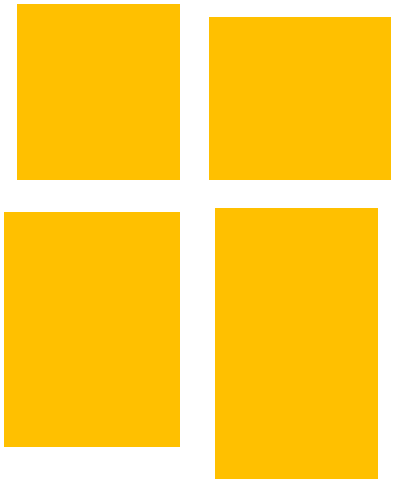
KinderHaus Handbook



KinderHaus Child Care Learning Center
New Holland Church of the Nazarene
428 Ranck Rd
New Holland, PA 17557
(717) 355-7801
www.nhcnazarene.org

Effective 10/01//2026

Table of Contents

About KinderHaus

Letter From Director……3
Purpose & Spiritual Development ……4
Emergency Management Plan…….4-5
General Information……...6-7
Meals……..7
Outdoor Play…….....8
Enrollment Forms & Physicals…….…..8
Disenrollment……...8
Contracting Parent……...8
Inclusion Policy…….9-10

General Policies

General KinderHaus Policies……10
Items from Home\Eleectronics……10
Parent Conduct Policy……..…….. 11
Sickness/Infectious Disease Policy…..……..…11
Daily Screening, Individualized Action Plans…….……..12
Shaken Baby Prevention……12-13
Discipline Behavior Policy……...13-14

Tuition & Other Fees

General Tuition Information……...15-16
Late Pick Up Fee Policy……..……..…16
Inclement Weather/ Infectious Disease Tuition Policy ……....16
Sick Child Tuition Policy……..…..16
Funeral Leave Tuition Policy……....17
Vacation Policy……17
Infant Waitlist……18
Families enrolled with Early Learning Resource Center (ELRC).....18-19

Child Development & Classroom information

Child's Growth & Milestones……...19-22
Potty Training Guidelines for Toddler Department……22-23
Before & After School Program…….…….23
Continuity of Care Through KinderHaus……....24
Emergency Management Continuity Plan……...25-26
Family Resources……..26

Dear KinderHaus Family:

Welcome to KinderHaus! 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, especially if they are having difficulty transitioning:

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 KinderHaus Director

STATEMENT OF PURPOSE

KinderHaus 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

KinderHaus 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, or something similar.
- 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.
- Lock-Down - an emergency measure in which people are temporarily prevented from entering or leaving a restricted area during a threat of danger (such as a threat from an active shooter, or as directed by local authorities specific to an occurrence in the area).
- 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.

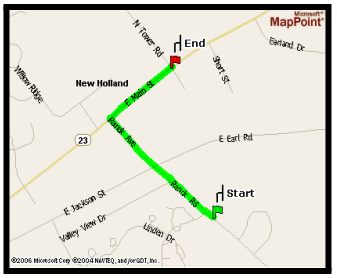
Due to State Regulations, Kinder-Haus has developed an Emergency Management Plan to ensure the continued safety of your child in the event of a major crisis. If evacuation from the property is necessary your child would be taken to Yoder's Food Market or Grace Point Academy in Ephrata, depending on the 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.

Should a major event occur that would cause severe damage or destroy our facility, the following would occur:

1) An emergency meeting of our board would be called to discuss the parameters of the emergency situation (amount of damage, ability of the facility to be repaired, length of time to restore the property to full usage, etc.) and the steps that would be taken. If it only required a brief interruption to service, KinderHaus would make every effort to expedite the repair of the facility in order to return to normal operations. In such a case, parents would find an interim arrangement for the care of their child while repairs were being done..
2) If it was determined that the damage from the emergency event was too severe or irreparable, sadly we would not be able to continue operations at another location. Therefore by necessity, parents and guardians would need to seek an alternative early childhood program for the care of their child.
3) We would work to assist families with that transition utilizing any remaining records that would be required.
4) In addition, emotional support through the New Holland Church of the Nazarene would be offered to the KinderHaus children and families in response to the traumatic event.
5) All proper documentation would be submitted to DHS detailing the event and the followup steps that were taken.

Directions to Yoder's — Miles

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

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 Don HWY)	7.1
4: Turn RIGHT (North) onto Durlach Rd.	0.3
END: Arrive 110 Durlach Rd. Ephrata, PA 17522	



KINDERHAUS GENERAL INFORMATION

1) KinderHaus hours 6:15 AM - 5:30 PM, Office hours 7:30 AM - 5:30 PM

2) The Pennsylvania Department of Human Services licenses KinderHaus. That department approves all staff.

3) KinderHaus enrolls children 6 weeks old through completed 5th 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 Procare 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) KinderHaus 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. Sometimes situations occur and a child does not begin at the projected time. Although these fees are non-refundable, there is a grace period of 6 months from the time of receipt where they would be honored and applied. After that time, those funds would be forfeited.

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) KinderHaus utilizes a Door Entry Card in order to enter our building. To help with the security of the building we are limiting each family to 2 cards. If there is an unusual situation in which a 3rd person picks up regularly, you may request an exception and receive a 3rd card.. All cards require a deposit that will be returned to you when you leave Kinder-Haus and turn your card in.

   Deposits: Card One- $10; Card Two - $`10; Three (Special Circumstances) - $30
   Replacement Cards: 1st time - $10; 2nd time - $20; 3rd time - $30

   - If a child is disenrolled from KinderHaus and there is an outstanding tuition balance, door cards should be returned. However, door card deposits will automatically be applied to the remaining tuition balance.

10) 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
    C). A water bottle (All Age Groups)

11) **KinderHaus 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.**

12) Prior to holiday seasons and in-service days, sign up sheets will be made available at the KH office window. Please make sure you let us know if your child/ren will or will not be present on the designated days for the purposes of staffing adequately. We ask that you sign up at least one week in advance.

13) 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).

14) 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. ***KinderHaus will not be responsible if a parent fails to enroll his/her child/ren and classrooms become full.***

15) KinderHaus will have fundraisers throughout the year and will be announced in advance.

16) KinderHaus does not provide transportation to public or private schools at any time throughout the day.

17) KinderHaus 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.

18) **NONDISCRIMINATION STATEMENT & Admission Policy:**
Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any individual/client/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

KinderHaus Child Care Learning Center
428 Ranck Road
New Holland, PA 17557
(717) 3585-7801
sreedy@ nhcnazarene.org

U.S. Equal Employment Opportunity
801 Market Street, Suite 1000
Philadelphia, PA 19107
Inquiries:(800)669-4000
TTY users only: (800)669-6820
https://www.eeoc.gov/filing-charge-discrimination
Email:PDOContact@eeoc.gov
(within 300 days from the date of incident)

Office for Civil Rights
U.S. Department of Health and Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.
Room 509 HHH Bldg.
Washington, D.C. 20201
Customer Response Center: (800) 368-1019
TDD: (800) 537-7697
https://www.hhs.gov/ocr/complaints
Email: ocrcomplaint@hhs.gov
(within 180 days from the date of incident)

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health and Welfare Building
P.O. Box 2675, Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(Within 90 days from the date of incident)

Pennsylvania Human Relation Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101
https://www.phrc.pa.gov/Complaints/Pages/
How-To-File-a-Complaint.aspx
Inquiries: (717) 787-4410
TYY users only: (717) 787-7279
(Within 180 days from the date of incident)

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 K– 5th Grade (school-year only)
   - Lunch 11:00-12:30 PM
   - Snack 2:30-4:30 PM.

2) IMPORTANT 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 they do not bring in a drink, water will be provided. Infant's meals will be served as per parental request.(KinderHaus may require a doctor's note). Meals from home should be able to be eaten "as is", requiring **no heating** or other preparation. In an effort to assure proper hydration,children should bring a labeled water bottle each day **(filled only with water**). Any other beverages such as juice should be in their original container and placed in their cubby. Water will be readily available.

OUTDOOR PLAY TEMPERATURES

1) KinderHaus 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 KinderHaus needs to close, due to inclement weather, it will be broadcasted online, WGAL.com, on our KinderHaus Facebook page, and through the Remind App.

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: 15 months old,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

If your physical is not updated, according to D.H.S. regulations, KinderHaus 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 KinderHaus 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 KinderHaus (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

Kinderhaus Child Care Learning Center welcomes all children, from 6 weeks to completed 5th 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. KinderHaus 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 KinderHaus Child Care Learning 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 KinderHaus Child Care Learning 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. Every effort will be made to create a smooth transition from classroom to classroom. Parents will be notified in advance that a move is upcoming. Children will also be given opportunities to "visit" the new class ahead of time so they can become familiar with the teacher, space, and the other children in the class. In all classroom assignments, consideration will be given to age, developmental level and readiness. When children are moving from KinderHaus to the public school, we will help to notify families about their Open Houses and other connecting events.In addition, we invite the principals to come and read to the children, all in an effort to familiarize them with the next step.

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. KinderHaus 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

Kinderhaus Child Care Learning 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. Kinderhaus Child Care Learning 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. Kinderhaus supports the teacher's participation in an 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. In addition, families may contact the KinderHaus office to alert us about other needs they may have calling for referrals to other resources such as family counseling or programs that assist with food insecurity, etc. It is our goal to partner with families to meet their needs in a variety of ways.

Provision For Dual Language Learners

KinderHaus is open to all children, including those who are Dual Language Learners or those that identify English as their second language. Appropriate accommodations will be made to ensure that they demonstrate progress in their development and learning. Examples of these accommodations might include using visual aids, such as pictures, various forms of media or labeling items in both English and the specified second language, repetition and slowing down when speaking for better clarity, making appropriate adjustments when assessing progress and partnering with the parents by regular communication and referring them to additional resources in the language that they understand. KinderHaus is committed to supporting families who speak a language other than English, including and respecting the home language of each child in order to foster their wellbeing.

GENERAL POLICIES

1) Any child who brings a weapon (gun, knife, or anything deemed to be a weapon by KinderHaus administration) to KinderHaus 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 KinderHaus will be **immediately disenrolled from KinderHaus.** If a child is disenrolled from KinderHaus due to this violation, he/she may be considered for re-enrollment after a 30-day period, based on the discretion of the KinderHaus 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 KinderHaus 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 KinderHaus transportation, secondary to Kinder-Haus children and staff. ANY PARENT WHO WOULD LIKE TO ATTEND A FIELD TRIP WITH THEIR CHILD, MUST COMPLETE A VOLUNTEER APPLICATION AND SUBMIT A COPY OF ALL NECESSARY CLEARANCES TO THE KINDERHAUS OFFICE. Please notify the office if this is something you are interested in.

4) Items from Home/Electronics- Please DO NOT ALLOW your child to bring money or expensive items to school. 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 KinderHaus. KinderHaus will not be responsible for lost or stolen items. **CELLPHONES AND ELECTRONICS (INCLUDING SMART WATCHES) should not be brought to KinderHaus.** If a student brings any electronics, they will be required to store them in a storage unit in the room. If a student uses their electronics without permission from the teacher, they will be given a verbal warning and must return it to the storage area. If the child refuses to return the electronic to the storage area, the electronic will be taken to the office and parents may pick it up at the end of the day. If a student continues to violate the guidelines, they will be required to leave it at home for a period of time designated by the administration-or in some cases, indefinitely. KINDERHAUS DOES NOT ASSUME RESPONSIBILITY FOR ANY LOST< STOLEN OR BROKEN ELECTRONICS.

5) If the policies in this handbook are not followed, KinderHaus reserves the right to disenroll the child at any time.

6) No person, child or adult may enter the facility carrying firearms or weapons of any kind.

PARENT CONDUCT POLICY

1) We believe that parents and KinderHaus 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 KinderHaus Board, result in the immediate disenrollment of your child/children. These behaviors include, but are not limited to:

   - yelling/disciplining of a KinderHaus staff or other children
   - any use of foul language
   - threatening a KinderHaus 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.) 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.

2) 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 KinderHaus, 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 KinderHaus, 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 KinderHaus 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, KinderHaus 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 KinderHaus 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) KinderHaus carries secondary accident insurance on all children. In the event your child is injured on KinderHaus premises, your insurance company would be the primary carrier. After your insurance company has made a settlement, KinderHaus 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.

KinderHaus Policy Regarding Infectious Diseases

If you or your child have contracted an infectious disease such as COVID, RSV, etc., please follow the current

steps of protocol for that specific illness as outlined by the CDC, as well as follow the specific directions from your physician. KinderHaus is committed to doing everything we can to protect KH children and their families from the spread of such illnesses. Under such circumstances, a doctor's note will be required for their return.

Daily Screening Protocol

We ask that all families do a daily screening of their child before bringing them to KinderHaus. In order to reduce the spread of any illness, do not bring your child if they are displaying symptoms that indicate they are not feeling well. And whenever bringing dropping them off, please make sure they wash hands thoroughly.

Individualized Action Plans For Children With Medical Needs

Children with complex or chronic health conditions will have a personalized "Special Care Plan" or "Individualized Action Plan" developed by their healthcare provider, outlining specific treatment strategies, medication management, monitoring protocols, and communication guidelines to ensure optimal care is tailored to their unique needs. The plan will clearly state all the steps that should be followed by the child care staff should an urgent situation arise. This plan will be reviewed and updated regularly based on the child's progress and any changes in their medical status.

Identifying the Prevention of Shaken Baby Syndrome, Abusive Head Trauma, & Child Maltreatment

Kinder Haus has established a policy designed to prevent, recognize, respond to, and report instances of Shaken Baby Syndrome, Abusive Head Trauma, & Child Maltreatment. Our center believes that keeping children safe is a priority. Shaken Baby Syndrome is defined as a serious brain injury resulting from forcefully shaking an infant or toddler. Permanent brain damage or death might be a result.

Procedure and Practices

A. Recognizing Symptoms

-Irritability and/or high-pitched crying
-Seizures
-Bruises on upper arm, rib cage, or head (may be a result from gripping or hitting the head)
-Lack of Appetite
-Vomiting
-Poor feeding/sucking
-Lack of smiling or vocalizations
-Difficulty staying awake or altered consciousness
-Difficulty breathing and/or blue color due to lack of oxygen
-Inability to lift head or rigidity
-Inability to focus the eyes or track movement
-Unequal pupil size

B. Response

If Shaken Baby Syndrome or Abusive Head Trauma are suspected, employees will
-Immediately call 911 and inform the Office Staff
-Administer CPR if the child has stopped breathing
-The office will call the parents/guardians

C. Reporting -A call will be placed to PA Childline 1-800-932-0313

Strategies for coping with a fussing, crying, or distraught child

Staff will first determine if the child has any physical needs to be met. (Is the child hungry, tired, sick or needs a diaper change?) If all physical needs have been met then:

-Sing of talk to the child in a soothing voice

-Offer a pacifier to the child or try to distract with a rattle or toy

-Turn on music

-Take the child for a ride in a stroller

-Gently rub or stroke the child's back, chest, or stomach

-Rock or walk with the child

If an adult feels like they are going to lose control

-Take a short break by asking for help from another adult or place a child in a safe place (Ex. A crib) and walk away.

Prohibited Behaviors (but are not limited to)

-Shaking or jerking a child

-Tossing a child into the air, crib, chair, or car seat

-Pushing a child into walls, doors, or furniture

KINDERHAUS DISCIPLINE POLICY

AFFIRMATION OF RESPONSIBLE BEHAVIOR

The staff and administration at KinderHaus are committed to creating a safe and positive environment where children are encouraged to consider how their choices may affect themselves as well as others. To reinforce positive choices, the KinderHaus team will engage in a variety of activities such as:

1. Verbally commending the student.
2. Sending affirming notes home.
3. Offering rewards such as extra outdoor time, bonus activity etc.
4. Receiving special privileges/recognition from the administration.
5. Involving the students in the development of classroom guidelines so they are invested in the process.

If, after a variety of attempts to redirect the student, negative behavior continues, the following policy will be applied.

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. Because KinderHaus is a Christian based program, we seek guidance from the Word of God. Our goal is to talk to students about Jesus, and see them "conformed to the image of His Son"! (Romans 8).

2) In addition, we believe 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 KinderHaus. 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 KinderHaus 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 provided for teacher guidance and for parental understanding.

The school is responsible for:

1. Seeing that the classroom guidelines are clearly defined and consistently applied.
2. Defining the offenses and the plan of action when this is required.
3. Use of screening tools, such as Ages and Stages, to more fully assess the situation. This will, at times, result in referral for evaluation. There will also be ongoing observation and an action plan.
4. Dialoguing with parents about their child and the various options to deal with the behavior, attempting to resolve any disciplinary problems.
5. Various classroom tools, such as a “calming corner”, will be utilized in an effort to encourage cooperative behavior..
6. Other resources will be available such as “Caring For Our Children”, which offers multiple ideas and resources.

7. At all times, the Kinder-Haus team will help to provide support and follow up for the family and the child.

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 I - 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, bullying (including threats towards someone else), endangerment of self/others,stealing, verbal aggression, 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, yet still offering support to the child::

1. Not allowing the child to participate in group games

2. Immediate suspension from school by the administration until the administration at Kinder-Haus is able to determine the action that will take place to resolve the problem. If appropriate, this might include the steps necessary to return.

3. Any other appropriate disciplinary activity deemed appropriate by an administrator.

As stated previously, KinderHaus 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 KinderHaus. 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 KinderHaus 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 KinderHaus 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 1st week's tuition is required and will be applied to your first week of care. Sometimes situations occur and a child does not begin at the projected time. Although these fees are non-refundable, there is a grace period of 6 months from the time of receipt where they would be honored and applied. After that time, those funds would be forfeited.

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 per family will be charged thereafter. 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. KinderHaus must receive full payment on a child's last day at KinderHaus. To return to KinderHaus 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, KinderHaus 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 decline, only cash will be accepted as payment.

12) Permission must be given by KinderHaus 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 in writing either by updating the current contract, or completing a new one. A change in the contracted hours must be confirmed in writing in the KinderHaus office, and will not be reflected in tuition until that time.

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) KinderHaus provides care during the In-Service days and holidays, etc. If a parent fails to sign up their child for a full day (ex. in-service day), the child will only be able to attend their regular contracted hours before school (6:15-9:00) and/or after school hours (3:30-5:30). If a child is signed up to attend a full day but decides not to come, the parent will be responsible for the full day charge due to the fact that staffing is based on the sign-up count. ***Please adjust your tuition for the additional time your child is attending KinderHaus. If a child is signed up for a full day, but becomes ill, call in and notify the office and they will not be charged for a full day. You will still be charged for their regular contracted hours.**

15) If you refer a family to KinderHaus and they enroll, your family will receive one-half tuition reduction of your contracted fee for one week.

16) KinderHaus 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.

17) KinderHaus 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) KINDERHAUS IS OPEN FROM 6:15 A.M. TO 5:30 P.M. The first three times a child is picked up late a **$20.00** 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 **$40.00** for each 10 minutes or portion thereafter. **The late pick up fee will be charged per child (not per family).**

INCLEMENT WEATHER OR INFECTIOUS DISEASE CLOSURE POLICY

1) If KinderHaus closes for up to two consecutive days, normal contracted tuition will be charged. Beginning on the third day of closure and beyond, we will notify families regarding any adjustment to tuition. There would be no adjustment to tuition in the event of a delayed opening or early closure.

2) **On rare occasions** it may be necessary for KinderHaus to close a classroom, a department, and very rarely the whole school due to the presence and spread of an infectious disease. If this occurs, parents will be notified through the Remind App. Social contact is one of the necessary realities of our day to day services, and even after following the designated protocol for sanitizing and disinfecting, illness may occur at a faster rate, one that requires more extreme measures like a closure in order to control the spread. In those **rare instances**, no adjustments will be made to tuition unless there is complete closure of KinderHaus for more than two consecutive days.

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. **In order to receive ½ tuition for a "sick week", we would ask for a note from your child's physician. If no note is received, the full tuition will be charged.**

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 KinderHaus 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 KinderHaus. 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 KinderHaus. The child must be absent from KinderHaus 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) Beginning January 1, 2025, our vacation policy states that for vacation days the family will pay ⅓ off the regular tuition charge. Children of families who are enrolled year round are permitted two (2) weeks vacation reflecting their contracted days (ex. If you contract for 2 days per week you receive 4 vacation days; 3 days per week you may take 6 days vacation, etc.), This would also include the sibling of a year round student who might just be enrolled for the summer. January-December will be charged a ⅓ of their regular tuition. Vacation is defined as time when the child is not attending KinderHaus. 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 days. 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.

Enrollment Month	Eligible Vacation Days Enrolled 5 days per week	Eligible Vacation Days Enrolled 2-4 days per week
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.

POLICY REGARDING THE INFANT WAITING LIST

If you place your infant (born or unborn) on the KinderHaus Waiting List, please be aware of a policy that has been established at KinderHaus (January 2025). This policy is to help avoid openings continuing unused for weeks or months at a time – especially when others are waiting to enroll at KinderHaus.

When you go on the waiting list you will be asked to indicate the ideal time for your infant to begin. Oftentimes, this is 6-12 weeks after their birth.

As we are monitoring classroom availability, we may come to your name on the waiting list and contact you about an opening. If we do, you will be asked to accept or decline that opening. If the start date is coming sooner than you had hoped, you will have the following options:

Option 1) Accept the opening and begin right away.

Option 2) Accept the opening and pay the registration fee ($75) plus ½ tuition charge each week - up until the time you would like to actually begin. That would be based on what you have requested at the time of enrollment (part-time, full-time). In this way, you are securing your spot. One week prior to starting, you would begin to pay the full week's tuition, since our policy is to pay in advance for the upcoming week.

Option 3) Decline the opening for the time being and take the chance of an opening being available closer to the time you want to actually begin.

This policy will apply to all families, whether they are brand new or those whose child/children are currently attending. However, currently enrolled families will not have to pay an additional fee in order to go on the waiting list.

FAMILIES ENROLLED WITH EARLY LEARNING RESOURCE CENTER (ELRC)

1) Policies in the KinderHaus Handbook are to be followed along with ELRC guidelines.

2) When you are approved for funding ELRC must send an enrollment summary to the KinderHaus 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 KinderHaus contracted day and what is listed on your Enrollment Summary from ELRC, these are the steps to follow:

    a. Ask at the KinderHaus 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 KinderHaus office.
    d. If your request is not approved by ELRC and you decide to come to KinderHaus, then you will be required to pay regular tuition as listed on the KinderHaus tuition sheet.

4) Vacation and sick policies explained earlier in the KinderHaus policy section of this handbook also apply to ELRC families.

5) ELRC does not pay for field trips. 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, KinderHaus reserves the right to disenroll immediately.

7) In some cases, ELRC might not pay the full KinderHaus 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 KinderHaus 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 KinderHaus office administration. If ELRC does not pay for these two weeks, you are responsible to pay the regular KinderHaus rate.

10) ELRC families must follow all other KinderHaus policies explained in the KinderHaus handbook.

11) KinderHaus 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 Procare 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 (**Ages and Stages**) and an evaluation 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) KinderHaus 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 KinderHaus director. These meetings should include the child's family members, teacher, specialist and the KinderHaus Director or an administrator.

7) **Movement to the next classroom.** Typically KinderHaus transitions infants, toddlers, and young prek students as a group in the beginning of the summer session and fall session as age, development, and space allows. School Age groups typically move in the fall. 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 a variety of factors.

8) Should your child enroll at another educational setting, KinderHaus 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 KinderHaus office.

Milestones

Some milestones that will be reached before your child moves into the next classroom are:

6 Weeks to 13 Months Objectives

Fine & Gross Motor Skills

- **Introduced on how to use a spoon**
- **Begin to Walk**

Social/Emotional Development

- **Mimic sounds and actions**
- **Respond to their name**

Cognitive Development

- **Recognize objects when verbally prompted**
- **Recognize rhythm through words or music (clapping, dancing, etc)**
- **Demonstrate a sense of security with the daily routine**

Language Development

- **Mimic m, b, or d sounds**
- **Express wants or needs through gestures or sounds**
- **Begin to use 1-word sentences**

Spiritual Development

- **Listen to simple Bible stories**
- **Develop trust in parents and caregivers – leading to trust in God**

13 Months to 24 Months Objectives

Fine & Gross Motor Skills

- **Improve self-feeding skills (although still messy)**
- **Run, Climb, walk on tiptoes, jump and turn in a circle**
- **Throw, kick, and roll a ball**
- **Start to grasp a large crayon**

Social/Emotional Development

- **Have good feeling about own accomplishments**
- **Grows from solitary play to parallel play**
- **Uses repetition and begins to structure own imitative play**

Cognitive Development

- **Recognize familiar animals and objects**
- **Carry out one or two-part direction**
- **Put simple puzzles together**
- **Sit on carpet for a short time**
- **Memorize simple phrases**

Language Development

- **One-word sentences to simple phrases**
- **Mimic words and sounds**
- **Use rhythmic "singing" nonsense jargon - important "timing" for future language development**

Spiritual Development

- **Listen to simple Bible stories and share in song time of familiar tunes**
- **Develop trust in parents and caregivers – leading to trust in God**
- **Fold hands for prayer**

Toddlers to Prek Objectives

Fine & Gross Motor Skills

- **Use utensils to eat. Not their hands**
- **Run, Climb, walk on tiptoes, jump and turn in a circle, fewer falls**
- **Grasp crayons, markers, etc.**
- **Throw a large ball**

Social/Emotional Development

- **Start to show empathy**
- **Use the restroom with very little help**
- **Wash their hands independently**

Cognitive Development

- **Complete simple classification tasks**
- **Put simple puzzles together**
- **Names pictures of objects in a book**

Language Development

- **Uses 50 to 300 words**
- **Utters 3–4-word statements**
- **Asks repeatedly What's that?**

Spiritual Development

- **Listen to Bible stories**
- **Develop trust in parents and caregivers – leading to trust in God**
- **Fold hands and say prayers before meals and snack**

PreK to School Age Objectives

Fine & Gross Motor Skills

- **Shows improvement control of crayons**
- **Builds with blocks (8 blocks or more)**
- **Jumps in place**
- **Balances momentarily on one foot**

Social/Emotional Development

- **Enjoys friendships**
- **Use the restroom independently**
- **Learns to share and take turns**

Cognitive Development

- **Complete simple classification tasks**
- **Put simple puzzles together**
- **Names pictures of objects in a book**

Language Development

- **Uses 1500 words or more**
- **Uses would & could**
- **Use past tense of verbs**

Spiritual Development

- **Listen to Bible stories/participate in Chapel**
- **Develop trust in parents and caregivers – leading to trust in God**

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:
    - Pulling at a wet or dirty diaper
    - Hiding to pee or poop
    - Showing Interest in others' use of the potty, or copying their behavior
    - Having a dry diaper for a longer-than-usual time
    - Awakening dry from a nap
    - 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 an accident. This will be considered a "trial period" where the progress may be monitored.
- 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, and is able to go two weeks in underwear accident free, the Lead Teachers, Supervisor and Director may determine they are demonstrating success in potty training. This will not always result in a move to another older classroom, unless there is availability. The decision to move any child at any time is not made based on the oldest child in the room, but instead on the child's readiness level and availability in the classroom being considered. When a child moves from "non-potty trained" status to "potty trained" status, the tuition may be adjusted accordingly.

- Children who are potty training should bring in 5 sets of clothing and 1 extra pair of shoes.

- The lead teacher may ask a parent to revert back 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.

Crickets (Transitional 3's)

- We are currently able to offer a Young 3's or Transitional 3's Classroom. Some of the children may still be working on potty training and the above guidelines apply to them as well.

BEFORE & AFTER SCHOOL PROGRAM

IN-SERVICE & SNOW DAYS

1) If the public schools are closed because of snow, KinderHaus 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 KinderHaus.**

2) KinderHaus 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. If a parent fails to sign up their child for a full day (ex. in-service day), the child will only be able to attend their regular contracted hours before school (6:15-9:00) and/or after school hours (3:30-5:30). It is imperative that we have exact numbers ahead of time in order to plan adequate staffing. If a child is signed up to attend a full day but decides not to come, the parent will be responsible for the full day charge due to the fact that staffing is based on the sign-up count. 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 KinderHaus. If a child is signed up for a full day, but becomes ill, call in and notify the office and they will not be charged for a full day. You will still be charged for their regular contracted hours.**

3) KinderHaus 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 KinderHaus.**

4) For tuition rates please refer to the KinderHaus 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.

Continuity of Care Through KinderHaus

Here at KinderHaus, we endeavor to support families through times of transition during the early childhood years. We believe successful transition, whether from class to class in our program, or from Kinder-Haus to the next step (public or private school) can best be achieved through relationship-based care as noted in research: continuity of care, appropriate group size, primary caregiving, active and ongoing communication, an individualized approach, inclusive services and culturally responsive care.

1) We attempt to familiarize new families with our program and assist them as they adapt to new routines. In the same way, we support families when their child prepares to leave our program and enter a new one. For example, we invite the principals from local elementary schools to visit and engage in reading time with our Pre-Kindergarten children. This is followed by a question-answer time, all in an effort to increase their familiarity with their new school.

2) We reinforce the importance of the parents and guardians by repeating positive, encouraging messages from them. KinderHaus staff reinforces the idea that we, their parents and new teachers will guide them through a smooth transition.

3) By maintaining a healthy, trusting environment, teachers encourage families to share valuable information that supports the child as they approach various stages. This information enables the teacher to come alongside the child most effectively.

4) We encourage staff team planning and reflection for the purpose of communication and developing best practices as it relates to transitioning students.

5) We encourage staff to maintain ongoing communication with families through adopted methods such as Remind and monthly newsletters.

6) Assure families that the friendships they have started at KinderHaus will continue for years to come.

7) As a child prepares to move from one setting (KinderHaus) to another setting (such as public school), support and encourage communication and share helpful resources. For example, if a child is approaching the age at which they may stay at home alone for a period of time, provide resources such as “Prepare Before Your Child Needs To Be Home Alone” – a checklist of questions to be considered and discussed. This is available in the Kinder Haus office. Also, there are many children’s books like, “All Alone After School” by Muriel Stanek, which allows parents and children to prepare and address this time of transition.

The staff of KinderHaus believe that continuity of care is a key factor in ensuring quality early childhood experiences for all children, particularly for those who are more vulnerable. Continuity of care for children and families ensures the strongest return on investments in early childhood. Children's research has shown that students have better educational and developmental outcomes when they have continuity in their child-care arrangements. These safe, stable environments allow young children the opportunity to develop the relationships and trust necessary to comfortably explore and learn from their surroundings, as well as transition to a new one. Because we are committed to this idea, we invite KinderHaus families into this partnership. We consider it a privilege to provide the additional support needed in this process.

Emergency Management Plan
Continuity of Care

KinderHaus 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 care center to have an emergency plan. Our Emergency Management Plan provides for response to all types of emergencies. Depending on the circumstances 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(Example a fire, etc.)
- In-Place Sheltering/Lockdown-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 such as chronic medical conditions, disabilities, mobility issues, (Such as nonwalkers), and infant and toddlers. KinderHaus will utilize evacuation cribs, strollers, and wagons for any child who has mobility issues. This includes infants and young toddlers. Older toddlers should use walking ropes or the teacher should hold the child's hand. The classroom teacher is responsible to take along any life saving medications (for example, Epipen, inhalers, or any associated equipment, etc) in their backpack. Infant and toddler backpacks should include age appropriate essentials such as diapers, wipes, formula, bottles, snacks for older children. Consideration will also be given to children with a sensory diagnosis who may require items to assist with calming.(Such as fidget toys, noise canceling ear muffs)

Announcements relating to any of the emergency actions listed above will be online by WGAL, our Facebook Page and Remind. We ask that you 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 proactive actions. We will also contact you when we have resolved the situation and it is safe for you to pick up your child. KinderHaus 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 emergencies 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 KinderHaus Office at (717) 355-7801.

KinderHaus will conduct Emergency Drills Annually. Fire Drills are conducted Monthly.

Due to State Regulation, KinderHaus 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 will 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.

Should a major event occur that would cause severe damage or destroy our facility, the following would occur:

1. An emergency meeting of our board would be called to discuss the parameters of the emergency situation.(amount of damage, ability of the facility to be repaired, length of time to restore the property to full usage, etc) and the steps that would be taken. If it only required a brief interruption to service, KinderHaus would make every effort to expedite the repair of the facility in order to return to normal operations. In such a case, parents would find an interim arrangement for the care of their child while repairs are being done.
2. If it was determined that the damage from the emergency event was too severe or irreparable, sadly we would not be able to continue operations at another location. Therefore, by necessity, parents and guardians would need to seek an alternative early childhood program for the care of their child.
3. We would work to assist families with that transition utilizing any records that would be required.

4. In addition, emotional support through the New Holland Church of the Nazarene would be offered to the KinderHaus children and families in response to the traumatic event.
5. All proper documentation would be submitted to DHS detailing the event and the followup steps that were taken.

Helpful Resources For KinderHaus Families

Welcome to KinderHaus Child Care Learning Center, where we believe in partnering with families to support your child's growth and development. We are dedicated to providing not just a nurturing environment, but also a strong support system for your family. To help you access the tools and information you need to advocate for your child, and meet the specific needs of your family, we've compiled a short list of resources below.

I**U13** – KinderHaus will assist families in making contact and accessing the The services needed for your child. This may include areas such as speech and language development, occupational therapy or behavioral assistance. For more detailed steps, please stop by the KinderHaus office so we may guide you through the process. 717-355-7801

New Holland Church of the Nazarene – 717-355-7800, info@nhcnazarene.org

Pastors are available for family support, counsel, referrals for a variety of family assistance including food insecurity or other tangible needs.

Blessings of Hope – 717-824-1227 – Food Vouchers or a monthly food box distribution (held at New Holland Church of the Nazarene).

Good Samaritan (Ephrata, Pa.) 1-888-477-0025 – Food, Clothing, Housing

Anchored Ministries – Mobile Clothing Closet, locations to be announced

CrossNet Ministries – 717-355-2454, office @elancocross.org – Food, Clothing, backpack distribution, winter coat distribution

Counseling Resources: Focus On The Family Counselor Network – 1-855-7671-4357; ChristianCounselors.net (website) Providing Counseling For Families based on the specific needs.