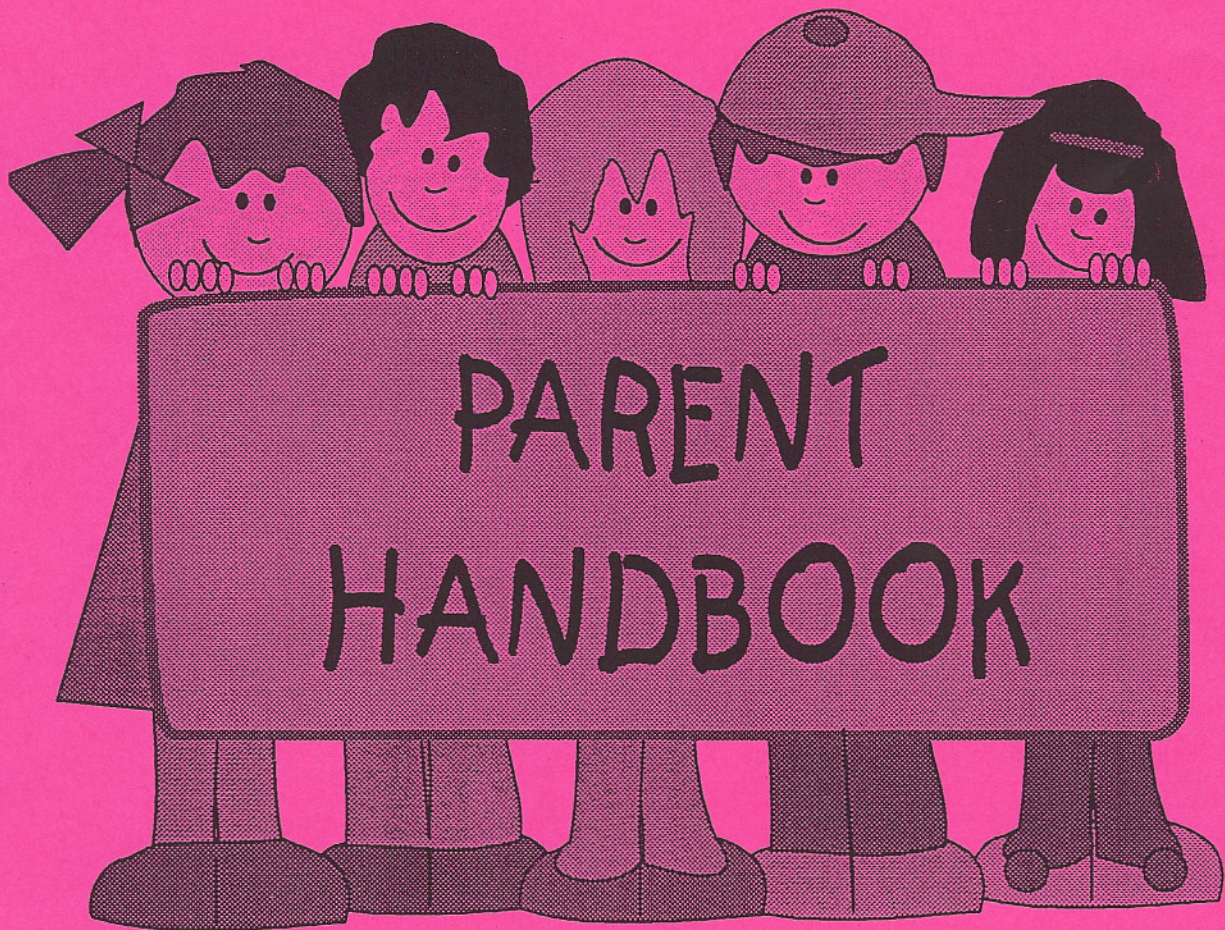


RAINBOW'S END

PRESCHOOL & DAYCARE



511 S. 4th Central Point, OR 97502 Ph. # 664-4161

WELCOME

Dear Parents,

Welcome to Rainbow's End Preschool and Daycare. We are looking forward to a wonderful relationship with you and your child. We have an enthusiastic and well trained staff who are dedicated to making your child's experience a happy one.

We have prepared this handbook as a quick reference guide. We hope that many of the answers to your questions are covered inside. If you have any questions or problems, please feel free to contact us immediately.

Sincerely,
The Staff of Rainbows End





PHILOSOPHY AND GOALS

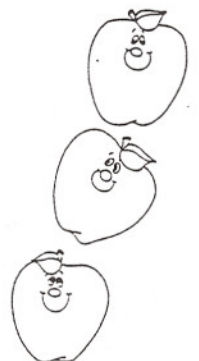
We at Rainbow's End Preschool and Daycare have one main goal.....to provide your child with the best possible preschool and daycare experience.

We seek to provide a wide range of experiences which promote a balance between the intellectual, social and physical areas of development. Once children have a good positive feeling about themselves, they can approach learning with a feeling that they can succeed.

Our program is purposely balanced with both structured and non-structured activities to allow the necessary flexibility for children to develop at their own personal pace. Our program includes activities in art, crafts, cooking, free play, music, story time, group time, science, number and reading concepts and much more.

Childhood is a special time, we feel it is important for your child to be in a creative, fun, loving environment where they are free to learn and explore our world and its wonders.

Our goal is to help each child feel good about themselves, teach them about the world around them, and help the child to see himself as part of that world



STAFF

All members of our staff are dedicated to children and their education. They all participate in a continuous program of in-service education and studies in order to remain alert to the ever-changing need of today's families. Each member of our staff is qualified to give warm, loving, and understanding care to each child.

OUR DAILY PROGRAM

A carefully supervised and balanced program is offered to assist your child in his or her learning process. This includes different activities of play, reading readiness, music appreciation, stories, math readiness, creative art, science and health. All these provide for an educational experience of lasting value in the physical, mental and emotional development of the child.

A typical day might be something like this:

OPEN	-----	6:30
ARRIVAL OF CHILDREN		
BREAKFAST		
GRADE SCHOOLERS GO TO SCHOOL	-----	8:15
PRESCHOOL BEGINS	-----	8:30
SINGING		
STORY TIME		
SNACK TIME	-----	9:00
CRAFTS AND PROJECTS		
CIRCLE TIME		
GAMES		
CREATIVE LEARNING		
LUNCH	-----	11:30
PREPARE FOR LUNCH		
FREEPLAY		
AND PREPARE FOR NAP		
NAP TIME	-----	12:15
OUTSIDE ACTIVITY *	-----	2:00
FREE PLAY-OUTSIDE WEATHER PERMITTING		
AFTERNOON SNACK	-----	3:00
CLOSE FOR THE DAY	-----	5:45



PARENT INVOLVEMENT

We feel that, since the welfare of your child is important, communication between staff and parents is vital. We need to know changes at home, such as illness, death and divorce; and we, in turn, will inform you of any changes noticed at school.

PLEASE! Let us know of any changes in address, phone number or place of employment. In an emergency, we **MUST** have current information.

We encourage you to visit your child's class at anytime. Parents are encouraged to drop in and visit anytime with or without prior notice.

AUTHORIZATION TO PICK UP CHILD

We **MUST** have a current list on file of persons allowed to pick up your child. We must have written authorization for any changes. We will **NOT** release your child to anyone not listed. In case of doubt, we reserve the right to call the parent to verify. Your cooperation is greatly appreciated. **WE CARE!!!**

SIGNING YOUR CHILD IN AND OUT

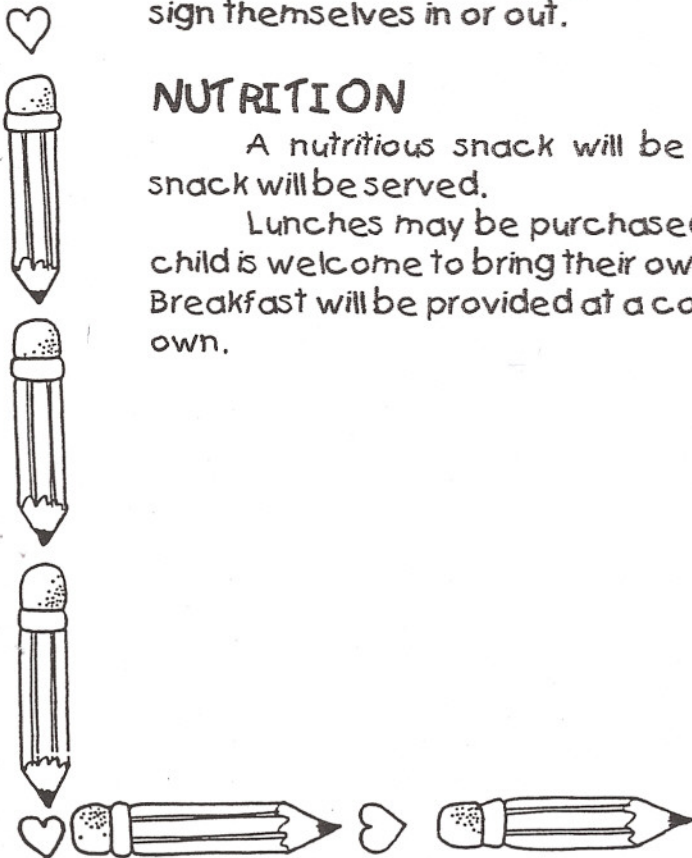
Parents must sign their child in and out every day they attend. Please sign **BOTH FIRST AND LAST NAME** of your child. Children **NOT** signed out will be charge till 5:45 PM (closing time). Since our sign-in/out sheets can be used as legal documents, Children are **NOT** allowed to sign themselves in or out.

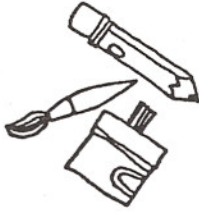
NUTRITION

A nutritious snack will be served mid-morning. An afternoon snack will be served.

Lunches may be purchased from Rainbows End for \$1.85 or, your child is welcome to bring their own.

Breakfast will be provided at a cost of \$1.00 or your child may bring their own.





HEALTH

Each child is required, by the State and County Health Departments, to have an up-to-date immunization record upon enrolling. An emergency consent form is also required. Children with a communicable disease, fever, abdominal pain, diarrhea, or skin diseases are not allowed to attend school. The Director reserves the right to send a child home due to illness, inappropriate behavior, or unacceptable language. We would appreciate a call if your child is ill and unable to attend.

BIRTHDAYS

If your child wishes to celebrate his birthday at school with his or her friends, please make arrangements with the staff. Birthdays are celebrated during snack time; so we suggest you send cookies or small cupcakes, as they are easy to handle and less filling than cake.

TOYS/OR OTHER ITEMS FROM HOME

Toys are best left at home unless they bring them on Show and Tell days, ONLY. Please be sure the teacher notes that the item has arrived and that it is placed in the Show and Tell bin. If a toy is brought to school, we cannot be held responsible for it. We Do not allow Guns, War Toys, or Knives.

CLOTHING

Please send a set of play clothes (top, pants, underwear and socks) with your child to be kept at school for emergency use. Please be sure all clothing is LABELED. If you would bring these in zip lock bag, we will keep them in our office.

Roomy, washable play clothes are the best for school; and tennis shoes are the best for the playground. If your child chooses to wear a dress, please be sure that she wears either tights or shorts underneath.

NON-DISCRIMINATION POLICY

Rainbow's End Preschool and Daycare does not discriminate against any child on the basis of color, race, sex, or national or ethnic origin.



FIELD TRIPS

Field trips are a fun part of school. When a field trip is planned, we welcome parent participation. Every child must have a signed permission slip.

TRANSPORTATION TO AND FROM SCHOOLS

We transport to and from the three local schools found in the Central Point area. These include Richardson, Jewett, and Central Point Elementary. We will need a signed form and or note from the parent stating the times, days, and school their child is to be picked up at.

SECURITY POLICY

Because we want your children to be safe at all times, we ask your help in the following:

1. Be sure to sign your child in and out everyday.
2. NEVER drop off your child at the curb and let them come in alone. You MUST sign them in and turn them over to a teacher.
3. When leaving the center children must wait for their parents to escort them to their car. (We would not want someone to run into the street)
4. Please let us know if some other person will be picking up your child; and give us their name, phone number and brief description. We will ask for a picture I.D. if we do not know them. A driver's license is sufficient.
5. If your child is a public school student, please let us know if they are sick or absent from school, so we will not be wondering where they are when we arrive to pick them up.

PRIOR TO THE FIRST DAY

Each parent must complete a registration packet for each child. A completed registration packet includes a signed emergency/medical release form, names of adults authorized to pick up the child if the parent cannot be reached, age appropriated record of immunizations, general information form, and fee agreement form. Please let us know of any changes in address, phone number, or place of employment. In an emergency we must have current information.





CONFIDENTIALITY OF RECORDS

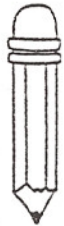
The records of enrolled children are confidential and only the child's parent(s) or guardians(s) who have legal custody may have access to them or any information from them.



STATEMENT OF BILLING POLICIES

Please be sure you carefully read and fully understand all of the following:

1. Day-care fees are billed on the 1st and 16th of EACH MONTH. (Or the next business day if they fall on a weekend.) The Preschool only tuition will be billed on the 1st of the month and is due by the 10th.
2. It is the parent or guardian's responsibility to pick up the billing statement.
3. To avoid any late payment fee, all bills are to be PAID IN FULL within TEN days of the billing date. Bills put out on the first are due by the tenth and bills put out on the 16th are due by the 26th.
4. A \$15.00 late fee will be added to your bill for EACH payment period the bill remains unpaid or is not paid in full.
5. If your bill becomes 60 days past due, the account will be sent to collection. The balance of the bill will be doubled.
6. We will no longer be able accept your child if your bill is not kept current.
7. There is a fee to hold a spot in our center if your child is ill or on vacation. The fee is \$6.00 for all day daycare children and \$7.50 for Kindergartners and up.
8. PLEASE REMEMBER!! IF YOUR CHILD'S TIME IS NOT SIGNED OUT, YOU WILL BE CHARGED TO 5:45PM. AS WE ARE UNABLE TO DETERMINE WHEN YOU PICK UP YOUR CHILD. If your child is still at Rainbow's end after 5:45pm (closing time) you will be charged \$1.00 per minute late fee till they are picked up.





LABOR
★ DAY

WITHDRAWAL

One week notice is requested before withdrawal from the school. This notice needs to be in writing. If notice is not given, the parent will be charged the holding fee for the last week.

DISCIPLINE STATEMENT

No staff member of this facility will ever use corporal punishment or punishment which is abusive or humiliating. Food will never be withheld as a means of punishment, nor will a child ever be punished for refusing foods. Children in our care will be expected to learn and use good manners and to respect other's feelings and rights. They will learn to share and be responsible for their own actions. We use "Time Out" as our method of discipline. We may remove a child from a situation if the need arises; but we will never verbally attack a child. We will praise your child and give him/her positive reinforcement at every possible opportunity.

FOG/SNOW PAY POLICIES

Since we follow the Central Point's school schedule, our PRESCHOOL will be closed if School District 6 Public schools are closed for fog or snow. We are open for daycare; however you might call Rainbow's End to see if someone has arrived before bringing your child.

HOURS

The center will be open from 6:30 a.m. to 5:45 p.m. Monday - Friday.

HOLIDAY

We will be closed:

- Labor Day
- Thanksgiving and the day after
- Christmas Day
- New Years Day
- Memorial Day
- Independence Day



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