



Kinder Haus Montessori

PRE-SCHOOL AND CHILD CARE

...A Gift for Life

....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.

This handbook will help you understand the philosophy, policies, and procedures of our early-years Montessori program. Please read the handbook carefully. If you have any questions or concerns, please contact the Director or the appropriate classroom teacher at your convenience.

Thank you for choosing Kinder Haus Montessori. We appreciate the privilege of 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. Handbooks can be found at any time on our website, under the Parents Page, under Kinder Haus Forms and Documents, and also on Procure under Documents

1. 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, or children with required Exempt forms.

2. HOURS OF OPERATION

Child Care Hours.....Monday - Friday 7:00 am - 6:00 pm

Office Hours.....Monday - Friday 8:30 am - 2:30 pm

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

3. 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 year in August. Please familiarize yourself with our holidays, school closures, and school outings. Professional Training days are scheduled for staff as required by our state licensing department.

4. EMERGENCY CLOSURES

For the safety of our children, families, and staff, Kinder Haus may close due to severe weather conditions such as flooding, hurricanes, or other hazardous situations. If severe weather threatens our area, parents must be prepared to pick up their child promptly or make immediate arrangements for an authorized adult to do so. The safety of our students and staff is our highest priority, and Kinder Haus will close whenever conditions are deemed unsafe.

Kinder Haus will close during severe weather warnings. If there is a weather watch issued for conditions such as street flooding or other hazardous situations, families should remain alert and begin preparing for a possible early pickup should conditions escalate to a warning.

Please do not wait to be contacted by the school. If severe weather warnings are announced, it is mandatory that children be picked up as soon as possible.

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

5. 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 the availability of enrollment space, determine class placement.

Enrollment contracts must be signed, and all registration fees must be paid in full to reserve a space in a class. Kinder Haus cannot reserve a place for a child without a definite commitment on your part, especially if there are prospective students on the waiting list.

If you are enrolling for the next available opening, your child's name will be placed on the waitlist with your preferred start date noted. We will contact you as soon as a space becomes available close to that date. Please note that we cannot guarantee specific enrollment dates in advance. Available spaces are offered on a first-come, first-served basis as they become available.

Registration fees are non-refundable.

Students already enrolled in the Pre - K and Kindergarten, Preschool and Toddler classes require commitment of one full school year, beginning on the first day of August. Contracts must be signed yearly, and pay Arts and Materials fees for Fall and Summer Sessions.

Discharge Policy

We reserve the right to cancel enrollment of a child for the following reasons:

- Nonpayment or excessive late payment of fees
- Not observing the rules of the school
- The school determines that it is unable to safely or appropriately meet the child's individual educational, developmental, behavioral, or medical needs with the staffing, training, and resources available, despite reasonable efforts to support the child's success.
- Physical or verbal abuse of staff or children by parents or the child

6. TUITION POLICY

Tuition is calculated based on Kinder Haus's annual operating budget and is subject to change with two weeks' written notice to families. For the convenience of our families,

tuition may be paid annually or monthly. A new contract must be signed each school year. Cash, Check, ACH, or Zelle payments accepted.

Tuition payments are due on the 1st day of each month in advance of services, regardless of holidays, absenteeism, or closure. A 15% interest charge will be added to any unpaid balance on the 5th of each month. A \$35.00 NSF fee will be charged for any returned/failed payment. Payment type accepted: Cash, Check, Zelle or online payments through Procure.

If a tuition account becomes delinquent and the balance remains unpaid for two weeks, the child will be disenrolled from Kinder Haus. The child may return once the account balance has been paid in full. As stated in the enrollment contract, families remain responsible for tuition for the full term of the contract.

7. LATE PICK UP/ EARLY DROP OFF FEES

Morning drop-off is between **8:30 a.m. and 9:00 a.m.**

Children arriving **before 8:30 a.m.** will incur an **early drop-off fee**, unless they are enrolled in the Early Care program.

Afternoon pick-up is between **2:45 p.m. and 3:00 p.m.** A **late pick-up fee** will be added to accounts for any child picked up **after 3:01 p.m.**, unless enrolled in the After Care program. Families who need occasional extended care may use drop-in After Care for a fee of \$35.00 per day, when space is available. *Please refer to your enrollment contract for additional details regarding late fees.*

If a child is picked up **after closing hours (6:00 p.m.)**, a late fee of **\$5.00 per minute** will be charged beginning at **6:01 p.m.**

Families are asked to arrive and depart promptly in order to help alleviate congestion in the parking lot and ensure a safe and smooth dismissal process.

8. PARENT COMMUNICATIONS POLICY

Kinder Haus maintains an open-door policy for parent visits and classroom observations, unless temporary restrictions are necessary due to health or safety concerns. Parents who wish to observe their child's classroom are asked to contact the office in advance to schedule a convenient time.

Parents are required to use our communication system, Procure, for school-related communication. Procure is used to submit tuition payments, request additional childcare, receive emergency alerts, communicate with teachers, and contact the office. Messages sent through Procure are reviewed daily. **Please note that teachers are not required to respond to messages outside of their scheduled working hours.**

Teachers in the Toddler classroom use Procure to provide daily updates regarding your child's eating, sleeping, and diapering routines.

Parent-teacher conferences may also be scheduled at any time to support collaboration between families and staff and to ensure each child's success. Parents may request a conference by contacting the office or submitting a request through Procure. Conference dates will be published in the annual school calendar.

Parents and guardians are encouraged to participate in our **Parent Teacher Association**, which meets periodically throughout the school year. Meeting announcements will be shared through Procure. These gatherings provide opportunities to discuss and support parent involvement within our community. Activities may include, but are not limited to, the Peace Party, parent education sessions, volunteering opportunities, family potluck dinners, holiday celebrations, and monthly afternoon gatherings.

9. PHASE - IN POLICY

At Kinder Haus, we offer a Phase-In Process as an optional transition to help children adjust to their new classroom environment. This approach allows children to become comfortable with their teachers, classmates, and daily routines while providing additional support during the transition into school.

Parent Phase-In Interview

Families may choose to schedule a **Parent Phase-In Interview** before their child begins attending. This meeting takes place between the child's parents/guardians and the classroom teachers and provides an opportunity to share important information about the child's personality, routines, preferences, and individual needs. During this meeting, families and teachers may also discuss whether a phase-in schedule would be beneficial and determine a potential start date. A similar meeting may also be helpful when a child transitions to a new classroom.

Beginning the Phase-In

If families choose to participate, a parent or trusted adult may accompany the child during the first visit or initial days to help them become comfortable with the classroom and teachers. Each child's adjustment period is unique, and the pace of the transition may vary.

Gradual Increase in Attendance

Children participating in phase-in typically begin on a shortened schedule. As the child becomes comfortable and is able to separate calmly from their parent or trusted adult, additional hours may be gradually added. While many children adjust within about a week, the timeline will depend on each child's readiness.

Nap and Self-Soothing Expectations

To participate in the full daily schedule, children should be able to rest independently on a mat during nap time. Developing self-soothing skills and the ability to fall asleep independently helps children transition successfully to longer days that include lunch and rest time.

Once a child is comfortable in the classroom and able to participate in the daily routine, they may transition to a **full-day schedule at Kinder Haus**

For a positive and smooth phase-in experience, we ask that parents/guardians follow the procedures below:

- **Arrange care for siblings.** Please do not bring additional children or adults to the phase-in visit so the classroom environment can remain calm and focused.
- **Please remain seated in the observation chair.** You are welcome to bring a book, a magazine, or a quiet activity. Your role is to simply be present in the room as a “home base” for your child if they feel unsure.
- **Offer reassurance without pushing separation.** Let your child know you will remain nearby. If they prefer to sit or stand beside you and observe for a while, that is perfectly fine. Gently encourage them to explore an activity or greet a teacher when they feel ready.
- **Allow teachers to guide classroom engagement.** Teachers will begin inviting your child to participate in classroom activities or circle time. Please avoid working directly with your child and instead reassure them that it is okay to explore independently. Montessori classrooms are intentionally designed for children to explore materials independently. Teachers observe and guide children as needed rather than remaining with one child at all times.
- **Teachers will follow your child’s cues.** When your child appears ready, the teacher will begin encouraging them to explore different areas of the classroom and interact with materials or classmates.
- **Gradual separation may be introduced.** When the teacher feels your child is ready, they may ask you to step out of the classroom for a short period of time. You may be asked to wait in the lobby or remain nearby. Always let your child know before leaving by saying something simple, such as, *“I am stepping out and will be back in a few minutes.”*
- **Establish a consistent goodbye routine.** Predictable goodbyes help children feel secure and confident that their parent will always return.
- **Gradual schedule expansion.** After a successful morning phase-in, your child’s schedule may be extended to include lunch. Once they are comfortable through lunch, the day may extend to **3:00 PM**, with aftercare added if the child is enrolled in extended day.
- **Nap time readiness.** During the days your child stays for a nap, please arrange for someone to remain available for pick-up if needed. If a child cannot be soothed or becomes disruptive during rest time, we may request an early pick-up.

Tuition During Phase-In

Tuition begins on the **first day of your child's phase-in** and will be prorated if necessary based on the start date. Tuition is based on the child's contracted schedule and is not reduced during the phase-in period. If the phase-in process is unsuccessful after two weeks, Kinder Haus will release families from the contract; however, the **registration fee is non-refundable**.

10. CLASSROOM PLACEMENTS/MOVING UP TO THE NEXT CLASS

While state licensing regulations establish general age guidelines for each classroom, children at Kinder Haus are not placed or moved strictly according to age. Our goal is to place each child in the environment that best supports their individual developmental stage at the time of entry.

If there is any question about the most appropriate starting classroom, the child may be **interviewed and observed** before placement. Lead teachers and/or administration will schedule a time to observe the child and determine the environment that will best support their growth and success.

Multi-Age Montessori Classrooms

Kinder Haus follows the Montessori model of **multi-age classrooms**, which allows children to learn from and support one another while progressing at their own pace.

- **Toddler Class:** 12–24 months
- **Preschool:** 2–3 years
- **Pre K - Kindergarten Class:** 3–6 years

Each classroom is thoughtfully prepared to support a wide range of developmental stages. Montessori teachers observe each child and present activities that match their individual level of development. As children gain confidence and mastery, more challenging materials are gradually introduced. Each classroom is designed to support a child's growth and learning until they are developmentally ready to transition to the next level.

Classroom Size

Younger children benefit from smaller group sizes at Kinder Haus:

- **Toddler Class:** maximum of 12 children
- **Preschool Class:** maximum of 24 children
- **Pre K - Kindergarten Class:** maximum of 28 children

When considering a move to the next classroom, we evaluate both the child's **developmental readiness** and **space availability**.

Factors Considered for Classroom Transitions

Advancement to the next classroom is **not based solely on age or potty training**. Key factors include a child's **social and emotional maturity, developmental readiness, and mastery of previously presented activities**. Because every child develops at their own pace, a child being older or fully potty trained does not automatically guarantee an immediate transition to the Pre K classroom. This does not indicate that a child is delayed in any way.

If teachers observe concerns related to social, emotional, behavioral, or developmental progress, these observations will be discussed with parents promptly. When appropriate, families may be encouraged to seek further evaluation through their pediatrician or professional support to ensure the child's needs are fully met.

Transitioning to the Next Classroom

When a teacher determines that a child is ready to move to the next classroom, the child will begin visiting the new environment periodically. This gradual transition, or "**phase over,**" is similar to the initial **phase-in** process and helps the child become comfortable with the new classroom, teachers, and routines.

Families will be kept informed of their child's progress throughout this process. A **Phase Over-Interview** will be scheduled with the child's teachers or administration to discuss the transition before the child officially begins attending the new classroom.

11. SIGNING IN/ OUT PROCEDURES

Parents or authorized guardians are required to bring their child to the designated drop-off area, complete the child's check-in through Procure, and ensure the child is under the supervision of a staff member before leaving the premises.

At pick-up time, parents or authorized guardians must check the child out through Procure after assuming responsibility for the child from a staff member. Children should never be dropped off alone inside the classroom or outside in the playground area without first being greeted and supervised by a staff member.

All children must be checked in and checked out each day using Procure. The Procure system allows us to maintain an accurate record of children present at all times and is required for state licensing compliance.

Only authorized individuals listed on the child's account may pick up the child. Parents and authorized adults are responsible for ensuring that all check-in and check-out information is completed accurately each day.

During arrival and dismissal times, teachers are responsible for supervising and engaging with the children. For this reason, teachers are **not able to discuss behavioral or developmental concerns** during drop-off or pick-up. Parents who wish to discuss concerns should request a **conference or phone call** with the teacher or administration.

Parents should also **check their child's cubby and folder daily** for notes, important papers, or soiled clothing.

Please remember that our Montessori classrooms are considered “**Quiet Zones.**” We encourage both children and adults to use **soft, indoor voices** while inside the classrooms. Please ensure that all authorized individuals responsible for drop-off and pick-up are aware of and follow these procedures.

12. TARDINESS/ LATE ARRIVAL POLICY

Young children thrive on consistency and routine, and schedule changes can be challenging. Maintaining a routine, especially after weekends or time away, helps children feel secure and ready to engage in their day.

All children should arrive between **8:30 a.m. and 9:00 a.m.** to begin the school day with their class. As part of our Montessori philosophy, we encourage parents to allow their children to enter the classroom independently whenever possible. This daily practice nurtures confidence, self-reliance, and responsibility while supporting a peaceful transition into the morning work cycle.

We understand that children may have occasional medical, dental, or therapy appointments. Whenever possible, please schedule these appointments outside of school hours. School-based evaluations are not considered medical appointments. If an appointment must take place during the school day, **children may arrive before 10:00 a.m. with a doctor's note confirming the visit.** Please note that children may not be signed out and returned to school on the same day.

Late arrivals can be difficult for children, as they may miss important parts of the daily routine and have trouble settling into the classroom. Children arriving after 10:00 a.m. may also experience difficulty resting during nap time. We appreciate your cooperation in supporting a consistent routine that benefits all children.

13. PARKING AND SAFETY

The safety of our children, families, and staff is our highest priority. Thank you for helping us create a safe, smooth, and respectful arrival and dismissal experience for everyone.

Arrival

Please plan to arrive between **8:30 a.m. and 9:00 a.m.** to begin the school day with your child's class. If your child's class is outside, **please use Procare to sign your child in** before walking them to the designated drop-off area. We encourage children to walk into the classroom independently whenever possible, as this supports confidence and independence. Once your child has transitioned into their classroom routine, we ask that you exit promptly, as parking is limited and other families will be arriving.

Dismissal

Children are dismissed between **2:45 p.m. and 3:00 p.m.** Please **sign your child out**

using Procare, take a moment to check their folder for any important information, and then exit the parking area promptly so other families have room to park safely.

Keeping Everyone Safe

For your child's safety, please hold their hand at all times while walking through the parking lot. Our parking area can become busy during arrival and dismissal, and this simple practice helps keep everyone safe.

Parking Guidelines

- If the parking lot is full, please wait until a parking space becomes available before entering.
- Please do not park on the sidewalk inside our parking lot, as it blocks the view of vehicles turning onto W. Napoleon Avenue.
- Please be considerate of our neighbors by avoiding parking at the apartment complex on Kent Avenue or blocking any nearby driveways.
- You are welcome to park **along** (not on) the sidewalk in front of the office and playground area. Please avoid parking on the grass or neighboring properties.

We truly appreciate your patience, kindness, and cooperation. By working together, we can provide a safe, welcoming environment and a positive start and end to each school day for every child.

14. LINGERING/APPROVED VISITOR POLICY

To ensure a safe and efficient environment for all families, we ask that parents and authorized guardians **not linger inside or outside the building during pick-up**. Extended stays can create congestion, particularly in our limited parking area. We kindly encourage families to connect and socialize **off campus**.

For safety and licensing compliance, parents and guardians are **not permitted to remain on the playground or in classrooms** during drop-off or pick-up times unless they have been approved as a **designated volunteer**. All approved volunteers must **sign in and out in the guest book** and wear a **volunteer badge** while on the Kinder Haus campus.

15. AUTHORIZED PICK UP LISTS

Authorized Pick-Up Procedures

- A. For the safety of all children, parents/guardians must notify the office **in writing** if someone not listed on the authorized pick-up list will be picking up their child.
- B. Children will **only be released to individuals listed on the authorized pick-up list**, unless prior written permission has been provided by the parent/guardian.
- C. A valid **photo ID is required** for any individual picking up a child who is not familiar to the staff. Parents are responsible for maintaining a **current and accurate list** of authorized individuals, including names and phone numbers, or providing written authorization **in advance of pick-up**.

- D. For the protection of all children, Kinder Haus will **not release a child to any individual—authorized or not—who appears to be impaired or under the influence of drugs or alcohol** at the time of pick-up.

Authorized Pick-Up Best Practices:

When a parent designates someone from their approved pick-up list to collect their child, we require written notification to the teachers. This notice should clearly identify the approved individual and specify the date or extended time period for pick-up. This applies even if the individual is already listed on the child's approved pick-up list. Written notification may be provided through Procure.

16. 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
- 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.

17. 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. If your child is NOT vaccinated, a signed exemption form must be kept in the child's file.**

B. PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

- Fever or flushed face
- Vomiting or nausea
- Diarrhea
- Contagious cough
- Sore throat
- Chills
- Earache
- Pink eye or inflamed eyes
- Skin rash
- Runny nose with yellow or green discharge
- Any contagious illness or condition

C. RETURNING TO SCHOOL AFTER ILLNESS

Children must be fever-free and symptom-free (without medication) for a full 24 hours before returning to school.

If a child has two or more diarrheal incidents while at school, they must be picked up and **remain home until symptom-free for 24 hours without medication.**

If a pediatrician determines your child may return sooner, a signed doctor's note stating the child is not contagious is required.

A doctor's note is also required if a child misses two or more consecutive days after being sent home sick.

D. ILLNESS DURING THE SCHOOL DAY

If a child becomes ill at school, parents or guardians must pick up the child within one hour of notification. Licensing regulations require Kinder Haus to report incidents when a child is not picked up within that time frame.

E. COMMUNICABLE DISEASE

Parents must notify the office immediately if their child contracts a communicable disease. A doctor's note stating the child is no longer contagious is required before returning to school.

F. OUTDOOR PLAY

Outdoor play is important for children's health and development. Children should come to school dressed appropriately for the weather.

Teachers will keep children indoors during severe weather or extreme temperatures. Children who are too sick to go outside are too sick to attend school.

G. HANDWASHING

Parents are encouraged to reinforce healthy handwashing habits at home, especially after toileting and before eating.

H. ADDITIONAL HEALTH POLICIES

To help maintain a safe and healthy environment, the following policies are required by the Louisiana Health Department:

- Fever: Children with a temperature of 100°F or higher may not attend school and **must remain fever-free for 24 hours without medication before returning.**
- Vomiting/Diarrhea: Children **must remain home until symptom-free for 24 hours without medication.**

- Rashes: Unexplained rashes must be evaluated by a doctor. Children may return with a doctor's note stating the rash is not contagious.
- Nasal Discharge: Thick yellow or green discharge may require a child to be sent home unless a doctor confirms it is allergy-related.
- Hand, Foot, and Mouth Disease: Children may return only when all blisters are dried and scabbed over.
- Head Lice: Children **must be nit-free and checked by the office before returning to class.**
- Ringworm: Must be fully covered while at school. Cases involving the scalp require a doctor's note.
- Chickenpox and Other Communicable Diseases: Please notify the school immediately. Children with chickenpox may return once all sores are dried and scabbed over.
- Persistent Cough/Respiratory Illnesses:
 - RSV/Severe Cold: May return after one week from onset or **after being symptom-free for 24 hours.**
 - Croup: May return after 3 days from onset or **after being symptom-free for 24 hours.**
- Hepatitis A: Children must remain out of school for at least one week after symptoms begin and **until fever-free.**
- Sudden Illness Symptoms: Children with sudden vomiting, excessive sleepiness, or unusual irritability **must be evaluated by a physician before returning.**

18. MEDICATION ADMINISTRATION POLICY

Kinder Haus Montessori does not routinely administer oral medications during the school day. However, in limited circumstances, medication may be administered on a case-by-case basis by office administration only.

When approved, no more than one dose of medication will be administered during the school day. If a child requires multiple doses of medication throughout the day, they may be too ill to comfortably participate in school and should remain at home until they are feeling better.

Rescue medications, such as EpiPens, albuterol inhalers or nebulizer treatments, glucagon, seizure rescue medications, or other physician-prescribed emergency medications, will be administered as needed in accordance with the child's healthcare plan, physician's orders, and all required authorization forms.

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

Topical products will only be applied when the authorization form is signed by the parent/guardian.

19. GUIDANCE AND DISCIPLINE PHILOSOPHY

At Kinder Haus, we believe that a well-prepared Montessori environment supports positive behavior. Our approach focuses on guidance rather than punishment, where appropriate behavior is modeled, practiced, and reinforced through consistency, respect, and clear expectations throughout the day.

If a child is misusing or being disruptive with a classroom activity, they will be redirected and asked to choose another activity. The child may lose the opportunity to use that material for the remainder of the day.

When necessary, and as a last resort, a brief “time out” may be used if a child’s behavior is disruptive to others. Time-out is not used for children under the age of two.

If a child displays aggressive or unsafe behaviors (such as hitting, kicking, spitting, throwing materials, or prolonged, uncontrollable tantrums) or if their behavior becomes excessively disruptive to the classroom, parents/guardians will be contacted for pick-up. Teachers will make every effort to redirect and support appropriate behavior, but will notify parents if a child is unable to respond to these interventions.

Kinder Haus reserves the right to **dismiss a child whose behavior is persistently disruptive** and interferes with the safety, well-being, or learning of others.

Kinder Haus maintains a strict **no-physical-punishment policy** at all times.

20. BITING POLICY

Biting is a common developmental behavior among young children, especially as they learn to communicate their needs and emotions. While we understand that biting can be a normal part of development, the safety and well-being of every child in our care is our highest priority.

When a biting incident occurs, our staff will respond immediately by caring for the child who was bitten, redirecting the child who bit, and documenting the incident. Parents of both children will be notified the same day. To protect the privacy of all families, the names of the children involved will remain confidential.

If biting becomes a repeated behavior, the following steps will be taken:

- First Incident: Parents will receive a written incident report along with educational information about the developmental stages of biting.
- Second Incident: A conference will be scheduled with the child's parent(s) and teacher to discuss strategies for supporting the child.
- Third Incident: The child will be suspended from school for one day.
- Fourth Incident: The child will be required to remain out of school until they have progressed beyond the biting phase and can safely return to the classroom.

The purpose of suspension is not to punish the child, but to protect the safety of all children while working together with families to support the child's development. A written incident report will be completed for both the child who bit and the child who was

bitten following every biting incident. Out of respect for each family's privacy, the identities of the children involved will remain confidential.

21. CHILD ABUSE AND NEGLECT REPORTING POLICY

The safety and well-being of every child at Kinder Haus Montessori is our highest priority. We are committed to providing a safe, nurturing environment where children are treated with dignity, respect, and compassion.

In accordance with Louisiana law and the Louisiana Department of Education's Bulletin 137, all Kinder Haus Montessori staff are **mandated reporters** and are required to immediately report any suspicion or allegation of child abuse or neglect to the **Louisiana Child Protection Statewide Hotline**.

Louisiana Child Protection Statewide Hotline
1-855-4LA-KIDS (1-855-452-5437)

Reports of suspected abuse or neglect **must not be delayed** in order to conduct an internal investigation or verify the allegation. Staff are **not required to notify management before making a report** to the Child Protection Statewide Hotline.

Kinder Haus Montessori fully supports employees who report suspected child abuse or neglect in good faith and will cooperate with all state and local authorities during any investigation.

22. BEHAVIOR GUIDANCE AND PROHIBITED PRACTICES

Kinder Haus Montessori believes that children learn best in an environment built on kindness, respect, consistency, and positive guidance. Our discipline practices are intended to teach appropriate behavior while protecting each child's dignity and emotional well-being.

The following disciplinary practices are strictly prohibited:

- Physical or corporal punishment, including but not limited to spanking, slapping, shaking, pinching, yanking, screaming, or any action that causes physical pain or discomfort.
- Exposure to extreme temperatures or any form of physical intimidation.
- Humiliation, ridicule, threats, or verbal abuse, including offensive or profane language, telling a child to "shut up," or making derogatory remarks about a child or their family.
- Threatening to use any prohibited disciplinary practice, even if the threat is not carried out.
- Isolating or confining a child in a closet, restroom, box, or any enclosed space.
- Leaving a child unattended or out of sight as a form of discipline.
- Binding or restraining a child's movement except when necessary to prevent immediate harm to the child or others.

- Placing anything in a child's mouth, requiring excessive exercise, or forcing a child into an uncomfortable position.
- Allowing one child to discipline another child or permitting bullying or intimidation.
- Withholding food, beverages, or basic care as a form of discipline.
- Withholding active play or outdoor time for disciplinary purposes, except that a brief time-out may be used for behavior that occurs during active play.
- Using time-out with children under two years of age.
- Time-out periods that exceed one minute per year of the child's age or that occur outside the sight and supervision of a staff member.

Kinder Haus Montessori uses positive behavior guidance techniques that encourage children to develop self-control, problem-solving skills, empathy, and respect for others. Teachers guide children through redirection, modeling appropriate behavior, offering choices, and helping children resolve conflicts peacefully.

Any employee who engages in prohibited disciplinary practices or violates this policy will be subject to disciplinary action, up to and including immediate termination.

22. PERSONAL TOYS & BELONGINGS

To help children stay focused on their learning and to prevent treasured items from being lost or damaged, we ask that personal toys and non-essential items remain at home unless they have been approved in advance by the office. Please do not send your child to school with items such as:

- Toys, figurines, dolls, or action figures
- Art supplies or craft materials
- Costume accessories
- Watches, jewelry, or other valuable items
- Large hair accessories or other distracting items

We kindly ask parents to check backpacks, pockets, and little hands before arriving at school to help ensure these items stay at home. If a child brings an unapproved item to school, it will be safely stored by a staff member and returned to the parent or guardian at dismissal.

Thank you for your partnership in helping us create a calm, engaging classroom environment where children can focus on learning, exploration, and building meaningful relationships.

23. POTTY TRAINING POLICY

Potty training begins at home, and we are happy to support your child at school once they are enrolled in the Preschool class and showing signs of readiness. We have found that children are often more comfortable starting at home, where early accidents may feel less stressful.

When your child is staying dry and clean at least 90% of the time. Such as waking up dry from naps or overnight. Please notify your child's teacher. At that time, we will work together to determine the next steps in supporting your child's toilet training at school.

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. The children must 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 closures 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.

Toilet learning is an important developmental milestone that occurs at different times for each child. Most children begin showing readiness between 18 months and 3 years of age, with many achieving consistency closer to age 3. Success is based on developmental readiness rather than age alone. Children should demonstrate signs such as staying dry for longer periods, communicating their needs, and participating in dressing routines. Toilet learning is a gradual process that may take several months, and setbacks are a normal part of development. Consistency between home and school is essential, and we encourage families to begin the process at home before transitioning to school support.

As children learn to use the bathroom, we teach proper wiping techniques, correct toilet seat use, and thorough handwashing, as these are all essential components of successful toilet training. To be considered fully potty-trained for transition to the PreK/K class, children must be consistently accident-free, wear underwear at all times (including during nap and sleep), and be able to independently manage personal hygiene, including wiping and changing their clothing from start to finish

24. DRESS CODE & EXTRA CLOTHING

At Kinder Haus Montessori, children spend their days exploring, creating, and learning through hands-on experiences. We encourage families to dress children in comfortable, washable clothing that allows them to move freely, care for themselves, and fully participate in all classroom and outdoor activities.

Please provide **two complete changes of clothing** to be kept at school at all times. Each set should include:

- Shirt
- Pants or shorts
- Underwear
- Socks

If soiled clothing is sent home, please send a clean replacement the following school day so your child's extra clothing supply remains complete.

If your child has an accident and does not have a change of clothing available, a parent or guardian will be contacted to bring appropriate clothing to school.

If you are unable to provide clothing, Kinder Haus will make every effort to supply a change of clothes. Any clothing provided by the school will be charged to your tuition account.

To help avoid interruptions during the school day, please check your child's extra clothing periodically and replenish items as needed. While teachers may let you know when supplies are running low, they are not able to monitor each child's clothing supply daily.

Clothing Guidelines

To encourage independence and make toileting and self-care easier, we ask that children wear clothing they can manage on their own whenever possible.

Please avoid sending your child in:

- One-piece outfits, such as jumpsuits or overalls that require complete undressing to use the restroom. (One-piece outfits with snaps may be appropriate for infants and children in diapers, but are not recommended for children who are potty training.)
- Clothing that is difficult for children to remove and replace independently, including pants with snaps, belts, tight-fitting clothing, overalls, suspenders, or complicated fasteners.
- Shoes with laces unless your child can independently tie them.
- Flip-flops or other open-toe shoes. Closed-toe, secure shoes help keep children safe and comfortable while playing. Please note that small pebbles from our playground can easily become trapped in sandals, Crocs, and other open-style shoes.
- Light-up shoes, as they can be distracting during classroom activities, group time, and rest time.
- Costume clothing or distracting accessories such as tiaras, capes, costume jewelry, masks, oversized hair accessories, watches, or similar items that may interfere with learning or play.

Because children participate in sensory experiences, outdoor exploration, art, water play, sand play, gardening, and other hands-on activities every day, please send your child in clothing that can get messy. We encourage exploration and discovery, so stains and dirt are often signs of a wonderful day of learning!

25. NAPTIME BEDDING

A restful nap is an important part of your child's day, helping them recharge and prepare for the afternoon's activities. To provide a clean, comfortable, and consistent sleep environment, please provide the following items for your child:

- One **blue or red KinderMat** (required by Louisiana licensing regulations)
- One small blanket
- One small pillow

All nap items must fit neatly in the bottom section of your child's cubby for easy storage.

The following items are **not permitted**:

- Sleeping bags
- Bed comforters or large quilts
- Full-size pillows

For comfort during rest time, children may bring **one soft "lovey"** (such as a small stuffed animal). Loveys should be soft, small enough to fit in the cubby, and free of hard or plastic parts. Loveys are for **naptime only** and should remain in your child's cubby during the rest of the school day.

Please label all bedding and comfort items with your child's name. Bedding should be taken home regularly for washing to help maintain a clean and healthy environment for everyone.

26. PARENT COMMUNICATIONS POLICY

Kinder Haus recognizes the value of good communication between home and school. We request that Procure or written communication be used to keep the office aware of any changes, concerns, etc. We must be able to make contact with someone on the child's authorization list.

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 your contacting the office in advance.

Teachers in our Toddler class use the Procure app to inform parents about their child's eating, sleeping, and diapering details. Parent-teacher conference 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 request one 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, holiday party, or parent or grandparents day.

27. FAMILY OUTING FIELD TRIPS/NATURE WALKS

Throughout the school year, Kinder Haus Montessori may participate in occasional neighborhood nature walks and special **Family Outing Trips** to enrich children's learning experiences.

Written permission will be obtained from parents or guardians for these activities.

Kinder Haus does not provide transportation for family outings. Instead, families will meet at a designated location and time, where we will enjoy the experience together as a school community.

Each fall, Kinder Haus hosts a **school-wide outing to the Audubon Zoo**. School will be **closed** on this day so that families and staff may participate in this special event together. The date will be announced in advance.

28. 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 activities, 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.

29. FOOD/SNACKS POLICY

Kinder Haus provides 3 snacks per day (morning, after nap time, and after care). Food provided by parents must be in a lunch box that utilizes cold packs and or a thermos. The lunch box must be nutritional. NO chocolate milk, sugary juices, sodas, or junk food (chips, candies, iced desserts) will be allowed.

KINDER HAUS IS A NUT-CAUTIOUS CAMPUS.

Kinder Haus' goal is to provide a nutritious hot lunch for each child daily. 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.

30. 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". Please fill out the form and return it to your child's teacher at least 2 days before 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 the 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.**

31. 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 for 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.

32. ELECTRONIC DEVICE & COMPUTER PRACTICES POLICY

Kinder Haus does not use electronic devices, including but not limited to computers, as any part of our curriculum, philosophy, or teachings.

33. 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, television news, and sports programs aimed at audiences other than children shall not be permitted in the presence of children.

- a. Only “G” rated programming will be shown.

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

34. INFORMING PARENTS OF AN EMERGENCY EVACUATION

First Means of Communication

Upon evacuation, Parents will be contacted VIA our emergency text message system through Procure. Please make sure you are using the Procure App

Secondary Means of Communication

Secondary means of communication will be VIA a “TELEPHONE TREE.” Telephone tree calls will begin with 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 pickup adult or guardian (on the emergency contact lists) 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

35. DISCLOSURE OF INFORMATION POLICY

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

36. 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 7082 Email: ldoelicensing@la.gov Telephone Number:
225-342-9905

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

Please sign and return this form to 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: _____