

**2025-2026 Family Handbook:
Program Policies and Procedures**



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KINDERHAUS IS...

Welcome to Kinderhaus! Thank you for taking the time to get to know us!

Our Vision

Kinderhaus was created by parents to provide a nurturing and beautiful environment for young children to spend time playing in nature and the indoors with imaginative, cooperative, and natural toys. Kinderhaus is a Waldorf-inspired and outdoor-based early childhood program for 3-6 year olds modeled after European outdoor kindergarten.

Our Practice

Kinderhaus strives to develop the whole child: emotionally, socially, artistically, and cognitively through an emphasis on community, creativity, imaginative play and daily explorations in nature.

Our Philosophy

Waldorf-Inspired Education

*“Receive the children in reverence, educate them in love, and send them forth in freedom” -
Rudolf Steiner*

Waldorf education is based on the educational philosophy of Rudolf Steiner. Its educational style is holistic, intended to develop children’s intellectual, artistic, and practical skills, with a focus on imagination and creativity. Kinderhaus’ curriculum is based on this holistic approach in the following ways:

- ❖ **Natural Toys** – The toys at Kinderhaus are made of natural materials (wood, metal, cotton, silk, wool, and glass) or come directly from nature (pine cones, seashells, stones, seeds, sticks, etc.) Natural and unformed toys allow the children to use their imagination and creativity, inspiring play that comes from within the child.
- ❖ **Weekly Walks** – On Tuesdays and Thursdays we walk with the children to the river where we roll down the hill, play in the woods, climb trees, and throw sticks in the water. These regular expeditions out into the world and into nature are a unique part of our program at Kinderhaus.

❖ Story Telling – Twice a week, our teachers offer a traditional Waldorf story to the children. We re-tell these stories for three weeks, allowing the language and ideas to soak into the children’s minds and hearts more fully. Our stories evolve, as the first week they are told orally, in the second week props and puppets are added, and finally in the third week’s telling the children themselves act out the story for each other.

❖ Homemade Food – Our teachers prepare the snacks each morning before school begins. We use whole foods, primarily organic ingredients, and offer the children a wide variety of grains, proteins, fruits, and vegetables. We have at least one homemade snack every day and all of our food items are purchased at Oneota Co-op or from local sources. With love, we make and serve food that will grow healthy bodies.

❖ Song – Every transition at Kinderhaus is accompanied by song. Singing helps the children know what to expect and even gives them ownership as they sing along. While hanging up our backpacks, washing our hands, gathering for circle or story, quieting before snack, cleaning up, and saying goodbye, we sing along together as we transition through our day.

❖ Mindfulness – Throughout the day we create moments of mindfulness and reverence, whether it be sending warm wishes to families and friends, listening to chimes before the meal, breathing deeply before story, or passing along a gentle hand squeeze at the end of the day.

Outdoor Education - Healthy, Happy Kids Outside!

“Nature and children are natural playmates; they’re both wild and messy, unpredictable and beautiful” - Mark Hoelterhoff

There is a growing body of knowledge – both anecdotal and scientific – that supports the idea that nature is necessary for the healthy development of children. Playing outside positively shapes the physical, intellectual and social-emotional development of children. As a recent [Washington Post Article](#) describes “The natural settings are generally calm and quiet, lead to lower levels of stress and foster traits like resilience, leadership, problem solving and perseverance” You can find more articles on the importance of playing outdoors on our [website](#).

The Importance of Play

“Through Play, the child creates herself” - by Sharifa Oppenheimer

[From the Spring 2011 Issue of Rhythm of the Home](#). A worthwhile discussion on why imaginative play, both indoors and out, is so critically important for kids

Human beings are myth-makers. From our earliest days in the cave, as we made myths and handed them on to the next generations through painted images, creating the story of

our lives has been critical to who we have become. This is true not only on an individual basis, but true of humanity in our long trajectory of growth. The interplay between the miracle of language and the ability to create images has much to do with the mystery of our evolving humanity. Humans are able to not only create inner images of what already exists, but we can imagine, and thus we can create what has not been seen before. The seeds of this ability are fostered in the rich soil of creative play. It is this life-imbued creative imagination that always draws us toward the next step of growth.

OPERATIONS

Contact Information

Kinderhaus PO Box 114 Decorah, IA 52101 Administrative cell: 563-379-7303
Teacher contact (during program hours) 563-379-7303 www.kinderhausdecorah.com
info@kinderhausdecorah.com

Facilities

We will meet at Good Shepherd Church at 701 Iowa Avenue. We are not religiously affiliated with the church, they are just kind enough to let us rent the space :) Please be mindful and respectful of their presence in the building at all times. The church phone number (which should be used only in the case of emergencies) is 382-3963. In compliance with the Iowa Smokefree Air Act of 2008, church and center facilities and outdoor properties are smoke and nicotine free environments. Persons under the influence of alcohol and drugs will not be permitted in the Kinderhaus classroom space. Preschool facilities meet the Americans with Disabilities Act accessibility requirements.

Board of Directors

The Board of Directors is made up of 6 or 7 individuals serving 3-year terms. We currently meet on the second Wednesday of each month from 6:30-8:30 pm. A list of our current Board members can be viewed at <http://kinderhausdecorah.com/about-us/board-members/>. We welcome diversity of demographics and thoughts within our Board and service is open to anyone within or outside of the Kinderhaus community. Please let us know if you are interested in serving on the Kinderhaus board.

Meetings are open for anyone to attend and are generally run in a relaxed manner. Please feel comfortable bringing suggestions, comments, or concerns to our attention. Our goal is to

improve Kinderhaus and be responsive to those involved in the organization and wider community.

Parent Committee Participation

We warmly invite all parents to take an active role in our preschool community by participating in our Parent Committees. These committees provide an opportunity for families to contribute their time, talents, and ideas.

Whether you're interested in helping with event planning, strategic planning, fundraising, grant seeking or community outreach, there's a place for you to get involved. Participation is flexible and can be tailored to your availability.

If you are interested in joining a committee or learning more, please contact the director or speak with your child's teacher.

Staff/Volunteers

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility.

Kinderhaus maintains compliance with Department of Human Services staff to child ratios. Generally, Kinderhaus ratios are lower than required ratios. We can currently have 15 children in attendance at any given moment. A lead teacher and assistant teacher are present and normally accompanied by a volunteer.

Staff and volunteers included in staff to child ratios must submit an affidavit of clearance from any and all crimes against a child or families and comply with state and federal background checks. No person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. A list of substitute teachers is maintained by the director or designee. All individuals utilized as substitutes must comply with the affidavit and background checks required by staff.

Written annual staff evaluations are completed by the director or designee and placed in the staff's personnel file.

It is the policy of Kinderhaus not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its employment policies as required by Title VI or VIII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

Parent Communication

Next to safety, proactive, open, and consistent communication between parents, children, staff, and volunteers is our greatest priority. We hope that you will feel comfortable sharing any suggestions, concerns, or comments with our teaching staff. We have found that a cooperative relationship with our families is essential in providing the best environment possible for each child. There is so much that we can learn from you, the families, to help us be responsive to your children and yourselves. We welcome and encourage communication about the events and emotions affecting your children. Our desire is to provide an oasis of warmth, play, and friendship with others for your children. What their experiences are, outside of Kinderhaus, does affect them inside of Kinderhaus. We feel that recognizing, respecting, and considering those experiences helps us to respond to the children on a daily basis. If your child had a big party the night before, is leaving to go to Grandma's tomorrow, is sad from the loss of a pet, etc., it is very helpful for us to know about it.

We welcome the opportunity to get to know your family through our New Family Orientation in the Summer prior to your children attending Kinderhaus, Home Visits with 4-year-old families, and Meet the Teacher Days for all children. Each of these events happen prior to the school year beginning.

During the school-year we strive to provide timely communication with families on a periodic basis through a newsletter so that you may more fully share in your child's experience at Kinderhaus. Our teachers look forward to and are grateful for the opportunity to greet you at the beginning and end of each of our days. Kinderhaus hosts fall and spring conferences in November and February. Telephone, email, or in-person conferencing is also welcome throughout the year.

During conferences and throughout the school year, we wish to explore your child's continued growth and areas for support. This information may be gathered through conversations with you, Teaching Strategies Gold assessment which aligns with the Iowa Early Learning Standards (required only for children receiving funding through the SVPP grant), and time spent in community with your child at Kinderhaus. Our teaching staff is constantly utilizing daily observations and interactions to adapt the program to best meet the individual needs of the children. Conferences, in-person and telephone conversations, emails, and Teaching Strategies Gold assessment are all ways that we strive to share information with you.

Our goal is to work as a team to identify what best serves the child. A child may be best served through modifications beyond typical Kinderhaus programming. A team consisting of parents,

teachers, and director, as well as any other invited individuals may work together to explore helpful modifications and interventions. Kinderhaus staff can also assist in making a request to the Keystone Area Education Agency for support and additional ideas or more formal assessment.

In the unanticipated event that an individual feels discriminated against, the school district Affirmative Action Coordinator, Shanna Putnam-Dibble, can be reached at (563) 382-3125. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

Please inform the teachers or director in the event that you need translation, reading assistance, etc. to access any and all information and clearly understand the content of our communications. Kinderhaus will work with private individuals or district or Keystone AEA personnel for assistance.

The Kinderhaus Board always welcomes any suggestions or concerns that families or staff wish to present.

Parental Access

Parents legally have unlimited access to their children and to the providers caring for their children during the center's hours of operation or whenever their children are in the care of the center, unless parental contact is prohibited by court order.

ENROLLMENT & TUITION

Enrollment Process

We strive to ensure that families feel supported in their decisions regarding programming for their children. Our enrollment process encourages inclusion of the following components which may be combined or omitted as appropriate:

- Parent inquiry and conversation with a Kinderhaus representative resulting in a firm understanding of Kinderhaus programming and philosophy

- Introduction and tour (virtual or in person) with a Kinderhaus representative (with or without child),
- Submittal of enrollment forms and fees.

It is the policy of Kinderhaus not to discriminate in its education programs, educational activities, and scholarships on the basis of sexual orientation, race, religion, color, national origin, marital status, gender identity, or disability. Students are educated in programs which foster knowledge of, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men, women, and non-binary individuals, to society.

Enrollment and Wait List priority will be given in the following order:

- 1) Current students
- 2) Siblings of Kinderhaus students (current or past)
- 3) Children that qualify for the Statewide Voluntary Preschool Program Grant
- 4) Other applicants

Within each group, spaces will be allotted in the order that registration paperwork and fees are received. A Wait List will be maintained in the event that Kinderhaus has no student openings available. If your child is a returning student or a sibling of a current or former student, their enrollment form is due on **February 27th**. You will be informed of your child's schedule (or wait list status) by **March 9th**. Please inform us of any schedule changes as soon as possible.

Students must be at least 3 years old by September 15. Under special circumstances a family may request an exemption from this policy. Exemptions will be reviewed on an individual basis by the Kinderhaus staff and board. Those children who are 3 years old after September 15 and receive an exemption will be given a one month trial enrollment. A conference between parents and staff will be arranged within the trial month to discuss further enrollment. Children under 3 years old on September 15th may only be considered if there is an opening and enrollment is not full.

New students may begin between September and January. No new students will be added after January. Changes to your child's schedule may be made throughout the year with Director and Board Approval.

Once enrolled, the Kinderhaus director will be in communication with you regarding your child's enrollment status by March 9th or in late spring-into summer if there are any schedule changes. We appreciate your patience and flexibility as we strive to have our program accessible for as many families as possible. Once enrolled, communications and preparations for the coming school year will begin in August.

Required Forms

More information on each of these forms can be found in the Policies, Safety & Security section of this handbook. These forms are required to be turned in as a condition of enrollment. See additional information about deadlines. The list is provided here for quick reference.

- Physical Examination Record
- Immunization Form
- Authorization Agreement for Automatic Deposits
- Permissions and Acknowledgements - included on enrollment application

Tuition and Fees

Kinderhaus Monthly Tuition 2025-2026

In addition to the regular school day programming listed in the chart below, Kinderhaus offers before and after school programming for an additional fee as described below with the hope that this provides flexibility for working parents to accommodate scheduling needs around pickup and drop off. Limited spots are available for these extra times, so please contact Kinderhaus staff early if you need to add any of the following.

- Early morning dropoff: 7:45-8:15 (additional \$3/day)
- Lunch Bunch: 11:45-12:15 (additional \$3/day)
- After school care 3:15-4:00 (additional \$5/day)

Three Year Olds Cost per month	3/week	4/week	5/week
Morning 8:15-11:45	\$290	\$370	\$440
Morning w/ scholarship*	\$155	\$235	\$305
Full day 8:15-3:00	\$510	\$655	\$785
Full day w/ scholarship*	\$375	\$520	\$650
*Scholarship for three-year-olds: qualifying families through HAWC			

Four Year Olds Cost per month	3/week	4/week	5/week
Morning* 8:15-11:45	\$0	\$95	\$175
Full day* 8:15-3:00	\$245	\$400	\$540
*Scholarship for four-year-olds: all families of 4-year-olds are automatically enrolled in the Statewide Voluntary Preschool Program			

Five Year Olds Cost per month	3/week	4/week	5/week
Morning 8:15-11:45	\$290	\$370	\$440
Full day 8:15-3:00	\$510	\$655	\$785

[Authorization Agreement for Automatic Deposits](#) - Please fill out and sign to enroll in automatic monthly tuition payments, will need by September 18th!

Tuition is paid in nine equal payments on the fifth of each month (except September on the 20th) Payments are considered late after the 10th of each month and a \$10.00 late charge will be added. In the event that tuition is one month overdue and alternate arrangements have not been discussed with the Director, your child will not be allowed to attend Kinderhaus. In order to avoid tuition for a given month, written notification of your intent to withdraw must have been received one month in advance. (e.g, March payment would not become payable if Kinderhaus receives such notification on or before February 1st).

As a nonprofit organization, we are very concerned with reducing administrative costs. We ask that you utilize automatic withdrawal set up through the Kinderhaus Treasurer for tuition

payment. Families choosing to pay with check or cash will incur an additional \$10 handling charge each month. If the automatic payment system is not an option for your family, please discuss this with us in order to avoid the handling charge.

Tuition adjustment is determined each January by the Board of Directors and is subject to a 3%-5% increase each year to keep pace with increasing cost of labor, food, and other costs. Tuition rates are subject to change with a one month notice to families.

Snack Fee

A snack fee is collected **twice a year** to cover the food costs of our all-natural, primarily organic, homemade snacks. This fee is collected at the beginning of the year (Sep) and again after Winter break (Feb). Snack fee can be collected monthly upon request. **The snack fee for 2 days/week is \$80, 3 days/week is \$120, 4 days/week is \$160 and 5 days/week is \$200.**

Enrollment Deposit

There will also be an enrollment deposit of \$100 in early June to hold your child's spot. If your child continues to stay enrolled throughout the Summer, your first month's tuition will reflect the enrollment deposit by being \$100 less than your usual monthly amount (starting next year!)

Fundraising Fee

In response to a request from Kinderhaus families to establish a policy requiring equal participation in fundraising events, the Board has determined that all families will be required to participate in Nordic Fest. If a family is unable or chooses not to fulfill these requirements, they may either find another qualified individual to fulfill the labor requirements or provide a monetary compensation of **\$50 per event**.

Late Pickup Fee

We understand that life happens and occasionally a guardian may arrive late for pick-up. However, consistently being picked up late can be very stressful for children, and inhibits the Kinderhaus staff from moving on with their day. Parents will be notified in writing of persistent late pickup that has impeded operations requiring the application of late pickup fees. If late pickups continue after this written notice is given, late pickup fees will begin to accrue. When

late pickup fees apply, Kinderhaus will bill the parents **\$1/minute** until they arrive. (For example: A parent arriving for 3:15 pick-up at 3:21 will be charged \$6 extra.) Kinderhaus staff will track and total the late pick-up fees monthly, and bill families at the end of the month, separately from their regular tuition payment.

Tuition Assistance

Tuition Assistance is available at Kinderhaus through several routes depending on the age of your child and your family's financial situation. Income is determined by one's most recent tax return.

If your child is 4 years old on September 15th, he or she automatically qualifies for the IQPPS state grant and will receive free tuition for 3 mornings a week. This grant is available to all families with a four year old, regardless of family income, so there is no need to fill out this form if you are applying for the 4 year old grant ONLY.

*Kinderhaus does not discriminate against any person on the basis of race, nationality, religion, gender, sexual orientation, age, or mental or physical handicap or disability in administration of its educational policies, admissions policies, and tuition assistance programs.

❖ HAWC

State funding for income-qualifying 3 year olds. Tuition assistance of \$95-\$135/month. [Applications](#) to be sent out via email early July/ late August.

❖ Child Care Assistance

Funding is available through the Department of Human Services for families meeting DHS requirements. This assistance requires [separate application](#) through DHS. Kinderhaus provides a limited number of placements receiving Childcare Assistance.

❖ KinderGrant

In-house grant prioritized for qualifying families in the following order:

1. 5 and 6-year old children qualifying using [HAWC criteria](#)
2. 3, 5, and 6 year old children qualifying using [2022 HAWK-I criteria](#).
3. 4-year old children qualifying using HAWC criteria
4. 4-year old children qualifying using HAWK-I criteria
5. 3-6 year olds regardless of family income.

Funding amounts for KinderGrant vary every year based on available funds in the budget. Eligible families receive equal portions of available funding up to \$100/month.

Policy For Withdrawal

In order to avoid tuition for a given month, written notification of your intent to withdraw must have been received one month in advance on or before the first of the month. (For example, the March payment would not become payable if the office receives such notification on or before February 1st.) Our hope in this policy is to better accommodate waiting families in a timely manner.

SCHEDULE AND ROUTINES

Arrivals

We have observed that the morning transition into school occurs more smoothly when children are able to join activities from the beginning. Stepping into the middle of something is often confusing and difficult. Please help your child's transition by arriving by 8:15. **Please get your child to Kinderhaus by 8:30 AM. When children get here 30-45 minutes late, it not only disrupts your child's ability to transition into the program but it also disrupts the daily flow of the program and getting to scheduled events on time. If your child is consistently more than 15 minutes late, you will be contacted by the director.**

Drop Off and Pick Up will both be in the cubby area but this could change with the changing of the seasons. You will be contacted via text or email of any drop off location changes. The teachers greet the parents and children with a warm handshake, hug, or hello. Please do make the teachers aware of special situations for your child (tiredness, low spirits, etc.) that may impact their Kinderhaus experience for the day. If another authorized individual will be picking your child up, please tell the teachers and write it on the attendance sheet. Please encourage your children to use the bathroom immediately before bringing them to Kinderhaus. Please apply sunscreen and bug spray when necessary.

Absence/Scheduled Late Arrival

If you know your child will be absent due to a vacation or an appointment, please contact the teacher 24 hours in advance. If your child is ill or must miss school, please call or text in the morning by 8:30 AM at **563-379-7303** or let the teachers know in advance. If your child is able to attend a partial day at school (e.g., morning doctor's appointment), please call the teachers to discuss, and decide together what arrival/departure time will work best.

Morning Schedule

The Kinderhaus morning program meets Monday-Friday from 8:15am-11:45pm. Children may attend 3, 4 or 5 days. Our daily schedule varies with the rhythm of the seasons and weather

conditions. We strive to spend as much time as possible outdoors throughout the entire year. Greater indoor time occurs during the winter with dropping temperatures. We do have access to a larger room on days we are unable to go outside due to weather conditions. We are also committed to maintaining a consistent order of events during the day. A consistent schedule helps to increase cooperation as the children are able to predict what events are forthcoming.

8:15 Arrival
Indoor Play time
Circle
Handwashing and Snack
Quiet Centers and Bathroom Break
Clean Up and Get gear on
Playtime or Nature Walk
Clean Up, Story, Closing Circle
11:45 Morning Children Departure

Afternoon Schedule

Kinderhaus offers optional afternoon care for up to 8 or 9 children. Children who are enrolled for full days will bring a packed lunch with them daily. Lunches MUST contain at least 3 of the following: milk, fruits/vegetables, grains/breads, meat or meat alternatives. Please pack at least two fruit/ vegetable items! No candy please! Also, due to current allergies, we are a peanut and tree nut free facility! Following lunch, the children will rest. Kinderhaus will supply cots with sheets, and families will provide their own small pillow and a blanket to remain at the school. Children who have trouble falling asleep will be able to look quietly at books. We believe in the importance of rest for young children, and are happy to create a soothing, peaceful, and cozy atmosphere for our students to quiet their minds and bodies in the middle of their day.

11:45 Wash Hands
Lunch Time
Transition to Nap Room
Story
Rest Time
Quiet Centers or Outside
3:15 Departure

Departures

Pick-up time is 11:45 pm for the morning program and 3:15 for the afternoon program. Parents/guardians will park in the parking lot, or in the case of inclement weather, on Iowa Avenue near the Fellowship Hall entrance. We appreciate your cooperation in being on time. If you wish to discuss a matter with the teachers, please do so by phone or when the children are not present. When the teachers are with the children, their whole focus needs to be with them. We have observed that when you pick up your children, it is best for them if you take them home and not visit with other adults while the children wait. They can be tired, and a nice quiet

walk or ride home followed by lunch and conversation helps make the transition time from Kinderhaus to home pleasant and easy. Children may only be released to individuals listed on their current registration paperwork unless otherwise authorized by a guardian.

Before School and After School Care

Kinderhaus offers optional before school, lunch bunch and after school care. You may drop your child off anytime between 7:45 and 8:15 in the morning and/or pick up your child between 3:00 and 4:00. Lunch bunch is if children only attend the morning session and would like to stay for lunch until 12:15 they may. Children bring their own lunch. Please see

 [Before/After School Info 2025](#) for more details and enrollment form.

Calendar

 [Kinderhaus 2025-2026 Calendar](#)

The Kinderhaus year generally runs from Labor Day until Memorial Day. We generally follow the Decorah public school calendar for holiday breaks and staff development days.

Program Events

Birthdays

We are excited to invite your family to celebrate your child's birthday at Kinderhaus. Our birthday celebrations take place on Tuesday, Wednesday, and Thursday mornings to accommodate our project time on the other days. You will receive a detailed invitation as the date draws nearer to your child's birthday celebration.

Festivals/Fellowship

Orientation: This evening allows us to share information about the Kinderhaus program, answer questions, and take suggestions. We normally invite returning and new parents to Orientation in August.

Home Visits: Our lead teacher will come to the homes of each of the families participating in the 4-year-old grant program prior to the beginning of the school year. What a fabulous opportunity to get to know each other! If desired, the visit can happen anywhere other than at Kinderhaus: parks, the library, a coffeehouse all can work very well.

Meet the Teacher: We welcome families to visit Kinderhaus just prior to the beginning of our school year to help familiarize the children with our teachers and Kinderhaus space. It is a great time to stock your cubby with your extra set of clothes and hand in supplies and paperwork.

Autumn Festival: This gathering provides an opportunity to join together as we begin our journey through the year. The children re-enact our autumn story of wisdom and courage before we begin our potluck dinner.

Festival of Light: As the days grow noticeably shorter, the frosty winter nights approach their longest, and we all begin to yearn for the light which so recently illuminated our lives. To symbolize this yearning, the families of Kinderhaus participate in our Spiral of Light Festival. In a semi-darkened room, lit only by candles and smelling of evergreens, we are present and surrounded by tranquil music. Each child goes, one at a time, through the spiral of evergreens to the center of the garden. Each child lights his or her candle, then returns to their space around the spiral and places their candle in front of them to light the way for the next child. This passage reflects winter's dark coming to a close and the renewed promise that spring light and life will begin again.

Spring Festival: We celebrate the ending of our school year together with a potluck, graduation ceremony, and fire. The children receive special “fairy stone” necklaces with a bead added for every year they’ve attended Kinderhaus.

Fundraising

Kinderhaus relies heavily on fundraising and grant efforts to meet our expenses. We are interested in hearing any fundraising ideas that you might want to share. We are incredibly grateful for the generous response toward fundraising that our families and others in the community have shown toward Kinderhaus. Our upcoming fundraisers/events for the year are as follows:

August: Two Parent Help Days (Setting Up Outdoor Classroom)

October: Parent Help Night (Little Ones)

November/December: Mailing and Facebook Fundraisers

March or June: Kinderhaus Benefit Concert

July: Nordic Fest Lingonberry Ice Cream Stand

CURRICULUM & PROGRAMMING

Supplies List

Kinderhaus Supply List 2025-2026

Parents are asked to provide certain supplies annually to support Kinderhaus operations and to ensure your child has all the necessary individual supplies for their days at Kinderhaus. Meet the Teacher night is a convenient time to drop off all supplies you will provide for the year.

Hearty Snack

Kinderhaus provides a hearty snack mid-morning which the children often help to prepare. If your child has any allergies to certain foods, please let us know as soon as possible. Our menu is posted on our postings board at the entry to Kinderhaus.

MENU (subject to change!)

Monday - Applesauce, yogurt and granola

Tuesday - Crackers, hummus, and carrots

Wednesday - Popcorn, cheese and apples or oranges

Thursday - Muffins with butter and cucumbers

Friday - Bread, goat cheese, and kale

Birthday Cake, cheese, and apples

We occasionally substitute the accompanying fruit or vegetable with other seasonal produce. Licensing requirements mandate that we ensure that children under the age of 5 are offered 2 of the following 4 components in accordance with CACFP standards: milk, fruits/vegetables, grains/breads, meat or meat alternatives. Exceptions are allowed for allergy, medical, and religious, etc. reasons with written instruction of a licensed physician or health care provider or written documentation of religious requirements. If snacks are brought from home due to allergies, we are required to supplement them to meet the CACFP standards. In the event that a snack does not meet CACFP nutrition guidelines, we will supplement with raisins, sunflower seeds and/or whole grain rice cakes. Snacks that may not meet CACFP nutrition guidelines may be provided for special occasions such as birthdays.

We feel strongly that we should minimize the food-allergy risks to as great a degree as reasonably possible. Allergic reactions to foods vary from life-threatening respiratory conditions to sensitivities leading to skin reactions, abdominal pain, and ear infections. As nut allergies are often the most severe within a group of young children, and are increasingly common, we will follow the example of many schools and programs throughout the country and commit to being a ***PEANUT/TREE NUT FREE PROGRAM.***

We will not be using nut products in our food program. Snacks and lunches brought from home will not be allowed to consist of or contain nuts or their oils due to contact exposure danger. Ingredients that are “produced in a facility which processes nuts/peanuts” are allowable. If you have a child with a severe allergy, please contact the director and we can make accommodations for optimal safety.

A Note About Sleep

It is sometimes difficult to make that transition from summer to the Kinderhaus year, and getting adequate sleep can help. **Most young children need 11-12 hours of sleep** to function their best, and a peaceful and harmonious bedtime is important to produce this healthy sleep.

Toys/Play

We have found that toys from home are easily lost and broken, are not easily shared, and are distracting. Children are required to keep toys brought from home in their backpack or cubbies. Play that is considered threatening will not be allowed.

Our Time Outdoors

Completing our morning walk and spending time outside are two of our greatest priorities. Our intention is to provide for as much outdoor play as possible in balance with safety and comfort for the child.

Individual children will remain inside if a teacher determines that they don't have adequate clothing to go outside and adequate clothing is not available. If a child comes to school without adequate outdoor clothing, the parents will be asked to take their child inside to find appropriate clothing in Kinderhaus storage. If the need for additional clothing is discovered after the parents have departed, the teachers will find appropriate clothing in the Kinderhaus storage, if available, and will contact the parents with a notification and a reminder the first, and second time. The third time a child comes to school without adequate outdoor clothing, the parents will be notified and the child will be sent home.

Children who are unable to safely go outside during winter weather for medical reasons must have written permission from their parents to that effect. In these cases, Kinderhaus will provide supervision of the child during the time that the group is outside.

Parents who want their children to remain inside during outdoor time, without medical reasons, within the guidelines of this policy will be responsible for providing supervision of their child during the time the class is outdoors.

Clothing

We consider Kinderhaus a "Play Clothes Only" environment. We enthusiastically encourage and value free play and exploration, and it should be expected that your child's clothes may become soiled or damaged while they engage in their "meaningful work."

We almost always meet and remain outside, at least for a short period of time, as outdoor time is an important part of our curriculum. Warmth is very important in the early years. Heads need

to be covered both for protection from cold and protection from sun. Children are often not conscious of losing body warmth and need to be protected. Winter gear will need to keep the children extremely warm. We recommend layering. If you have any questions regarding rain or winter gear please talk with us. Please ensure that your child arrives with the following conspicuously visible when weather conditions warrant:

FALL/SPRING:

- Waterproof boots (Bogs or Oaki Boots are a popular and durable brand for rain/snow boots, if you're looking for something "year round") Boots are needed nearly every day with the dewy grass and most regular rain boots do not keep the children's feet warm enough in late fall and early spring.
- Waterproof pants (we will start each day wearing rain pants for the dew, and will remove them as needed, Reima or Oaki are popular/quality brands)
- Sun hat or baseball cap for sun protection in sunny, warm weather times
- Extra pair of shoes or sandals (strap in the back, no flip flops) in warmer weather
- Waterproof coat (as needed)
- Sweater or sweatshirt to wear under a rain coat (as needed)
- Hat, gloves or light mittens during cool weather times

WINTER:

- Long underwear or layers
- Thick wool socks or 2 pairs of socks
- Wool/fleece sweater
- Face protection (neck gator, balaclava, or scarf)
- Warm and **waterproof** mittens or gloves
- Hat that covers the ears
- Warm boots that cover the ankles
- Warm coat and snow pants or full body snow suit

Indoors: Indoor shoes/slippers that remain at Kinderhaus

Change of clothes: Please keep a seasonally appropriate change of clothes available for your child. Please, no media-inspired images (i.e. television or movie characters) on clothing, as these have been observed to have negative effects on the children's attitude and creative playtime. **Please label all clothing and outerwear your child brings to Kinderhaus.**

POLICIES, SAFETY & SECURITY

Cold Weather Policy

The health of our children and teachers is always our greatest priority at Kinderhaus. The following policy has been adopted to ensure their comfort and safety. The temperatures listed below are considerate of combined air temperature and wind-chill.

Below 20 degrees F: Teachers will be mindful of the distance from campus the children are taken and the amount of time that the children are exposed to outdoor time.

At 0 degrees F: Children will arrive and remain indoors.

Inclement Weather Policy

Children will remain indoors when hail, thunder or lightning are observable. Children will play outside, at the discretion of the teachers, when rain, snow and/or sleet are observable.

As needed, a hot weather policy will be created. We provide shaded areas for children to play in. Application of sunscreen prior to arrival and the use of sun hats is encouraged.

Kinderhaus cancellations will reflect the cancellation decisions of the Decorah Community School District. **If the Decorah schools are canceled we will NOT meet. If the Decorah schools are delayed two hours, we will begin our day at 9:45.** Cancellation and late start announcements for the Decorah Community School District can be heard on KDEC FM 100.5 or found at <https://schoolalerts.iowa.gov>. You can also sign up through the school district to receive text messages when school is canceled or released early. Just text YES to 67587.

In the event that the school district releases early due to weather or emergency reasons, Kinderhaus will release at the same scheduled time as the Decorah CSD release. If you are unable to come to Kinderhaus, please call and notify the teachers. In the event that you are unaware of an early release and you do not come to pick up your child, Kinderhaus staff will contact you or your designated emergency contact individuals by phone.

In the event that there are numerous cancellations throughout the year, we are able to make up any cancellations beyond 3 days. Make-up days may occur on scheduled vacation days or at the end of the academic year.

Kinderhaus Behavior and Discipline Policy

Developmentally Appropriate Practices

Kinderhaus uses developmentally appropriate discipline practices such as positive reinforcement, modeling respectful actions and communication, gentle redirection, natural consequences, calm down space, and emotional coaching to support self-regulation skills. Below are some descriptions and examples of each.

- Positive Reinforcement - Observing a child exhibit a positive behavior and commenting “I noticed you shared with your friend, that’s so kind of you!”
- Modeling respectful actions and communications - Teachers are calm and present during times of conflict. We get down to their child’s eye level, use a calm tone of voice, listen to the child, and cooperatively problem solve.
- Natural Consequences - If a child is not responding to positive redirection about misuse or abuse of a classroom item, that item may need to be taken away.
- Calm-Down Space (NOT a time-out) - We always have a “quiet space” or a “calm down” space available for the children to use inside and outside and encourage the children to use it when they have “big feelings”. This is not a time-out technique and children are not forced to go to the space when exhibiting misbehavior as that is not a developmentally appropriate practice, it is simply a self-regulation tool that we provide and encourage when a child is struggling with big emotions.
- Emotional Coaching - When a child is calm enough to talk about their feelings or problems, the teachers help the child identify their feelings (“Are you feeling sad about not getting a turn?”) and discuss possible solutions in a clear and simple way (“I wonder what you could do about that, maybe you could ask for a turn?”)

In most cases, discipline is handled when and where a problem occurs. In addition, the child or children involved will be helped to make right what has been done wrong. This could involve cleaning up a mess or addressing hurting someone’s feelings. When possible, the children will also be included in the problem-solving discussion when conflict between peers or within the group arises to encourage independent problem-solving skills and a sense of community.

Some other tools that we may use to help create a positive, supportive and safe environment for the children are: creating a list of classroom expectations together and maintaining those expectations throughout the year, the use of visual reminders (e.g. our daily schedule), giving a child narrowed down choices (Would you like to clean up the blocks now, or in 5 minutes?), using visual timers, keeping a consistent routine, and encouraging children to repair wrongdoing

(You knocked down his tower, let's help him rebuild it).

How Behavioral or Discipline Concerns are Identified and Addressed

The Kinderhaus Staff meets once a week to discuss day to day operations, including any behavioral concerns that are observed in the classroom. We then discuss possible solutions and agree to an action plan.

If the teachers have repetitively practiced positive techniques without behavioral improvements, children may need to lose privileges or may not be able to participate in certain activities. The main point of any intervention imposed on a child is to help awaken the child to the way his or her actions affect others.

In the case of persistent and serious concerns:

- Teachers will contact the parents to set up a conference to seek the cooperation of the child's parents and work with them to reach a satisfactory solution to these problems.
- Teachers will also enlist help from their colleagues or area early childhood consultants.
- A signed contract may be created between the family and the school to set behavioral goals for the child. The contract process clearly explains the area of concern, the procedure being used to monitor and modify the behavior, and the expected results. It also clarifies the steps to be taken following the contract period, such as renegotiating the contract, or obtaining outside services.
- All of the adults in the community need to work together to support the disciplinary procedures. If parents are contacted about their child for any reason, they need to be aware that the contact is being made to help everyone involved work together for the benefit of the child. Parents are encouraged to request a parent/teacher conference for any questions or concerns involving the discipline of their child.
- Verbal or physical aggression is a very serious concern. Expectations of the children's social behavior and ability for self-control change and increase as the children mature.
- Extreme physical aggression or persistent safety concerns in regards to a child's behavior may be grounds for asking a parent to come to Kinderhaus and be with the child until they are ready to rejoin the group.
- Extreme physical aggression at any age may be grounds for sending a child home.

State Law and Kinderhaus program policies strictly prohibit the use of physical discipline and corporal punishment. Teachers are also prohibited from using any other types of emotionally hurtful behavioral techniques such as humiliation, constant criticism, name-calling, neglecting,

and intentional exclusion.

Maintaining Positive Relationships

Kinderhaus staff also create, maintain, and support positive relationships with the children, with parents, and with each other by communicating effectively and respectfully. The staff will verbally and collaboratively review this discipline policy at the beginning of each school year. Staff also have access to many professional development trainings about positive behavior and guidance. Staff receive a performance evaluation every year and if there are any minor concerns surrounding disciplinary practices, staff is encouraged to seek training that will improve those skills.

If a situation occurs that is not in compliance with this policy, the Executive Director will address this with the staff by reviewing the policy individually or as a group, depending on the situation. In the case of a serious concern about discipline techniques, the Board of Directors will be notified. If a parent has any concerns about our discipline policy or observes a situation that may not align with this policy, they are encouraged to contact the Executive Director.

This policy will be verbally communicated to parents and teachers that attend Parent Orientation and is also included in our Family Handbook given to all parents and teachers at the beginning of the school year and posted on our website.

Suspension and Expulsion

A child may be suspended or expelled for dangerous or destructive behavior. Such behavior includes ongoing acts of physical aggression (such as hitting, spitting, throwing, biting, etc), actions or words that inflict emotional or psychological damage to others, or other behaviors that are a safety concern to the staff such as running away, leaving the building, or destroying classroom items or property.

If a child's behaviors are a safety concern, continues for an extended period of time of their school day and staff are unable to support the child's needs and the rest of the group, the child may need to be picked up early with prior parental consent.

In extreme cases, a child might be suspended from school for a day or longer, or be asked to leave the Kinderhaus program. Expulsion and suspension is only used as a last resort when there is a serious safety concern that cannot be reduced or eliminated with reasonable modifications and will only be used when efforts to address the situation in less severe ways have proven unsuccessful.

Staff Meetings happen once a week in which we sometimes discuss problem areas for the group or for individual children. We first consider modifications that would be helpful to the group (classroom arrangement changes, daily schedule changes, or removing certain classroom items, etc.) and modifications that would be helpful to an individual child (going over the schedule upon arrival, scheduled one-on-one time with teacher, doing heavy work, etc.)

Kinderhaus staff and families have access to many resources and services in the community such as Keystone AEA, Child Care Nurse Consultant, DHS Consultant, and local medical and mental health centers. Staff share these resources with all families at least once a year, upon request by a parent, or when staff seems it would be helpful for the children's overall well-being.

Suspension or Expulsion determinations will be completed by the director and all teachers as a collaborative and unanimous decision. If deemed necessary by staff, prior to returning to the program, a conference will be held between the parents, director, and teachers. The Board of Directors may become involved in the suspension/expulsion process at any time when requested by the director, parents, or staff. Kinderhaus Staff will consult Keystone AEA for assistance in a transition plan if a child needs to leave the program.

Unfortunately, Kinderhaus does not have access to paraeducators within the public school district, so if it is decided that having a paraeducator is a necessary support for a child, we can guide and support your child finding access to additional classroom support in our program or another program.

Many factors will be taken into account but the safety of all students at Kinderhaus is of the utmost importance to our program.

Supervision Policy

We have a mixed age group ranging in age from 3-6 years old. According to HHS guidelines a mixed age group can have a ratio of 1 to 12 children. Kinderhaus keeps a ratio of 2 teachers to 15 children in the morning and 1 teacher to 8 children ratio in the afternoon with a back up staff on-site who is completing cleaning or admin duties and is available to assist the group whenever needed. We also have volunteers that join the staff that come twice a week for our morning walks or when more classroom assistance is needed.

More specifically, for indoor play, outdoor play, and meals, our ratio is 2 to 15 or 1 to 8. For basic care routines (toileting, getting outdoor gear on, and behavioral issues) and transitions, we have a third staff available sometimes making the ratio 3 to 15. When a child needs assistance in

the bathroom, a teacher will be in the bathroom with the child or be right outside the bathroom where the teacher can visually see the child if the child can use the bathroom independently. The other teacher will be able to monitor and visually supervise the group in our small classroom or in a smaller space outside. If the group can not be fully monitored, or individual children need extra support, teachers can ask the director for assistance. Both teachers eat with the children during snack time with a group of up to 15 children and the afternoon teachers eat with a group of up to 8 children. All staff are CPR/First Aid certified and are trained to monitor possible choking or allergic reactions.

If a teacher needs to step away from the group for any reason (preparing snack, going to the bathroom, communicating with others, etc.) a third staff is often available to step in and help. Teachers communicate with walkie talkies if not in the same space. We close part of the outdoor playing area (we don't have any anchored play equipment and we do monthly checks to make sure the play area is safe) when there is only one staff available to supervise. When the lead teacher is leading a lesson, it is the assistant teacher's duty to supervise the group as a whole. There is usually a third staff on campus for extra support if needed. Teachers are not allowed to use cellphones for personal reasons while with the children. The only exception is to use their camera on their phone for taking pictures that we share with families.

Our indoor classroom is thoughtfully arranged to keep taller classroom equipment against the walls of the classroom to allow for the shorter classroom items to be positioned in other areas of the classroom to create a full range of view for all of the children. The teachers multi-task between helping individual children and scanning the room for potential needed support on a very regular basis.

In our outdoor classroom, we have a fence that is made of very thin bamboo to provide full view and is arranged to create a large enough space for gross motor play but a small enough space for the teachers to be able to properly supervise. Our bushes and trees in the play area are trimmed every Summer to provide teachers with a full view of the entire group. While the children are participating in open play indoors and outdoors, our teachers are often walking around the room or playground to check in with every student or group in case support is needed.

Staff count children frequently with name to face recognition and often communicate how many children they have either face to face or with walkie talkies when the group is split. We get to know our kids and the extra curious children always hold an adult's hand when on a nature walk. Other children practice a buddy system and hold hands with a friend. The staff are given a staff handbook that includes all policies and is trained on supervision at employee orientation upon hire and at the first staff meeting of the school year. The staff discusses the

supervision policy together as a group at least once a year and we also discuss issues that come up at weekly staff meetings.

We increase our ratio for our morning walks to maintain proper supervision of the group to 1 to 5, but do not go near the river at this ratio. When we can have a ratio of 1 staff to 4 children, they are allowed to play near the water. If children are playing near the river, an adult is always within arm's length of the children. We make sure that all children and staff are placed close enough together for teachers to be in reach of all children that are engaging in water play by the river. We have a limit of how many kids can play near the water and children are reminded daily that only hands go in the water and no feet or other body parts. We also limit the space to water access to remain close together. We only go to parts of the river that are less than a foot deep with no current, otherwise we do not go near it.

Missing Child Policy

Preventative Measures - Staff count children frequently with name to face recognition and often communicate how many children they have either face to face or with walkie talkies when the group is split. We get to know our kids and the extra curious children always hold an adult's hand when on a nature walk. Other children practice a buddy system and hold hands with a friend. The staff discusses the missing child policy at least once a year. In this discussion we brainstorm most likely places to hide on campus or likely places to wander in the community in the event we would need to search for a child. During transitions from one space to another, we first gather the children in a line and do a headcount with name to face recognition. Then we slowly walk together as a group with one teacher in the front and one teacher in the back of the line. Once we have reached our next space, we repeat the same process of gathering the children in a line and do a headcount with name to face recognition.

If a child is ever not accounted for, the teachers first communicate with each other in case a child went home early or is with another teacher. If both teachers are unaware of where the child is, they will immediately inform the director via walkie talkie. A teacher will be designated to stay with the group of children in a safe and enclosed space while the director and other teacher begin searching for the child. One teacher will begin searching in the classroom areas and areas near the classroom while the director will begin searching in other parts of the building. If the child is still not found, the teacher will begin looking outside of the building while the director will remain with the group, initiate the missing child emergency plan below and call 911.

Missing Child Emergency Plan -

- 1) Notify Other Staff that a child is missing.
- 2) Notify the director or On-Site Supervisor.

- 3) On-Site Supervisor immediately notifies law enforcement by calling 9-1-1 to report the emergency and seek medical attention (ambulance response) if needed. Be prepared to report a description of the child, their clothing, and their last known whereabouts.
 - 4) Notify the parents or emergency contacts of the child using the emergency contact information located in the first aid kit and be sure to let them know of their child's last known whereabouts.
 - 5) The onsite supervisor may begin searching for lost children if leaving the group doesn't lead to any endangerment and the ratio requirements are fulfilled.
- Note: Staff should return with the children to the center, if away, as soon as is reasonably safe.
- 6) A Staff member will complete an incident report when it is safe to do so. The incident report will be kept on file and sent to HHS as needed.
 - 7) Director will notify Child Abuse Hotline/HHS and include the child's last known whereabouts.

Strangulation Policy

Any materials with strings longer than 12" long are not allowed in the classroom by students or staff. Any materials that could potentially be a strangulation hazard, such as necklaces, pull toys, dress-up clothes, silks, and aprons indoors, staff vigilantly monitor when in play. This policy may apply to any other qualifying material.

Our program does NOT have the following strangulation hazards in our classroom or are used by staff -

- Window blinds or drapes with looped cords that are accessible to children.
- Pacifiers attached to a ribbon or string
- Lanyards

Parents are asked to remove hood and neck strings from child's clothing. All sun hats with a strap must be the break-away type.

In the event that observation of a child or discussion with caregivers alerts staff to the likelihood of a child misusing the materials in an unsafe manner, the materials will be removed from the environment.

Playground Policy

Our outdoor play area is briefly inspected daily and more closely with a checklist on a monthly basis. Please see the checklist on the next page. The outdoor play area is inspected for any potential hazards such as damaged equipment, sharp corners and edges, debris, missing or protruding bolts or nails, splinter and tripping hazards. If any hazards are identified the lead teacher will correct the issue or reach out to other staff for help if necessary. Our lead teacher

shall complete all inspections. The checklist is kept in the program binder and verified by the director monthly.

All other staff, including volunteers and classroom helpers, are given a staff handbook with all policies and are notified of the playground policy upon hire.

We do not have traditional playground equipment in our play area. There are no swings or slides. The only equipment that requires anchoring is our fencing, shelving, and canopies. The fencing and shelving are anchored with metal posts and our canopies are anchored with tent stakes provided by the manufacturer.

If there is any equipment that needs to be assembled. Staff need to follow the manufacturer's instructions. Currently, our only assembled items are short tables, wagons, and the fencing and they were all assembled according to manufacturer's instructions.

Our outdoor play area gets fresh mulch every year that is used for fall surfacing for children who are running, balancing, or climbing trees. At least 9 inches of mulch are placed under the 3 climbing trees. Mulch can be replaced in the colder months if the height goes below 9 inches. Children cannot climb more than 7 feet from the ground in the designated climbing areas. The limit is marked by a brightly colored piece of cloth tied to the middle of the tree at the 7 foot mark. This part of the policy was determined with the guidance of Caring For Children: Appendix Z.

Emergency Situations

A first aid backpack can be found indoors hanging inside the kitchenette to the left of the doorway, worn by Kinderhaus staff when on a field trip, or hanging on the outside coat rack when the group is in the outdoor classroom. A supplemental first aid kit is always available in the cabinet over the sink in the kitchenette. The first aid kits comply with DHS regulation and include a working cellular phone, emergency personnel phone numbers and child-specific emergency contact information. Children will not be permitted access to the first aid kits. All staff members will have current pediatric CPR and first aid certification. Medical professionals and organizations listed on the child's registration form will be contacted as needed. Emergency contact information and medical information will be transported with children if needed.

Fire extinguishers are located in each indoor teaching classroom. Smoke detectors and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted monthly and recorded on a log.

In the event that an evacuation is required due to fire or carbon monoxide, Kinderhaus staff will relocate the children to the West Side Early Childhood Center on Iowa Avenue. In the event that a greater distance from the center is required in an evacuation due to flood, bomb threat, or chemical leak Kinderhaus staff will relocate the children to Casey's Convenience Store on College Drive. Complete emergency plans can be requested for review as documented in the Staff Handbook. Staff reviews this information annually.

Health Forms

Health files will be maintained for both staff and children in a locked location within the center.

Please get these forms to me no later than October 6th for our yearly DHS files check. If your appointment is scheduled for after October 5th, please let me know what date your appointment is so I can make a note for the DHS consultant. Thanks!

- [Physical Examination Record](#) - This form is to be completed and signed by child's physician or nurse. Child must have been seen within the last year. If you forget to bring this form, the clinic should be able to provide one, just ask your doctor.
- [Immunization Form](#) - If your child is immunized, this form is to be filled out and signed by child's clinic or public health nurse. The clinic can provide this.
- [Immunization Exemption Form](#) - If your child is not immunized, this form must be completed, signed, and notarized.

We recommend you set up a doctor's appointment for your child well in advance before the school year begins, or have your doctor sign the health form on your child's birthday.

Kinderhaus may access medical advice or consultation through contacting the Visiting Nurse Consultant and/or Public Health Nurse. The Visiting Nurse Consultant and/or Public Health Nurse will audit child files annually, inspect for safety, and be available for inquiries.

Illnesses

Please let us know if changes occur in your child's health or eating habits. Also please let us know if your child has been exposed to a communicable disease.

In the event of a communicable disease outbreak, such as strep throat or chickenpox, a sign will be posted at the main entrance and an email will be sent out to families. If a child becomes ill while at Kinderhaus, the parent or an emergency contact will be notified. The child will be supervised in a quiet area to rest until the parent arrives to pick them up. If you cannot pick up your child shortly after being contacted, please notify someone on your emergency contact list.

We ask you to keep us informed of the advice received from your healthcare provider regarding your children. The Kinderhaus director and staff reserve the right to admit or exclude a child regardless of the health care provider's recommendations. Staff will give extra attention to hand washing and disinfecting surfaces (1/4 C bleach/1 gallon cool water and/or hydrogen peroxide) and use Universal Precautions.

Your child may not participate at Kinderhaus or may be sent home if the following conditions exist:

- a. an illness that prevents the child from participating comfortably in the activities planned.
- b. an illness that results in a greater care need than the staff can provide without compromising the health and safety of the children.
- c. fever (1 or more episodes within the last 24 hours or until a health care provider determines that the cause is not contagious and the child is not in danger of dehydration).
- d. symptoms or signs of possible severe illness such as unusual lethargy, uncontrolled coughing, inexplicable irritability, fussiness, or persistent crying, difficulty breathing, wheezing, or other unusual signs for a child
- e. Diarrhea, defined as loose, watery, and frequent stools (1 or more episodes within the last 24 hours or until a health care provider determines that the cause is not contagious and the child is not in danger of dehydration).
- f. *Salmonella typhi* until three negative stool cultures are obtained; *Shigella* or *E. coli* until two negative stool cultures taken at least 24 hours apart. If treated with antibiotics, samples should not be taken less than 48 hours after therapy is done; *Norovirus* until 24 hours after diarrhea and vomiting cease and stools are formed
- g. Blood in stools not explained by dietary change, medication (such as ibuprofen, naproxen, or aspirin), or hard stools
- h. Vomiting illness (1 or more episodes within the last 24 hours or until a health care provider determines that the cause is not contagious and the child is not in danger of dehydration)
 - i. Mouth sores with drooling unless a health care provider determines the condition noninfectious
- j. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease
- k. Pink or red conjunctiva (pink eye) with white or yellow discharge (or clear discharge with fever, eye pain, or eyelid redness) until all symptoms are gone
- l. Scabies, head lice, or other infestation until 24 hours after treatment

- m. Tuberculosis until medically cleared by a physician
- n. Impetigo until 24 hours after treatment
- o. Strep throat or other streptococcal infection until 24 hours after initial antibiotic treatment and cessation of fever
- p. Chickenpox until all sores have dried and crusted
- q. Pertussis until 5 days of appropriate antibiotic treatment has been completed or 21 days of cough if not antibiotics are given
- r. Mumps until 5 days after onset of parotid gland swelling or until symptoms are gone
- s. Hepatitis A virus until 1 week after onset of illness or as directed by the health department when passive immunoprophylaxis has been administered to appropriate children and staff
- t. Measles until 4 days after onset of rash
- u. Rubella until 6 days after onset of rash
- v. Unspecified respiratory tract illness
- w. Erythema infectiosum (5th disease) with fever
- x. Persistent abdominal pain (lasting more than two hours) or intermittent abdominal pain associated with fever or other sign of illness
- y. Scabies until after first treatment
- z. Herpes simplex infection of the mouth in children who do not have control of oral secretions
- aa. Bacterial meningitis until 24 hours after starting antibiotics
- bb. Coronavirus 24 hours fever free (without medication) and symptoms improving, CDC recommends using additional precautions for 5 days such as masking indoors

Medication

Medications will only be administered by the director or onsite supervisor under the advice of medical professionals. Additional requirements are available for review within the staff handbook and will be made available to parents or medical professionals when requested.

Sunscreen and insect repellent are considered other health products, not medications, but will be kept inaccessible to children in the first aid kit. While we recommend wearing hats and applying sunscreen prior to arrival at Kinderhaus, sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher will be applied to your child's exposed skin (only with your written parental permission to do so) when deemed necessary. We may also use an insect repellent containing DEET (only with your written permission) no more than once a day to protect your child from insect bites only when the public health authorities require its use.

Transportation

We recognize that our staff and parents may have personal relationships outside the realm of the Kinderhaus program. Any transportation of Kinderhaus children by Kinderhaus staff or volunteers outside of the Kinderhaus program hours is viewed as a private arrangement between parents and staff or volunteers exclusive of any organization or involvement by the Kinderhaus program. Kinderhaus staff and volunteers shall only transport children in a privately owned vehicle and may not receive any compensation for such transport. The requirements of Iowa Code section 321.446 shall be followed.

Field Trip and Non-Center Activities

Our group frequently takes short field trips within walking distance of the school. An additional staff member, beyond the required ratio, is present when the group is away from the Kinderhaus center. For farther or longer field trips, notification will be sent home, informing parents about the nature of the trip and also ensuring that they are aware of and supportive of extended trips away from the center. On occasion, the Earl Public Transit may be involved in transportation during a field trip. In the event that parents are asked to help with driving for a field trip they will be asked to provide “proof of auto insurance”. Children will also be secured in moving vehicles following state of Iowa law. In the event that a parent chooses to have their child not participate in a field trip, they are then responsible for supervision of their child at that time. Any non-center activities not defined as a field trip will not be considered part of the Kinderhaus program.

Release of Information

Unless otherwise requested, your family’s phone number as well as your child’s birth dates may be shared with the other current families of Kinderhaus. Please let us know if you would not like to participate in this sharing of information.

Toileting Policy

Toilet learning is an important time in a child’s development. For children who are unable to use the toilet consistently, the following procedures are in place:

1. Diapering will only be done in the designated diaper area, i.e., the bathroom adjacent to the classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards: Standard 5, Criteria 7:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

- Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility. At all times, caregivers have a hand on the child if being changed on an elevated surface.
- Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are inaccessible to children. The container will be clearly labeled to show its intended use.

Diapering and Gloving posters will be posted in the changing area showing procedures through the use of visuals and words. These procedures are used by the program administrator to evaluate teaching staff that change diapers.

3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. All families are asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.

We are so glad that you are a part of the Kinderhaus Community this year! We look forward to getting to know your family and watching your children grow!