

Kinder Haus

Handbook

Effective 1/1/2023

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Dear Kinder-Haus Family:

Welcome to Kinder-Haus! We consider it a privilege to serve your family. Careful planning and thoughtful schedules ensure that the individual needs of each child are met. Skillful attention is given to the whole child. Opportunities for spiritual, physical, social and mental growth are created in a stimulating and positive, Christian atmosphere. Each classroom reflects the unique gifts and talents of our fine staff.

The National Safety Council has some suggestions for morning good-byes. Maybe they will help your child:

1. Choose a durable, inexpensive toy for your child to take to comfort her at naptime.
2. Talk to your child as you drive. Review what he/she will be doing and whom they will see.
3. Greet the staff in a relaxed, friendly way and share anything notable about the night before.
4. Tell your child you are leaving and let them know when you will return. Give them a hug and kiss, and then leave.
5. Do not turn back and do not linger if they fuss. Phone later if you need to. This communicates security and confidence.
6. Stick to this routine so your child knows what to expect.

Other resources suggest the following steps to assure a pleasant adjustment to a child-care program. These may help, especially if this is your child's first child-care experience:

1. Prepare your child with explanations and visits.
2. Exude confidence through the process.
3. Arrange the first day schedule to provide for a calm, unhurried transition to the facility.

You are always welcome to visit and participate in our activities. Your questions, concerns, or suggestions are encouraged. If our staff can be of further service to your family, please call our office at (717) 355-7801.

May God bless you,

The Kinder-Haus Director

STATEMENT OF PURPOSE

Kinder-Haus is committed to the task of training a child to contribute to his/her home, church, school and community, as well as to enhance all areas of a child's development. Those areas include mental, physical, emotional, social and spiritual values. We will provide quality care with the goal of helping a child meet his/her potential.

SPIRITUAL DEVELOPMENT

We strive to give children knowledge and understanding about Jesus and His love for them. To that end, our teachers plan and implement weekly Bible lessons, which include stories, crafts, games, and songs. Teachers also read from a daily devotional book each day. Children participate in weekly chapel services.

EMERGENCY MANAGEMENT PLAN

Kinder-Haus is concerned for the safety and welfare of children attending our center. An Emergency Management Plan has been prepared in accordance with Bulletin #3001-03-01 from the office of Children, Youth, and Families, which requires each child day care center to have an emergency plan. Our Emergency Management Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate Evacuation – Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-Place Sheltering – Sudden occurrences or occurrences involving weather or hazardous materials may dictate that taking cover inside the building is the best immediate response.
- Evacuation – Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a Relocation Facility.
- Modified Operation – May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations.
- Accommodations will be made for any child with special needs or mobility issues. (Such as non-walkers)

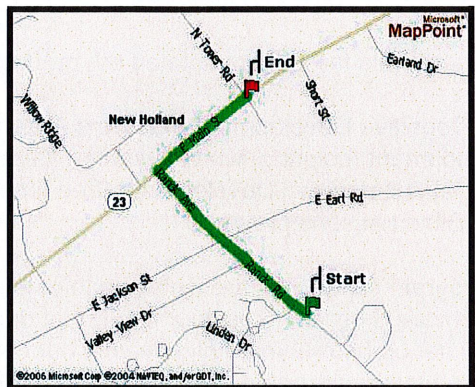
Announcements relating to any of the emergency actions listed above will be online by WGAL, our Facebook page and Remind. We ask that you do not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will contact families to let you know that we have taken these protective actions. We will also contact you when we have resolved the situation and it is safe for you to pick up your child. Kinder-Haus will only release children to those who are listed on the Emergency Cards and Contracts.

We specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures please feel free to call the Kinder-Haus Office at (717) 355-7801.

Due to State Regulations, Kinder-Haus has developed an Emergency Management Plan to ensure the continued safety of your child in the event of a major crisis. If evacuation from the property is necessary your child would be taken to Yoder's Food Market or Grace Point Academy in Ephrata, depending on the severity of the situation. Local media would be contacted regarding our location. Below are directions if it would become necessary for you to pick up your child at one of these evacuation locations.

Directions to Yoders	Miles
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Start: Depart 428 Ranck Rd, New Holland, PA 17557 on Ranck Rd (West)	0.2
1: Road name changes to Ranck Ave	0.3
2: Turn RIGHT (North-East) onto SR-23 (E. Main St.)	0.2
End: Arrive 14 S. Tower Rd. New Holland, Pa 17557	



Directions to Grace Point Academy	Miles
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Start: Depart Ranck Ave, New Holland, PA 17557 on Ranck Ave (North-West)	0.3
1. Turn LEFT (South-West) onto SR-23 [E Main St]	1.0
2: Turn RIGHT (North) onto N Railroad Ave	3.4
3: Turn LEFT (North-West) onto US-322 (28th Division HWY)	7.1
4: Turn RIGHT (North) onto Durlach Rd.	0.3
END: Arrive 110 Durlach Rd. Ephrata, PA 17522	



KINDER-HAUS GENERAL INFORMATION

- 1) Kinder-Haus hours 6:15 AM - 5:30 PM, Office hours 7:30 AM - 5:30 PM
- 2) The Pennsylvania Department of Human Services licenses Kinder-Haus. That department approves all staff.
- 3) Kinder-Haus enrolls children 6 weeks old through completed 6th grade.
- 4) Our activities and skills include Cognitive Development (numbers, letters, colors), Language Development (books, music), Fine Motor Development (coloring, writing, cutting), Gross Motor Development (running, jumping, crawling), Social & Emotional Development (free time to interact with other children), Spiritual Development (Chapel, Bible Lessons, prayer)
- 5) Our center utilizes a software program called Procure which enables our parents to sign their children in and out of our program. This software program uses your fingerprint or a bypass number that is unique to you. In order to have the system set up before your child begins, our center needs to have your child's information at least 3 days before his/her start date. We also need to make an appointment with you before or on your child's start date to register the drop off person. People who drop off or pick up your child will need to be registered on their visit to our center. All families are required to use this system, it helps us keep track of who is in our building and helps if there is a question about tuition.
- 6) Kinder-Haus official school colors are Royal Blue and Yellow.
- 7) To enroll, a \$75.00 enrollment fee per family and the first week's tuition is due before the child begins. This amount is non-refundable and used for the first week of care.
- 8) For a family that disenrolls but is planning on returning (Ex. maternity leave, teachers for the summer, etc) the first week's tuition and enrollment fee is required to be paid in advance to hold a spot for your child/ren.
- 9) Please make sure your child has the following **LABELED** items:
 - A). An extra set of clothing for all ages. Including School Age
 - B). A small blanket or sheet if napping
- 10) **Kinder-Haus will be closed on the following holidays/In-service Days:** New Year's Eve, New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Eve, and Christmas Day. In-service Day for teacher training: Columbus Day. When a holiday falls on Saturday or Sunday, the day closest to the holiday will be the day of observance. **Reminder: all holidays/In-service Days have already been averaged into the annual tuition and broken down weekly. Therefore, there is no adjustment to tuition during the week where a holiday occurs.**
- 11) Note: If there is any change in the child's regular schedule or contract please notify the KH office in writing (i.e. sick week, vacation, disenrollment).
- 12) For children currently attending, there are two enrollment times when parents are responsible to enroll their children. The month of January will be enrollment for the Summer program. The month of March will be the time to enroll for the school-year program. ***Kinder-Haus will not be responsible if a parent fails to enroll his/her child and classrooms become full.***
- 13) Kinder-Haus will have fundraisers throughout the year and will be announced in advance.

- 14) Kinder-Haus does not provide transportation to public or private schools at any time throughout the day.
- 15) Kinder-Haus uses the Remind app to notify parents of important information. (Ex school closures, important events, etc). Please make sure that you are signing up for your child's classroom and all school communication.
- 16) **NONDISCRIMINATION STATEMENT & Admission Policy:** Admission is open to all regardless of race, color, national origin, sex, age or disabilities. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)

632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov. This institution is an equal opportunity provider.

Regulation Information

Website: <https://www.dhs.pa.gov/providers/Child-Care/pages/Child-Care-Regulations>

Click on View Regulation

55Pa. Code Chapter 3270 Child Care Centers

OCDEL 1-800-222-2117

MEALS

- 1) Breakfast, lunch and snacks are provided. Meals for children will be served during the following times:
 - Breakfast → 8:00-8:30 AM; 7:15-7:45 AM for 1st – 6th Grade (school-year only)
 - Lunch → 11:00-12:30 PM
 - Snack → 2:30-4:30 PM.
- 2) If your child brings breakfast, lunch, or snack from home, it needs to be nutritionally balanced, and a drink needs to be provided (ex. milk, juice, etc. Please do not bring sodas). If there is no drink, water will be provided. Infant's meals will be served as per parental request. Meals from home should be able to be eaten "as is", requiring **no heating** or other preparation. Thank you for your cooperation in this matter.

OUTDOOR PLAY TEMPERATURES

- 1) Kinder-Haus has an outdoor play policy, which is as follows:
Temperature/wind chills between: Outdoor Policy:

100+ degree F	No outdoor play
90-99 degree F	15 min. Outside/15 min. inside
89-25 degree F	Regular outdoor playtime
24-15 degree F	15-20 minutes maximum
14 degrees F or below	No outdoor play
- 2) If at any time Kinder-Haus needs to close, due to inclement weather, it will be broadcasted online, WGAL.com, on our Kinder-Haus Facebook page, and Remind.

ENROLLMENT FORMS & PHYSICALS

- 1) All ENROLLMENT FORMS (Contract, Emergency Card, & Video Permission form) must be on file one week before date of enrollment. Physical form and up-to-date immunizations are due within 30 days after enrollment. If at any time changes need to be made concerning the Emergency Card or Contract, new forms must be completed and returned to the office.
- 2) Children's physicals are due as follows in accordance to regulation 3270.131:
Infant physicals are due as per the following schedule:
 - 2 months old, 4 months old, 6 months old, 9 months old & 12 months old
 - Young Toddlers: 18 Months old & 24 months old
 - Older Toddlers and Preschool Age: 3 years old, 4 years old, and 5 years old
 - Kindergarten/School Age Students: required when entering Kindergarten and 6th gradeIf your physical is not updated, according to D.H.S. regulations, Kinder-Haus reserves the right to disenroll at any time.

DISENROLLMENT

- 1) **PARENTS MAY DISENROLL THEIR CHILDREN BUT ARE REQUIRED TO GIVE A TWO WEEK NOTIFICATION THROUGH A WRITTEN STATEMENT TO THE OFFICE.** Nonattendance does not constitute a disenrollment notice. If a lay-off occurs, the parent must have a letter stating that he/she is laid-off with an authorized signature from his/her place of employment. The two week disenrollment notification will then be waived. If the child returns to Kinder-Haus at any time, the enrollment fee must be repaid unless a lay-off occurs.

CONTRACTING PARENT

The contracting parent is responsible for all payments (enrollment fee, tuition, field trips, etc.) regardless of the family situation (i.e. separation, divorce, etc.).

- For any child who lives with one step parent and one biological parent, the biological parent or Legal Guardian needs to sign all paperwork, (emergency card, contract etc). Any changes that need to be made are to be done by the biological parent or Legal Guardian.
 - A Legal Guardian is someone who takes Legal custody of the person & property of someone who is unable to look after himself or herself.
- 1) The contracting parent is responsible for providing Kinder-Haus with any legal documents that pertain to his/her child's care at Kinder-Haus (custody papers, PFA orders, etc). The contracting parent must provide Kinder-Haus with updated copies as soon as changes are made to legal documents. Failure to do so may result in immediate disenrollment.
 - 2) Financial information will only be available to the contracting parent(s).

INCLUSION POLICY

Policy Statement

Kinder-Haus Nursery Day Care Center welcomes all children, from 6 weeks to completed 6th grade, of all abilities. We are committed to providing developmentally appropriate early learning and through experiences that support the full access and participation of each and every child. We believe that each child is unique. Kinder-Haus works in partnership with families and other professionals involved with the child to provide support for every child's needs (physically, cognitively, socially, or emotionally) to reach their full potential.

Procedures:

Admissions/Waiting List

Children of all abilities are accepted into Kinder-Haus Nursery Day Care Center. Families that are interested in enrolling their child to our program will be given an equal opportunity for admission. A waiting list may be maintained for each classroom and children will be accepted from the list on a first come first served basis. An application and non-refundable deposit of \$25.00 is required to be placed on the waiting list. The deposit will be applied to the enrollment fee at the time of acceptance.

Inclusive Environment

Early childhood educators at Kinder-Haus Nursery Day Care Center use developmentally appropriate practices based on the Pennsylvania State Standards. We consider the unique needs of all the children in our center when planning. The staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children in their classroom. Early childhood educators will work with the therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. This includes indoor and outdoor spaces.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff will be informed of the need for confidentiality and will be expected to fulfill their obligation to respect the protection of privacy. Written records are stored in a secure location with access limited to the director, office administration, and the child's teacher. Kinder-Haus will not release information about a child and the parent/legal guardian during enrollment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by early childhood educators as mandated reporters of suspected child abuse and neglect outlined by the Pennsylvania law.

Family Centered Practices

Kinder-Haus Nursery Day Care Center acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with the staff to ensure that each child has the opportunity for optimum success. Kinder-Haus respects and values the input from parents/guardians and encourages them to be part of the decision making process for their child. The center will communicate with each family daily and have at least two parent/teacher conferences a year.

Professional Development and Support for Staff

Training and support in child development, research, theory, and practice is provided to ensure that all the staff are confident and competent to meet the developmental and educational needs (including physical, emotional, cognitive and social) of all the children in the center. The director and department supervisors provide additional support and resources as necessary.

Collaboration with Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as, but not limited to, therapists and teachers, who have valuable knowledge and expertise to share with each other. Kinder-Haus Nursery Day Care Center welcomes those professionals and will work with them to assure the child's success. The professional is encouraged to provide services to the child in the context of the early childhood classroom environment. The child's teacher and the professional will work collaboratively to determine the best strategies to support the child in a group setting. Kinder-Haus supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings with the professional and the parents/guardians of the child. At times, decisions are made that reflect the recommendations of the child's team and may fall outside of the typical Kinder-Haus procedures.

GENERAL POLICIES

- 1) Any child who brings a weapon (gun, knife, or anything deemed to be a weapon by Kinder-Haus administration) to Kinder-Haus or who uses an object as a weapon (pencil point, fork, pool stick, or anything deemed to be used as a weapon by Kinder-Haus administration) at Kinder-Haus will be **immediately disenrolled from Kinder-Haus**. If a child is disenrolled from Kinder-Haus due to this violation, he/she may be considered for re-enrollment after a 30-day period, based on the discretion of the Kinder-Haus administration and Board of Directors.
- 2) Please have children remove baseball caps when entering the building.
- 3) If your child's class has a field trip scheduled you must register your child on the sign-up sheet at the Kinder-Haus office. Children must sign up and pay for field trips in order to attend. Those children not attending the field trips will need to have other childcare arrangements made while the field trip is taking place. Your child may attend before and/or after the field trip if he/she is not going on the field trip. Your regular contracted rate will apply. The purpose of this is to provide proper staffing. According to PennDOT children must be three (3) years of age to ride a school bus; therefore, we do not have field trips for children enrolled in our program who are under the age of three. All field trips requiring money/fees must be paid in advance to the Kinder-Haus office. Transportation is provided for all children and staff. If extra space is available, parents and siblings 3 years of age and older may utilize the Kinder-Haus transportation, secondary to Kinder-Haus children and staff.
- 4) Items from Home - Please DO NOT ALLOW your child to bring money, expensive items or weapons (guns, swords, etc.) to school. Kinder-Haus will not be responsible for lost or stolen items. A stuffed animal or doll for naptime security is fine, if needed. If items from home become an issue in a classroom, the teacher may ask for items not to be brought to Kinder-Haus.
- 5) If the policies in this handbook are not followed, Kinder-Haus reserves the right to disenroll the child at any time.
- 6) No firearms or weapons of any kind are permitted in the building.

PARENT CONDUCT POLICY

- 1) We believe that parents and Kinder-Haus staff must work together to educate our children. Whenever people are working together, differences in opinion are inevitable and must be handled in a professional, appropriate manner. Parent behavior that is not professional or appropriate will not be accepted and may, based upon the discretion of the administration and Kinder-Haus Board, result in the immediate disenrollment of your child/children. These behaviors include, but are not limited to:
 - yelling/disciplining of a Kinder-Haus staff or other children
 - any use of foul language
 - threatening a Kinder-Haus staff member or another child
 - throwing of any object
 - any invasion of personal privacy of Kinder-Haus staff or other children (looking in another child's backpack, etc.)
- 2) If at any time a parent is suspected to be under the influence of alcohol or drugs when dropping off or picking up a child, it is our policy to contact the proper authorities.
- 3) Please carry photo identification with you when you pick up your child, and make sure anyone else picking up your child at any time has photo identification with him/her. It is our policy to ask for photo identification before releasing a child to someone we do not know. This policy is to ensure the safety of your child.

SICKNESS POLICY

- 1) Any child who has a fever of 100.4 degrees or above will be sent home immediately and may not return until he/she has been fever free for 24 hours without medication unless a doctor's note states otherwise. Any child who has one incident of vomiting or two incidents of diarrhea will be sent home immediately and may not return until vomiting and/or diarrhea have ceased for a minimum of 12 hours.
- 2) If a child has symptoms of a communicable disease (pinkeye, fifth disease, impetigo, strep infections, Covid-19, or fever of 100.4+ etc.) and the school cannot determine what it is, the parent will be called and asked to have the child examined by a medical doctor. **If the child is placed on antibiotics, he/she must be on the antibiotic for at least 24 hours before returning.** When the child returns to Kinder-Haus, he/she must have a permission slip from the examining doctor stating that he/she is NOT contagious and may return to school.
- 3) If a child needs medication while he/she is at Kinder-Haus, the parent must fill out a medication request form dated for the day the child needs the medication. This must be done in order for Kinder-Haus office administration to give the medication. All medications must be in the original container from the pharmacy or doctor's office.
- 4) According to State Regulations, Kinder-Haus Staff is not permitted to administer over-the-counter drugs, including but not limited to, liquid decongestants, cough medications, Tylenol, etc., that are not age appropriate. A medication request form (signed by a parent/guardian) must be accompanied by a signed doctor's note in order for Kinder-Haus administration to give these types of medications.
- 5) Regulations require that if your child/children have any medical or special dietary needs, a licensed physician must sign a statement if an allergy or condition is present. The statement must specify the food or foods to be omitted from the child (ex. milk, eggs, tree nuts, peanut butter). If your child cannot drink milk and you do not wish to supply an alternative, water will be provided.
- 6) Kinder Haus carries secondary accident insurance on all children. In the event your child is injured on Kinder-Haus premises, your insurance company would be the primary carrier. After your insurance company has made a settlement, Kinder-Haus insurance company will determine any secondary coverage eligibility.
- 7) If your child is unable to participate with the activities in their classroom, due to how they're feeling, they may be sent home for the day.

Kinder-Haus Covid Drop-off & Pick-up Policy

Complete a health screening at home using the COVID health screening protocol. When you enter the building, wash your child's hands and then escort them to their classroom. For pick up an approved pick-up person may enter the building and proceed to the child's classroom to receive the child and their belongings. We ask that parents **DO NOT ENTER THE CLASSROOM IF CHILDREN ARE PRESENT** in the room. The classroom teacher or aide will assist you at the door. If your child is on the playground or outside at the time of pick up, please visit the child's classroom first to collect belongings and then exit the building to receive the child.

Drop-off

1. Before entering the building, please complete the Covid 19 screening.
2. Sign in using our ProCare Machine
3. Upon entrance of our building wash your hands and your child's hands at the handwashing sinks located in the café.
4. Bring child/children to their classrooms and stop at the doorway. Wait for a staff member to gather your child's belongings and greet your child.

Pick-up

1. Wash your hands at the handwashing sink in the café.
2. Sign out using the ProCare Machine.
3. Pick up your child and their belongings from their classroom.

Daily Screening Protocol

Instructions: Our center requires all children and staff to do a daily health screening prior to entry into our building. This form will also be filled out by a Kinder-Haus staff member if there is a need to monitor a child's health throughout the day. THIS FORM DOES NOT NEED TO BE TURNED INTO THE OFFICE DAILY.

If ALL of the below answers are NO, the children MAY attend the child care program. If the child shows signs of any of the below symptoms during the day, we will follow exclusion protocols and call the child's parent/guardian to come pick up. You are required to pick up your child within an hour of communication and your child will be placed in isolation until picked up. If a staff member shows signs of any of the symptoms below during the day, they will be asked to go home.

If ANY of the below are YES, the child MAY NOT BE ALLOWED to enter the child care program. The child should return or stay home with a parent or caregiver. The same applies to staff members. The exception will be if a negative test result and/or a doctor's note is provided to the center as proof that the child is not contagious.

Does the staff member/child have any of the following symptoms?

- Fever?
- Cough?
- Sore Throat?
- Rapid Breathing or Difficulty Breathing? (without recent physical activity)
- Unexplained Flushed Cheeks? (Not from normal play, etc.)
- Gastrointestinal Symptoms? (diarrhea, nausea, vomiting)
- Fatigue? (fatigue alone will not exclude a child/staff from participation)
- Headache? (headache alone will not exclude a child/staff from participation)
- New Loss of Smell/Taste?
- New Muscle Aches?
- Contact with someone in the previous 14 days with a confirmed positive or presumptive diagnosis of Covid 19?
- Is anyone in the household currently presenting any of the above symptoms?

Is the staff member/child cleared to enter the facility?

**** Temperature will need to be 100.4 in order to send a child home, unless they have multiple other symptoms. Children may not be given medication specifically to alter their temperature before entering our center.**

If your child is sent home with any of the symptoms on this form you will be required to submit a doctor's note or a negative COVID-19 test result in order for your child to return to the building. Otherwise, your child will be permitted to return to our center 10 days after the onset of symptoms, as long as their symptoms have not gotten worse or they have not been in contact with a confirmed positive Covid 19 case.

STATEMENT OF DISCIPLINE BEHAVIOR POLICY

AFFIRMATION OF RESPONSIBLE BEHAVIOR

Teachers and the administration will use a variety of ways to encourage good student behavior. The following are examples to the methods to be used, both individually and corporately:

1. Send affirming notes home.
2. Orally commend the student.
3. Offer rewards such as extra outdoor time, bonus activity etc.
4. Receive special privileges/recognition from the administration.

However, if negative behavior occurs, the following policy will become effective:

INTRODUCTION TO DISCIPLINARY POLICY

- 1) We believe that discipline means direction and guidance with necessary restrictions. It is essential to have discipline in the training of children. Using the Scriptures as a basis, our goal is to see students "conformed to the image of His Son"! (Romans 8).
- 2) God has given to parents the responsibility to "bring up children in the discipline and instruction of the Lord" (Ephesians 6:4 NAS). Since Kinder-Haus is an extension of the home, we want to share the responsibility for training during the time that the child is at Kinder-Haus. This training is done through a motivation of love and concern for each child. The child is expected to respect the authority of the teacher and those in administration of Kinder-Haus in this training process.
- 3) In every area of discipline, we want to be sensitive to the individual student's development and to give consideration to the growing process. Cooperation is needed between the parent and the school to understand the student's ability to practice self-discipline. This step is used with discretion and keeping in mind the nature of the offense and the maturity of the student. The following policy has been formulated to provide a school atmosphere in which character is nurtured and responsibility is developed. Teachers handle discipline following these steps.

DISCIPLINARY POLICY

The following actions for disciplinary purposes will be followed. These are preferred for teacher guidance and for parental understanding.

The school is responsible for:

1. Seeing that the rules of the classroom are clearly defined and consistently applied.
2. Defining the offenses and the plan of action when this is required.
3. Dialoging with parents about the situation and the various options to deal with it and resolve any disciplinary problems.

MINOR OFFENSES

Definition: *Disruptive behavior such as interrupting class activities, throwing objects indoors, running and jumping in halls, not adhering to classroom expectations, etc.*

Options to consider in dealing with minor offenses:

Option 1 - Effort to correct the problem can be attempted by eye contact, voice reminder, teacher presence in disturbance locale, de-escalation, etc.

Option 2 - The student may be asked to miss part of outdoor play

Option 3 - If the disruption seems to require it, the student may be sent to an administrator until the teacher can pursue the matter at hand.

Other creative options may be developed at the discretion of the faculty and/or administration. Repeated minor offenses will be considered a major offense. This decision will be at the discretion of the administration in consultation with the teacher/parent and student involved.

MAJOR OFFENSES

Definition: *Insolence and continued disrespect of teacher, disobedience, cheating, lying, fighting, stealing, vandalism and obscenities, and any continued disruptive or unacceptable behavior that has not been resolved. Student conduct forms will be sent home upon all major offenses.*

Step 1 - The first student conduct report will state the problem along with our plan of action. (Some plans of action are listed below.) Student forms will need to be signed by parents and returned to the teacher when the student comes to school the next day.

Step 2 - A second student conduct report will involve more serious responses. Parents will be expected to return with the student who has received such a note. The above may result in the director requesting a conference involving the teacher(s) and parents. The student will need to give a statement of intention to cooperate before being admitted back to the classroom.

Step 3 - A third student conduct report will make the student involved liable for disenrollment. Faculty involved with the student and the administration will make such a recommendation to be acted upon by the Kinder-Haus Committee.

Student conduct reports will be filed with the administration and in the student's permanent file.

Options to consider when dealing with major offenses:

1. Not allowing the child to participate in group games
2. Immediate suspension from school by the administration (in conjunction with the Kinder-Haus Committee) until the administration and Kinder-Haus Committee is able to determine the action that will take place to resolve the problem.
3. Any other appropriate disciplinary activity deemed appropriate by the teacher or an administrator.

As stated previously, Kinder-Haus is an extension of the home. Because of this, we want to share the responsibility for training during the time that the child is at Kinder-Haus. This training is done through a motivation of love, respect, and concern for each child. The child is expected to respect the authority of the teacher and those in administration of Kinder-Haus in this training process.

TUITION & OTHER FEES

GENERAL TUITION INFORMATION

- 1) An enrolled student is defined as a student whose parent/Legal Guardian has contracted with Kinder-Haus for a weekly schedule and tuition payment. This does not include students who are here only on In-service Days, Early Dismissals, snow days, etc...
- 2) **IF IT BECOMES NECESSARY AT ANY TIME TO RAISE THE RATES** due to increased operational costs, you will be given at least three weeks' notice. Notification about the change in rates is typically sent to families at the beginning of the New Year.
- 3) **TUITION IS FIXED ON A WEEKLY OR MONTHLY AMOUNT.** Therefore, the amount written on the contract is the amount to be paid each week, in any circumstance. **All holidays have been averaged into the annual amount and broken down weekly - so there is no adjustment to tuition on the weeks where holidays occur.**

- 4) A non-refundable deposit of \$25.00 is required to be placed on the waiting list. The deposit will be applied to the enrollment fee at the time of acceptance. To enroll a non-refundable enrollment fee of \$75.00 and non-refundable 1st week's tuition is required. The tuition will be applied to your first week of care.
- 5) Payment is expected either 1 week, 2 weeks or 1 month in advance depending on your payment plan. Tuition must be paid in advance before services are rendered. Attendance sheets and Procare will be used to verify dates of services rendered. If there is a discrepancy, the full tuition for that day/week will be charged. If a parent wishes to pay on the same schedule as he/she receives his/her paycheck, this can be arranged with the bookkeeper.
- 6) TUITION CHARGED FOR EACH ADDITIONAL FAMILY MEMBER WILL BE 20% off THE REGULAR RATE. If the children are on different weekly rates, the 20% will be taken off the lower rate. Children of the same family must attend Kinder-Haus on the same days to receive the 20% discount.
- 7) An Initial Enrollment Fee of \$75.00 per family will be charged. An annual fee of \$35.00 a family will be charged. An additional enrollment fee will be charged for each enrollment.
- 8) For a family that disenrolls but is planning on returning (Ex. maternity leave, teachers for the summer, etc) the first week's tuition and enrollment fee is required to be paid in advance to hold a spot for your child/ren.
- 9) If a parent falls behind in tuition payments, the child will face **IMMEDIATE DISENROLLMENT**, unless special arrangements are made with the Director or Bookkeeper. All billings will be sent to the contracting parent's address on the Emergency Card. Kinder-Haus must receive full payment on a child's last day at Kinder-Haus. To return to Kinder-Haus tuition must be paid in full.
- 10) If tuition is paid by cash, please make sure the correct amount is given and that a receipt is received by the parent from one of the office administration. Change cannot be given. If a receipt is not received, Kinder-Haus will NOT be responsible for lost monies. The receipt is your proof of payment.
- 11) THERE WILL BE A \$35.00 CHARGE FOR RETURNED CHECKS OR AN ACH DECLINE. After three returned checks or ach declines, only cash will be accepted as payment.
- 12) Permission must be given by Kinder-Haus office administration for extra hours or days of care beyond your normal contracted hours. "Switching" days is not permitted. Payment must be received the week that services are rendered. If the change is permanent, a new contract must be completed
- 13) In order to properly provide care for your child on low attendance days (ex. 4th of July Week) please use the sign up charts outside the office windows. Children will be cared for in age appropriate rooms. Your contracted fee will be charged.
- 14) If you refer a family to Kinder-Haus and they enroll, your family will receive one-half tuition reduction of your contracted fee for one week.
- 15) Kinder-Haus will provide a year-end statement for tax purposes during the month of January. This statement will be e-mailed to you. The e-mail will come from kht@nhcnazarene.org.
- 16) Kinder-Haus tuition can be subsidized if the need arises. There are a limited amount of spaces available. If there is a need for subsidizing child care, please contact the Early Learning Resource Center (ELRC) at 717-393-4004 or 1-800-937-4546. Parents are responsible for the difference that ELRC does not pay.

LATE PICK UP FEE POLICY

- 1) **KINDER-HAUS IS OPEN FROM 6:15 A.M. TO 5:30 P.M.** The first three times a child is picked up late a **\$10.00** additional fee will be charged for every 10 minutes or portion thereof. All children that leave after **5:30 P.M.** four or more times(per calendar year) will be charged an additional **\$20.00** for each 10 minutes or portion thereafter. **The late pick up fee will be charged per child (not per family).**

INCLEMENT WEATHER FEE POLICY

- 1) If Kinder-Haus closes for up to two consecutive days, normal contracted tuition will be charged. If Kinder-Haus closes for more than two consecutive days, normal contracted tuition will be charged for the first two days; beginning on the third day, no tuition will be charged until Kinder-Haus reopens. Vacation time may not be used due to inclement weather. Your regular contracted tuition will be charged if Kinder-Haus has a delayed opening or early closure.

SICK CHILD TUITION POLICY

- 1) There are special arrangements that will apply to those children who are sick for an extended period of time, at the director's discretion.
- 2) Children who are sick for a contracted week are eligible for 1/2 tuition. For example, if your child is contracted for Monday, Wednesday and Friday, and is sick Monday, Wednesday, Friday or Wednesday, Friday, Monday, or Friday, Monday, Wednesday you are eligible for 1/2 tuition. (Days do not necessarily have to fall in the calendar week). Please notify the Administrative Assistant if this occurs.
- 3) Children who are sick for less than your contracted days will be charged regular tuition.
- 4) If a child is sick, parents should notify the Kinder-Haus office of his/her absences and illness. It is difficult for the teachers to plan when they are not sure how many children will be coming. We request notification of the nature of the child's illness. DHS requires us to inform other parents of certain illnesses. We may request a physician's assessment of any recurring medical condition for reentry to our program.

FUNERAL LEAVE TUITION POLICY

- 1) One half tuition will be charged for two days for a death in your immediate family, if your child is not able to attend Kinder-Haus. Your immediate family members include the following: your wife, husband, child, father, mother (including stepparent), brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- 2) Funeral leave must be arranged with the director and/or Administrative Assistant, who has the authority to approve up to two days that your child may be absent from Kinder-Haus. The child must be absent from Kinder-Haus for those two days in order for tuition to be adjusted. Your two days of one half tuition for funeral leave must be taken between the day of the death of your immediate family member (or the day you are notified of the death) and the day of the funeral. One half tuition will not be granted for any time taken off after the day of the funeral.

VACATION POLICY

- 1) Children of families who are enrolled year round and their siblings are permitted two (2) weeks vacation of their contracted days (ex. If you contract for 2 days you receive 4 vacation days; 3 days you may take 6 days vacation, etc.), January-December without charge. Vacation is defined as time when the child is not attending Kinder-Haus. Vacation notification must be in writing to the office at least 24 hours prior to taking a scheduled vacation or the vacation will not be accepted. Vacation may not be used as a two week notice of disenrollment or carried over to the following year. Vacations may not be taken for sickness, closure of center due to inclement weather, or taken as partial days. Families enrolled only for the school year (Sept.-May) or for our Summer Program are not eligible for vacation. Once a newly enrolled child is enrolled year round, they will be eligible for vacation **60 days** from the 1st day of their enrollment month.

Example 1:

Enrollment date during the month of February, and enrolled 5 days per week, you will receive 9 days on April 1st of the current year.

Example 2:

Enrollment date during the month of October, and enrolled 5 days per, week you will be eligible for 1 Vacation day on December 1st of that current year.

<u>Enrollment Month</u>	<u>Eligible Vacation Days Enrolled 5 days per week</u>	<u>Eligible Vacation Days Enrolled 2-4 days per week</u>
January	10	4 to 8
February	9	3 to 7
March	8	2 to 6
April	7	1 to 5
May	6	1 to 4
June	5	1 to 3
July	4	1 to 2
August	3	1
September	2	1
October	1	1
November	0	0
December	0	0

Example 3:

At the end of the current calendar/enrollment year each year round family will receive 2 weeks of your contracted vacation time beginning January 1st of the following year.

FAMILIES ENROLLED WITH EARLY LEARNING RESOURCE CENTER (ELRC)

- 1) Policies in the Kinder-Haus Handbook are to be followed along with ELRC guidelines.
- 2) When you are approved for funding ELRC must send an enrollment summary to the Kinder-Haus office.
 - a. Until the enrollment summary is received regular tuition will be charged then adjusted after the summary is received.
- 3) If you need care on a day other than your Kinder-Haus contracted day and what is listed on your Enrollment Summary from ELRC, these are the steps to follow:
 - a. Ask at the Kinder-Haus office to check if there is availability for your child to come on a non-scheduled day.
 - b. Call your ELRC case worker to see if ELRC will approve payment for that day.
 - c. If ELRC approves your request, your ELRC case worker will need to contact the Kinder-Haus office.
 - d. If your request is not approved by ELRC and you decide to come to Kinder-Haus, then you will be required to pay regular tuition as listed on the Kinder-Haus tuition sheet.
- 4) Vacation and sick policies explained earlier in the Kinder-Haus policy section of this handbook also apply to ELRC families.
- 5) ELRC does not pay for field trips or enrollment fees. You are responsible to pay these fees as they are due.
- 6) Tuition is due by Friday prior to the week of care. If payment has not been made, Kinder-Haus reserves the right to disenroll immediately.
- 7) In some cases, ELRC might not pay the full Kinder-Haus tuition rate. You will be responsible for the balance along with your ELRC co-payment.
- 8) If at any time you are no longer eligible for ELRC, then you will be expected to pay the regular Kinder-Haus tuition rate as listed on the Kinder-Haus tuition sheet.
- 9) If at **ANY** time you need to disenroll from Kinder-Haus, a **TWO WEEK WRITTEN** notice is required. This notice is to be given to a Kinder-Haus office administration. If ELRC does not pay for these two weeks, you are responsible to pay the regular Kinder-Haus rate.
- 10) ELRC families must follow all other Kinder-Haus policies explained in the Kinder-Haus handbook.
- 11) Kinder-Haus is required to call ELRC if your tuition is not paid on time and if your child is absent for 5 consecutive days.
- 12) If you are a family that receives subsidy from ELRC, it is required of our center to track the days and times that your child/children attend. Using the Procure system allows us to print reports to send to ELRC.

CHILD DEVELOPMENT AND CLASSROOM INFORMATION

Child's Growth

- 1) Newly enrolled families will be invited to a "Getting to Know You" meeting with the classroom teacher within 45 days of enrollment. Your attendance at this meeting is purely **OPTIONAL**.
- 2) A developmental screening will be conducted with your child within 45 days of enrollment and once per year after that. The results of the screening will be shared with parents; a copy of the screening results will also be kept in your child's classroom file.
- 3) Infant and toddler staff will share individual child information with parents each day using a written format. Individual child information will be shared with parents of preschoolers and school-age students on an as-needed basis. Please see your child's teacher to request that this information be shared. Daily activity sheets are posted for all classrooms on their information boards outside their doors.
- 4) Parent/Teacher conferences are offered twice per year for all students.
- 5) Kinder-Haus has the right to request services from the IU, Early Intervention or another agency for any enrolled child needing but not limited to speech, behavior, physical or emotional therapies.
- 6) Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. If your child has such assessments, a meeting may be requested by the Kinder-Haus director. These meetings should include the child's family members, teacher, specialist and the Kinder-Haus Director or an administrator.
- 7) **Movement to the next classroom.** A child's movement to their next age group is based upon the following: age of the child, developmental assessment, space availability, and the Director's discretion. If at any time a child is not meeting the criteria of a classroom the Director has the right to move the child to a different classroom. We reserve the right to make classroom adjustments while taking into consideration of a variety of factors.
- 8) Should your child enroll at another educational setting, Kinder-Haus will, upon request, transfer the child's records to the new educational institution. To request a transfer of records, a **Permission for Release of Health & Academic Records** form must be completed by a parent/guardian. These forms are available in the Kinder-Haus office.

BEFORE & AFTER SCHOOL PROGRAM

IN-SERVICE & SNOW DAYS

- 1) If the public schools are closed because of snow, Kinder-Haus will provide care for the elementary age children who are enrolled in the Before and After School Program. ***Please adjust your tuition for the additional time your child is attending Kinder-Haus.**
- 2) Kinder-Haus provides care during the In-Service days and holidays, etc. *A parent **MUST** sign-up his/her child ONE WEEK prior to In-Service days and holidays.* The sign-up sheet will be posted outside of the office windows. Watch for details about the activities that will be planned for your child on these days. ***Please adjust your tuition for the additional time your child is attending Kinder-Haus.**
- 3) Kinder-Haus also provides care for early dismissal days. Please watch for details regarding activities planned for these days. ***Please adjust your tuition for any additional time your child is at Kinder-Haus.**
- 4) For tuition rates please refer to the Kinder-Haus tuition sheet.

Mixed Age Group Rules/Expectations:

Our school age friends will have to follow the rules that have been established for our preschool and toddler children. These rules may be below your child's abilities, but we need to ensure the safety of all children enrolled. Please discuss with your child that rough play, inappropriate talk and any subtle or deliberate bully-like behavior will not be tolerated. Bully-like behaviors include excluding particular children, name-calling, teaming up against another child, teasing, etc.

Potty-Training Guidelines for Toddler Department

Caterpillars (1 year old – 2 year old)

- This is not a potty training classroom, as it has no direct access to a toilet.

In this class we will begin to use language when changing diapers to prepare children for potty related communication later on.

- When a child is showing signs of interest in the potty, we will discuss them moving into the Butterflies classroom as soon as space is available.
- Signs a child is interested in potty-training:
 - o Pulling at a wet or dirty diaper
 - o Hiding to pee or poop
 - o Showing Interest in others' use of the potty, or copying their behavior
 - o Having a dry diaper for a longer-than-usual time
 - o Awakening dry from a nap
 - o Telling you that they're about to go, are going or have just gone in their diaper

Butterflies (1 year old – 2 year old) Pre – Potty Training

- When a child shows interest in potty training, the lead teacher will send a note home and ask the parents to begin to bring the child in with a pull up on and additional pull-ups in case of accident.
- When a child has mastered the timing of using the potty, without fighting and rare accidents, the lead teacher will send a note home and ask the parent to begin bringing the child in wearing underwear. They should have at least two other sets of clothes brought in with them at this time.
- Guidelines for underwear:
 1. Their diaper is staying dry for longer
 2. Ability to push down and pull up pants
 3. General interest in the toilet
 4. Telling us when they need a new diaper or when they went to the bathroom
 5. Regularly using the toilet with success
- If a child does not handle underwear well, or a child has more than three accidents in a day, a note will go home that we will go back to pull-ups for the time being and try underwear when accidents are under control again.

Bumble Bee's (2 year old – 3 year old) Potty training

- Once a child is at least two years of age, is doing well in the pre-potty training classroom, and both the lead teachers and the director agree, the child may move into the Bizzy Bee's classroom and begin potty training
- The decision to move up a child is not made based on the oldest child in the room, but instead is based off of a child's readiness level
- Children who are potty training should bring in 5 sets of clothing and 1 extra pair of shoes.
- In order to be determined as officially potty trained, the child needs to go two weeks in underwear accident free.
- The lead teacher may ask a parent to revert to pull-ups if a child starts to have an excessive amount of accidents (3 or more in one day). A teacher may also ask a parent for pull-ups to be worn only at naptime if a child has a specific problem of accidents while sleeping.
- A child will be able to move up to Fireflies once they are at least 3 years of age, all lead teachers and director agree, and there is space available.

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