



Kari Hawks  
Owner/Educator  
B.A. Elementary Ed.

John Stene  
Educator  
M.Ed. Curriculum & Instruction  
B.A. English Literature & Spanish

# Parent/Guardian Handbook

603 South Main • Kalispell, MT 59901  
406.407.8850  
email: [theknowledgenest@gmail.com](mailto:theknowledgenest@gmail.com)  
~Follow us on Facebook~

## Program Overview:

### **Preschool Programs:**

#### ***(School Year Calendar Progression: Beginning September)***

We believe in educating the whole child, and providing experiences for all children to feel academically, emotionally, and socially prepared for Kindergarten and their schooling journey. Our preschoolers learn through play and direct teaching, and within this approach, each child can experience a fun, engaging environment where learning is a hoot!

The Knowledge Nest provides learning workshops that bring into service local district approved curriculums, including Zoo-phonics and Learning without Tears. Our routines and academics provide students with experience and understanding of school structures, while navigating peer dynamics, and a collaborative learning environment.

#### **Owlets 3/4yrs: *(must be 3 by Sept 10th)***

Days: Monday & Wednesday

Time: 8:45am - 11:45am

Cost: \$195/month (\$5 venmo fee)

#### **Fledglings 4/5yrs: *(must be 4 by Sept 10th)***

Days: Tues. - Wed. - Thurs.

Time: 8:30am - 12:00pm


Cost: \$315/month (\$5 venmo fee)

## Need to Know Items:

Communication:	<ul style="list-style-type: none"> <li>- Our primary mode of communication is via an app called ClassDojo. We will not text or call, unless it is an individual emergency.</li> <li>- You will receive information regarding ClassDojo at the start of the school year.</li> </ul>
Hours of Operation:	<ul style="list-style-type: none"> <li>- For the safety and security of those in the building, the doors automatically lock when shut. We will be nearby to let you in the building at the following times for dropoff/start time. <ul style="list-style-type: none"> <li>- Fledglings: 8:40am</li> <li>- Owlets: 8:40am</li> <li>- <i>Please reach out if dropoff time is problematic.</i></li> </ul> </li> <li>- We appreciate your promptness, as it limits classroom disturbance after we begin.</li> <li>- If you are late, please call our phone number, to be admitted to the building.</li> <li>- At the End of each day, we will have the students in the foyer, and will handoff each student to a “designated pickup representative” at the front door. Pickup times for each program are as follows: <ul style="list-style-type: none"> <li>- Fledglings AM: 12:15pm</li> <li>- Owlets: 11:45am</li> </ul> </li> <li>- Please supervise each student under your care closely before and after the indicated drop-off and pick-up times. Once a pickup has taken place at the front door, the Knowledge Nest staff is no longer responsible.</li> </ul>
Age Requirements:	<p>* Owlet Program: each student must be 3 by September 10th</p> <p>* Fledgling Program: each student must be 4 by September 10th</p> <ul style="list-style-type: none"> <li>- <i>Our programs will focus on kindergarten readiness, social development, school routines, and an wholistic development including gross motor, fine motor, classroom routines, social/emotional regulation, collaborative learning, language, and literacy skill acquisition.</i></li> </ul>
Immunization Requirements:	<ul style="list-style-type: none"> <li>- We require current immunization records in accordance with the daycare requirements for flathead county.</li> <li>- <i>Note the chart below for your reference. Please follow up with the Flathead County Department of Public Health.</i></li> </ul>



## MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE

						
By 3 Months	By 5 Months	By 7 Months	By 16 Months	By 19 Months	By 6 Years	By 12 Years
DTaP 1 dose	DTaP 2 doses	DTaP 3 doses	DTaP 3 doses	DTaP 4 doses	DTaP 4 doses <sup>3</sup>	Tdap 1 dose <sup>4</sup>
Hepatitis B 1 dose	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 3 doses	Hepatitis B 3 doses	Hepatitis B 3 doses
Hib 1 dose	Hib 2 doses	Hib 2 or 3 doses <sup>1</sup>	Hib 3 or 4 doses <sup>1</sup>	Hib 3 or 4 doses <sup>1</sup>	Not Required after 5 years of age	
Polio 1 dose	Polio 2 doses	Polio 2 doses	Polio 2 doses	Polio 3 doses	Polio 3 doses <sup>3</sup>	Polio 3 doses <sup>3</sup>
PCV 1 dose	PCV 2 doses	PCV 3 doses	PCV 4 doses <sup>2</sup>	PCV 4 doses <sup>2</sup>	Not Required after 5 years of age	
			MMR 1 dose <sup>5</sup>	MMR 1 dose <sup>5</sup>	MMR 2 doses <sup>5</sup>	MMR 2 doses <sup>5</sup>
			1 dose <sup>5</sup>	1 dose <sup>5</sup>	2 doses <sup>5</sup>	2 doses <sup>5</sup>

<sup>1</sup> Varies depending on vaccine type used and age started. See the Advisory Committee on Immunization Practice (ACIP) Catch-up Schedule.

<sup>2</sup> Varies depending on age started. See the ACIP Catch-up Schedule.

<sup>3</sup> One dose must be given on or after the 4<sup>th</sup> birthday. When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

<sup>4</sup> A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

<sup>5</sup> First dose must be given on or after the 1<sup>st</sup> birthday.

**Note:** A four-day grace period may apply, as appropriate, per the ACIP recommendations

Documentation of a valid exemption or conditional enrollment may be submitted in lieu of receiving all required vaccines.

Revised May 2023  
Administrative Rule of MT: 37.95.140

Registration Form Requirement:	- A completed registration form with signed waivers, must be submitted to the Knowledge Nest staff to complete the enrollment requirements.
Deposit Requirement:	- A non-refundable payment of \$50 is due for enrollment/registration of each student. This ensures each student a slot in the program, and is used to purchase curriculum materials for the start of the school year.
Tuition Agreement:	- Placement in a preschool program is for one school year. 9 monthly tuition payments should be made through the course of the school year. Monthly tuition is based on a yearly sum, and there will be no adjustments due to absences, or routine non-school days as reflected on the school calendar. Payments are to be made, according to the payment schedule, regardless of the actual number of school days scheduled or attended in any given month. There are no individual reimbursements/credits or proration of payments to to a student's

	<p>absences from the program (ie. illness or vacation). Some rare exceptions may apply (e.g. absent for more than 2 consecutive weeks due to hospitalization). Tuition is due no later than the 10th of each month. A \$25 late fee will be added to the balance due for any payments received after the 10th of the month. If tuition has not been paid by the 10th of the month, a student may not be able to return to school until a partial payment and arrangements have been made with staff.</p> <ul style="list-style-type: none"> <li>- To withdraw from the program, written notification must be received 14 days prior to the student's last day. A full month's tuition may be charged as a result of less than a 14 day notice. There will be a \$25 returned check fee for all non-sufficient funds checks. After two non-sufficient funds on checks, only money orders will be accepted.</li> </ul>
First-Aid Policy:	<ul style="list-style-type: none"> <li>- We handle minor injuries with Band-Aids, ice packs, and hugs. If we feel the injury is more serious, we will call you and inform you of the situation to let you decide which action should be taken. In the event of a serious injury or emergency, we will call 911 and administer first-aid until emergency transport personnel arrive. We will call you directly to inform you of the situation.</li> </ul>
Inclement Weather Conditions:	<ul style="list-style-type: none"> <li>- In the event there are school closures in Kalispell with SD5, the Knowledge Nest will also close. We will contact you as soon as possible, posting immediately to our ClassDojo app that school is canceled for the day.</li> </ul>
Outdoor Play:	<ul style="list-style-type: none"> <li>- We spend time outdoors every day, except in the most extreme weather. This outdoor time is important for your a student's health, growth, and development.</li> <li>- Please make sure each student has seasonally appropriate clothing to play outdoors. <ul style="list-style-type: none"> <li>- <i>At the Preschool Level, <u>please consider:</u></i> <ul style="list-style-type: none"> <li>- <i>Mittens instead of gloves.</i></li> <li>- <i>Pull On /Velcrow instead of laces.</i></li> <li>- <i>Labels on Everything.</i></li> </ul> </li> </ul> </li> </ul>
Snack & Water:	<ul style="list-style-type: none"> <li>- Please pack a healthy and filling snack, along with a water bottle every school day.</li> </ul>
Illness & Attendance:	<ul style="list-style-type: none"> <li>- Each student should be picked up and/or not come to school if any of the following apply: <ul style="list-style-type: none"> <li>- Fever (must be fever free for 24hrs before returning).</li> <li>- Vomiting or Diarrhea (must wait 24 hours after last episode before</li> </ul> </li> </ul>

	<p>returning).</p> <ul style="list-style-type: none"> <li>- Any infectious condition that is contagious to others.</li> <li>- If a student is unable to participate comfortably in activities, the student is advised to stay home.</li> </ul>
Potty Training:	<ul style="list-style-type: none"> <li>- Each student must be potty trained prior to attending preschool. We will have toilet breaks built into the daily schedule, and we understand that an occasional accident may occur. If an accident occurs, we may need to call you for assistance, depending on staffing, child's independence level, and situation. If the child has more than three accidents per month, the student may be dismissed from the program.</li> </ul>
Classroom Rules:	<p>The Preschool 3 Bs. (<i>Safe, Respectful, Responsible</i>)</p> <ul style="list-style-type: none"> <li>- Be Safe</li> <li>- Be a Friend</li> <li>- Be a Worker</li> </ul>
Discipline:	<ul style="list-style-type: none"> <li>- Discipline is used with a positive approach, using a variety of teaching strategies. We believe in the teaching program 'Love and Logic' and the 2 Choice system. The program establishes a nurturing, safe environment where children make their own good choices. We reinforce desired behaviors continuously throughout each day as part of our daily routine. <ul style="list-style-type: none"> <li>- SEVERE BEHAVIOR CLAUSE: We reserve the right to terminate the enrollment of a child with severe behavior; endangering self or others, significant disruption to the daily routine, or requiring too much staff attention. This is only for severe cases and after many attempts to correct the behavior. This will not come as a surprise, as we will have been in contact with parents/guardians consistently throughout the situation.</li> </ul> </li> </ul>
Extra Items from Home:	<ul style="list-style-type: none"> <li>- The Knowledge Nest will not be responsible for items brought from home. Please discourage students from bringing toys to school.</li> </ul>
Curriculum:	<ul style="list-style-type: none"> <li>- Ms. Kari and Mr. John are both experienced teachers with degrees in the field of education. Knowledge Nest curriculum plans utilize age appropriate, academic programs, commonly used by various local school districts. Handwriting Without Tears (Learning Without Tears) will be used to teach the first stages of writing, letter formation, and mechanics of grip and movement. ZooPhonics will be used to teach lower case letter sounds and phonemic awareness.</li> </ul>

## Supplies List:

\* Please review the following items and be prepared to send them with your student on the first day of class, and each consecutive class throughout the school year.

Got It?	Item	Description:
<input type="checkbox"/>	Back Pack	Hold Supplies, Snacks, Belongings. Please label.
<input type="checkbox"/>	Snack in a Box/Baggie	Pack it in the backpack each day. Please label.
<input type="checkbox"/>	Water Bottle	Pack it in the backpack each day. Please label.
<input type="checkbox"/>	Water Colors	Crayola Brand to be left at school. Please label.
<input type="checkbox"/>	Spare set of seasonally appropriate clothing	To be left at school. Please label.
<input type="checkbox"/>	<i>Based on the day's Weather:</i> Outdoor Gear as appropriate to the changing seasons.	Snow boots, snow pants, hats, mittens, rain coats, etc. Please ensure that they are dry for the next school day. Please label.
<input type="checkbox"/>	Appropriate Footwear	Flip flops are cute, but not a safe option for running & playing outside.
<input type="checkbox"/>	Appropriate Clothing	Preschool is an environment in which students get messy. Some products used may stain clothing. Please don't send students in "good clothes," as the Knowledge Nest will not be responsible for replacement of clothing.
<input type="checkbox"/>	<i>Optional: 2nd pair of shoes during winter</i>	<i>This allows students to not wear their snow boots inside during the winter season.</i>
<input type="checkbox"/>	<i>Optional:</i> <i>x1 container of Clorox Wipes</i> <i>or</i> <i>x1 box of Kleenex</i>	<i>This helps the whole school take care of germs and the winter season!</i>

We look forward to working with you during this school year.  
Please reach out with any questions that arise.

All the Best from the Nest!  
Ms. Kari & Mr. John

The Knowledge Nest  
603 South Main • Kalispell, MT 59901  
406.407.8850  
email: [theknowledgenest@gmail.com](mailto:theknowledgenest@gmail.com)  
~Follow us on Facebook~