



## FAMILY HANDBOOK

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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 child-led 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 Preschool!

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WE ARE A MONTESSORI INSPIRED, PLAY-BASED PRESCHOOL!

Our students enjoy working independently and cooperatively in a community classroom with other children ages 3 - 6 years of age. Each child is allowed to work at their own pace and to work with materials that interest them. Through self-directed play, students explore new ideas and relationships which help to enrich learning and build self-confidence.

We blend elements of Montessori & Reggio Emilia theory and methods to help nurture and develop learning skills such as play, discovery, inquiry, problem-solving, oral language, cooperation, persistence, and creativity that will help children gain the tools to succeed in school and life.

HOURS



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- Ages 3 - 6
  - Monday - Thursday
  - 9:00 am - 12:00 pm
  - Enroll for 1, 2, 3, 4 days a week.
  - We do not offer before or after-school care.
  - We offer a school year program from September - June.
  - 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.
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TUITION

CURRENT MONTHLY TUITION RATES:

4 days/week:	\$495/month
3 days/week:	\$385/month
2 days/week:	\$265/month
1 day/week:	\$140/month

Rates are subject to change.

## ENROLLMENT POLICIES



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1. A non-refundable application & materials fee is due at the time of enrollment. A yearly re-enrollment & materials fee is due at the start of each school year.
  2. Tuition is due on the first of each month. A \$25 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 \$50. We accept credit cards, ACH electronic check transfers, checks, & cash.
  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 need to make a special arrangement regarding a payment.
  5. Should you choose to withdraw your child before the end of the year, please provide 30 days notice.
  6. Children must be picked up on time. School doors open at 9am. Students may be dropped off between 9 - 9:15 am Pick up time is 11:45 - 12 pm. A charge may be applied for children picked up late at a rate of \$1 per minute.
  7. Most children assimilate into our environment seamlessly. However, if a child is not ready for our environment or has behavior issues that interfere with the learning of others, we will discuss options that may involve removal from the program. Children who threaten the safety of themselves or others will be asked to leave the program.

## OTHER POLICIES



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**CONTAGIOUS ILLNESS PRECAUTIONS:** Parents/caregivers are responsible for monitoring their children for symptoms and for keeping them home if there are signs of illness that could be contagious to other children and adults in the school.

**ABSENCES:** Please notify the school of planned or extended absences. If your child is ill, please email, send a message in the school app, or leave a message on the school's 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. On late start days due to weather, we will be closed. 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:** Please keep children with persistent runny noses and coughs home. Children will not be permitted to attend school under the following conditions:

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

Covid symptoms or family member or close contact with someone with covid or suspected symptoms.

Vomiting

Diarrhea

Conjunctivitis (pink eye)

Excessive runny nose

Persistent cough/sneezing

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.

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## OTHER POLICIES



**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.

**BULLYING POLICY:** We discourage bullying. We review rules and remind children of proper behavior with other students daily.

**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 considered to be 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. Using sticks as weapons, violent games, pushing or pulling friends, standing on chairs and benches etc. are discouraged.

## FIRST DAYS OF SCHOOL



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**GATE RULES:** Adults are responsible for opening and closing gates and ensuring no children other than your own go through them. 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 schoolhouse using the front or back doors.

**AT DROP OFF:** Children are encouraged 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. Please do not leave until you see your child enter the schoolhouse.

Parents are welcome to accompany their children into the school at the end of the day if they would like to show them 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 children 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 children that they will return after school, say goodbye 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... however, messes happen.

**SLIPPERS/SHOES:** While in the classroom, each child needs a pair of non-skid slippers or shoes that they 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, we can do their birthday celebration before the school year ends in June.

**HEALTHY SNACKS:** Children have the opportunity to bring a healthy mid-morning snack from home. Please no sugary snacks, drinks, candy, desserts.

**WATER:** Each child should bring a water bottle labeled with their name.

## REMINDERS...



- Help your child to be independent and confident by allowing them to do things they are capable of.
- We encourage children to enter school and take care of their shoes, coat, and backpack as independently as possible. Taking care of these tasks is part of their school day. Parents need not stay to help with this as we are here to help if they need it.
- Encourage your child to help carry things... (their backpack, snacks) that they bring to school.
- Remember to bring weatherproof coats and shoes/boots. We may go out in wet or cold weather.
- Communicate with the teacher if you have any concerns about your child.
- If you haven't already, please visit the school website for more detailed information about our program at [NaturesKnowledgeHouse.com](http://NaturesKnowledgeHouse.com).

Thank you for being a part of the  
Knowledge House family!

