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**PARENT  
HANDBOOK  
2020-2021**

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**EMAIL IS THE QUICKEST WAY TO  
REACH US!**

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OUR MISSION

To provide a nurturing environment  
that encourages joyful learning, socialization,  
independence, responsible freedom and  
self-discipline in young children.

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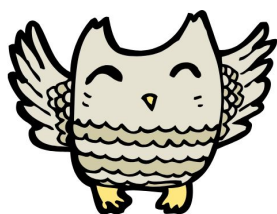
EACH  
CHILD'S  
LEARNING  
EXPERIENCE  
IS UNIQUE  
AT  
KNOWLEDGE  
HOUSE!

Welcome to Knowledge House!

Our students enjoy working independently and cooperatively in a community classroom with other children ages 2.5 - 5 years of age. Each child is allowed to work at their own pace and to work with materials that interest them. Through play, students explore new ideas and relationships which help to enrich learning and build self-confidence.

We utilize Montessori theory and materials to help nurture and develop learning skills such as: discovery, inquiry, problem-solving, oral-language, cooperation, persistence and creativity that will help children gain the tools to succeed in school and life.

HOURS



Monday - Thursday

9:00am - 12:00pm

Classes are 3 hours long.

Enroll for 1, 2, 3, 4 days a week.

Enroll for the days of the week that work best for you.

Sorry, we don't offer before or after school care.

We offer a school year program September - June & summer school in July.

Enroll any time of the month or year (space permitting).

No contracts or penalties for mid-year withdrawal. We request a 30 day notice before withdrawal so we can attempt to fill your spot.

## TUITION

### MONTHLY TUITION RATES:

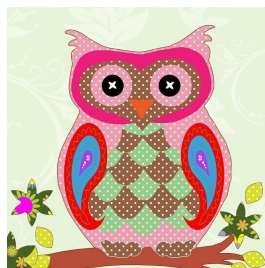
4 days/week:	\$450/month
3 days/week:	\$340/month
2 days/week:	\$230/month
1 day/week:	\$150/month

## ENROLLMENT POLICIES



1. A one-time non-refundable application fee of \$100 is at the time of enrollment. This fee is for new student enrollment and is not required for returning students.
2. Tuition is due on the first of each month. A \$20 late fee will be charged for payments received after the 5<sup>th</sup> of the month. NSF/Returned checks will accrue a charge of \$30. We accept checks, cash and automatic payments that you set up through your bank's automatic bill pay system. You may drop off or mail tuition.
3. Tuition is payable regardless of student absence, school breaks and holidays. We do not give discounts or credit for days that the child is unable to attend due to illness, vacations etc
4. Tuition not paid within 2 weeks of the due date may result in forfeiting enrollment. Please contact us if you have to make a special arrangement regarding a payment.
5. Should you choose to withdraw your child before the end of the year, we require 30 days notice.
6. Children must be picked up on time. Students may be dropped off at school no earlier than 5 minutes prior to class start time. A charge may be applied for children picked up late at a rate of \$1 per minute.
7. Interest on past due accounts will accrue at a rate of 1.5% /month.
8. Trial period: New children are considered to be on a trial basis for a period of 2 – 8 weeks, depending on how often they attend. If a child has behavior issues or is simply not ready for our environment we will discuss options with you. Children who threaten the safety of themselves or others will be asked to leave their program.

## OTHER POLICIES



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**ABSENCES:** Please notify the school of planned or extended absences. If your child is ill, please leave a message on the answering machine.

Knowledge House does not have make-up days or refunds for scheduled school closures, illnesses, absences or vacations.

**CLOSURES/VACATIONS:** In general, Knowledge House follows the same calendar as South Kitsap School District. Our current calendar can be found on our website. Should there be any changes in the calendar, you will be notified in advance.

**INCLEMENT WEATHER:** Knowledge House will close whenever South Kitsap School District is closed due to bad weather and will post a notice on the school website and facebook page. Should the school need to close due to weather during the day, parents will be notified to pick up their children. We will remain at the school with all children until they are picked up.

**ACCIDENTS/INJURIES:** With your signed consent, Knowledge House teachers and staff are allowed to give first aid and CPR to your child. Please keep your contact information current should the need to contact you quickly arise.

**MEDICATIONS:** A signed consent is required for administering medications.

**ILLNESS:** Children will not be permitted to attend school under the following conditions:

Fever of 100 F degrees or higher. Temperature must be normal for 8 hours (without medicine) before returning to school.

Vomiting

Diarrhea

Conjunctivitis (pink eye)

Excessively runny nose

Lice/nits

**EMERGENCY MEDICAL PROCEDURES:** In the event of an emergency, we will make every attempt to contact you through the information provided to the school. It is your responsibility to inform the school of any changes in your contact information. Should your child require emergency care, 911 will be called.

**BEHAVIOR GUIDELINES:** In order to attend Knowledge House, children need to be able to follow directions and maintain self-control to ensure their safety and that of others. Parents will be notified of any behavior problems that are causing disruption in the school. Aggressive or unsafe behavior may result in a child needing to be unenrolled.

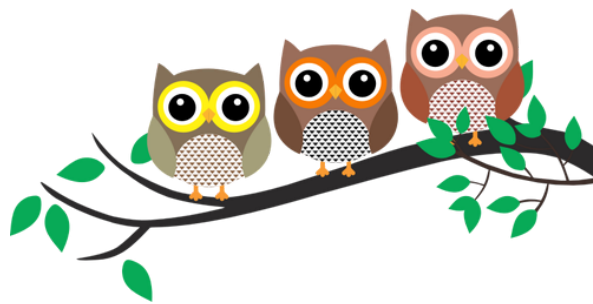
**POSITIVE DISCIPLINE POLICY:** We use natural consequences, positive reinforcement and redirection to handle behavior issues. Children receive demonstrations on how to use materials so they know what is expected of them. We use positive statements and choices to redirect inappropriate behavior. Statements and questions are intended to redirect the child to think about what they are doing and how they are doing it.

**CHILD ABUSE REPORTING:** We are required by law to report any suspected child abuse.

**DISCRIMINATION:** We treat all fairly and equally and do not discriminate based on ethnicity, background, religion, gender, age, income level or ability.

### **OUTDOOR PLAY RULES**

Our outdoor areas at school are an extension of the classroom. Children are encouraged to be gentle and caring toward others and the environment. We teach them about respecting the garden, plants and each other. Carrying sticks, pushing or pulling friends, standing on chairs and benches and other typical playground activities are discouraged. Most children follow rules very well during school, however when caregivers arrive, some children often “forget” the school rules. Please support the school rules by letting your children know you expect them to follow the rules even when you are there.



## FIRST DAYS OF SCHOOL



**DROP OFF TIME: 9:00 - 9:15 AM**

**PICK UP TIME: 11:45 - 12:00 PM**

**GATE RULES:** For safety reasons, children are not allowed to touch the gates unless an adult has given them permission and is supervising them. If your child wants to help you with the gate, please be sure you are at the gate before they do so. Please **ALWAYS** be sure that the gate is closed and latched before you leave.

**PARKING AREAS:** Parking is available in the front and back of the school. Please drive slowly as children may get away from parents and run out in front of cars. Children may enter The House using the front or back doors.

**AT DROP OFF:** Children are to enter the school as independently as possible where a teacher will meet them and assist them with their shoes, coat, etc if needed and help them get started with their day. Parents are welcome to accompany their child into the school at the end of the day if they would like to show you around and talk about their day..

**SEPARATION:** Children may be hesitant to see parents leave when it's time for school. It helps if parents talk with their child ahead of time to express confidence in their ability to be at school without them. If children sense that a parent is nervous about leaving them, they will become unsure and nervous as well and will be more likely to become upset.

Parents should remind their child that they will return after school, say good-bye firmly and then leave promptly. Even if a child starts to cry, we've found that within a few moments of a parent leaving most children will become interested in school activities and materials. Of course, if your child is very upset you will be notified.

**TOYS FROM HOME:** Toys from home are not allowed in school. If a child brings a toy to school, we will ask them to put it away until the end of the day.

## WHAT TO BRING



### Label your child's belongings with their name.

**CLOTHING:** Please bring a change of clothing for your child. They may bring it in their backpack daily or you may give it to us in a gallon Ziploc type bag to store at the school. (Socks, underwear, shirt, pants...)

In addition, be aware that children should wear clothing that can get wet, dirty and messy. We try to be careful but when working with dirt, water, paint... but messes happen.

**SLIPPERS/SHOES:** While in the classroom, each child needs a pair of non-skid slippers or shoes that your child can put on independently to be worn inside the school. Slippers or shoes should be taken home periodically and laundered. Please no big slippers with giant heads, etc.)

**BACKPACK or BAG:** They are optional but helpful. The children love being independent and enjoy putting their completed work into their backpacks to take home. Our experience has been that school work will be lost if it isn't put into a bag/backpack each day to take home.

**BIRTHDAY CELEBRATIONS:** As part of the Montessori curriculum we have a class celebration where we talk about the birthday child, sing songs and commemorate each year since they were born. If your child has a summer birthday and will not be attending summer school, you may request that we do their birthday celebration before the school year ends in June.

**HEALTHY SNACKS:** Children have the choice to participate in eating a daily healthy snack while at school. We ask parents to volunteer to bring in healthy whole food, **unprocessed vegetarian** snacks 1 or 2 times per month for their child to help prepare for the entire class.. Our goal is to help children learn about what healthy snacks are and to encourage them to try new and healthy foods. They often will try new foods with their friends that they won't try at home!

Whole foods are seeds, fruits, vegetables and other foods that are as unprocessed as possible and close to how they grew in nature are great! Home-made is OK. Please provide an ingredient list or recipe. We are peanut free.

Please no sugary juices. The children serve themselves water with a snack. **The sign up sheet** is the calendar just inside the front door of the school. Write in your child's name on your day of choice. If you bring more than is needed for 1 day, it will be saved and used another day.

