

End of the Rainbow Childcare, CDC

Parent's Handbook

PHILOSOPHY AND CURRICULUM

The staff at End of the Rainbow bases its philosophy on each child's total development. We provide an enriching atmosphere which enables the child to develop socially, emotionally, physically and cognitively. We offer a learning environment which provides developmentally appropriate experiences designed to stimulate these areas of growth. The children are involved in first hand experiences and opportunities for self exploration and discovery. They are encouraged to explore the world around them through free play and directed activities. Learning through play is the heart of our curriculum. Daily lesson plans are introduced through structured themes with the children's interests in mind. Through play children learn about themselves, others and the world around them.

Children develop and learn on an individual basis. Working with children in small groups enables them to receive the personalized attention they need to excel. Also, it allows our staff the opportunity to observe and meet the individual needs of each child. Our program offers each child the individual care, attention, nurturing and love, which is necessary for healthy growth. We value the individuality of each child by recognizing these differences and offering personal care and attention in a group setting.

Involving families in our program is a top priority. This helps children, parents and our staff make the strong connection between home and center. We are an extension of the family, developing a partnership where sharing support, ideas and genuine love for children is of the utmost importance. We encourage parents to visit and participate in school activities. At End of the Rainbow CDC we have an open door policy; which means you are more than welcome to come and go as you please. You are free to drop off or pick up your child any time during the day. You are also welcome to come visit, eat lunch, and go on field trips with your child's class.

If you would like to review information in your child's file at any time please speak with Nikki

CURRICULUM GUIDELINES FOR DEVELOPMENTALLY APPROPRIATE PRACTICE

The curriculum provides for all areas of a child's development including physical, social, emotional and cognitive. Curriculum planning is based on teacher's observations and recordings of each child's special needs, interests and developmental abilities. Classroom environments are designed for the children to learn through active exploration and interaction with adults, peers and materials. Learning activities and materials are concrete, real and relevant to the lives of children.

Each program provides for a wide range of developmental abilities and interests which are increased in difficulty and challenge as the children develop understanding and appropriate skills.

Multicultural and nonsexist experiences, materials, activities and equipment are provided for children of all ages

HISTORY, SERVICES AND PROGRAMS

End of the Rainbow has provided a high quality program to Columbia parents for 22 years. The center is licensed by the State of Missouri Bureau of Child Care and provides services to children ages 6 weeks through 12 years of age. Hours of operation are 6:45-5:45 M-F.

INFANTS AND TODDLERS: 6 weeks - 2 years of age, fulltime care only

Infants and toddlers begin to develop an understanding of the world around them through their senses and physical actions. To develop these skills our infant/toddler program is designed with various age appropriate experiences and exercises which will help your child develop at his/her own speed. These areas include sensorimotor, psychomotor, language development, cognitive development, large and small motor skills and social and emotional development. The children are spoken, sung and read to frequently, have many different objects in their environment to see and touch and have many opportunities to develop their fine and gross motor skills. In addition, we are unable to toilet train children in this classroom due to lack of restroom space. When they are able to sit in the

high chair we start to introduce basic sign language, this helps the child and teacher communicate together.

TWO YEAR OLDS: 2-3 years of age, part-time care is available based on enrollment

Two year olds are beginning to develop social skills, enlarge their vocabulary and test their independence. To develop these skills, our program for this age group offers a group experience and private classroom which recognizes the special needs of each child. The children have many opportunities to explore and learn about the environment. The children are spoken to frequently and are encouraged to participate daily in individual and group conversations. Toilet training, dealing with frustration, encouraging self-help skills and providing successful age appropriate experiences to enhance the child's self-concept is part of the two-year-old curriculum.

PRESCHOOL: 3-4 years of age, part-time care is available based on enrollment

Our preschool program offers a balance of free play and structured individual and group activities which gives the children a well balanced preschool education. At this age children are developing more intimate peer relationships, asking questions about the world around them and developing self-discipline and control. To enhance these skills our program offers activities and experiences in the areas of science, math, beginning reading and writing experiences, large and small motor skills, dramatic play, block play, creative and movement activities. Each child is viewed as a unique person with an individual pattern and timing of growth and development. Different levels of ability, development and learning styles are considered when developing appropriate activities for this class.

PreK: 4 years old by Aug 1, part-time care is available based on enrollment

Like our preschool class, our five year old program offers a balance of free play and structured individual and group activities. Experiences are

provided that meet children's needs and stimulate learning in all developmental areas - physical, social, emotional and intellectual. Each child is viewed as a unique person and activities are designed to develop children's self-esteem and positive feelings toward learning. Children are allowed to select many of their own activities from among a variety of learning areas prepared by the teachers. This classroom continues to enhance reading and writing skills to prepare each child for kindergarten. Children are provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with each other to solve problems.

SCHOOL AGE: 6 -12 years of age, part-time care is available based on enrollment

As children enter elementary school they are beginning to develop close relationships in peer groups, can communicate more effectively with peers and adults and are better able to problem solve and use abstract thinking. To develop these skills we offer a very small and personalized before and after school program to balance with the more structured public setting. Children in this program are provided with a large variety of stimulating hands-on learning experiences to suit their needs.

Prices are adjusted accordingly for times when school is out or during other times the children may spend longer periods of time at the center than what they are enrolled.

** The programs offered at End of the Rainbow are child oriented with hands on, developmentally appropriate activities. Much of the learning is child initiated with the teachers facilitating the children's interest into learning objectives and goals.

**Transition week- The week before your child's start date we can arrange for you and your child to visit the center. This helps your self and your child get to know the center, teachers, and routines.

DISCIPLINE

Our staff uses only constructive and positive techniques when disciplining. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems and teaching children to resolve conflicts on their own in an appropriate way. It is our staff's responsibility to teach children the proper behavior and not punish the child for undesirable behavior. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness) or when the child needs to gain control and observe the positive interactions of others. If a child displays an unprovoked act of aggression (biting, hitting, kicking, etc.) toward another child or staff member, s/he must be picked up within 30 minutes of our phone call.

If a child demonstrates consistent aggressive behavior or discipline problems there will be documented observations done by the teachers and all of our procedures will be followed. When we feel we have exhausted all of our abilities to control the behavior we will require a parent-teacher conference to discuss the situation and/or behavior. At that time there will be a follow-up meeting set for two weeks later to discuss any progress, alternatives, etc. If behavior has not improved or has gotten worse, and if the teacher and director feel it is necessary, a professional referral will be recommended. This will be done only after we have exhausted all our abilities and it is in the best interest of the child to receive outside help. If a referral is made, the family will be given two weeks to seek professional help. If professional help is not sought during that time, alternative childcare arrangements must be made. If professional help is sought and no improvement in the child's behavior is observed, then alternative childcare arrangements must be made.

UNIVERSITY OF MISSOURI PROGRAMS

End of the Rainbow cooperates with the University College of Education and College of Human Environmental Sciences and local high schools in a continuing partnership of mutual benefit. During the fall and winter semesters students will observe to fulfill practicum requirements. These student teachers and aides gain practical experience at our center and bring us fresh ideas and enthusiasm.

MULTICULTURAL AND GENDER FREE ENVIRONMENT

End of the Rainbow encourages diversity within our program. We offer an anti-bias, gender-free curriculum and encourage families to share their cultures with the children. Books, dolls, posters and foods provide the children with a chance to experience different cultures. The teachers include multicultural materials and activities naturally within the curriculum so it does not appear to be "different"

SCHOOL POLICY

ADMISSION POLICY:

End of the Rainbow is a for-profit childcare center. We accept all children regardless of race, sex, creed or color. Our program serves children ages six weeks through twelve years of age. Upon enrollment, several forms must be completed, a one time registration fee of \$35.00, and the first week of tuition is due which is non-refundable. At any time a parent may request to see a copy of Licensing Rules for Child Day Care Centers in Missouri which is kept in Nikki's office.

TUITION:

We prefer tuition be paid on a monthly time schedule, however, other arrangements can be made with the director. Tuition payments must be made in advance of service. Paying the tuition in advance allows us to prepare for the month through meal and activity planning and paying our staff on time. Our center is funded solely by tuition so it is imperative that tuition payments be made on time. End of the Rainbow has a late tuition fee, which is as follows: tuition not paid within three End of the Rainbow business days of the due date will begin incurring a \$5 per day late fee for every day thereafter that payment is late. This is giving you two days "grace" in which to make payment. The due dates are as follows:

Payment Method

Monthly

Semi-monthly

Weekly & Bi-weekly Due Date

1st day of month

1st and 15th days of the month

Mondays

If payment is not received within two weeks the child may not return to the center. Once the bill is paid in full the child may return if his/her spot is still available.

Family Support Division and other subsidies for childcare are allowed. Co-payments for FSD subsidized care must be paid in advance.

If your child is sick or stays home for any reason there will be no credit given and he/she will not be allowed to "make-up" the days missed. We must plan to have all staff here even if your child does not attend.

REMOVING YOUR CHILD FROM CARE:

Three weeks notice is required prior to withdrawal of your child from our center. If we do not receive the proper notification, the family leaving is responsible for three weeks tuition to account for the neglect of notification.

SIBLING DISCOUNT:

We offer discounts for families with more than one child enrolled at our center. The discount is 10% off the second child's tuition rate and 5% for any children after. Nikki will let you know what the discount is and the amount of your monthly or weekly tuition.

ACTIVITY FEE:

If your child is enrolled in the preschool summer program, you will be responsible for a \$30 activity fee. This fee will help offset the cost of the many field trips taken by these two classes which include bowling, swimming, miniature golf, Central Dairy, Buck's Ice Cream, McDonald's, movies, skating, etc.

VACATION POLICY:

Each family is given one week per year for vacation or sick time. The time can be used after the child has been enrolled for one year. If your child attends three days per week you will receive three days of vacation. If your child attends two days per week you will receive two days of vacation.

Children enrolled only for the summer are not eligible for vacation.

Please request to use your vacation time prior to your child's absence. The week you take vacation your child should be absent from End of the Rainbow. Your account must be paid in full before vacation time can be used.

Vacation days not used may not be carried over to the next year.

LATE FEE POLICY:

There will be late charge of \$2.00 per minute if your child is picked up after 5:45. The late fee will be paid directly to the teacher who stayed late with your child. If there is an emergency and you can not pick up your child before closing you need to contact us immediately and there will be no charge. Things such as running errands, going to the bank or running late will incur a late fee. The clock near the sign-in/out sheet will be used to determine late charges.

RETURNED CHECK FEE:

Any tuition checks returned for insufficient funds will incur a \$25 fee. Any late fee checks written to staff returned for insufficient funds will incur a \$10 fee.

HOLIDAYS;

Our center is open year round except for the following holidays, which are paid unless you use vacation time.

New Years Day (If New Year's Day falls on Saturday, we will be closed

on Friday. If New Year's Day falls on Sunday, we will be closed
on Monday.)

Martin Luther King Jr. Day

** Good Friday (In-service day for all staff)

Memorial Day

Fourth of July -(If the fourth falls on Saturday, we will be closed on
Friday. If the fourth falls on Sunday, we will be closed on Monday.)

** Friday before Labor Day (In-service day for all staff)

Labor Day

Thanksgiving (Thursday and Friday)

Christmas Eve

Christmas Day

Day after Christmas

New Year's Eve we will close at 4:00 p.m.

SNOW DAYS:

Our center will be open if at all possible during inclement weather conditions, however, in the case of severe weather watch KOMU-TV, or listen to BXR- 102.3 on the radio or check the web site (www.rainbow-childcare.com) for announcements. The decision to close early or all day will be at Nikki's discretion with the safety of the children, parents and staff in mind.

GRIEVANCE PROCEDURES:

If you have a comment or concern about any End of the Rainbow policies or procedures, please notify Nikki as soon as possible. Feel free to call or leave a note at your convenience. Nikki takes all comments and

concerns very seriously and will strive to explain or rectify the situation. Nikki is here to work with the parents in an effort to improve our center thus creating a better environment for your children.

ARRIVAL AND PICK-UP:

We do not allow any child to leave the center with anyone other than the child's parent or persons listed on the enrollment form. If others are to pick-up your child the center must be notified. When dropping off your child, personally bring him/her into the building, sign him/her in and make contact with a teacher. Likewise, when picking up your child let the teacher know that you and your child are leaving and sign him/her out. Also, do not lift your child over the playground fence but rather go through the building. Please check your child's cubby every day. Information from teachers, the director, newsletters and children's work are placed in the cubby. Please take these home daily.

If your child will not be in attendance please call and let your child's teacher know. Also, if we pick-up your child from public school we must be notified if s/he will not need to be picked up.

HEALTH POLICY:

Our center is kept clean and sanitized on a daily basis to help control germs and bacteria. Our staff practices good hygiene as well as teaching this to the children. To help us maintain a healthy environment for your children, please follow the health rules listed below which are in the best interests of all children.

We require children with the following symptoms remain at home:

1. Fever over 100 degrees by mouth or 99 degrees under the arm
2. Diarrhea
3. Bad colds: discolored nasal discharge, persistent cough
4. Vomiting, stomach flu
5. Ear infections or discharge from the ear

6. Eye discharge, bloodshot or swollen eyes

7. Skin rashes

8. Head lice

Children exhibiting any of the above symptoms will be sent home and may not return until symptoms have been absent for a full 24 hours (Tylenol-free). An ill child needs to be kept at home where s/he can rest and receive the necessary attention. This is strictly enforced.

All children enrolled must have an up-to-date immunization record on file at the center. Children two and under must have an Infant/Toddler form on file and children not enrolled in public school must have a physical examination by a doctor on file.

Please notify the center if your child has a contagious illness so other parents can be notified. If your child is too sick to participate in our full program, including going outside, please keep him/her home. It is much better for your child to be fully recovered before returning. If your child becomes ill at our center you will be contacted immediately. You will need to pick-up your child or arrange for another person to collect your child within one hour of our call.

CHILD ABUSE AND NEGLECT POLICY:

If an End of the Rainbow staff member suspects a child in his/her care has been the victim of child abuse or neglect we are required by law to report our suspicions. All child development teachers in the state of Missouri are mandated reporters.

MEDICINE:

The staff at End of the Rainbow will administer medication. It must be labeled and stored in the original container. A medication authorization form, indicating the dosage and time of administration, needs to be filled out by the parents. Your child's teacher will initial the chart and indicate the time the medicine was given.

EMERGENCY MEDICAL PLAN:

If your child needs immediate medical assistance End of the Rainbow will call 911. If possible, we will request your child be taken to the hospital listed on his/her enrollment form, however, the final decision will be made by the paramedics.

If your child is injured at the center the teacher who is supervising your child will fill out an accident report in detail about what happened, the first aid received (ice pack, band-aid) and you will receive a phone if we feel it is necessary. If you receive an injury report please be sure to sign it so we can keep it on file and you will receive a copy as well.

CLOTHING:

Children should be dressed in comfortable, easy to care for clothes. Clothing should be easy to play in and appropriate for the particular weather conditions. We do provide paint smocks for activities which are messy, however, children will get dirty. Comfortable play clothes are most appropriate. Tennis shoes are best. Open sandals expose the child to unnecessary injury and are prone to slips, splinters and stubbed toes.

We are required by the state licensing rules to provide at least one hour of outside time per day, weather permitting, even when it is cold. We will go outside when the temperature, including wind chill, is 20 degrees or above. Children will need boots when it is muddy or cold. Please label all hats, mittens and boots.

Your child will also need a complete change of clothing which will be kept in a teacher cabinet or at your child's cubby. All clothing should be labeled.

All children have the opportunity to rest each day after lunch. Each child has his/her own cot or crib with individual sheets and blankets. Every Friday we will send linens home to be laundered. They must be returned the following Monday. We encourage children to rest at least one hour each day.

MEALS:

Breakfast will be served each morning from 6:45-7:45. Please make the morning teacher aware if your child needs breakfast, remembering that it must be before 7:45.

We serve two daily snacks and lunch. Our snacks and lunches are nutritious and are with the children's tastes in mind. We try to offer a wide variety of foods. If your child has any food allergies please let us know.

If desired, birthday treats may be provided by the parents for the child's birthday. Please speak with your child's teacher if you wish to bring treats.

TOYS BROUGHT FROM HOME:

We ask that all children's toys be kept at home unless otherwise advised by your child's teacher. We cannot be responsible for lost or broken toys. We do not allow toy guns, knives, toy swords or any toys of destruction which encourage violence or aggressive play.

CONFERENCES:

Conferences will be held once a year between the parents and the child's teacher. The teachers are always available to discuss your child's progress on a daily basis. We enjoy letting the parents know how the day went. If you feel there is a problem which needs attention before a conference time, please feel free to contact your child's teacher.

MOVING CHILDREN TO DIFFERENT CLASSES:

When moving children from class to class we will notify the parents and provide the information of what the parents and children can expect from the new class. Parent-teacher talks can also be held. Class changes are not always made by a change in age (birthday) but rather when developmental changes and advances occur and the child is comfortable developmentally and emotionally with the changes.

If you have any question, comments or concerns, please feel free to

bring them to our attention. We want to keep in close contact with our families to better serve you and your children.

Thank you,

Nikki Reynolds

End of the Rainbow

Basic Daily Schedule

6:45 Open

6:45-9 Free play/outside time

9-9:30 Am snack

10-11 Nap (for infants)/ Learning Centers

11-11:50 Lunches

12:30-3 Nap

3-3:30 Snack

3:45-5:45 Free Play, Outside time/Departure

*** This schedule varies depending on the child's age.

End of the Rainbow Child Development Center

Columbia, MO

Reynolds

Nikki