

RAINBOW LEARNING CENTER

POLICIES AND PROCEDURES

PHILOSOPHY AND BACKGROUND

We Respect and appreciate the trust you have placed in me to care for your child. As a parent, you are the most important person in your child's world, and I will make every effort to support you as a family.

We will offer the very best care that we can for your child. you can expect me to love and cherish your child. You can help me by keeping me informed regarding any health concerns, favorite foods, fears, or special interests. We will share information about your child's growth and activities during the time spent in my program.

We believe that self-esteem is a critical component to optimal growth in young children. We focus on developing the socialization and self-held skills needed to have a positive self-image. The children are given the opportunity to explore, experiment and create in a safe and nurturing environment.

We do not discriminate based on race, national origin, color, religion, sex or disability.

HIGHLIGHTS OF MY PROGRAM INCLUDE:

- State Licensed Home (Includes multiple inspections yearly)
- Owner have an Associate degree in occupational studies
- Owner have 5 years' experience running Head Start programs in The Salvation Army
- Staff Trained in Infant/child CPR and First Aid
- Participant of federally sponsored Food program (Ensures balanced meals)
- Staff Attend early childhood and family childcare conferences and workshops throughout the year.
- Owner holds a CDA (Children Development Associate) credential and Director's credential

RELIGIOUS & NATIONAL HOLIDAYS

Parents who might have objections or concerns to recognition of religious or other holidays, should indicate such objection to us so that proper arrangements can be made to respect your wishes.

DAILY ACTIVITIES

Play activities: Children learn a great deal from our daily play activities. Play with clay, finger painting, drawing, singing, reading books, building with blocks and playing outdoors are typical activities. As some of the activities can be messy, we encourage you to dress your children in comfortable, washable play clothes every day.

Television will be limited to no more than 20 mins per day (at drop in or pick up times) of age-appropriate children's programming. Nap time is offered twice a day for infants and toddlers. Older children will be offered quiet/nap time for a minimum of one hour in the afternoon. Additional nap time will be given if needed by the children.

DIAPERS/TOILET TRAINING

Diapers: Changes are scheduled for every 1½ to 2 hours except for nap time, in which case each child will be diapered as soon as he or she awakens. In addition, each child will be changed when needed. We will use disposable diapers only. Parents must provide diapers.

Toilet Training: We will work with parents to initiate potty training when the child show Interest (must be able to tell the need to use the bathroom and hold the need). Usually, this does not consistently happen before the age of two and frequently closer to the age of three. (A child may show initial interest and then lose interest again for a while.) In order to be successful in this training, it is important that we are consistent in our techniques. Please discuss potty training with us when you feel your child is ready. Cleanliness and hand washing will be emphasized during the training process.

BEHAVIOR MANAGEMENT AND DISCIPLINE POLICY

We try to create an environment that is supportive and respectful of each child's needs. We use different methods of discipline for different situations. Children will not be Subjected to discipline that is severe, humiliating or frightening. Discipline will not be associated with food, rest or toileting. Spanking or any other form of corporal punishment is prohibited. My goal is to help each child develop a strong sense of self-discipline and Self-esteem.

Discipline techniques that may be used include positive reinforcement, redirection, or a short time-out (for children over the age of two).

MEALS AND SNACKS

Nutrition: Since food and nutrition are important components of a child's development, we emphasize fresh and natural foods such as fresh fruits and vegetables, homemade soups, whole grain breads, etc. Our program is a member of the Federally sponsored food program and our center is required to submit menus to ensure that healthy, balanced meals are provided.

Mealtimes: Two meals, breakfast and snacks will be provided. Breakfast is served at 8:00 a.m. and lunch are served at 11:30 a.m. If your child will be arriving after one of the scheduled meals, please feed your child before coming. Our program provides all food required for your child during his or her stay, unless other arrangements are agreed to in writing. Baby formula must be provided for parents. Parents are welcome to prepare special birthday or holiday treats with advance notification. Please bring enough for the entire group. No latex balloons please.

Special Diets: If a child has a particular dietary need or restriction, it must be Substantiated by a medical statement signed by the child's physician. Organic food must be provided by parents.

Adjustment Period

It will take time for your child to learn to love and trust us; we are building a new relationship. Short-term behavior changes and separation anxiety are normal. Feel free to linger during this adjustment period, for your comfort or for your child's. When you do leave, get down on their level, hug and kiss them, say good-bye and assure them you will return (but never sneak out). Even if they are crying when you leave, know that they will usually be fine soon after you leave. Feel free to call us when you get to work, to "check in" on how your child is doing.

There may be times when your child experiences separation anxiety again after they've been here awhile. It may just be the developmental stage they are passing through. Please feel free to discuss any concerns with us.

Illness

Children will be visually screened as they arrive. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent or other authorized person arrives. Your child will not be allowed to attend RLCCH if he/she exhibits any of the following symptoms:

Fever of 101 degrees F or higher

Communicable disease

Diarrhea with three or more watery stools in 24 hours

Vomiting on two or more occasions during the past 24 hours

A draining rash

Eye discharge or pinkeye

Lice or nits

Too tired or ill to participate in normal activities.

Your child may return to our childcare after he or she is free from signs of illness for 24 hours

or with a doctor's authorization to return. If any of the above mentioned happened during care time you will be call and your child will be wait for you in a separate room. Is very important that you answer the provider calls as soon as possible, your child may need immediate medical attention and as a caretakers of many kids we must stay in place.

Medications

Written consent is required to administer ANY medication. All prescriptions medication must be in its original container and properly labeled with the child's name. Your pharmacist may be able to provide you with a separate, properly labeled container of medicine that can be left with us.

Supplies

Infant bag or backpack

One or two sets of clothing (including socks)

Special naptime toy or blanket

Diapers and wipes (baby)

1 box of zip lock bags monthly

Fees

Registration fees: 25.00

Day Care (Full time) 135.00. Infants \$160.00

Night Care and overnight care will be calculated depend on how many hours and the child age.

Overtime: 10.00 each hour.

Summary

All children enrolled are treated with love and respect and provided with the opportunity to engage in a wide variety of activities. Our most fundamental objective is to provide your child with a safe, clean and loving environment, in which he or she will feel loved and valued.

I _____ (Parent Name) read this handbook carefully and I agree with this policies and procedures.*

Date: _____

*Please keep a copy for your records.

RAINBOW LEARNING CENTER
Agreement for Child Care Services

This is an agreement between RAINBOW LEARNING CENTER and _____[parent(s)] to provide childcare for _____ [child] beginning _____[date]. This agreement is for one full year, unless agreed upon and signed by both parties in writing.

Enrollment Requirements:

The following documents and fees will be required before your child may be placed in care:

Registration fees: 25.00

- Student Health Examination (provided by physician)
- Florida Certificate of Immunization (provided by physician)
- Completed Childcare Application for Enrollment
- First week's tuition.
- This Agreement signed by both parents or custodial parent

Payment of fees:

Fees are calculated based on weekly attendance.

Hours of operation are Monday through Friday, 24 hours.

Weekly payment is due in full on Monday morning at drop-off. If Monday is a holiday; payment is due the first day of scheduled attendance. **No late payments will be accepted. Your child will not be allowed to attend daycare until payments and subsequent fees are paid. After a waiting period (1 week) daycare service will be terminated.** There is a \$20.00 returned check fee. A returned check could require cash-only payments for future services.

If a termination notice is presented, the last two weeks must be paid in advance Monday morning of each week or the child will not be received in our program and the payment will be due anyway.

Closings:

Our childcare will be closed for holidays, as observed by the state and federal offices. Additionally, our program will be closed up to 10 days each calendar year for vacation and/or illness. If schools on Duval and/or Clay County closed *due to dangerous weather* we will be closed too, Payment will continue to be due for all recognized holidays, weather days and for the first 5 vacation/sick days.

Parents will not be responsible for payment for the remaining 5 vacation/sick days, if taken. Parents are responsible for back-up childcare during

holiday, vacation and sick day closings. A substitute is available for emergency closings but there is not an obligation to provide substitute for Vacation or sick days. Payment will continue to be due when the child is not in attendance for any reason, including illness and vacation.

Absences:

Notification of the child's absence or late arrival should be made as soon as possible. Phone calls to report schedule changes can be made between 6:30 a.m. and 8:30 p.m.

Hours of operation

Monday through Friday, 24 hours, your weekly fee is based in 50 hours weekly, after these hours the extra time will be considered overtime (\$10 per hr.). When our program is closed because of a holiday, those hrs. will be deducted from the 50 weekly hrs.; ex: If Monday is a holiday, then you will have 40 hrs. from Tuesday to Friday and you still can manage the hrs. however you need.

Pick up / Drop off:

If someone other than a parent/guardian will be picking up your child, the parent or guardian must provide this information in writing.

Meals:

Our program will provide breakfast, morning snack, lunch, dinner and one night snack in accordance with the rules of the Federally sponsored food program. Infant formula should be provided by parents.

Termination of services:

A written notice of termination is required by either of the parties in this agreement. This notice must be received two weeks prior to the last date of service.

In reference to the last two weeks of care, payment of fees will be due Monday morning, otherwise, the child will not be accepted in our program the next day, and payment will be due any way. Fees will be due for the two-week period if no written notice is given, and services are canceled. Fees not paid prior to the last date of service will continue to have late fees added until they are paid in full. Failure to enforce one or more terms of the agreement does not waive the right of our program to enforce any other terms of the agreement.

By signing this contract, the parent(s)/legal guardian(s) agree to abide by this Agreement and the Policy & Procedure guide. The provider may amend its policies and procedures by giving the parent(s)/guardian(s) a copy of the new or changed policies at least two weeks before they go into effect.

Parent/Guardian Signature_____

Provider signature_____