wants to assume such responsibilities. It allows them to think of themselves as capable, worthwhile people. They will be more ready to accept future responsibilities.
6. To provide children with opportunities to express themselves through a variety of art, music, finger plays, role playing, and other group activities. We strive to offer many kinds of "hand-on" experiences to emphasize "process" and "creativity".
7. To provide body awareness, gross-motor and eye-hand coordination activities. These are important skills that children need to develop and practice in preparation for more formalized learning in reading and math activities.
8. To provide related learning experiences in basic concepts through colors, shapes, spatial relationships, and recognition of like qualities, (using age-appropriate materials), directly coordinated with the child's world.
9. To provide daily routine because we believe children function best when they know what is expected of them. We also believe they should be helped to develop a sense of orderliness by following routines and by learning to use and care for materials properly.
10. To provide all children with the opportunity to naturally experience God's presence daily in their lives and encourage them in their relationship with their Heavenly Father.

Hours of Operation

Classes will be in session from September through mid-May from 9:00 AM - 12:00 PM, Monday-Friday.

- We take time off for Thanksgiving break, Christmas break, and Spring Break.
- Holidays we take off are Labor Day, MLK Jr Day, and Good Friday.

Enrollment Policies

We will accept students throughout the school year based on availability of a class.

Prerequisites for Preschool

- Completely toilet trained and children need to be able to handle everything without assistance in the restroom
- All required registration forms are due before a student can start in a class
 - This includes documentation of a current physical exam by a licensed physician and record of immunizations.
- Enrollment fee needs to be paid followed by monthly tuition.

Personal Updates

- Inform Kidslink immediately of any personal changes
 - Address
 - Phone numbers (cell/home)
 - Email or other basic information
 - Medical changes
- This is extremely important, so we have up-to-date emergency information in your child's file and in the Kidslink Office!

Special Considerations

- If your child requires special care because of physical or emotional disabilities, special arrangements must be made with director prior to enrollment.

Medical Alerts and Medications

- If medication is required due to an allergy, an individualized medical alert will be written, and permission forms must be signed. We will attempt to accommodate these needs when possible.
- If your child has a medical concern that does not require medication, please inform the office so that we can have a medical alert in their student file.

Tuition and Payment Policy

Tuition is a yearly fee divided into 9 equal monthly payments. The number of preschool sessions in a month will vary.

- Tuition is due on the first and payable by the 10th of each month. A \$10 late fee will be added to your monthly payment if it's not paid by the 10th of each month.

- Tuition is non-refundable due to any absence (vacation, snow days, holidays, illness, etc.)
- A recurring payment can be set up online by Credit/Debit card.
- Manual monthly payments can be made online by Credit/Debit card
- Cash, personal check, and Credit/Debit cards are accepted in person at the Kidslink Office

Arrival and Dismissal Procedures

Arrival

- Preschool doors open promptly at 8:55 AM. Parents bring children to the west Pathway Exterior Doors where each classroom has an assigned door.
- We place a high priority on safety, so always insist that your child use "walking feet", stay right by your side holding your hand, and be very cautious in our West Parking Lot.
- During rainy/snowy days, icy conditions or extremely cold weather, the Director and other Kidslink staff are available outside to assist parents with babies or anyone with medical difficulties/physical concerns. If you occasionally need extra assistance, please call the Kidslink Office.
- Dogs or any pets are not allowed at the exterior doors or on the sidewalks anytime during arrival or dismissal. Please keep them in your vehicle.

Dismissal

- An authorized pickup person MUST pick up promptly at the west Pathway exterior doors immediately after preschool by 12:05 PM.
- Staff unfamiliar with any person picking up a child will ask to see photo identification.
- Call the office if you realize you will be late picking up your child. Tardiness is strongly discouraged.
- We do not provide childcare after preschool, so we strictly adhere to dismissal times.
- We will take your child back to the classroom after 12:05 PM, so if late you will need to park in the East Parking Lot, come in the East doors and pick up from the classroom. Our staff needs time to disinfect/clean/put resources away after preschool.

Pathway Church and Kidslink Preschool strive to promote a safe, secure building for our children. Kidslink has been given almost exclusive use of the West exterior entrance and parking lot during the week! Please park in the West parking lot. You will receive information regarding which building door has been designated as your child's classroom arrival/departure door, Pathway exterior doors are all labelled with blue numbers.

If you are late dropping your child off, if you need to pick up early, or if you are late picking up, then you will need to park in the East Parking Lot and use our RING doorbell located just to the left of our Main Preschool Hallway Doors. The West Exterior Doors are only

unlocked during arrival/dismissal time. The West doors are locked during the week at all other times. The East entrance is unlocked during business hours Mon - Thur and is the only way to get in our facility. On Fridays, due to the Pathway Office being closed, the East doors will be locked, but the ADA door to the left of the main entrance will be unlocked. We lock all hallway access doors around the Kidslink classroom area after children arrive for security. Hallway doors are unlocked a few minutes during dismissal times while children are preparing to go home.

Withdrawal and Dismissal Policies

We hope for students to stay with Kidslink the entire school year, we have the following policies in place to withdrawal or dismissal.

Withdrawal Policy

- If parents are withdrawing their student for any reason, an advance two-week notice is required.
- If tuition has already been paid for a month where withdrawal is initiated, no refund will be given.

Dismissal Policy

- Kidslink reserves the right to dismiss a child from our preschool for reasons including, but not limited to:
 - Inability to meet a child's needs, inability for children to adjust Kidslink's settings and policies, repeated behavior problems, acts of aggression towards other children and teachers, and lack of tuition payment.
 - Each situation will be reviewed by the program director in a fair and equitable manner.
- Kidslink staff will try strategies to help children assimilate into a classroom setting and will model appropriate behavior. Occasionally behavior strategies are not successful.
 - We may recommend the use of outside agencies, special needs resources or your local school co-op to assess your child's developmental needs and evaluate our program to ensure this is the best preschool environment for your child. It is the parents' responsibility to follow through in getting their child evaluated.
 - If adjusting to Kidslink and a classroom setting is hard for a child then a meeting will be set with parents, teacher, and program director. We will come up with a positive behavior plan and goals to be met for a child. If behavior does not improve and/or goals are not met, Kidslink may dismiss a child.
 - If positive classroom environment or safety of others becomes a concern, we will dismiss a child immediately from our program.

Attire Policy

Children should always arrive dressed for play and dress seasonally appropriate.

- Dress your child in “kid-friendly”, easy to use, comfortable play clothes (no tricky snaps/belts/ zippers/tights). This is extremely helpful for teachers, and it facilitates your child’s bathroom success!
- Remember to dress appropriately for the weather.
- Tennis shoes are the safest play shoes. If children wear open back/open toe shoes, sandals or “flip-flops” they will not be allowed to play on some of the playground equipment.
- Costumes should never be worn to preschool.
- Each student needs to have one set of backup clothing in a Ziploc bag in their backup.

Health and Safety Policies

These policies were made in conjunction with the Wichita Fire Department, Civil Defense Office, State Health Department, and coincide with the “Kansas Regulations for Licensing for Child Care.”

Illness

- For the sake of your child and others, do not send your child to school when ill.
- After an illness, keep your child home until symptoms improve and are fever free without a fever reducer for 24 hours, or if your child needs to be on an antibiotic for 24 hours or more.
- Contact Kidslink Office of any communicable disease. We are required by the Health Department to report communicable diseases and to notify other parents in the class. An anonymous email will be sent listing symptoms.
- Reasons to keep a child home from preschool
 - A fever
 - Nausea and/or vomiting
 - Diarrhea
 - Earache
 - A cold, when it’s fresh and “juicy”, or a bad cough, when symptoms aren’t due to allergies.
 - A sore throat
 - If strep throat is diagnosed by a doctor, we will need a re-admit slip from the doctor’s office before your child can return showing your child was prescribed antibiotics. Your doctor’s office can fax the note to us at 722-4297.
 - An unidentified rash, which should be checked by your doctor for possibilities of roseola, chicken pox, fifth disease, hand/foot/mouth disease or other illness.
 - Conjunctivitis (pinkeye) until prescribed treatment has been given and eye is no longer oozing or mattering (usually 24 hrs.)

- Head lice – If your child develops head lice, we ask that you contact the Kidslink office as soon as possible. Please keep your child home to seek and begin treatment immediately. Your child must be completely nit free before returning to school.
- Any infectious virus your doctor has diagnosed.
- Your own visual test or gut feeling that tells you your child really isn’t well and seems overly tired or emotional.
- In case of illness at school, children will be taken to the Kidslink Office. We will assess symptoms and take their temperature. In the case of vomiting, diarrhea or fever of over 100 degrees, parents will be contacted to come pick up their child immediately.

Allergies and Medication Policies

Upon enrollment, all parents are required to report any medical condition or food allergy that puts their child at risk.

- A medical plan of action will need to be completed by a parent stating a child’s diagnosis, symptoms/reactions, and steps Kidslink staff should take in the case of a medical emergency.
 - Attached to a child’s medical action plan will be a medical release signed by the parent, teacher, and program director, and any authorizations for dispensing medication that needs to be filled out by your child’s doctor.
- All medication to be administered must be given directly to Kidslink staff in its original container and clearly marked with child’s name and teacher.
 - Prescription medication must contain written instructions as to quantity, when to administer, name and phone number of prescribing doctor and any other important information.
 - All medication will be kept in the program director’s office in a locked cabinet unless a student is physically present. Then emergency medication will be kept in the classroom where it is inaccessible to children.

Immunization Policies

KDHE licensing requires childcare facilities to have current immunization records in a student’s file. We encourage and recommend that all students to be current on all vaccinations for their age.

In accordance with state regulations, we understand there are circumstances where students are not vaccinated. Exceptions for a child to be vaccinated are permitted if one of the following is obtained to be kept in a student’s file:

- Certification from a licensed physician stating that the physical condition of the child is such that immunization would endanger the child's life or health.
- A written statement signed by a parent or guardian that the parent or guardian is an adherent of a religious denomination whose teachings are opposed to immunizations.

Communication Policies

Good communication between parents and teachers is essential! Keep teacher informed of changes at home, (i.e. parent out of town, relative seriously ill, friend moving, etc.), so the teacher can relate more effectively with your child.

Kidslink Christian Preschool has an "open door" policy. Parents/ Guardians are welcome to enter their child's classroom to observe at any time during the child's scheduled class time.

Developmental Assessments

- Three-year-olds receive progress reports in October, January, and April.
- Four- and five-year-olds receive developmental assessments in October, January, and March. Parent-teacher conferences are offered in March and April to discuss final evaluations. However, you may schedule a conference at any time. Please feel free to talk to the teacher throughout the year concerning your child.

Discipline Policy

We provide positive reinforcement for correction and encouragement. If a child does not respond, "time out" will be given. The following complies with K.A.R. 28-4-132 as stated in Kansas Regulations for Licensing. "Punishment which is humiliating, frightening, or physically harmful shall be prohibited. Corporal punishment, verbal abuse, threats, or derogatory remarks about the child or the child's family shall be prohibited. Binding or tying to restrict movement, or enclosing in a confined space shall be prohibited. Withholding or forcing foods shall be prohibited. If a child must be restrained for safety, teacher will talk softly and loosely wrap her arms around the child and will gently but firmly hold the child in front of her."

Minor behavioral issues will be shared as needed with parents at dismissal.

Mandated Reporter Procedures

Under Kansas law, any person(s) licensed to provide childcare services are mandated reporters, KSA 38 2223(a)(1)(c). The statute also includes the employees of person(s) so licensed at the place where the child care services are being provided to the child. Therefore, any Church employee, whether or not they are engaged in the care of children in the Church's

state-licensed programs (Kidslink, Kids Day Inn) are mandated reporters.

As mandated reporters, if Kidslink staff suspect any abuse or neglect of a student, we are required by law to report any suspicion to child protective services. Staff are not allowed to discuss any concerns with a student's family prior to reporting. All staff receive KDHE approved training in this area.

Emergency Procedures

Kidslink has a written emergency procedures guide that can be found online and in each Kidslink classroom. These emergency procedures are reviewed annually.

All emergency numbers (police, fire, ambulance, hospital, & poison control) are posted in classrooms. Each child's folder has name of physician, address and telephone number, preferred hospital, written permission for emergency medical treatment, health assessment forms & emergency forms to take to emergency room.

If a child requires emergency treatment, we will first call 911, then we will contact the parents. If transport is necessary, a staff member will remain with your child until parents arrive. Your child will be taken to the emergency facility that EMS professionals determine is the best choice for your child's emergency or where your insurance dictates.

Fire and Tornado Safety

- Evacuation drills will be conducted at random monthly intervals and the date recorded and posted in the Kidslink Office in addition to each classroom.
- In case of fire, staff will
 - Get the children out of the building quickly and calmly.
 - Remain outside until authorities deem building safe.
- In case of tornado or severe storm, the staff will
 - Lead the children to the basement quickly and calmly.
 - Provide quiet activities to keep the children occupied.
 - Remain downstairs until notified the danger has passed.

Floods and Security

- In case of flood, the staff will
 - Lead the children to the second story of the building quickly
- In case of security concerns
 - Children will be kept inside, or classes will be cancelled. Should we need to leave this site, someone in authority will remain at a

command center to inform parents. Kidslink has a security emergency plan, but due to the unpredictable nature of these situations, we would implement the plan we determine is most prudent for the children's safety.

Evacuation for Students with Disabilities

- Anyone disabled, either permanently or temporarily, to the extent that such disability could interfere with speedy evacuation in an emergency will be evacuated by the assistant teacher. All will exit with class using the nearest exit.

School Closings

In cases of severe forecasted weather or utility failures, Kidslink will cancel classes. An email and text will be sent to parents as soon as a decision is made.

Severe Weather

- In the case of severe weather like snow and ice, we will cancel classes.
- Kidslink will generally follow local school districts in cancellations.
 - An exception to this is, Kidslink will not cancel for cold temperatures.

Utility Failure

- If water, electricity or temperature controls fail classes will be cancelled until the failure can be repaired.

Going Off Premises

Kidslink's licensed areas are our classrooms, playground, gym, farm theater, and ballpark theater. In a student's enrollment paperwork, parents are required to sign an off-site premises permission form for Pathway Church.

Students will never leave Pathway Church property except in the case of off-site emergency evacuation as outlined in our emergency procedures.

Instances where students will leave our licensed areas are for:

- Fire and tornado drills
- Christmas and spring program rehearsal in Pathway's worship center
- Pumpkin hunt on the south lawn in October
- If a class decides to have an outdoor classroom day

Sibling Policy

To promote a classroom learning experience, to provide a special time between you and your preschooler, and because of our state licensing requirements, siblings of any age do not participate/attend on-site field trips, class parties, or class activities.

Items from Home

No gum, candy, guns, knives, toys or money shall be brought to Kidslink. Children can bring show and tell items when they are "Star of the Week" or when the teacher designates.

Birthday Treats

If you would like to bring special treats for your child's birthday or Star of the Week, plan arrangements with the teacher. Children with summer birthdays may celebrate their half birthday. Some suggestions for birthday treats are fruit, cheese sticks, cookies purchased at a store or bakery, yogurt, or ice cream. Treats or special snacks must be purchased and not homemade. We discourage cupcakes because of the clean-up time required.

Due to allergies, no peanut butter products will be allowed! Also, no food dyes in frostings for cupcakes/cookies.

Holidays

Party days are Thanksgiving, Christmas, Valentine's Day, and Easter. We ask for parent volunteers to help provide special treats, festive tableware & party favors. We do not observe "Halloween," but offer a Harvest Festival theme in conjunction with the curriculum the children are studying at the time (we use "The Pumpkin Patch Parable" book). Costumes are not worn to school. Christmas and Easter are celebrated with both traditional and Christian emphasis.

Photos and Social Media

Pictures of students will be taken for a year-end video, classroom Facebook or Class Dojo sites, the Kidslink website/social media and occasionally promotional media. Contact the Kidslink Director if you have any special concerns or questions.

Class Online Groups

Kidslink Lead Teachers will create their own Facebook or Class Dojo Group sites. You will receive an invitation to join this group at the beginning of the school year. This is a "window" for you to take a peek inside your child's class and is also a great way to communicate information from your child's teacher. You will be able to look at class activities, learning centers and lesson plans. This is not a Facebook public group as only parents in your child's classroom are members. Class Dojo is an app.

Kidslink Christian Preschool

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Pathway Church

Following Jesus - In Community - For Others

Westlink Campus Service Times

Saturdays: 5:00 PM

Sundays: 9:00 & 10:30 AM

Goddard Campus Service Times

Sundays: 9:00 & 10:30 AM

Valley Center Service Time

Sunday: 10:30 AM

Online: View services online at pathwaychurch.com/online

Pathway Church Mission & Strategy

Connecting people to Jesus and helping them become His fully-devoted followers.

We accomplish our mission through our simple strategy of "Following Jesus, In Community, For Others." This strategy defines not only the church we desire to become, but also what motivates and inspires us to do what we do.

These three statements represent a process or "pathway" that can lead to a life fully-devoted to following Jesus. This is our greatest desire for you and for everyone that attends Pathway!