



Kinderhaus Montessori School Parent Handbook

Mission Statement

Kinderhaus Montessori School is committed to fostering independence in a peaceful and caring environment that allows students to solve problems, take risks, and develop as individuals.

Program Philosophy: Kinderhaus Montessori School of Marshall (KMS) believes in educating children by providing organized, calm, and prepared environments that allow for self-directed activities and hands-on learning. In addition, KMS focuses on collaboration between parents, students, and educators. The goal of KMS is to prepare children for a purposeful life by concentrating on the whole child: physical, cognitive, emotional, and social.

Kinderhaus accepts students and families from all backgrounds regardless of disability, race, gender, religion, or ethnic background. At Kinderhaus we create a culture of inclusion and belonging.

State of Michigan Licensing: KMS is licensed by the state of Michigan and must comply with all laws established by the Child Care Center Licensing Rules and Regulations. A copy of the Rules and Regulations are available for review. In addition, the KMS licensing notebook is available for parents to review during regular business hours. It includes licensing inspections, special investigations reports, and a related corrective action plan for the last two years. In addition, licensing inspections, special investigation reports, and corrective action plans from the past two years are available at www.michigan.gov/michildcare

Confidentiality: All information regarding students and families will remain confidential.

Board of Directors: KMS operates as a non-profit with a board of directors. Board member names, board meeting dates, meeting agendas, and meeting minutes will be published on our website, www.Kinderhausmontessorischool.org

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PROGRAMS AND HOURS OF OPERATION

Programs: KMS offers programs for students six weeks to eight years in age. Daily schedules for the programs and the school calendar are at the end of this handbook. Please take note of the school calendar for the dates KMS is closed for staff time off and for the observation of holidays.

Hours of Operation:

Infant, Toddler, and Youngster Programs: Monday through Friday 7:30 a.m. to 5:30 p.m. 7:30 a.m. – 5:30 p.m. year-round
Preschool Programs: Full-Day Preschool: Monday through Friday 9:00 a.m. – 3:30 p.m.
Before Care: Monday through Friday 7:30 a.m. – 9:00 a.m.
After Care: Monday through Friday 3:30 p.m. – 5:30 p.m.

STUDENT DROP OFF AND PICK UP POLICY:

Arrival: KMS doors will open promptly at 7:30 a.m. for infants, toddlers and youngsters students. Preschoolers who attend before-school care can arrive beginning at 7:30 a.m. Each morning, a Kinderhaus staff member will greet students and families at either the east or the west door. A parent must attend to the child until the student is met at the door by a staff member.

Infants, Toddlers, and Youngsters: Kinderhaus staff will check-in your child at the west door (closest to the parking lot) for Infants & Toddlers and at the East door for Youngsters. It is important to arrive between 7:30 a.m. and 9:00 a.m. as it allows for the teachers and the students to begin their daily routine.

Preschool Arrival and Dismissal: Staff will check-in students promptly at 9:00 a.m. at the East entrance. At pickup time, staff will wait with the students in the front hallway or in the front yard until all children are picked up. The staff will dismiss the students to a parent or guardian once he or she is present. Dismissal time is 3:30 p.m. for all preschool classes (unless attending aftercare). After-care runs from 3:30 p.m. to 5:30 p.m. for preschool students who have enrolled. During aftercare hours, staff will help your child get ready to go home and meet you in the front hallway. If students are playing on the playground, you can walk to the fenced-in area to meet your student. Please do not enter the classrooms without a staff member.

Pick Up: It is important for all parents to be prompt at pick up. Therefore, all students must be picked up no later than 5:30 p.m. When a child is picked up late, he or she may become anxious or worried. At the same time, please keep in mind that our staff has worked a full day. We value our employees' time and commitment by ending the day promptly at 5:30 p.m., and we appreciate your cooperation regarding this policy.

Late Pick Up Policy: Kinderhaus closes at 5:30 p.m. Parents arriving after 5:30 p.m. will be charged late fees to cover the cost of paying staff overtime:

- Arrival between 5:31 p.m. and 5:45 p.m. will result in a \$15 fee.
- Arrival between 5:46 p.m. and 6:00 p.m. will result in a \$25 fee.

Please note: all late fees will be added to the monthly tuition bill.

We understand that emergencies and unforeseen events happen. Kinderhaus will first reach out to the student's emergency contacts if we cannot reach the parent(s). If we have not heard from parents or the emergency contact(s) by 6:00 p.m., we will call the Marshall Police Department. Staff will attend to your child until someone can pick him/her up from Kinderhaus. Please note the late-fee policy still applies to emergency situations. If there are 4 or more late pick-up violations within 90 days, the parents and the director will meet to discuss the continuation of childcare or preschool at Kinderhaus.

ENROLLMENT:

Enrollment Requirements: A \$75.00 non-refundable fee is required at the time of registration. Infants must be at least six weeks of age to attend Kinderhaus. Students must be three years of age by September 1st of the school year **and** be bathroom independent to join either the Primary Preschool or Preschool classroom.

Non-Discrimination Policy: Kinderhaus Montessori School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administrations of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Required Forms:

- Child Information Record (each blank must be filled out completely or “*NONE*” must be filled in)
- Health Appraisal form (must be completed and signed by a physician) and Immunization Record
- Permissions and Medical Reporting Form
- Parent Handbook Acknowledgement Form
- Demographic Information Form

TUITION AND FEE POLICIES:

The 2024-25 Tuition and Fees Schedule will go into effect on July 1, 2024 for infants, toddlers, and youngsters. The annual activity/material fee will be collected on September 1st, 2024. Preschool tuition will be invoiced to families on September 1, 2024. Please note the additional fees as they may apply to you. If you have questions, please contact our office at admin@kinderhausmontessorischool.org or (269) 781-4062.

Tuition Schedule for 2024-25 School Year:

Program	Annual Tuition	Payments
Infants/Toddlers/Youngsters	\$10,800	12 installments of \$900
Full Day Preschool	\$7,200	9 installments of \$800
Full Day Preschool <u>with Before & After Care</u>	<u>\$8,100</u>	<u>9 installments of \$900</u>

Fee Schedule for 2024-25 School Year:

Fees	Amount
Annual Activity & Supply Fee for Preschool	\$100
Annual Supply and Material Fee for Infants, Toddlers, and Youngsters	\$75
Late Payment Fee	\$40
Late Pick-up Fee (see policy)	\$15 - \$25
Monthly Spot Holding Fee	\$450
Registration/Enrollment Fee (new students only)	\$75

Kinderhaus does accept CDC benefits from MDHHS for eligible students. Additionally, Kinderhaus participates in the Tri-Share program.

Payments: Tuition is electronically invoiced via email on the first of each month. A late fee of \$40.00 will be charged to your account if tuition is unpaid within 7 days of the invoice. If tuition has not been paid IN FULL within 15 days of the invoice, enrollment will be temporarily revoked (child cannot attend) until full payment is received. If tuition has not been paid IN FULL within 20 days of the invoice, the child(ren) will be dismissed. Annual tuition for the infant, toddler and youngster programs is calculated for the entire year based on 48 weeks of care.

Spot Holding Fee: A spot-holding fee for infants, toddlers and youngsters will be applied to your account each month in order to hold a spot for your child. The non-refundable fee of \$450/month will be invoiced until your child is ready to attend Kinderhaus or during the summer months (if your child does not attend during June, July and August). Kinderhaus will only hold a spot on a monthly basis.

Sibling Discount: Families that have more than one student will receive a 5% sibling discount that will be applied to monthly tuition. Discounts are not stackable (max discount for tuition is 5%).

Activity and Material Fee for Preschool Students: There is an annual \$100.00 activity fee for youngster students and preschool students to cover a school tote bag, a nap sack (if needed), projects, and other activities.

Activity and Material Fee for Infants, Toddlers, and Youngsters: There is an annual \$75.00 supply and materials fee for all infant, toddler, and youngster students. The fee supports KH with the cost of extra or emergency supplies such as wipes, diapers, and healthy snacks. The fee also supports the cost of materials such as extra bedding, laundry detergent, and cleaning supplies.

Refunds: Tuition is not refunded for weather cancellations, building issues, family vacations, temporary illness, or temporary withdrawal for any reason. Tuition may be reduced in the event of a serious illness that lasts beyond three weeks with a doctor's note. After three weeks of a child's continuous illness, tuition will be reduced to one-half to hold the spot in the class until the child's return. Kinderhaus will not refund tuition in the event of a school closure due the outbreak of an infectious disease.

Returned check charge: Checks returned to KMS due to "insufficient funds" or "closed account" will result in a \$40.00 charge and a \$40.00 late payment charge added to your tuition invoice.

Withdrawal: Any request to withdraw a child from a program must be submitted in writing two weeks prior to the day the student is leaving. Billing is terminated at the end of the billing month. If a child withdraws from his/her program at the beginning, middle or end of the month, tuition will **not** be refunded for that month and billing will be terminated the following month.

PAYMENT INSTRUCTIONS:

Cash/Check or Charge: Payments can be made in person with cash, checks or a credit card. If you pay in person, please drop your payment, in a labeled envelope, into the lock box just inside the west entry door.

Invoice Payments: Payments can be made via your online Quickbook invoice. Invoices will be emailed to the address provided in the child information record or registration form. When the invoice is received, there is a Review and Pay button. Select the button to pay with a debit or credit card.

Mail-In Payments: Kinderhaus Montessori School • 701 N. Linden St • Marshall, MI 49068
Kinderhaus will send a receipt for all transactions once the payment has been received.

BEHAVIOR POLICY:

The Kinderhaus staff uses methods of discipline that encourage self-control through redirection and positive reinforcement.

Infants, Toddlers and Youngsters: Infants, toddlers, and youngsters who are in an unsafe situation or causing harm will be removed from the situation and redirected in an age-appropriate, gentle, and brief manner. Staff will work with the infant, toddler, or youngster and model appropriate choices, share options for appropriate verbal and physical responses, and allow students to practice positive behavior choices.

Preschool: A student who is showing signs of aggression will be removed from the situation and redirected. A child may need to hold the hand of a teacher until he/she is ready to join the group again. The student is reminded of the expectations: to be safe and kind inside and outside the classroom. A parent and teacher meeting may be held if a student's behavior is chronic and deemed unsafe.

Dismissal from KMS: The following are grounds for dismissal of a student from KMS:

- KMS reserves the right to dismiss a child *or* parent whose actions are disruptive or endanger the welfare of the other children, staff, or property in any way.
- KMS reserves the right to dismiss a child (over the age of 12 months) who bites staff or peers excessively.
- KMS reserves the right to dismiss a child whose actions require the support beyond our staff to student the ratio of 1:4 for infants, toddlers, or youngsters and the ratio of 1:10 for students over the age of 36 months.
- KMS reserves the right to dismiss a child if tuition is not paid on time.
- KMS reserves the right to dismiss a child after a fourth occurrence of late pick-up. *See policy.*
- KMS reserves the right to dismiss a child when the policies of the Kinderhaus Parent Handbook are not followed.

BITING POLICY:

Many toddlers (beginning at 12 months and older), at some point, try to communicate through biting others. It's common to have children bite while attending daycare or preschool. However, this behavior can be very serious and harmful to other children and staff. At Kinderhaus, it is our duty to look out for the safety and well-being of all children in our care. The goal is to help identify what is causing the biting and resolve the issues. If the issue cannot be resolved, this policy serves to protect the children who are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be notified. A record of all bites will be kept on file at KMS. Names of the children are not shared with either parent.

Some reasons for biting may include:

- Infants- experimental, sensory pleasure, teething
- Toddlers- frustration, fatigue, attention seeking, confined spaces, inability to communicate
- Preschoolers- aggression, deliberate

When biting occurs, the staff will take the following actions:

For the child who was bitten:

1. The bite is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. The parent is notified via text or phone call.
3. An "Ouch Report" is filled out documenting the incident and a copy is provided to the parent.

For the child who bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!" A teether may be given to the child for support.
2. The parent is notified via text or phone call.

3. A “Bite Report” is filled out documenting the incident and a copy is provided to the parent.

When biting continues, the staff will take the following actions:

1. The child will be shadowed to help prevent additional biting incidents.
2. The child will be observed by the classroom staff and/or the director to determine the cause or the trigger(s).
3. The child will be given attention and validation for positive behavior.

When biting becomes excessive:

When a child over 12 months in age bites three times on a given day, the child’s parents will be called and the child must be picked up from KMS immediately. This is to prevent further incidents and to calm the child who is biting.

The lead teacher, the director, and the parents will work together to develop a plan to put in place for a child who repeatedly bites: four or more times in a week.

If, at any time, a child's biting behavior becomes especially excessive or dangerous to the children or staff, the director may suspend or expel the child from KMS.

TOILETING TRAINING at Kinderhaus

Toilet training begins in the Youngster program at Kinderhaus and continues into the early preschool classroom. We believe that stand-up diapering is a great way for children to have an active role in their own self-care. This method shows respect for the child as an individual, helps them master toilet learning with a quicker and simpler transition, and builds self-confidence at a crucial time during development. We begin stand-up diapering as early as possible; when children are stable on their feet and show an interest in the process.

Consistency is the key to success with toilet learning. Each child is ready at a different time to begin this aspect of self-care. Once your child demonstrates an interest in toileting, your child’s teacher will be in constant communication with you regarding the progress your child is making at school. It’s important to include your child in these conversations. Signs of readiness may include:

- Dry diapers during changes or stays dry for a long while; wet or dry diapers mostly after a meal
- Interest in the toilet (what it does, how it works) or in others using the toilet (e.g. mom, dad, sibling)
- Aware of the need and is able to verbally tell you when needs to use the toilet; able to let you know if they are wet/dirty after they have eliminated in their diaper
- Dislikes having wet/soiled diapers
- Tries to hide when they are having a bowel movement
- Has a bowel movement in the same spot or time most days
- Wants to stand instead of sit after a bowel movement in diaper

Suggestions to maximize your child’s independence with toilet learning:

1. Loose-fitting clothing that can be pulled up and down, taken off, and put on by your child, including shoes. The desire to use the toilet stems from a need to be independent, so giving your child practical clothes reduces frustration in this process. At school, your child will change clothes by him/herself with adult guidance.

2. Avoid clothing that gets in the way of using the toilet, such as overalls, onesies, any clothing with snaps or buttons, and dress/skirts.
3. Several sets of clothes need to be provided from home and replaced as necessary, including shirts, elastic-waist pants, underwear, socks and shoes. Please label all personal items!
4. Encourage your child to wear cotton training pants (Gerber brand works well). We DO NOT allow Pull-ups at Kinderhaus as they confuse or delay toilet learning.
5. During the first weeks of toileting, your child will be asked to use the toilet often, approximately every 30-45 minutes. If your child does not want to try the toilet, teachers will simply remind and encourage. When at home, you may encourage your child in the same way. Invite your child to go to the bathroom without making it sound like a command. Instead of asking a yes/no question like “Do you need to use the potty?”, try a brief statement, “Let’s go try the toilet,” or “I see you’re awake; let’s go to the bathroom.”
6. If your child has a bowel movement in a diaper or small potty, he/she can help you flush it down the toilet.

Keep in mind that your child wants to be like you! Modeling toileting at home will help your child feel comfortable when he/she is ready for this natural part of life. If your child refuses to use the toilet, avoid the power struggle and try another time. Patience and understanding go a long way, and consistency without pressure will help your child achieve success.

If your child is nearing 3 years of age, he/she must have completed toilet learning and be consistently dry while diaper-free before transitioning into the Preschool classroom.

BATHROOM INDEPENDENCE:

All preschool (primary preschool, preschool, and KinderCamp) students must be **bathroom independent** in order to attend preschool at Kinderhaus Montessori School. Urine accidents happen occasionally with preschool students - especially when they enter a new environment. As such, teachers offer some initial support with clean up and redressing. Eventually, children feel comfortable and are able to independently care for themselves. When a child has frequent accidents, a teacher is pulled from the classroom environment to assist with clean up and learning is disrupted. In addition, frequent toileting accidents can be stigmatizing for a child and can leave lasting social/emotional effects. Ensuring that your child is bathroom independent will support them in the preschool environment.

Kinderhaus defines a “bathroom independent” child as one who:

- Tells an adult when they have to use the restroom
- Pulls down pants and underwear and pulls them back up independently
- Wipes themselves after a bowel movement
- Gets on and off the standard toilet independently
- Washes and dries hands without assistance
- Postpones going to the bathroom for 5 minutes if they must wait (e.g. a toilet isn’t available or the class is outdoors)
- Experiences limited accidents in a week (1 or less) - this does NOT include during nap time.
- Wears underwear at all times (no pull-ups).

Urine Accident: Preschool urine accidents happen when a child waits for too long before using the bathroom or is too far away (on the playground) to make it to the toilet on time. When a child has a urine accident, he/she will change his/herself and the wet clothes will be sent home in a plastic bag and a “soiled clothing” note will be attached to the bag. A student who has more than one urine accident in a week is not considered bathroom independent.

Bowel Accident: When a child who is bathroom independent has a bowel accident, he/she is likely ill and therefore will need to be picked up by a parent or guardian within an hour. The child can return to school the next day if he/she is healthy and

well (no sick ticket). If additional accidents occur, a parent/teacher meeting will be held to determine if the child needs additional time to secure bathroom independence. KMS reserves the right to suspend a child until he/she is bathroom independent and parents may pay a spot holding fee until the child is ready to return.

Please note: Preschool age children should NOT take medication for regular bowel movements *and* attend preschool. If your child needs medication to promote a bowel movement, then he/she must stay home from school for observation.

This policy is intended to ensure the safety and wellbeing of the preschool children and the staff at Kinderhaus.

At Kinderhaus we will...

- offer several small group bathroom breaks throughout the day.
- remind your child to use the toilet during group or individual bathroom breaks.
- use positive and supportive language

NUTRITION AND MEALS:

Food Policy: The KMS food policy states that food provided by parents will be of sufficient quantity and nutritional quality to provide for the dietary needs of each child according to the minimum meal requirements of the child and adult care food program as administered by the Michigan Department of Education. Please send in proteins, dairy items, fruit, and vegetables. Limit packaged carbohydrates and “junk” foods to help your child to have a successful day. When the parent does not provide the appropriate quantity, Kinderhaus will provide additional food or drink.

Students who have a food allergy must have a completed Allergy Action Plan on file. Any food allergy will be posted in the classroom. KMS is a NUT FREE building due to several nut allergies, so please read snack ingredients carefully.

Please Note: No food will be cooked or prepared at KMS. Juice or pop is not allowed at KMS.

Infants, Toddlers, and Youngsters: Parents will provide at least one meal and two snacks each day the child is in attendance. Please prepare and send food in a fashion that is both age and developmentally appropriate for your child. KMS will not allow any food for infants and toddlers that could easily cause choking, including but not limited to, popcorn, seeds, nuts, hard candy and uncut round foods such as whole grapes and hot dogs. KMS will label each child’s lunch bag with a tag and staff will add the date to the tag each day. Do NOT remove the tag. When the parent does not provide the appropriate quantity, the center will provide additional food or drink.

Preschool Snacks: Please pack snacks that your student can eat independently within 10 minutes. Full-day students will need TWO snacks per day. Some ideas include: crackers, a granola bar, a piece of fruit, a cheese stick, and cut up vegetables. If your child attends aftercare, please send an additional snack.

Preschool Lunch: Full-day preschool students will eat lunch at school. Students will bring lunch from home in a reusable bag. A plastic lunch tag will be attached to each student's lunch bag that will be used by staff to label it with the date each day. Please, do not remove the tag. Juice or pop is not allowed at KMS.

After Care: Students attending the after-care program must pack an additional snack from home.

STUDENT AND STAFF ILLNESS GUIDELINES AND POLICIES:

Illness: Each day, the staff at KMS is prepared to care for students who are well. Please assess your child at home **before** attending KMS. If your child is showing any symptoms, PLEASE keep him or her at home for the safety of the staff and students.

When a child becomes ill at school with a temperature over 100.4 degrees, any incidences of vomiting, two or more loose stools, an undiagnosed rash, or symptoms of a communicable disease, parents will be notified and asked to pick up their student **within one hour** of the notification. KMS does not have the staff or space to care for ill students. As such, when a student becomes ill at school, he/she will be isolated in the business office of KMS until picked up. For the protection of all students and staff, please keep your child at home if he/she has any of the following symptoms:

- **Fever:** Students must stay home when the body temperature is 100.4 degrees or higher. The student will be required to stay home until fever-free for 24 hours without the use of acetaminophen or ibuprofen.
- **Vomiting:** Students must stay home for at least 24 hours after vomiting has stopped.
- **Diarrhea:** Students must stay home for at least 24 hours after diarrhea has stopped.
- **Rash:** Students must stay home with any type of undiagnosed rash. The student may return once the rash has cleared or the rash is non-communicable and diagnosed by a health care provider.
- **Communicable Disease:** Students who have any type of communicable disease such as chicken pox, strep throat, influenza, measles, pink eye, Covid, etc. must report illness to KMS and stay home until fever free for 24 hours and feeling well enough to participate in classroom activities.

KMS staff will follow the same procedures as students when symptoms or illness occur.

Sick Ticket: When a student is sent home with an illness, families will receive a “Sick Ticket.” The sick ticket will state the illness and the terms upon which your child can return to KMS.

Vaccination Exemption: Any student who has been exempted from vaccination(s) is considered susceptible to the disease(s) which the immunization offers protection. The student will be subject to exclusion from the school or the program if an outbreak of a vaccine-preventable disease occurs at KMS.

NOTE: A *Non-Medical Waiver Form* MUST be filed with the Calhoun County Health Department if parents hold an objection to vaccination(s) due to religious or philosophical beliefs. KMS is required to have a copy of the form on file.

Medication: If your student requires a prescription maintenance medication such as an inhaler or an epi pen, parents must fill out and sign a **medication permission form**. In addition, medication must have a pharmacy label, the physician’s name, and the medication name and instructions. Medication permission forms are available upon request. KMS will NOT give pain relievers/fever reducers such as acetaminophen or ibuprofen. Due to licensing requirements, medications may not be added to sippy cups or bottles.

Bathroom and Handwashing: Students will have bathroom breaks throughout the day and will be supervised by staff. Students are expected to be toilet-trained when they enter preschool. All students and staff are required to wash their hands at the sink. Soap and towels are provided. Proper hand-washing techniques are posted in all bathrooms and are routinely reinforced.

OUTDOOR PLAY:

Engaging in outdoor play is a large component of the daily schedule at KMS. Please send appropriate outdoor wear each day. All students will spend time outdoors unless the temperature drops below 12 degrees F. or rises above 84 degrees F. During the warmer weather, students will need to bring a labeled bottle of sunscreen (Topical Ointment form must be signed to use). If your child is well enough to attend school, then he/she is well enough to spend time outside.

PARENT INVOLVEMENT, COMMUNICATION AND NOTIFICATION:

Parent Involvement: We encourage parents and families to join us at the annual Kinderhaus family picnic, support Kinderhaus programs through fundraising, and attend various information meetings for families.

Absences: Please call, email, or text all absences and *state the reason* for the absence. KMS must report all communicable illnesses to the county health department.

Parent-Teacher Communication: Parent and teacher communication is important and fundamental to KMS. Staff encourages parents to share any vital information which may affect a student's demeanor and behavior at school during drop off or via a text. Please note, our teachers and child care assistants are very busy throughout the day. If you need to communicate with a staff member, please send them a text – which they will reply to during a break or during lunch. If the matter is urgent, please call the office at (269) 781-4062 and the message will be relayed as soon as possible. Staff will not respond to email, calls, or texts while caring for students.

Injuries at School: Staff is certified in CPR and Basic First Aid. In the event of a minor injury, children will be given first aid and parents will be notified via a phone call, text or an email. They will also receive an Ouch Report with details of the event. In the event of a major injury, parents will be immediately contacted and KMS emergency procedures will be followed. KMS will call 911 and use CPR or Basic First Aid as needed.

Incidents: Any unforeseen incidents such as a lost student, inappropriate physical discipline, or sexual contact with a student will be reported to the family and the authorities immediately via a phone call from the director.

School Closures: In the event of KMS closing due to inclement weather, widespread illness, building malfunction, or unforeseen circumstances families will be notified via email and the closure will be posted on Facebook. In addition, closures will be announced on WWMT.

Prolonged School Closure: Due to a national pandemic or emergency resulting in mandated closure of KMS, we will suspend all tuition payments and require a fee of \$150/month per student attending Kinderhaus to support fixed costs and to keep your student enrolled.

STAFF TRAINING AND EXPECTATIONS:

Staff Screening: Staff is hired based on references, experience and character. All staff go through a comprehensive criminal history check through the state of Michigan. Background check results will be kept on file at KMS. Any individual who is registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. A staff member will not be present in the center if convicted of the following: felony of harm or threatened harm to an individual within the ten years immediately preceding the date of hire, child abuse or child neglect, or a sexual offense. Staff will not be present at KMS when training is not complete, when a background check is not compliant, or when he or she is ill. When necessary substitute teachers will fill in and assist in class. Background checks are not required for substitutes or volunteers. At no time are students left alone with volunteers or substitutes.

Mandated Reporters: As mandated reporters, staff will follow steps outlined by Child Protection Law. First, staff must immediately report any evidence of child abuse to CPS verbally. Then, staff must complete a written report within 72 hours. The director of KMS will also be notified.

Health Precautions: Staff are trained to use universal precautions including latex gloves and hand washing in order to control the spread of bloodborne pathogens. Surfaces contaminated by vomit and/or feces are disinfected using a commercial sanitizer. Soiled clothing is sealed in a plastic bag and sent home with a note of explanation.

EMERGENCY PREPAREDNESS PLANS:

Fire and Tornado Drills: Quarterly fire drills and two tornado drills (April-October) will be practiced, timed, and documented within the school year. Drill procedures will be posted in all classrooms and community spaces in KMS.

Crisis Management: A crisis management plan has been developed that protects all children at KMS from harm. The policies include procedures for a lock-down, intruders, or man-made disasters. Parents will be notified as soon as possible in the event of a crisis. Crisis response drills beyond fire and tornado drills will be practiced. All staff will be trained and practiced in crisis management.

Emergency Evacuation: In the case of a natural or man-made disaster, the students will be evacuated immediately and the utility company or the health department will be called. The students will be evacuated to a temporary location at 620 North Drive East. Students will not return to the building until it is safe. Parents will be contacted via phone as soon as possible.

PEST MANAGEMENT PLAN (Annual Notification of Advance Notice of the Application of a Pesticide):

Michigan Public Act 451, MCL 324.831C requires childcare centers to provide advanced notification of pesticide application. No students will be present during the time of a pest treatment. 48 hours prior to any treatment, notices will be posted on both entry doors and an informational letter will be provided to families via email. The notices will inform families about the expected pesticide application, the target pest, the approximate location of treatment, the date of application. The notices will also include the name, telephone number, and email address of a contact person at KMS responsible for maintaining records with specification information on pest infestation and actual pesticide application as required by rules. For additional information regarding pest control methods, contact 1-800-858-7378 or noic@ace.orst.edu

In addition to the methods of advance notice described above, parents are entitled to receive the notice by first-class United States mail postmarked at least 3 days before the application. Parents can request this additional notification method by emailing admin@kinderhausmontessorischool.org

DAILY SCHEDULES:

KMS believes in allowing each student to work at his or her pace and to choose work that is meaningful and challenging. Students build stamina as they practice work over a long duration of time. We believe that students should not be interrupted and that transitions should be limited. However, we do realize that napping, feeding, and outdoor breaks are also necessary. That said, general daily schedules are as follows:

Infant, Toddler, and Youngster Rooms

7:30-9:00 a.m.	Morning routine: Greeting, morning movement and indoor work
9:00-10:00 a.m.	Snack/feeding and quiet time
10:00-11:30 a.m.	Morning nap, large motor, or outdoor time
11:30 a.m.-12:00 p.m.	Lunch
12:00-2:00 p.m.	Nap or quiet time
2:00-3:00 p.m.	Snack/feeding and quiet time
3:00-4:30 p.m.	Indoor work and/or outdoor work time and exploration
4:30-5:30 p.m.	End-of-the-day routine and parent pick up

Full-Day Preschool

9:00-9:30 a.m.	Community Circle
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9:30-10:30 a.m.	Independent work time and independent snack time
10:30-11:30 a.m.	Outside time
11:30-1:00 p.m.	Lunch and independent work time
1:00-1:30 p.m.	Rest time
1:30-3:00 p.m.	Nap time or outside time
3:00-3:30 p.m.	Read-aloud and snack time
3:30 p.m.	Dismissal

2024-25 Kinderhaus School Calendar

KinderCare CampsJune 3 - August 30, 2024

Kinderhaus closed: *Summer Break*.....July 1 - July 5, 2024

Kinderhaus closed: *Labor Day*.....September 2, 2024

First Day of Preschool.....September 3, 2024

Kinderhaus closed: *Thanksgiving Break*.....November 27 - November 29, 2024

Kinderhaus closed: *Holiday Break*.....December 23, 2024 - January 3, 2025

Kinderhaus closed: *Spring Break*.....March 31 - April 4, 2025

Kinderhaus closed: *Memorial Day*.....May 26, 2025

Last Day of Preschool.....May 30, 2025

KinderCare CampsJune 2 - August 29, 2025

Kinderhaus closed: *Summer Break*.....June 30 – July 4, 2025