



2026-2027

Parent Handbook

A ministry of Killearn Methodist Church

"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go."

Joshua 1:9



Welcome to Killearn Kids Preschool! Last year I wrote that I hoped your child would experience a year of growth and development, and I can honestly say that I had a wonderful year of growth and development too! Coming into preschool, despite many years of experience at other programs, does not 100% prepare you for learning the KKP traditions! I'm so happy to be here!

We are so honored and excited to partner with you in providing a wonderful and enriching preschool experience for your child. Here at KKP, we remain dedicated to equipping your child with the highest quality educational experience while encouraging natural discovery through play and providing each student with a solid spiritual foundation. Our teachers and assistants are devoted to creating a safe, fun, and exciting environment where your child will be loved and nurtured as they explore and learn.

If you ever have any questions or concerns regarding KKP or the policies stated in this handbook, please do not hesitate to contact me. We look forward to another wonderful year and thank you for the opportunity to share this precious time with your child.

In Christ,

A handwritten signature in brown ink, appearing to read "SD", with a long horizontal stroke extending to the right.

Stacey Duggar
Director of Killearn Kids Preschool
stacey@killearn.church
850-893-1278

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Contact Information

KKP Phone (main)	850-893-1278
KKP Phone (cell)	850-668-7080

Killearn Methodist Church	850-893-1116
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Teaching Staff

Alison Adams, VPK teacher	adams@killearn.church
Sam Fiene, 3-year-old assistant	kkp@killearn.church
Lauren Garner, VPK assistant	kkp@killearn.church
Erin Glover, 2-year-old assistant	kkp@killearn.church
Sandy Hagenbeck, VPK teacher	hagenbeck@killearn.church
Melinda Halversen, VPK teacher	halversen@killearn.church
Sydna Mathes, 3-year-old teacher	mathes@killearn.church
Rebecca Newton, 3-year-old teacher	newton@killearn.church
Theresa Savage, 2-year-old teacher	theresa@killearn.church
Lindsey Utermohle, 2-year-old assistant	kkp@killearn.church
Wynne Van Laan, VPK assistant	kkp@killearn.church
Karen Woodruff, 2-year-old teacher	woodruff@killearn.church

Administration

MK Chatelain, Assistant Director	mk@killearn.church
Stacey Duggar, Director	stacey@killearn.church

For information on attending or joining the church, feel free to contact Mandi Lane, Director of Children's Ministries at mandi@killearn.church.

KMC Pastors

Mike Fordham, Senior Pastor
Mike Toluba, Associate Pastor
Neil Avirett, Associate Pastor of Pastoral Care

Foundation

History

Killearn Kids Preschool was founded in 1973 as an educational ministry of Killearn United Methodist Church. This ministry was created in response to the foresight of persons having a strong conviction of a vital need in the Killearn community for a preschool program oriented in the Christian Church. In December 2006, the Children's Council changed the name of the school to Killearn Kids Preschool to identify the program as a ministry of Killearn Kids Ministry. In 2023, the church name changed to Killearn Methodist Church and is now a member of the Global Methodist Church.

Philosophy

At Killearn Kids Preschool, we believe that the experiences of a child's early life—beginning even before birth—have a profound impact on their ability to grow, learn, and thrive. To nurture each child's natural curiosity, we are committed to providing an environment rich in stimulation, support, and love.

We believe that the most meaningful foundation for this environment is the love demonstrated through the life of Christ. Rooted in this belief, we strive to create a Christian atmosphere where every child can recognize their innate value and worth.

Our program is designed to support the whole child—academically, socially, behaviorally, physically, and spiritually. We view the partnership between staff, parents, and children as essential to creating a strong support system. Through close collaboration and shared values, we help children feel a deep connection between home, school, and faith.

Above all, we are devoted to loving each child entrusted to our care and offering them every opportunity to reach their full potential in all areas of life.

Goals

To provide a safe, loving environment where children are instructed in Christian faith and to provide academic instruction through age-appropriate activities that encourage curiosity, exploration and discovery.

To provide a Christian environment in which each child may find acceptance and the opportunity to achieve his or her greatest potential.

To provide opportunities for the physical, emotional, and spiritual development of each child as he or she is developmentally ready.

Communication

1. Teacher Email: Please see the individual listings at the beginning of the handbook for each staff person's email address.



2. Director and Teacher newsletters: You can expect a monthly newsletter from the director with general information about the preschool. Your child's teacher will send out information pertinent to your child's classroom.



NEWSLETTER

3. Preschool Web page: Be sure to view the website for church activities as well as specific information regarding the preschool. www.killlearn.church.preschool.



4. GroupMe: You will receive a GroupMe invitation at the start of the school year. Please download the app on your mobile device or desktop. These are private groups open to ONLY parents of children in each classroom. This is a fantastic way to get to know all of the kids in the classroom as well as share

photos of what the children are doing. **GroupMe is for school use only; please do not post birthday party invitations and please do not post if your child is going to be home sick that day.**



5. Texting: At times, the school may send out a group text to all of the parents. This is typically something that happens when an emergency arises and a response is not necessary. KKP cell 850-688-7080.



6. Facebook: Please “like” our school Facebook page where we will post preschool activities and let you know about any important updates and promotions. <https://www.facebook.com/KilllearnKidsPreschool>



7. Contacting Teachers

Please see the contact information at the beginning of this handbook for teacher emails. You are welcome to email the teacher directly, but please note that they will not be checking their mailbox when children are in their care.

If you need to get a message to a teacher during school hours, please call the preschool at 850-893-1278 (land line) or 850-668-7080 (cell). If an emergency arises during school hours, and you cannot reach us at the above number, please call the Killlearn Methodist church receptionist (850-893-1116), and they will get a message to us.

8. School Calendar: At Orientation, each family will receive a calendar with all of the activities and events for the school year. Additionally, we will provide more details in the monthly newsletter prior to each event. These calendars have a magnet to place somewhere for your convenience.
9. Faith Builder: Each family will receive a Faith Builder booklet at Orientation. This booklet has our monthly prayers and other church information. You can use this at mealtime so that you can mimic the prayers we are saying at school each day!

Curriculum

Christian Education

The teaching of Christian principles of living will be an integral part of the whole school experience. Daily devotions will be held for the purpose of augmenting the child’s appreciation of the Christian faith. Biblical teachings are based on the 252 Basics curriculum, which is designed to give children their “First Look” at God through scripture, stories, and songs. Students will learn a monthly Bible verse and explore a different Bible story each week that will reinforce one of three main points; God loves me, God made me, and Jesus wants to

be my friend forever. At KKP, we utilize the Wee Learn curriculum to develop our units and lessons. Wee Learn is a Christian-based curriculum that encourages curiosity, exploration and discovery.

Art

It is our belief that as a child grows, he or she is able to make certain physical movements at sequential stages in his/her development. Specific development varies from child to child, so our program is self-pacing. Positive creative art experiences can help a child feel good about himself/herself and, consequently, motivate him/her to do well in other areas of learning. Art takes the form of various mediums and can get messy as children explore and create.

Language—Reading Readiness

Language is an integral part of every area of our preschool program as well as being a special area in itself. Children's language tools are vision, hearing, and speech as well as the sensory-motor skills of reading and writing. Through the use of activities and materials, our program is designed to refine and develop the children's vision, hearing, and speech. Likewise, the children will be exposed to exercises that will develop writing and reading readiness skills.

Mathematics

Mathematics involves concepts about numbers, money, measuring, spatial relationships, time and problem solving. Preschool age children are taught to count, sort and measure objects through the use of various manipulatives and hands-on activities such as cooking.

Music And Movement

Music is one way a child can increase his/her creative experience. Singing and fostering a love of music are important aspects of our program. Exposure to sound, movement and rhythm will further enrich the child's world physically, emotionally and intellectually.

Physical Education and Creative Play

Free movement exercises and creative play materials encourage and stimulate children to interact verbally and nonverbally with one another. Language used in creative play situations furthers the child's intellectual development. The physical education program emphasizes the development of large and small muscles. An organized program promotes an awareness of body movements. Preschool children are just beginning to internalize left and right (laterally) and project direction (directionally). These left and right movements are important because they are the foundation of any reading and writing readiness program.

Science

Our science program is based on learning through observation and action science concepts are built from simple facts that can be generalized into a unifying idea.

Registration and Attendance

Admissions Policy

- Children who are two, three, four or five years old before September 1st can be accepted into the preschool program.
- Children three and older must be fully toilet trained by the first day of preschool. This includes the successful use of underpants throughout the school day. Our preschool rooms for threes and up are not equipped to handle diapering needs.

- All children, regardless of race/color, national origin, or religious affiliation will be considered for admission.
- All children must have met State of Florida/Leon County Health requirements before entry into the program.

Enrollment

- A registration form, student information form, disciplinary form, and parental agreement must be completed and returned to the office.
- A physical examination form must be obtained, completed and signed by the child's physician before the student will be permitted to attend. Forms are available in the physician's office or Leon County Health Department. This is required for all new and returning students (health forms are valid for two years, so returning students may not require this documentation).
- Immunizations appropriate for the child's age must be up-to-date and written documentation must be on file with the school. Documentation must reflect the date each immunization was administered. Your physician or Health Department can assist you.
- A copy of each child's birth certificate or passport is required to be kept on file in the preschool office.
- The non-refundable registration fee must accompany these forms. The necessary registration fee and application must be completed in order to secure placement on the roster.
- A annual supply fee (equal to one month's tuition) will be processed at the announced time; this is a non-refundable fee.
- Should you wish to withdraw your child from KKP during the school year, written notice must be given at least one month (30 days) in advance. Monthly tuition will not be refunded or pro-rated for the withdrawal month.

Absent/Tardy

If your child is going to be absent or tardy, **please contact the preschool office by phone (text at 850-688-7080) or email (stacey@killearn.church)**. If a child is absent, and we have not been informed, you will receive a phone call or email confirming their absence. Please do not call the teacher as they cannot look at their phone/GroupMe once the day has started.

Arrival

Parents will enter the building each day to drop off their child directly into their classroom. Please take a moment to sign in to verify attendance.

When dropping off your child each morning, we ask that you use the "hug and hurry method" by offering a hug or high five as you leave and then begin your departure from the classroom. If a parent is lingering at the door, it can give the child a feeling that they are not in a safe place. Additionally, our preschool day is short, so teachers and assistants are ready to get started with activities at 9:00. You can relay any quick, pertinent information at drop off, but please make arrangements for a different time if you need to speak with your child's teacher. During arrival time, our parking lot is very busy! Please watch for parents and children walking into the building.

Departure

Children will only be permitted to leave with persons listed on the Registration form and Emergency Contact List. If someone is picking up your child who is not listed, written permission must be filed in the preschool office, and he/she will be asked to show valid identification. For the safety of your children, all people not recognized by staff will be asked to show identification at pickup. Please have your car tag (provided by your child's teacher) visible and pull down to the end of the pick-up area. We will bring your child out to you. NOTE: Teachers are not authorized to buckle your child into his/her car seat.

Discipline

We use positive verbal guidance and reinforcement to encourage appropriate behavior. For example: "We walk in the hallway"; "We share with our friends"; "I like the way you are walking in the hallway"; and "I like the way you are sharing the blocks with your friend."

- If a child does not respond to verbal guidance and exhibits behavior which is injurious to himself / herself or to others, we will remove the child from the situation for a designated period of time – usually for around 5 minutes.
- If a child does not respond to this approach and continues to exhibit inappropriate behavior, we will contact the parents.
- If the child needs to be removed temporarily from school, we will ask the parents to come and get him/her.
- We will have a conference with the parents and discuss ways that we as parents and teachers can work together to help the child learn how he/she can behave more appropriately at school.

Note: We cannot allow a child who is continually causing physical harm to other students or to the teachers to remain in school. Spanking or any other form of physical punishment is strictly prohibited.

Discipline is not at any time associated with food, rest, toileting or outside play.

Tuition/Fees

Tuition

Once tuition fees are determined, they are divided equally by 10 months. Each month will be the same rate regardless of the number of days attended. There are no discounts given for student absences.

KKP uses Procure/Tuition Express for the collection of all tuition and fees. Tuition charges are applied to your child's Tuition Express account on the first business day of each month and payment is processed at the same time.

Please note: We will not issue credit for days when you do not bring your child to school (i.e. vacation, sick, or other extenuating circumstances) or if the school closes for an emergency.

VPK Tuition

540 instructional hours of Voluntary Pre-Kindergarten (VPK) tuition is paid for by the state of Florida. Because our calendar exceeds the 540 mark, we ask that parents pay a one-time activity fee of \$150 to cover the overage. While enrollment and supply fees are NOT required for our VPK program, they are greatly

appreciated and tax deductible. Payment for instructional hours exceeding the 540 mark are assumed by the parent (i.e. FUN Bunch).

Sibling Discounts

There will be a 10% reduction in tuition charges for additional children in a family attending preschool during the same school year (sibling discount is not applicable when one child is a VPK student).

Late Pick Up Policy

The preschool day ends promptly at 12:15 PM. Children picked up after 12:20 will be charged a late fee of \$1.00 per minute.

FUN Bunch ends promptly at 3:00. All children picked up after 3:05 will be charged a late fee of \$1.00 per minute.

Tax Deductions

Gifts made to the school's general fund, specific educational programs, or capital campaigns without receiving any direct benefit are tax-deductible charitable contributions (per TurboTax). Please see the director if you would like to make a donation to KKP as we have some big projects coming soon. We need to replace furniture (\$7000-10,000), purchase curriculum (\$10,000), and make facility upgrades (\$5000-\$10,000).

GENERAL INFORMATION

What to Bring

Each day, your child should bring their KKP tote bag, a healthy snack, a reusable water bottle, and if enrolled in our 2's program, diapers and wipes. Be sure to label ALL your child's personal belongings with his or her first and last name.

Clothing

All clothing which will be removed (hats, coats, etc.) and any additional personal belongings should be clearly labeled with the child's FIRST and LAST names. Clothing should be safe and comfortable. Preschoolers learn through play, which can be messy. We would suggest that children do not wear clothes that cannot be easily cleaned. For your child's comfort and safety, please send him/her to school in closed-toe shoes. Sandals allow in sand which can be uncomfortable. Rubber shoes, such as Crocs/Natives, are also discouraged as they cause tripping hazards. Please send a seasonally appropriate change of clothes to be kept in your child's classroom in case of an accident.

Potty Training

All children enrolled in our three-year-old and VPK classes must be fully potty trained prior to the first day of school. All children enrolled in our two-year-old classes will be encouraged at their level of potty-training readiness throughout the school year. If your child is using disposable training pants while potty training, we ask that you provide those with Velcro sides ONLY.

Lost and Found

If an item is misplaced, please check our lost and found box located in the preschool office. Items not claimed will be donated to local charities.

Toys From Home

Please do not let your child bring in toys from home unless it is part of a class activity. Each class has its own "Share Bag" where children can bring in a book or toy to share with the class. Your child's teacher will offer specific instructions on the class's share bag. Again, please do not allow your child to bring items from home unless instructed by their teacher.

Parent/Teacher Conferences

Parent conferences will be scheduled in the spring for all students in the VPK classrooms. If your child is in a 2-year-old, or 3-year-old class, and you wish to have a more formal conversation with the teacher, you are always welcome to request a conference; please see the director to schedule. Do not hesitate to make an appointment as there is never an issue too small to talk about!

Volunteer Opportunities

We love partnering with families and encourage parents to volunteer at various times during the school year. Volunteer opportunities include (but are not limited to) providing refreshments/supplies for special activities, coordinating events with the help of other parents, assisting with special events at school, and share a career or hobby. NOTE: For the optimum care and protection of the preschool children, it is our policy that siblings do not accompany parents who are serving as chaperones or volunteers.

We have recently established a KKP Advisory Board which is made up of key KMC members and KKP Parents. This is another wonderful way to volunteer; please let the director know if you are interested!

Birthdays

We love to celebrate your child's birthday here at KKP! When celebrating your child's special day, they may bring in a special snack to enjoy at snack time. Due to dietary restrictions and food allergies, we do not allow class-wide birthday snacks. If your child would like to bring a treat in to send home with their classmates they may, but it is not required or expected. Your child will also have a birthday crown to wear for the day and will get to do a special birthday cheer at devotion.

If you, as parents, choose to extend the birthday celebration outside of school, we will be happy to assist by sending home invitations, but ask that all children in your child's class are included to avoid hurt feelings. If you are not going to invite everyone, please mail/email any invitations for the specific children you are inviting. **PLEASE DO NOT PLACE PARTY INVITATIONS IN THE CLASS GROUPME; GroupMe is used specifically for KKP related activities.**

Photo Privacy Policy

We love to show the preschool in action by using current photos of children on our Facebook page (www.facebook.com/KilllearnKidsPreschool) Neither your child's first nor last name will accompany any pictures used for promotional purposes, and only photographs of children whom we have parental consent (see your child's registration form) will be used. You may amend your photo privacy preferences at any time

during the school year. Photos and videos are encouraged at all special events, but we ask that you do not post other students on your social media pages unless you have consent from their parents.

Security System

Our school is monitored by a security system that keeps all doors to the building locked. Staff have individual codes that allow them access to the building during preschool hours. For visitor entry, an intercom (Ring Doorbell) is in place at the north door (facing the large playground).

Fire Drills and Emergency Preparedness

So that our students and staff exit the building quickly and safely in the event of an emergency, KKP will conduct an evacuation and fire drill up to twice monthly. In case of an actual emergency and evacuation, you will be notified by phone to pick up your child from the soccer field located on the corner of Shamrock and Cavan Drive. Please make sure KKP always has your current phone number on file.

Campus Lockdown

KKP will issue a campus lockdown in the event of a potential threat in the immediate community. Once we have been advised by the Tallahassee Police Department that it is safe to release students, children will be promptly dismissed to their parents. When the building is in lockdown, security codes will not work to unlock any doors, and no one will be permitted to enter or exit the building.

Inclement Weather

Should inclement weather prompt the Leon County Schools to close, KKP will be closed as well. Children will have indoor play on days when the wind chill is below 40 degrees or when there is a heat advisory in effect. In the event of a power outage, emergency back-up lights will come on. These lights allow us to safely move about and exit the building, but do not provide adequate lighting for safely continuing instruction. If power is out for over 1 hour, school may be cancelled, and you will be notified by phone.

Illness

At KKP, we strive to provide a clean and healthy environment for our students. Please inform us of any medical problems/allergies your child may have, including signs and symptoms of an allergic reaction.

The following is important information on symptoms of illness and our policy regarding children who become ill during the school day.

We ask you to keep your child at home if there are any signs of:

1. Fever
2. Lethargy
3. Diarrhea, stomach issues
4. Vomiting, stomach issues
5. Drainage from the eyes, Pink Eye, Conjunctivitis
6. Lice

We will call you to come pick up your child if the following symptoms are present:

- Temperature of 100 degrees or higher
- Skin rash

- Diarrhea
- Vomiting
- Persistent cough/difficulty breathing
- Drainage from the eyes, Pink Eye, Conjunctivitis
- Lice

Your child may return to school:

- 24 hours after a fever has returned to normal **without** medication
- 24 hours with no diarrhea or vomiting **without** medication
- 24 hours after insecticidal shampoo has been applied and ALL lice, lice eggs and egg cases have been removed.
- 24 hours after being seen by a doctor and eye drops have been administered. Please note that a doctor's note verifying treatment is required for a child returning to school after conjunctivitis (pink eye).

While we are not authorized to administer medication to treat the above symptoms, if your child requires doctor prescribed medication while in KKP's care (including children with epi pens), you may file a Medication Authorization Form in the preschool office. Medication will be stored in a locked cabinet and administered by the teacher at the parent's written request. We will not administer over the counter medication.

Mabel's Labels

We have partnered with Mabel's Labels, a wonderful company that sells sturdy personalized labels that you can place on all your belongings. As this is a requirement of enrollment (to label all your belongings), I hope you will consider purchasing some of these quality labels. A small portion is returned to KKP when you click on the "support a fundraiser" tab and click Killlearn Kids Preschool. Please click here for more information:

www.mabelslabels.com.

Car Pick-Up



2-year-olds and Fun Bunch pick-up: (BLUE line) Enter the paved parking lot and pull around passing the Sanctuary and stop along the covered walkway. **Please have your car tag visible.** If you are picking up your child prior to 12:15 or 3:00, please park in a "visitor" spot and call the preschool to make arrangements. 850-688-7080. Fun Bunch pick up will begin at 2:45pm daily.

3-year-olds and VPK: (RED line) Enter the car line at the gravel lot entrance off Shamrock Street. Circle around the back of the building to the side of the Wesley Building (main Preschool Drop off door). As you pull around to the Wesley Building, **have your car tag visible**. If you are picking up your child prior to 12:15 or 3:00, please park in a visitor spot and call the preschool to make arrangements. 850-688-7080.

FUN Bunch, Food, and Allergies

Snacks

Each day, we ask that your child bring a healthy snack to school. Snacks will be served mid-morning. Please label your child's snack with your child's first and last name in a disposable container. Snacks should be prepared so your child can open, eat and clean up independently. Water will be served at snack time for all children. Recommended healthy snacks include fresh fruit (especially apples, bananas, peaches, etc.), whole grains, crackers, vegetable sticks, cheese, raisins, etc. Please be sure any food that could be a choking hazard is properly cut. For children in the 2- and 3-year-old classrooms, please note that we will be unable to serve the following items that have been deemed choking hazards by the American Academy of Pediatrics:

Foods that may be choking hazards:

- Peanuts
- Popcorn
- Round slices of hotdogs or sausages *acceptable if quartered
- Carrot sticks or baby carrots
- Tough meat
- Whole grapes *acceptable if quartered
- Cherry tomatoes *acceptable if quartered
- Large pieces of raw fruits and vegetables

Please note that we will not serve any child:

Chocolate
Hard candy
Chewing gum

Please refrain from sending these in and check in Lunchables for candy "deserts".

Food Allergies

To keep all students safe at school, certain foods may not be permissible to consume here at KKP. If a student or staff member has a life-threatening allergy, we reserve the right to refuse consumption of certain foods (most likely being peanuts/tree nuts). Please help us to keep everyone safe by NOT sending in allergens if an allergy warning is in effect. If your child brings in a food item we cannot serve, an alternate, safe snack will be offered, and the allergen food will be returned home with a note.

FUN Bunch Program

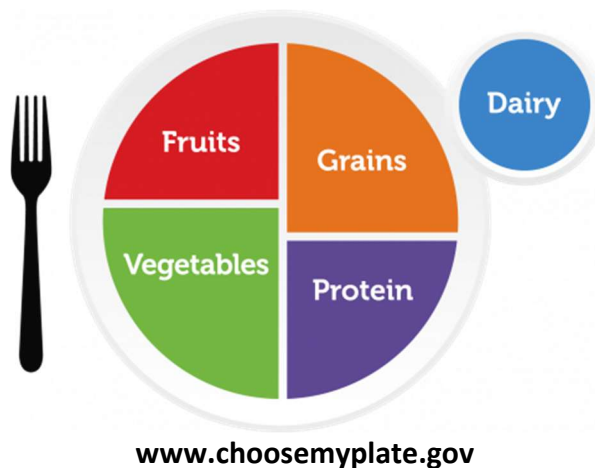
Hours: 12:15pm-3:00pm. FUN Bunch is a period of semi-structured play including indoor and outdoor activities. The maximum child/teacher ratio is 14:1. FUN Bunch is available each school day. 3- and 4-year-olds participating in lunch bunch must be potty trained (2-year-olds are not required to be potty trained. An added teacher in this room to assist with diaper changes and naptime is reflected in the slightly elevated FUN Bunch fee).

FUN Bunch payments are due with your child's monthly tuition. Drop-in days are tallied throughout the month, and these fees will appear on your child's following month's invoice.

All 2-year-olds participating in FUN Bunch will have a nap time following lunch. While nap cots are provided, if your child has a blanket, pacifier or special lovey that will make nap time easier, please send them in with your child. All items should be labeled with your child's first and last name and will be sent home each Friday unless otherwise noted.

When staying for FUN Bunch, your child should also bring a healthy lunch including a drink and any needed utensils. We are not able to refrigerate or reheat your child's lunch, however freezer icepacks/thermoses keep food at safe temperatures within most lunchboxes. Please make sure your child's lunch box and any reusable containers are labeled and that all items inside can be opened and eaten fairly independently. If a drink is not included in your child's lunch, water will be offered. **Sugary items such as candy and soda will not be served but returned in your child's lunchbox.** The USDA's recommendations for a healthy preschooler's meal are listed below. Additional information can be found at choosemyplate.gov (link also posted on KKP's webpage). Please alert KKP staff of any food allergies your child might have.

Pick-Up: Children may be picked up anytime during FUN Bunch hours. If you are picking up your child prior to 3:00, please call the preschool office and your child will be brought out to you. Please provide advance notice if your napping child will need to leave early, so we have time to wake and diaper them prior to your arrival. You will need to show proper identification/your child's car tag at pick up.





Please sign and date below indicating your receipt of the Killearn Kids Preschool 2026-2027 Parent Handbook.

Parent name printed: _____

Child's name printed: _____

Parent signature: _____

Date: _____

Submit this form to the director at the start of the school year; thank you