



Parent Handbook

Welcome to Kinderwood!

At Kinderwood, we are committed to providing a nurturing and stimulating environment that supports the development of each child. This handbook is designed to help parents understand our policies, procedures, and philosophy to ensure a positive and safe experience for all families.

Mission Statement

Kinderwood strives to provide a high-quality Montessori education, fostering a love of learning, independence, and respect for all in a safe and caring environment.

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1. General Information

Location: Old Forge, NY

Hours of Operation:

3s: Monday to Friday, 8:30 AM – 11:00 PM

4s: Monday to Friday 11:30AM – 2:30PM

2. Philosophy and Curriculum

Kinderwood follows the Montessori approach, emphasizing hands-on learning, self-directed activity, and collaborative play. Our curriculum includes:

- Practical Life Skills
 - Sensorial Activities
 - Language Development
 - Mathematics
 - Cultural Studies
 - Art and Music
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3. Enrollment and Attendance Policies

- **Enrollment Process:** Families must complete a registration form and meet with staff for an orientation. (Registration forms can be found on our website.)
 - **Attendance:** Regular attendance is essential. Please notify the school or head teacher of absences by 8:00 AM.
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4. Safety and Security Procedures

- **Access Control:** All doors remain locked during school hours. Visitors must sign in at the office.
 - **Pick-Up Policy:** Only authorized individuals with prior notice will be allowed to pick up a child. Photo identification may be required. You must sign your child out at pick up. If someone other than a parent or guardian will be picking up your child, please give their full name to the head teacher in advance so we know it is approved to send your child with someone other than you. Your child's safety is our highest priority.
 - **Playground Safety:** Staff will monitor children at all times during outdoor play.
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5. Fire and Emergency Procedures

- **Fire Drills:** Conducted monthly. Children are taught to calmly evacuate to the designated safe area.
- **Emergency Evacuations:** In case of a larger emergency, children will be relocated to a predetermined site. Parents will be notified immediately.

- **Lockdown Procedures:** Staff will secure classrooms and notify emergency services if necessary.
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6. Health and Wellness Policies

- **Illness:** Children showing signs of illness must stay home. Please notify the school of any contagious conditions. If your child has a fever, they must be fever-free for 24 hours prior to returning to school.
 - **Allergies:** Parents must inform staff of any allergies. This information should be included in your child's medical forms. Allergy lists are posted in classrooms and the kitchen.
 - **Potty Training Policy:** As a preschool program, we understand things happen! While we do expect your child to be potty trained to the level of being capable of knowing when they need to use the toilet, display the ability to break from their activities when they need to use the toilet, and must be able to properly care for their individual hygiene needs (on the toilet) with little to no assistance.
 - **Clean Clothes:** As this is an early childhood program, we acknowledge that kids are kids and accidents happen! Due to this, we ask parents to provide an extra change of clothes in the event of an accident, spill, sensory issue, etc. Staff at the Kinderwood Program will monitor these events and will communicate with parents if a new replacement outfit is needed. Staff will assist your child with reminders of when to use the bathroom, to wash their hands, and to blow their nose, etc. We also acknowledge this is a transitional program and each child will have unique needs and will move at their own pace. Occasional accidents are understandable but if our staff notice ongoing, repetitive issues regarding bathroom competency, they may deem the student not ready to make the required adjustment. If you have any questions about this policy, please feel free to reach out with your individual concerns.
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7. Communication and Parent Involvement

- **Parent-Teacher Communication:** Conferences are held twice a year. Additional meetings can be scheduled upon request.
- **Newsletters:** Monthly newsletters and online blog posts keep parents informed about upcoming events and activities.
- **Volunteer Opportunities:** Parents are encouraged to participate in classroom activities and special events when advertised. Please see our volunteer application on our website.

8. Tuition and Payment Policies

- **Payment Schedule Options:** Pay by full year or pay by session (two sessions/year, fall and spring).
- **Late Payments:** A late fee may be applied if payments are missed.
- **Financial Assistance:** Scholarships are available for eligible families. If you are experiencing hardship or are unable to make tuition payments, please see the financial aid survey on our website.
- **How to Pay:** Payments can be made via Venmo (K-Kinderwood), Zeffy (link on website), or mail (see address below). Please refrain from handing checks to the teachers as their priority is to teach, interact with, and supervise your children. Thank you.

Kinderwood Program LTD
PO Box 255
Old Forge, NY 13420

9. Behavioral Guidelines

- **Positive Discipline:** Kinderwood promotes conflict resolution and problem-solving skills. Our teachers monitor all activities in the classroom. As we are based in Montessori principles, we encourage children to find resolution amongst themselves. Teachers will step in when needed, of course, and will not tolerate physical aggression. Teachers will promote children's independence and encourage them to use their words with each other.
- **Prohibited Behavior:** Physical aggression, bullying, and disruptive behavior are not tolerated. Parents will be notified of repeated issues. Multiple offenses may result in a personalized behavioral plan that the parents/guardians will be notified of.
- **Temporary Assistance:** In certain circumstances, a parent or guardian may be asked to be present in the building during class if we are monitoring behavioral issues. This is so the child can be removed from class following an incident and debrief outside the classroom space with the child's person. Individual situations may be handled differently depending on severity; the child will either return to the classroom after calming down, or may be asked to take a break for the rest of the day.
- **Suspension/Expulsion:** As a last resort, suspension or expulsion may occur if behavior issues cannot be resolved. Please note that this is an elected educational program and not every child is ready at three years old. Please know that not being ready is not a reason

for concern, offense, or worry. We want what is best for each child and will work with families to provide the best experience possible.

10. Contact Information

For questions or concerns, please reach out to our head teacher or our board:

Teacher Email: kinderwoodprogram@gmail.com

Board Email: kinderwoodltd@gmail.com

Thank you for choosing Kinderwood. We look forward to working with you to create a joyful and enriching experience for your child.