

Kindertulle



German Immersion **Preschool**

A fully licensed preschool program of the
Germanic-American Institute

Parent Handbook 2018/19

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***** Kinderstube reserves the right to change and adjust current policies at any time at our discretion. All efforts will be made to communicate changes in policies to enrolled families.*****

Herzlich Willkommen zur Kinderstube!

We want to welcome your child and family to our German Immersion Preschool!

KINDERSTUBE is a fully licensed, educational preschool for children ages 3 years – 5 years. KINDERSTUBE is a program of the Germanic-American Institute (GAI). The GAI is a 501(c) (3) non-profit organization fostering appreciation and understanding of the culture, language, arts and ongoing history of the German-speaking people through public educational and cultural programs.

Location and Contact Information

KINDERSTUBE Minneapolis

Located at Mayflower Church
106 E. Diamond Lake Road
Minneapolis, MN 55419
Room 1: 612-501-5240
Room 2: 612-481-0107

KINDERSTUBE St. Paul

Located at the Germanic-American Institute
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St. Paul, MN 55102
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Facebook: <https://www.facebook.com/kinderstubepreschool>

Tax ID number (FEIN): 41-6025383

Hours of Operation

Kinderstube operates Monday-Friday from 7:30 am-4:30 pm in Minneapolis and St. Paul. Parents are not allowed to leave their child in the care of Kinderstube staff outside of these hours.

Children served

Kinderstube is licensed to care for 20 children at our St Paul location and 38 children at our Minneapolis location. Anytime more than 10 children are in attendance at Kinderstube, there will be either a teacher and an assistant, or a teacher and a classroom aid on duty. Minnesota child care licensing requires a teacher to child ratio of 1:10, although we strive to operate on a 1:7 teacher to child ratio.

Our goal

The goal of KINDERSTUBE is to enhance the natural development of the child as a whole and give a stable foundation for your child's future. Kinderstube provides a safe, happy and nurturing environment for your child. Our program is designed with an inherent focus on the social, emotional and cognitive development of your child, within the context of immersion in the German language.

Daily Schedule

The daily schedule at KINDERSTUBE provides for both indoor and outdoor activities, for activities that are both quiet and active, and teacher-directed and child-initiated activities that require the use of varied equipment and materials. Special care has been taken in planning our curriculum to ensure the smooth integration of all children who are at KINDERSTUBE, whether part-time or full-time. We also ensure that linguistic needs of both English-speaking and German-speaking children are met.

Families may drop their child off as early as 7:30 AM for the morning program. We encourage families to arrive at Kinderstube prior to 9:00 AM in order to allow ample transition and play time and to minimize distraction to the group activities that start at 9:00 AM. It is recommended that your child participates in both the morning and afternoon program on his/her days of attendance to maximize the benefits of immersion learning.

7:30 – 11:30 A.M. Morning Program

7:30-9:00 AM: AM check-in / Free Play Options / Small group Art

- Parent/Student arrival and communication / Saying "Guten Morgen" to teachers and "Tschüss!" or Good Bye" to Mom and Dad
- Students may choose toys and play areas of their liking
- Students may participate on the offered art projects

9:00-10:00 AM: Circle Time

- Literacy and/or music time, singing, oral language,
- Preschool concepts such as calendar, week days, weather and theme-related topic of the week
- Exploring with all senses, dramatic/practical life activities

10:00-10:30 AM: Bathroom break/Snack time

- German language acquisition about food, nutrition and meals
- Hygiene and table manners

10:30-11:15 AM: Outdoor Play: (dress appropriately!)

- Large muscle activities at the playground or park visit
- Independent & group games

11:30 AM: Morning Program ends, Morning program students leave

- Parent-teacher departure communication for children who attend morning program only

11:30 - 1:30 P.M. Lunch time and Nap time

11:30-12:30 PM: Bathroom break / Lunch time

12:30 – 1:30 PM: Nap / Rest Time / Bathroom Break

1:30 - 4:30 P.M. Afternoon Program

1:30: PM check-in for children attending afternoons only

- Parent/Student arrival and communication / Saying “Goodbye” to Mom and Dad

1:30-2:00 PM: End of resting time/ transition to free play and afternoon Circle Time

- Cleaning up of nap time belongings/ cots
- Free play opportunities
- Bathroom breaks

1:30-2:30 PM: Free Play Options / Small group Art or Science group projects

- Students may choose toys and play areas of their liking
- Students may participate on offered art/science or other group projects

2:30-3:00 PM: Afternoon Circle time / Music Exploration / Games

- Literacy, storytelling/ story acting, music curriculum and song choices, oral language
- Dramatic/Practical Life Activities

3:00-3:30 PM: Bathroom break/Snack time

- German language acquisition about food, nutrition and meals
- Hygiene and table manners

3:30-4:30 PM: Outdoor Play: (dress appropriately!)

- Large Muscle Activities, Playground playtime or park visit
- Independent & Group Games

4:30pm: Full day and afternoon program ends / Pick up time / P.M. Check out

- Students are picked up, Parent-Teacher communication

Arrival and Departure

To ensure a safe transition, children **must be signed-in and signed-out by their parent/guardian** each day on the Sign-In/Sign-Out sheet. Parents are required to notify the staff in writing if someone else other than the authorized persons will pick up the child. Kinderstube staff will not release a child to an unauthorized person. Kinderstube staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child’s file. Kinderstube staff is not permitted to transport students to or from Kinderstube.

Upon arrival and departure, a parent/guardian must bring the child to/from the building. Please be in control of your child during drop off/pick up times and do not allow children to run out to your car while you are still inside. Younger or older siblings are not permitted to stay and play on the playground during pick-up times, as this violates our licensing agreement and exceeds the maximum age difference for students allowed in our program.

Kinderstube assumes no responsibility for children once they are picked up by parents/guardians.

Late pick up fees

It is imperative that families honor their contracted pick-up times, as we schedule staff and plan activities accordingly. Please allow yourself adequate time for unexpected traffic, a brief chat with the teachers and the time needed to gather your child's belongings before exiting the building.

Mid day late pick up: If a parent picks up their child late from the morning program (after 11:30AM or after 1:30PM; depending on their contracted schedule), late fees will accrue at \$1.00/per minute while the child is still at Kinderstube. Payment for late fees are due at the time of pick up. We reserve the right to add this fee to your next month's invoice. Staff will verify late pick-up times.

End of day pick up: Kinderstube program ends at 4:30 pm. All students must be picked up by 4:30pm. The teacher on duty must be the last person to depart the building. We offer a 15 minute grace period from 4:30-4:45 PM, to be used only for emergencies and as an exception. It is imperative that families pick up their child and be exiting the building no later than 4:30 PM. Please consider the fact that pick-ups after closing can cause anxiety for the children involved and impact the teacher's personal time to be with their family. In addition, we are not licensed to care for children after 4:45 pm.

For families who depart Kinderstube after 4:45 pm, there is a \$1.00/minute late fee with a \$5.00 minimum. The parent/guardian must pay the teacher directly at the time of pick up. We reserve the right to add this fee to your next month's invoice. Staff will verify late pick-up times.

Teaching philosophy

The educational program of the KINDERSTUBE German Immersion Preschool is modeled after the German Kindergarten and the American Preschool. We create an environment that educates the child as a whole person. One focus of the program is the development of social skills through multi-age interaction. Another is our philosophy that child's play should not be directed by, but rather enhanced by adult interaction. Our goal is to offer all the children the fundamental building blocks needed for later learning, and to encourage the natural curiosity and love of learning that all children share. To this end, we focus on the following principles, which are described in greater detail below:

1. Immersion in the German language and exposure to many aspects of the German culture
2. Movement, play and hands-on learning
3. The importance of music
4. Consistent daily rhythm/structure
5. Imagination and creativity
6. Communication and social contacts
7. Emotional development

Immersion in the German Language

We complete our daily educational program in German, yet the focus of Kinderstube is not entirely on the language. The social, emotional and cognitive development of our children is nurtured just like at other high-quality preschool programs. The fact that all this happens in German makes our program unique, but the main focus is not the German language (that just happens naturally!); it is the healthy development of a well-rounded child.

The language used at KINDERSTUBE is natural, spoken German, repeated often and accompanied by appropriate gestures, to enable non-fluent speakers to gradually acquire German in a way that they learned their first language. The teaching staff is all native or fluent German speakers. English is used only to clarify confusion or provide comfort when necessary.

Children who are already fluent German-speakers are able to reinforce and expand their existing vocabularies, as well as fine-tune grammatical details as they hear phrases repeated. All children are attracted to the cognitive aspects and fun of the activities.

Movement, play and hands-on learning

Studies have shown that children acquire cognitive skills more effectively when both the body and the mind are involved in the learning process. By allowing children time for free play, as well as providing a variety of hands-on learning activities appropriate for their age and developmental level, we encourage them to explore and discover their world, guided by their own natural curiosity. Children are allowed to choose the activities that most appeal to their individual abilities and interests. All learning is child-centered; repetition of basic concepts in a variety of ways allows children to really process and remember what they've learned.

Imagination and creativity

Children are given the chance to let their own eyes, hands and imaginations decide what something is (or can be) and how it works. They grow in self-confidence as they take pride in their own ideas and creativity. The skills they develop in imaginative play are important building blocks for later learning in math, science and language.

Importance of music

Music provides an important dimension of mind-and-body learning, and is also a channel for expression and creativity. In addition, the patterns and rhythms inherent in music aid in the acquisition of language. Through music, children lay the groundwork for increased success in learning their second language, and enhance their verbal abilities in their first language.

Communication and social contacts

Our teachers guide children through interpersonal experiences, supporting them as they work out difficulties on their own, modeling and encouraging tolerant, friendly and respectful treatment of others, and offering stories or skits that demonstrate these ideas. Interactive songs and games in a multi-age setting enhance children's ability to interact with one another.

Emotional development

Emotional well-being is crucial for physical, social and cognitive development. In our preschool environment, we teach children to identify and express their emotions in socially appropriate ways. Children are also encouraged to do many small tasks, like cleaning up their toys, setting the table, making their beds, watering the plants, etc. Being able to do things for themselves develops children's self-esteem, which is an important part of their emotional well-being.

Consistent daily rhythm and structure

Our curriculum was developed to be child-centered. A consistent schedule with daily routines enables teachers to be more effective and helps children feel safe and comfortable in the preschool environment. We are a licensed preschool facility and provide all required activities, but the flow of activities is directed by the mood and imagination of the children and guided by the teachers.

Toilet Training

All children enrolled in Kinderstube must be toilet trained by the beginning of school unless the child has a documented medical disability. Our 3-5 year old classrooms are not equipped for changing diapers, and bathrooms are not always near the classroom. We realize that each child is different and has his or her own developmental timetable.

Occasional accidents will occur and the following guidelines will be followed:

- Teachers and parents share information and make a plan consistent with home and school (such as agreed upon toileting times of the day, i.e. before and after snack, lunch, nap, etc.)
- Children are supervised while using the bathroom and are praised for their efforts and accomplishments.
- Children are never reprimanded emotionally or physically for soiling, wetting, or not using the toilet. The individual developmental abilities of each child are considered.
- Reminders and encouragement to use the bathroom are provided throughout the day.
- Families should provide sufficient extra clothing for young children who recently completed potty training. If an accident occurs, the child is changed into clean clothes. Any extra clothes that are worn home should be replaced the next day.

Toileting procedures

Underwear versus diapers: Children are asked to arrive at preschool in underwear. Disposable diapers or pull ups are not permitted, as they limit the child's learning of proper bathroom hygiene rituals. Children who are recently potty-trained should provide ample amounts of underwear, pants, socks, shoes and wet wipes. Please inquire with the teacher regarding needed refills.

Soiled clothing: When your child wets or has a bowel movement in his/her clothing, we will put it in a plastic bag without rinsing it out. This often surprises parents. However, we are following recommended standards for infection control which specify that child care centers not rinse out clothing after children urinate, have bowel movements or vomit in them.

Repeated accidents: If a child has repeated accidents at school, the teachers and/or director will meet with parents to reassess the process. Repeated daily accidents, which require that one staff member spends extended time with the child (changing soiled clothing, cleaning soiled child, working on potty-training techniques and time spent alongside the child during toileting sessions) will leave the second classroom teacher alone with the majority of the class for an extended period of time, outside the guidelines of our licensed student- teacher ratio. This can lead to an unsafe classroom environment and limited supervision for the remaining children in our care.

Consistent toilet training problems may lead to a recommendation of a part-time schedule or the possible dismissal from the program until toilet training has been successfully completed at home.

Behavior guidance methods

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children and follow the directions of an adult other than their parent. The philosophy of Kinderstube is to encourage the development of all aspects of the children, including their emotional and social development. Our curriculum provides for interesting, engaging activities which are designed to involve all children in meaningful ways throughout the day. We strive to promote a sense of community which is necessary to interact respectfully towards one another. Children experience positive models of acceptable behavior, such as cooperating and turn taking. A caring and positive approach will be taken regarding behavior management and discipline. Teachers will focus on positive behaviors of children and reinforce those behaviors as often as possible with the goal to help children develop self-control and responsibility for their actions.

At Kinderstube, we actively involve children in resolving any conflicts. Children are encouraged to talk about their feelings and their ideas to solve their conflicts without the use of force. When children resolve a conflict themselves, they build their self-confidence. This increases their feeling of self-esteem and allows them to find solutions for themselves that really work.

Methods of redirection: Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. Kinderstube must ensure that the safety of all children and staff persons is protected at all times. Any children who behave in a manner which threatens the safety of others, of themselves, or of the environment, are immediately given time to take a break or relax under staff guidance until the unacceptable behavior has stopped.

Kinderstube has developed written behavior policies and procedures and will ensure that they will be carried out as described below:

- Each Child will be provided with a positive role model of acceptable behavior.
- Behavior guidance will be tailored to the developmental level of preschool aged children
- Children and groups will be redirected away from problem and towards constructive activities in order to reduce conflict.
- Children will be taught how to use acceptable alternatives (verbal conflict resolution tools) in order to reduce conflict and limit physical conflict resolution methods
- The safety of all children and staff persons will be protected at all times.
- Consequences for a child's unacceptable behavior will be immediate and directly related to the behavior.

Persistent unacceptable behavior

Persistent unacceptable behavior and staff response to it is observed and recorded, and a plan to address the behavior is developed in consultation with the child's parent/s and other staff persons and professionals, when appropriate.

The following ***persistent behaviors by a child are considered unacceptable*** and will be subject to subsequent discipline methods as outlined in our Discipline Policy below:

- Inflicts physical and emotional harm on other children, adults, or self, such as biting, hitting, kicking, punching, pushing, hurting with objects, or the likes
- Disrespects people and materials provided in the program

- Requires constant one-on-one attention and/or monitoring from the teaching staff which diverts attention away from the remaining group of children creating an unsafe classroom environment
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff

Prohibited actions

The following actions are prohibited by any staff member or volunteer at Kinderstube. These punishments will not be used on any child, even at a parent's request:

- any type of corporal punishment (which includes but is not limited to: rough handling, shoving, pushing, hair pulling, ear pulling, pinching, shoving, shaking, hitting, biting, spanking, kicking, slapping, etc.)
- withholding of food, light, warmth, clothing or medical care as punishment or forcing meals, snacks or naps
- emotional abuse, or extended separation from the group (such as name calling, ostracism, shaming, derogatory remarks, threatening, humiliating or frightening language)
- punishment for lapse in toilet training
- use of mechanical restraints, such as tying
- use of physical restraints, other than to hold a child when containment is necessary to protect a child or others from harm
- separation from the group: no separation from the group **with the following exceptions:**
The staff person has tried less intrusive methods of redirecting the child's behavior which have been ineffective, and the behavior threatens the safety and well-being of the child or other children.

Separation from the group

If a child requires separation from the group, the child will:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member.
- Be returned to the group if the child stops or brings under control the behavior that had precipitated the situation.
- Be returned to the group as soon as the behavior abates or stops.

All separations must be noted on a daily log that must include the following: staff person's name, child's name, time, date, information indicating what less intrusive methods had been used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children.

Biting policy

We want to insure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. Kinderstube recognizes that biting is a common behavior exhibited by young children.

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common during the Ages of 13-24 months of age.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. Children bite other children for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers, experience panic, crowding, seeking to be noticed, or intense desire for a toy. The staff members will encourage the children to "use their words" if they become angry or frustrated. Toddlers and even young Preschoolers are limited at times to poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

The following steps will be taken if a biting incident occurs at our preschool:

- The biting will be interrupted with a firm "No...we don't bite people!" or "Biting hurts our friends!" The staff's response to the biter will be age-appropriate but will send a firm message of disapproval.
- Staff will stay calm and will not overreact.
- Staff will immediately remove the biter away from the victim. The biter is not allowed to return to play for a predetermined time and is talked to on a level that he/she can understand, then redirected.
- Primary attention will be paid to the bitten child. The bitten child will be comforted, wound examined, and first aid administered.
- If the skin is not broken, the area of the bite will be washed with soap and water and an ice pack used to reduce the swelling.
- If skin is broken, pressure will be applied to stop bleeding if necessary, the wound will be washed using mild soap and rinsed under running water. Due to possible blood exposure, staff will have the child who has bitten immediately rinse his mouth with water.

- If the skin is broken and the bite is located near the eye, on the face or on the fingers, the parent/guardian of the victim will be notified immediately since medical attention may be necessary. If blood is present, the parent/guardian of the child who has bitten will also be called immediately because the child may have come in contact with blood from the victim. The parent/guardian may choose to seek medical attention.

- Staff will complete an incident/accident report for each child to be signed by parents/guardians and the original forms will be kept in the appropriate child's file. The name of a biting child is not released because it serves no useful purpose and can make an already difficult situation more difficult.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child as well as to that of other families. Actions may include shadowing the biter, changes in the classroom environment, and/or teaching the biter appropriate ways to express his/her feelings. Standard discipline methods apply as outlined in our discipline policy.

Discipline Policy

Step 1: Incident Report / Courtesy Call

If a child displays one or more of the above listed unacceptable behaviors, they will be separated from the situation, spoken to as outlined above and redirected to another activity. Attention will be given to the harmed or

injured child. Incident and/or Injury Reports will be completed for both children and signed by parents at the end of the day. A courtesy call may be placed to the parent/guardian, informing them of the incident. Teaching staff reserves the right to evaluate each situation by its severity, and send a child home if needed.

Step 2: Picking up your child

If a child continues to display unacceptable behavior, and if we feel that the emotional well-being of the particular child as well as his/her classmates cannot be achieved with standard licensing approved redirection methods during that day, parents will be contacted to pick up the child in order to prevent further incidents. Pick up needs to commence within an hour of the phone call.

Step 2 follows completion of an incident report and a courtesy call as outlined in Step 1.

Step 3: Parent – Teacher Meeting / Behavior Management Plan

If a child continuously displays unacceptable behavior as outlined in our policy, either several times per day or on several days per week, parents will be invited to a meeting with the lead teacher and/or director, to discuss effects on the classroom atmosphere, methods of redirection, and at-home behavior guidance, as well as strategies to reach desirable behavior changes.

Behavior Management plans (such as positive reinforcement, sticker charts and/or reward systems) will be discussed and implemented.

A time period will be set and agreed upon by teachers and parents, in which Kinderstube staff expects improvement (generally within one month).

Consequences or suggestions regarding the continued enrollment, or a revised attendance schedule will be discussed at this meeting.

Close cooperation and understanding of behavior guidance methods are essential between both caretaking parties. Parent-teacher communication must continue during the time of the Behavior Management Plan in order to allow for the best possible outcome.

Step 4: Unenrollment from the Kinderstube Program

Kinderstube, as a language immersion program, is not the right fit for every child. Some components of our program, specifically the language component, pose an additional challenge for some young children and can cause frustration and other emotional stress.

Following the preceding steps of the Discipline Policy, Kinderstube reserves the right to unenroll a student if the desired behavior improvement was not reached within the agreed upon time frame, or if the ongoing unacceptable behavior of the child does not allow our teaching staff to assure and maintain a quality classroom environment for all other students enrolled.

At no time will we share information about the child with any other parent other than their own.

Only after we feel we have made every effort to make the program work for the child, and have come to the conclusion that Kinderstube is not the best fit for the child's current needs, do we ask a family to withdraw the student from the program.

Enrollment and Tuition

Enrollment Eligibility

All students enrolling should be fully potty-trained (unless the child has a medically documented disability) and 3 years old on or before September 1st, 2017. Students that turn 3 years old after September 1st, 2017 may

inquire to be placed on a waiting list until they have reached their eligible age of 3 years. Placement for all siblings and new students will be confirmed 2 months prior to the desired start date, depending on availability.

Schedule options and monthly tuition rates for 2018-2019

	5 days	4 days	3 days	2 days	Drop-in care
Morning Preschool 7:30AM–11:30AM	\$570.00/mth	\$508.00/mth	\$421.00/mth	N/A	\$35.00/day
Afternoon Preschool 1:30PM–4:30PM	\$461.00/mth	\$421.00/mth	\$356.00/mth	N/A	\$30.00/day
Full Day Preschool 7:30AM–4:30PM	\$921.00/mth	\$824.00/mth	\$684.00/mth	\$500.00/mth	\$60.00/day
Lunch / Nap add-on 11:30 AM-1:30PM	\$220.00/mth	\$193.00/mth	\$158.00/mth	122.00/mth	\$15.00/day

Prices & Schedule valid until September 1st, 2019

Tuition payment and attendance policies

Tuition is prepaid monthly, with the amount based on your family's contracted monthly schedule.

Months that include winter, spring and summer breaks, holidays or staff development days will be charged at regular monthly tuition.

Families may pay by check or automatic charge to a MC, Visa, or Discover credit/debit card or automatic bank withdraw from checking account.

All payments are to be made in advance on a monthly basis. Kinderstube tuition is billed in monthly installments.

Check payments: must be received by Kinderstube by the 1st calendar day of the month. A grace period of 5 days is granted to late payments. A late fee of \$25.00 will be assessed for all payments received **after** the 5th of the month.

Credit card payments: are processed during the last week of the month, before the next month of service. A \$25.00 late fee and/or non-sufficient funds (NSF fee) will be assessed to all declined debit or credit cards.

Please keep all credit card information updated with our office.

Repeated failure to pay tuition in a timely manner may result in termination of Kinderstube services.

Annual Registration Fee

\$ 50.00 per child /per school year

A \$50.00 non-refundable fee is required to register your child for Kinderstube. The registration fee is not refundable if a family cancels their enrollment at any time prior to program start or during the school year.

New incoming families: Your online Kinderstube Registration will include an automated charge of \$50.00 at the time of acceptance into the program.

Returning families: Families who wish to enroll their child for a second or third school year are required to submit a \$50.00 renewal registration fee each new school year. The registration fee will be charged upon acceptance into the next school years program.

Security Deposit (refundable): \$200.00 per child

New incoming students: A \$200.00 security deposit will be charged upon acceptance into the program to guarantee your child's placement and your desired schedule. Families can choose to pay by check or credit card. For families who indicate automatic credit card payments as their choice of payment, the \$200.00 deposit will be charged upon confirmation of enrollment.

The \$200.00 security deposit acts as a commitment fee at your time of enrollment. It guarantees your spot in the program. The \$200.00 security deposit will be refunded to Kinderstube families after their child's enrollment ends. A one month's notification is required to cancel Kinderstube services.

The \$200.00 security deposit is NOT refundable if a family changes their mind and chooses not to proceed with enrollment after enrollment had been previously confirmed.

The security deposit is fully refundable if a child has attended Kinderstube for a minimum of three months or if a child is disenrolling from the program at the end of the school year.

A one month written notice must be given when your child will no longer be attending Kinderstube. Families are financially responsible for one month of tuition from the date your cancellation was received, even if the student does not attend. We will refund your security deposit once all payments have been collected. Exceptions will be granted only in the case of medical emergencies, for which Kinderstube will require written proof from the child's doctor.

Returning students: For families whose child is returning the coming fall, the deposit is held over the summer to reserve a spot for your child. The deposit may also be transferred to a sibling.

Absences and Closures

Because consistency is important in establishing a sense of security for young children, we believe children should attend Kinderstube at least three half days or two full days a week. This continuity allows children to form meaningful relationships with their peers and fosters a sense of group cohesiveness and predictability that is socially and emotionally beneficial to all children.

Absences cannot be rescheduled for non-contracted days or times. This includes holidays, school breaks, sick days, staff development days, weather and emergency closings. Such absences are included in normal monthly tuition.

If your child is sick or absent, please call the classroom directly the night before or on that day by 9:00AM. If you are planning a vacation or would like to inform us about an upcoming absence, please email the director at blarimer@gai-mn.org.

Schedule Changes

One month written notice is required if your Kinderstube schedule must change. Parents are responsible for the tuition for that month, even if their child does not attend Kinderstube. We will make every attempt to accommodate changes as quickly as possible, as staffing and student-teacher ratios allow.

Please note: If your child is enrolled on a part-time schedule, we cannot always accommodate requests to come on an alternate day during the week, so that your child may participate in an activity on a non-contracted day. You are welcome to try to add a drop-in day so that your child may participate, provided you have previously confirmed availability.

Drop-in days

The student – teacher ratios at KINDERSTUBE are strictly mandated by state regulations.

You MUST call KINDERSTUBE to confirm availability of a particular time slot BEFORE you bring your child on an unscheduled day (24 hours if possible).

Although we are willing to work with you to provide care for your child in unforeseen situations, we cannot accommodate children in excess of our student - teacher ratios.

Payment is due on the day of service and may be dropped in the payment box, or can be billed to the next month's invoice.

Only children who are currently enrolled in Kinderstube may come for drop-in days.

Vacation Credit

Families who have been **enrolled at Kinderstube for at least 3 months** are granted two weeks of tuition-free vacation credit to be used either during the school year or summer program. While using this credit, the child does not attend Kinderstube. Any unused vacation credit is forfeited if a family un-enrolls their child during their contracted school year. Vacation credits may not be rolled over into a new school year. Vacation credits must be requested by parents and directed to our administrative office in order to be applied to the billing period in which the vacation is intended to be used. (If your child is registered for less than 5 days/week, then you are allotted two weeks of the same number of days tuition-free for which your child is normally registered).

Summer Program

Kinderstube will operate a summer program during the months of June, July and August. Kinderstube will survey parents in early spring regarding their enrollment plans for the summer. The summer program offers families the option to increase or decrease the school year attendance schedule, given availability. Kinderstube generally has less enrollment during these months.

Vacation credit (two tuition free weeks) can be used during the summer months.

We support Summer family time and vacation time as they are vital parts of family quality time. Please plan accordingly if you wish to use vacation credit for absences or interruption of service during these Summer months by saving your two allotted tuition-free weeks.

Families may choose to disenroll their child over the Summer months and re-enroll for the Fall / School Year Program.

All other vacation times or absences that exceed the allotted two weeks of vacation credit during the summer will accrue regular tuition fees.

Termination of Services

To withdraw from Kinderstube, parents must submit their termination date in writing. Notice must be received by the first day of your last month of service. Families are financially responsible for the entire last month of tuition, even if the student does not attend. Partial monthly attendances can be prorated.

We will refund your security deposit once all payments have been collected. Exceptions will be granted only in the case of medical emergencies, for which Kinderstube will require written proof from the child's doctor.

Holidays and school closings

Kinderstube is closed for the below listed holidays or staff development days. Families pay their normal contracted rate of tuition for weeks in which there is a holiday, staff development day, or weather/emergency closing. Holidays and other absences cannot be rescheduled for non-contracted dates. The complete Kinderstube school year calendar can be found online at our website at <http://www.kinderstubepreschool.org/calendar.html>

Kinderstube Holidays and closings 2018-2019

- July 4th, 2018, Kinderstube closed in observance of Independence Day
- August 27th - 31st, 2018, Kinderstube closed, Teacher Work Week – Staff Development and Fall Classroom preparation
- September 3rd, 2018, Kinderstube closed in observance of Labor Day
- September 4th, 2018, First Day of Preschool for 2018/19 school year
- October 18th and 19th, 2018 MEA staff development days
- November 22nd and 23rd, 2018, Kinderstube closed in observance of Thanksgiving
- December 24th – December 31st, 2018, Kinderstube closed for Winter Break
- January 1st, 2019, Kinderstube closed in observance of New Year's Day
- January 14th, 2019, Kinderstube closed in observance of Martin Luther King Jr. Day
- February 18th, 2019, Kinderstube closed for staff development,
- Spring Break, dates TBA, (March/April in accordance with Minneapolis and St Paul school districts, once published) Kinderstube closed for Spring Break
- May 27th, 201, Kinderstube closed for Memorial Day
- May 28th – 31st, 2019, Kinderstube closed, Teacher Work Week – Staff Development and Summer Classroom preparation
- June 3rd, 2019, First Day of Summer Program
- July 4th and July 5th, 2019, Kinderstube closed in observance of Independence Day

Staffing

The KINDERSTUBE German Immersion Preschool is a licensed preschool program, and the teaching staff is composed of native German speakers or near native fluency German speakers. The lead teachers are education professionals, and hiring of additional educational staff meets or exceeds all state qualification guidelines. All teachers are trained in CPR and First Aid. Thorough background check is performed for all staff.

Our educational staff are warm, friendly, caring individuals who love working with children and do their best to ensure the comfort and safety of your child while stimulating his or her cognitive, social, emotional and physical development. Our hiring processes are non-discriminatory on the basis of race, gender, sexual orientation, creed, or other illegal basis.

Waiting List

There are no prerequisites for enrollment at KINDERSTUBE German Immersion Preschool. As long as there are openings at a particular site, children ages 3-5yrs old are accepted on a "first come, first served" basis. Should all available openings be filled, KINDERSTUBE will maintain a waiting list. Families who have a child whose sibling is already enrolled at Kinderstube will have priority placement on the waiting list.

When openings become available, waitlisted families will be contacted and children are admitted in the order in which their names appear on the list. Students have to be 3 years old to start at Kinderstube. New students should be potty trained when starting Kinderstube, unless they have a documented medical condition.

Enrollment will be confirmed 2 months prior to the desired start date.

Severe Weather and other Emergencies

In the case of severe weather and possible cancellation of school, each Kinderstube site will follow the public school of the district in which it is located.

**If Minneapolis Public Schools are closed, we will close Kinderstube Minneapolis.
If St. Paul Public Schools are closed, we will close Kinderstube St. Paul.**

To confirm KINDERSTUBE closings, call Director's phone 651-353-5147 and listen for the message. Please check your email (email address given at time of registration) for a message from the director regarding any closing.

We recommend watching the school closings report on the morning of the possible cancellation to confirm whether your district is open. In the case that Kinderstube must close when the public schools do not, we will do our best to email all families the night before.

Weather related closings (subzero temperatures)

Kinderstube will not close for temperature related weather emergencies, as our students are not exposed to sub-zero temperatures at bus stops, and are not walking to school. We will be open on such days and families have the right to keep their child at home, should they feel it is not safe to venture outside. We will continue to follow each district's closing as related to snow or other emergencies, but we no longer follow St. Paul/Minneapolis public school closing announcements in regard to closing for cold.

We reserve the right to close on brutally cold, unsafe days, in collaboration with the Twin Cities German Immersion School policy. Kinderstube will make individual decisions on a case by case situation should we feel that the safety of our teachers and staff is at stake.

Kinderstube families are responsible for the cost of up to three weather related closing days per school year. Kinderstube families will receive a tuition refund for weather related closing days that exceed the three (3) day maximum. (Weather related closings are extreme cold days, snow days, tornados, and the likes).

Please continue to monitor TV listings for local school closings as well as your email account that was provided to Kinderstube as contact. If Minneapolis and/or St Paul public schools are closed a message will be sent via email, clarifying Kinderstube's opening hours. We will still close for such events as snow days, tornado/storm warnings, etc. that could endanger families or teaching staff.

In case of severe weather or other emergencies, staff at KINDERSTUBE follows standard procedures to ensure the safety of your child. For tornadoes and blizzards, children are led to the emergency shelter within our facilities, where we remain until the situation is safe again. For fire emergencies, children are evaluated according to the escape routes posted in each classroom. In the event that we are unable to return to the KINDERSTUBE within a reasonable amount of time, children are taken to a predetermined location and you will be contacted to pick up your child. All staff has participated in Red Cross or similar agency training for emergency procedures.

Daily procedures

Meals

***** Please note that Kinderstube St Paul is a peanut-free environment! Absolutely no products with peanuts may be brought to Kinderstube! Kinderstube Minneapolis, as a tenant of the Mayflower church, follows the church's request of a complete NUT-FREE environment.**

Snack time and mealtime are well integrated into the daily schedule at KINDERSTUBE, and eating together provides much more than physical nourishment. One or more teachers always eats at the table with the children, which helps reinforce appropriate table manners as well as conversation and socialization with others. When finished, children have the opportunity to further develop their sense of responsibility by clearing their own spots at the table and pushing in the chairs. Teachers help with these tasks as needed.

Federal nutrition regulations required the following:

For half-day attendance, am or pm: 1 snack (2 components)

For full-day attendants, am & pm: 2 snacks (2 components) and a lunch (parent provided)

Snacks

KINDERSTUBE distributes, but does not supply snacks for children. We ask for all families to contribute to group snacks on a rotating basis, resulting in each family being responsible for snacks approximately two times per year. Because of the importance of nutrition in growth and development, we kindly request healthy snacks. A schedule for when snacks are due and recommended items is posted on the daily bulletin board at each site. Parents may leave the snack with a teacher upon drop-off of their child and cross their name of the list.

Please note: **Snacks should be purchased in bulk, economy sizes.**

Examples include: fresh fruits and vegetables, applesauce, string cheese, yogurt, dried fruit, crackers, pretzels, etc.

Lunches

Parents whose children are enrolled for a full day (or half day + lunch) must send an appropriate lunch for their child. As MN State statutes require a licensed kitchen facility for food preparation, we are unable at this time to supply lunch. Federal regulations specify that lunches must provide at least one-third of the child's daily nutritional needs, and state licensing guidelines stipulate that KINDERSTUBE is responsible for the nutritional content of a child's lunch if that lunch is consumed during the child's stay at our facility. Our teachers are therefore required to supplement any lunch. This supplementation includes milk.

If your child has special dietary needs, as prescribed by the child's physician, this diet order and its effective dates must be given in writing by your child's physician to KINDERSTUBE. If your child has any food allergies, KINDERSTUBE must also be informed of these allergies to ensure the safety of your child. Parents must also supply the appropriate food substitute (i.e. Lactose intolerance: KINDERSTUBE needs a physician's letter and parents must supply alternative milk drink).

If your child wishes to bring a treat to share with other children, please consult with the teacher in advance, as children in the class may have food allergies or restricted diets. **Please be aware that federal health regulations do not allow any food prepared at home to be shared with other children at KINDERSTUBE!** All foods brought to KINDERSTUBE to be shared with others must be either whole fruits or vegetables or commercially prepared and packaged (with a little extra effort, it is still possible to find healthy alternatives to home-baked treats!). We ask that you consider **"mini" sized portions** when choosing sugary treats, such as

mini cupcakes, mini cookies, brownie bites, etc. Birthday treats for the class can also be fun fruit salads, stickers, and other non-food items. Please coordinate all treats with the classroom teacher.

Milk

As a licensed program, Kinderstube is required to provide milk for all children as part of their daily routine. Milk will be served once a day, at lunchtime. Children may choose water as an alternative.

Nap and Rest

According to state regulations, a child who is enrolled in a full-day program must have a period of napping or quiet rest every day. KINDERSTUBE, as required by state regulations, provides cots for napping. This takes place in a quiet area that is physically separated from children who are engaged in other activities. Children who have completed a nap or rested for 30 minutes are not required to remain on their cots.

Families whose children attend KINDERSTUBE on a full-day basis, for either a full week a partial week, must provide a child-size washable blanket, pillow for their child. A fitted cot sheet is optional.

All children have their own cot and their own bedding, which are for the exclusive use of that individual child. This bedding is kept at KINDERSTUBE. The bedding, (sheets, pillow and blanket) must be washed at home weekly and/or whenever soiled or wet. Bedding is usually taken home by parents on Fridays.

Clothing

Your child is actively involved at KINDERSTUBE. While we do our best to protect your child's clothing, please keep in mind children play hard and often get dirty, and sometimes wet. We want your child to be comfortable while in our care. Therefore, we require that each family provide a full set of clothing (pants, shirt, socks, and 2 pairs of underwear) to be kept at KINDERSTUBE for your child's exclusive use.

Personal Belongings

Kinderstube does not assume responsibility for any loss or damage to any personal possessions children bring into our center. Therefore, children are not allowed to bring any food, money, pets and candy into Kinderstube without prior permission from the child's individual teacher.

Comfort Objects

If any child needs a comfort object such as a favorite stuffed animal or a "blankie" to assist in the transition to the new environment; these objects may be brought to KINDERSTUBE. However, please remind your child that there is the risk of loss or damage to these special objects, and therefore they are kept safely in each child's own cubby and taken out only at nap time. Please note that these objects also need to be washed on a regular basis.

To ensure that all children obtain their personal belongings, we ask that each family label each and every item brought to Kinderstube with their child's initials. This includes but is not limited to extra clothes, blankets, stuffed toys, hats, mittens, snow pants, jackets, boots, etc.

Other items from home

Toys: KINDERSTUBE promotes a violence-free learning and playing environment with toys made of natural materials, which stimulate a child's creativity. Parents can help us maintain and enhance this environment in two ways:

- 1.) Please do not allow your child to bring toy weapons, action figures of other TV characters, or English language objects to KINDERSTUBE.
- 2.) As teachers make weekly and monthly themes known, we welcome short-term sharing of your child's favorite toys with other children at the KINDERSTUBE, especially any toys that are German or represent the quality of materials and design typical to German toys.

Items provided by parents

The following items should be labeled (in permanent marker) with your child's FULL NAME and brought to KINDERSTUBE the first day of attendance.

- An additional full set of clothing for your child (2 sets of underwear, pants, shirts) appropriate for the season.
- Child-size WASHABLE blanket and pillow and a fitted crib sheet to cover the cot (full time kids only)
- One set of *Hausschuhe* (designated pair of indoor shoes, no flip flops or fluffy slippers, skidproof)
- If recently potty trained or prone to frequent accidents, please provide wet wipes and extra clothes

Outside Play

The educational philosophy of KINDERSTUBE is that fresh air and exercise are good for children. Unless it is raining torrentially or bitterly cold (wind-chill below zero degrees), children will play outside every day.

Please ensure that your child is wearing clothing, which is appropriate for the weather, both at the time of arrival and as the day progresses. As Minnesota weather is so unpredictable, your child should always come to KINDERSTUBE with a jacket (or raincoat and rubber boots, if warranted). In the winter, your child must have a coat, hat, snow pants, waterproof boots, and waterproof mittens (Two pairs for full-day children.) All clothing should be labeled (in permanent marker) with your child's FULL NAME.

In keeping with German tradition, children at KINDERSTUBE wear "*Hausschuhe*" (designated indoor shoes – please no flip flops) during their time with us. This not only decreases the danger of injury caused by hard shoes, but also prevents the dirt and germs from the street from entering our learning and playing areas. State health regulations and local fire marshals require that all footwear have hard-soled or waterproofed bottoms (leather, rubber, etc.); slipper-socks or flip flops are not permitted.

Parent area

KINDERSTUBE has a dedicated check-in station. This includes the attendance log (each child must be signed in and out every day), daily postings of any upcoming events, and official information regarding our license, a copy of the actual license, a copy of Minnesota Rules Chapter 9503 governing child care facilities, a copy of KINDERSTUBE's most recent licensing visit, and all (if any) non-compliance statements. Any information regarding exposure to communicable diseases is also posted here.

Phone Calls

During regular hours (7:30 a.m.- 4:30 p.m.) our teachers have the KINDERSTUBE site cell phone with them at all times. Parents should call the teachers on the classroom phone directly regarding: child's absence, change in pick-up person, being late, and any other pertinent information for the teachers. Please avoid leaving time-sensitive messages about absence, sickness or change in pick-up person on the director's voicemail. The director's office phone is not checked as regularly as the classroom phone.

Although the cell phone is with a teacher at all times, there may be times when the call does not go through, as the teachers are with the group and may not always be able to answer. Please leave a message or call again a few minutes later. Due to this discrepancy in cell-phone reception/coverage, the teachers check the messages regularly.

Kinderstube Minneapolis:

Teacher contact phone Room 1: 612-501-5240

Teacher contact phone Room 1: 612-481-0107

Kinderstube St. Paul:

Teacher contact phone: 651-442-5244

Director:

For questions or issues that need the attention of the Director, please call directly at 651-353-5147.

Administrative Assistant:

For questions related to billing, invoices and student registration, please call the Administrative Assistant at 612-703-9127

Animals at Kinderstube

KINDERSTUBE does not currently have any classroom pets, but if we were to acquire any, we would first require parental permission from all families. If your child has any pet allergies, please inform us of this fact! Personal pets might be allowed to visit occasionally, pending approval of the KINDERSTUBE teacher and the hosts of our facilities. At this time KINDERSTUBE does not allow cats or dogs to visit the center.

Visitors

Observation: All parents are encouraged to take the opportunity to observe their child in the KINDERSTUBE program. We recommend that parents discuss observation visits with their child's teacher to determine the best time of the day to observe your child as an active participant in the program. Parents of enrolled students are allowed to stop by at Kinderstube at any time "unannounced" during our opening hours for observation purposes.

Siblings on site: It is not the responsibility of Kinderstube staff to supervise siblings of the enrolled children during drop off/pick up times. For safety reasons, children that are not enrolled in the Kinderstube program are not allowed to use Kinderstube classroom and playground equipment. Our licensing regulations do not permit children who are more than 36 months in age difference to play in the same group. Kinderstube liability only covers children enrolled in our program. Please respect this policy when picking up or dropping of your child.

Babysitting Policy

Kinderstube understands that staff members may be approached by parents/caregivers who wish to employ them for babysitting duties outside of preschool hours.

This policy is for staff and parents who wish to make such arrangements. Acknowledgement of this policy will be signed by Kinderstube staff members in the Staff Handbook as well as by parents in the Family handbook and acknowledgement on registration forms.

Kinderstube develops excellent relationships with our families. This policy clarifies key points and procedures regarding private arrangements made between staff members and parents.

Kinderstube follows thorough recruitment procedures to ensure that we employ competent and professional individuals in order to safeguard children whilst on our premises and in the care of our staff. These procedures include interviews, references, and background checks. While in our employment, staff members are subject to ongoing supervision, assessment and observation, to ensure that standards of work and behavior are in accordance with our policies. We have no control over the conduct of staff members outside of their position of employment, and our duty to safeguard children does not extend to private arrangements.

Therefore the following applies:

- Kinderstube will not be responsible for any private arrangements or agreements that are made between members of staff and parents/caregivers
- Kinderstube will not be responsible for any health and safety issues, conduct, grievances, or any other claims arising out of the staff members' private arrangements outside of preschool hours.
- In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the arrangement be terminated.
- Kinderstube policy does not permit the transportation of children in staff members' private vehicles to or from the Kinderstube location.
- Confidentiality regarding any information about Kinderstube children, other staff members and all clients must be adhered to and respected at all times. Both parties must remain highly conscious that staff cannot discuss any details of Kinderstube settings, other children, parents or employees of Kinderstube.

Health Issues and Sickness Policy

The health care policies of KINDERSTUBE have been reviewed by a health consultant from the Minnesota Visiting Nurse Agency and comply with all required guidelines. Kinderstube contracts with the Minnesota Visiting Nurses Agency (MVNA) for an annual Health Consultation by a public health nurse, as required by licensing.

Sick Children

Knowing when a child is too ill to be admitted to KINDERSTUBE or determining that a child needs to be picked up by the parent is an important decision which is not reached lightly. We want to keep all children as healthy as possible, but also respect that parents need to work. Upon arrival at KINDERSTUBE, all children are observed for any signs of illness or injury that may affect their ability to participate in the activities of the day.

Children cannot be admitted to KINDERSTUBE if they show any of the following:

- A fever of 100 degrees Fahrenheit (38 degrees Celsius) or more, without the use of fever-reducing drugs. (Child must be fever free for at least 24 hours before he/she may return.)
- Diarrhea or vomiting (Children need to be free from diarrhea or vomiting for at least 24 hours before they may return.)
- Red or watery eyes (“pink eye”): Children need to be treated with antibiotic eye drops for at least 24 hours before they return. Excessive clear drainage from the eye requires staying home until symptoms improve due the contagious nature of a viral, non-bacterial eye infection.
- Head lice
- Undiagnosed skin irritation or a skin irritation that has been diagnosed as contagious (Parents need to submit statement from the child’s physician verifying that the condition is not /no longer contagious before the child may return.)
- General signs of the flu, a cold, a viral condition or a bacterial infection
Children with bacterial infections such as Strep throat or Impetigo must be treated for 24 hours with antimicrobial therapy before the child may return. Students with heavy respiratory distress, continuous cough or excessive drainage will be asked to stay home until symptoms improve, to avoid spreading of illness throughout other kids and teachers.
- Any extreme irritability or level of distress that a teacher cannot comfort or that requires more attention than KINDERSTUBE is able to provide with the current teacher/child ratio (**Note:** KINDERSTUBE is not staffed to appropriately supervise a child who needs to stay indoors during outdoor playtime.)

Parents MUST pick up their child from KINDERSTUBE if they show any of the following:

- **A fever of 100 degrees Fahrenheit (38 degrees Celsius) or more**
- **Two loose stools or uncontrollable diarrhea** (unable to make it to the toilet in time.)
- **Vomiting**
- **Any symptoms of “pink eye”** (red or watery eyes, or pus draining from the eye)
- **Any symptoms of impetigo** (skin irritation)
- **Head lice**
- **General signs of the flu, a cold, a viral condition or a bacterial infection**
(As evidenced by an elevated temperature combined with a change in behavior or mood)
- **Significant respiratory distress**
- **Extreme irritability or level of distress that a teacher cannot comfort.**

If your child is unable to come to Kinderstube, PLEASE call your child's teacher.

The child-care program at KINDERSTUBE is designed for children who are healthy and full of energy. If all families follow these guidelines conscientiously, we can greatly reduce the frequency of illness at KINDERSTUBE. Children will be healthier and will continue to be able to play and learn. Parents will be happier, because they will have healthy children and will not have to take as much time off from work to stay home with a sick child. Thank you in advance for your cooperation!

Any condition that requires extensive attention from KINDERSTUBE staff will result in the child being separated from the group and given a quiet space to relax. Parents are contacted immediately and are asked to pick up their child within one hour from time of contact. If parents cannot be reached, one of the emergency contacts listed for the child is called.

Health Care Summary & Immunization Record

In your enrollment packet, there are forms entitled "Health Care Summary and Child Care Immunization Record". The Healthcare Summary forms must be completed and signed by your child's physician and submitted to KINDERSTUBE within 30 days of your child's first day of attendance. The child's Child Care Immunization Record must be completed and signed by your child's physician and submitted to Kinderstube **prior to** your child's first day of attendance. These forms are kept on-site with your child's records, as required by state regulations.

Notification of Contagious Illness

If your child has been exposed to any of the following: whooping cough, measles, mumps, chicken pox, scarlet fever, meningitis, Lyme disease, rabies, Reye syndrome, shingles, lice, ringworm, scabies, impetigo, any E-coli or salmonella infection, it must be reported to KINDERSTUBE immediately.

Parents are required by law to inform us within 24 hours if a doctor or dentist diagnoses a child with a reportable communicable illness, and KINDERSTUBE must inform the health authorities within 24 hours. (For parents' information, the list of Reportable Communicable Diseases from the Minnesota State Department of Health is posted at the parent sign-in station of KINDERSTUBE.)

If a child at KINDERSTUBE has been to or diagnosed with a contagious disease, a sign is posted in the parent area the same day that we receive notification. Please understand that our confidentiality policy does not allow us to release the name of the child who may have contracted the illness.

It is also the parents' responsibility to inform teachers of any special medical conditions, needs or allergies.

First Aid

All teachers have undergone an 8-hour training course through the American Red Cross or similar agency and will administer basic First Aid and CPR as appropriate. In the event that emergency medical attention is warranted, KINDERSTUBE will take whatever steps are necessary to obtain medical care. In the case of an accident resulting in injury, including poisoning, choking, suffocation, burns or severe bleeding and in all traffic and pedestrian accidents, 911 paramedics will be called.

Staff is NOT allowed to transport children to medical facilities. If urgent care is warranted in a non-life threatening situation, parents will be contacted. We will make every attempt to contact parents immediately;

however, the nature of the injury will determine the order in which steps are taken. Our primary objective is to obtain medical treatment for your child as quickly as possible. As required by law, all accidents that require medical attention will be reported to the Department of Human Services.

Medication

Please complete the Medication Permission Form if your child needs a medication while in our care.

Prescription medications

Prescription medication will only be given with written authorization from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Prescription medications will be given only as prescribed by a licensed healthcare provider.

In compliance with state regulations, all medications must be kept in their original containers bearing the original label with legible information included the prescription number, name of the drug, strength of the medication and quantity of the dosage, expiration date, directions for use, child's name, date of original issue, and the name and address of the licensed pharmacy which issued the medication. KINDERSTUBE is required by law to follow written instructions provided by the licensed physician or dentist for all prescription medications (current prescription information and the child's name on the label constitute written instructions.) Medication can only be administered to the child whose name is on the label, and may not be given after an expiration date on the label. Any unused portion of the medication is returned to the child's parents or destroyed.

Over-the-counter medications

Over-the-counter medications will only be given if recommended by a physician (signed form). Kinderstube cannot administer over the counter medications on an "as needed" basis, such as Tylenol or Ibuprofen, or any other non-prescription medication. As a rule of thumb – if your child needs headache, fever or cold medications to function well on a school day, he/she should stay home until improvement of overall health is achieved.

*Kinderstube has a **NO COUGH DROPS** policy, as they are a choking hazard. Please do not send cough drops with your child to Kinderstube.

External Preparations

For any external preparations such as lotions, sunscreen, or insect repellent, parents must also complete and sign a medication form, including child's name and start and ending date to administer the preparation, dosage quantity and time of the day to administer dosage. All preparations must remain in their original containers and must be clearly labeled with the child's first and last name. (The only exceptions are sunscreen and insect repellent, which may be dated for up to a three-month period.)

Field Trips

Parents must give written permission for their child to attend a Kinderstube field trip. Upon enrollment, parents may give permission for all walking field trips within the school year. For a field trip not within walking distance, parents must sign a Kinderstube permission form.

In the event that children might need to be transported by motor vehicle, insurance liabilities do not allow us to use private cars unless all parents are transporting their own children. **STAFF MEMBERS ARE NOT**

ALLOWED TO TRANSPORT CHILDREN IN THEIR OWN VEHICLES, NOR TO DRIVE THE VEHICLE OF SOMEONE ELSE WHILE TRANSPORTING CHILDREN! Should KINDERSTUBE decide to use public or hired transportation for a field trip, children will be restrained in accordance with methods described under the regulations of the Department of Human Services and Minnesota statutes.

The first aid kit, the cell phone, and a list of emergency contacts for all of the children must accompany the group on ANY field trip away from the KINDERSTUBE classroom. (This includes trips to the KINDERSTUBE playground!)

Data Privacy

Staff members of KINDERSTUBE shall not disclose a child's record to any person other than the child, the child's parent or guardian, the child's legal representative, other staff members of KINDERSTUBE, and the licenser unless the child's parent or guardian has given written consent or as otherwise required by law.

Parent Conferences

Parent conferences are held twice yearly, near the midpoint of each semester. Parents are informed of conference dates well in advance and are allowed flexibility in determining the time for their conference appointment.

Because it is important that parents give their full attention to the conference, parents are asked to attend the conference WITHOUT children.

During the preschool day the conference consists of a two-way discussion between parents and the teacher, during which time the intellectual, physical, social and emotional development of the child is discussed and any concerns are addressed. Parents can also receive a written copy of this assessment. (If necessary, any required actions that are to be taken are planned during this time as well.) If it is determined, during the course of the year, that additional needs are required in areas of the child's development, a separate conference will be scheduled with the parents.

Parent Involvement

Kinderstube is a non-profit preschool, committed to offering a high quality, yet affordable language immersion program. We believe that by enrolling your child at Kinderstube, you become part of the community that shares the goal and responsibility of providing an enriching, nurturing experience for all children in the program.

All parents are asked to volunteer at least 10 hours per school year.

Examples of volunteer tasks include:

- classroom cleaning & maintenance (during summer and fall prep weeks)
- organizing yearly fundraiser
- washing classroom toys/supplies (weekly opportunity)
- leading a special activity
- assisting in the classroom with activities such as snack preparation, crafts, & clean-up
- other tasks as requested by the Director

Affirmative Action

KINDERSTUBE provides a high-equally, enriched learning atmosphere for children, with emphasis on their social and emotional development as well as the enhancement of their cognitive abilities. All children are treated equally, regardless of race, gender, color or creed. We realize that children who attend KINDERSTUBE may come from non-traditional families, and sensitivity to this fact is reflected in our interaction with all children.

Research & Public Relations

Plans for any research or public relation activities at any KINDERSTUBE site must be submitted in writing and approved by the preschool director. Parents are informed before each occasion of research, experimental procedures, or public relations activity at KINDERSTUBE, which involves a child. A permission form is obtained before each occasion of research or public activity, and includes the following: a summary of the project and its purpose, the name of any individual/s or organization/s involved in the activity, and the parent's written permission, which will be maintained in the child's record.

Please note: Photos taken may be posted within the KINDERSTUBE site. You, as the parent, reserve the right to indicate your preference for photographs of your child on the registration form. All photographs used on our website or Facebook will never include a child's name or other personal information.

Maltreatment of Minors / Mandated Reporting Policy for Licensed Programs

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (651)291-4500 or local law enforcement at (651) 291-1111.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-6500.

What to Report?

Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.

A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Internal Review

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review within 30 days must include an evaluation of whether:

- o related policies and procedures were followed;
- o the policies and procedures were adequate;
- o there is a need for additional staff training;
- o the reported event is similar to past events with the children or the services involved; and
- o there is a need for corrective action by the license holder to protect the health and safety of children in care

Primary and Secondary Person or Position to Ensure Internal Reviews are Completed

The internal review will be completed by Director.

If this individual is involved in the alleged or suspected maltreatment, Executive Director will be responsible for completing the internal review.

Documentation of the Internal Review

The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective Action Plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff Training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556).

The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

STATE LICENSING CONTACT:

KINDERSTUBE is a licensed preschool program, under the jurisdiction of the State of Minnesota Department of Human Services, Division of Licensing. This agency makes periodic unannounced visits to ensure that we are meeting both state and city regulations. Should you have any concerns, you may contact them at **651-431-6500**.

Grievance Procedures

If a concern, action or event occurs which troubles you in any way, PLEASE express your concerns to us, as we want you to feel confident in your child's participation at KINDERSTUBE. The proper procedure is as follows:

- 1.) Communicate the concern to your child's teacher and see if the issue can be resolved. It could be that the teacher is unaware of the situation and it can be remedied relatively easily. Any issue should be addressed within one week of its occurrence.
- 2.) If the concern cannot be remedied to your satisfaction, or if it is a situation which you feel cannot be discussed with the teacher, contact the KINDERSTUBE Director **(651) 353-5147**.
- 3.)** If you feel that your concern has still not been addressed to your satisfaction, contact the Executive Director of the Germanic-American Institute at **(651) 222-7027**.

Termination of Enrollment by Kinderstube

KINDERSTUBE may terminate enrollment at any time for the following reasons:

- The parent/guardian fails to follow correct admission requirements especially as they relate to submission of required forms and departure procedures.
- The parent/guardian fails to pay fees according to stated policy.
- Retention of the child would be detrimental to the health and safety of the other children in the KINDERSTUBE center, and KINDERSTUBE staff, or to the child him/herself due to exceptional needs for special treatment. It is noted here that the KINDERSTUBE will first make reasonable attempts to alleviate the situation before recommending termination.
- Lack of cooperation from parents with program's efforts to resolve differences and/or meet the child's needed through parents/staff meetings or conferences.
- Difference of opinion and/or philosophies of appropriate child development and/or guardian techniques.
- Abusive behaviors by parents toward other children, program staff or other parents.
- If child's disruptive behavior continues regardless of guidance approaches.

- Repeated failure of parents/guardian to pick-up their child on time.
- Failure to follow the procedures and expectations outlined in this handbook.
- Other reasons deemed appropriate at the discretion of the Kinderstube Director

All families are required to acknowledge that they have read and understood these policies. An electronic acknowledgement will accompany your registration.

All policies can be subject to change.