

Vrindhavan- Kindergarten Policies 2018 - 2019

Our Kindergarten;

provides a stimulating space in which to develop fantasy, imagination, creativity, self awareness, cognition and intellect.

is a place where children get the opportunity to make different social contacts and where they can satisfy their inner needs for independence outside their family.

has the task to stimulate body, brain and senses of a child to prepare them for their journeys ahead.

supports and encourages children to deal with their emotions in order to achieve self-confidence and self- esteem.

challenges and invites children to step out of their comfort zones so they are able to learn about them self and their environment.

allows children to experience their own mistakes and successes.

motivates children to stay on their tasks for a certain period of time so they can achieve a set aim.

sets borders and rules to provide a stable and save environment for the children.

has a structured day and follows routines to give children stability.

General Policies

- Please ask before you take pictures in the kindergarten, not all parents want their children photographed.
- We don't allow parents using mobile phones in the Kindergarten. If you really need to use your phone, please go outside the Kindergarten area.
- Please don't call us or come in to the Kindergarten to check on your children. This causes us to leave activities and disturbs the routine, the children and teachers. (This includes bringing snacks) If your child is truly unhappy and cries we will call you.
- Please don't call teachers outside Kindergarten time to discuss Kindergarten matters. We also have families and a private lives. (If it's very important send an sms).
- For many reasons we don't allow naked children in our Kindergarten.
- Please read our Newsletters and info we provide for you. Many questions are answered in this way and you save us time to focus on the children.

- We don't appreciate you bringing your child after 10.00 am as it disturbs our activities and routine. It makes it difficult to settle the child in for the day and we find it disturbing to have comings and goings all morning long.
- Short questions can be answered in the morning between 8.30 -9.00 am and in the afternoon from 2.00 – 3.00 pm. For longer conversations you can ask us for a meeting. Please also make use of our suggestion box near the entrance.
- We encourage a healthy diet, please stay away from bringing sweets and crisps for snack time.
- Please leave toys at home! We have many toys in the Kindergarten and toys from home often create quarrels and arguments, which are not necessary. We can not be held responsible for any lost or broken toy brought from home.

SETTLING IN POLICY

We appreciate parents coming for some days to settle their children in but there has to be a limit, to avoid disturbing the routine of the Kindergarten.

Before your child starts with us, we will arrange a meeting for you and your child to meet the teacher and the kindergarten. This is a really good time for us to meet your child individually. To avoid upsetting your child the first time you leave, we'll work together to make sure the child feels at home.

We would advise you to do the settling in slowly. This will help your child to become familiar with the new environment and to get to know the teachers and the other children. As you will also be there, your child will learn to enjoy him/herself, feeling assured by your presence. When he starts feeling at ease, it will be the time to leave him/her alone, for short periods.

Please, take into account that sometimes the teachers may be running a class and too many adults around will make it very hard for them to carry on with what they were doing.

How to help your child

To help your child to better settle in, it's very important that you separate a bit from him/her and allow the staff to bond with your child, otherwise your child may think that the kindergarten is the place for you both to play!!

It's important to stay around at first, but please try to separate a bit, maybe bring a book to read. Your child's teacher will advise you.

Children get the attitude and the parent's feelings

Children have a sixth sense to perceive your feelings. If your attitude is relaxed and

your child sees you smiling and happy, he/she will understand that you feel kindergarten is a good and fun place to stay. On the other hand, if you seem nervous/anxious and you don't allow time for the bond to happen, your child will feel it, and the settling in period will be harder and take longer.

We totally understand that it's normal for a parent to feel anxious/nervous about the new environment and situation, but please, try to stay relaxed and positive.

Try to reassure your child about how much fun he/she will have and the amount of friends he/she will make.

Duration of the settling in period

Many parents ask how long it will take to settle the children in. Every child is different, of course...some kids are used to staying with relatives, friends and caregivers so they assume it will take shorter time, but this is not always necessarily true.

When the moment to leave comes you can say you go for a coffee or something..or you are going to a different area of the kindergarten to read a book. It's easy to sneak away when they are distracted, but this can break their trust and delay their settling in period. It's good to make up a solid routine.

Procedures at Arrival & Collection Times

Drop off and pick up times are important moments in the day and we encourage being on time for arrival and pick up. Arriving latest 9.30 am/picking up latest 3.00 pm. It is important these times are not rushed, and are conducted in a calm and peaceful manner. We ask that Parents/Guardians ensure that adequate time is spent during these times to interact with their child in their environment. (mobile phone use prohibited)

At pick up times, your child is likely to want to show you an activity of interest or tell you an important story from the day. These times are also important to speak with the classroom teacher, exchange information relating to your child's day and be familiar with the occurrences throughout the day.

Parents must inform the main teacher if somebody different is collecting your child, if not we may need to contact you and that can be a unpleasant situation for the person picking up your child.

Admission Policies

Fees include monthly fees/ lunch fees and any other money that is owed for our services.

When registering your child with us, you will have to pay a security deposit, which we will use for your last month of stay with us.

All Parents are requested to pay one month in advance, the last date to pay the fees for the coming month will be the 5th of every month. From the 6th of every month you will be charged a late fine of 10 %. If you come in the middle of the month you have to pay your fees no later than 2 days after joining us.

If all outstanding fees have not been paid by the 1st of the coming month, your child will be asked not to attend until all fees are cleared, including any late fines.

After one calendar month of your child's absence, i.e. the 1st of the next month, your full remaining security deposit will not be refunded and you will need to re-register your child. If you wish for your child to re-register, a new security deposit must then be paid.

Once fees are paid, we will book your child's place for the dates requested. All fees will be non refundable once booking is made, regardless of attendance i.e. If the money is paid for one month and your child is only present for 15 days, the amount will neither be refunded nor be carried forward.

Parents are requested not to ask for any reductions and to follow our fee policy to ensure we can continue to provide our student's with the best quality education.

Security deposit will only be refunded when all outstanding fees are paid. Security Deposits will not be refunded if you change your mind and short term fees have to be paid.

Vacation, illness and absence because of accidents cannot be refunded.

The second child has a reduction of 30 % in fee.

Medical, Illness & First Aid Policies

The Kindergarten Team is trained to deal with minor ailments and first aid. However, our policy is always to inform the parents if a child is unwell or has had an accident. If the parents are not contactable, the child will be taken to the general emergency hospital as explained at the time of registration.

Non urgent Situations

If the Kindergarten cannot provide the necessary medical treatment, parents will be asked to collect their child.

If the Parents cannot be located, the Director will make the decision, in consultation with the First Aid trained team, about how further medical attention will be sought. This may require taking the child to a doctor's surgery or to a hospital.

Classroom teachers are asked to treat minor injuries using our first aid supplies. Children in need of first aid, which cannot be dealt with by the teachers, will be brought to the Office. A team member will take over treatment of the Student at this point. After

the student has been treated appropriately for their first aid needs, the Team member giving the treatment will inform the class teacher as to the continuing treatment required by the Student, whether they should return to their class or whether they are to be collected by a Parent.

Depending on the nature of the illness or injury, children who are not well enough to stay at The Kindergarten will be looked after in their classroom by their teacher or teaching assistant, or can sleep in the Kindergarten house where they will be observed until parents arrive to collect them.

Urgent Situations

Treatment will be provided at the same time as contact with parent is sought. This may involve emergency treatment by the First Aid trained Team, calling an ambulance or taking the child to a hospital emergency department. In all incidents involving a head or dental injury, parents will be informed immediately, so that they may collect their child for medical treatment.

Medical Emergency

In a serious medical emergency where no parents can be contacted, The Kindergarten may decide to rush the child to the general emergency hospital in Chaudi and contact specialized doctors and or administer life saving drugs. The hospital bill will be charged to the parents.

Guidelines for illnesses:

No Child is allowed to come to the Kindergarten with fever or any contagious disease.

All children are sick from time to time. You know your child best and we ask everybody, to be fair to others and keep the child at home where he/she can get the one on one attention they need.

Diarrhea and/ or **Vomiting** 48 hours

Chickenpox 5 days after last spot has crusted over

Conjunctivitis Return to Kindergarten only when cleared

Hand, foot and mouth disease 3-5 days or until spots have disappeared.

Impetigo Until lesions are crusted or healed

Measles 5 days after rash

Mumps 5 days after onset of swollen glands

Ringworm Until treatment has started

Scarlet Fever 5 days after commencing antibiotics

Whooping cough 5 days after commencing antibiotics or 21 days from onset of illness if no antibiotic treatment

Flu (influenza) until recovered

Shingles Exclude only if rash is weeping and cannot be covered. Can cause chickenpox in those who are not immune

Head Lice If no living Lice, or after treatment from parents in cases where live lice have been found. Regular detection combing should be carried out by parents.

Parents should inform the office and the child's teacher in the case of prearranged absences i.e. Doctor/Dentist appointments & family holidays

The office can be notified outside hours via SMS. Tel 8007322583

Positive Guidance of children Behavior

The Kindergarten believes that there are many steps involved in guiding a child's behavior

To meet these objectives the Team will encourage appropriate behavior by:

- avoiding conflict by distracting from a situation or redirecting to another learning experience
- encouraging the child to accept responsibility for and the consequences of their actions
- understanding and appreciating the rights, feelings and needs of others
- developing respect for others
- understanding limits which are based on safety and concern for others
- learning rules and limits in which they live so as to enjoy interaction in the group
- developing positive secure relationships with adults

Prevention

This involves assessing the child's' level of development, looking at what is happening in the environment and planning accordingly. It is important to be positive and consistent. Clear realistic limits should be set for activities and behavior, and there should be effective communication with children and other team members.

Children should be aware of the consequences of behavior both positive and negative

Encouraging

The children should be given constant encouragement when they are displaying appropriate behavior.

Our Team will avoid giving lots of attention for negative behavior and will acknowledge and encourage positive behavior.

Effective

Effective limits need to be developed with the children in mind and not for the convenience of the caregivers. Give clear verbal and physical direction about what is acceptable rather than what is not. Limits need to be developmentally appropriate to the children and take into account their age and stage of development.

Redirection

Redirection of unacceptable behavior is an effective method of positive guidance. It means attempting to turn the child's attention away from unacceptable behavior towards an experience or behavior that is acceptable. This alternative experience should be interesting to the child, thus allowing an outlet for their feelings

Distraction

Distraction is a good guidance tool for younger children. It involves changing the focus of the child's attention

Ignoring

Once a particular behavior has been judged consistent and problematic, ignoring will be used as a technique to reduce the inappropriate behavior. Points to consider when ignoring the behavior do not ignore harmful behavior, the effects of ignoring are not usually immediate, behavior may get worse before it gets better,

ignoring needs to be verbal and nonverbal, any reemergence of behavior must be ignored, behavior needs to be ignored by everyone, behavior in another setting may be affected

Use consequences

The type of consequences used for challenging behaviors may vary according to the behavior, the child and the environmental situation. See below for the different types of consequences. There are different types of consequences and it is important to focus on those that are most appropriate to the situation and child.

Behavioral Consequences

Children have the right to make choices about their behavior and this technique allows them to take responsibility for their own behavior and choices.

Teachers are to give children appropriate choices. Natural consequences will occur as a result of the

child's behavior without intervention.

For example, a child who refuses to eat doesn't get to eat until the next meal and is therefore hungry. Natural consequences are not to be used in dangerous situations.

Logical Consequences

These require the intervention of the caregiver and acknowledge mutual rights, mutual respect and responsibility. To be effective, children must see them as logical, for example if you throw something you need to go and pick it up.

Please Note:

All guidance strategies need to be done in a positive manner, which avoids power struggles.

Guidelines that can be used:

- Establishing trust and respect for each child
- Ensure that all children are treated equally
- Plan a variety of quiet and engaging activities to prevent over excitement
- Sufficient notice that a change of activity or routine is about to occur

If the behaviour continues to be unacceptable this should be discussed with the Teacher and Parents

with a view to seeking additional help and support.

Anti Bullying Policies

Definition of bullying

Bullying is the willful, conscious desire to hurt, or threaten or frighten someone else. Deliberate aggression can be physical, verbal or psychological. Aggression tends to be repeated rather than an isolated incident. A bully has power over his victim and lacks empathy and guilt.

It is appropriate to recall that a bully is someone who uses their power in order to force others to do things their way. Just as a playground bully can demand lollies from a smaller child, or inflict physical pain, or ostracize a peer by demanding the loyalty of other classmates, so even a bullying parent can wreak havoc by calling on various underhanded strategies to make life awkward, even unbearable, for others.

It is important that all children and adults are aware that we will not accept any behavior which is intended to hurt someone in any way or to make someone feel uncomfortable or unhappy. This is reinforced by positive ethos regarding acceptable behavior inside and outside school.

Philosophy

In the Kindergarten we are building a community where members

- value and respect each other
- value each persons individuality and the contributions they make
- treat each other with respect and courtesy
- follow the principles of the RRR (Rights, Respect, Responsibility) agenda

Aims

We aim to provide a safe, calm learning environment where everyone feels valued.

Consideration towards others, politeness and co-operation are expected at all times.

Staff and parents will demonstrate these qualities in the way they respond to children, members of staff, parents and other adults involved in the Kindergarten community.

In addition, positive behavior will be promoted so children know what is acceptable behavior.

Good practice to discourage bullying

Research has shown that the most effective way of stopping children from bullying is empathy.

- Children are taught what acceptable behavior looks like, excellent behavior is always recognized and modeled.
- Positive behavior is rewarded through verbal praise
- Bullying is explored through role play and assemblies. Drama helps to develop awareness of victims and bullies feelings in an emotion free environment.
- Regular circle time is planned giving children opportunities to discuss how they feel.
- Children are taught strategies to stand up for themselves to be able to say no, walk away and seek help from an adult.

Awareness

All staff need to be observant of

- children who bully either physically or verbally
- places where bullying may occur
- times when bullying may occur

Action

If case of bullying is reported

- We listen carefully and note down the situations
- Mediate between the two parties concerned helping the victim to tell the bully what they have done and how it makes them feel
- Make the unacceptable nature of behavior and consequences of any repetition clear to the bully
- observe the children concerned and alert other adults involved, to monitor the success of the intervention
- Inform parents of both victim and bully - work with parents and child to devise ways solutions/ a way forward
- if necessary, gangs of bullies may need to be split up
- a bullied child may need to be introduced to a group of new friends
- use pupils as a positive resource in role-play and circle time
- Provide counseling for the victim and bully

Guidelines for Parents

If your child is telling you something disturbing you should let your child tell you about the situation without putting words in her/his mouth to find out the truth. Afterwards you should talk to the class teacher to clarify any issue or misunderstanding.

Every child has his own history and story, you will not always know the background, so please don't judge situations as they may not be what they seem.

Please accept that we have to have certain rules in our Kindergarten, which you are informed about and agree to before your child starts with us. Please refrain from asking us to bend the rules, Eg Ages and Group attendance, Daily Routines.....

We prefer parents coming to us to clarify any matters and clarify any issues, otherwise we are not able to give answers and misunderstandings arise which are not necessary.

Parents will communicate in a respectful manner with the Kindergarten staff about any issues of concern.

Slowing Down Policies

In our experience and due to research we have learned that it is not necessary to start too early with letters and numbers in the Kindergarten. (The brain and fine motor skills are not developed for this/ starting too early can spoil the pleasure for learning/ later children learn very fast what they would have required a much longer time earlier in their development)

Venturing to the limits of neurosciences, for example, reviewed many studies showing that playful activity leads to the growth of more connections between neurons, particularly in the frontal lobe – the part of the brain responsible for uniquely human higher mental functions.

This is why our preschool class is starting only for children from the age of 5 years onward. If your child is 5 years old before the 1 of January he/she can join the Morning Star Group. If your child is 5 years after the 1 of January he/she has to wait till their birthday and you have to inform us that you want him/her to join the Morning Star Group so that we can plan our bookings.

Please understand that we don't do letters and so on in the Lotus Group even when your child is 4. Of course if your child shows interest we will show him/her certain things but we don't have planned activities in this direction.

Parents Teacher Association (PTA)

Parents can select one Long-term parent (5 month) of each Group to represent the parents, each year.

These 3 Parents will have a meeting with the teachers of the Kindergarten once a month

Tasks:

- Being the contact person for parents in their Group, to hear suggestions and concerns.
- Helping in organizing Christmas celebration, outings for the different groups, bringing Volunteer parents and Volunteers in, to enrich the Kindergarten daily routine and outside garden area.
- Helping to find long term Volunteers and referring them to the Kindi staff

Rights:

- Bringing up any kind of concerns and suggestions from parents to discuss with the teachers .

(If these suggestions or concerns make sense to the teachers and they had the possibility to check that certain changes are good for the Kindergarten, they will be carried out)

If you book your child into our kindergarten we expect you to have read the Policies and agree with it.

We have created these policies and guidelines in order to promote harmony and cooperation within our Kindergarten.