

Fall of 2023: This latest edition of the parent handbook contains changes to previous editions and renders previous editions as no longer valid. We have some amendments for Covid related aspects to our program and updates on the days we are closed during the school year. All health and wellness policies are directed by the Oregon Health Authority, the Early Learning Division, and KinderSpirit LLC. They are designed for the best health outcomes for our small community and to follow the guidelines already established by the ELD. These health and wellness policies may change as we learn more and will be updated in a timely fashion as we are able.

School Hours

Full Day: Monday-Friday 8:30-4:30 ****FRIDAYS WE CLOSE AT 3:00*****

School Day: Monday-Friday 8:30-3:00

Half Day: Monday-Friday 8:30-12:30

Please arrive no later than 9:00am. If your child needs to arrive after 9:00am, just send us a text and we can let you know the best time to come.

Late Fee

If you are going to be late picking up your child, please text as soon as you know you'll be late. If tardiness becomes habitual, a conversation will happen first. If tardiness does not improve, a late fee of \$10 will be assessed for the first 5 minutes that you are late. Additional \$10 is assessed for each 5 minute increment of time. Please keep in mind, it is stressful on your child and the staff when you are late. Thank you for being on time.

Regular School Closures

KinderSpirit follows the PPS school calendar for major holidays and breaks. KSP is open year round with time for families to vacation in the summer months without missing school. We do have an exception to November and are only closed for the week of Thanksgiving (our gift to you to get through “no school November” with PPS!)

KinderSpirit is closed on the following dates during the 2023/24 school year (Sept—Aug)

Sept 4th (Mon) Labor Day

Oct 13th (Friday) Teacher Planning

Nov 10th (Fri) Teacher Planning

Nov 20th & 21st Parent Teacher Conferences

Nov 22-24th Wed, Thur, Fri Thanksgiving Break

Dec 18th—Jan 1st Winter Break

Jan 15th (Mon) Martin Luther King Day

Feb 19th (Mon) Teacher Planning

March 25th-29th Spring Break

April 8th (Mon) Teacher Planning

May 24th (Fri) Teacher Planning

May 27th (Mon) Memorial Day
June 13-14th (Thur & Fri) Teacher Trainings
June 17th (Mon) Teacher Trainings
July 1st—5th Fourth of July Break
August 19th—23rd Summer Break

Graduating Kinders Last Day is June 28th. Once children are 5 years old there are a lot of options for summer day camps prior to them joining kindergarten. **Parent Tip! Summer camp registration often opens in January.

Inclement Weather Closures

KinderSpirit LLC follows Portland Public Schools for all closures due to inclement weather/acts of nature. “Acts of nature” include, but are not limited to: Excessive snow, ice, fires/smoke, excessive heat, and power outages. Missed days for such acts of nature beyond the school’s control are not subject to make-up days or tuition reduction.

General Health Guidelines

These are the general health and wellness policies we will adhere to from the Oregon Health Authority. Teachers and children may not attend school if they have one or more of the following symptoms:

- ~Fever 99.7 F or more in the last 24 hours
- ~Diarrhea or vomiting in the last 24 hours
- ~Persistent cough
- ~Stiff neck or headache with one or more of the above symptoms ~Shortness of breath or difficulty breathing
- ~Complaints of sever pain ~ Rashes

And in addition:

- ~The child has not been given a fever reducing medicine in the last 24 hours

Vomiting & Diarrhea

If your child experiences vomiting at school, they will be isolated (with a teacher) and you will be called to pick up your child ASAP. They may return to school 24 hours after their last episode and have no other symptoms, which includes low energy.

If your child experiences 2 diarrhea episodes at school (or one at school if they had one in the morning at home) they will be isolated (with a teacher) and you will be called to pick up. They can return to school 24 hours after their last diarrhea episode and have no other symptoms. If there is a known intestinal bug going around at school, they will need to be picked up after their first episode of diarrhea, or kept home if they have diarrhea at home prior to coming to school, including the night before (24 hour period).

Covid Policy

We have reached out to the doctors in our community at KinderSpirit for their feedback on our covid policies with the newest CDC guidelines in mind. We've also spoken with other early learning schools, as well as the OHA (Oregon Health Authority) and the WHO, and the ELD (The Early Learning Division) in shaping our decisions regarding our covid policies. These policies take into consideration our school-wide vaccination status and parents' ability to make informed choices for their families in regards to attending/not attending school. We are a fully vaccinated community!

We are still asking families to please let us know of positive cases in their homes. If your child tests positive for Covid (including either at home, or sent home from school and then tests positive):

- Inform us of the positive test, and keep your child home until they are no longer symptomatic and testing negative with an at home test. They may return to school 24 hours being symptom free (like other illnesses).

If another household member tests positive for Covid...

- Your child may continue to attend school as long as they have no symptoms and test negative. Remembering that we are all connected in this community, please use your best judgement that will not create a risk to the rest of the group. If your child cannot adequately stay away from the person with the positive case, please keep your child home until the person's symptoms have passed and they test negative with an at home test.

As we all know, Covid policies change frequently and (as always) we will be keeping an eye on the above, trusted agencies' recommendations for keeping our school - and community - as safe as possible.

If a teacher tests positive for covid, they will stay home until symptoms are gone and they test negative on an at home test. If someone in the teachers home has covid, or in our home, we will continue to be open and will wear a mask until the person at home has no more symptoms and they test negative with an at home test. We will also be testing ourselves.

If Kristine is sick, we will be open for a half day and Russ will guide the children through the morning activities. There are no tuition breaks or make up days due to teacher illness.

Sick days for Kristine

KinderSpirit may close for up to 8 days during the school year for teacher illness. You will be informed of this closure the night before if possible and/or by 7:00am the morning of. If I have an appointment where I will need to close the school, I will inform parents with at least a weeks notice.

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.

Diaper Changing Protocol

Diapers are changed in the bathroom on a changing pad placed on the floor. The changing pad is cleaned and sanitized between uses. The child's hands are washed before and 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.

KinderSpirit LLC 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. It's a group effort and we're happy to help with resources and sharing of ideas!

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, 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 day 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 work with us, or maybe they can bring the hurt child a drink or help soothe 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 to the child and offer them another choice.

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.

Modeling Trust & Calm When Dropping off Your Child

The more confidence you have in leaving your child at school, the more confident your child will feel in being at school. Show them that you trust your choice in schools and give them your calm confidence that they will have a good day. It has been our experience that a quick goodbye is easiest for your child’s successful transition into school. We know how hard it is to leave your little one in tears, but be assured that if your child is upset; they will get lots of support and love from the teachers as well as the other children. Sometimes, lingering adults can serve to remind the other children of their own parents and may set off a chain reaction of sadness. Once you leave PLEASE DO NOT RETURN. You may text during the day, but your returning is confusing, and causes anxiety in both your child and the rest of the community. We will send picture via the Kaymbu app for you to see your child busy in their classroom community.

First Week: Transition Week Half Days

We want to best prepare your child for what is usually their first independent journey outside the home, we have a very thoughtful transition process: Your child’s transition week will include morning school half-day visits, being picked up between 12:30-12:45. Your child’s full schedule will usually start the Monday of the week following the transition week. We want your child to feel comfortable and secure with their new teachers. Please do not plan any major work obligations during your child’s transition week as you may be asked to alter or adjust your child’s schedule to best support their transition.

Trial Period

KSP has a 2 week trial period for families and us. If at anytime during the 2 week trial period (which starts once your child is attending after their transition week) either party feels KSP is not the right fit, you may leave the program, or be asked to leave. The registration/enrollment fee and tuition are non-refundable. However, the materials fee will be returned to you in the event we feel a family is not a good fit.

Voluntarily Leaving KSP

There are many reason why a family will need to move on from KSP. When that happens, we require a 60 day notice. This mean you will give notice and still pay tuition for 2 months.

Drop off and Pick up

Please park on Alice and using the sidewalk, walk with your child up Capitol to our school gate. From the outside play area, enter the school from the last door on the right

Please have your child put their coat in their cubby and take off their shoes. We are big on self sufficiency at KinderSpirit and taking care of their own belongings is a simple important aspect of self-sufficiency.

And remember.....a quick hug and kiss goodbye is often best!

Our KinderSpirit community is small and we're so happy you're in it!

Please sign this page that acknowledges you have read and understand the information presented to you in the KinderSpirit Parent Handbook for the school year 2023/24. Please use the spaces below for all parent/guardians/child's grown-ups who need to know this information. Return to Kristine, thank you!

Signature_____ **Date**_____

Signature_____ **Date**_____

Signature _____ **Date** _____

Signature _____ **Date** _____