

RAINBOW DAYCARE

PARENT HANDBOOK

We welcome you to our family here at Rainbow Daycare. The purpose of this handbook is to provide you, the parent or guardian, as much information as possible about our daily operations and policies. We strive to ensure the highest quality care for all children. Our goal is to establish a clear line of communication with you and your family. Please read this document carefully. By signing the "Parent Acknowledgement" on the last page, you agree that you have read and understood the Parent Handbook and the policies in it.

PHILOSOPHY

At Rainbow Daycare we strive to provide a welcoming, safe, stimulating, creative, and nurturing environment for infants, toddlers, and children of all ages. We encourage children to try new things, ask questions, explore ideas, and discover themselves. We provide exposure to sights, sounds, and experiences to help children learn and grow. We teach children life skills such as learning how to share, taking turns, following directions, and using words to solve problems. We provide unconditional love and emotional security, a sense of routine, and an opportunity to be creative and playful.

NON DISCRIMINATION POLICY

It is the policy of Rainbow Daycare not to discriminate on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, children and families we serve.

HOURS OF OPERATION

We are open Monday to Friday from 7:00 am to 5:00 pm. Parents arriving later than 5 pm may be subject to late fees.

HOLIDAYS

We are closed on federal holidays including New Years Day, Memorial Day, Independence Day, Labor Day, President's Day, Veterans Day, Thanksgiving Day, Columbus Day, Martin Luther King's Day, Juneteenth Day, West Virginia Day, Eid, and Christmas Day. Additional closure days immediately preceding or following a holiday will depend on enrollment for those dates and we will notify you in advance. If a holiday falls on Thursday we will automatically close on Friday.

ADMISSION / ENROLLMENT

A child is considered to be enrolled with us after receipt of the first attendance fee. Before your child's first day of attendance you must complete the required enrollment and emergency contact information forms. Two weeks' deposit is due at the time of enrollment, half of which will go towards the first week of tuition and the rest towards the last week.

FEES

Fees are set prior to enrollment and due weekly before the week starts. Tuition must be paid in advance or the services will not be provided.

ABSENCE POLICY AND WITHDRAWALS

Due to limited capacity, tuition is charged weekly regardless of attendance. We do allow children to take one week off time per year but must inform us 2 weeks prior to vacation. Vacation cannot be taken before the five months period from enrollment date. The provider will also take one week off yearly with prior notice

to parents. Tuition will not be charged during providers vacation. We request two weeks' notice to the owner prior to the withdrawal date. If you withdraw the child before the year ends you will lose your deposit.

GUIDANCE AND MANAGEMENT

We are committed to enhancing self-esteem; therefore we do not condone behavior that shames or humiliates any child. We will always attempt to use developmentally appropriate techniques to redirect inappropriate behaviors. The following behaviors are taught early and reinforced constantly:

- * Every child shall respect the body space of others. No hitting, shoving, tripping, pinching, or biting is allowed.
- * Everyone helps clean-up after eating. We clean up one activity before starting another.
- * Leaving the play area unaccompanied or straying out of eyesight is not permitted.
- * Guns or other war-like toys may not be brought or constructed.
- * We encourage politeness in interaction, especially the use of "please" and "thank you."
- * Gum chewing is not allowed

DISCIPLINE PROCEDURES

We have a positive discipline policy that uses redirection to encourage children to make better choices, and reinforces through praise and encouragement. When there is a need for correction, we will:

- * Tell the child what behavior is desired and show him/her if necessary. This will be done in a quiet, gentle way, encouraging the child to use acceptable behavior.
- * Give the child choices. If he/she is disruptive, give him/her a choice between acceptable behavior or be removed from the current activity.

- * Engage bodily restraint only if a child is in danger or is endangering others.
- * Request a meeting with parent or guardian if unacceptable behavior persists. We will suggest a plan that incorporates parent/guardian participation into a behavior modification plan.
- * Suggest professional counseling at meeting with parent/guardian if all other methods have failed.

SUPERVISION

At no time will a child be left unattended, including nap time. If a child becomes ill, they may be separated a small distance from the other children. The health and safety of each child is our primary concern and we will remain alert to safety needs, attempt to anticipate possible hazards and take necessary precautions and preventive measures wherever possible. Children may not be dropped off on the street outside or sent in alone. At pick up time, the parent/guardian is asked to make contact with owner or designee before departing, after which we are no longer responsible for your child

RELEASE OF A CHILD

We will only release a child to the parent or guardian. If an emergency arises, the parent must provide written and signed notification giving another person permission to pick up their child. We will ask for photo identification as confirmation. If a note is not presented, we will attempt to reach you. If we are unable to reach you we will not release your child.

MEALS AND SNACKS

We provide a nutritious breakfast, lunch and snacks. Please let us know in advance if your child is not permitted to have specific foods due to allergies or religious belief.

EMERGENCIES

In the event of an emergency we will evacuate or shelter-in-place as necessary. If we evacuate the premises, we will begin contacting parents/guardians. If we are unable to reach you we will begin calling emergency contacts as specified on enrollment forms. If a minor accident/injury occurs, we will administer basic first aid. You will be advised of any incident and/or treatment provided. If emergency medical treatment is needed we will first call 911, then contact the parent/guardian.

SICK POLICY

We do our best to be supportive while maintaining a healthy environment. We allow a child to attend if they are feeling somewhat under the weather, but children with communicable illnesses other than the common cold may not attend until they have fully recovered. If a child is observed to have signs or symptoms of illness we will immediately notify the parent or guardian of the child's condition. Signs or symptoms we look for include, but are not limited to, fever, diarrhea, severe cough, difficult or rapid breathing, difficulty swallowing, yellowish skin or eyes, infections, rashes, parasites, and vomiting.

ADMINISTRATION OF MEDICATION

Medication will only be administered if a physician's note is provided with complete instructions and the prescription label is attached to the original prescription container with the child's name, a current date and dosage amount. With written instructions from the parent/guardian and the original container with dosage specified, we will administer the following:

- * Non-prescription fever/pain reducing medication that does not contain aspirin
- * Cough/cold medication that does not contain codeine
- * Non-prescription topical product/lotion

OUTDOOR PLAY

We have a fenced-in play area for our children to enjoy when the weather permits. We encourage play time outdoors every day unless inclement weather prohibits it. Please make sure to send the proper clothing for the season with your child everyday. We make sure that children are dressed appropriately before going outside. Water play with sprinklers may be included. We encourage parents to send their children wearing comfortable play clothes as they may become dirty or stained. We will change the children into clean and dry clothing if an additional outfit is provided.

WHAT TO BRING

CHANGE OF CLOTHING

Each child should have an extra full set of clothing (pants, shirt, socks and underwear). Please make sure that the extra clothes are suitable for the season and still fit. Each piece of clothing should be clearly labeled with the child's name.

BREASTMILK / FORMULA

If your infant requires a special diet of breastmilk or formula, please provide enough clearly labeled bottles to last through the day.

DIAPERING

All children who are not yet completely potty trained must have a full supply of diapers and wipes daily. Diaper rash creams should be included if necessary.

SECURITY ITEMS

If your child requires a favorite blanket, toy or other item in order to take a nap, please provide it and make sure it is clearly labeled. Please don't forget to take it home with you at pick up time!

APPROPRIATE CLOTHING

In addition to comfortable play clothing, we encourage you to have children wear sturdy play shoes. Tennis shoes are best. Velcro fasteners are preferred. Please

make sure your child has appropriate outerwear such as a coat, hoodie, hat, mittens, swimsuit, coverup and sunscreen. Please provide a cot sheet and blanket as well which will be sent home for washing every Friday.

PARENT ACKNOWLEDGEMENT

Please note that the policies and procedures in this handbook are subject to revision as deemed necessary by Rainbow Daycare.

“I HAVE READ AND I AGREE TO ABIDE BY THE RULES, REGULATIONS AND POLICIES OF RAINBOW DAYCARE AS SPECIFIED IN THE PARENT HANDBOOK.”

Please sign below and return this form prior to enrollment.

CHILD’S NAME(S): _____

SIGNED: _____ DATE: _____ !! !

! (Mother or Legal Guardian)

SIGNED: _____ DATE: _____ !!

!! (Father or Legal Guardian)

SIGNED: _____ DATE: _____ !!

!! (Owner of Rainbow Daycare)