

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, curriculum 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.

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.

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 \$50.00 non-refundable fee will be collected at the time of registration. Our fee is charged per family.

Tuition for our sessions are established at the following rate:

\$105.00 per month for our 3-Day class and \$90.00 per month for our 2-Day class.

Note: A discount of \$10.00 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 and a \$10 late fee will be applied.** 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. Tuition may be paid online, by check payable to Rainbow's End Preschool, or using cash. 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, emergency 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.

DISCIPLINE

The staff will meet classroom disruptions with understanding and love. They will 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. If the problem cannot be resolved, a parent or guardian will be contacted. Parents are required to sign a statement at the beginning of each school year to acknowledge that they are aware of our discipline policy.

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.

ARRIVAL

- The children are expected on time each school day (9:00/12:30) and no earlier. The door will open at 9:00/12:30. Please bring children to the door of the preschool and wait outside until the teacher opens the door. ***Please be sure to send your child's folder and book bag with them everyday.***

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 beginning of the school year.
- ***School closing for inclement weather will be announced on the local T.V. stations—WMBD, WEEK and WHOI, and on our Rainbow's End Preschool Facebook page.***
- 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.

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.

FIELD TRIPS

- Our classes take approximately 3-4 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 provide 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.

PRESCHOOL CURRICULUM

Bible Stories/Fruits of the Spirit

Alphabet/Opposites/Rhyming Words

Numbers 1-20/1-30

Holidays/Seasons

Nursery Rhymes/Fairy Tales/Authors/Eric Carle/Dr. Seuss/Mister 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

Student evaluations will be held in April of each year to assess each student's academic progress made throughout the year. Parent-Teacher Conferences will be held after these evaluations are completed to inform parents of their child's academic progress and kindergarten readiness. 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.

SNACKS

During each session snacks will be provided. Two snacks will be offered each day. We serve mostly water. On special occasions we may serve milk or fruit Juice.

SPECIAL TREATS

We welcome treats for holidays, birthdays or regular school days. Please no gum or hard candy.

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. Please, no “toy” weapons. “Show and Share” items are only passed around and/or shared with others, if the child chooses to do so. “Show and Share” is limited to one item that fits inside the “Show and Share” bag.

RAINBOW ROUNDUP

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

RELIGIOUS INSTRUCTION

Rainbow’s End Preschool is a ministry of 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.

INSURANCE

No individual insurance coverage is offered to the student.