

**Kidslink Christian**  
**Preschool**  
**Parent Handbook**  
**2023-2024**



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*A Warm  
Welcome*

Dear Parents,

I want to extend a warm welcome to your family! We feel honored that you have chosen Kidslink Preschool for your child's preschool experience. Children and families are highly valued here. We believe that God has made each child in a special and unique way! You are entrusting us with someone very precious and we take the responsibility of educating your child very seriously!

I am extremely proud of the Kidslink Staff! They are caring, dedicated teachers who truly have a love for children. We all work together to create a warm, safe, and nurturing atmosphere. Take time to get to know our staff and feel free to ask questions!

It is very important for you and your family to feel comfortable and at home here at Kidslink. Please stop by the office at any time. Our door is always open for you, and we want to know when you have questions or concerns about our program. You may call me at 722-1034 or email:

[rhonda.cleveland@pathwaychurch.com](mailto:rhonda.cleveland@pathwaychurch.com)

We are committed to helping your child develop, learn, and have fun here! Welcome to the Kidslink Family!

For children,

Rhonda Cleveland  
Kidslink Director



# Kidslink Information!



**2001 N. Maize Road  
Wichita, KS 67212**

Kidslink Office	<b>722-1034</b>
Pathway Church Office	<b>722-8020</b>
Pathway Church/Kidslink Fax	<b>722-4297</b>

You can fax school physicals, immunizations, or re-admit slips for strep throat. Make sure your fax says "Attention: Kidslink" (fax machine is in upstairs church office).

## **Facebook/Instagram:**

Please "like" us on Facebook and "follow" us on Instagram!  
We share fun pictures of  
activities and events happening at Kidslink!

## **Website:**

**[www.kidslinkpreschool.com](http://www.kidslinkpreschool.com)**

Monthly teacher calendars and updates from  
Mrs. Cleveland are available on our website page.

Rhonda Cleveland, Director

**722-1034**

**722-5191 (Cell)**

PATHWAY CHURCH  
WELCOMES YOU  
TO  
KIDSLINK CHRISTIAN PRESCHOOL

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**Worship Services**

**Westlink Campus:** Saturdays 5:00 p.m. & Sundays 9:00 & 10:30 a.m.

**Goddard Campus:** Sundays: 9:00 am & 10:30 am

Children's Classes: all services!

**Valley Center Campus:** Sundays 10:30 a.m.

**On-line Streaming:** [pathwaychurch.live](http://pathwaychurch.live)

For complete listing see [www.pathwaychurch.com](http://www.pathwaychurch.com)

- Saturday/Sunday programs for the entire family
- Special activities for children
- Kids Day Inn for 1's, 2's & 3's on Mon, Thurs, & Friday



We would love to have you visit Pathway and your family is invited to all church activities. You will receive notice of church activities on the preschool monthly calendar, from special handouts, and through mailings.

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## KIDSLINK TEACHING STRATEGIES

To encourage creativity



To emphasize process

To provide hands-on experiences

To provide related learning activities

To use age appropriate materials

To structure learning relevant to child's world

To advocate play as the "job" of children and the expression of their work

To offer free play that facilitates choice, encourages cooperation and problem solving, and stimulates social interaction

To integrate Bible teachings into the curriculum in a loving Christian environment

To provide the atmosphere for all children to naturally experience God's presence in their daily lives

## 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 every day 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 & 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 to 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 and gym time, on-campus field trips, health and safety, basic Bible truths, and special events.

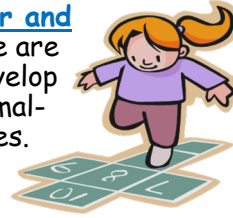
Our Bible emphasis and Christian principles are at the very core of our preschool! It permeates throughout all of our activities and day-to-day interactions. Foundational monthly Bible themes include: all God's words are true, God created all things, God can do all things, God will keep his promises, 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 & songs, and children will experience hands-on Bible centers in the classroom. Your child will definitely learn about Jesus at Kidslink!

## BASIC PURPOSE 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 problem solve. We want to encourage children to think --to question - to grow.
5. To help children become independent in as many ways as possible. This includes self-help skills i.e. 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 media, through music, finger plays, role playing, and other group activities. We strive to offer many kinds of "hands-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.

## ORGANIZATION

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. Todd Hutchison, Westlink Campus Pastor, oversees our program.

Our admission policy is nondiscriminatory in regard to race, color, national origin, ancestry, sex, or handicap in accordance with regulations for child care centers for children in Kansas. Kansas Civil Rights Statute KS 44-1009, and Title VI of the Civil Rights Act of 1964

## NATION-WIDE BACKGROUND CHECK - FINGERPRINTING

All Kidslink Staff are required to undergo Comprehensive USA background checks that also includes being fingerprinted immediately when hired/prior to working with children and rechecked every five years. This is a KDHE licensing requirement.

## SCHEDULE

Classes will be in session from September through mid-May with time off for Thanksgiving, Christmas, and Spring Break.

**Morning classes are available: 9:00 a.m. - 12:00 p.m.**

Preschool doors open promptly at 8:55 a.m. Parents bring children to the west Pathway Exterior Doors where each classroom has an assigned door. We place a high priority on safety, so insist that your child use "walking feet" at all times, 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 sometimes the Kidslink Administrative Assistant will be available outside to assist parents with babies, those that are dropping off several children, grandparents, or anyone with medical difficulties/physical concerns. If you occasionally need extra assistance, please call the Kidslink Office. Dogs are not allowed at the exterior doors or on the sidewalks during arrival/dismissal.

An authorized adult **MUST** pick up **promptly** at the west Pathway exterior door immediately after preschool. 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 to pick up your child. Tardiness is strongly discouraged. We do not provide child care after preschool so we strictly adhere to dismissal times. We will take your child back to the classroom around 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!

## PREREQUISITES FOR PRESCHOOL

- **Current on all required immunizations.**
- **Completely toilet trained:**
  - Able to handle everything without assistance in restroom.
  - Children do not wear pull-ups!
  - Dress in child friendly clothing (no tricky snaps/belts/ zippers/tights).

## TUITION

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 10<sup>th</sup> of each month.** (Refer to our Tuition 101 handout that you will receive at Parent Orientation for more details).

**Kidslink's preferred payment method is by reoccurring online payments.** You will need to submit a first payment through our website tuition portal. After you make an initial payment, you can then set up reoccurring monthly payments.

**Other payment methods:**

- Online (www.kidslinkpreschool.com)
- Credit/Debit card (pay in Office)
- Cash (pay in Office)
- Personal Check (give to your child's teacher and put your child's name on the memo portion).

We are a non-profit organization that maintains a close monthly budget. We greatly appreciate your prompt payments each month. Tuition is non-refundable due to any absence (vacation, snow days, holiday, illness, etc.)

Tuition rates:

**Tuesday/Thursday**  
\$115.00/month

**Monday/Wednesday/Friday**  
\$145.00/month

**5 Day**  
\$230.00/month

**A \$10.00 LATE FEE IS ASSESSED AFTER MIDNIGHT ON THE 10<sup>TH</sup> OF EACH MONTH.**

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### **WITHDRAWAL POLICY**

Occasionally behavior strategies are not successful. With parental approval, we will use 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. If positive classroom environment or safety of other children become a concern, then we will request that your child withdraw. Each situation will be reviewed by the director in a fair and equitable manner. A conference will be scheduled prior to withdrawal with the teacher, director, and parents. If Kidslink requests that a child withdraw, then it will be effective immediately and payment will be owed through the end of the child's last day. Advanced payments will be refunded.

**If parents are initiating the withdrawal, then an advance two (2) week written notice is required to withdraw from school and tuition will be assessed.**

### **OPEN DOOR POLICY**

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.

### **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."

### **DEVELOPMENTAL ASSESSMENTS**

Three-year-olds receive progress reports in October, January, and April. Teachers complete a developmental assessment in four- and five-year-old classrooms in October, January, and March. Parent-teacher conferences are offered in March and April to discuss final evaluations for 4's & 5's. However, you may schedule a conference at any time. Please feel free to talk to the teacher throughout the year concerning your child.

### **COMMUNICATION**

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.



I praise you because I am fearfully and  
wonderfully made!

Psalm 139:14

## 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 **symptom and fever free without a fever reducer for 24 hours or 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 SCHOOL

- ◆ Covid
- ◆ A fever
- ◆ Nausea and/or vomiting
- ◆ Abdominal cramps (Diarrhea)
- ◆ Earache
- ◆ A cold, when it's fresh and "juicy", or a bad cough, when symptoms aren't due to allergies.
- ◆ Any sore throat, but especially one diagnosed by your doctor as a strep infection, which is highly contagious until the fever is gone, usually after 24-48 hours on antibiotics. **STREP THROAT: a re-admit slip is required from your physician before your child can return to preschool.** 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, 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.**

*Re-admit Slip  
Required for  
Strep Throat!*



- ◆ Any infectious disease your doctor has diagnosed.
- ◆ Your own visual test or gut feeling that tells you your child really isn't well.
- ◆ Your child is overly tired or emotional and a day off to spend with Mom and Dad seems really appropriate.
- ◆ Occasionally, we may require a re-admit slip from your physician regarding your child's medical concerns to ensure that they are cleared to return to school and there is not a risk of exposing other children to a communicable disease.

In case of illness at school, children will be taken to the Kidslink Office and parents will be contacted.

### SPECIAL CONSIDERATIONS

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

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.

### PERSONAL UPDATES

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



### EMERGENCIES

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.

### FIRST AID / CPR TRAINING

Kidslink Staff is required to have current certification for First Aid / CPR. We take training/refreshers classes and re-certify every two years.



### 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, the staff will:**

1. Get the children out of the building quickly and calmly.
2. Remain outside until authorities deem building safe.

#### **In case of tornado or severe storm, the staff will:**

1. Lead the children to the basement quickly and calmly.
2. Provide quiet activities to keep the children occupied.
3. Remain downstairs until notified the danger has passed.

### 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 nearest exit.

### FLOODS & SECURITY

In case of flood, we will move to the second story of the building.

In case of security concerns, the 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.

### EMERGENCY PROCEDURES

Kidslink has a complete listing of disaster preparation action plans posted in the Kidslink Office as required by state licensing.

## SCHOOL CLOSING DUE TO BAD WEATHER

An email will be sent to parents if Kidslink cancels preschool during severe weather. You can also watch for closings & delays on television channels 3, 10, or 12 or on their websites as we notify these stations when we decide to close Kidslink because of inclement weather.

## DRESS

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. Scarves are not safe clothing for the playground! If rain or snow boots are worn to school, also send shoes for your child's safety and comfort. Clearly mark all jackets, coats, hats, mittens, boots, etc. with child's name.



## FIELD TRIP POLICY

We will not go off-campus on field trips, but we may occasionally bring educational program presenters to Kidslink! We will offer our annual Pumpkin Hunt in October!!

## 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

## BIRTHDAY TREATS



If you would like to bring special treats for your child's birthday or Star of the Week, make 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!**

## 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.

## ITEMS FROM HOME

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

## PET POLICY

Pets are not permitted at the Pathway exterior doors during arrival / dismissal time. This includes "Show and Tell". We do welcome photos of pets and we'd love to hear your child share about their pet instead of bringing them to school when your child is Star of the Week.



## PHOTOS/SOCIAL MEDIA

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

## CLASS FACEBOOK GROUP

Kidslink Lead Teachers will create their own private Facebook Group Page. You will receive an invitation to join this group at the beginning of school. This is a "window" for you to take a peek inside your child's room 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.

## PROGRAMS

We invite parents, extended family and friends to our Christmas Program (during class time - late morning in December) and Spring Program (evening time) usually end of April.

## OPTIONAL MONEY ITEMS

This could possibly include Kidslink T-shirts, class composite pictures in the Spring, or Scholastic book orders. These are always optional—you are welcome to purchase if you'd like!

## MANDATED REPORTER PROCEDURES

### SUSPECTED ABUSE OR NEGLECT OF CHILDREN:

Under Kansas law, any persons licensed to provide childcare services are mandated reporters, KSA 38-2223(a)(1)(c). The statute also includes the employees of persons 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.

## PARKING AT KIDSLINK



West Entrance & Parking Lot: 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.



## IMPORTANT INFORMATION ON KIDSLINK HALLWAY & BUILDING ACCESS

If you are late dropping your child off, if you need to pick up early, or if you are late in 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 and the only way to get in our facility. 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.

