

PARENT HANDBOOK
Please read carefully

WELCOME to our Kinder Haus family!

Kinder Haus is dedicated to providing a warm, educational environment for the children. It is our goal to promote positive self-esteem and self-confidence in each of the children.

It is also important to us, that our parents feel comfortable leaving their children with us and that they have a “peace of mind.”

We are eager to build a partnership between your home and Kinder Haus staff members. Your questions and observations are appreciated. Please feel free to contact your child’s teacher or team leader with any your concerns or you may choose to write a note to the office requesting a conference call.

The Policy and Procedures handbook has been developed to help you understand how our program works. I hope you will read it carefully and keep it for future reference.

Thank you for choosing Kinder Haus for your child. We are committed to excellence and strive to provide the best for you and your child.

With the children’s best interest at heart,

Sincerely,

Pat Lacoste Lytle
Directress of Education

POLICIES AND PROCEDURES **PARENT HANDBOOK**

These Policies and Procedures are subject to change and may be modified from time to time by Kinder Haus.

ADMISSION POLICY

CHILDREN ARE ADMITTED REGARDLESS OF RACE, COLOR, CREED, SEX, NATIONAL ORIGIN OR ANCESTRY. HANDICAPPED CHILDREN WILL NOT BE BARRED PROVIDED WE CAN ADEQUATELY MEET THE CHILD'S NEEDS.

KINDER HAUS WILL ONLY ADMIT CHILDREN WHO HAVE RECEIVED IMMUNIZATIONS, AS RECOMMENDED BY THE DEPARTMENT OF HEALTH.

DISCIPLINE POLICY

It is the philosophy of Kinder Haus that a Montessori Environment is conducive to good behavior. A positive approach to behavior is established on which acceptable behavior and encouraged.

A "time out" is practiced whenever a child is disruptive to the others. Kinder Haus will dismiss any child whose behavior is continuously disruptive and interfering with other children to learn or rest. There will be no physical punishment.

BEHAVIOR POLICY

Parents will be called to pick up their child if the child is being disruptive to the class. Naturally the teachers endeavor to redirect inappropriate behaviors, but are expected to alert parents should a child not respond to the staff's efforts to achieve acceptable behavior, before they escalate out of control.

REGISTRATION

Registration is for the entire school year. Registration forms must be completed and returned to the office before the child can attend Kinder Haus.

The child's age and developmental maturity and availability of space determine class placement.

CALENDAR

Kinder Haus will provide Montessori classes Monday through Friday. The school year calendar is attached. Please alert yourself to the days when Kinder Haus is closed, and our Montessori Class Holidays.

Kinder Haus will observe the following holiday schedule, but not limited to:

Mardi Gras and the day before	Thanksgiving and the day after
Good Friday	Christmas Eve & Christmas
July 4 th (or observed)	New Year's Eve & New Year's Day

Labor Day

One Day per year for Mandatory Health/ Infectious Disease Control Training.
Classroom preparation days at the end of May and before start of the School Year.

One or two days for Montessori conference attendance by staff.

A complete list of holidays will be published and distributed in August or September.

MONTESSORI CLASS HOLIDAYS

Full time registrations (6:30-6:00) may attend for childcare on Montessori Class Holidays. Part time students (8:30-3) may attend on a space availability basis, with additional charges. Reservations are required at least two weeks in advance.

HOLIDAY ONLY PROGRAM

This is a program we offer to a small number of alumni or older siblings who have school holidays when we are open.

- Registration includes contract signed and registration paid.
- Holiday care is available on a space available basis.
- Priority is given to first child on a specific day's reservation list.
- If there are sufficient number of children on additional staff person may sometimes be hired, to provide activities for the group.
- School calendars should be provided at beginning of year so we can be aware of possible needs. This however, does not take the place of reservations.

SUMMER PROGRAM

Kinder Haus operates a year round Montessori program designed to meet the

needs of our students. Special interest areas and activities are planned.

BREAKFAST

We serve breakfast promptly at 7:30 a.m. when there is sufficient demand. In order to plan properly, we are asking you to let us know if you want your child to be on the "Breakfast List." There is a monthly fee payable with tuition.

Only children who are signed up on the list will be served. If you occasionally want your child to have breakfast, this can be done with advance reservations, by 3:00 p.m. on the previous day.

EMERGENCY CLOSINGS

For the safety of the children, parents and teachers warnings of severe weather conditions such as flooding, hurricanes, etc. may warrant the closing of Kinder Haus. Parents must be prepared either to pick their child up or to make immediate arrangements to have the child picked up.

Kinder Haus will always be closed during severe weather situations. If Jefferson Parish Schools are closed due to weather- Kinder Haus is closed, also. Kinder Haus will close for every severe weather warning. If you hear that there is a possible "watch" for street flooding, etc.- **stay alert and make plans to immediately have your child picked up if a warning is issued. Please do not wait to be called.**

It is mandatory that you pick up your child as soon as possible whenever severe weather closings are announced.

- **Tuition is based on an annual budget and is due regardless of school closings for holidays or emergencies.**

AUTHORIZED PICK UP

1. Parents **must** notify the office in writing of a person other than those authorized will be picking up the child.
2. Children **will not** be allowed to leave the School with other persons without written permission from the parent.
3. A picture I.D. is required of all persons picking up a child that are not known to attending staff members. Parents are required to keep current a list of the names and phone numbers of those authorized for pick-up, or send written

permission at the time of pick-up.

RECORDS

All records must be updated when essential information changes. Such information as:

- Work & home numbers (in case of emergency)
- Work and home addresses
- Authorized persons for emergencies or pick-up and their current telephone numbers including work and home.
- Medical forms indicating all required immunizations.
- Allergies or personal problems affecting your child.

HEALTH REQUIREMENTS

- A. Immunization Records indicating all required immunizations. A current immunization record signed by the child's physician must be kept on file.
- B. DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:

Running nose with yellow or green discharge
Nausea or vomiting
Contagious cough
Flushed face or fever
Skin rash
Pink eye or inflamed eyes
Chills
Sore throat
Diarrhea
Ear ache
Any contagious condition!

- C. We know it is upsetting and often difficult when our children are sick.

Children often appear well, only to have a "temp" or symptoms reoccur. **It has been our experience that it is best that children be fever and symptom free without medication, for 24 hours before they return to school.**

In order to prevent the spreading of illness, we CAN NOT allow a child who has been ill to return to school until the child is symptom free without

medication for 24 hours. Example: If a child is taking Motrin to control a fever, they are still contagious, until they have no temperature for 24 hours without the medication.

Please plan for your child's care accordingly. This time allows for complete recovery and less possibility of relapse.

Should your pediatrician feel your child may return sooner, please bring a note, which states your child is well and free from contagious illness.

- D. Parents must pick up their child as quickly as possible if he/she becomes ill during the day.
- E. If a child contracts a communicable disease, we request that the parent report it to the office immediately. **A note may be required from the doctor, indicating that the child is no longer contagious before re-entry.**
- F. Outdoor playtime is necessary for good health. **Fresh air is needed to avoid frequent illness.** Children should have appropriate clothing to keep warm. Teachers do not permit children in the yard during inclement weather.
- G. Children who are too ill to go outdoors in the winter are too ill to come to school. This is necessary in order to avoid contagion and provide proper supervision.
- H. Parents' cooperation is requested in insisting that their child wash their hands after toileting and before eating, at home as well as at school.

MEDICATION

Kinder Haus does not dispense prescription/over the counter medicines.

Mosquito Spray

Parents are responsible for spraying their children before school. Parents are not allowed to spray the children in the school building. Kinder Haus will spray mosquito spray once a day. We spray the child before going outside in the afternoon (approximately 2:00pm). The following rules must be applied before we can spray your child:

- A consent form must be filled out by the parents and turned in to the office, giving Kinder Haus permission to administer the spray that Kinder Haus will supply.
- A new consent form will be filled out every three months.
- Kinder Haus will keep the mosquito spray locked in a cabinet and replace the spray every three months.

Diaper Rash Ointment

Kinder Haus will not allow diaper rash ointment on a daily basis. Only in cases of a diaper rash will we reapply the ointment. In order for the staff to apply the ointment the following rules must be obeyed:

- A physician's note must always be on file giving us permission to administer this medication.
- A parent consent form must be signed with the name of the ointment, the reason for applying the ointment, and the side effects.
- The ointment must be in the original container and must not be expired.
- The diaper cream must be signed in on the medication form with parent's signature (note: we cannot give on a as need basis) with a specific time for administering.
- The diaper cream must go home every day. It cannot be left on the property overnight.

Please note that these rules are from the Department of Health and may change.

TUITION

Tuition is based on an annual budget but may be paid monthly or weekly for the convenience of our families. Fees are due regardless of sickness, absenteeism, holidays, or emergency closings.

Weekly payments are due to the first day of each week (Mondays). Monthly payments are due on the first day of each month. A \$10.00 late fee will be assessed to payments not paid promptly (received by noon of the school day following the due date).

A \$25.00 NSF fee will be charged for each returned check.

Failure to pay will result in the suspension of the child until the account is paid.

PARKING AND SAFETY **(Metairie)**

Please plan to arrive at the school from Zenith, so that you are approaching school on the proper side of the street.

DO NOT PULL in from W. Napoleon, headed NORTH and park against traffic. THIS IS EXTREMELY DANGEROUS!

Please parallel park at the curb, allowing walkway by the fence. **Keep gate closed ALWAYS.** Unload your child on sidewalk side. Avoid blocking parked cars. Arrive between 8:15 and 8:30 a.m. If your child's class is outside they will have the sign in sheet. Sign in and leave QUICKLY (so parking spaces are

available). At pick up time arrive between 2:45 and 3:00 p.m. We will have children ready to go. Please sign out and leave. Please hold your child's hand to insure their safety.

Also, beware when you are in the building to close doors behind you, to support us in having the children safe. Please remember that our Montessori classes are Quiet Zones, where we speak softly (inside voices). We request that the children stay with their parents at all times while in the building. Children are not allowed to run inside (we use walking legs).

Please do not park in neighboring business's parking lots.

ARRIVAL AND DISMISSAL TIMES

Young children thrive on routine and it is sometimes difficult for them to adjust to changes. Maintaining a regular schedule is beneficial. This is especially important if you notice your child having difficulty on Mondays, after being off schedule over weekends. Or, if your child appears tired in the mornings.

Children enrolled in our 8:30 a.m. to 3:00 p.m. classes are requested to arrive in a 15-minute window (8:15 – 8:45 a.m.). It is important for part time children to arrive as close to 8:30 a.m. as possible, so that they may participate in the activities with their friends, before lunch and rest time.

Afternoon pick-up is between 2:45 and 3:00 p.m. Please plan to arrive and depart in an expeditious manner to alleviate congestion in the parking lot.

All children must arrive prior to 9:00 a.m., or come to school **after naptime at 1:30 p.m. or 2:00 p.m.** Your understanding is greatly appreciated. Children who arrive late are often frustrated when asked to rest rather than be able to use activities or socialize.

When entering the classrooms, we use soft “inside voices”, “walking legs” and do not disturb others. We ask that parents remind their children that we're going inside and need to remember our inside voices and walking legs.

Each classroom is designed to meet a wide variety of developmental stages. The staff members are trained to observe children and prepare activities to meet their needs. As the children mature, more challenging materials are presented. Each class has the capability of providing for the child's stimulation and progress until the child is moved to the class.

The younger children have smaller group sizes: Toddler class – 12 children, Preschool Class—24, Pre-K Kindergarten Class—36. When we consider moving children to the next class, we look at their overall readiness to be a part of the next group and space availability.

Most moves or the majority of the children move in August as the “new” school year begins. As we do not “over” enroll, it is sometimes necessary for a child to wait for an opening to occur. The children in all classes have the opportunity to continually progress at their own pace. When a child is one of the “older” children in the group they become aware of their capabilities- they feel competent and their self-esteem flourishes.

It is only natural for parents to eagerly anticipate their child’s moving up to the next class. It is a very obvious sign of positive development. We too take pride in the accomplishments of the children and are delighted with all their successes.

When it is time for your child to move to the next class, your child will be invited to visit and phase “over”. You, of course, will be kept informed of the process and your child’s progress, each step of the way.

WHAT TO BRING

TODDLERS: Diapers - wipes
Bottles (filled) (is used)
Pacifier (if used)
Extra clothing
Mat

PRE-SCHOOLERS: Diapers - wipes
Extra Clothing
Mat

PRE-K KINDERGARTEN: Mat
Extra Clothing

Children are encouraged not to bring any toys to school. “Toys” can be nonessential sleeping/ security items, as well as regular “toys”. It is the responsibility of the parent(s) to enforce this rule. This will avoid loss or accidental damage to these favorite items.

PHASE - IN

As young children come to Kinder Haus, we request that they visit before they begin their regular attendance. No siblings should be with the parent.

By visiting with a relative, the child can observe that this is a good and fun place to be, and that the adults are people she/he can trust.

The younger the child, the more extended the “phase in” should be.

During “phase in” visits, the child should be left to enter activities and leave the parents lap or side as they feel ready. A child who is pushed may cling longer. The adult should be boring, bring something to read (or needlework) so as to appear uninvolved with the child.

The teacher will interact with the child who is phasing in. They will invite the child to participate. They will redirect the child if necessary. We do not expect the visiting parent/ adult to do anything but be a ‘base’ for the child, if the child needs to withdraw from the group for reassurance. The visiting parent/adult should allow the child to sit next to them or in their lap, if the child seems to indicate this need.

After the child has begun interacting with the class, the teacher and parents should then arrange for the child to be left briefly. The relative should cheerfully tell the child good-bye and tell them they’ll be back.

The child’s alone time should be lengthened as the teacher see fit. After the child is able to stay happily for the morning, lunch is added and then nap. For a child to nap at school successfully they should be going to sleep alone in their own beds (no videos). In planning for the phase-in, the appropriate times will be established by the teacher and parent. Parents should arrange care for siblings and not bring other children along.

PLACEMENT

Kinder Haus is committed to placing each child in the environment, which best supports the child’s level of development at the time of entry.

If there is a question in regards to determining which class is the best starting place, the child will be interviewed and observed, team leaders will set up time for interviews and observation times, preferably in the afternoon (after 3:00) when fewer students are present.

MOVE UP

Our classes are multi- age, we have 1 and 2 year olds in our Toddler Class, 2,3, and 4 year olds in the Pre-School Class, and 4, 5 and 6 year olds in the Pre K Kindergarten Class.

SIGN IN/ OUT

All parent(s) are required to bring the child into the building, SIGN THEM "IN" and see that he/she is under the supervision of a staff member before leaving the premises. Also, to SIGN THE CHILD "OUT" after assuming responsibility for the child from a staff member at dismissal or pick up time.

Every child must be signed in and out daily. Sign in sheets are located in every classroom and help us to know who is present at all times. This is a safety measure, which allows us to have an accurate record of children in our care.

Classroom teachers are to oversee and interact with the children. Parents are requested to request conferences, or phone calls to discuss all issues of concern. Parent(s) must check child's cubby and folder daily for papers, notes, or soiled clothing.

Additional childcare before or after your child's regular hours will be happily provided for students with advance requests so that we can ensure our staffing members. Please use the form and make requests as far in advance as possible.

Kinder Haus closes at 6:00 p.m. Planning to arrive not later than 5:45 p.m. allows time for you to gather your child and his/her belongings.

BABYSITTING

We appreciate your confidence in Kinder Haus's staff members and understand your desire to have them baby-sit. As you know, Kinder Haus can not be responsible for arrangements you make with staff members. It is also our policy that staff members not receive personal calls while at work. We insist that all arrangements for childcare be made in advance, (the day or night before) to avoid interrupting staff at work. Kinder Haus can not be responsible for messages left on the answer machine regarding childcare. Thank you for planning ahead.

KH '02 **COMMUNICATION**

Kinder Haus recognizes the value of good communication between home and school. We request that written communication be used to keep us posted of any changes, concerns, etc. Staff members are happy to respond to your questions. **Leave a note in the communication books and they will call, or write you a note.** This way they are able to concentrate on the group of children in their care. **Please put all office correspondence in the pocket under the payment box in the foyer.**

Kinder Haus will maintain an "Open Door" policy for parent visits and

observations.

Teachers of our youngest children complete daily report sheets, indicating child's eating, sleeping, diapering, etc. Progress reports are issued twice a year. Dates will be published in your school year calendar.

Conferences may be arranged anytime, so that staff and parents can work together, insuring each child's success.