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**To reach the Kinderhaven Director call 847-810-3947 or email her at robbinsp@cityoflakeforest.com. To report a child's absence or leave a message for your child's teacher call Kinderhaven at 847-810-3947. Each teacher has an email address as well. These addresses will be available at the beginning of each school year, and they are checked regularly by the teachers.*

BACKGROUND INFORMATION

HISTORY: Kinderhaven Preschool Academy was established in the early 1970s by the Lake Forest Recreation Department Board which recognized the need to provide preschool programming for children residing in the area.

The first program director brought a Montessori influence to the school which continued until the late 1980s. Kinderhaven Preschool Academy has since evolved into the current developmentally appropriate, Reggio-inspired program which emphasizes hands-on, experiential learning and the growth of the whole child.

Most recently Kinderhaven Preschool Academy has been influenced by the excellent preschools in Reggio Emilia, Italy. As we are growing, our classrooms portray a more comfortable (less institutional) atmosphere that welcomes children and their families into the classrooms. Teachers are continually involved with the children in many different ways: through guidance, asking thought provoking questions, direct teaching, researching with the children, observing the children, and documenting projects that the children are creating. We also believe in an “art-based” philosophy, having the children learn about art materials and mediums, artists and art movements. This culminates in an “art show” showcasing the children’s work and their processes throughout the year. Lastly, we are a “compassion-based” preschool. From the youngest of children, we want our children to understand that they have responsibilities to one another, their community and the greater world. Throughout the year, the children will have compassion lessons and projects that will allow them to develop their empathy and kindness toward each other and all living beings.

ADMINISTRATION: Kinderhaven Preschool Academy is a nonprofit, nonsectarian school. It is a division of the Lake Forest Parks and Recreation Department and is governed by the members of the Parks and Recreation Board.

STAFF: The KINDERHAVEN DIRECTOR is responsible for the day to day operations of the school, maintaining licensing and accreditation standards and supervision and hiring of staff. The director also serves as an educational advisor, trainer and support for the teaching staff.

The FACULTY AND DIRECTOR have degrees in Early Childhood Education, Child Development, and/or related fields. Classroom assistants have some early childhood education and/or experience working with young children. Volunteers and student teachers may augment the teaching staff. The staff to child ratio is 3 to approximately 20 children in the oldest group (3 for approximately 16 for the youngest). The teaching staff and director alike support Early Childhood Education and its relationship to the greater community. All faculty participates in on-going training and education, including research and trends in child development and teaching methods, as well as CPR and safety procedures. Because Kinderhaven is a Reggio-inspired school, the teachers spend many hours of continuing education learning how to implement the Reggio concepts in all aspects of their classes. Additionally, they review the mandatory reporter status every year during their training.

The FACULTY also works throughout the year on a “research project” that requires them to become careful observers in the classroom and researchers outside of the classroom. They turn in an outline of their project in early October, and then develop their project throughout the school year. They also contribute to the staff’s Friday “Journal Club” presenting articles each Friday that address something that they are working on or are interested in.

LICENSING AND ACCREDITATION: Kinderhaven Preschool Academy is licensed by the State of Illinois and must be re-licensed every two (2) years. Health and safety standards are maintained and the school is regularly inspected by the local Fire and Health Departments. DCFS Standards are available for review and are located in the entry way of the school.

Additionally, Kinderhaven Preschool Academy is evaluated by the parents twice a year and held to stringent standards that far surpass local, state, and national standards. Kinderhaven follows guidelines and regulations for NAREA as well. The teachers and aides are evaluated twice a year, receiving working goals that must be accomplished. Continuing education is a must for all Kinderhaven Preschool staff members.

PHILOSOPHY AND GOALS: We believe that children are inherently inquisitive about themselves and the world around them; it is intrinsic to their nature to engage in discovery, creativity and learning. We believe that children do this best through active involvement in their learning experience. Our goal is to provide a warm, nurturing and stimulating environment in

which these natural tendencies can flourish. Children are encouraged to ask questions and try new activities. We believe that children learn best when parents and teachers work together and support each other, therefore, we encourage the active involvement of parents in the classroom and at school functions.

CORE VALUES: The following CORE VALUES were developed through a collaborative effort of the Kinderhaven Preschool Academy staff during the summer of 2003 and re-evaluated in the summer of 2010. These CORE VALUES best reflect the goals and objectives of the Preschool.

Core Value: Children have experiences that encourage healthy social-emotional development and a positive self-concept.

If this happens in our classrooms it will look like this:

- Children are encouraged to express themselves in positive ways.
- Children are treated with respect and openly welcomed each day.
- Children's thoughts and ideas are listened to and discussed.
- Children's efforts and accomplishments are recognized and reinforced.
- Children's positive behavior is acknowledged and supported.
- Children's dispositions to cooperative work and play are recognized and reinforced.

If this happens, then logically these will be short-term outcomes for our children:

- Children feel accepted and comfortable in the classroom.
- Children see school as a positive place to be and appropriately separate from their parents or caregivers.
- Children feel that they are a part of a community where they are accepted and valued.
- Children develop a respect for working hard and being persistent.
- Children develop a positive self-image and think of themselves as successful learners and successful in relating to friends and adults.
- Children develop age appropriate self-help skills (i.e., toileting, dressing, eating/table manners) leading toward independence.

CORE VALUE: Children will develop a positive character, understanding the importance of compassion and respect for others and their environment throughout all aspects of their daily activities.

If this happens in our classrooms it will look like this:

- Children learn about social problem solving and conflict resolution through direct teaching, modeling, and coaching.
- Group meetings, discussions and activities occur to build a sense of community.
- Children are taught anger management, impulse control and empathy.

- Children are involved in project work and other activities that require cooperation and collaboration with peers and teachers.
- Compassion activities and group projects will be a natural part of the classroom environment.
- Children participate in activities that promote care of the environment.
- Children have respect for diversity in people and their ideas.

If this happens, then logically these will be short-term outcomes for our children:

- Children will be able to solve problems during social interactions with peers.
- Children will become comfortable interacting with other children during work and play.
- Children will treat each other and adults with care, respect and compassion.
- Children will learn that their actions impact others, and through their positive actions, they can make a difference in the world.
- Children will treat their environment with care and respect.
- Children will respect individual differences.

CORE VALUE: Learning experiences are holistic (involving the whole child) and nurturing, challenging and encouraging children to grow in every aspect of their lives.

If this happens in our classrooms it will look like this:

- Children investigate topics in depth and learn how to use resources such as adults, written materials, and experimentation to learn.
- Play environments will be rich, and time for play will be provided.
- Children represent their ideas and thoughts in many ways: painting, drawing, sculpting, dancing, music, drama, conversation, play, etc.
- Dispositions to learn, work hard, investigate, hypothesize, and analyze are encouraged and nurtured.

If this happens, then logically these will be short-term outcomes for our children:

- Children will participate in interesting and appropriately challenging activities and experiences.
- Children will talk about and share what they are doing and learning.
- Children will exhibit constructive and cooperative play.
- Children will participate in a variety of art experiences.
- Children will think at higher levels, including hypothesizing, estimating, and analyzing.
- Children will become intellectually curious.

CORE VALUE: Children are provided with opportunities to develop fundamental skills that serve as a foundation for future school success and will enhance their desire to learn.

If this happens in our classrooms it will look like this:

- Children participate in developmentally appropriate yet challenging...
 - *Opportunities to use language in meaningful ways
 - *Shared reading activities
 - *Guided writing experiences
 - *Activities that encourage children to “play with language” using rhyme and rhythm to engage them in phonological experiences
- Children have access to many types of literature in the classrooms.
- Children participate in scientific and mathematical thinking, such as hypothesizing, analyzing, and predicting.
- Children’s acquisition of knowledge, skills, and learning dispositions is monitored.
- Children are involved in the study of meaningful topics that relate to typical curriculum goals.

If this happens, then logically these will be short-term outcomes for our children:

- Children will see the value of reading and writing.
- Children will develop fundamental pre-reading/reading and pre-writing/writing skills.
- Children will develop fluency in the use of the English language.
- Children will show an interest in mathematical and scientific problems and activities.
- Children will learn to formulate questions in academic areas.
- Children will be able to search for and find answers to their questions.
- Children will have positive dispositions (attitudes) towards reading, writing, mathematics, and science.

CORE VALUE: Parents are viewed as vital to their child’s development and partners in their child’s education.

If this happens in our classrooms it will look like this:

- Parents are in the classrooms volunteering and sharing their knowledge and skills with the children.
- Parents serve on committees.
- Parents attend open houses, family events, fund raisers and parent classes.
- Parents participate in and share their viewpoint of their child during conferences.

If this happens, then logically these will be short-term outcomes for our children:

- Parents will understand how to support children’s learning.
- Parents will feel that they are making a contribution to their child’s education.
- Parents and children will share quality experiences together as parents model learning.
- Parents, children, and the school will develop a good working relationship.

- Children's enthusiasm for learning will grow with parent's involvement in their child's educational process.

CORE VALUE: Documentation is an integral part of the teaching and learning process.

If this happens in our classrooms it will look like this:

- Teachers document children's learning on a regular basis. This will be visible through:
 - *Transcripts of the children's words
 - *Descriptions of the learning processes
 - *Collections of the children's work
 - *Photographs of the children working
 - *The teacher taking notes on her or his observations of the children
- Teachers review the children's work and projects by reviewing documentation with the children and one another.
- Teachers work from the documentation to develop projects with the children.
- Documentation is shared with the parents and children in the following ways:
 - *Bulletin boards and documentation panels
 - *Newsletters
 - *Dry erase boards
 - *Children's portfolios
 - *Reports

If this happens, then logically these will be short-term outcomes for our children and parents:

- Children will understand that what they are doing in school is important.
- Children will understand that their work is important to teachers and their parents.
- Children will reflect on their own learning.
- Parents will become more familiar with their children's process of learning.

PARENT/SCHOOL COMMUNICATION

Communication between parents and staff is vital to the success your child has in school. Realizing the importance of on-going communication, we encourage you to keep us up-to-date on any situation that may impact your child's participation in school. We will also do our best to keep you informed about your child's activity at Kinderhaven Preschool Academy.

Throughout the school year, you will receive a bi-monthly newsletter from the teachers which will keep you informed of the activities and projects in your child's class. Also, in the newsletter you will find information

regarding upcoming events and other pertinent class information. These will be delivered through your email. The teachers also write the daily happenings on the parent information board located in the entry way of the classroom. Please check this board daily! The information will assist you in discussing the day's events and learnings with your child.

You will also receive a monthly newsletter from the director that will keep you informed about school-wide happenings and topics related to child development, Reggio-information, and other educational topics. This newsletter will also be delivered through email.

Project books for each class are located in the entryway. These books contain up-to-date documentation of the class projects. You may look at these books at anytime, but please do not remove them. More detailed documentation can be found on the boards located in the classroom and school's entryway. You are encouraged to spend time looking at these boards and these books as they will give you a clear picture of what type of projects and activities your child is doing.

You will receive three evaluative reports concerning your child during the school year. The first report is a "How Am I Doing?" report that goes out within the first month of school. This report deals more with the adjustment your child is making to the overall school routine. The next report is a "Mid-Year" report and that one is closely followed by the mid-year conference. This report consists of how your child is doing in all areas of classroom and personal development. The last report is the "End-of-the-Year" report and is closely followed by the end-of-the-year conference. This report summarizes your child's development and school functioning, giving goals and direction for the next step of your child's academic and social development. In addition to these evaluative tools, your child will also receive an art portfolio and a portfolio that looks at six different areas of development. The latter will be shared with the parents during the mid-year and end-of-the-year conferences.

There are beginning-of-the-year and end-of-the-year evaluations that go out to parents during the school year and are distributed by the parent board; however, if you have any feedback at any point throughout the year, please feel free to contact the director.

PARENT/TEACHER CONFERENCES

These are scheduled during the first half of the school year and the last half of the school year. The exact dates are in the school calendar. The conferences are no longer than 10-15 minutes in duration and consist of going through a written evaluation of your child, looking at the child's portfolio and any other classroom work, and addressing strengths and growth areas for your child. While these are not mandatory meetings, we do hope you will plan on attending if possible. It is another way of communicating with the teachers and learning about your child's educational and social progress. Conferences may also be scheduled during other times throughout the school year if the parent or teacher feels it is necessary.

PARENTS OF CHILDREN WITH SPECIAL NEEDS

For children with special needs, we ask that you provide us with all of the information that will help us meet the needs of your child. If your child is being seen by any type of therapist, reports are helpful as well as having your permission to talk or meet with the therapist if necessary. If your child is attending another program for children with special needs, we are obligated to meet with the team and be involved in the IEP meeting and other review meetings. Being open with us can only benefit your child.

SEPARATION AND YOUR CHILD

Separation is a normal part of growth that occurs in life. In order to engage in new opportunities we need to let go of some familiar securities. We want to do everything in our power to ease the transition from home to school. Here are some very important steps to follow:

1. Prior to school beginning, your child will have two opportunities to come to an ice cream social and see the classroom and the other children. He or She will also get to meet the teachers and assistants.
2. On the first day of school, please know that the teachers and assistants are there to assist the transition. A hug, a kiss and a timely departure after the sign in process are often the best for everyone. Know that you certainly can stay in the classroom, but it is often more difficult for your child to make the transition if you do.
3. The teachers and assistants understand that your child may cry and be sad at your leaving. They will handle your child with comfort and

- respect. They will assist in the adjustment and feeling of security in the classroom.
4. Know that you may have just as difficult a time leaving your child for the first time as your child does leaving you. You can help your child's adjustment by understanding your own feelings of sadness at leaving your child in a school environment for the first time.
 5. Remember, your child may experience separation anxiety at various times throughout the school year. Vacations, illnesses, family events, moving, and other disruptions in your child's routine can lead to separation issues. Please inform your teachers if you are experiencing any of these issues.

PARENT PARTICIPATION

We realize the importance of parent-teacher/family-school relationships; therefore, we encourage participation in the classroom and throughout the school. Kinderhaven Preschool Academy offers a variety of ways for parents to show their support not only to their child, but to their child's school as well. You will be given a volunteer sheet at the beginning of the school year, so you can choose the right area of volunteer service. Participating in your child's school can be an enriching experience for you, your child, and the entire school!

Special events, fund raisers, and activities are planned throughout the school year and during the summer months. Some of these events may be:

- Summer Gathering
- Ice Cream Social
- Art Show and Fund Raisers
- Open Houses
- Activity Nights
- Parenting Workshops
- Compassion Projects

If you have something special to share with the school, please contact the director or your child's teachers. They will be happy to put your talent or interest to work!

DAILY ARRIVAL AND DEPARTURE PROCEDURE

- Parents, guardians, or authorized drivers must accompany each child into the classroom. Children must be signed in and out each day. If you belong to a carpool, you must sign in and out each child you bring in your car. Please do not send minor children in to sign Kinderhaven children in or out of school. A designated adult (18-years-old plus) must be the responsible party. It is important for you to sign your child in and out. It is a way for us to keep track of your child's attendance and to know who is here and who is not.
- **It is important for the children to arrive on time.** Frequent late arrival can interfere with the child's time to choose an activity and develop social/play skills. It is also disruptive to the daily schedule. In addition, some children feel self-conscious when arriving late and may have difficulty separating and entering a group that is already engaged.
- Automobiles must be parked in the drop-off lane or in the parking lot. Do not double park in the drop-off lane.
- **Promptness in picking up your child at the conclusion of the school day is very important!** The teachers depend of time between classes or at the end of the day to plan and reflect on their day. Also, your child may worry if his or her grown up is not there. Please notify us if you are going to be late for any reason. If tardiness in pick up becomes an ongoing issue, (being 10 minutes or more late 3 or more times) the parents will be asked to come in for a conference with the teachers and director in order to develop a plan of action to rectify the problem.
- Written permission is required for anyone but designated people to pick up your child. Children cannot be released without written permission. If a person is unknown to the teachers, assistants or director, he or she may be asked for identification. Please know that this is for your child's protection.
- When you bring your child into the classroom, have him or her place his or her belongings into the assigned cubby. **Please label** anything that your child brings!
- Following sign in, have your child go to the bathroom and wash his or her hands. Again, this is for sanitary purposes, and helps promote a healthy routine.

- Arrival is a time for you and your child to greet the teachers and their friends. Please convey any information that may impact your child's participation that day during this time.
- At dismissal, please make sure you check your child's cubby for any personal items or art work. Because these cubbies are shared with all of the classes, it is important that they get cleared out after each class. Your child has an additional mailbox located in the entryway for newsletters, class communication, and any other piece of information that needs to go to the parents or guardians. Please check that regularly as well.

TRANSPORTATION

The Lake Forest Recreation Department and Kinderhaven Preschool Academy does not provide transportation or arrange "carpools." Class enrollment lists are provided in early September to parents. These lists may be used to coordinate rides among students by the parents or guardians. No transportation is ever provided by staff members.

SCHOOL CALENDAR

Parents will receive a school calendar with all important events and school holidays. **Kinderhaven Preschool Academy follows District #67 calendar!** So, if there is a question about a day off, please check not only our calendar, but District #67 as well.

- Snow days or other weather emergency days are at the discretion of District #67; however, there may be times when we are not able to have school when the District has not cancelled school. Please call the Kinderhaven office at 847-810-3947 or the Recreation Department at 847-810-3947 if you have questions. The teachers and/or director will make every attempt to give parents enough time to reschedule their child's day if school will not be held.

Teachers and teachers' assistants will contact parents concerning an emergency school closing. If the class day has begun and an emergency closing is necessary, parents or guardians will be contacted immediately to arrange pick up. Your child will remain in the care of Kinderhaven until pick up can be arranged.

HEALTH AND SAFETY

PLEASE NOTE: ALL REQUIRED MEDICAL FORMS ARE IN YOUR REGISTRATION PACKET. PLEASE HAVE YOUR PHYSICIANS USE THESE FORMS.

Birth certificates are required! Please send a copy of the certificate with your child's registration packet.

It is a licensing and health department requirement that each child has a physical examination NO LATER THAN 6 MONTHS PRIOR TO THE BEGINNING OF PRESCHOOL! The required form is in your registration packet.

The background information, health history, with parent signature, immunizations, TB test and lead screening areas MUST BE FILLED OUT AND SIGNED by the physician. The TB test and lead screening need only be done once. If the physician feels that the TB test is not necessary this must be documented on the form or included on a separate signed statement. These medical form and an emergency form must be kept on file in the school office.

Any child who attends school must be healthy and prepared to go outside. It is important to note that the classes will go outside if the weather is conducive. If the temperature is above 20 degrees with the wind chill, please have your child prepared to go outdoors. Preschool is for children who are well, so in the interest of safeguarding the health of all students, children showing any signs of illness should be kept home until a proper diagnosis is made and treatment of the health condition is completed.

When a child contracts a contagious illness, parents MUST notify the school as soon as the illness is diagnosed. A child who has had a fever must be fever free (normal body temperature) for at least 24 hours before returning to school.

The school must be notified in writing of any allergy a child has and/or if medication is being taken. No medication will be dispensed by school staff without written procedures from the physician and signed release from the parent.

KINDERHAVEN SHOULD BE CALLED WHENEVER A CHILD WILL BE ABSENT FROM SCHOOL: 847-810-3947.

MEDICAL EMERGENCY PROCEDURES

In case of emergency, the parent will be called, and 911 will be called. If immediate medical treatment by a physician is warranted, we will make

every effort to have a staff person accompany the child with the ambulance. The ambulance will go to Lake Forest Hospital.

If you do not want us to follow the above protocol on the grounds of religious beliefs, please see the director to obtain an additional emergency release form. In the case of a life threatening circumstances, the preschool reserves the right to seek traditional medical treatment.

PESTICIDE SCHEDULE

The City of Lake Forest takes care of applying any and all pesticides to the surrounding grounds of the Lake Forest Parks and Recreation Building. They spray once in the fall and once in the spring. A notice when the spraying will occur will be posted by the City 24 hours before the spraying will occur. No pesticides will ever be applied when children are present. Please see the information book located in the entry way to get the approximate dates and types of the pesticide applications. Weather will determine the actual dates.

DISCIPLINE POLICY

Kinderhaven promotes “redirection” when the teachers need to intervene in a child’s interaction with another child(ren) or with following directions with the teachers. The teachers will remind the child of the classroom rule and ask him/her to follow the rule. If the child is unable to comply, he or she will be “redirected” to a new activity or to a new area of the room.

There may be specific circumstances when a child may be asked to move away from another child or area of the room due to aggressive behavior or consistent antagonistic behavior. The teacher will take the child by the hand, sit them in a chair away from the activity, and explain to the child what the issue is. The child will rejoin the activity or return to the activity when the teacher feels the child is able to be respectful to the child or situation. The child may be asked to make amends to a child he or she hurt, and with the teacher’s guidance, he or she will find a way to do so.

If behavior problems persist, the teachers and the director may ask the parents for a conference to develop a plan of action to address the issues.

CLOTHING

We encourage children's independence, so being able to manipulate their own clothing is important. We will be working with the children on putting on their own coats, boots, gloves, etc., as well as having them zip and unfasten their own clothing to use the restroom. Please follow the guidelines concerning clothing:

- Provide clothing that is loose and has simple fasteners
- All removable clothing should be labeled with the child's name, especially coats, jackets, sweaters, hats, mittens, and boots. This assists the teachers in making sure that each child has his or her appropriate clothing. It also helps your child to recognize his or her name and take responsibility for his or her belongings.
- Expect your child to get messy, so please dress him or her in clothing that can get dirty or messy. It is difficult for a child to fully participate in some classroom or outdoor activities if he or she is afraid of getting dirty. Paint, glue, sand, mud, water, and other art and sensory medium is part of the average preschool day, so please encourage your child to fully experience every aspect of preschool!
- Sneakers or close toed shoes are REQUIRED to ensure your child's safety indoors and outdoors. NO SANDALS OR OPEN-TOED SHOES, PLEASE!
- We try to go outside everyday, even in the winter! We usually go out if the temperature is 20 degrees with the wind chill. Please dress your child for outdoor play no matter the weather!
- Please pack a daily change of clothing, including socks, in a backpack. Clearly label these items, and check them occasionally to make sure the sizes are still able to fit your child.

POTTY TRAINING

Although Kinderhaven does not require that the students be fully potty trained, the teachers *do not* change diapers or pull-ups. In an event of a potty incident that your child is unable to deal with himself or herself, a parent or guardian will be expected to respond to a phone call within a reasonable amount of time (15 minutes maximum).

There is a larger bathroom with a changing area located by the racquetball courts in the recreation center's main hallway. If the parent or guardian does not answer within the allotted time, the next person on the contact list will be called.

Please indicate whether your child is potty trained at the beginning of the school year.

SNACKS/NUTRITION

Healthy and nutritional snacks are provided by Kinderhaven. The snack for the day is written on the sign in sheet at the beginning of the class period and on a weekly calendar. We endeavor to serve snacks that promote good nutrition, and ones that represent two food groups.

Additionally, Kinderhaven has a board of health and nutrition parents. They regularly volunteer in the classrooms to provide health and nutrition-related activities.

WE ARE A PEANUT-FREE SCHOOL!!!

Nothing we serve has any type of nuts in it! We also check labels carefully to make sure our snacks are also not made in places where they might have contact with nuts; however, if your child has a nut allergy or any other food allergy, please inform the teachers or the director if there is ANY concern about a snack that is being served.

OUTSIDE FOOD OR CANDY IS NOT ALLOWED UNLESS APPROVED BY THE DIRECTOR!!!

BIRTHDAYS

Birthdays are a special occasion for our children. We do, however, leave it up to the parents to discuss with the teachers about how and when and if they would like to celebrate their child's birthday at school. **Remember**, the teachers will not automatically celebrate your child's birthday without permission from you, so if your child's birthday is coming up, please inform the teachers. We want to respect everyone's beliefs concerning the celebration of birthdays at Kinderhaven.

Outside food/candy treats are not allowed at Kinderhaven due to serious food allergies. Goody bags containing pencils, small toys, stickers, etc., may be put in each child's cubby to go home, but these bags may not contain candy or food items.

If a parent asks the teachers to observe their child's birthday, "Happy Birthday" will be sung. The child will receive a special birthday sticker. A parent or guardian may choose to come in a read a book to the class or lead a craft project on behalf of the special birthday girl or boy.

Instead of bringing in treats like cupcakes or cookies, the birthday child may want to choose an item from the school's "Wish List" to donate to the school or he or she may want to donate his or her favorite book to the classroom. These are wonderful ways for the child to feel that he or she is giving back to his or her school as well as celebrating his or her special day!

If your child is having a birthday party, and you would like to put invitations in the children's cubbies, you may on the condition that ALL of the children are invited. If you are inviting only a portion of the class for whatever reason, please send the invitations to the invited children's homes. This saves the feelings of those who are not invited.

HOLIDAYS

The staff does not provide any type of religious instruction. Customs observed by various countries and ethnic groups may be presented as part of the historical, geographical or cultural program of the school. All activities, stories or explanations are designed with consideration of the children's developmental levels in mind. Parents are welcome to join with their child and present to the class their various traditions.

FIELD TRIPS

Most field trips are within walking distance from the school, such as the library or fire house; however, with the Reggio-inspired curriculum, other field trips tied to our projects may occur. If we need a bus, we will ask for parent volunteers to accompany us. You will also be asked to fill out a specific permission slip.

WISH LIST

A “Wish List” will be available during the first weeks of class. This list is compiled by the staff and contains items that would make great additions to the classroom. The list will be updated periodically throughout the year. Please feel free to contribute a gift from the list at any point throughout the year.

RECYCLABLE LIST

A “Recyclable List” will be available during the first weeks of class. This list is compiled by the staff and the art director and contains items such as pop tops, pudding or jello cups, straws, glass baby food jars, bottle caps, etc. Because these items are used regularly in the school’s art, we go through them rather quickly. Please remember to save them for us!

FUNDRAISERS

There are a few fund raisers held for Kinderhaven throughout the year. The Parent Board designs and executes these events, and everyone is encouraged to participate. The school depends on these fun events, so please mark your calendars as soon as you are notified about them!

COMPASSION PROJECTS

Your child will become involved in “compassion projects” throughout the school year. These projects are designed to help your child realize that he or she can make a difference in the world, and that he or she has a unique responsibility to become actively involved. The projects will tie in with the classroom’s studies, and will most likely involve your child working to make a financial contribution in some manner. Please encourage your child’s involvement in these types of projects.

BASIC SCHOOL RULES FOR FUN AND SAFETY

- Always walk in the classroom and hallways.
- Use inside voices; save loud voices for outside.

- Sit on your bottom when riding trikes, sliding down the slide, and swinging on swings.
- Stay in the classroom unless you are leaving with an adult.
- Do not open the classroom doors unless a teacher or adult give you permission.
- Sit on chairs with feet on the floor.
- **No weapons, war-like toys or play will be permitted.**
- Keep hands and feet to yourself.
- Use respectful words when talking with friends and teachers.
- Respect all living things, including the plants outside, each other, and the insects and animals that visit us.
- HAVE FUN, MAKE FRIENDS, AND LEARN, GROW, AND EXPLORE!!!