



Kinder Haus Montessori
PRE-SCHOOL AND CHILD CARE

...Creating an environment where children, parents and teachers are supported in reaching their full potential

Parent Handbook

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Welcome

The entire staff of Kinder Haus Montessori would like to extend a warm welcome to your family. We are committed to providing a loving, safe and nurturing experience for your child and look forward to continued growth and communication in our new relationship with you.

This handbook will assist you in understanding the philosophy, policies and procedures of our early years Montessori program. Please read the handbook carefully. If you have any questions or concerns, please feel free to contact the Director or the appropriate classroom teacher at your convenience.

Thank you for choosing Kinder Haus Montessori. We appreciate the privilege we have in sharing this time with your child.

Sincerely,

Pat Lacoste
Owner/Founder

POLICIES AND PROCEDURES

The Policies and Procedures in this handbook are subject to change as needed or required by Kinder Haus and/or licensing departments. Parents will be notified in writing of any significant changes or modifications.

NON-DISCRIMINATION POLICY

Children are admitted regardless of race, color, creed, sex, national origin, or ancestry. Handicapped children will be admitted provided we can adequately meet the child's needs. Kinder Haus will only admit children who have received immunizations as required and recommended by the department of health.

HOURS OF OPERATION

Child Care Hours.....Monday - Friday 6:30am - 6:00pm

Office Hours.....Monday - Friday 8:00am - 3:00pm

*Closed on weekends and holidays as listed in annual school calendar

SCHOOL CALENDAR

Kinder Haus will provide Montessori classes Monday through Friday, year-round. The school year calendar will be provided upon enrollment and re-distributed each school year. Please alert yourself to the days when Kinder Haus is closed, as well as our Montessori Class Holidays. Professional Training days are scheduled for staff as required by our state licensing department.

EMERGENCY CLOSURES

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 to either 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 we feel that the safety of our staff and students is in jeopardy Kinder Haus will be closed. 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.**

REGISTRATION/ENROLLMENT POLICY

Registration paperwork, release forms, up-to-date immunization records, and a signed enrollment contract must be completed and returned to the office before the child can attend Kinder Haus.

The child's age and developmental maturity, in addition to availability of enrollment space determines class placement.

Enrollment contracts must be signed and all registration fees must be paid-in-full to reserve spot on class list. If not enrolling for the soonest available spot, your name will be placed on the waitlist, listed with your preferred start date and we will call you as soon as we have an opening near that date. However, we cannot guarantee specific enrollment dates up front-- we fill enrollment spots first-come, first-served as soon as they become available. Registration fees are non-refundable.

Enrollment for the Preschool and Toddler classes require commitment of one full calendar year, beginning on the first day of enrollment and ending on the same date the following year.

Enrollment for the Pre K/Kindergarten class only may split into two commitment terms: the first is the school year term from September - May. The summer term is June - August. *Updated summer program information can be found on our website each year: www.kinderhausmontessori.com

PHASE - IN POLICY

A parent or trusted adult is required to accompany the child during their first day/s of school while they become comfortable with teachers and a new environment. Each “phase-in” progresses differently. Please note that all children start their phase-in process on a part-time hours schedule. Additional hours are added/allowed as the child becomes comfortable and ready to separate without extreme anxiety from the parent/guardian. The goal is to achieve this within a couple of days, however, the timeline greatly depends on each child’s ability to calmly separate from their parent or trusted adult.

Phase-in guardian should adhere to the following phase-in procedures:

- Arrange care for siblings. Please do not bring other children or adults along.
- Please remain seated in the observation chair. We encourage you to bring a book, magazine, cross-stitch, etc. The goal is for you to simply be present in the room as a “home base” for your child if they become uncomfortable.
- Reassure your child that you will stay right there. *Never* push your child away. Allow them to stand/sit next to you and observe for a little while if they’d like. Encourage them to explore an activity or say hello to a teacher.
- The teachers will work on getting your child involved in work activity or circle time. Please do not work with your child, but instead reassure them that it is OK for them to explore work activities on their own. The classroom is set up for

children to explore. Please do not be alarmed if the adults are not with your child constantly. Montessori teachers are trained to be mobile observers. They allow the children freedom (within limits) to explore the classroom work materials while guiding and directing them as needed.

- The teachers will take cues from your child when they appear ready to interact.

The teacher will then encourage your child to explore different areas of the classroom.

- The teacher will cue you when they would like you to leave the classroom for a short period of time. They may recommend you sit in the foyer/lobby or be on stand-by in case your child becomes uncomfortable after you leave. **Remember to ALWAYS alert the child before leaving, “I am leaving and I will be back in a few minutes.”**

- Establishing a consistent goodbye routine from the beginning will allow your child to understand that you will always come back to pick them up. Goodbye routines provide predictability and comfort for your child.

- Once your child completes a successful morning phase-in, their hours will be extended to include lunch time. When the child is happy throughout lunch time, their hours will be extended until 3pm. Extended day hours will then be added if your child is enrolled in aftercare.

*It is important that you arrange for someone to be on stand-by during the first days of your child staying for nap time. If your child is unable to be soothed, or becomes disruptive to other children, we will call to request a pick-up.

Tuition charges will begin on the first day of your child’s phase-in and pro-rated as needed depending on the date. Please note that tuition charges are based on the child’s contracted schedule and not discounted during the phase-in schedule. If a phase-in is unsuccessful after a two-week period, Kinder Haus will release you from your contract. However, the registration fee is non-refundable.

CLASSROOM PLACEMENTS/MOVING UP TO THE NEXT CLASS

While we do have some age-related regulations for each classroom based on state licensing policies, children are not placed or moved up strictly according to age. Kinder Haus is committed to placing each child in the environment which best supports their individual 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. Lead teachers in each class will set up a time for interviews and observations of the child as needed.

Our Montessori classrooms are multi-age group settings. We have 1-2 year olds in our Toddler Class, 2-4 year olds in the Preschool Class, and 3-6 year olds in the PreK/Kindergarten Class. Each classroom is designed to meet a wide variety of developmental stages, often overlapping for each classroom. Our Montessori teachers are trained to observe certain traits/behaviors in children and prepare activities to meet their individual needs. As the children mature, more challenging materials are presented to them. Each class has the capability of providing for the child's stimulation and progress until the child is moved to the next class.

The younger children have smaller group sizes at Kinde Haus. Our Toddler class maxes out at 12 children; Preschool Class 24; and PreK/Kindergarten Class 26. When we consider moving children to the next class, we look at their overall readiness to be a part of the next group as well as space availability.

Please note, moving up is **not solely** based on age or potty training. Primary factors considered are **social & emotional maturity & development and whether or not the child has mastered the activities that have been presented to them based on their individual developmental progress.** All children develop at a different pace. Although your child may be 3years old and potty trained, this does not guarantee an immediate spot in the PreK/Kindergarten class. It also does not mean your child is delayed in any way. Any concerns of possible social, emotional, physical, behavioral etc. delays will be discussed with parents promptly and further evaluation by professionals will be requested to ensure the child's needs are being met to the fullest potential.

When your child's teacher recognizes their ability to move up to the next class, they will allow your child to periodically visit the new classroom and slowly "phase over," much like the "phase in" experience during initial enrollment. You will be updated on your child's progress, and an official "move up" letter will be sent home when it's time to transition over and begin signing them into their new classroom.

SCHEDULE OPTIONS

To provide consistent routines for our office, classrooms, and children, enrollment schedules are only offered 5 days per week Monday thru Friday; alternating days schedules are not available. The following schedule options are available to you upon enrollment. If your schedule requires utilizing alternating days, we may consider approval on a case-by-case basis, however you will be billed for the full 5 day schedule. If parents request a schedule change in the middle of a billing period (before the 1st of the new month), they will be billed at the full month's tuition cost for the longer schedule. We will not pro-rate tuition costs to accommodate schedule changes in the middle of a billing period.

Half-Day: 8:30-11am (does not include lunch or nap time)

Full-Day: 8:30-3:00

Before care: 6:30am-8:30am

After Care: 3:00pm - 6:00pm

Extended Day with Before & After care: 6:30am-6:00pm

TUITION POLICY

- Tuition costs are calculated based on an **annual school budget**, subject to change at any time with written notice 2 weeks in advance to our families. Tuition may be paid annually or monthly for the convenience of our families. Fees are due regardless of illness, absenteeism, holidays, or emergency closings.
- Monthly payments are due on the **first day of each month in advance of services**. A \$10.00 late fee will be assessed to monthly payments not received by noon of the next school day following the due date. We accept cash, check, money orders, & electronic ZELLE payments only.
- A \$25.00 NSF fee will be charged for each returned check.
- Please note that if your tuition account is in arrears, after two weeks your child will be disenrolled from Kinder Haus and only be allowed to return to school once the account is paid in full. **As stated on your contract, you are responsible for the tuition for the length of your contract.** You will only be **considered** for release of your contract with a **30-day advance written request to the office**. Otherwise, you are responsible for full tuition payments until contract terms are complete.

LATE PICK UP/ EARLY DROP OFF FEES

Morning drop-off is between 8:30 and 8:45am. Early drop-off fees are added to accounts for any arrivals before 8:30am unless enrolled in early care.

Afternoon pick-up is between 2:45 and 3:00 p.m. Late pick-up fees are added to accounts beginning at 3:01 unless enrolled in after care.

If child is picked up after closing hours (6pm)- the late fee rate is \$5/minute beginning at 6:01pm. Please plan to arrive and depart in an expeditious manner to alleviate congestion in the parking lot.

*Please review your enrollment contract for updated details on late fees

SIGNING IN/ OUT PROCEDURES

All parent(s) are required to bring the child to designated drop-off area, **sign children in**, and see that they are under the supervision of a staff member before leaving the premises. Parents are also **required to sign children out** after assuming responsibility for the child from a staff member at dismissal or pick up time. Children should **never** be dropped off inside the classroom by him/herself or outside in the yard by him/herself.

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. Authorized adults picking up

must sign their name fully and legibly (i.e. “grandma” is not an acceptable signature). This is a safety measure, which allows us to have an accurate record of children in our care and is also a guideline required by state licensing.

Classroom teachers are required to oversee and interact with the children at all times, and they are trained to NOT speak about behavior concerns with parents during drop off or pick up times. Parents are expected 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, and/or soiled clothing.

Please remember that our Montessori classes are “Quiet Zones”, where all adults and children speak softly (inside/library voices). Please make sure all authorized guardians in charge of dropping off and picking up your children are aware of these procedures.

PARKING AND SAFETY

- Arrive for 8:30am, no later than 8:45am. If your child’s class is outside, the sign in sheet will be outside for your convenience. Sign your child in, walk them to designated drop-off area, and please leave PROMPTLY (parking spaces are limited).
- At pick up time arrive between 2:45 and 3:00 p.m. We will have children ready to go. Please sign out, check their folders, and exit PROMPTLY. Please hold your child’s hand to insure their safety.
- As per state guidelines parents are required to sign their child in/out every day in legible handwriting--first and last name.
- Please do not park in our parking lot if there are no parking spots available.
- Please do NOT park in sidewalk area of our parking lot, as this blocks the view of cars trying to turn into traffic along W. Napoleon Ave.
- Please be courteous and do NOT park at the apartment building across the street on Kent Ave, or blocking any driveways of our neighbors. You may park along (not on) the sidewalk in front of our office/playground, but please avoid parking on the grass or neighboring properties.
- Also, when you are in the building, please make sure to close doors and gates behind you. This supports us in keeping the children safe.

AUTHORIZED PICK UP LISTS

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

4. Children will NOT be released to any persons, listed or not, if they appear to be impaired/under the influence of drugs or alcohol upon pickup.

TARDINESS/ LATE ARRIVAL POLICY

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.

It is important for all children to be with their class at 8:30 a.m. to begin their school day. We expect that you will have your child to school on time daily, in order to establish a consistent routine and model good habits. If families arrives after 9am, you must come with a doctor's note to be allowed entry into class. No child will be accepted into class between the hours of 10am-2pm, with or without a doctor's note. For late doctor's appointments during the week, please plan to sign your child out early, or keep them home until the following school day.

Your understanding is greatly appreciated. Children who arrive late are often anxious to join the group and frustrated when asked to rest rather than be able to use activities or socialize upon arrival. We have also found that children coming in late (after 10am) often do not take naps during naptime, and are hesitant to fall into the day's routine.

STUDENT/ PARENT RECORDS

All records must be updated when essential information changes. Please notify the office as soon as possible if any of the following information has changed:

- Work & home numbers, email addresses
- Work and home addresses
- Authorized persons for emergencies and for pick-up and their current telephone numbers including work and home.
- Medical forms indicating all required immunizations.
- Allergies or personal problems affecting your child.
- Model/ Medical/ Waterplay/ Topical ointment releases

LINGERING/APPROVED VISITOR POLICY

When picking up your child, we ask that you please do not linger. It creates traffic and chaotic classrooms.

Parents are not allowed to remain on the playground or inside classrooms during drop off or pick up unless they have been approved as a designated volunteer. This is a safety policy and regulated by our licensing department. All visitors/parents/guardians allowed on campus to interact with children must have a background check and be fully approved.

HEALTH REQUIREMENTS

A. Immunization Records indicating all required immunizations must be up to date. A current immunization record signed by the child's physician must be kept on file.

B. DO NOT SEND YOUR CHILD TO SCHOOL IF THE FOLLOWING SYMPTOMS ARE PRESENT:

- Runny 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. **Children must be fever and symptom-free without medication, for a FULL 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. 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 signed doctor's note which states your child is well and free from contagious illness.

D. Parents must pick up their child within one hour of being notified if he/she becomes ill during the day. Should parents not arrive within an hour of being notified, Kinder Haus is required to report the incident to state authorities.

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/cool. Teachers do not permit children in the yard during inclement weather or extreme temperatures. Children who are too ill to go outdoors in the winter or summer, are too ill to come to school. This is necessary in order to avoid contagion and provide proper supervision.

G. Parents' cooperation is requested in insisting that their child wash their hands after toileting and before eating, at home as well as at school.

Additional Health Policies – Developed and mandated by L.A. Health Dept.

In an effort to maintain a safe and healthy environment in school, please review the following guidelines regarding student illnesses. These guidelines are meant to provide simple and effective precautions against the transmission of disease and/or infection as well as decrease the risk of exposure to all students and staff. Any child who develops fever or has other symptoms of illness will be isolated in the office until a parent/guardian is able to pick them up. Parents will be notified immediately and expected to pick up the child within the hour.

- If a child has a temperature 100 degrees or higher, they may not attend school. The child must be fever-free for a full 24 hours without the help of fever-reducing medication before returning to school.
- If a child vomits or has diarrhea, they may not attend school until at least 24 hours after symptoms are gone.
- All skin rashes, including undiagnosed generalized rashes, should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash. The student must be excluded until rash is gone or cleared by the child's physician as non-contagious. A doctor's note stating that the rash is non-contagious will be required upon returning to school.
- If a child has a discolored (yellow to green) nasal discharge due to allergies, a doctor's note will be required for that child to attend school. Children will be sent home if they have thick yellow/green nasal discharge.
- All students with Head Lice are to be nit free and checked back into school through the office.
- A ringworm must be covered with clothing or a band-aid while at school. Ringworm in the scalp must be seen by a doctor, and a doctor's note will be required upon returning to school.
- Please report to Kinder Haus any communicable diseases your child may have or have been exposed to --- i.e. Chickenpox, Measles, etc... so we can alert other parents of potential symptoms. Anonymity will be preserved.
- All Chickenpox sores and skin lesions (blisters) should be completely dry and scabbed over before the student returns to school.
- All students with a persistent cough must be seen by a doctor and may only return to school with a doctor's note stating that they are not contagious.
- If a student has symptoms of Hepatitis A, they must be excluded from school until 1 week after the illness started and fever must be resolved.

- Any child with a sudden onset of vomiting, irritability, or excessive sleepiness must be excluded until evaluated and cleared by the child's physician.

MEDICATION ADMINISTRATION POLICY

Kinder Haus will administer breathing treatments with written directions from the pediatrician and written authorization from the parent.

EpiPens will be administered as prescribed by the child's doctor. We will need precise written details about the child's allergies from the pediatrician which specifically indicates the child's allergies (i.e. what symptoms will the child display and when should the EpiPen be used and how it is to be used.)

Ointments for diaper rash will be applied as directed in writing by the parent. Any prescription medication for diaper rash must be in original container with child's name, child's pediatrician's name and instructions from the pharmacy.

Medical release forms MUST be updated regularly, signed by a parent, and on file for any of the previous mentioned medications to be administered by our staff. Please request this specific form from our office if needed.

All other medications and topical products will NOT be administered by Kinder Haus staff. This includes sun screen, bug spray, tylenol, other rash creams, etc.

BITING POLICY

First biting incident, parents receive biting report and biting information. **Second biting** incident, conference between parent and teacher. **Third biting** incident, one-day suspension. **Fourth biting** incident, the child must leave school until he/she is over this phase. The purpose of suspending a child for habitual biting is mainly to ensure the safety of the biters' classmates, and not a means to correct the behavior. Written reports and phone calls to parents will be made for any biting incidents--for the child who bit, as well as the child who was bitten.

DISCIPLINE/BEHAVIOR MANAGEMENT POLICY

It is the philosophy of Kinder Haus that a Montessori Environment is conducive to good behavior. A positive approach to behavior is established in which acceptable behavior is explained, and encouraged through modeling and role-playing by teachers and staff. Children are given clear expectations throughout the school day.

If a child is being disruptive with an activity they will lose their turn with that activity for the day and be redirected/allowed to choose another activity of interest.

As a last resort, “time out” is practiced whenever a child is disruptive to the other children in the class. Time out will not be used for children under the age of two.

Parents will be called to pick up their child if the child displays aggressive or violent behaviors (hitting, kicking, spitting, throwing materials, uncontrollable tantrums, etc.), or if child’s behaviors become excessively disruptive to the class. Naturally, the teachers endeavor to redirect inappropriate behaviors, but they are expected to alert parents should a child not respond to their efforts to achieve acceptable behavior before escalating out of control.

Kinder Haus will dismiss any child whose behavior is continuously disruptive and interfering with other children at work or rest. There will be no physical punishment.

CHILD ABUSE AND NEGLECT POLICY

Any persons or agencies responsible for the care of children, such as physicians, nurses, hospital staff, teachers, principals, social workers and day care personnel who SUSPECT that a child’s physical or mental health or welfare is or has been abused are required to report in accordance with Louisiana Law 14:403. The law states, “...any person who has cause to believe that a child has been a victim of abuse or neglect and fails to report shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$500 or imprisoned for not more than six (6) months.” Abuse can be reported anonymously. Persons who report in good faith are granted immunity from court action. If the offender is a family member, we call child protection; otherwise we call the police. If a staff member observes or has suspicion of child abuse, it is their job requirement to immediately report it to *Kinder Haus* Management. Any staff member who is found/proven to utilize any of the following techniques will be promptly dismissed

- Physical or corporal punishment which includes but is not limited to screaming, slapping, spanking, yanking, shaking, pinching, exposure to extreme, temperatures or other measures producing physical pain
- Isolation of child for long periods of time
- Confinement of child in closets, boxes, restroom similar enclosed places. Children are not to be left alone or out of sight for time out.
- Binding to restrain movement of mouth or limb with excessive force, with exception of preventing limbs of hurting others and/or oneself.
- Putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position
- Humiliation or verbal “Abuse” which includes but is not limited to using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children
- The threat of a prohibited action even if there is no intent to follow through with the threat
- Allowing a child to be disciplined by another child or allowing bullying by another child

- Children being deprived of food or beverages
- Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime
- Time out shall not be used for children under age two
- A time out shall take place within sight of staff; the length of each time out shall be based on the age of the child and shall not exceed one minute per year of age
- All staff shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437).
- There shall not be any delay in reporting suspected abuse or neglect of a child to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations.
- It is not required to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline. Kinder Haus does require administration to be aware of any reported abuse either before or after the abuse has been reported.

POTTY TRAINING POLICY

Potty training begins at home, and we are happy to assist at school once your child is enrolled in the Preschool class and shows readiness. We have found that children do better on their “own” potty in the beginning--accidents are less embarrassing at home. When they are successful at staying dry and clean at least 90% of the time, please write your child’s teacher a note. The next steps for your child’s toilet training experience at school will be agreed upon.

As our children are learning and growing, they are mastering many developmental skills. It is a true joy and privilege to observe and support their growth. One of the tasks the children will master while in the Preschool class is toilet training. It is extremely important that the children wear clothing that allows them to be changed easily.

Best Choice: Shorts/Pants with elastic waist and leg bottoms, which can fit over shoes so that shoes and socks do not have to be removed. Tennis shoes with Velcro closings for when socks need to be changed. When we select clothing of this type, the children become involved in the pottying process, which precedes toileting alone.

Remember to use diapers (not pull-ups) until your child is consistently able to stay dry and clean. Pull-ups (like diapers) give them an excuse to continue using them. Check with teachers to decide about panty/underwear readiness. (Children who can keep themselves dry and clean at home, evenings and weekends are usually ready to wear underwear to school).

As we teach children to use the bathroom, we teach proper wiping, toilet seat position and hand washing, as these are all elements necessary to be truly potty trained. **To be considered “fully potty-trained” in regard to moving up to the PreK/K class, your child must be accident-free, in underwear 24/7 (including nap and sleep time), and capable of wiping themselves and changing their own clothes head to toe.**

DRESS CODE/EXTRA CLOTHING/BEDDING POLICY

Please make sure your child has 2 full sets of extra clothing available at school at all times (tops, bottoms, underwear, and socks). When soiled clothes are sent home, please send your child with a clean set the following day to replace in their extra clothing box in the bathroom.

Please refrain from allowing your child to bring toys and other accessories to school unless pre-approved by office admin. This includes ALL items non-essential to meeting your child's basic needs at school (any traditional "toys," figurines, dolls, art supplies, or accessories such as hair bows, watches, jewelry, etc.) It is the responsibility of the parent(s) to enforce this rule. This will avoid loss or accidental damage to favorite items, as well as disruption during class time. Children are allowed to bring one "lovey" (SOFT stuffed animal, not a figurine or plastic toy) to comfort them during nap time. It must stay in their cubby during the school day, except for naptime.

Please avoid the following clothing when dressing your child for school at Kinder Haus. Not allowed:

- Pants with snaps at waist, zippers, tight legs, shoulder straps (overalls/suspenders), belts
- "All in one" outfits (jumpsuits and overalls) which require total undressing for using the bathroom (The type with snaps between the legs work for diaper changing but not for potty training.)
- Stockings, leggings, long shirts or long dresses that are difficult for child to manage when using the toilet.
- Clothing with cartoon/movie characters----children at this age frequently role-play during outside play time, "turning into" these characters. This often leads to pretend weapons/violence play such as batman vs. spiderman vs. ninja turtles vs. bad guys. Please be mindful of these seemingly small details when dressing your child for school--it saves our teachers many unnecessary battles when dealing with a large group of children on a daily basis. We sincerely appreciate your cooperation!
- Shoes with laces (before child is able to tie shoes themselves)
- Light-up Shoes (very distracting during circle time)
- Flip flops or other open-toe shoes (note, there are small pebbles in the play yard that often get lodged in sandals and shoes with straps and holes (cros) which can be very uncomfortable for child.
- Elaborate costume-type clothing or other distracting accessories that do not meet the immediate needs of the child during the school day (jewelry, hair bows, watches, masks, light-up shoes, tiaras, etc.)
- "Sunday Best" clothing---remember children are allowed to freely and safely explore both inside and outdoors--please expect that your child might soil their clothing at times while doing so--we encourage sensory play which includes water activities, sand, play doh, art materials (painting, markers, crayons, etc.). Please send clothing that is easily washable and will not cause upset if soiled or stained.

**** Children who arrive to school with clothing that is outside of the Kinder Haus Clothing Guidelines will be changed.**

****Due to the rise of cases with bed bugs, public health officials are concerned about the spread throughout schools. In order to avoid any possible spreading of bed bugs, lice, or scabies, Kinder Haus does NOT maintain a supply of used clothing or nap mats/blankets/pillows for children to borrow. If your child has an accident and no extra clothing in their box, we will have to call you to bring a change of clothing to them while they wait in the bathroom. If you forget to bring your child's nap mat cover, we will call you to drop it off, or allow your child to sleep on their sanitized vinyl mat without bedding. Please make all efforts to keep up with restocking your child's extra clothing box to avoid these incidents. Teachers will do their best to notify you in advance if your child is running low, but this is not something they are required to monitor daily due to time restrictions.**

PARENT COMMUNICATIONS POLICY

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 parent communication book and a teacher will call or write you a response, which will be placed in your child's folder at the end of the day. This way, they are able to concentrate on the group of children in their care during drop off and pick up times without distractions from parent communications. Teachers will never discuss the child's behavior with the parent during drop-off or pick-up--we always want to speak positively in front of the children.

Kinder Haus will maintain an "Open Door" policy for parent visits and observations, unless there are restrictions due to health concerns. To make an appointment to observe your child's classroom, we appreciate you contacting the office in advance.

Teachers in our Toddler class send home daily "grams" indicating in writing your child's eating, sleeping, diapering details. Progress reports for children are issued twice a year during parent teacher conferences. Dates will be published in your school year calendar.

Conferences may be arranged anytime, so that staff and parents can work together, ensuring each child's success. Please call our office to set up a teacher conference or requestone in writing in the parent communication book located in your child's classroom.

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conferences, family potluck dinner, holiday party or parent or grandparents day.

FAMILY OUTING FIELD TRIPS/NATURE WALKS

Kinder Haus will request written permission for occasional nature walks in the neighborhood as well as “family outing field trips.” We do not provide transportation, however we will coordinate the outings and meet families at a designated time/place to go in together as a group.

If a child attends a family outing, they will not be allowed to return to school afterwards. This is due to staffing and scheduling purposes.

WATER PLAY ACTIVITIES POLICY

Throughout the school year Kinder Haus teachers plan a variety of water play activities. Water Play Activities are defined as —water-related activity in which there is no standing water, including but not limited to fountains, sprinklers, containers/trays for water pouring, object washing and water tables. Authorization/permission forms for water play are included in the registration paperwork and signed by parents upon enrollment.

FOOD/SNACKS POLICY

Kinder Haus provides 3 snacks per day (morning, after nap time, and during after care) We will only allow outside food to be brought in for religious or medical reasons with a doctor’s note. Food provided by parents must be in a lunch box which utilizes cold packs and or thermos. The lunch box must be nutritional. NO chocolate milk, sugary juices, sodas, or junk food will be allowed (chips, candies, iced desserts). NO items containing nuts allowed-- **KINDER HAUS IS A STRICTLY NUT-FREE CAMPUS.**

Kinder Haus’ goal is to provide a nutritious hot lunch for each child daily. During the COVID Pandemic our tuition fees were lowered as we were not able to sustain our goal of a full kitchen staff. The hot lunch program is on the horizon to be reinstated, at which time you will be notified, and a lunch fee will be added to tuition costs.

BIRTHDAYS

Children’s birthdays are special. **If you would like to celebrate your child’s birthday by sending in a shareable classroom snack, please refer to the Birthday Snack Form for guidelines (found on our website under “Parent Resources”/Can also be requested from your child’s teacher or the office) Please fill out the form and return to your child’s teacher at least 2 days prior to the celebration.** Please note that our policy concerning nutritious snacks applies to birthday snacks as well.

If you are having a birthday party for your child and plan on inviting **all children** in the class, you may bring invitations to school to distribute. **If you are only inviting a portion of the class, please mail the invitations. This saves hurt feelings.**

BABYSITTING POLICY

We appreciate your confidence in our Kinder Haus teachers and staff, and we understand your desire to have them babysit or provide transportation services for your children outside of business hours. However, it is a Kinder Haus policy that our staff may not babysit for any families whose child is enrolled at Kinder Haus Montessori due to liability purposes. We thank you in advance for respecting this policy. Our employees must also agree to this policy upon hire and are subject to termination if found non-compliant.

ELECTRONIC DEVICE & COMPUTER PRACTICES POLICY

All activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand-held electronic devices, adhere to the following limitations:

- a. electronic device activities for children under age two are prohibited; and
- b. time allowed for electronic device activities for children ages two and above will not exceed two hours per day.

Montessori principles are based on hands-on learning and rarely have a need for electronic devices or screen time.

*Kinder Haus does not allow children direct access to electronic devices or computers unless a technology class is being offered.

PROGRAMS, MOVIES AND VIDEO GAMES POLICY

Kinder Haus does not have or use video games in the classrooms. Programs and movies with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children;

- b. all television, video, DVD, or other programming shall be suitable for the youngest child present;
- c. “PG” programming or its television equivalent shall not be shown to children under age five;
- d. “PG” programming shall only be viewed by children age five and above and shall require written parental authorization;
- e. any programming with a rating more restrictive than “PG” is prohibited;

Our use of media is Rare and only used for very specific presentations.

INFORMING PARENTS OF AN EMERGENCY EVACUATION

- **First Means of Communication**

Upon evacuation, Parents will be contacted VIA our emergency text message system and a blast email. Please make sure you opt-in to our text alert services (instructions provided in your registration packet, OR send a request via email info@kinderhausmontessori.com and we will add you.)

- **Secondary Means of Communication**

Secondary means of communication will be VIA a “TELEPHONE TREE.” Telephone tree calls will begin by our administrators and be followed through by parent volunteers and available staff whenever possible.

REUNITING STUDENTS WITH PARENTS after an evacuation of the center.
PARENTS/APPROVED PICK UP ADULT OR GUARDIAN (ON THE LISTS for emergency contacts) WILL BE REUNITED WITH children at the corner of ZENITH STREET AND KENT AVENUE.

REUNITING STUDENTS WITH PARENTS after an evacuation of the neighborhood.

Parents /Approved pickup adult or guardian (on the emergency contact lists) will be reunited with children at **Mike Miley Playground** parking lot located on **W. Metairie, in Metairie, LA**

Mike Miley Playground
6716 W Metairie Ave
Metairie, LA 70003

DISCLOSURE OF INFORMATION POLICY

Kinder Haus Montessori is under the licensing authority of the Louisiana Department of Education. All licensing surveys/inspections, regulations and informations regarding early learning centers are available on the Department of Education’s website. www.louisianabelieves.com

GRIEVANCE POLICY

If a parent has a significant, unresolved licensing complaint you may call or write the Licensing Division of the Department of Education at:

Louisiana Department of Education
Licensing Division
P.O. Box 4249
Baton Rouge, LA 70821
Email: ldelicensing@la.gov
Telephone Number: 225-342-9905

Kinder Haus Montessori
5201 W. Napoleon Ave.
Metairie, LA 70001

Please sign and return this form the front office for your child's file. Thank you.

I have received and reviewed a copy of Kinder Haus Montessori's Parent Handbook and agree to follow all policies and procedures as listed. I understand that any serious or repeated violation of policies and/or procedures will be subject to termination of my child's enrollment contract at Kinder Haus Montessori.

Child's Name: _____

Parent's Name _____
(Print)

Parent's Signature: _____

Parent's Name _____
(Print)

Parent's Signature: _____