

RAINBOW'S END PRESCHOOL POLICIES AND PROCEDURES

RAINBOW'S END PHILOSOPHY

It is our goal and desire to provide for the students of Rainbow's End Preschool a program that will help them develop into well rounded individuals. Through structured programs, directed activities, and carefully planned lessons, we will provide opportunities for students to develop the mental, physical, social and spiritual aspects of their lives. Great care will be taken to see that all personnel, curricula and facilities are the best possible. Through evaluation and careful planning, changes will be made as needed to insure a top quality program for our students.

OUR CLASSES

The **three day AM class** is for children who will be four years old before September 1st. This is the class to help each child prepare for Kindergarten. This session meets Monday, Wednesday and Friday from 9:00AM-11:30AM.

The **three day PM class** is for children who will be four years old before September 1st. This is the class to help each child prepare for Kindergarten. This session meets Monday, Wednesday and Friday from 12:30PM-3:00PM.

The **two day AM class** is for children who will be three years old before September 1st. This session meets Tuesday and Thursday from 9:00AM to 11:30AM. Exceptions are made for children when circumstances warrant. Decisions concerning exceptions are handled by the Director and the Preschool Board.

ADMISSION

The children must be 3 years old by September 1st of the current school year to start school on the first day. A child will be considered to be enrolled when a completed application and registration fee have been accepted.

FIRST YEAR STUDENTS MUST HAVE THE FOLLOWING:

- Certified Copy of the Live Birth Certificate
- Physical Examination- not over six months old from the start of school
- T. B. Test
- Blood Lead Screening
- Up-to-Date Immunization Record/Refusal to Vaccinate, if applicable

GUIDELINES FOR ADMISSION

- The child must be toilet trained.
- The child must be able to benefit from the program; therefore, we must reserve the right to withdraw a child if he/she is unable to make a satisfactory adjustment to our program.
- The child should be willing to participate and will not be allowed to detract from the learning experience of others. We will do everything we can to help a child make a good adjustment to our program.
- All admissions will be on a first come, first served basis.

WITHDRAWAL

Two weeks notice must be given when a child leaves the program for any reason. No refund of tuition can be made without prior notification.

TUITION AND FEES

A \$35.00 non-refundable fee will be collected at the time of registration. A \$10.00 discount will be given to those filling out an application before May 1st.

Tuition for our sessions are established at the following rate:

\$90.00 per month for our 3-Day class and \$75.00 per month for our 2-Day class- Note: A discount of \$10 per student is given to families with more than one student enrolled in the preschool program.

Tuition is due the first week of each month. After the 15th of the month, payment is considered past due. If tuition is more than 30 days past due, parents can be asked to withdraw the child from the program unless special arrangements have been made with the Director.

Make all checks payable to Rainbow's End Preschool. Cancelled checks will serve as receipts. Checks are preferred for record keeping. Checks can be mailed to 101 South Thorncrest, Creve Coeur, IL. 61610. Parents are responsible for all service charges for returned checks.

Although tuition is paid monthly, it is understood that your child is enrolled for the entire school year. Full tuition is due each month regardless of holidays, snow days or conference days. We do not pro-rate for personal vacations. In case of severe illnesses extending more than three weeks, or a move away from the area, exceptions will be made.

EMERGENCY AND ILLNESS PROCEDURES

If a child becomes ill or is injured, a parent will be called. If we are unable to reach the parent, the designated people will be called and their recommendations will be followed. If it is not possible to reach the designated people, the staff will use their own judgment.

A child with any communicable disease must be removed from the classroom as quickly as possible. The teachers should be notified in cases of prolonged illness or communicable disease.

The teacher is unable to dispense any medication without the written permission from the parent **and** the child's physician.

If a child is absent for more than two weeks, a note explaining the reason for being absent will be required from the parents before the child will be readmitted to school.

DISCIPLINE

Our discipline policy is based on positive reinforcement of acceptable behavior. The staff attempts to meet classroom disruptions with understanding and love. They attempt to talk through any problems. If a child is having difficulty and needs to be removed from the group, this isolation does not exceed 3-5 minutes. Ridicule, public embarrassment or corporal punishment are prohibited as disciplinary techniques. Parents are required to sign a statement at the beginning of each school year to acknowledge that they are aware of our discipline policy.

ARRIVAL

- The children are expected on time each school day (9:00/12:30) and no earlier. Please bring children to the door of the preschool and wait outside until the teacher sees they have arrived.

PICK-UP

- Children **WILL NOT** be released to anyone except custodial parents or legal guardians.
- Rainbow's End Preschool requires **written authorization** be given if someone besides those previously listed will be picking up a child. This other authorized adult **MUST** provide a **PICTURE ID** confirming their identity before the child will be released to them.

- The parent or other authorized adult is required to initial a sign-out sheet prior to removing the children from the preschool.
- A pick-up policy form is part of the registration packet. All parents are required to sign this form at registration. This indicates the steps the school takes to provide for the child in question.

SCHOOL CALENDAR & CLOSINGS

- We will follow a school calendar similar to that of the surrounding public school systems, including holidays, vacation days, and snow days. A calendar of scheduled attendance will be distributed at the first of the school year.
- School closing for inclement weather or mechanical failure will be announced by television. Announcement will be called to the local T.V. stations—WMBD, WEEK and WHOI.
- We use Creve Coeur District 76 to gauge weather conditions. If District 76 cancels school because of weather, Rainbow’s End Preschool will also cancel school.

TRANSPORTATION

Rainbow’s End Preschool does not provide transportation to and from school; however, we will be glad to help arrange carpools among parents after registration is completed.

FIELD TRIPS

- Our classes take approximately five field trips a year. Parents will be asked to drive if transportation is needed for the trip. If parents are unable to attend, they will be required to furnish a booster seat for their child. Information concerning field trips will be explained in our newsletter.
- **Note to Parents of 3 Year Olds:** If transportation is needed for a field trip, parents must provide means of transportation for their child. This is due to state laws concerning transporting 3 year olds. Parents will be invited to accompany children on these trips.
- Release forms are required for each child on each field trip. Children will not be allowed to participate in field trips without a release form.

VISITORS

Rainbow’s End Preschool exercises an open door policy. Visitors and guests are welcome to observe. Please remember though, our teachers & aides are here for the children and are unable to spend time with the guests during school.

RAINBOW BAGS

Each child will receive a “Rainbow Bag” upon enrolling in school. The bag is to last for two years. We ask that the children bring their bags each school day. Any information you have for the teacher, please put in the bag. The teacher will use the bag to send information to parents.

PRESCHOOL CURRICULA

Alphabet/Opposites/Rhyming Words
 Numbers 1-20/1-30
 Holidays/Seasons
 Nursery Rhymes/Fairy Tales/Authors/Eric Carle/Dr. Seuss/Mr. Rogers
 Safety
 Health and Nutrition
 Community Helpers/Transportation
 Animals
 Colors and Shapes
 Self-Helps

OPEN HOUSE

An Open House will be held in the fall and in the spring. These are open to friends and family members.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held in the spring. Other conferences may be scheduled upon request.

GRADUATION

A graduation ceremony will be held for those enrolled in our sessions who will be entering kindergarten. It will be on the date announced at the beginning of the school year.

CLOTHING

Children are to wear comfortable play clothes and shoes. Clothing should be appropriate for outside play. Remember, many preschool activities are messy. Please make sure all coats, hats and boots are labeled with the child's name or initials. Please make sure that your child has a coat or jacket so that we may go outside. The school does not furnish jackets.

SNACKS

During each session the child will enjoy a snack. We serve mostly water. On special occasions we may serve milk or fruit juice. Snacks such as pretzels, crackers, fruit snacks, cereals, etc. are served.

SPECIAL TREATS

We welcome treats for holidays, birthdays or regular school days. Please remember that nutritional type snacks are better for the children. Please no gum or hard candy. It is helpful if your child's teacher is notified in advance, if you plan to provide a snack or take home treat. **NOTE: Please check with the teacher if there are any students with allergies in the class.** To go along with Tazewell County Health Department's recommendation, we ask that no homemade treats be sent to school.

SHOW AND SHARE

The children will take turns bringing home the "Show and Share" bag. The child is asked at the beginning of the week to bring one special toy or item of interest to share with the other children on Thursday or Friday. Please, no "toy" weapons. "Show and Share" items are only passed around and/or shared with others, if the child chooses to do so. We ask that items be brought only on the designated day. If a child is in time out, they lose their turn for "Show and Share" and will have to wait until the next school day to share. Special arrangements can be made for bringing a special item or pet that will not fit in the bag.

RAINBOW ROUND-UP

Once a month a newsletter will be sent home with the children in their Rainbow Bags. This newsletter will tell you what will be going on in the coming weeks such as special days, activities and field trips.

RELIGIOUS INSTRUCTION

Rainbow's End Preschool is a ministry of the Creve Coeur Christian Church. Bible verses, stories and activities are a part of our regular curriculum.

CONFIDENTIALITY POLICY

All student information is held in strict confidence. Written permission from the custodial parent or legal guardian is required to release information.

SCHOOL SUPPLIES

A complete list of school supplies to purchase will be distributed at Meet Our Teacher Day before the first day of school.

FOR YOUR INFORMATION

Children will **not be allowed to have gum or hard candy** during school hours. Gum or candy can be very messy, as well as dangerous.

INSURANCE

No individual insurance coverage is offered to the student.