

RAINBOW PLAYSCHOOL



PARENT HANDBOOK 2017/2018

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Rainbow Playschool

GENERAL INFORMATION

WHAT TO BRING EACH DAY: Your child should always bring a bag or backpack to school each day. His bag should include lunch, if appropriate, a snuggle toy and blanket if they like one and they staying for rest time. They should also bring a complete change of season appropriate clothes down to the socks. If it's snow boot/rainboot weather, he should bring slippers or shoes for indoor wear. Check for fit of clothes often and replace after use.

CLOTHES: your child should come to Playschool dressed for indoor (possibly messy) play, and prepared for outdoor play. Please plan for your children to come home with evidence of what they did that day on their clothes. They will get dirty and while we try to use smocks, washable paints, markers and other supplies, even they stain from time to time. Keep dress-up clothes and party shoes at home except for very special occasions. Special clothes keep children from playing freely.

In the summer, make sure your child is dressed for the heat, including light clothes and shoes they can walk in. Please send a sun hat and apply sunscreen before bringing your child to school. We will assume this has been done. For optimum sun protection dress your child in light weight long sleeve and legged clothing that covers sensitive skin.

Sunscreen - It is required that we have written permission to re-apply sunscreen when needed. Send sunscreen in for your child with their name clearly written on the package and sign a permission form.

In the winter dress your child in appropriate indoor clothes. Winter outdoor wear should always include coat and snow pants (or snowsuit), hat, mittens (make sure they are warm. You should assume your child will spend some time outdoors every day.

Choose clothes your child can learn to put on and take off. Zippers, buttons, and closings should work for small learning hands.

SNACKS: We provide snacks mid-morning and mid-afternoon. Snacks consist of and a wide variety of foods such as unprocessed cheese, whole grain and other crackers, cereals, raisins, peanut butter, popcorn (if age appropriate), fruit of all kinds, muffins, and breads. We will make sure your child does not eat anything that is limited or forbidden on his application.

LUNCHESES: We eat lunch from about 11:45 to 12:15. If your child only comes to Rainbow in the afternoon, he should have eaten before arriving. Your child should bring a simple lunch if he is with us for the morning or all day. Lunches should include 2 or 3 parts. Please send finger food in preference to spoon or fork food, especially if your child cannot reliably get spoon to mouth. One part might be a sandwich, chicken bits, crackers and cheese, pasta with a sprinkle of cheese, tofu bits or the like. A second part might be a piece of fruit; vegetable sticks with dip, yogurt or applesauce. **Please send all food ready to eat i.e. apples peeled and cut up, oranges peeled and sectioned etc.** Make sure that anything you send in pop-top containers leaves no sharp edges or lids. We are happy to do warm ups such as soup, macaroni and cheese or spaghetti. Please send these items in ready-to-eat containers. We try to send uneaten food home so that you can see what your child is actually eating. Children's appetites vary enormously over a period of time. Try to adjust what you send accordingly. We provide the drinks. We ask that you send balanced healthy food from the basic food groups. This aids in proper brain and body development. We do not allow soda or candy in lunches. We discourage "Lunchables".

Rainbow is general not nut free however, if a child joins or population who has a severe allergy and it is determined by the director to be high risk, we will activate a band on certain foods in the building.

REST: Rest time at Rainbow is a learning opportunity – part of developing the physical aspect of the whole child. Children are taught rest and relaxation techniques. This relieves stress, rejuvenates the child and provided them important processing time. Children lie down on their own mat and relax for 30 minutes. After 30 minutes if the child has not fallen asleep we will move them to a "Quiet activity area" where they will be offered a choice of activities. Sleeping children will be allowed to sleep and wake naturally.

If your child needs to be awakened after a specific amount of time, please discuss this with his teachers.

DISCIPLINE: We believe that positive reinforcement works the best with young children. We react to inappropriate behavior in 18-month to 2 year olds by redirecting the child or moving him away from a conflict and toward an

engaging task. As children turn 2, we begin to set clearer verbal limits, in positive terms when possible, for example, "...blocks are not for throwing, you may build with them..." As children begin to recognize verbal limits, and understand consequences we expect them to make appropriate choices and use self-regulation. We may guide them by using a form of time out. This is done by moving a child to the side of the action, clearly explaining the expected behavioral change and the reason for the change. The child may be asked to observe children playing appropriately. If the child appears angry harmful or disruptive they may be asked to sit and cool off before being allowed to rejoin the group and try again. Other forms of discipline, including withholding food or drink, mechanical restraint, humiliation, embarrassment, and corporal punishment are forbidden.

PARENT/TEACHER COMMUNICATION: We offer conferences to parents twice a year, and talk daily with parents about children's progress, triumphs, and troubles. If you want to speak to your child's teacher about any concerns involving your child, a conference can be arranged at any time. When requested parents of toddlers receive short written reports of daily behavior, particularly at the beginning of the school year. When speaking with teachers regarding your child, please do so out of children's hearing range. Children understand far more language than they can use themselves. Your conversation with your child's teacher may worry your child, even if he isn't able to tell you so. You may want to set up a convenient time to telephone your child's teacher for an extended conversation.

CONTRACTS AND SCHEDULING: We renew contracts for each year. Summer and fall contracts and schedules are done simultaneously in order to Guarantee fall placement.

IMPORTANT REMINDERS ABOUT PICK-UP AND DROP-OFF POLICY

We need your cooperation to help us make early morning, mid-day, and end-of-the-day less crowded and confusing. These transition times are important to the children, and when they do not work smoothly, we all lose out.

8:00 drop off: We are prepared to take your children at 8:00 each morning. Please give us a courtesy call if you are running late or are not coming in.

Everyone is expected to wash their hands and the hand of their child on entry to the building.

1:00: Pick up your half day child no later than 1:00. You will be responsible for your child upon your arrival. Midday is congested and very busy; parents may be just dropping off afternoon children. If you are late we will be out of ratio compliance. Your child is watching for you and may become upset when you aren't there when expected. I don't like imposing a fine for late arrival, however arriving late for 1:00 pickups on a regular basis will incur a \$1.00 a minute fine.

1:00 drop off Bring your afternoon child to school as close 1:00pm as possible, but not before. Pickups will have been completed, and your child will benefit from all of our activities. When you bring in a child late, you deprive him of projects and activities that we plan for that time frame. When you arrive with your child before 12:30 it complicates the transition a lot. If you must arrive early, please plan to stay until 12:30, and supervise your child. We are all in the process of saying good-bye to morning children and parents, and it's their time to connect with us.

Everyone is expected to wash their hands and the hand of their child on entry to the building,

5:00 pickup: pick up your full day children between 4:45 and 5:00. That will give you time to talk to your child's teacher, and gather his things. You should be leaving the building no later than 5:00. After you've arrived and connected to your child, you become responsible for supervising him.

Late pick-up will result in our imposing a \$1.00 a minute late fee. Keeping staff past closing involves two staff and expensive overtime pay. In addition we all have lives and families outside school, and we need to be able to plan our lives based on when we know we will be finished with work for the day.

Closings: We rarely close due to weather conditions however; Rainbow may be closed for bad weather at the director's discretion. You will always have a call from the director if school has to cancel, have delayed opening or early closing. Parents are responsible for making judgment on the road conditions and safety of the roads they travel on. Please call the school if you decide not to attend. **Please cross-reference Rainbow's closing days with your Public School Calendar.**

HOLIDAY CLOSINGS

Rainbow will be closed on the following holidays:

President's Day Monday

Memorial Day Monday

Independence Day

Labor Day

Columbus Day

Thanksgiving (Thursday & Friday)

Winter holiday break (7 days) (will be announced)

We will be closed for program development days:

Two before Summer term and two before Fall term.

We will post a list of scheduled closings and special days to remember.

IMPORTANT RULES AND PROCEDURES

1. All children MUST be accompanied into and from the building by an adult (no young siblings, young relatives or young friends). Under no circumstances may a child be left on the doorstep or in the play yard. Please connect with your child's teacher when you arrive. Help your child off with his outerwear, help them put away his lunchbox if appropriate, and wash their hands. Tell them good-bye before leaving. Please sign your child in and out in the hall at arrival and departure. If someone unfamiliar with our routine drops off or picks up your child, please familiarize that person with our routine, or make sure they asks for help when he arrives.
2. ONLY those people listed on your child's application may pick up your child from school. Exceptions are made only with a note signed by a custodial parent, or a phone call from a custodial parent during which staff can clearly identify the caller. People, who the staff does not know, must be able to produce positive picture ID. THERE ARE NO EXCEPTIONS TO THIS RULE. If you are divorced, separated, and/or are protected by a restraining order, the school requires a copy of the order or custody agreement for its files in order to enforce either one. We can only enforce orders of which we have a copy. Your verbal assurance that an order exists is not sufficient. We cannot keep a child from leaving with a parent without a copy of the written court order.
3. If a parent/guardian or designated pick-up person is suspected of being under the influence of alcohol/drugs, the child's teacher and/or Program

Director will call the individual aside to discuss the suspected condition and potential danger to the child. Personnel will offer to call a spouse, friend or taxi for the individual. If this is ineffective, personnel will notify the police to report their concerns about the welfare of the child and will assist the police as requested

4. We ask that children not bring toys from home. These items are difficult to share can get lost or broken, and may transport germs. Our toys are safe, durable, and frequently inspected and cleaned, and we know they are age appropriate. Snuggly, soft, quiet rest time toys are fine.
5. We ask families to launder their child's nap mat blankets, pillows weekly. These items should be taken home on the last week day of your child's attendance and returned the first day of the following week.
6. We will celebrate your child's birthday by singing, "Happy Birthday", at snack or lunch. If you would like to provide a birthday snack, they are a welcome addition (avoid chocolate and high sugar content, please),. Please do no more so that children won't feel the need to compete with each other for the "best" party. Please call or send invitations to any home parties. Do not pass them out in school. Feelings of left out children, no matter what their age, may be hurtful.

HEALTH CARE POLICY

If your child is ill, do not send him to school. We work hard to limit the spread of communicable disease among our children. Your help is critical in keeping your child and his Rainbow friends healthy. We reserve the right to send a sick child home. If your child becomes ill at school, we will call you so you can make arrangements to pick them up.

CONTACT US IMMEDIATELY IF YOUR CHILD CONTRACTS A CONTAGIOUS DISEASE (i.e. strep throat, impetigo, chicken pox etc.) so that we may alert the staff and other parents.

Children who are being treated with antibiotics must remain at home a minimum of 24 hours after the beginning of treatment, before returning to school. For contagious illness, we require a doctor's okay before your child may return to school. Children who have chickenpox may not return to school until all the spots have scabbed over, and no new ones are appearing.

Children must be fever, diarrhea and vomiting free, without the aid of such medications as Tylenol or Motrin, for a full 24 hours before returning to school.

In accordance with Vermont Child Care Program Licensing Rules, every child must have an up to date physical and immunization record on file within 45 days of enrollment. Thereafter, physical records must be updated annually.

Administration and Storage of Medication

Medication should always be given by parent at home when possible. If we are not comfortable administering medication, parents will be asked to come in to administer medicine to their child.

- Prescription Medication for Children:

When prescription medicine is to be administered to a child, the medication must be presented in the original bottle with a label affixed by the pharmacy or physician showing the child's first and last name, the dosage and schedule of administration, what the prescription contains, the date purchased and the physician's name. In addition, a medical authorization form must be signed by the parent in each case.

- Non-Prescription Medication for Children:

When non-prescription medicine is to be administered to a child, it must be accompanied by a medical authorization form signed by the parent or guardian. The medication must be in the original packaging where warnings, side effects and dosages can be checked and reviewed with the parent or guardian. This includes any homeopathic treatments.

- Topical Non-Prescription Medication:

Topical non-prescription medications such as sunscreen, diaper cream, petroleum jelly or other ointments may be applied to a child only with written parental authorization via a signed consent form. This form must be renewed annually.

We do not call parents for minor scrapes, but we will inform you of any incident for which we use our first aid supplies.

911 will be called for a child needing emergency treatment. The parent will be notified immediately. Whenever possible a staff member will accompany the child in ambulance or to hospital until the parent arrives. (Exceptions may include injuries to more than one child or to the staff.)

FEE SCHEDULE AND CHARGES

<u>FULL DAY</u> (8:00- 5:00)	\$53.30
<u>Morning</u> (8:00-1:00)	\$31.80
<u>Afternoons</u> (1:00 – 5:00)	\$21.50

Activity/supply fee \$80.00 this will be posted on your September billing. (One-time fee each year)

1. Rainbow requires a deposit, in the amount of two weeks of tuition, upon signing your contract. The deposit is refundable with one-month notice before withdrawing or moving on to another school. The deposit is not refundable if you break the terms of the contract, or if your child enrolls, but never attends. You also lose the deposit if your child is a current student who we are holding a space for the following session, and they do not attend.

2. Payments are due the first of each month prior to attendance. If you absolutely must break down payment to weekly and bi-weekly, arrangements should be made with the director. Weekly and bi weekly payments are due in advance of attendance. Monthly payments are due on the first of the month. Payments made after that time will incur an 18% finance fee. If your bill remains unpaid at month's end, we will require you to withdraw your child until payment has been made in full at which time your child may return if the vacancy has not been filled.

3. We provide credit for days missed ONLY under the following circumstances:

* Holidays Rainbow is closed. You will receive a list and reminders will be posted.

* Forced school closing: (weather, plumbing etc.) everyone will receive full credit.

4. Picking up late either mid-day or end of day will result in a \$1.00 a minute late charge

5. A \$25.00 fee will be charged for all returned checks.

6. We strive to keep fees reasonable. When operating expenses increase we are forced to raise our fees. We will post a 30-day notice when a raise in fees is necessary. This is usually a 3-5% increase.

GOALS & PHILOSOPHY

The goal of our program is to provide young children 18 months to kindergarten with a stimulating, nurturing environment where they will be able to grow and thrive emotionally, physically, socially and cognitively. We strive to provide developmentally appropriate toys and activities in a relaxed and orderly setting, and to encourage the play and socialization with other children, which is a child's most important work.

Our philosophy and the policies we develop are grounded in practical experience, observation, research, and contemplation. If your child needs reasonable modification to a daily practice, which does not interfere with the needs of the collective group or constitute a violation, you should discuss this with the director

PRESCHOOL AT RAINBOW

(Child must be at least 3 years of age on or before September 1st)

As a pre-qualified pre-school Rainbow Playschool does not charge you for the 10 hours per week, 35 weeks of Prekindergarten; however, time beyond this allotment is your responsibility.

Our preschool program works to incorporate the goals of our program, the Vermont early learning standards as well as implementing an increasingly formal structure that will encourage the development of skills appropriate for a child's eventual entry into kindergarten.

We use monthly themes (safety, taking care of our earth, creepy crawlers, for example) as well as seasonal and holiday themes to encourage development in all areas.

Below, we've listed a comprehensive, but not exhaustive group of various skills, which we work to help our children begin to master:

SOCIAL: developing a sense of self-worth and value which we implement through exploring ideas and questions; seeing their work as important; realizing that all people matter. Learning to associate with adults and other children in a positive and caring manner which we implement through including them in the rule making process, establishing limits, helping them take responsibility for their

actions, self regulating their own behavior, taking turn, respecting others' feelings, learning that our feelings matter and when it is or is not appropriate to act on them; taking responsibility for materials.

PRE-MATH SKILLS: are encouraged through counting in sequence, counting objects, distinguishing between numbers and other symbols, recognizing numbers and knowing their names, ordering numbers, matching amount with numeral, and simple addition.

COLOR SKILLS are encouraged through art activities, games, environmental color awareness and discrimination.

PRE-READING SKILLS are encouraged through reading a great deal to our children, and allowing them to read along in a book, beginning to recognize own name and names of friends and family, learning alphabet, labeling, rhyming, recognizing sounds of letters, recognizing simple words.

PRE-SCIENCE SKILLS: which we encourage through cooking, experiments, nature observation, seasonal observation, weather, environment, and learning about our own bodies.

LANGUAGE SKILLS: which we encourage through dramatic play, conversation, questioning, verbalizing wants and needs, listening, following directions, books music rhyming and reading, dictating individual and group stories, experience charts done after events, exposure to new words.

SENSE OF AWARENESS SKILLS: which we encourage through visual (smaller/larger, taller/shorter, narrow/wide), hearing (sounds: near/far, music: high/low), taste (sweet/sour, chewy/liquid, salty/bland, bitter/sweet), smell (variety of scents); touch (rough/smooth, heavy/light, warm/cold).

SMALL MOTOR SKILLS: which we encourage through art: painting, drawing, pasting, paper mache, tearing, folding, and cutting paper; pouring and sorting: rice, water, beans, sand, buttons etc.

LARGE MOTOR SKILLS: which we encourage through: sweeping raking, field trips, games which include, running, jumping, climbing, Yoga, Play equipment for riding, swinging, digging climbing, and balance, lots of outside play.

SELF HELP: zippers, buttons, laces, snaps, Velcro, buckles, ties, hand-washing; setting and washing table, taking care of belongings, special jobs.

EXTRAS: At times we provide various groups of our children with various possibilities for enrichment including movement classes and music classes. These extras are fit in, as we are able, and charged directly to parents when

fees apply. We go on a limited number of field trips, mostly to places in the Village, to the library, and the park, programs on the green, river walk, Mertens House, The Homestead.

Approaches to Learning: We encourage emergent learning through hands on activities and experimentation. Teachers play, model, and engage with children by scaffolding their interests, learning styles and abilities, developing the environment around early learning standards and active learning.

Social and Emotional Development: Children develop a sense of self-worth and value through exploring ideas and questions; seeing their work as important; realizing that all people matter. Teachers support problem solving and conflict resolution. Mutual respect is modeled and supported. Large and small group activities are used to practice cooperation and sharing. Our tools include: books, games, toys, puppets, dramatic play and an intentionally designed environment.

Language, Literacy, and Communication is encouraged through dramatic play, conversation, questioning, verbalizing wants and needs, listening, following directions, music, rhyming and reading and writing. Mathematics: Pre math skills such as counting, number recognition, shapes, measuring, patterning and sequencing are encouraged using cooking, games, blocks, sequence cards and manipulative materials.

Science is learned through cooking, experiments, nature observation, seasonal observation, weather, and environment. We hypothesize, develop theories, and problem solve using books, natural materials, publications, observation equipment, and tools of measure

Social Studies involve learning about us, our families, and our heritage. We go on village walks interacting with our community. We study world culture and customs using books, publications, pictures, costumes, and food. Themes and studies are incorporated into dramatic play, music, dance, cooking and arts and crafts learning about us, our families, and our heritage. We go on village walks interacting with our community.

Creative Expression is experienced and enhanced through music, movement and dance, art media, crafts, display of art work, theatrics experiences and activities.

Physical Health & Development is promoted through healthy life style practice such as: hand washing, personal hygiene, serving and learning about healthy food choices, rest and relaxation techniques, exercise through yoga and

movement, outdoor play promoting large motor development and includes area to run, climb, dig, jump, and balance using balls, hoops, wheels, bikes, scooters, beams. Cutting, writing, drawing, gluing, tearing, folding, sorting, and dress-up support fine motor skills.

Summer at Rainbow

We have a summer contract for your requested schedule during the summer months. If we have space available for drop-in children, we will take only children who have previously attended Rainbow and have completed required paperwork.

A child must be scheduled for a minimum of two half days per week in order to establish reasonable continuity and a bond with teachers and peers.

Our summer program is conducted in a camp like atmosphere and takes advantage of the outdoors as much as possible. Activities are built around the interests and abilities of the children attending during the current term and include: Field trips, community study, music & movement, Yoga, recreational games, creative arts, literature, drama, blocks & building, science discovery, sensory play (including sand & water), lots & lots of out door events and play.

Our staff

We have a devoted staff that work together to assure your child reaches their potential in every area of development. Our teachers meet and surpass the state criteria for Early Childhood Educator and Early Childhood Development. All teachers participate in continuing education and are certified in CPR and first aid.

Our Mission

Our program provides a warm, safe, nurturing environment guiding the development of the whole child, intellectually, socially, emotionally and physically. Children learn through play and are respected and valued as unique personalities. Groups remain small to insure that appropriate attention is given to the needs of each child, allowing them to develop naturally while having fun in a secure community.



WELCOME!

We are happy to have you join us!

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