

Parent Handbook

Hours of Operation

7:30-5:00 Mon-Fri

Half-day

7:30-12:30 4 or 5 days (includes lunch)

School closures 2018/2019

September 3rd: Labor Day

October 8th: Indigenous Peoples Day (Columbus Day)

November 21nd-23rd: Thanksgiving Break

December 24th- January 1st: Winter Break

January 21st: Martin Luther Kind Day

February 18th: Presidents day

March 25th-29th: Spring Break

April No school closures

May 27th: Memorial Day

July 1st —5th: Fourth of July week (Summer break)

August 7th—9th: In-Service Days (preparing for the new school year)

Teacher Illness

Kinder Spirit has the option of being closed due to teacher illness for 5 days in the school year (Sept-Aug). All effort will be made to let parents know the night before if the teacher is too ill to care for children the following day but the phone call or text might come in the early morning hours to allow enough time for parents to prepare. Morning calls will be made by 6:30am. Please understand that as KSP grows and hires staff, these five days will not necessarily be needed to be used unless both teachers are ill.

Rhythm

Each day of the week, the children can count on certain activities that bring about a sense of community and security. Monday is oat rolling day, Tuesday is butter making day, Wednesday is

bread making day, Thursday is soup day, and Friday is wood polishing day. All of these activities are offered to the children as an invitation to engage in the activity but are not required.

Guidance/Discipline

The rules in the classroom are simple and reflective of the rules that bind our society. We are gentle with other people; we learn about consent. We leave things as we find them, or even better than we find them. We do not take other people's things without their permission. Compassion, caring, and understanding of others are important aspects of behavior at Kinder Spirit Preschool.

At school, we find that with a strong rhythm and clear and firm boundaries, conflicts are more easily managed. Keep in mind that young toddler years through preschool is a time of learning healthy social interactions with other children, and adults. In this process of growing and learning, children will at times become frustrated, talk unkindly or use their body in unsafe ways. As the teachers we are there to be a model of kindness, and as a guide to help model or demonstrate positive ways to work through frustrating moments. Being constantly alert to the children's interactions throughout the morning allows us to sense when behaviors are starting to move into a potentially difficult situation, we will often step in and redirect the play or behavior. If a child hurts another child, we may suggest that the child may need to come do some good work with us, or maybe they can bring the hurt child a drink or help sooth them. When another child is hurt we will comfort them as a model of kind and caring behavior, for the children. Our job is to be models and demonstrate how a child could act in a positive manner when dealing with difficult situations, by giving them the words they could use to help them express themselves. If behavior is ongoing and potentially harmful to the other children we will be much more strong, stating that the behavior is not allowed at school.

Children under three do not always and consistently know what is meant when they hear words like "No". It is with great respect for their learning process that the teachers in the classroom help them to know what "No" means. Whenever possible, we use positive phrasing, inviting children to 'do' rather than telling what not to do. We also use a "when" and "then" approach to learning proper behavior. "When you put your shoes on, then we may go outside."

When a child does not respond to positive redirection or modeling of the proper behavior or use of classroom materials, a meeting will be called with the parents to find better ways to support the child. If the child still cannot be safe in the classroom, they will be asked to leave the program.

Illness and Medication

Kinder Spirit Preschool cannot care for your child if they are ill. If your child becomes ill at school, we can care for him or her only temporarily (up to one hour) while arrangements for pickup are being made. It is reasonable to expect at least ten colds a year, and possibly as many days of absence when new to the community. School is a very stimulating environment with less adult to child contact than the home environment. Often your child will display more energy and ability to persevere in the home environment than they are able to maintain at school. Please give your child adequate time to recover from illnesses. We strive for a healthy community. The following are the guidelines for the KSP's exclusion policies based on the State of Oregon Office of Childcare.

IF YOUR CHILD LEAVES SICK, YOU MUST WAIT AT LEAST 24 HOURS BEFORE RETURNING.

**IN THE EVENT OF AN INTESTINAL ILLNESS,
36 HOURS MUST PASS FROM THE TIME OF LAST INCIDENT BEFORE
RETURNING TO SCHOOL.**

The following guidelines for illness are set forth by the Oregon Office of Child Care licensing guidelines. As part of our license, Kinder Spirit Preschool is obliged to enforce them.

“A provider shall not admit, or retain in care a child who:

(a) Is diagnosed as having or being a carrier of a child care-retractable disease, as defined in Department of Human Services administrative rules, OAR 33-19-0010; or

(b) Has one of the following symptoms, or combination of symptoms, of illness:
Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)

Vomiting

Fever over 99 degrees F (taken under the arm)

Severe cough

Unusual yellow color to skin or eyes

Skin or eye lesions or rashes that is severe, weeping, or pus-filled; (this includes hand foot and mouth sores)

Stiff neck and headache with one or more of the symptoms listed above

Difficult breathing or abdominal wheezing

Complaints of severe pain”*

***A Note on Teething:** If your child is suffering from teething pain and you choose not to provide analgesic medication (teething tablets, teething gel or Tylenol/ibuprofen) you may be called to pick up your child.

****We can not retain children in care who are complaining of severe pain, or who can not participate in regular activities because they are in so much discomfort.**

A Note about Antibiotics: If your child is prescribed antibiotics (for any reason) your child needs to complete 24 hours of the medication before returning to school.

A Note about colds: While it may seem like your child is often sick with a perpetual runny nose, their immune system is gaining strength. Usually your child is most contagious before they present with any symptoms and for the first day or two, while their mucus is still clear. Ideally, this is the time to keep your child home. We have found that children who remain at home engaged in low-level activities recover far sooner than their colleagues who are not afforded this opportunity. It is also a kind way to spare the community of your child's illness. If your child has a cold, but is not too sick to be in school, it may be prudent to plan that school be the only activity of the day, so that your child has plenty of down time. While children may seem full of energy at home, being at school is very draining, and down time becomes important in supporting your child's energy level while they are at school.

A Note about Vomiting and Diarrhea: We have had many intestinal viruses infect the children in the past years. We will usually insist that your child be removed from the community after one diarrhea episode if there is a known intestinal illness being passed around, and require that your child return to school after 36 hours from their last episode of vomiting or diarrhea. As per the Multnomah County Health specialist, all soiled clothing will be sent home with your child.

A Note about Hand Foot and Mouth (coxsackievirus): Children may return to care when they have been fever free for 24 hours and any skin sores are healed (flat and no fluid). No open sores in mouth.

Head Lice

Kinder Spirit Preschool has a 'no nit' policy. It is requested that children with shoulder length hair wear it in ponytails, braids or somehow up off the collar. If your child does not have a hair tie one may be provided for them. Please check your child for the presence of nits regularly. If nits or live lice are found, your child must be excluded and treated immediately. Upon return, your child will be screened by Kinder Spirit teachers, or parents may present a note from 'Lice Knowing You'. A fee for service resource that helps families eliminate lice in their homes.

Diaper Changing Protocol

Infants and Toddlers are changed in the bathroom on a changing table securely placed in the bathtub or on the changing table which folds out from the wall over the toilet. The changing table is cleaned and sanitized between uses. The child's hands are washed after completing the diaper change or helping on the toilet. The caregiver washes hands before and after diapering or helping with the toilet. Connection and respect are provided by the person changing the diaper. We use "matter of fact" wording with diaper changing and bodily functions. "Yes, your diaper is full, let's change you so you're more comfortable." We do not use phrases or words that will make the child feel ashamed or bad that they have a full diaper.

Children who are Toilet Learning Ready use a child seat on the toilet in the bathroom with a foot stool for their feet. The child seat is cleaned and sanitized between uses.

KSP has been trained in what signs to look for to determine if a child is either, showing “early readiness,” “close to ready,” or “ready” for toilet learning. We will communicate our observations to parents and make a decision together with parents as when to officially start toilet learning.