



# Parent Handbook

2023/ 2024

Kensington School of Geneva

1774- 1776 West State Street

Geneva, IL 60134

630- 845- 9230

August 2023

# Kensington School Parent Handbook

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## KENSINGTON SCHOOL LOCATIONS:

### Kensington School of Arlington Heights

840 East Kensington Road  
Arlington Heights, IL 60004

### Kensington School of Naperville

1915 Three Farms Avenue  
Naperville, IL 60540

### Kensington School of Elmhurst

425 South Spring Road  
Elmhurst, IL 60126

### Kensington School of Park Ridge

805 N. Northwest Highway  
Park Ridge, IL 60068

### Kensington School of Geneva

1774-1776 West State Street  
Geneva, IL 60134

### Kensington School of South Naperville

4512 Walton Heath Drive  
Naperville, IL 60564

### Kensington School of Glenview

2160 Chestnut Avenue  
Glenview, IL 60026

### Kensington School of St. Charles

1900 Cumberland Parkway  
St. Charles, IL 60174

### Kensington School of the Highlands

1900 58<sup>th</sup> Place  
LaGrange, IL 60525

### Kensington School of Western Springs

1500 Walker Street  
Western Springs, IL 60558

### Kensington School of Hinsdale

540 West Ogden Avenue  
Hinsdale, IL 60521

### Kensington School of Wheaton

1746 South Naperville Road  
Wheaton, IL 60189

### Kensington School of LaGrange

125 North Kensington Avenue  
LaGrange, IL 60525

### Kensington School Administrative Office

743 McClintock Drive  
Burr Ridge, IL 60527

Administrative Office: 630-990-8000  
[feedback@kensingtonschool.com](mailto:feedback@kensingtonschool.com)

# Kensington School's Mission Statement and Philosophy

Welcome to Kensington School. We believe that we have an excellent program, and we are glad that you have chosen us to meet your child's educational needs. We would like to share a statement of our mission and philosophy with you.

## We are here for the benefit of the children entrusted to our care.

We believe in treating the children with the same respect we would give our own family members or friends. The health and safety of the children is of paramount importance. Whatever else we do during the school day is only worth doing if we protect the children from harm or hurt to the best of our ability. This marks our top priority and guides all our actions.

## We provide experiences that contribute to the growth and development of our students.

Recognizing that every day in the life of a child is marked by learning and growth, we keep our program focused on making the most of the time we have to help the child grow socially, emotionally, and in thinking and communicating. We have an important part to play in helping lay the foundation for later school and life accomplishments.

## We view each child as a unique individual.

We make a point of noting each child's unique abilities, personality, and development. We will always adapt the program to the child, rather than asking the child to fit the program. We complete assessments for each child twice annually. This information, gently gathered, indicates each child's unique abilities and assists us in promoting individual growth and development. Our curriculum goals and objectives for each child align with these assessments.

## We create an inviting, colorful, and pleasant environment.

We all recognize that physical surroundings play a large part in parents' choice to send their children to our program. We assess our surroundings daily to ensure that we provide a pleasant and stimulating environment.

## We encourage parental involvement.

We strive consistently to include parents in our program, through special activities, parent newsletters, student evaluations and semiannual parent-teacher conferences.

## We hold our staff members responsible for putting these principles into practice.

Our staff members must have a clear understanding of our policies and goals, as they are put into practice every day. We welcome your feedback and comments about your child's daily experiences.

# Kensington School Policies

## LICENSING AND ACCREDITATION

Kensington School is licensed by the Illinois Department of Children and Family Services (DCFS) and follows licensing standards for the state of Illinois. All Kensington School locations abide by the National Association for the Education of Young Children (NAEYC) accreditation criteria which follows a higher level of national standards in early childhood education.

## ADMISSION

Kensington School is open to the community and admits children of any race, sex, religion, or national origin. Kensington School currently has thirteen locations: Arlington Heights, Elmhurst, Geneva, Glenview, Hinsdale, LaGrange, LaGrange Highlands, Park Ridge, Naperville, South Naperville, St. Charles, Western Springs and Wheaton.

## ENROLLMENT

Enrollment is open to children between the ages of **six weeks and six years**. Kensington School accepts full and part-time enrollment. **A non-refundable enrollment fee of \$200.00 per child and a non-refundable deposit of one week's tuition are due at the time of enrollment. Siblings enrolling for the same school year will be charged an enrollment fee of \$100.00 per child. When enrolling an infant, the non-refundable deposit will be charged after confirmation, six weeks before the child's requested start date.** The director will be available to review the school's policies, procedures and philosophy, and to answer any questions. Kensington School maintains an open door policy in which parents/guardians may visit and observe at any time the school is open, between 7:00am and 6:00pm.

- ◆ **Kensington School is a full day, year-round early childhood program. If a child disenrolls, re-enrollment is dependent upon availability.**
- ◆ **A child must start on the date listed on his/her enrollment form or any tuition deposits are forfeited.** There is a one month courtesy hold for a delay in an infant's proposed start date. All enrollment fees and deposits are forfeited should a child not start at Kensington School.
- ◆ Upon enrollment, important and useful information will be given to parents/guardians. This will include forms to complete a child's file per the Department of Children and Family Services. **All forms (Child File Requirements) must be fully completed and on file with the school prior to the child beginning school, including the child's medical form.**
- ◆ **A copy of the child's certified birth certificate is required** by the state of Illinois, according to the Illinois Missing Children's Act. If a copy of the certified birth certificate is not available, a copy of the child's certified passport, visa, or other United States government identification document

## ENROLLMENT (continued)

may be acceptable. If the family is unable to comply with this requirement within thirty days of enrollment, Kensington School is required to notify DCFS and/ or the local police department.

- ◆ **Kensington School requires an annual, non-refundable, non-transferable registration fee for every child (infants - prekindergarten). This annual registration fee is \$100 per child and \$50 for siblings and is billed in February for the upcoming school year, which begins in August.** For parents enrolling new children at Kensington School, this annual registration fee is included in your child's initial enrollment fee for their first year.
- ◆ **If a child disenrolls, he/she may not re-enroll for six weeks.** Re-enrollment is dependent upon availability. If a child re-enrolls, his or her enrollment is subject to all enrollment guidelines and a \$200.00 re-enrollment fee will be charged upon disenrollment.
- ◆ After a child has begun to attend Kensington School, the tuition deposit can be applied toward the final week of tuition when at least a **written two week notice of disenrollment** has been provided.
- ◆ If a child transfers from one Kensington School location to another, parents will receive a tuition schedule and enrollment guidelines for the location the child is transferring to and a new enrollment form must be completed for that location. The child's original file requirements can be transferred from one Kensington School location to the other. **Provided that there is no gap in attendance when transferring, enrollment and registration fees, book fees, deposits, tuition credits and vacation credits will be carried over from one Kensington School location to another.**
- ◆ Kensington School allows for reasonable accommodations for children in our care with the agreement between school and parent that Kensington School is an appropriate environment for that child's individual needs.
- ◆ Please see separate fee schedule for each Kensington School location for specific tuition information.

## PAYMENT

**Tuition Express is Kensington School's automatic payment program for all tuition and fees.** Families must complete a **Tuition Express Enrollment Form** and a **Full Day Tuition Agreement** to enroll in Tuition Express. Methods of payment are a direct debit from bank account or by credit card/ debit card (2.5% service charge). **Cash and checks are not accepted at Kensington School.**

- ◆ **Payment may be paid either weekly or monthly and will be charged to your Tuition Express account on the first day of the week that your child attends.** Monthly tuition is calculated by multiplying a weekly rate by 52 (weeks in a year) divided by 12 (months in a year).
- ◆ If, for any reason, funds from your Tuition Express account are unable to be collected, a \$25 fee will be charged.

## PAYMENT (continued)

- ◆ A non-refundable, non-transferable, enrollment fee of \$200.00 is due at the time of registration. Siblings enrolling for the same school year will be charged an enrollment fee of \$100.00 per child. Enrollment fees are not applicable toward tuition.
- ◆ A non-refundable, non-transferable, deposit of one week's tuition is also due at the time of registration. When enrolling an infant, this non-refundable deposit will be charged after confirmation, six weeks before the child's requested start date. This deposit will be credited to your child's last week of tuition when a two week notice of disenrollment is given. Without a two-week notice, tuition is due, and the deposit is forfeited. At the time the deposit is paid, a child must have a specific start date.
- ◆ When enrolling in a kindergarten program at Kensington School, a non-refundable, non-transferable registration fee of \$200.00 is due at the time of enrollment and a non-refundable book/materials fee of \$250.00 is due before July. A one-month tuition deposit must be paid by April. If a child is currently enrolled and has a deposit on account, this deposit will be applied to the one-month kindergarten deposit. The kindergarten deposit will be credited only towards May tuition. **Kindergarten deposits and registration fees are non-refundable and non-transferable, even when a two-week notice is given.**
- ◆ Kensington School requires an annual, non-refundable, non-transferable registration fee for every child (infants - prekindergarten). This annual registration fee is \$100 per child and \$50 for siblings and is billed in February for the upcoming school year, which begins in August. For parents enrolling new children at Kensington School, this annual registration fee is included in your child's initial enrollment fee for their first year.
- ◆ **Book/materials fees (for students who turn 3 or 4 years-old by September 1<sup>st</sup>) are charged on September 1<sup>st</sup> and are non-refundable.** For three and four-year-old students enrolling after September 1<sup>st</sup>, book/materials fees are due at the time of enrollment. The book/materials fee for 3 year-olds is \$100.00 and \$150.00 for 4 year-olds.
- ◆ **Fees are not reduced for holidays or any other type of absence.** If a child is enrolled on a part-time basis (two or three days a week) and the child is absent or a holiday falls on a scheduled day, the child may not substitute another day. Depending upon availability, a day may be added at an additional rate. This additional day rate is based upon your child's current weekly schedule (example: three day rate is divided by three). Adding additional day(s) must be pre-arranged and approved by the school's director. Kensington School does not offer a drop-in program.
- ◆ **A change in a child's schedule is dependent upon availability and must be for a minimum of four weeks. Children not remaining enrolled for summer or fall must have a last day prior to the summer or fall transition.**
- ◆ We have allowed for two emergency days during the year in the tuition fees. Full tuition is still due up to two days. Any additional days off due to weather or other emergency will lead to a pro-ration of tuition. Please see the emergency procedures section for more information.

## PAYMENT (continued)

### ◆ VACATION POLICY:

Once a child has been in full-time (five days per week) continuous attendance for one full year, he or she is eligible for one week of vacation when tuition will be waived. The second week of vacation will require half tuition.

This vacation credit is awarded on the anniversary date of the child's start date and must be used within that next year. Vacation credit applied will be equal (or half) of the child's current weekly rate.

Notice must be given to the director two weeks prior to vacation to use benefits. This is only applicable to those children who attend full-time, twelve months a year. Children must be absent when taking a vacation credit.

## ARRIVAL AND DEPARTURE

No child is to be dropped off at the entrance and enter the school alone. Parents are expected to bring their child(ren) into the building and see that each child is under the supervision of a teacher before leaving the premises. Kensington School parking lots are CELL FREE ZONES.

- ◆ When you enter the school with your child, **sign your child in on the biometric computer and manually in the alphabetized binder before entering your child's classroom.** When leaving with your child, sign your child out on the computer and in the binder **after** you pick him or her up from the classroom. **If unable to sign your child in or out on the computer, parents should indicate this by signing the clipboard by the computer.**
- ◆ **It is imperative that parents sign their child in and out on the computer and in the binder daily. This is a DCFS regulation that we must always follow. A fee of \$10.00 per day will be charged to a parent's Tuition Express account when failing to sign-in or out. These fees will be contributed to Kensington Cares philanthropic events.**
- ◆ After signing in, proceed to take your child directly into the classroom. A staff member will be there to greet you and your child. Please have your child wash his or her hands for a minimum of twenty seconds. **If an infant is brought into school asleep in a car seat, a staff member will take the child out of the car seat before the parent leaves and place the child in his or her crib. Kensington School is unable to store car seats or strollers.**
- ◆ **We ask that your child be in attendance no later than 9:30 a.m. to assure his/her routine adjustment into the classroom and morning programming.** This is also important in maintaining teacher/student ratios and staff planning for the day, as well as lunch counts.
- ◆ When picking up your child, enter the school and go directly to the classroom. Please, for the child's safety, indicate to the teacher in charge that you are removing your child from the school grounds. Please escort your child by hand out of the classroom and to the car.
- ◆ If someone else is authorized to pick up your child, he or she is to follow the same procedure.
- ◆ Children must be signed out manually AND electronically.



## ARRIVAL AND DEPARTURE (continued)

Children will be released only to their parents/guardians unless the director or teacher is notified that another authorized person will pick up the child. If this person is not listed as an authorized person in your child's file, a written and signed note is required before your child may be released. If a teacher does not recognize you or your emergency pick-up contacts, she may request identification. Please make sure this person has the proper identification.

**Children should be accompanied by a parent and never left unattended in the building or parking lot during drop-off and pick-up times.** This includes older or younger siblings. Infants should never be left in car seats outside of a sibling's classroom when parents are dropping off or picking up.

Kensington School is a nut-conscious facility and we ask parents to wash their child's hands and face before coming to school. Children will also wash their hands in their classroom when they arrive each morning.

**Toys and electronic devices (including smart watches), stuffed animals and pillows over 10 inches, food from home, candy and gum are not permitted at Kensington School.**

## ACCESS TO SCHOOL

Kensington School maintains an open door policy in which parents/guardians may visit and observe at any time the school is open, between 7:00am and 6:00pm. Visits are encouraged, and parents are invited to take part in activities in the school. Visitors must show photo identification, unless known by the director.

## LATE PICK-UP POLICY

Our school is open at 7:00am and closes promptly at 6:00pm. The parent of any child remaining in the school after 6:00pm will be required to pay a **late pick-up fee of \$5.00 if the parent is ten minutes late or less.** If the parent is more than ten minutes late, **an additional \$1.00 per minute thereafter will be due.** **This late pick-up fee is per family, not per child, and will be charged to your Tuition Express account.** Please be aware that this policy will be enforced regardless of weather or any unexpected circumstance.

**If a parent is later than fifteen minutes picking up a child and has not called, the closing director will begin to contact the child's emergency contacts.** If a child is at the school more than one hour after closing and if all attempts to reach the parents and emergency contacts are unsuccessful, the closing staff will contact the school director and notify them of the situation. The closing staff will then contact the police for assistance.

**It is a parent's responsibility to keep their child's emergency contact numbers always up-to-date and on file.** It is Kensington School's responsibility to care for the child's well-being until the parents, emergency contacts, or outside authorities arrive. Staff members will never hold a child responsible, and discussion of the issue will only be with the parent or adult, never the child.

## SCHOOL CLOSINGS

**Kensington School will be closed the following days:**

- ◆ New Year's Day, Martin Luther King Jr. Day (Staff Curriculum Conference), Presidents' Day (Staff Curriculum Conference), Good Friday, the day after Easter, Memorial Day, the Friday before the first day of Summer Session (May 31, 2024) (Staff Curriculum Conference), Juneteenth (Staff Development Day), Independence Day, July 5, 2024, the Thursday and Friday before the first day of a new school year in August (Staff Curriculum Conference and Staff Development Day), Labor Day, Columbus Day (Staff Curriculum Conference), the day before Thanksgiving, Thanksgiving Day and the day after Thanksgiving, and Christmas Day. Additional closing days may be added depending on how holidays occur.

**Kensington School will close early or open late on the following days:**

- ◆ New Year's Eve: school closes at 3:00pm
- ◆ Halloween, October 31<sup>st</sup>: school closes at 3:00pm
- ◆ Christmas Eve: school closes at 12:00pm

**In the event that projected attendance is extremely low, a Kensington School location may close a day before or after a holiday or holiday observed.** Should this occur, care will be provided but may be provided at a nearby Kensington "sister school."

## EMERGENCY PROCEDURES

**At least one staff member certified in First Aid and CPR (cardiopulmonary resuscitation) by the American Red Cross is on site at Kensington School at all times.** First aid kits are provided and maintained for each classroom, as well as traveling First Aid kits.

In the event of a medical emergency involving a child, a staff member, or a parent, Kensington School staff will employ first aid techniques as trained. Staff will notify the school's director immediately, and the director will call emergency services as needed. **In the event of an emergency with a child, a teacher and/or a director will accompany the child until the child's parent/guardian arrives. A director will refer to the Authorization for Emergency Medical Care form on file for each child when contacting parents and emergency contacts.** A child's complete file will be taken to the hospital with Kensington School's staff member. **Please always keep parental contact phone numbers up to date in the school's office.**

Kensington School conducts monthly fire drills, seasonal tornado drills and intruder lockdown drills, involving all children and classrooms. **In the event of a possible emergency day, please see [emergencyclosingcenter.com](http://emergencyclosingcenter.com) for notification of school closures.** Parents may enroll to receive notifications of school closings from the Emergency Closing Center. Kensington School makes every attempt to remain open during heavy snow.

## EMERGENCY PROCEDURES (continued)

In the case of a national emergency, children, teachers, and administrators will remain on site at Kensington School except when instructed otherwise by emergency personnel.

**Parents are to complete a Child Enrollment Form Update every August with updated information, including updated parental contact information.**

Emergency Day(s) / Short Term Closure Tuition Policy: Kensington School has allowed for two emergency days during the school year in the tuition fees. Full tuition is still due up to two days. Any additional days off due to any emergency will lead to a charge of 50% tuition.

## HEALTH

### Children's Medical Forms:

Each parent will present a completed medical form signed by his/her child's doctor. We follow strict state regulations regarding a child's medical form. **This form must be on file prior to the child's first day.**

- ◆ **Physical exams must be done within six months of the start of school and are considered current for two years.** If the child is transferring directly from another school, his or her medical form may transfer to Kensington School, if it has been completed within one year prior to enrollment at Kensington School.
- ◆ **Parents are to complete the health history section on the back of the medical form.**
- ◆ **The physician must sign and date under the physical examination section and the health care provider/nurse must sign and date under the immunizations section.**

### Immunization Policy:

**All newly enrolled children who attend Kensington School must be immunized according to the required child immunizations from the Illinois Department of Public Health.**

### Sick Policy:

A child will not be admitted to the school if the child is determined ill by the staff member who greets him or her. For the protection of all children, a child must be kept at home or will be sent home if he or she shows any of the following symptoms:

A temperature of over 100.3	Cough	Sore throat
Nausea, diarrhea or vomiting	Muscle or body aches or chills	Head lice
Any undiagnosed rash	Fatigue or headache	
Sore or discharging eyes or ears	Shortness of breath/ difficulty breathing	
Congestion or runny nose	Loss of taste or smell	

## HEALTH (continued)

### Sick Policy (continued):

Any child sent home with any of the above symptoms is **to remain at home for a full 48 hours after recovery**, unless we have received a signed letter from the child's physician stating that the child is not a health risk to others at the school and is able to participate in all school activities. Children diagnosed with head lice must be nit free to return.

If any child becomes ill at the school:

- ◆ The child will be isolated under the care of a staff person.
- ◆ The parent or guardian will be notified at once and asked to pick up the child.
- ◆ If the parent or guardian cannot be reached, the provided emergency contacts will be called.
- ◆ If the situation demands, the family doctor will be contacted for prompt care.

State law requires that you designate on your enrollment form two people who are permitted to pick up your child **within an hour** should your child become injured or ill and we are unable to reach you.

**Communicable diseases should be reported to the director immediately. Please keep children with active colds at home.**

**Children enjoy the outdoors on a daily basis. If your child is not feeling well, please keep this in mind when making the decision whether or not to send him or her to school.**

### Allergies, Restrictions and Emergency Medication:

Managing allergies and restrictions in an early childhood program is a shared responsibility between staff, parents and children (when age appropriate). Kensington School takes great effort to maintain a safe environment for all children with allergies and restrictions. **Through OrganicLife catering, Kensington School is able to provide vegetarian, gluten-free, dairy-free, soy-free, egg-free and shellfish-free lunch and snacks for children with food allergies or restrictions.**

**An Emergency Action Plan is required for each child with a known allergy or medical condition.** This plan includes information about the child's allergy/condition and a plan of action which **includes specific medication to be given and the specific dosage.** This plan also includes the child's physician's signature, parent's signature and the child's picture. A copy of the plan is kept at a central location in the director's office, as well as in the child's classroom. Kensington School's director and staff members are aware of each child's allergies and food restrictions and their Emergency Action Plan.

**A school-wide list of all children with allergies and restrictions is posted on the inside of the health cabinet of each classroom with information about each child's allergy or restriction and treatment plan.** Kensington School staff members are trained in how to administer an Epi-pen and rescue inhaler. All medications are kept at a central location in the director's office.

Parents will assume primary responsibility for informing the school about their child's allergy/allergies. **Parents will continue to closely communicate with Kensington School's director and their child's classroom teacher regarding any changes or additional information about their child's allergy/allergies.**

## HEALTH (continued)

### Allergies, Restrictions and Emergency Medication (continued):

Nuts and nut products are not allowed at Kensington School. This includes almond milk and coconut milk. While Kensington School is a nut-conscious environment, we cannot guarantee that our school will be completely nut-free. Kensington School will make every effort to ensure that children with nut allergies will not come in contact with nuts or nut products.

Please see the below guidelines regarding student allergies at Kensington School:

#### Parents of children with allergies are expected to:

- ◆ Inform Kensington School of their child's allergy, both in writing on the enrollment form and by verbally informing the school director and classroom teacher.
- ◆ Provide the school with any necessary medication, including Epi-pens and rescue inhalers, when medically indicated.
- ◆ Verify the expiration date of their child's Epi-pen or medication for rescue inhaler.
- ◆ Teach their child to question or refuse any suspect food while at school.
- ◆ Teach their child not to share food.

#### Kensington School will:

- ◆ Provide alternative lunches and snacks free of a child's allergens.
- ◆ Educate our staff members about the seriousness of allergies.
- ◆ Request that all parents wash their child's hands and face before coming to school.
- ◆ Require all children to wash their hands in their classroom when arriving to school.
- ◆ Ensure that students will never use nuts in any crafts or projects.
- ◆ Train our staff and administrative staff in the proper use of Epi-pens and rescue inhalers.
- ◆ Administer an Epi-pen injection or rescue inhaler treatment.

### Vision and Hearing Screening:

Per the Illinois Statute (410 IL CS 205/) Child Vision and Hearing Test Act, vision and hearing screening services are administered annually to all children ages 3 years and older. The cost of these screenings is paid by the parent and is charged to Kensington School Tuition Express Accounts.

These services are not optional, as they are mandated by the state, unless there is proof of a child's eye examination by a M. D. specializing in diseases of the eye or a licensed optometrist and/or proof of an audiological evaluation completed by an audiologist that has been administered within the previous 12 months.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

### Handwashing Procedures:

Upon arrival, parents should have their child wash his/her hands for a minimum of twenty seconds. Children will also wash or have their hands washed for them after going to the bathroom or having a diaper changed, after wiping or blowing his/her nose, before and after snack or lunch, before and after playing in the sensory table, as they enter a new classroom, and after coming in from outside play.

## MEDICATION

**Medication is not administered by the school.** Emergency medications, such as an Epi-pen or rescue inhaler, may be kept at the school along with an emergency medical form outlining the proper directions for use.

In rare circumstances, medication may be administered by the school if the child is under a physician's care for a chronic, diagnosed condition.

## NUTRITION

Kensington School is proud to provide healthy lunches and snacks catered by OrganicLife, a leading provider of organic and natural meals. OrganicLife uses only grass-fed beef, free-range poultry, and 100% certified organic grains, dairy, fruits and vegetables. Monthly menus are posted on the parent board. Three daily snacks are offered mid-morning, mid-afternoon and early evening each day. Please see the classroom daily schedule posted in your child's classroom for the approximate time that lunch and snacks are served for each age group.

Children should not bring food to school since adequate meals and snacks are provided. Breakfast food from home should not be brought into the classrooms in the morning. A healthy morning snack is served around 9:00 a. m. **Bringing food from home is not allowed, per DCFS regulations.**

**Children should be introduced to food at home prior to consuming at school.** Older infants are served snacks and lunch catered by OrganicLife as directed by parents through their instructions on an Infant Menu Item Form.

**Due to food allergies, Kensington School requires only non-food items to be brought to school for birthday treats, such as stickers, pencils, etc. Outside food items may not be served to children at Kensington School.**

## BOTTLES

Kensington School follows very specific infant bottle procedures. **Infant bottles are to be labeled by the parent with the child's first and last name, dated and marked whether it is human milk or formula.** Teachers check bottles prior to a parent's departure to confirm that bottles are labeled properly. **Bottles with formula must be prepared by parents; staff members may not mix formula for infants.** Bottles may not contain solid foods such as cereal or medicine unless the child's health provider supplies written instructions and a medical reason to do so.

**After one hour, all bottles (formula or human milk) may not be served by Kensington School per the standards of the National Association of the Education of Young Children (NAEYC).** If requested by the parent, any bottles that are not consumed within a one-hour time frame may be refrigerated and returned to the parent at the end of the day. All bottles are returned to parents upon pick up. Glass bottles are not allowed at Kensington School.

## PERSONAL BELONGINGS

All children enrolled in Kensington School's full day program, infants through kindergarteners, receive a Kensington School backpack. This hangs on the child's hook at school and should be taken to and from school every day. **For consistency throughout Kensington School, parents should use this Kensington School backpack exclusively for their child's belongings.**

Children receive a blanket for individual use that is supplied by Kensington School. Some children may want to bring a security/ comfort item with them to school. **We ask that this be limited to one item to sleep with during nap time and that this item is no more than 10 inches.** Such item should be clearly labeled and be able to fit neatly into the child's Kensington School backpack.

### Infant Needs:

- Baby formula in bottles, (no glass bottles) labeled with child's name and dated with current date
- Human milk in bottles, (no glass bottles) labeled and dated with current date
- Baby food, labeled and dated
- Pacifiers, labeled (no WubbaNubs)
- Disposable diapers, labeled
- Cloth diapers, waste pail for cloth diapers with insert
- Disposable wipes, labeled
- Two changes of clothes, labeled
- Diaper ointment/ non- aerosol sunscreen, labeled
- Sleep sack • Bottle bag

### Toddler/ Two- Year- Old Needs:

- Disposable diapers, labeled
- Cloth diapers, waste pail w/ insert
- Disposable wipes, labeled
- Diaper ointment, labeled
- Non- aerosol sunscreen, labeled
- Two changes of clothes, labeled

### Three to Six - Year- Old Needs:

- change of clothes, labeled
- Non- aerosol sunscreen, labeled

**Please note - Bottles are not permitted in the toddler and two- year- old classrooms.**

Artwork and notes from school are placed in your child's file folder. Please check this folder daily. **Smart watches, cell phones, toys from home, electronic devices, stuffed animals and pillows over 10 inches, and food from home are not permitted at Kensington School.** Kensington School will not assume responsibility for loss or damage to any personal belongings children bring to school.

**Kensington School is unable to store car seats or strollers. Coat closets and hallways are emergency shelters and must always be kept clear.**

## CLOTHING

We recommend that children wear comfortable clothing that is non- restrictive to active indoor and outdoor play and that they can manage on their own when toileting. As children will enjoy activities in various art mediums and messy play at school, we ask that you dress your child appropriately for these experiences.

Children will also be playing outdoors daily, weather permitting, and should be dressed accordingly. **Children should wear closed toe shoes and should not wear sandals or shoes with a slippery sole.** These make it difficult to run and can cause accidents.

## SELF HELP SKILLS

Kensington School believes developing self help skills in a positive manner is one of the benchmarks of a comprehensive early childhood curriculum. **Children are expected to wash their hands upon arriving at school, and periodically throughout the day based on Kensington School handwashing policy.** Parents are encouraged to continue this practice at home when children return from school.

**Kensington School does not require children to be toilet trained, except to participate in enrichment classes.** A child who is toilet trained is able to manage independently in all areas of toileting.

## NAP AND REST TIMES

Daily nap times and rest times are scheduled in accordance with state regulations for toddlers through five-year-olds. Please see our classroom daily schedules posted in your child's classroom for the approximate time of nap/rest times for each age group. **A favorite comfort item (small, not larger than 10 inches) or blanket may be brought from home and will be sent home weekly for laundering.** Every child at Kensington School receives a labeled cot for individual use, along with a cot sheet and blanket that is supplied by Kensington School.

**Infants will not be placed in cribs with blankets or any soft toys.** They may be placed in sleep sacks only and must be placed on their backs to help prevent SIDS (Sudden Infant Death Syndrome). **Infants are not left asleep in car seats, highchairs or other equipment not certified for infant sleep.** Kensington School staff members are very responsive to each child's needs and do not allow infants/ children to "cry it out."

## FIELD TRIPS

Special or seasonal trips on a school bus to places of interest may occasionally be scheduled and parents will be notified in advance of these excursions. Parents will be asked to sign a separate permission form allowing their child to participate in these trips that require bus transportation.

## COMMUNICATION

Kensington School is committed to providing parents with the most up to date information about their child's daily activities, classroom happenings and school events. **In order to receive the best communication possible, parents should sign up for the Tadpoles application online by going to [tadpoles.com](http://tadpoles.com).** The Tadpoles application can be downloaded on Android or Apple devices and is organized for families to better view their child's daily sheets, photos, school notes, and important paperwork electronically, in one central location.

Staff members are always available to answer any questions a parent may have during school hours. **Lines of communication may be verbal, written, electronic or posted in prominent places at the school.**

Staff-parent conferences are scheduled as necessary. Directors and staff members at Kensington School will gladly listen to and discuss any questions, concerns, or comments. Feedback can also be shared at [feedback@kensingtonschool.com](mailto:feedback@kensingtonschool.com).



## CONFIDENTIALITY/RELEASE OF INFORMATION

All information contained within your child's file and all conversations held with staff members concerning your child or family members will be considered confidential. The school is restricted by law from releasing confidential information to any individual, agency, school district, etc. without first obtaining permission from the parent/guardian to do so. In the event that such a need arises, a written authorization from the parent/guardian will be required before confidential information is released. (Exception: If a case of child abuse or neglect is suspected and reported, proper authorities have legal access to a child's file with or without parental consent.)

HIPAA (Health Insurance Portability and Accountability Act) does not allow a parent to receive information about another child's health status at any time, for any reason. For confidentiality reasons, Kensington School may not discuss information about any other children with other parents.

Kensington School utilizes various security systems which include cameras that monitor classrooms and school grounds for safety and quality assurance purposes. Due to privacy regulations, footage from these cameras may not be viewed by parents or guardians. Camera footage is deleted every 24 hours.

## SOLICITATION OF STAFF

Parents are not permitted to solicit staff for babysitting or nanny services.

## RELIGIOUS INSTRUCTION

There is no formal religious instruction offered at Kensington School. We understand that families have varied religious and cultural traditions and Kensington School makes every attempt to be inclusive of all. If you would like to share your family's tradition with your child's class, please see the school's director.

## INSURANCE

Kensington School's accident coverage is the primary insurance for accidents that occur at Kensington School. Kensington School carries public liability insurance in the single limit minimum amount of \$300,000.00 per occurrence. If a parent utilizes their personal insurance for their child's treatment of an injury that occurred at Kensington School, the school's accident policy will reimburse a family for medical expenses with proof of payment.

## GUIDANCE AND DISCIPLINE POLICY

Children are supervised by staff, through sight and sound, at all times. **Children will be encouraged toward appropriate behavior through positive tones of voice and praise.**

Children displaying inappropriate or disruptive behavior will be met with a verbal reminder of accepted behavior and receive redirection toward more positive actions. Children whose behavior endangers others will be supervised away from the other children while processing the problem with staff or concerned parties. Time-out will not be used.

**The following forms of discipline are prohibited at Kensington School:** any kind of corporal punishment including hitting, spanking, swatting, beating, shaking, pinching and any other measures intended to induce physical pain or fear, withholding (or threatening to withhold) food or rest or use of the bathroom, abusive or profane language, any form of public or private humiliation, including threats of physical punishment, and any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.

**Please refer to our Guidance and Discipline/ Behavior Support/Planned Transition Policies form to be completed for both staff and child file requirements.** This form includes more information regarding the role of the school, the parent and the child in Kensington School's guidance and discipline process, behavior support, possible temporary removal or planned transition to a more appropriate program. This form must be signed by the parent/ guardian and will be a part of the child's file.

Kensington School understands that behavior that sometimes appears to be disruptive is merely typical developmental behavior, such as biting. Children at Kensington School will be gently guided through these types of developmental behaviors as they grow and learn to communicate with classmates and teachers.

## BEHAVIOR SUPPORT POLICY

**Serious inappropriate or disruptive behavior will be discussed with the parents either in a phone conversation or a conference. At this time, a problematic behavior plan for resolving this behavior may be put in place.** This plan must be signed by staff and parents. Should parents refuse to sign the plan, a plan to transition the child to a different program may take place.

If a clinical behavior management plan is developed with parents and a professional clinician, or if the school's problematic behavior management plan is developed with parents, all staff working with the child shall receive training on implementing the plan. All plans must be documented in the child's file.

The director and the staff will collaborate with the family and will provide support to attempt to arrive at an amicable solution to any problem and will document steps in a behavior plan.

\*\*\* For more detailed information refer to 407 Licensing Standards for Day Care Centers  
Section 407. 250. j-n, 407. 270. a. 5. \*\*\*

## TRANSITION POLICY

A child (infant, toddler, preschool, or school age) may be transitioned from Kensington School to a different program, after documented attempts have been made to support a child and family, due to any of the following:

- ◆ If it is determined that the child's needs are not being met at the school.
- ◆ If it is determined that the child's presence is detrimental to the group.
- ◆ A repeat pattern of challenging behavior occurs that does not respond to developmentally appropriate practice interventions.
- ◆ A serious safety threat is caused by behavior that jeopardizes the physical safety of the child and/or their classmates or staff. Examples of a serious safety threat include:
  - Biting where the skin is broken
  - Tantrum that caused bodily harm or is likely to cause bodily harm to self or others
  - Attempting to leave the group without consent and/or unattended
  - Intentionally causing bodily harm to self or others that leaves a bruise, breaks the skin, or causes a bump
  - Intentionally hitting or squeezing sensitive body areas, such as the throat, eyes, mouth, nose, or genital area
  - Intentionally hitting or causing injury to the head
  - Throwing a substantial piece of equipment or furniture, such as a chair or wooden block
  - Engaging in contact or behavior that could likely result bodily harm, such as climbing on tables or pushing another person from an elevated surface

**A child will be temporarily removed from school when a serious safety threat occurs.** The child will not be able to participate in the program temporarily. Kensington School will help the child return to full participation as soon as safety allows. **In the case a temporary removal is necessitated, the parent is notified to come to the school or make arrangements for someone else to come to the school to pick up the child within an hour.**

**Transition to a different program will occur as a last resort.** If it is ultimately necessary, Kensington School will work with parents on a documented planned transition to a more appropriate setting. Kensington School will ensure continuity of services to meet the child's needs during the transition as safety allows and will notify the Department of Children and Family Services of the planned transition.

\*\*\* For more detailed information refer to 407 Licensing Standards for Day Care Centers  
Section 407. 250. j-n, 407. 270. a. 5. \*\*\*

## WITHDRAWING FROM SCHOOL

**A parent or guardian may withdraw from Kensington School at any time.** The parent or guardian will provide a written statement regarding their child's disenrollment, the reason for the decision to withdraw and the disenrollment date. Tuition deposits will only be refunded when a two-week notice of disenrollment is given.

## WITHDRAWING FROM SCHOOL (continued)

Kensington School reserves the right to terminate enrollment due to inappropriate or abusive behavior and/or language towards Kensington School's staff members or administration. Additionally, a family may be disenrolled if a parent does not comply with the policies of the school.

## INTEGRATED PEST MANAGEMENT

Kensington School practices Integrated Pest Management (IPM), an approach to pest control that reduces pest populations while minimizing pesticide applications. If, after trying non-chemical and least-toxic means to control a current pest problem, and a pesticide has been deemed necessary, applications will be scheduled for Friday afternoons whenever possible. **The school will notify and/or post any needed pesticide applications for a parent's review.** The term pesticide includes insecticides, herbicides, rodenticides and fungicides.

## LEAD TESTING/RADON TESTING

The Department of Children and Family Services (DCFS) requires lead testing of all drinking water sources in schools built before January 1, 2000. **All Kensington School locations constructed prior to this date have been screened for lead and no further testing was required.** If drinking water sources are ever to be tested for lead at a Kensington School building in the future, Kensington School will inform families and staff of the testing. Results will be shared and posted, as well as any mitigation actions that are in effect.

The Department of Children and Family Services (DCFS) requires **radon testing to be conducted at all licensed facilities every 3 years.** If testing indicates levels equal to or greater than 4.0 pCi/L, corrective action will be taken, and parents will be notified.

## SMOKING/ ALCOHOL/ FIREARMS

Smoking of any kind, alcohol and firearms are prohibited on all Kensington School grounds. All cannabis, including edibles, cigarettes, lighters, vape pens, and CBD products are strictly prohibited on all Kensington School grounds.