



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

Please read carefully

WELCOME to our Kinder Haus family!

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

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

We are eager to build a partnership between your household and the Kinder Haus staff members. Your questions and observations are appreciated. Please feel free to contact your child’s teachers or team leader with any of your concerns. You may also choose to contact our administrators in the office to request a conference call with your child’s teacher.

The Policy and Procedures handbook has been developed to help you understand how our program works. I hope you will read it carefully and keep it for future reference. ***Please note that some of our Covid-19 protocols will be highlighted in red throughout this handbook.**

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

With the children’s best interest at heart,

Sincerely,
Bri Steilberg
Director Kinder Haus Montessori Mandeville
Owner of Mandeville Kinder Haus, LLC

COVID-19 STATEMENT:

To mitigate the potential threat of COVID-19, we have altered many of our policies based on the CDC, local, and state guidelines that are known at the time of this revision. These policies are subject to change as we gain new knowledge regarding the pandemic. Please read all sections carefully and return the signed document stating that you have read, understand, and agree to follow the policies outlined here.

Facility Cleaning

- The facility cleaning protocols are subject to change to reflect the latest CDC guidance.
- All classroom tables will be cleaned with a CDC approved disinfectant every 60 minutes.
- Touch points such as doorknobs, light switches, and toilets will be cleaned hourly with approved disinfectants.
- Children will be asked to wash their hands at least every two hours and whenever we see hands in mouths, eyes, or noses.
- The entire facility will be disinfected at the end of each day.
- Jani-King will come to our facility to deep clean every weekend as an additional safety precaution that our school is utilizing to minimize the spread of communicable diseases.

PPE

- Teachers and visitors are required to wear face masks while on campus.
- Gloves and masks are readily available to faculty.
- Students can wear a face mask in the building if they choose. Please note that staff members will not be responsible for ensuring that the mask remains on the child. We ask children not wear the mask unless they are able to keep track of their own, not share with children in their classroom, etc. Children age 2 and under should not wear masks.
- Any adult entering the building must wear a mask and maintain physical distance.

WAIVER

Parents will be required to sign a COVID-19 Acknowledgement and Waiver.

LIMITED ACCESS TO THE BUILDING

Parents and other adults will not be able to enter the building until it is deemed safe to do so by the CDC and local and state authorities. Children will be dropped off and picked up outside of their respective classroom door. Parents must wear a mask and follow social distancing guidelines while picking up and dropping off children. School events, such as Holiday Sing-a-Long, our annual Peace Party, etc. will be suspended until it is safe to congregate again.

TRAVEL

Families are advised to follow the CDC guidelines for global travel. Families are responsible for advising the school if they travel to countries listed as Level Three by the CDC and for following their guidelines at the time of travel regarding quarantine upon return to the U.S.

POLICIES AND PROCEDURES
PARENT HANDBOOK

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

REGISTRATION

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

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

ADMISSION POLICY

CHILDREN AND THEIR FAMILIES ARE ADMITTED REGARDLESS OF RACE, COLOR, RELIGION/CREED, GENDER, GENDER IDENTITY/EXPRESSION, SEX, NATIONAL ORIGIN/ ANCESTRY, DISABILITY, IMMIGRATION STATUS, MILITARY OR VETERAN STATUS OR WHETHER OR NOT A CHILD IS BEING BREASTFED. FURTHERMORE, KINDER HAUS RECOGNIZES THAT LOVE IS WHAT MAKES A FAMILY AND THEREFORE STRIVES TO PROVIDE A WELCOMING AND INCLUSIVE ENVIRONMENT.

CALENDAR

Kinder Haus will provide Montessori classes Monday through Friday. The school year calendar will be provided at the start of the school year. Please alert yourself to the days when Kinder Haus is closed.

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

3 days at Mardi Gras (Monday—Wednesday)	Labor Day
Good Friday and Monday after Easter	Thanksgiving Day and day after
Memorial Day	Christmas holiday break
July 4 th or when observed	

- Classroom preparation days at the end of May and before the start of the School Year.
- Parent/Teacher Conference Days (one in the fall and one in the spring).
- One or two days for Montessori conference attendance by staff.
- A complete list of holidays will be published and distributed in August.

RESERVATION DAYS

Full time students (6:30-6:00) may attend for childcare on Reservation Days. These include: Monday-Wednesday of Thanksgiving week, Thursday & Friday after Mardi Gras, and the four days during Easter break (Tuesday-Friday).

SUMMER PROGRAM

Kinder Haus operates a year-round Montessori program designed to meet the needs of our students. Special interest areas and activities are planned.

BREAKFAST

We serve breakfast promptly at 7:30 a.m. when there is enough demand. In order to plan properly, we are asking you to let us know if you want your child to be in the “Breakfast Club.” There is a \$30 monthly fee payable with tuition.

Only children who are signed up on the list will be served. If you occasionally want your child to have breakfast, this can be done with advanced reservations on the previous day.

EMERGENCY CLOSINGS

For the safety of the children, parents and teachers, warnings of severe weather conditions such as flooding, hurricanes, etc. may warrant the closing of Kinder Haus. Parents must be prepared either to pick their child up or to make immediate arrangements to have the child picked up. Kinder Haus will always be closed during severe weather situations. If St. Tammany Parish Schools are closed due to weather, Kinder Haus will also 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. We will shut down school if we lose power for thirty consecutive minutes.

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

***Kinder Haus Montessori will have emergency closings for Covid-19 as deemed necessary in coordination with the CDC and LDH guidance and recommendations.**

TUITION

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

Weekly payments are due on the first day of each week (Mondays). Monthly payments are due on the first day of each month and are considered late on the 5th of the month. A \$10.00 late fee will be assessed on the 6th of the month or on Wednesdays if tuition is paid weekly.

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

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

TUITION EXPRESS ON PROCARE CONNECT

At Kinder Haus, we are consistently looking for ways to improve the service we provide you and your children. With this in mind, we are excited to offer a simple method of processing tuition and fee payments.

Tuition Express is part of the ProCare Software system we use to manage our school. It allows us to process payments safely, quickly, and efficiently. In a matter of minutes, we can accomplish what would otherwise take us hours to complete – leaving us even more time to spend with the children.

Tuition Express is a PCI Level 1 Service Provider. Your personal account information could not be safer. Automated payments are proven safer than paying by check, and the potential for check fraud and identity theft are eliminated.

We would like Tuition Express to be the main way we process payments at Kinder Haus Montessori.

We offer the following electronic payment options through Tuition Express:

- Automated Debit and Credit Card Transactions*
- Automated ACH Transactions (bank to bank)
- Mobile online Payments via Parent App

Please be sure to download the ProCare Connect App to register your online payment preference. You may even select the “Auto Pay” option to have payments automatically drafted from your account on the payment due date ensuring that payments will always be on time. By submitting your payments electronically, you will help us make tremendous strides in simplifying our

tuition and fee processing – strides that will allow us to spend more time with the children in our care, and less time on administrative processes.

Please note: You have three options for tuition payments. You can pay cash or check with no additional fees. If you pay by ACH through Tuition Express on ProCare, there are no additional fees. ***However if you use a debit or credit card for your tuition payment, there will be an additional \$30 monthly convenience fee added to your account.** This helps offset the fees that ProCare charges our school for using credit or debit cards. There are still two other options you can utilize for no additional fees. **Parents that become delinquent on their accounts more than twice will be required to use the auto pay feature.**

AUTHORIZED PICK UP

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

RECORDS

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

- Work & home numbers (in case of emergency)
- Work and home addresses
- Authorized persons for emergencies 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.

IMMUNIZATION POLICY FOR KINDER HAUS MONTESSORI:

In compliance with state law, specifically La RS 17:170, any child entering Kinder Haus Montessori for the first time, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress.

With further compliance with La RS 17:170, students will neither be admitted to Kinder Haus Montessori nor permitted to complete registration unless parents of the prospective student have furnished proof of the satisfaction of immunization requirements. That requirement can be met either by furnishing proof of immunity or an immunity program in place by a physician's office or by providing a signed waiver claiming exemption from the policy.

Any child with a written waiver on file will be excluded from attendance during any outbreak of a vaccine-preventable disease within St. Tammany Parish until the incubation period expires. Kinder Haus will notify all parents of any outbreak of a vaccine-preventable disease within St. Tammany Parish, and will also notify all parents once the incubation period has expired. All parents and/or guardians who provide a waiver of exemption will be required to pay Kinder Haus Montessori all tuition and monies owed to Kinder Haus Montessori for any missed, sick days including any sick day related to any outbreak of a vaccine-preventable disease. Furthermore, parents and/or guardians are responsible to pay all tuition and monies owed to Kinder Haus Montessori for the entire incubation period no matter the length or duration of the outbreak.

HEALTH REQUIREMENTS

Health Guidelines – Developed and mandated by LA 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 shows other signs of illness (yellow to green nasal discharge) will be isolated at once from the rest of the group. Parents will be notified and expected to pick up the child within the hour. If your child develops a contagious disease to which others may have been exposed, please let us know immediately so that we can notify other parents.
- Students should remain home and be fever free for 24 hours, without medication, after having a fever of 100.4 degrees or higher.
- If your child is vomiting or has diarrhea before school, please keep them home until at least 24 hours after it subsides.

- All persistent rashes should be seen by a doctor for proper diagnosis in order to determine the communicability of the rash. A doctor's note will be required upon returning to school, which states that the child is not contagious.
- If your child has a discolored (yellow to green) nasal discharge, they will need a doctor's note stating that they are no longer contagious and able to return to school.
- All students with Head Lice are to be nit free and checked back into school through the office, accompanied by a note from Health Care Provider stating that they are nit free.
- All 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 stating that they are not contagious.
- We ask that you report all communicable diseases to the school --- i.e. Chickenpox, Fifth disease, etc... so we can alert parents to be aware of the symptoms.
- All students with a persistent cough must be seen by a doctor and may return to school with a doctor's note stating that they are not contagious.

We know it is upsetting and often difficult when our children are sick. Children often appear well, only to have a "temp" or symptoms reoccur.

In order to prevent the spreading of illness, we **CANNOT** allow a child who has been ill to return to school until the child is symptom free **without medication** for 24 hours.

Example: **If a child is taking Motrin to control a fever, they are still contagious, until they have no temperature for 24 hours without the medication.** Please plan for your child's care accordingly. This time allows for complete recovery and less possibility of relapse.

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

Parents must pick up their child as quickly as possible if he/she becomes ill during the day.

If a child contracts a communicable disease, we request that the parent report it to the office immediately. A note will be required from the doctor, indicating that the child is no longer contagious before re-entry.

Outdoor playtime is necessary for good health. Fresh air is needed to avoid frequent illness. Children should have appropriate clothing to keep warm. Teachers do not permit children in the yard during inclement weather.

Children who are too ill to go outdoors in the winter are too ill to come to school. This is necessary to avoid contagion and provide proper supervision.

Parents' cooperation is requested in insisting that their child wash their hands after toileting and before eating, at home as well as at school. **Children are required to wash their hands upon entering the school, after playground time, after toileting/ diapering, before snacks and meals, and any time their hands may become soiled with bodily fluid. Hand sanitizer will also be provided when access to the sink is unavailable. Please inform the office if your child cannot use hand sanitizer.**

Kinder Haus Montessori Health and Medication Policy

Whenever possible it is best for medication to be given at home. If your child is on antibiotics that require a dosage to be dispensed more than twice a day, Kinder Haus will allow for a parent or an approved, over 18-year-old contact person to dispense the medication in front of an office staff member.

Any prescription medication brought to Kinder Haus Montessori must be specific to the child who is to receive the medication, in its original container, have a child resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist phone number, the child's full name, name of health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for the administration and/or storage.

The first dose of any medication must always be given at home with sufficient time before the child returns to school to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment (including any fever reducing medication such as Tylenol or Motrin), a letter from your doctor or nurse practitioner must be provided to the school stating that the child is no longer contagious. If a child is prescribed medication for a contagious disease, rash, etc., Kinder Haus requires the child to be on medication 24 hours before returning to school.

Diaper Cream will be applied on an “As Needed” basis with a doctor’s note on file. If we feel the rash does not go away or is getting worse, Kinder Haus will request a note from your child’s Health Care Provider to ensure there are no other underlying conditions.

Kinder Haus Montessori will require an Authorization for the Application of Topical Products such as: Diaper Creams, Sunscreen and Insect Repellent (Kinder Haus will not be able to wash off sunscreen or insect repellent that is applied topically to your child).

If a child has a fever of 104 F or higher-- Kinder Haus Montessori will call 911, and the child’s parent or guardian will be notified.

EMERGENCY PROTOCOL FOR CHILDREN WITH SEVERE ALLERGIES—Kinder Haus Montessori will not hesitate to dispense life saving medications, (Epinephrine, Antihistamine, Other e.g., inhaler-bronchodilator if asthmatic) if a signed permission form from the child’s Health Care Provider and Parent/Guardian is on file. If such a case should arise, Kinder Haus Montessori will call 911 prior to calling the child’s parent or guardian. The parent or guardian will be contacted after the 911 emergency call has been placed.

Kinder Haus Montessori Food and Allergy Policy

Kinder Haus Montessori will no longer allow any children to bring in food or drinks from outside the school that are not clearly labeled. Due to extreme allergies in the school as well as licensing laws, it is imperative that Kinder Haus Montessori be aware of all the ingredients brought into the school. If your child comes into school with any unlabeled food or beverage, it will be immediately returned.

If you are planning to bring your child's own lunch to school, we do ask that the lunch be labeled with your child's name, the date the food was brought, and it must list the foods and ingredients used. The following foods are no longer allowed in any capacity at Kinder Haus Montessori:

- whole hot dogs, hot dogs sliced in rounds
- raw carrot rounds
- whole grapes
- candy
- juice
- Tree nuts, tree nut butters or milks
- seeds
- raw peas
- hard pretzels
- chips

- peanuts, peanut butter, anything that contains peanut oil/products
- popcorn
- marshmallows
- chunks of meat larger than what can be swallowed whole

Children celebrating their birthdays at Kinder Haus Montessori are not allowed to bring in a snack to share with the class. The child will be the "snack helper" after doing their traditional Montessori "Walk around the sun", so your child will still have a special role for their birthday.

All meals and snacks provided by the center, and their preparation, service, and storage, shall meet the requirements for meals of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and 7 CFR 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII.

Parents are allowed to provide breast milk. Parents are provided space to breastfeed their child on site.

PARKING AND SAFETY

- Arrive between 8:15 and 8:25 for morning drop off. Your child's teacher will sign your child in. We ask that you leave PROMPTLY so parking spaces are available to other families dropping off.
- At dismissal please arrive between 2:15 and 2:30 p.m. (3:00 p.m. for Primary students). The teachers will have the children ready to go. The teachers will sign out your child before leave. Please leave PROMPTLY to help with the flow of traffic coming into the parking lot. We ask that you hold your child's hand to ensure their safety.

Also, beware when you are in the building to close doors behind you, to support us in keeping the children safe.

Please remember that our Montessori classes are Quiet Zones, where we speak softly (inside voices).

ARRIVAL AND DISMISSAL TIMES

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

Children enrolled in our 8:30 a.m. to 2:30 p.m. classes are requested to arrive in a 15-minute window (8:15 - 8:30 a.m.). **It is important for all children to be in their classroom at 8:30 a.m. to begin their school day.** Afternoon pick-up is between 2:15 and 2:30 p.m. (3:00 p.m. for

Primary students). Please plan to arrive and depart in an expeditious manner to alleviate congestion in the parking lot. **Late fees will be applied when you pick up your child late.**

All children must arrive prior to 8:45 a.m., or come to school after naptime at 1:30 p.m. or 2:00 p.m. Your understanding is greatly appreciated. Children who arrive late are often frustrated when asked to rest rather than be able to use activities or socialize.

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

SIGN IN/ OUT

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

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

***During Covid-19 as we minimize interactions, the children will be digitally signed in on our ProCare App.**

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

Additional childcare before or after your child’s regular hours will be happily provided for students with advance requests so that we can ensure that we have the proper staff to stay within our ratio. Please make a request through ProCare as far in advance as possible.

Kinder Haus closes at 6:00 p.m. Please plan to arrive no later than 5:45 p.m. for this allows time for you to gather your child and his/her belongings.

COMMUNICATION

Kinder Haus recognizes the value of good communication between home and school. We request that written communication be used to keep us posted of any changes, concerns, etc. Staff members are happy to respond to your questions.

Leave a note on ProCare, and a staff member will call or write you a message back. This way our teachers can concentrate on the group of children in their care.

Teachers of our youngest children send information daily through our ProCare app, indicating the child's eating, sleeping, diapering, etc. **Primary children do not receive this information daily.** Progress reports are issued twice a year. Dates will be published in your school year calendar.

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

PLACEMENT

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

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

MOVING UP

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

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

The younger children have smaller group sizes: Toddler class – 12 children, Preschool Class—20, Primary Class—36. When we consider moving children to the next class, we look at their overall readiness to be a part of the next group and space availability.

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

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

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

WHAT TO BRING

TODDLERS:

Diapers - wipes
2 sets of extra weather appropriate clothing
Nap Mat

PRE-SCHOOLERS:

Diapers - wipes
2 sets of extra weather appropriate clothing
Nap Mat

PRIMARY:

Nap Mat, if under age 5
2 pairs of extra weather appropriate clothing

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

If your child needs a “lovey” for sleeping, please make sure that it is a small soft stuffed animal. Please discuss with your child’s teacher. Kinder Haus is not responsible for lost or damaged items.

BABYSITTING

We appreciate your confidence in Kinder Haus' staff members and understand your desire to have them babysit. However, it is a Kinder Haus policy that our staff will not babysit for any families whose child is enrolled at Kinder Haus Montessori. We thank you in advance for following this policy.

FIELD TRIPS

Kinder Haus Montessori does not have any field trips.

BITING POLICY

For the **first** biting incident parents receive a biting report and biting information. If there is a **second** biting incident within a 6 week period of time, a parent and teacher conference will be recommended. Upon the **third** biting incident, the parents will be issued a notification that reminds them it is the last bite before suspension. The **fourth** biting incident within the 6 week time frame will require that the child leave school until he/she is over this phase, usually 2 weeks. The purpose of suspending a child for habitual biting is mainly to ensure the safety of the biter's classmates and not a means to correct the behavior. After 6 weeks without biting, all previous bites are expunged. If the child continues to bite after sitting out once, the child will need to sit out again for 6 weeks.

BIRTHDAYS

Children's birthdays are special. **If you would like to celebrate your child' birthday, please send your child's teacher a ProCare message.**

Some children donate a book in their honor to their class on their birthday – this book is marked with the child's name and his/her birth date.

Children celebrating their birthdays at Kinder Haus Montessori are not allowed to bring in a snack to share with the class. The child will be the "snack helper" after doing their traditional Montessori "Walk around the sun", so your child will still have a special role for their birthday.

Please remember that birthday invitations **are not to be given out at school unless all of the children in the class are invited.**

POTTY TRAINING

Potty training should begin at home. We have found that children do better on their "own" potty. 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 step for your child will be agreed upon.

Children should not wear underwear to school until it has been discussed with their teacher.

Pull-ups (in our experience) can delay completion of potty training, as they give the child permission to wet or soil themselves.

Clothing Guidelines

- Make sure that your child has extra clothing available at all times. We believe children need to experience their outdoor environment in every weather setting. Please do not send children in clothes that you do not want to get dirty.
- All students **MUST** wear closed-toe shoes with non-slip soles only. Children should be able to remove and replace their shoes independently when age appropriate. Therefore, it is not appropriate to send a child in shoes that lace unless they are able to independently tie them.
- Students who are not potty trained should not wear overalls or one piece jumpers/rompers.
- For ease of going to the toilet children who are “potty trained” should wear elastic waist pants. **No overalls, belts, or buttons on pants.**
- No clothing is to be worn with character logos *i.e.* *Spiderman, Transformers, Barbie, Disney, action figures...* this applies to blankets, pillows, etc.
- No jewelry or watches are to be worn of any kind. Kinder Haus is not responsible for lost and/or damaged items.

TARDY POLICY:

- School starts at 8:30 a.m. Tardy children will need to wait with an adult outside of the classroom until a teacher is able to accept the child.
- School ends at 2:30 p.m. Parents are considered late after 2:30 p.m. The Primary class ends at 3:00 p.m. **Additional childcare forms are available but must be submitted 24 hours in advance. If additional childcare arrangements have not been made, there will be a late pick-up charge of \$2.00 for each five minutes or fraction thereof for the first 10 minutes and \$1.00 per minute for each minute thereafter beyond child’s regular dismissal time.**

Mandatory Meetings –

- Open House attendance is required by a parent(s) or guardian(s) of the student. Open House is during the first half of the school year.
- A scheduled pre-conference is required by a parent(s) or guardian(s) of all new students entering the Primary classroom.
- Due to Covid-19, these meetings will be held via Zoom or by phone conference.

OPEN DOOR POLICY AND PARENTAL ACCESS

Kinder Haus will maintain an “Open Door” policy for parent visits and observations. Parental Access will be given at all times. Parents will be given two opportunities such as our FALL FEST and HOLIDAY SING-A-LONG to be present on campus during school hours. All indoor activities are on hold until it is deemed safe by the CDC and LDH to allow outside visitors into our school.

KINDER HAUS 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 on which acceptable behavior is explained and encouraged, and negative acts are ignored or not permitted.

- There is no physical punishment or corporal punishment, which includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position.
- There is no 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 prohibited action even if there is no intent to follow through with the threat.
- Being disciplined by another child.
- Being bullied by another child.
- Being deprived of food or beverages.
- Being restrained by devices such as high chairs or feeding tables for disciplinary purposes.
- 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.

Any suspected and/or neglect of a child in a day care center must be reported in accordance with Louisiana Revised Statutes 14.403.

CHILD ABUSE AND NEGLECT POLICY:

As mandated reporters all staff and owners 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.

PARENTAL INVOLVEMENT POLICY:

- Parents are offered opportunities for involvement at Kinder Haus. In addition to our Open House, we also have Parent Education nights, Fall Fest, and a Holiday Sing-A-Long and Social. **Our Fall Fest and Holiday Sing-a-Long are during the daytime hours when children are present. *These activities may be modified in compliance with the CDC and LDH regulations regarding Covid-19.**

Kinder Haus Monitoring Policy for Provisionally Employed Staff

Kinder Haus may provisionally employ as a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the department has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the department's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes.

A provisionally-employed staff member may be counted in child to staff ratios, but must be monitored at all times in accordance with the following.

A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, (or prior to October 1, 2018, a satisfactory CBC), who is designated by the Kinder Haus to monitor a specific provisionally-employed staff member.

Kinder Haus must designate a monitor for each provisionally-employed staff member present at the center.

The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present at the center.

Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able intervene at any time if intervention is needed.

A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.

Kinder Haus may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.

At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.

Kinder Haus shall have a log or other written documentation of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

ELECTRONICS/COMPUTER POLICY

Electronic device activities for children under two are prohibited.

Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.

Kinder Haus's policy is that no computers, iPads, tablets, or electronic devices are to be used at any time in our Montessori classrooms.

Programs, movies and games with violent or adult content shall not be permitted in the presence of children.

Only movies with a "G" rating will be shown at Kinder Haus Montessori.

All video games shall be suitable for the youngest child with access to the games.

ONCE AGAIN, Kinder Haus's policy is that no computers, iPads, tablets, or electronic devices are to be used at any time in the Montessori classrooms. *Students attending virtual school on our campus during COVID restrictions must have an electronic waiver signed by their parent/guardian after which they are permitted to use electronics for the purpose of continuing their virtual studies through an educational entity other than Kinder Haus Montessori.

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 is available from the Department of Education's website. www.louisianabelieves.com

Complaint 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

*******PLEASE SIGN THIS PAGE AND RETURN TO KINDER HAUS FOR
ACKNOWLEDGEMENT OF HANDBOOK**

ACKNOWLEDGEMENT OF KINDER HAUS PARENT HANDBOOK, which includes but is not limited to Kinder Haus Montessori's: Admission Policy, Health and Medication Policy, Food and Allergy Policy, Open Door and Parental Access Policy, Behavior Management Policy, Child Abuse and Neglect Policy, Parental Involvement Policy, Monitoring Policy for Provisionally Employed Staff, Electronics/Computer Policy, Disclosure of Information Policy, and Complaint Policy.

I/We have read Kinder Haus' Parent Handbook on Policies and Procedures.

Parent's Signatures: _____

Student Name: _____

Date: _____

Thank you for helping us on our commitment to create an environment where children, parents and teachers are supported in reaching their full potential.