

KKAPVA CLASSROOM RULES – Freshman Class

Purpose

Our Freshman Classroom is designed to provide a safe, loving, and stimulating environment where each child's physical, emotional, and developmental needs are met with care and respect.

Safety & Health

- **Supervision:** Infants are supervised at all times.
- **Safe Sleep:** All infants are placed on their backs to sleep in a crib with no loose bedding, in accordance with safe sleep guidelines.
- **Sanitation:** Toys, surfaces, and equipment are cleaned and sanitized daily.
- **Carpet:** Any parents or staff walking on carpet must use the provided shoe covers.
- **Illness Policy:** Children showing signs of illness will be cared for separately until pickup to prevent the spread of germs.

Daily Care Routines

- **Feeding:** Feeding schedules follow each child's individual needs and family preferences, including breast milk, formula, or solids.
- **Diapering:** Diapers are checked at least every two hours and changed promptly when soiled.
- **Comfort & Bonding:** Caregivers respond promptly to cries and cues, offering comfort through holding, rocking, and gentle interaction.

Learning & Development

- **Play & Exploration:** Age-appropriate toys and activities encourage sensory exploration, motor skills, and early communication.
- **Individualized Care:** Activities are adapted to each child's developmental stage and interests.
- **Language & Interaction:** Caregivers talk, sing, and read to infants daily to support language development.

Family Communication

- **DAILY COMPLETE THE INFANT REPORT** – Last meal, arrival & any concerns
Daily Reports: Families receive updates on feeding, diapering, naps, and activities.
- **Binder:** Each infant will have their personal binder sent home daily – **MUST RETURN DAILY**
- **Open Dialogue:** Parents are encouraged to share updates, routines, and preferences to ensure continuity of care.
- **Special Requests:** We work with families to accommodate cultural practices, dietary needs, and comfort items.

Emergency Procedures

- **Preparedness:** Staff are trained in infant CPR, first aid, and emergency evacuation.
- **Contact Information:** Parents must keep emergency contact details up to date.

Respect & Inclusion

- We honor each child's background, culture, and family traditions.
- All interactions are rooted in kindness, patience, and respect and LOVE.

Parent Print _____ Signature _____ Date _____

KKAPVA CLASSROOM RULES – Sophomore Class

Positive Guidance & Behavior Support

- We use **gentle redirection** and **positive reinforcement** to guide behavior.
- Teachers model kindness, patience, and problem-solving.
- We focus on teaching skills (sharing, turn-taking, using words) rather than punishment.

Daily Routine & Structure

- Consistent schedules help toddlers feel safe and confident.
- Our day includes **free play, group activities, outdoor time, meals/snacks, and rest.**
- Flexibility is built in to meet individual needs and moods.

Safety & Supervision

- Teachers maintain **active supervision** at all times.
- All toys and materials are age-appropriate and regularly sanitized.
- Children are taught safe play habits in a gentle, encouraging way.

Communication with Families

- Binders – Each student will have a binder that holds the weekly/ monthly record of behavior, the nighttime review sheets & an ongoing parent communication log. **MUST RETURN DAILY**
Open-door policy for parents to visit or discuss concerns,

Health & Wellness

- Handwashing before meals, after toileting, and after outdoor play.
- Sick policy: children must be symptom-free for 24 hours before returning.
- Nutritious snacks and meals are provided Breakfast, Lunch, PM snack – Please donate AM snack.
- All students in this class are NOT PERMITTED to wear shoes with strings.
 - Resealable pullups
 - Must not wear onesies, overalls or clothes, preventing or hindering quick changes
 - At least 3 sets of clothing

Respect for Individual Needs

- We honor each child's pace of learning and comfort level.
- Cultural traditions and family preferences are welcomed and integrated.
- Comfort items from home are allowed during rest or transition times.

Healthy Hydration

- To promote healthy hydration habits and ensure easy access to drinking water throughout the day, all children are required to bring a personal water bottle to preschool.
- Each child must bring a clearly labeled water bottle to school every day.
- The water bottle **must have a secure handle, loop, or strap** so it can be hung on a designated nail at the classroom water station.
- Bottles should be spill-proof and easy for the child to open and close independently.
- Water bottles will remain at the water station during the day for quick and hygienic access.
- Families are responsible for cleaning and refilling the water bottle daily.

Parent Print _____ Signature _____ Date _____

KKAPVA CLASSROOM RULES – Junior/Senior Class

Classroom Rules

Follow directions quickly - Try your best to follow instructions the first time

Raise your hand for permission to speak Look at the teacher & friends when they are talking

Speak softly indoors so everyone can hear and think

Raise your hand for permission to leave your seat -Walk inside the classroom

Make smart choices - Put toys& materials back where they belong. Use supplies gently so they last for everyone. Keep hands, feet, and objects to yourself. Use gentle hands and kind words. Share, take turns.

Keep your dear teacher happy

Try New Things

Be brave to explore, learn, and ask questions. Mistakes are part of learning—keep trying!

Teacher's Duty

- Model the rules daily through your own actions.
- Use visuals (pictures of children following each rule) to help non-readers.
- Praise positive behavior immediately to reinforce it.
- Gently redirect when rules are forgotten, using calm reminders.
- Use play money to help reward proper behavior.

Communication with Families

- Binders – Each student will have a binder that holds the weekly/ monthly record of behavior, the nighttime review sheets & an ongoing parent communication log. **MUST RETURN DAILY**
- Open-door policy for parents to visit or discuss concerns.
 - We partner with families to support developmental milestones. Report cards & Developmental Checklist will be sent home throughout the year.

Health & Wellness

- Handwashing before meals, after toileting, and after outdoor play.
- Sick policy: children must be symptom-free 24 hours before returning.
- Nutritious snacks and meals are provided Breakfast, Lunch, PM snack – Please donate AM snack.
- Shoestrings that continuously untie - will be secured with a small black rubberband.

Healthy Hydration

- To promote healthy hydration habits and ensure easy access to drinking water throughout the day, all children are required to bring a personal water bottle to preschool.
- Each child must bring a clearly labeled water bottle to school every day.
- The water bottle **must have a secure handle, loop, or strap** so it can be hung on a designated nail at the classroom water station.
- Bottles should be spill-proof and easy for the child to open and close independently.
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