



2025 - 2026

Parent Handbook

Ages served

Toddler and Preschool

Capacity: 36

Hours of Operation

Monday – Friday 7:30 am – 4:30 am

Address

833 S 2nd Ave.

Yuma, AZ 85364

(928) 919-7998

Web: www.arcoiriscenter.com

Email: info@arcoiriscenter.com

Arcoiris Child Care Preschool has the responsibility to report any suspicion of child abuse to the appropriate agency.

Haro LLC dba Arcoiris Child Care Preschool carries **liability insurance** as required by state regulation R9-5-308.
Our policy and related information is available upon request.

Our facility is regulated by DHS - Arizona Department of Health Services

400 W. Congress Ste. 100 Tucson, AZ. 853701-1352

(520) 628-6540

www.azdhs.gov

All records of inspection are available on site for parents to review.

Arcoiris Child Care Preschool reserves the right to revise, remove or supplement any provisions of this handbook when it deems such changes necessary.

Any policy changes will be posted in the office bulletin for 60 days.

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I. Introduction to Arcoiris Child Care Preschool

Our Philosophy

At Arcoiris Child Care Preschool, every child is treated individually, considering that each of them has different abilities and needs. Each child is unique, and they develop, learn, and prosper at their own pace in an environment in which they can learn and feel emotionally and physically safe. Play is the “work” of the children, and we support them by providing them with a proper learning environment to develop intellectually, creatively, physically, socially, and emotionally.

Inclusion

We offer an inclusive program and want all our students to have the best possible learning opportunities and experience. Our environment and activities cater to each child’s developmental stage and needs. We welcome and actively promote inclusive practices and diversity within our environment. Our goal is to make our services accessible to all families who wish to use them. We offer a less restrictive environment (LRE) for all children, including children with special needs.

Our Staff

Director: Maria G. Valenzuela, CDA

Assistant Director: Valeria Valenzuela-Haro

All staff members are First Aid & CPR certified, T.B. tested, CPS Background checked, hold an Arizona Fingerprint Clearance Card and Food Handlers Card.

All teaching staff has received or is working towards a Child Development Associates, CDA certification.

Programs & Classrooms

We offer full-time and part-time care, depending on the needs of the family. Our program is divided into two classrooms: 2–3 year olds and 3-5 year olds. Our Hours of Operation are: 7:30 am to 4:30 pm, Monday through Friday.

We are closed on the following days: January 1st, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day & Friday after, and December 24th, 25th, 31st.

Daily Schedule & Meals

Arrival to our program begins at 7:30 am. You may drop off your child at any time between then and 8:00 am to allow time for your child to have breakfast. You may not drop off your child past 8:30 am or during nap hours, 1:00 pm to 2:00 pm, as it will be disruptive to the day’s activities.

Our program offers nutritious, family style meals that are prepared on site, every school day. Your child will be offered food and 1% milk during mealtimes, as well as two separate snacks in between meals.

Hot Breakfast will be served from 7:30 am to 8:30 am.

Morning Snack will be provided from 10:00 am to 10:30 am.

Lunch will be served from noon to 12:00 pm.

Afternoon Snack will be served from 2:30 pm to 3:00 pm.

The monthly menu will be provided before the start of the month and can be found on the office bulletin board and in the classroom. Any changes will be posted, and a notice will be sent out to the parents.

Transportation & Fieldtrips

We currently do not offer transportation or field trips.

Open Door Policy

We are proud to have an Open Door Policy, in which Parents are always welcome to stop by during the school day and attend the program that their child is enrolled in. We encourage all parents to participate in their child's education throughout their enrollment in Arcoiris Child Care Preschool.

II. Enrollment

Enrollment Process & Authorization Forms

During the enrollment process, parents must submit all required paperwork, including the Application form, Emergency Contact form, Immunization Record, Physician's information and Best of Care form. These forms must be kept current during the entirety of your child's enrollment.

The parents will also sign and return a Handbook Acknowledgement form and Preschool Tuition Agreement.

Parent Responsibilities

- To drop off and pick up your child on time, and properly sign them in and out
- To inform the school of any absences, as soon as you become aware of them
- To bring your child well-fed and dressed appropriately (refer to Dress Code)
- To provide an extra set of clothing for their child, to be kept in child's cubby
- To always keep your child's information/records up to date
- To communicate with staff of any abnormal changes to child's health
- Be an active participant in your child's education
- To always adhere to the Parent Code of Conduct

Parent Code of Conduct

We expect all parents to always treat our staff members and other parents with respect. Instances of abusive behavior or verbal threats will not be tolerated, and termination will take place.

Drop-off & Pick-up Procedure

When dropping off your child in the morning, you must sign them in using your child's monthly sign in sheet. The sign-in process is very important, so please account for adequate time to do so. Lack of time/Rushing to work is not an appropriate excuse, and your child will not be allowed to stay for the day if you refuse to sign them in, regardless of the situation.

Release of Child Policy

It is our policy that your child's emergency contacts are always kept current. In the case of a move, or change of home or work telephone number, we ask that you notify us immediately. Our staff will only release a child to those adults that have prior authorization. Please include all family members that you rely on for picking up your child on your emergency contacts list.

If anyone, other than the previously authorized individuals, will be picking up your child, we must have written permission from the parent or guardian. Photo identification is mandatory for anyone unknown to the staff. Your child will NOT be released without confirming the identity of the person picking them up.

Late Pick-ups

If your child has not been picked up within 15 minutes of closing time, and we have not been contacted regarding the circumstance, we will start contacting all family members or emergency contacts listed for the child. Fees will be charged for late pick-ups at the rate of \$10 per minute, and repeated late pick-ups will result in termination of services.

Tuition Agreement

During the enrollment process, the parent or guardian will fill out a Tuition Agreement form in which details how they will pay tuition in advance. A \$100 non-refundable enrollment fee is paid during the application process, as well as a one week's worth tuition deposit, which will be applied to the last week of attendance.

Tuition & Fees

We offer flat-rate tuition of \$210 a week for full-time students. This payment will be billed every Wednesday, the week prior to services. If tuition is not paid on time a late fee will be added, if tuition remains unpaid after several days, services will be terminated.

We offer limited spaces for part-time care (4 hours or less). The tuition for part-time care is \$195 a week.

We have **NO REFUND policy**. Once the week has been paid for, regardless of attendance, the tuition will not be refunded.

Attendance

Consistent attendance is very important for the success of your child's education. Sometimes we think "It's just pre-school" and it's not important, however, you are helping your child develop habits and attitudes that will follow them into their school career.

Absentee Policy

We expect your child to attend every school day unless they are sick. If your child must be absent, please let us know by calling (928) 919-7998, or sending a note when they return to school, detailing the reason for the absence. If your child has excessive absences for five consecutive days and we cannot communicate or get a hold of the parents and the parents haven't contacted us with the reason for the absence, the child will be disenrolled.

We ask that you notify the school of any absences your child might have as far in advance as you become aware of them, and we understand that many times, that will be that same morning. A text, call, or email are appropriate ways to inform us of your child's absence.

For any absences caused by illness, please refer to our Health Regulations and Policies for a full list of symptoms and illnesses in which mandatory precautions must take place.

Disenrollment & Termination

If you plan on disenrolling your child from our program, you must provide a 2 week notice.

We reserve the right to reject or dismiss services to anyone.

III. Curriculum

Our Curriculum

At Arcoiris Child Care Preschool, we firmly believe in the theory that children learn through play. As a result, our classroom routines focus on encouraging the involvement and active exploration of the environment, significant experimentation, meaning through repetition and reinforcement of regular interactions with teachers and students appropriate to the level of each child's development. We have learning centers that allow each child to choose, encourage active learning and encourage learning styles of each child.

Arcoiris Child Care Preschool uses the Creative Curriculum, along with the 6 C's developed by Roberta Michnick Golinkoff, Phd & Kathy Hirsh-Pasek, Phd as a method of tracking your child's progress throughout the school year.

The 6 C's

- Collaboration
- Communication
- Content
- Critical Thinking
- Creativity/Creative Innovation
- Confidence

Because we do not solely focus on teaching your child "content" and memorization of facts, we create holistic approach to learning that is scientifically proven to provide results in terms of your child's success beyond preschool. Together we can *"Raise happy, healthy, thinking, caring, and social children who become collaborative, creative, competent and responsible citizens of tomorrow"* [Becoming Brilliant: What Science Tells us About Raising Successful Children]

IV. Communications

Parent Involvement

At Arcoiris Child Care Preschool, families are an essential part of the educational program. To support learning being done at home and at school, families are encouraged to participate in the program and maintain consistent dialogue with the teacher. After all, children spend more time at home than they do at school, and it is important that they receive a consistency of care.

To provide a program that is truly individualized for each child, we have biweekly written observations that discuss the progress of each child and meet with their parents to discuss their growth and carefully plan activities to support their development.

“This Week at Arcoiris”

In our office bulletin board, you will find all the information that you much know about what your child is doing at school that week. Our lesson plan, menu, activities and any important events will be listed there.

Confidentiality

Our staff receive ongoing training and agree to follow the ethical responsibilities for maintaining confidentiality when conducting assessments. All the information contained in your child’s records is confidential, and anyone not involved in the care of your child will not have access to it. As a parent or guardian, you have the right to add any relevant information to your child’s record, and to

V. Guidance and Discipline

Behavior Guidance

Our staff engages in modeling appropriate behavior during all daily activities. We approach discipline with a positive, age-appropriate premise, modeling to the children self-respect and care for themselves and others. We aim to solve behavioral concerns by using modeling, redirection, and positive reinforcement through attention and praise. Classroom rules, structure, and reinforcement help children understand what kind of behavior is appropriate and what is expected of them.

If any concerns arise, the parents will immediately be made aware, so we can work collaboratively. When necessary and appropriate, staff members work with family members and other support professionals to create a plan for resolution. A Parent-Teacher meeting will take place in which goals will be identified and a plan of action will be agreed upon, to be implemented both at the school and at home. We will continue to support the child at school using positive methods.

Suspension/Expulsion

In rare circumstances, after all possible interventions have been exhausted, the school may find it necessary to move forward with suspension or expulsion. We reserve the right to reject or dismiss services for harmful or inappropriate behavior in our sole discretion. Termination will be pursued for the following reasons:

- 1) A violation of any of our policies;
- 2) If we do not have adequate expertise or resources for the child's educational, medical or other needs; or
- 3) For any reason we determine to be in the best interest of the safety of our students and school.

In these circumstances, we offer families assistance in finding resources and alternative placements of care.

Forbidden Methods of Discipline

The following actions and forms of discipline are forbidden in our school. There is no circumstance in which any of our staff members may perform the actions listed below:

- corporal punishment of any kind
- emotional abuse
- humiliation
- abusive language
- withdrawal of food or other basic needs as a form of discipline.

VI. Health & Safety

Dress Code

We ask that you dress your child in weather appropriate clothing every day they attend school, as we have outdoor play time every day for a minimum of one hour.

We also ask that your child wear closed-toe Velcro closure sneakers. Although our teachers assist our children with everyday tasks, and often encourage challenges such as learning to tie laces, untied shoelaces are a safety concern and dedicating the time and energy required to maintain all children's shoes detracts our attention in other areas of health, safety, and teaching. Your child will not be accepted on that day if they come barefoot or with sandals/slippers as we want to protect them from tripping or injuring their feet.

Sunscreen Policy

Parents are responsible to protect the child's skin by using sun block that is SPF 15 or higher at home before coming to the preschool. Parents should send these items especially during the summer: Wide brimmed hats, sunglasses, tight-knit clothing, and shade will be used as safeguards for outdoor activities.

Medication Policy

If your child must take medication during school hours, the medication must be prescribed by a doctor in the United States and labeled with dosage instructions. If the medicine must be administered once or twice a day, we will ask the parent to administer the medication outside school hours. In the case that the medication **must** be administered during school hours, consent forms must be filled out and the medication must be kept at school, **for as long as it is administered**. If applicable, the parents must purchase an extra supply of medication to keep at home.

The Administration of Medicine form must be filled out and signed prior to us administering the first dose.

Accident & Emergency Procedures

In case of INJURY OR ILLNESS, the parent will be contacted via phone call, within 30 minutes of the occurrence by the Director or Assistant Director, and the child will go home for the day/ In the case that the parent is unreachable, the emergency contact under your name will be called. Written communication of the incident will be provided to the parent within 24 hours detailing the occurrence, via email or text, as preferred by the parent.

Sick Child Policy

In case of a COMMUNICABLE DISEASE in the center, the child will be isolated and the parents will be contacted immediately and the child will go home for the day.

Certain SIGNS and SYMPTOMS in children may suggest the presence of a communicable disease. These children SHOULD NOT be in a group setting/ Please do not send your child to school if he or she demonstrates any signs of the following and they are not allowed to remain in the classroom:

- Fever: An underarm temperature of 100 degrees Fahrenheit or oral temperature of 201 degrees. The child may return when he has been fever free for 24 hours without the use of a fever reducer such as Tylenol or Ibuprofen.
- Breathing: difficult breathing or coughing.
- Diarrhea: two or more abnormally loose stools in the previous 24 hours.
- Vomiting: two or more episodes of vomiting in the previous 24 hours.
- Mouth Sores: associated with the inability to control saliva.
- Eye/Nose: mucus or pus from red eyes or cloudy or thick drainage from the nose.
- Strep Throat: sore throat with fever or swollen glands is present
- Rash: undiagnosed rashes with fever or other signs of illness.
- Sores: infected sores with pus, crusting or yellow or green drainage which cannot be covered by bandages.
- Infestation: lice, scabies, pinworm, head lice eggs
- Itching: persistent itching or scratching of the body or scalp
- Unusual color: These signs suggest hepatitis (liver infection) and should be evaluated by healthcare provider:
- Yellow eyes or skin (jaundice) or dark urine
- Ringworm infection
- Chicken Pox

Your Child may return when they no longer present these symptoms, is no longer contagious to others and he feels well enough to participate in class activities. Please do not bring or send your child to school if they present the above-mentioned symptoms of communicable diseases and the teacher knows when your child is sick.

Food Allergies

If your child has a food allergy or intolerance, we ask that you bring in a physician's note so we can keep it in your child's file. We can provide certain accommodation for children with special nutritional needs, but in some cases, we will require the parent to purchase and bring in specific food items, such as plant milks or prescribed nutritional supplements.

Application of Pesticide Treatment

A notification will be posted at the front desk bulletin board 48 hours prior to every pesticide application. Generally, it will be scheduled during weekends, when there are no children present. access it as needed.

VII. Empower Standards

Arcoiris Child Care Preschool is a proud participant of the Empower program's "10 Ways to Empower Children to Live Healthy Lives" through upholding their 10 standards.

Standard 1: Physical Activity

We promote both indoor and outdoor physical activities by following the guidelines set below.

Our schedule will include at least 60 minutes per day for physical activity.

Sedimentary time is limited, except when the child refuses to participate in class activities due to sadness, sickness, or tiredness.

Screen time is limited to three hours or less per week.

This policy is for a 6 hour per day facility and is specific for 4-year-old children.

Exceptions to screen time limits include children needing assistive and/or adaptive equipment or when screen time engages children in physical activity or is used for educational purposes

Standard 2 : Sun Safety

We implement the following safeguards for all outdoor activities:

Staff members will follow the age and developmentally appropriate guidance provided in Table 1 of the Empower Program Sun Safety Standard when planning outdoor activities.

Parents can also refer to our Sunscreen Policy.

Standard 3 : Breastfeeding

We are committed to providing ongoing support to breastfeeding mothers including mothers with CSHCN or disabilities. Research has documented a multitude of health benefits to both the mother and infant when the infant is breastfed.

Standard 4 : CACFP

We recognize the importance of affordable child care while also providing quality nutrition to low-income families. This center participates in The Child and Adult Care Food Program (CACFP) to improve and maintain the health and nutritional status of children while promoting the development of good eating habits.

Standard 5 : Fruit Juice

We recognize the importance of staff members and child care providers as positive role models for children as they learn to live healthy lives. The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day, except as appropriate for CSHCN.

Water will always be the first choice at meals and it will be offered and accessible throughout the day.

Standard 6 : Family Style Meals

In keeping with our philosophy of supporting our children in establishing lifelong habits of healthy eating patterns, our facility:

Serves family-style meals whenever possible to support children in learning to serve themselves and develop healthy relationships with food.

Our role as staff members and child care providers is to provide nourishing food appropriate to the child's needs. The child's role is to decide whether and how much to eat.

We will never force a child to eat or discourage a child from eating food that is healthy for them.

Staff members and child care providers model behaviors for healthy eating and positive body image in the presence of children.

Standard 7 : Teeth Brushing

Our facility recognizes that we play an important role in preventing tooth decay and in educating children, parents, staff members and child care providers on tooth decay prevention. In keeping with this philosophy, our facility:

Provides oral health education, implements tooth brushing program for children age 3 and older and educates our staff members and child care providers on brushing steps working in collaboration with First Smiles.

Standard 8 : Staff Training

We are committed to furthering staff member and child care provider knowledge on the Empower Program and Empower standards. In keeping with this philosophy, our facility will make sure that our staff members and child care providers receive three hours of training annually on age and developmentally-appropriate Empower topics.

All training is documented, and records are readily available for review.

Standard 9 : Arizona Smokers

We are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff members and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, our facility promotes the ASHLine information on the dangers of second and third-hand smoke.

Standard 10 : Smoke Free Environment

We are committed to providing a smoke-free environment for children and staff members.

Due to hazard from exposure to second-hand smoke and as a recognized Empower child care facility, it shall be the policy of this child care facility to provide a tobacco-free environment for children, staff, child care providers and parents.

VIII. Additional Resources for Parents

Activities for Parents to do with their children

Help Me Grow...

- Let me help with the grocery shopping by handing you items from the shelves as you ask for them
- Encourage me to dress by myself completely by providing me with clothing that I can put on and take off by myself
- Introduce me to colors, numbers, letters and other concepts by playing with me.
- Give me responsibilities and chores appropriate to my capabilities.
- Show me how to write my name using capital and lowercase letters
- Speak to me in complete sentences using adult language.
- Read to me everyday
- Turn the television off, let's play together
- Give me lots of hugs and kisses
- Listen to my needs
- Let me explore safe places

The most important contribution you can make to your child's learning and development is to take an interest in what your child does and says both at home and at school. We welcome you to our classroom at any time. In this way you can see first-hand how your child is learning.