



DANK Haus Kinderschule
Weekday Elementary Program

A program of the DANK Haus German American Cultural Center

Parent Handbook
School Year 2022/2023

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Table of Contents

Herzlich Willkommen zur DANK Haus Kinderschule!	4
About Us	4
Vision Statement	5
Mission Statement	5
Location and Contact Information	5
Hours of Operation	6
Daily Schedule	6
Arrival and Departure	7
Late Pick Up Fees	7
Teaching Philosophy	8
Immersion in the German Language	9
Toilet Training	9
Toileting Procedures	10
Underwear versus diapers	10
Soiled clothing	10
Repeated accidents	10
Behavior Guidance Methods	11
Methods of Redirection	11
Persistent Unacceptable Behavior	12
Prohibited Actions	13
Separation From the Group	13
Biting Policy	14
Discipline Policy	15
Enrollment and Admin Policies	17
Enrollment Eligibility	17
Finances	17
Absences and Closures	17
Schedule Changes	18
Termination of Services	18
Holidays and School Closings	18
Staffing	18
Severe Weather and Other Emergencies	19
Emergency Preparedness Plan	19
Daily Procedures	20
Meals	20
Snacks	20
Lunches	20

Nap and Rest	21
Personal Belongings	21
Clothing	21
Comfort Objects	22
Other Items From Home	22
Items Provided by Parent(s)	22
Outside Play	23
Communication	23
Health Issues and Sickness Policy	24
Sick Children	24
Health Care Summary & Immunization Record	25
Notification of Contagious Illness	26
First Aid	26
Medication	26
Prescription Medications	27
Over-the-Counter Medication	27
External Preparations	27
Data Privacy	28
Parent Involvement	29
Non-Discrimination/Harassment Policies	29
Bullying	29
Harassment	30
Child Abuse	30
Child Custody	31
Grievance Procedures	31
Termination of Enrollment by DANK Haus Kinderschule	32
Addendum	33
Policy	35
Guidelines	35
Parental Authorization	38
Weekday School 2022/23 Policy Overview and Waiver	40
WAIVERS AND AUTHORIZATIONS	40
A. Medical Emergency	40
B. Permission to participate	40
C. Local neighborhood walks and outings waiver	40
D. Field Trips outside the neighborhood	40

E. Image and audio	40
F. Expulsion from School	41
G. Compliance	41

Herzlich Willkommen zur DANK Haus Kinderschule!

Welcome to the DANK Haus Kinderschule Weekday Elementary Program! We are a full-time German Immersion Elementary School, currently offering Pre-K and Kindergarten for children ages 3-6yrs.

About Us

The DANK Haus Weekday Elementary School is a program of the DANK Haus Kinderschule, the K-12 component of the DANK Language School. In addition to the full-time weekday elementary program, the Kinderschule includes a Saturday School, After School Program, and Summer Camp. The DANK Language School also encompasses various adult language programs. DANK Haus is a 501(c) (3) non-profit organization committed to preserving and promoting German culture, heritage, and language. The center comprises the language school (begun in 1964), a gallery, museum, library, and event space, and has served the Chicago community for over 60 years.

The DANK Kinderschule and Language School are administered by our full-time Education Director. The Language School director is additionally supported by the DANK Haus Executive director. The Language School is governed by the DANK Haus Language School Board, which is a sub-committee of the DANK Haus executive board. This sub-committee is headed by the Education Director and members of the executive board.

The DANK Haus Kinderschule is recognized as an official PASCH-Schule (Partnerschaftsschule - PartnerGerman schools abroad offering the Deutsches Sprachdiplom/German Language Certificate) by the Zentralstelle für das Auslandsschulwesen (ZfA), the German government agency that oversees German schools abroad. In addition, the DANK Haus Language school is an official PASCH Partner School of the German Government. The PASCH-Initiative (Partner School initiative) of the German Federal Foreign Office was launched in 2008 as an initiative to develop long-lasting links with Germany and inspire schools, teachers, and students to enjoy an open exchange of views and engage in cooperation.

Vision Statement

The mission of the DANK Haus Language School is to preserve, maintain, and promote German language, culture, and heritage. Our language students graduate with pride and passion for the German language and achieve a high level of German proficiency to advance in high school, college, careers, and other life endeavors. We provide students with plentiful opportunities to explore the richness of German culture and heritage inside and outside of the classroom so they flourish within the multicultural context of the United States.

Mission Statement

The DANK Haus Language School will offer a high-quality educational experience that results in a high level of proficiency in German. Our learner-centered curriculum paired with qualified and dedicated teachers will result in fun, yet stimulating and challenging lessons. Students will receive individualized instructions with a variety of educational tools to promote optimal German language learning. The Language School will provide opportunities for students to interact with each other and form lifelong friendships while utilizing the invaluable resources of the DANK Haus to provide heritage and cultural understanding of Germany and German-Americans.

Location and Contact Information

Kinderschule

Located on 3rd Floor of DANK Haus German-American Cultural Center
4740 Western Ave.
Chicago, IL 60625
+1-773-561-9181

Director:

Dr. Carina Staudte

carina@dankhaus.com or kinderschule@dankhaus.com

Hours of Operation

DANK Haus Kinderschule weekday Preschool & Kindergarten operates Monday-Friday from 7:30am-5:00pm during the school year. The main school day is from 8:30-3:00pm, with Before and After Care options available for families.

Daily Schedule

A consistent schedule with daily routines enables teachers to be more effective and helps children feel safe and comfortable in the school environment. The daily schedule will incorporate varied activities throughout the day, centered around central themes and projects. The full-day and half-day Preschool program is a fully German immersion program. The Kindergarten is a full-day program that will incorporate English language lessons and mathematics taught in English & German to ensure students have a smooth transition into an English language school.

Families may drop their children off between 8:15am and 8:30am each morning, and we encourage prompt arrival so that children may easily transition into the school day and morning circle.

All children will enjoy a healthy mid-morning snack brought from home at around 10am.

Half-day students will be picked up at 12:00pm. Please be prompt if picking up half-day students so as not disrupt the afternoon programming for the full-day Preschool and Kindergarten.

Nap time (Mittagsruhe) is available to students. Parent(s) can decide whether their preschoolers should take a nap after lunch on a provided cot. Those not napping will engage in quiet play during this period.

The school day ends at 3:00pm. Again, we appreciate the prompt pick-up of students. Students not picked up before 3:15pm will be sent to After Care, and parent(s) will be charged the drop-in rate.

The School provides Before and After School Care. Before and After Care offers supervised free play. Students may enroll in B/A Care during registration or at the beginning of the month for reduced rates. For families who only occasionally need B/A Care for their child(ren), we offer a Drop-In Program.

Before School Care is available 7:30am-8:30am. Students may engage in various activities in a supervised classroom.

After School Care is offered from 3:00-5:00pm. Families will be billed per hour of care.

Arrival and Departure

Parent(s) are required to notify the staff in writing if someone other than the authorized person will pick up the child. DANK Haus Kinderschule staff will not release a child to an unauthorized person. DANK Haus Kinderschule staff cannot become involved in the marital or custody issues of the families that we serve. If custody or court order exists, a copy of the order needs to be placed in the child's file. DANK Haus Kinderschule staff are not permitted to transport students to or from DANK Haus.

Upon arrival and departure, a parent/guardian must bring the child to/from the building. Please be in control of your children during drop-off and pick-up times. DANK Haus Kinderschule assumes no responsibility for children once they are picked up by parents/guardians.

Late Pick Up Fees

It is imperative that families honor their pick-up times, as we schedule staff and plan activities accordingly. Please allow yourself adequate time for unexpected traffic, a brief chat with the teachers, and the time needed to gather your child's belongings before exiting the building.

The school day ends at 3:00pm. All students must be picked up by 3:00pm. We offer a 15-minute grace period from 3:00-3:15pm, to be used only for emergencies and as an exception. It is imperative that families pick up their child no later than 3:15pm.

Children not picked up before 3:15pm will be sent to aftercare at the drop-in rates. This fee may be paid at pick-up or added to your next month's invoice if unpaid. Staff are required to report late pick-up times.

Aftercare ends promptly at 5:00pm. If a child is not picked up before 5:00pm, late fees will accrue at \$1.00/per minute while the child is still at DANK Haus. Payment for late fees are due at the time of pick-up or will be added to your next month's invoice. Staff again are required to report late pick-up times. While we recognize that crises do occur from time to time, please plan accordingly for traffic and parking issues when coming to pick up your child. Late pick-ups not only adversely affect our staff, but cause anxiety in young children.

Teaching Philosophy

The educational program of the DANK Haus Kinderschule German Immersion Preschool and Kindergarten is modeled after the German Kindergarten & Vorschule and the American Preschool & Kindergarten. We create an environment that educates the child as a whole person. One focus of the program is the development of social skills through multi-age interaction. Another is our philosophy that children's play should not be directed by, but rather enhanced by adult interaction. Our goal is to offer all the children the fundamental building blocks needed for later learning and to encourage the natural curiosity and love of learning that all children share.

To this end, we focus on the following principles:

1. Immersion in the German language, and exposure to many aspects of the German culture
2. Movement, play, and hands-on learning
3. Outdoor activities as an integral part of mental and physical development
4. The importance of music
5. Consistent daily routine
6. Imagination- and creativity-lead learning
7. Communication and social contacts as cornerstones of learning together
8. Emotional development and recognition of oneself

The DANK Haus Kinderschule curriculum for Preschool and Kindergarten is project-based. While our curriculum provides planned themes and projects, it is also child-initiated, providing opportunities for the children that support and enrich their development, learning, and growing independence. The children's interests are considered and the curriculum is adapted as needed. Each program includes a balance of child- and teacher-led activities designed to actively engage children in learning throughout the day and promote their creative expression, but all projects include reading and writing in German, mathematical and scientific concepts, social studies, art, music, and physical education. For students in Kindergarten, there are daily instructions in Language Arts and Mathematics in English. By the end of the school year, students will have acquired oral fluency in German and English and basic reading and writing skills in English to successfully enter 1st grade at a public school.

Assessment is an integral part of curriculum planning, as well. Monitoring and documentation of children's participation within the learning environment is ongoing. Children's interests, strengths, and needs are used to shape curricular decisions.

We pride ourselves in being not "just a preschool and Kindergarten" but a community of people who welcome everyone. In this context I also want to explicitly state that we at the DANK Haus strive to be respectful and inclusive, and are aware of the rigid binary gender system in the

German language. And while we still need to teach the language in its normative form, and there are limits to what the language allows grammatically, we are aware of its implications and aspire to teach inclusively.

No prior German knowledge is necessary to attend our school and we offer many other experiences and possibilities for engagement within the DANK Haus parent community, such as monthly Parent Cafes, Parent Night Out, Elternabend, Feierabend, and much more.

Immersion in the German Language

We complete our daily educational program in German, yet the focus is not entirely on the language. The social, emotional, and cognitive development of our children is nurtured, just like at other high-quality preschool programs. The fact that all this happens in German makes our program unique, but the main focus is not the German language (that just happens naturally!); it is the healthy development of a well-rounded child.

The language used at DANK Haus Preschool & Kindergarten is native-spoken German, repeated often and accompanied by appropriate gestures to enable non-fluent speakers to gradually acquire German in the way that they learned their first language. The teaching staff is all native or fluent German speakers. English is used only to clarify confusion or provide comfort when necessary, with the exception of English language lessons provided in our Kindergarten program to adequately prepare students for 1st grade in an English language program.

Children who are already fluent German-speakers are able to reinforce and expand their existing vocabularies, as well as fine-tune grammatical details as they hear phrases repeated. All children are attracted to the cognitive aspects and fun of the activities.

Toilet Training

All children enrolled in DANK Haus Kinderschule must be toilet trained by the beginning of school unless the child has a documented medical disability. Our 3-5-year-old classrooms are not equipped for changing diapers, and bathrooms are not always near the classroom. We realize that each child is different and has their own developmental timetable.

Occasional accidents will occur, and the following guidelines will be followed:

- Teachers and parent(s) share information and make a plan consistent with home and school (such as agreed-upon toileting times of the day, i.e. before and after snack, lunch, nap, etc.)

- Children are supervised while using the bathroom and are praised for their efforts and accomplishments.
- Children are never reprimanded emotionally or physically for soiling, wetting, or not using the toilet. The individual developmental abilities of each child are considered.
- Reminders and encouragement to use the bathroom are provided throughout the day.
- Families should provide sufficient extra clothing for young children who recently completed potty training. If an accident occurs, the child is changed into clean clothes. Any extra clothes that are worn home should be replaced the next day.

Toileting Procedures

Underwear versus diapers

Children are asked to arrive at preschool in underwear. Disposable diapers or pull-ups are not permitted, as they limit the child's learning of proper bathroom hygiene rituals. Children who are recently potty-trained should be sent with ample amounts of underwear, pants, socks, shoes, and wet wipes. Please inquire with the teacher regarding needed refills.

Soiled clothing

When your child wets or has a bowel movement in their clothing, we will put it in a plastic bag without rinsing it out. This often surprises parents. However, we are following recommended standards for infection control which specify that child care centers not rinse out clothing after children urinate, have bowel movements, or vomit in them.

Repeated accidents

If a child has repeated accidents at school, the teachers and/or director will meet with parent(s) to reassess the process. Repeated daily accidents, which require that one staff member spends extended time with the child (changing soiled clothing, cleaning soiled child, working on potty-training techniques, and time spent alongside the child during toileting sessions), will leave the second classroom teacher alone with the majority of the class for an extended period of time, outside the guidelines of our licensed student-teacher ratio. This can lead to an unsafe classroom environment and limited supervision for the remaining children in our care.

Consistent toilet training problems may lead to a recommendation of a part-time schedule or possible dismissal from the program until toilet training has been successfully completed at home.

Behavior Guidance Methods

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the directions of an adult other than their parent(s). The philosophy of Kinderschule is to encourage the development of all aspects of the children, including their emotional and social development. Our curriculum provides for interesting, engaging activities which are designed to involve all children in meaningful ways throughout the day. We strive to promote a sense of community, which is necessary to interact respectfully towards one another. Children experience positive models of acceptable behavior, such as cooperating and turn-taking. A caring and positive approach will be taken regarding behavior management and discipline. Teachers will focus on positive behaviors of children and reinforce those behaviors as often as possible with the goal of helping children develop self-control and responsibility for their actions.

At DANK Haus Kinderschule, we actively involve children in resolving any conflicts. Children are encouraged to talk about their feelings and their ideas to solve their conflicts without the use of force. When children resolve a conflict themselves, they build their self-confidence. This increases their feeling of self-esteem and allows them to find solutions for themselves that really work.

Methods of Redirection

Disruptive behavior distracts from the full benefit of the Preschool program and will result in logical and natural consequences. DANK Haus Kinderschule must ensure that the safety of all children and staff persons is protected at all times. Any children who behave in a manner that threatens the safety of others, of themselves, or of the environment are immediately given time to take a break or relax under staff guidance until the unacceptable behavior has stopped.

DANK Haus Kinderschule has developed written behavior policies and procedures and will ensure that they will be carried out as described below

- Each child will be provided with a positive role model of acceptable behavior.
- Behavior guidance will be tailored to the developmental level of preschool-aged children.

- Children and groups will be redirected away from problems and towards constructive activities in order to reduce conflict.
- Children will be taught how to use acceptable alternatives (verbal conflict resolution tools) in order to reduce conflict and limit physical conflict resolution methods.
- The safety of all children and staff persons will be protected at all times.
- Consequences for a child's unacceptable behavior will be immediate and directly related to the behavior.

Persistent Unacceptable Behavior

Persistent unacceptable behavior and staff response to it is observed and recorded, and a plan to address the behavior is developed in consultation with the child's parent(s) and other staff persons and professionals when appropriate.

The following persistent behaviors by a child are considered unacceptable and will be subject to subsequent discipline methods as outlined in our Discipline Policy below:

- Inflicts physical and emotional harm on other children, adults, or self, such as biting, hitting, kicking, punching, pushing, hurting with objects, or the like.
- Disrespects people and materials provided in the program.
- Requires constant one-on-one attention and/or monitoring from the teaching staff, which diverts attention away from the remaining group of children, creating an unsafe classroom environment.
- Consistently disobeys the rules of the classroom.
- Verbally threatens other students and/or staff.
- Bullying (see below).

Prohibited Actions

The following actions are prohibited by any staff member or volunteer at DANK Haus Kinderschule. These punishments will not be used on any child, even at a parent's request:

- Any type of corporal punishment (which includes but is not limited to: rough handling, shoving, pushing, hair pulling, ear pulling, pinching, shoving, shaking, hitting, biting, spanking, kicking, slapping, etc.).
- Withholding of food, light, warmth, clothing, or medical care as punishment or forcing meals, snacks, or naps.
- Emotional abuse or extended separation from the group (such as name-calling, ostracism, shaming, derogatory remarks, threatening, humiliating, or frightening language).
- Punishment for a lapse in toilet training.
- Use of mechanical restraints, such as tying.
- Use of physical restraints, other than to hold a child when containment is necessary to protect a child or others from harm.
- Separation from the group, with the following exceptions:

The staff person has tried less intrusive methods of redirecting the child's behavior, which has been ineffective, and the behavior threatens the safety and well-being of the child or other children.

Separation From the Group

If a child requires separation from the group, the child will:

- Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member.
- Be returned to the group if the child stops or brings under control the behavior that had precipitated the situation.

- Be returned to the group as soon as the behavior abates or stops.

All separations must be noted on a daily log that must include the following: staff person's name, child's name, time, date, information indicating what less intrusive methods had been used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children.

Biting Policy

We want to ensure that every child is safe while in our care. Our program provides an environment that encourages and promotes cooperative interaction, respect for others, and non-aggressive problem solving between the children. DANK Haus Kinderschule recognizes that biting is a common behavior exhibited by young children. Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common during the ages of 13-24 months.

For safety and health concerns, we take biting seriously. When it happens, it's very scary, frustrating, and stressful for children, parents, and teachers. Children bite other children for many different reasons. A child might be teething or overly tired and frustrated. They might be experimenting, trying to get the attention of their teacher or peers, experiencing panic, crowding, seeking to be noticed, or feeling intense desire for a toy. The staff members will encourage the children to "use their words" if they become angry or frustrated. Toddlers and even young preschoolers are limited at times by poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, attention. Our teachers plan activities and supervise carefully in order for biting not to happen. There are times, however, when everyone cannot be within immediate reach to prevent a bite.

The following steps will be taken if a biting incident occurs at our Preschool:

- The biting will be interrupted with a firm "No...we don't bite people!" or, "Biting hurts our friends!" The staff's response to the biter will be age-appropriate but will send a firm message of disapproval.
- Staff will stay calm and will not overreact.

- Staff will immediately remove the biter away from the victim. The biter is not allowed to return to play for a predetermined period of time and is talked to on a level that they can understand, then redirected.
- Primary attention will be paid to the bitten child. The bitten child will be comforted, the wound examined, and first aid administered.
- If the skin is not broken, the area of the bite will be washed with soap and water and an ice pack used to reduce the swelling.
- If skin is broken, pressure will be applied to stop bleeding if necessary and the wound will be washed using mild soap and rinsed under running water. Due to possible blood exposure, staff will have the child who did the biting immediately rinse their mouth with water.
- If the skin is broken and the bite is located near the eye, on the face, or on the fingers, the parent/guardian of the victim will be notified immediately since medical attention may be necessary. If blood is present, the parent/guardian of the child who did the biting will also be called immediately because the child may have come in contact with blood from the victim. The parent/guardian may choose to seek medical attention.

Staff will complete an incident/accident report for each child to be signed by parents/guardians and the original forms will be kept in the appropriate child's file. The name of a biting child will not be released because it serves no useful purpose and can make an already difficult situation more difficult.

We try to make every effort to extinguish the behavior quickly and to balance our commitment to the family of the biting child as well as to that of other families. Actions may include shadowing the biter, changes in the classroom environment, and/or teaching the biter appropriate ways to express their feelings.

Standard discipline methods apply as outlined in our discipline policy.

Discipline Policy

Step 1: Incident Report / Courtesy Call

If a child displays one or more of the unacceptable behaviors listed above, they will be separated from the situation, spoken to as outlined above, and redirected to another activity. Attention will be given to the harmed or injured child. Incident and/or Injury Reports will be

completed for both children and signed by parent(s) at the end of the day. A courtesy call may be placed to the parent/guardian informing them of the incident.

Teaching staff reserves the right to evaluate each situation by its severity and send a child home if needed.

Step 2: Picking up your child

If a child continues to display unacceptable behavior, and if we feel that the emotional well-being of the particular child, as well as their classmates, cannot be achieved with standard redirection methods during that day, parent(s) will be contacted to pick up the child in order to prevent further incidents. Pick-up needs to commence within an hour of the phone call.

Step 2 follows completion of an Incident Report and a courtesy call as outlined in Step 1.

Step 3: Parent-Teacher Meeting/Behavior Management Plan

If a child continuously displays unacceptable behavior as outlined in our policy either several times per day or on several days per week, parent(s) will be invited to a meeting with the lead teacher and/or director to discuss effects on the classroom atmosphere, methods of redirection, and at-home behavior guidance, as well as strategies to reach desirable behavior changes.

Behavior management plans (such as positive reinforcement, sticker charts and/or reward systems) will be discussed and implemented.

A time period will be set and agreed upon by teachers and parent(s), in which DANK Haus Kinderschule staff expects improvement (generally within one month).

Consequences or suggestions regarding the continued enrollment or a revised attendance schedule will be discussed at this meeting.

Close cooperation and understanding of behavior guidance methods are essential between both caretaking parties. Parent-teacher communication must continue during the time of the behavior management plan in order to allow for the best possible outcome.

Step 4: Un-enrollment from the DANK Haus Kinderschule Program

DANK Haus Kinderschule, as a language immersion program, is not the right fit for every child. Some components of our program, specifically the language component, pose an additional challenge for some young children and can cause frustration and other emotional stress. Following the preceding steps of the Discipline Policy, DANK Haus Kinderschule reserves the right to unenroll a student if the desired behavior improvement was not reached within the agreed-upon time frame, or if the ongoing unacceptable behavior of the child does not allow our

teaching staff to assure and maintain a quality classroom environment for all other students enrolled.

At no time will we share information about the child with any other parent other than their own. Only after we feel we have made every effort to make the program work for the child, and have come to the conclusion that DANK Haus Kinderschule is not the best fit for the child's current needs, do we ask a family to withdraw the student from the program.

Enrollment and Admin Policies

Enrollment Eligibility

All students enrolling should be fully potty-trained (unless the child has a medically documented disability) and should be 3 years old on or before September 1st of the school year. Students that turn 3 years old after September 1st of the school year may request to be placed on a waiting list until they have reached their eligible age of 3 years. Tuition rates are posted on our website; rates are subject to change but are guaranteed for one school year.

Finances

Tuition is paid in ten installments, on a monthly basis. Please recognize that monthly tuition will be paid in installments and does not necessarily correspond to each month's actual days of school. For example, the last month of the school year may end at the middle of the month - the tuition rate will be the same as for any other month of the school year.

In accordance with this, absences cannot be rescheduled based on personal preferences, and vacation credits are not available. Closures required by "acts of god" will not result in refunds for the month in which the event begins (for example, quarantine periods). However, if the closure continues, tuition payments will be halted during the period of closure.

Absences and Closures

Because consistency is important in establishing a sense of security for young children, we believe children should attend school when in session. The DANK Haus Kinderschule Preschool & Kindergarten will closely follow the CPS School Calendar, with a minimum of 176 days of attendance with breaks for recognized holidays: Thanksgiving, Winter Break, and Spring Break. We encourage families to plan vacations during these times.

If your child is sick or absent, please call the office directly at 773-561-9181 Ext.2, contact the teacher via email and CC kinderschule@dankhaus.com.

Schedule Changes

One month's written notice is required if your DANK Haus Kinderschule schedule must change. Parent(s) are responsible for the tuition for that month even if their child does not attend DANK Haus Preschool. We will make every attempt to accommodate changes as quickly as possible, as staffing and student-teacher ratios allow.

Termination of Services

To withdraw from DANK Haus Kinderschule, parent(s) must submit their termination date in writing. Notice must be received by the first day of your last month of service. Families are financially responsible for the entire last month of tuition, even if the student does not attend.

Exceptions will be granted only in the case of medical emergencies, for which DANK Haus Kinderschule will require written proof from the child's doctor, or at the discretion of the DANK Haus Education Director.

Holidays and School Closings

Our school year has at least 176 instructional days per year and closely follows the Chicago Public Schools (CPS) calendar.

DANK Haus Kinderschule is closed for holidays. Families pay their normal tuition installment for weeks in which there is a holiday or weather/emergency closing. Holidays and other absences cannot be rescheduled. The complete DANK Haus Kinderschule schedule is available on the DANK Haus website (www.dankhaus.com/kinderschule).

Staffing

The DANK Haus German Immersion Kinderschule teaching staff is composed of native German speakers or near-native fluency German speakers. All teachers are trained in CPR and First Aid. Thorough background checks are performed for all staff.

Our educational staff are warm, friendly, caring individuals who love working with children and do their best to ensure the comfort and safety of your child while stimulating their cognitive, social, emotional, and physical development. All DANK Haus hiring processes are non-discriminatory in accordance with the city of Chicago's [laws regarding discrimination](#) against protected classes. Our hiring processes are non-discriminatory on the basis of race, gender, sexual orientation, creed, or other illegal basis.

Severe Weather and Other Emergencies

DANK Haus Kinderschule may have to close school because of emergencies and/or conditions that are beyond our control. In the case of severe weather and possible cancellation of school, the DANK Haus Kinderschule will follow the Chicago Public School closures. If Chicago Public Schools are closed, we will close DANK Haus Preschool & Kindergarten.

To confirm DANK Haus Kinderschule closings, please check your email (email address given at the time of registration) for a message from the director regarding any closing.

In the case that DANK Haus Kinderschule must close due to other circumstances outside of our control (building problems, utility/water/gas/heat emergencies) we will call parent(s) for day-of emergencies or email if we have advance notice. In the event that DANK Haus must close due to state-mandated quarantine procedures, parent(s) will be notified by the school director via email. Again, tuition already paid will not be reimbursed; however, additional tuition payments will be halted during the period of closure.

Emergency Preparedness Plan

DANK Haus Kinderschule has developed an Emergency Preparedness Plan for emergencies that require evacuation, sheltering, or other protection of a child, such as fire, natural disaster, intruder, or other threatening situation that may pose a health or safety hazard to a child. Staff persons are trained on this plan at orientation, when changes are made to the plan, and at least once each calendar year. Training is documented in each staff person's personnel file.

In addition, the 3rd floor doors and elevator will be locked during the school day. Please contact the school office at 773-561-9181 Ext. 2, or the DANK Haus office on the 2nd floor if you require access during the school day.

Daily Procedures

Meals

*** Please note that DANK Haus Kinderschule is a NUT-free environment! Absolutely no products with nuts may be brought to DANK Haus Kinderschule. This includes products that have been produced in facilities that use nuts. We will send these snacks back home, unopened. ***

Snack time and mealtime are well-integrated into the daily schedule because eating together provides much more than just physical nourishment. One or more teachers always eat at the table with the children, which helps reinforce appropriate table manners as well as conversation and socialization with others. When finished, children have the opportunity to further develop their sense of responsibility by clearing their own spots at the table and pushing in the chairs. Teachers help with these tasks as needed.

Snacks

Parent(s) are asked to provide a healthy, nut-free snack and water bottle for snack time. Examples include fresh fruits and vegetables, applesauce, string cheese, yogurt, dried fruit, crackers, pretzels, etc. Chips are not a healthy option. Also, please be aware that many granola bars contain nuts, or are made in facilities that use nuts - Fig bars are a good substitute.

Lunches

Parent(s) whose children are enrolled for a full day must send an appropriate lunch for their child. As IL state statutes require a licensed kitchen facility for food preparation, we are unable to supply lunch at this time. Teachers will consult with caretakers directly if they have concerns over the nutritional content of your child's lunch.

If your child has special dietary needs or food allergies, as prescribed by the child's physician, DANK Haus Kinderschule must be informed of these allergies to ensure the safety of your child. Parent(s) must also supply the appropriate food substitute (e.g. lactose intolerance).

Birthdays and special events will be celebrated without snacks or treats. Parent(s) are invited to share a story or photos with the class on birthdays. Food items brought to share with the class

will be distributed to the caretakers at pick-up time so that they may determine if these items can be given to the children.

Nap and Rest

DANK Haus Kinderschule will provide rest/nap facilities for all full-day children, once per day. A quiet space and cots are provided for children that want to nap, and whether or not children nap will be determined on a per-child basis between the teaching staff and caregivers. Whether children nap or not, all will engage in a quiet time during this period. Blankets/pillows may be provided by families at their discretion. Naptime items should be clearly labeled and are for the exclusive use of their child.

Personal Belongings

DANK Haus Kinderschule does not assume responsibility for any loss or damage to any personal possessions children bring into our center. Therefore, children are not allowed to bring any food, money, pets, and candy into Kinderschule without prior permission from the child's individual teacher.

Clothing

While we do our best to protect your child's clothing, please keep in mind children play hard and often get dirty and sometimes wet. We want your child to be comfortable while in our care. Therefore, we require that each family provide a full set of clothing (pants, shirt, socks, and 2 pairs of underwear) to be kept at Kinderschule for your child's exclusive use.

In keeping with German tradition, children at DANK Haus Kinderschule wear "Hausschuhe" (designated indoor shoes—please no flip flops) during their time with us. This not only decreases the danger of injury caused by hard shoes, but also prevents the dirt and germs from the street from entering our learning and playing areas. Emergency management requires that all footwear have hard-soled or waterproofed bottoms (leather, rubber, etc.); slipper-socks or flip flops are not permitted for use as Hausschuhe.

Comfort Objects

If any child needs a comfort object such as a favorite stuffed animal or a “blankie” to assist in the transition to the new environment, these objects may be brought to DANK Haus Kinderschule. However, please remind your child that there is the risk of loss or damage to these special objects, and therefore they are kept safely in each child’s own cubby and taken out only at nap time. Please note that these objects also need to be washed on a regular basis.

To ensure that all children retain their personal belongings, we ask that each family label each and every item brought to DANK Haus Kinderschule with their child’s initials. This includes but is not limited to extra clothes, blankets, stuffed toys, hats, mittens, snow pants, jackets, boots, etc. Please also check our lost & found box regularly!

Other Items From Home

DANK Haus Kinderschule promotes violence-free learning and playing environments with toys made of natural materials, which stimulate a child’s creativity. Parents can help us maintain and enhance this environment in two ways:

- 1.) Please do not allow your child to bring items from home without the teacher’s permission
- 2.) Please do not allow your child to bring toy weapons or action figures of TV characters to DANK Haus Kinderschule.
- 3.) As teachers make weekly and monthly themes known, we welcome short-term sharing of your child’s favorite toys with other children in accordance with DANK Haus Preschool & Kindergarten’s current theme. German toys and books are preferred.

Items Provided by Parent(s)

The following items should be labeled (in permanent marker) with your child’s FULL NAME and brought to DANK Haus Preschool the first day of attendance:

- An additional full set of clothing for your child (2 sets of underwear, pants, shirts) appropriate for the season.
- Child-size WASHABLE blanket and pillow and a fitted crib sheet to cover the cot (full time kids only).

- One set of Hausschuhe (designated pair of indoor shoes, no flip flops or fluffy slippers, skidproof).
- If recently potty trained or prone to frequent accidents, please provide wet wipes and extra clothes.

Outside Play

The educational philosophy of Kinderschule is that fresh air and exercise are good for children. While DANK Haus has only a small outdoor play area onsite, we will visit local playgrounds on a regular basis.

Please ensure that your child is wearing clothing that is appropriate for all weather conditions, both at the time of arrival and as the day progresses. As Illinois weather is unpredictable, your child should always come to DANK Kinderschule with a jacket (or raincoat and rubber boots, if warranted). In the winter, your child must have a coat, hat, snow pants, waterproof boots, and waterproof mittens. All clothing should be labeled (in permanent marker) with your child's FULL NAME. Some parents find it helpful to keep their child's outerwear in their cubbies.

Communication

Parent(s) should email teachers directly regarding their child's absence, change in pick-up person, lateness, and any other pertinent information for the teachers. Please CC the kinderschule office as well (kinderschule@dankhaus.com).

All faculty and staff have school email accounts available to communicate with parents. Teachers and staff will do their best to respond within 48 hours of the receipt of your email.

Please respect the appropriate use of email communication. Emails are most effectively used for general questions, clarifications, and comments. Concerns or sensitive issues are more effectively communicated in person or over the phone.

Health Issues and Sickness Policy

Our program is designed for children who are healthy and full of energy. If all families follow the below guidelines conscientiously, we can greatly reduce the frequency of illness at Kinderschule. Children will be healthier and will continue to be able to play and learn. Parents will be happier because they will have healthy children and will not have to take as much time off from work to stay home with a sick child. Additional Health and Safety guidelines (in line with CDC recommendations) will be distributed to families in the event of specific infectious disease outbreaks, not addressed in this document.

Sick Children

Knowing when a child is too ill to be dropped off at DANK Haus Kinderschule or determining that a child needs to be picked up by the parent is an important decision that is not reached lightly. We want to keep all children as healthy as possible, but also respect that parents need to work. Upon arrival at Kinderschule, all children are observed for any signs of illness or injury that may affect their ability to participate in the activities of the day.

Children cannot be dropped off at DANK Haus Kinderschule if they show any of the following:

- A fever of 100 degrees Fahrenheit (38 degrees Celsius) or more, without the use of fever-reducing drugs (child must be fever free for at least 24 hours before they may return).
- Diarrhea or vomiting (children need to be free from diarrhea or vomiting for at least 24 hours before they may return).
- Red or watery eyes (“pink eye”): Children need to be treated with antibiotic eye drops for at least 24 hours before they return. Excessive clear drainage from the eye requires staying home until symptoms improve due the contagious nature of a viral, non-bacterial eye infection.
- Head lice
- Undiagnosed skin irritation or a skin irritation that has been diagnosed as contagious (parent(s) need to submit a statement from the child’s physician verifying that the condition is not /no longer contagious before the child may return).
- General signs of the flu, a cold, a viral condition, or a bacterial infection.

- Children with bacterial infections such as strep throat or impetigo must be treated for 24 hours with antimicrobial therapy before the child may return. Students with heavy respiratory distress, continuous cough or excessive drainage will be asked to stay home until symptoms improve, to avoid spreading of illness throughout other kids and teachers.
- Any extreme irritability or level of distress that a teacher cannot comfort or that requires more attention than DANK Haus Kinderschule is able to provide with the current teacher/child ratio.

(Note: DANK Haus Kinderschule is not staffed to appropriately supervise a child who needs to stay indoors during outdoor playtime.)

Parents MUST pick up their child from DANK Haus Kinderschule if they show any of the following:

- A fever of 100 degrees Fahrenheit (38 degrees Celsius) or more
- Two loose stools or uncontrollable diarrhea (unable to make it to the toilet in time)
- Vomiting
- Any symptoms of “pink eye” (red or watery eyes, or pus draining from the eye)
- Any symptoms of impetigo (skin irritation)
- Head lice
- General signs of the flu, a cold, a viral condition or a bacterial infection (as evidenced by an elevated temperature combined with a change in behavior or mood)
- Significant respiratory distress
- Extreme irritability or level of distress that a teacher cannot comfort.

If your child is unable to come to DANK Haus Kinderschule, please notify your child’s teacher and the kinderschule office.

Any condition that requires extensive attention from DANK Haus Kinderschule staff will result in the child being separated from the group and given a quiet space to relax. Parent(s) are contacted immediately and are asked to pick up their child within one hour from time of contact. If parent(s) cannot be reached, one of the emergency contacts listed for the child is called.

Health Care Summary & Immunization Record

In your enrollment packet, you will find a requirement for the State of Illinois Certificate of Child Health Examination. This form must be completed and signed by your child’s physician and submitted to DANK Haus Kinderschule within 30 days of your child’s first day of attendance.

Kindergarten students will additionally require eye and dental exams within 30 days of your child's first day of attendance.

Notification of Contagious Illness

If your child has been exposed to any of the following: whooping cough, measles, mumps, chicken pox, scarlet fever, meningitis, Lyme disease, rabies, Reye syndrome, shingles, lice, ringworm, scabies, impetigo, any E-coli or salmonella infection, it must be reported to DANK Haus Kinderschule immediately.

Parent(s) are required by law to inform us within 24 hours if a doctor or dentist diagnoses a child with a reportable communicable illness, as DANK Haus Kinderschule must inform the health authorities within 24 hours.

If a child at DANK Haus Kinderschule has been exposed to or diagnosed with a contagious disease, an email is sent to all parents/guardians the same day that we receive a notification. Please understand that our confidentiality policy does not allow us to release the name of the child who may have contracted the illness

It is also the parent(s)' responsibility to inform teachers of any special medical conditions, needs, or allergies.

First Aid

All teachers have undergone basic First Aid and CPR training. In the event that emergency medical attention is warranted, DANK Haus Kinderschule will take whatever steps are necessary to obtain medical care. In the case of an accident resulting in injury, 911 paramedics will be called.

Staff are NOT allowed to transport children to medical facilities. If urgent care is warranted in a non-life-threatening situation, parent(s) will be contacted. We will make every attempt to contact parent(s) immediately; however, the nature of the injury will determine the order in which steps are taken. Our primary objective is to obtain medical treatment for your child as quickly as possible.

Medication

If your child needs medication while in our care, written permission and instructions must be provided to the language school director. Please refer to the "Medication Administration Policies" at the end of this handbook.

Prescription Medications

Prescription medication will only be given with written authorization from the child's licensed health care provider and parent/guardian. Prescription medications will be given only as prescribed by a licensed healthcare provider.

All medications must be kept in their original containers bearing the original label with legible information included the prescription number, name of the drug, strength of the medication and quantity of the dosage, expiration date, directions for use, child's name, date of original issue, and the name and address of the licensed pharmacy which issued the medication. Medication can only be administered to the child whose name is on the label and may not be given after the expiration date on the label. Any unused portion of the medication is returned to the child's parent(s) or destroyed.

Our staff is trained in administering basic medications.

Over-the-Counter Medication

Over-the-counter medications will only be given if recommended by a physician (signed form). DANK Haus Kinderschule cannot administer over-the-counter medications, such as Tylenol, Ibuprofen, or any other non-prescription medication, on an "as needed" basis. As a rule of thumb—if your child needs headache, fever, or cold medications to function well on a school day, they should stay home until improvement of overall health is achieved.

DANK Haus Kinderschule has a NO COUGH DROPS policy, as they are a choking hazard. Please do not send cough drops with your child to DANK Haus Preschool.

External Preparations

For any external preparations such as lotions, sunscreen, or insect repellent, parent(s) must also complete and sign a medication form, including the child's name, dosage quantity, and time of the day to administer dosage. All preparations must remain in their original containers and must be clearly labeled with the child's first and last name.

Field Trips

Parent(s) must give written permission for their child to attend a DANK Haus Kinderschule field trip. Upon enrollment, parent(s) may give permission for all walking field trips within the school

year as well as field trips not within walking distance (please refer to your welcome letter, or review the document at the end of this Handbook).

In the event that children might need to be transported by motor vehicle, insurance liabilities do not allow us to use private cars unless all parent(s) are transporting their own children. **STAFF MEMBERS ARE NOT ALLOWED TO TRANSPORT CHILDREN IN THEIR OWN VEHICLES, NOR TO DRIVE THE VEHICLE OF SOMEONE ELSE WHILE TRANSPORTING CHILDREN!** Should DANK Haus Kinderschule decide to use public or hired transportation for a field trip, children will be restrained in accordance with the methods described under the regulations of the Department of Human Services and Illinois statutes.

At least one first aid kit, a cell phone, a list of emergency contacts for all of the children, and any emergency medications accompany the group on ANY field trip away from the DANK Haus Kinderschule classroom, including our regular trips to the playground.

Data Privacy

Staff members of DANK Haus Kinderschule shall not disclose a child's record to any person other than the child, the child's parent or guardian, the child's legal representative, or other staff members of DANK Haus Kinderschule unless the child's parent or guardian has given written consent or as otherwise required by law.

Employees and volunteers are required to refrain from discussing individual children with parents in hallways, at ballparks, in the grocery store, etc. Also, parents seeking information about their child should seek out their teacher(s).

Plans for any research or public relation activities at any DANK Haus Kinderschule site must be submitted in writing and approved by the Kinderschule director. Parents are informed before each occasion of research, experimental procedures, or public relations activity at DANK Haus Kinderschule that involves a child. A permission form is obtained before each occasion of research or public activity, and includes the following: a summary of the project and its purpose, the name of any individual(s) or organization(s) involved in the activity, and the parent's written permission, which will be maintained in the child's record.

Please note: Photos taken may be posted within the DANK Haus Kinderschule site. You, as the parent, reserve the right to indicate your preference for photographs of your child on the registration form. All photographs used on our website or social media will never include a child's name or other personal information.

Parent Involvement

DANK Haus Kinderschule is a non-profit Preschool and Kindergarten, committed to offering a high-quality yet affordable language immersion program. We believe that by enrolling your child at Kinderschule, you become part of the community that shares the goal and responsibility of providing an enriching, nurturing experience for all children in the program.

All parents are asked to consider volunteering for various fundraising events and cultural programming that will continue throughout the year. Additionally, your child's German language success will be greatly increased by immersing them in the local German community, and we hope you take advantage of the monthly Parent Kaffee's and other opportunities to socialize and meet German-speaking families through the DANK Haus programming.

Non-Discrimination/Harassment Policies

DANK Haus Kinderschule is committed to the principle of equal opportunity in education and employment. Greater diversity enhances its quality of education and enriches understanding between students, faculty and staff, and the entire school community.

DANK Haus Kinderschule does not discriminate on the basis of gender, race, color, religion, national or ethnic origin, gender identity, sexual orientation, gender identity or any other protected class in admittance, education, or other policies, and extends to all the rights, privileges, programs, and activities generally made available to students at DANK Language School.

DANK Haus Kinderschule provides a high-quality, enriched learning atmosphere for children, with emphasis on their social and emotional development as well as the enhancement of their cognitive abilities. All children are treated equally. We realize that children who attend DANK Haus Kinderschule may come from non-traditional families, and sensitivity to this fact is reflected in our interaction with all children

Bullying

DANK Haus Kinderschule is committed to each student's social and emotional well-being and creating an environment free of impediments to their ability to learn. To this end, bullying and harassment will not be tolerated in our community and is contrary to law.

“Bullying” and “cyber-bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following.

- Placing the student in reasonable fear or harm to the student’s person or property
- Causing a substantial detrimental effect on the student’s physical or mental health:
- Substantially interfering with the student’s academic performance: or
- Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by our school.

Direct and indirect bullying can take on many forms, including, but not limited to, the following actions: teasing, taunting, hurtful words, threats (subtle or implied), name-calling, hitting, pushing, picking on others, pinching, ganging up on someone, stealing, cruel jokes, destroying personal property, spitting, biting, crank phone calls, misusing e-mail (including text messages, instant messages, or other electronic communication), rude gestures, individual or group exclusion, spreading gossip or rumors, deliberately misgendering someone or refusing to honor their pronouns, writing cruel or threatening notes.

The DANK Haus Kinderschule promotes respect for others and peace within our classrooms, so bullying behavior will not be ignored or tolerated. Parent(s), teachers, and administrators must take the lead in confronting bullying behavior. All allegations and threats will be taken seriously, investigated promptly, and dealt with appropriately. Our focus on social emotional learning in the classroom and conflict resolution between students is our first defense against bullying. This policy was created in coordination with our administration, teachers, and parents and will be reviewed on a yearly basis. Bullying is an unacceptable behavior as outlined in our discipline policy.

Harassment

DANK Haus Kinderschule is committed to providing a learning and working environment free from discrimination or harassment on the basis of gender, race, color, religion, national or ethnic origin, gender identity, sexual orientation, or any other protected class. Any employee, student, or member of the Kinderschule found to be in violation of this policy will be subject to disciplinary action up to and including termination, expulsion, and exclusion from school activities.

Child Abuse

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect. Illinois law requires school personnel to notify DCFS if there is even suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse, merely suspicion of abuse to make a call to DCFS necessary. Furthermore, Illinois protects school professionals from litigation if the DCFS call was made in good faith.

Child Custody

DANK Haus Kinderschule abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parent(s). In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Please be sure any court orders and records are current with the school.

A court order is required to prevent a non-custodial parent from gaining access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights. If it is determined by the school that the custodial parent may not be expecting the release of the child to the non-custodial parent, it is imperative that the school contact the custodial parent. The custodial parent is to be informed immediately that the non-custodial parent is requesting the release of the child.

The school will never release a child to a non-custodial parent if there are concerns regarding the child's welfare and safety. In such cases, the non-custodial parent may be denied access to the child. If necessary, local law enforcement will be contacted.

Grievance Procedures

If any event or action occurs at school, especially with regards to bullying or harassment, that causes your or your child concern or distress, please report it immediately to your teacher. The proper procedure is as follows:

1.) Communicate the concern to your child's teacher and see if the issue can be resolved. It could be that the teacher is unaware of the situation and it can be remedied relatively easily. Any issue should be addressed within one week of its occurrence. Please contact the teacher early so that the issue can be addressed early and efficiently.

2.) If the concern cannot be resolved to your satisfaction, or if the situation which you feel cannot be discussed with the teacher, please contact the DANK Haus Kinderschule Director at (773) 561-9181, ext. 2, or at kinderschule@dankhaus.com. All reported issues will be addressed within 10 days of occurrence.

3.) If you feel that your concern has still not been addressed to your satisfaction, please contact the Executive Director of the DANK Haus German American Cultural Center at (773) 561-9181, ext. 1.

Reprisal or retaliation against those reporting incidents of harassment or bullying will not be tolerated and can result in removal from Kinderschule. Likewise, misreporting incidents as a form of reprisal or retaliation will not be tolerated and can result in removal from Kinderschule.

Termination of Enrollment by DANK Haus Kinderschule

DANK Haus Kinderschule may terminate enrollment at any time for the following reasons:

- The parent/guardian fails to follow correct admission requirements, especially as they relate to the submission of required forms and departure procedures.
- The parent/guardian fails to pay fees according to the stated policy.
- Retention of the child would be detrimental to the health and safety of the other children in the DANK Haus Kinderschule center, and DANK Haus Kinderschule staff, or to the child due to exceptional needs for special treatment. It is noted here that the DANK Haus Kinderschule will first make reasonable attempts to alleviate the situation before recommending termination.
- Lack of cooperation from parent(s) with the program's efforts to resolve differences and/or meet the child's needs through parent/staff meetings or conferences.
- Difference of opinion and/or philosophies of appropriate child development and/or guardianship techniques.

- Abusive behaviors by parent(s) toward other children, program staff, or other parent(s).
- If the child's disruptive behavior continues regardless of guidance approaches.
- Repeated failure of parent/guardian to pick up their child on time.
- Failure to follow the procedures and expectations outlined in this handbook.
- Other reasons deemed appropriate at the discretion of the DANK Haus Kinderschule Director.

All families are required to acknowledge that they have read and understood these policies. An electronic acknowledgment will accompany your registration.

All policies are subject to change.

Addendum

Medication Administration Policy, Guidelines, Authorizations



Reviewed March 2022

Medication Administration at the Dank Kinderschule

Policy

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her/their education.

It shall be the policy of the DANK Haus Kinderschule Program that the administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary to maintain the student in school, or in the event of an emergency.

As of this time, there is no registered nurse associated with the DANK Haus Kinderschule Weekday Program. Trained staff will administer medication. The Illinois Department of Professional Regulation (IDPR) issued a legal opinion which allows a school employee to stand in the place of a parent or guardian in administration of medication or supervision of self-medication in the school setting. School employees who do not hold a valid IDPR license must receive training in the correct procedure to be used to administer medication and/or provide a specific treatment. This does not prohibit any school employee from administering emergency assistance to a student. Accepted nursing practice holds that “to administer” means to select the correct medication, deliver it by the correct route, and give it to the student at the time prescribed.

The objective of any medication program is to promote self-responsibility. Trained staff can facilitate this process by providing information to the parent(s) or guardian and students on the process to be followed in administration of medication during school hours.

The Board of Education will insure and indemnify personnel designated to administer or supervise the self-administration of medication when such personnel follow the policy and procedures put forth in this document. School personnel will not diagnose or treat illnesses.

Guidelines

1. Medications should be limited to those required during school hours which are necessary to maintain the student in school and those needed in the event of an emergency. These guidelines do not prohibit any school employee from providing emergency assistance to a student. (See 105 ILCS 5/10-22.21b.)
2. Process and Documenting

- a. Each dose of medication shall be documented in the student's individual medication record. Documentation shall include date, time, dosage, route by which the medication is to be administered, and the signature of the person administering the medication or supervising the student in self-administration.
 - b. In the event a dosage is not administered as ordered, the reasons shall be entered in the record. A daily accounting (count) shall be maintained of any controlled substance prescribed for any student. This documentation is considered part of the student's temporary record.
 - c. All medication errors must be documented on the student's medication record and an accident report form must be completed. The student's parent or guardian and the licensed prescriber must be notified immediately that a medication error has been made.
3. Effectiveness and side effects shall be assessed with each administration and documented as necessary in the student's individual medication record. Documentation of effects of long-term medications should be summarized at least quarterly or more frequently if needed.
 4. Changes in Medication: Any medication changes including but not limited to the dosage, route, medication or administration times, require the parent/guardian to submit a prescription or new written orders from the student's medical provider.
 5. Prescription
 - a. Permission for long-term medication shall be renewed at least annually.
 - b. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order includes:
 - Student's Name
 - Date of Birth
 - Licensed Prescriber, Signature and Date
 - Licensed Prescriber Phone and Emergency Number(s)
 - Name of Medication
 - dosage
 - route of administration
 - frequency and time of administration
 - Diagnosis Requiring Medication
 - Intended Effect of the Medication /Possible Side Effects
 - Other Medications Student is Receiving
 - Time Interval for Re-Evaluation
 - Approval for Self-Administration
 - Approval for students to carry emergency medication on their person (i.e. inhaler, Epi-Pen)

- c. Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber. Prescription medication shall display:
 - Student's Name
 - Prescription Number
 - Medication Name and Dosage
 - Administration Route or Other Directions
 - Date and Refill
 - Licensed Prescriber's Name
 - Pharmacy Name, Address and Phone Number
 - Name or Initials of Pharmacist
 - d. In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s) or guardian requesting that medication be given during school hours. The request must include the name of the student, the parent(s) or guardian's name and phone number in case of emergency. It is the parent(s) or guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
6. Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a locked refrigerator separate from food products.
 7. At the end of the school year or the end of the treatment regime, the student's parent(s) or guardian will be responsible for removing from the school any unused medication. If the parent(s) or guardian does not pick up the medication by the end of the school year, the trained staff will dispose of the medication(s) and document that it was discarded. Medication must be discarded in the presence of a witness and documentation signed by both Parties.
 8. Trained staff are responsible for their own actions regardless of the licensed prescriber's written order. It is the trained staff's responsibility to clarify any medication order which is deemed inappropriate or ambiguous. Trained staff have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the trained staff must notify the parent, or guardian, student's physician and administrator.
 9. A student has the right to refuse medication, and in some instances may do so. In such instances, it is the trained staff's responsibility to explain to the student as fully and clearly as possible the importance of taking the medication. If the student continues to refuse to comply, the parent or guardian, student's physician, and administrator must be notified.

Parental Authorization

I herewith acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Dank Haus Kinderschule and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School), lawfully prescribed medication in the manner described above.

I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices.

I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School, its employees and agents arising out of the administration of said medication. In addition I agree to hold harmless and indemnify the School, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent's/Guardian's Signature

Home Phone Number

Parent's/Guardian's Home Address

Alternative Phone Number

Date

Additional Information

Daily Medication Administration Record

Student:	Trained Staff:	School Year:
Date of Birth:	Date, Dose, Time:	Comment:
Parent Name, Phone:	Medication, Route:	
Physician Name, Phone	Diagnosis:	

Please initial, and put the time you administered the dose.																															
MONTH / DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September																															
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August																															

Weekday School 2022/23 Policy Overview and Waiver

WAIVERS AND AUTHORIZATIONS

A. Medical Emergency

In the event of a medical emergency occurring to my child (or ward), I hereby authorize the DANK Haus German American Cultural Center ("DANK Haus") to act in *loco parentis* to my child (or ward). The school may authorize all necessary medical and/or surgical procedures that are deemed vital for the health of my child (or ward). I understand that every effort will be made to contact me and that medical or surgical procedures will be implemented only in the event that I cannot be contacted immediately.

B. Permission to participate

I give permission for my child (ward) to participate in the DANK Haus *Weekday School* program. I understand the nature of the programs in which he/she will be participating, and the inherent risks in participating in these programs. My child's (ward's) participation is purely voluntary.

C. Local neighborhood walks and outings waiver

I authorize my child (ward) to participate in the neighborhood walks or outings organized during the Weekday School program. I hereby waive any claim against the school or the DANK Haus for any injury or damages suffered by my child in connection with the walk or outing.

D. Field Trips outside the neighborhood

I authorize my child (ward) to participate in field trips or outings organized during the Weekday School program. I hereby waive any claim against the school or the DANK Haus for any injury or damages suffered by my child in connection with the field trip or outing.

E. Image and audio

I grant the DANK Haus and all those acting with its authority the unrestricted right to use my child's/children's image(s) and likeness ("Image") and their audio voice recording(s) ("Audio") as captured during the Weekday activities in photographs, film tape, video, animated movies and art productions, or any other medium including the blog; to copy, modify, create derivatives and otherwise use an Image and/or Audio in any medium; and use, and permit to be used, their first name(s), whether in original or modified form, in connection with the Images and/or Audio as the DANK Haus may choose. I waive all rights and release and discharge the DANK Haus from, and will neither sue nor bring any proceeding against the DANK Haus for any claim, demand or cause of action, whether now known or unknown, for defamation, invasion of right to privacy, publicity or personality or any similar matter, based upon or

relating to the use of the Images and/or Audio. Please email kinderschule@dankhaus.com if you DO NOT give permission for your child's photo, audio, or video to appear in possible DANK Haus' publications and/or publicity, including the DANK Haus' website or social media.

F. Expulsion from School

We pride ourselves in being not “just a Weekday School” but a community of people who welcome everyone. In this context I want to explicitly state that we at the DANK Haus strive to be respectful and inclusive, and are aware of the rigid binary gender system in the German language. And while we still need to teach the language in its normative form, and there are limits to what the language allows grammatically, we are aware of its implications and aspire to teach inclusively.

With this in mind we expect our students to treat others with respect. Should a student violate any of [our policies](#) we reserve the right to expel this student from School. We will first attempt to mitigate the situation to the best of our ability.

G. Compliance

I have read, understand and will comply with all registration, rules, policies and procedures and have read and agree to accept the above obligations and responsibilities. I hereby give my permission for my child to participate in the supervised field trips during *Weekday School* and all related activities which are described and outlined in the schedule. I agree not to make any claim, suit or demand against the DANK Haus for any injury or damage incurred on account of participation during the Weekday School, in the supervised field trips and all related activities. Further, I hereby grant permission for the Weekday School's personnel to take such action as may be required in case of medical emergency, understanding that every effort will be made to contact the parents/guardians prior to exercising this authority.