

Rainbow Corner Preschool
Director, Karen Lubbe
469-294-5380
karen@graceavenue.org

Business Manager, Amy Maxwell
469-294-5380
amy@graceavenue.org

Hours of Operation
Monday-Thursday 8:30-2:30
School Day: 9:15-2:10

NOTE: Rainbow Corner Preschool and Grace Avenue UMC are smoke free environments which include any e-cigarette, vaporizer, or tobacco product anywhere on the premises.

Under Texas Penal Code any area within 1,000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Firearms:

“Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.”

“Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.”

Philosophy

Rainbow Corner is devoted to a quality preschool education with an emphasis on helping your child grow in a “hands on” developmentally challenging environment. We seek to achieve a loving and spiritually nurturing Christian atmosphere for all children. We are committed to providing regular, dependable care for the children through recreational, educational, and cultural activities in a social environment designed to promote the general wellbeing and growth of each child by learning through play.

Our philosophy includes the recognition that each child is unique with unique background experiences, interests, characteristics, and abilities. The treatment of all children should be with the dignity and respect that should be accorded to all human beings. We feel that positive self-esteem is the most important asset that a child can have, and we will do all we can to enhance each child’s self-image by providing a warm and loving atmosphere.

Educators must recognize individual differences and provide a secure, success oriented, positive environment that will focus on the growth and progress of each child. This positive environment will foster a desire and love for learning, which should remain throughout life.

Communication between staff members and parents is a vital link for a strong open relationship between home and center. We encourage frequent parent interaction with our staff and every attempt will be made to involve our parents in various activities.

Classes

Two-year-old classes

Merry Monkeys T/W/Th	Ms. Michelle and Ms. Courtney	Room 121
Laughing Lions M/W	Ms. Michele H. and Ms. Michele M	Room 123
Laughing Lions T/Th	Ms. Michele H. and Ms. Cassie	Room 123

Three-year-old classes

Friendly Frogs T/Th	Ms. Amy S. and Ms. Laura	Room 115
Happy Hippos T/W/Th	Ms. Ana and Ms. Lauren	Room 113
Wise Owls T/W/Th	Ms. Melissa and Ms. Kristen (T/Th) and Ms. Lisa (W)	Room 119
Monday Enrichment	Ms. Ana and Ms. Lisa	Room 113

Pre-K classes

ABC Crew T/W/Th	Ms. Nina and Ms. Carla	Room 117
Bright Buttons T/W/Th	Ms. Marissa and Ms. Lindsay	Room 120
Super Stars T/W/Th	Ms. Shannon and Ms. Kim	Room 118
Cool Cacti T/W/Th	Ms. Leigh and Ms. Katie	Room 116
Monday Enrichment	Ms. Leigh and Ms. Lindsay	Room 116
Monday Enrichment	Ms. Nina and Ms. Melissa	Room 117

Specials

Music & Movement	Ms. Stephanie	EDGE Room
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Goals for Rainbow Corner

Our Goals for the children at **Rainbow Corner** are:

- To help children grow by sharing God's love with them.
- To help them develop a positive self-image, a wholesome attitude toward their bodies, and a good start toward reaching their full potential.
- To develop socialization skills through positive social interaction.
- To provide opportunities for them to develop their whole personalities through:
 - ~first-hand experiences in social relationships
 - ~physical development of large and small motor skills
 - ~identification of acceptable outlets for their emotions
 - ~stimulating experiences which encourage thinking and problem solving
- To encourage them to express themselves through materials, movement, and language by providing ample time and opportunity to do so.
- To stimulate language through listening, hearing, and speaking.
- To develop an awareness of the five senses.
- To help children become independent, enthusiastic, and curious learners.
- To encourage children to want to learn and to increase their knowledge by asking questions and exploring their environment.
- To heighten their sense of curiosity by providing a variety of firsthand experiences.

- To prepare children socially and intellectually for participation in a group.
- To foster a positive attitude toward teachers, persons in authority, school, and learning.

Our Classes

Rainbow Corner classes meet on Monday, Tuesday, Wednesday, and Thursday 9:15 AM until 2:10 PM. Drop off is from 9:00-9:15 and pick up is from 2:00-2:15.

We provide classes for children from 2 to 5 years of age. Children are placed in classes according to their date of birth as of September 1st for the start of the current school year.

Each classroom will have two teachers with the maximum ratio being 10:1. Our aim is to keep the classes at a size that is comfortable for both the children and their teachers.

Enrollment & Registration (Registration typically occurs in January)

Families already in the program are offered the first chance to sign up for the next year. Members of **Grace Avenue UMC** are given the next priority, as are siblings of children already enrolled at **Rainbow Corner**. Once returning families and Grace Avenue members have enrolled, we will open up our enrollment to community members. Families will be notified by the director via email if informing them if a spot is available and/or if they have been placed on our waitlist. Enrollment forms are available from the Director via an online link that will be emailed. Admission forms are separate from enrollment forms and must be completed before the start of each school year to ensure any changes are noted. If phone numbers, addresses or doctors change, you may update these through Procure. The registration fee is \$125.00 per child. This fee is not pro-rated or refundable.

Tuition and Supply Fee

Tuition for **two-day M/W** classes is **\$270.00** per month and **two-day T/Th** classes is **\$280.00** per month. Tuition for **three days** a week is **\$380.00** per month. Tuition for **four days** a week is **\$470.00** per month. There is a \$25.00 per month tuition discount for siblings enrolled in Rainbow Corner.

Tuition is due on the first of each month and late after the 10th of each month. A late fee of \$25.00 will be added on tuition paid after the 10th. Please see the director or business manager if you have any extenuating circumstances. The first month of tuition is due by August 10th. We collect tuition one month in advance making your last tuition payment for the school year in April.

You may set up your payment information through Procure. Other acceptable forms of payment include a check (Made Payable to Rainbow Corner Preschool). **We will no longer be accepting any cash payments.** Tuition is calculated based on the average number of school days per school year. It is then divided into monthly tuition payments but does not necessarily reflect that each month will be a "full" month of school.

A \$25.00 fee will be added for any returned checks. Checks should be made payable to Rainbow Corner Preschool.

There is a supply fee of \$175 for 2 day/week classes, \$200 for 3 day/week classes, and \$225 for 4 day/week classes per child, and it is collected in September.

Supply fees help to cover the cost of classroom supplies including, but not limited to: hand soap, paper towels, Kleenex, wet wipes, paper, paint, glue, craft supplies, Pumpkin Patch Field Trip, Thanksgiving Feast, snacks, and End of the Year Party.

Pandemic Tuition Policy: Should the center need to close during a pandemic, full tuition will be due for the first two weeks of closure. If the center is closed for longer than two weeks, 50% of tuition will be due. Parents may give a 30-day notice to withdraw from the program if they feel it is in their best interest for their family, however, 50% of tuition will be due during the 30-day notice period. A full registration fee will be required to reenroll in the program after the pandemic.

Withdrawals

If you find it necessary to withdraw your child/children from the program, we ask that you **notify the director at least 30 days in advance via email.** Tuition will not be pro-rated or refunded for partial attendance. If a 30-day notice is not received, then please know you will be charged for the following month's tuition. Please communicate your reason for leaving, and if there is a way, we can better meet your needs, we will strive to do so if possible. If you withdraw from Rainbow Corner and wish to return at a later date, your child will be placed at the end of the waiting list until a spot becomes available.

Long Vacations/Absences: Tuition will not be pro-rated for long vacations or absences. Full tuition must be paid unless the proper 30-day notice is given to withdraw your child/children.

Health Requirements and Information

We require all parents to provide medical information about their child to Rainbow Corner. Allergies, chronic health problems, special care developmental needs, or any other diagnosis that could affect your child at school should be fully explained to the teachers and Director in writing.

A current immunization record along with a signed statement by your physician of good health is required before any child can participate in our program. Children must have all immunizations required by state law. * Each time your child receives an immunization, an updated shot record needs to be turned into our front office or uploaded through Procure.

If immunization records have not been provided to the school by the **first day of school**, children **will not** be permitted to begin classes until their records have been received. If your child is due for a wellness check within the first few weeks of school, please be sure we have a copy of current immunization records up to that point by the first day of school, and then you may submit another updated copy after your child's wellness check-up. As a licensed facility, the state conducts surprise inspections on the student files. Without a current health statement and immunization record, we could be considered non-compliant with the State of Texas Minimum Standards (746.609).

*If for any reason (medical, religious, etc.) your child is not current on immunizations, you must file an Affidavit Exemption from Immunization for Reasons of Conscience form in our office or present a letter from a medical professional stating the reason your child is not current on his/her immunizations. You may obtain an affidavit form through the following link:

<https://corequest.dshs.texas.gov/>.

Obtaining an affidavit by mail:

Texas Department of State Health Services
Immunization Branch, Mail Code 1946
P.O. Box 149347
Austin, Texas 78714-9347

Obtaining an affidavit by fax:

Fax written requests for affidavits to: (512) 776-7544.

Vision and hearing screenings are required for all children that are four by September 1st. These procedures will be made available for a fee during the school year, or you may request screening during your child's annual visit to the doctor. Our scheduled school screening will be on September 26, 2024. Students that are 3 as of September 1st must provide a vision/hearing screening within 4 weeks of turning 4 during the school year.

Food Allergies/Serious Allergies Requiring Immediate Medical Action

If your child suffers from a food allergy or other severe allergy requiring immediate medical attention, please make note of it on their admission form. We will also require an allergy action plan to be on file. Action plans must clearly state what the allergy is and what action should be taken in the event medical attention is required. This action plan must be signed by your physician as well as a parent and must be submitted by the first day of school in order for the child to begin classes.

Medicine

Our facility does not dispense any medication. If your child requires medicine during their school day, you may stop by the front desk and we will be happy to go get your child for you, so that you may give them their medicine. This also includes the application of insect repellent and/or sunscreen. If you prefer to apply sunscreen or insect repellent from home before they arrive, you are more than welcome to do so.

We do NOT have an unassigned epinephrine auto-injector for emergency use. Any child requiring an epinephrine injector as prescribed by a medical professional must provide one in the original packaging with the child's name to keep on school premises in case of an emergency.

Illness

Should your child become ill or suffer a minor injury during the day, they will be made comfortable, and we will contact you by phone if deemed necessary. In the event of a medical emergency, 911 will be called and he/she will be transported to the medical facility noted on your records. A parent will be called after we have contacted EMS. Please remember to keep all contact information current so we may reach you quickly in the event of a medical emergency. We require that at least one emergency contact other than a parent be listed on admission forms.

We will notify you if a communicable disease is present in the school. We request that you notify us if your child has been exposed to a contagious disease. A certificate of good health may be required before returning to school after a lengthy or serious communicable disease or illness.

Please keep your child home if they have experienced any of the following symptoms:

Cough, shortness of breath or difficulty breathing, vomiting, fever, diarrhea, a rash, loss of taste or smell, chills, sore throat, chills or repeated shaking with chills, muscle or joint pain, or headache.

They must be symptom free for 24 hours before returning to school without the aid of fever reducing medication. Medication will not be administered by Rainbow Corner staff.

COVID-19: If a student or staff member tests positive for COVID-19, we will follow state and local health guidelines in all areas as they are recommended for reporting, self-isolating/quarantining, cleaning, and if necessary, school closures. We require all families to notify the director if a student tests positive for Covid-19 or if they have been in close contact with someone that has tested positive or presumed positive for Covid-19.

(Close contact is defined as a distance less than 6 feet for 15 minutes or longer in a 24 hour period.)

Curriculum

Since children learn through play, we plan our time together to encourage this activity. Play is the curriculum. Through play, children reenact experiences, try out different roles, express ideas, develop vocabulary, process information, widen their worldview, and relate to each other. Children learn by doing, so we provide first-hand experience as a basis for expanding knowledge about our physical world.

As a school, we utilize Learning Without Tears, which is utilized by FISD. This curriculum is used at our discretion based on the number of days children are in our care as well as their developmental needs. All eight of the developmental domains (Cognitive Reasoning/Math & Logic, Language & Literacy, Social & Emotional, Curiosity & Approaches to Learning, Self-Help/Autonomy, Creativity, Spiritual, and Physical/Motor) will remain the central focus for all activities of each age group.

All students will be given age appropriate opportunities for outdoor and indoor physical activity. Free play, active play, and outdoor play are essential components of young children's development. Children learn through play, developing gross motor, socioemotional, and cognitive skills. These activities may include, but are not limited to running, climbing, sliding, skipping, and jumping. It is recommended that all students dress each day in clothes that allow ample movement (free of long, loose jewelry, scarves, belts, and hair accessories that may provide a safety hazard) and closed toe shoes with a non-skid soul for their own safety.

All students will be given opportunities for structured as well as unstructured physical activity. We will work to daily exceed the American Academy of Pediatrics national standard of 20 minutes of outdoor play for every 3 hours a child is in our care. Outdoor play and physical activity is shown to improve motor development in children as well as promote curiosity, creativity, and critical thinking. Additional benefits include improved mental health, reduced stress, and improved attention and focus. Outdoor play will occur on our playgrounds, outdoor classroom, and other safe areas on campus such as sidewalks around the perimeter of our campus. We kindly request that all students wear comfortable clothing that allows for free movement and shoes that have a non-slip soul. If weather conditions are extreme and students are unable to go outdoors, we will substitute opportunities for indoor physical activity in areas such as our EDGE room, the open area of the Narthex, Tom Graves Hall, hallways for relays, etc. Students will also be given opportunities for structured physical activity in their classrooms during circle time or while transitioning from one activity to another. Outdoor play will be offered as long as it is deemed safe, healthy, and reasonable by the director. Some conditions that might possibly shorten or prohibit outdoor playtime could be

lightning, heavy rain, extreme temperatures, poor air quality, or excessively muddy grounds. We will monitor air quality through <https://www.airnow.gov/>

Our 2 year olds enjoy a play-based curriculum which emphasizes socialization, motor skills, and language experience. The curriculum is theme based. A central theme integrates art, story time, sensory play, songs, and role-playing.

Our 3-year-old play-based curriculum also includes letter recognition and formations, math and language skills, music and movement, self-help skills, dramatic play, centers, and art.

Our 4 & 5-year olds enjoy a greater variety of experiences and more small motor activities. They will be concentrating on developing basic math concepts and problem-solving skills. Teachers will also work to encourage students to be more independent and improve their self-help skills. The curriculum will also stimulate the development of language and literacy skills in meaningful context. Letter sounds are emphasized, and handwriting is encouraged.

Music appreciation and creative movement are also a vital part of our curriculum. Our music/movement classes will provide children with the opportunity to experience a wide variety of activities that will emphasize areas such as: gross motor skills, creativity, imagination, social skills, group participation, refine listening skills, body awareness, balance, coordination, etc. **Please have your child wear shoes with a non-skid sole on the days they attend Music & Movement for safety reasons.**

Children will also experience chapel once a week where they will be exposed to faith-based music as well as age appropriate bible stories.

Students requiring additional modifications during the school day as noted by a physician or qualified professional will be discussed between Rainbow Corner staff and legal guardians of the enrolled child. Every possible accommodation will be considered and met unless it is deemed that our school cannot adequately provide the necessary requirements to meet the child's special needs as suggested by the physician and/or qualified professional that evaluated the child. We will be happy to accommodate late arrival or early dismissal for any students receiving outside services. We will strive to offer a safe learning environment as well as offer alternative activities for physical/outdoor play for any student recovering from an injury.

Classroom Discipline

Discipline is always approached in a loving, positive manner that is developmentally appropriate. We do have rules and procedures that all must learn for safety and social interaction. Positive verbal encouragement, role-modeling, re-directing, as well as other choices will be offered; however, if a child does not respond or is behaving in a way that is unsafe or is disrespectful to any persons, supplies, and/or equipment within our program, then they may require a visit to the director in order to change their environment. If necessary, a staff member will call home. Sometimes a change in environment is all a child needs to calm down and regroup. We encourage both parents and teachers to refrain from discussing problems with **any** child present.

Adults need to be extremely sensitive and refrain from discussing any issues involving any child in this program in a less than positive light with others. Remember, we as parents should be our children's most honest and respectful role model.

DISENROLLMENT/SUSPENSION POLICY:

Rainbow Corner Preschool is committed to providing the best possible care for each child in our program and to considering the individual needs of each child. We constantly strive to provide an environment where the "whole" child can grow and thrive. Given the diversity of our families and individual students that we serve, it is incumbent upon us to recognize and appreciate the characteristics and behaviors that each child and family brings to our program.

We value the partnership we have with our families and seek to maintain open communication when working to have each child reach their full potential and the various levels of success that come along the way. In recognition of the differences we may encounter at our program, we are aware that there may be rare occasions where a child's/families' behavior may warrant finding another setting that would be more suitable for the child. We will make every effort to find a suitable solution within our limits to avoid any child/family from the process of disenrollment.

The decision to disenroll/suspend a child from Rainbow Corner Preschool is a difficult one for both the center and the family. In all cases, Rainbow Corner Preschool's goal will be to act prayerfully, thoughtfully, compassionately, and to thoroughly communicate, address, and resolve concerns relating to the children in our care. Staff will attempt to work with the family to take constructive steps to finding a solution that resolves the problem(s) before disenrollment occurs.

When a child's teacher or an administrator has concerns about a child's behavior or other circumstances, he or she will document such concerns as soon as they arise. The center will inform and involve the child's parent/guardian by notes, phone calls, and/or meetings as necessary to establish a collaborative environment. If a child's behavior is problematic and continues without improvement, a review of that behavior will occur between center staff and parents/guardians. When working to resolve any problematic behavior by a student, various strategies will be implemented. Some possible considerations may include changes to the physical environment, the daily structure of activities, consistency, transition times, redirection, positive re-enforcement, etc.

When possible and appropriate, efforts will be made to help a family understand how they can support the plan at home or encourage a resolution by adjusting their interactions or expectations for a child.

Lines of communication with parents will be established, and parent conferences will be conducted to review the problematic behaviors, the strategies implemented to resolve the behaviors, and the possibility of disenrollment if the behaviors are not resolved in an appropriate amount of time designated by the Center personnel. The Center's goal will always be to exhaust all options and provide each family with adequate support and time for behaviors to be corrected before taking the final step to disenroll/suspend.

When appropriate, we may suggest an evaluation of the child by a professional consultant to come in and observe the child in the environment. In some cases, it may be appropriate for the child to be assessed by the local school district.

Ultimately, Center personnel may attempt several approaches before making the final decision to disenroll/suspend a child from our program.

The following, while not exhaustive, are some reasons why we would have to take such action:

Child's Actions:

- Child is unable to adjust to the program after a reasonable amount of time
- Ongoing physical or verbal abuse to staff or other children
- Ongoing uncontrollable tantrums/angry outbursts
- Excessive biting

Parental Actions:

- Parent/guardian fails to abide by Center policies or requirements enforced by Texas Department of Family and Services Licensing Department
- Non-payment of tuition
- Parent/guardian demands special services that are not provided by the Center
- Excessive absences

Immediate Cause for Disenrollment:

- Parent/guardian is physically or verbally abusive or intimidating to staff, children, or anyone else at the Center
- Potentially dangerous behavior by a parent or child.

Disenrollment/Suspension Process:

If the behavior has not resolved after all remedial actions have been exhausted, a conference will be held with the child's parent(s)/guardian(s) to communicate the Center's decision to disenroll/suspend. A follow up letter will be provided which will include the reasons for the disenrollment/suspension, two weeks' notice, unless it is an immediate cause to disenroll/suspend.

Rainbow Corner Calendar

We follow the Frisco ISD School schedule with regards to holidays and breaks. We start the school year approximately two weeks after Fisd and end one week earlier. While we do follow Fisd for closures during school holidays, breaks, and inclement weather, we reserve the right to make independent decisions regarding school closures for any other reason. Meet-the-Teacher will be August 21st/22nd. Regular classes will begin August 26th/27th. The last day(s) of school will be May 14th/15th.

Calendars will be sent provided by classroom teachers. Schedule changes and special days will be noted on the calendar.

A copy of our calendar can be found on our webpage. Visit www.graceavenue.org and click on Rainbow Corner Preschool.

Inclement Weather Policy

If **Frisco ISD Schools are closed** due to inclement weather, **Rainbow Corner will be closed**. Please watch or listen to local radio or television stations for notice of cancellation. Check our Rainbow Corner Facebook page if you still have a question. If **FISD has been delayed** for any reason **Rainbow Corner will not have school**. We will not begin at a delayed time. Tuition will not be refunded or pro-rated.

Extended School Closures

Should Rainbow Corner Preschool need to be closed for an extended period of time (more than two weeks), services and instruction will be provided virtually. Information will be communicated from the director as well as classroom teachers. Tuition will be adjusted. See Pandemic Tuition Policy.

Emergency Preparedness Plan

FIRE/EVACUATION:

In the event of fire, the fire alarm will sound automatically.

1. Teachers will line their students up at the door of their classroom for evacuation.
2. One teacher will lead, and one teacher will bring up the rear to ensure no child is left in the room.
3. Follow the emergency exit plan posted in the classroom.
4. If a route is blocked, take the posted alternate route.
5. Gather in the designated outside area of the parking lot as posted on the emergency exit plan.
6. Staff not assigned to a class will help as needed.
7. Teachers will take a head count as soon as we have evacuated the building.
8. The Director and Business Manager will coordinate to ensure all children in our care have evacuated the building safely.
9. Wait for the Fire Department's and/or Director's all clear to re-enter.

SHELTERING FOR TORNADO/DISASTER:

In case of a tornado, city sirens will blast. Upon hearing the city sirens to take cover, the Director and Business Manager will blow long slow horn blasts.

1. Teachers will line their students up at the door to relocate to their designated safe area in the building.
2. One teacher will lead the class and one teacher will bring up the rear to ensure all children have safely exited the classroom.
3. Children will assume a "duck and cover" position once they are in their safe area.
4. Teachers will take a head count to ensure that all children in our care are accounted for.
5. Director/Business Manager will continue to monitor the weather via Emergency Radio Network.
6. Teachers will return to class once they receive the all-clear from the Director/Business Manager.

RELOCATION (i.e for a chemical spill, gas leak, or other nearby hazard):

In the event there is a toxic/chemical spill in the immediate area we will await instructions from the responding emergency team of local authorities.

1. Stay inside.
2. Turn off air conditioner/heating and all ventilation systems.
3. Close all windows and doors.
4. The Director will be listening to Emergency Radio Network for directions and/or will call Disaster Management at 972-292-6300.

IF EVACUATION IS REQUIRED

If it is unsafe to stay in our building, we will evacuate the building and relocate to our designated emergency location: YMCA 3415 Main St. Frisco, TX 75034. We will send out a constant contact message via email to notify parents of our relocation.

If it is necessary to relocate outside of the immediate area, we will use all necessary and available vehicles to relocate to Fisher Elementary 2500 Old Orchard Dr. Frisco, TX 75033. We will send out a constant contact message via email to notify parents of our relocation.

LOCK DOWN:

In the event it is necessary to lock down, classrooms will follow the procedures outlined below.

1. Teachers will secure doors and turn off all lights.
2. If there is a threat inside the building, teachers will “hide” in their rooms and stay away from the hallway door. If the threat is outside the room, teachers will close their blinds in addition to turning lights off and hiding.
3. If possible, teachers will barricade the door to block entrance into the classroom.
4. Teachers will keep cell phones on their person to contact 911.
5. Any staff available will call 911.
6. If it is deemed in the best interest of the children, teachers may utilize the interconnecting doorways to move from one classroom to the next to get further away from the risk and exit the building.
7. Parents will be notified as soon as it is safe via Procure messages.

Photographs

By registering for any Rainbow Corner event/group, the participant is giving permission for the participant’s photo to be used in Rainbow Corner publications, print and online, unless Rainbow Corner is given a written request to the contrary.

Arrivals and Dismissals

Drop-Off: Between 9:00-9:15 at your assigned door.

Students must be escorted by an adult to a designated entry for the school. The adult escorting the child **MUST** sign them in each day via the Procure App or by scanning an available QR code. One of your child’s teachers and/or a Rainbow Corner staff member will be there to greet you and your child at your designated door. Parents of children in a 2’s class will be allowed to walk them directly to their child’s classroom door where one of their teachers and/or a Rainbow Corner staff member will greet you. Rainbow Corner staff will assist in getting children to their classrooms. Students that arrive after the designated (9:00-9:15) drop off time will need to be escorted by an adult through the west entrance to the main Children’s reception desk. A staff member will take them to their class.

Students consistently arriving late will be allowed 2 late drop-offs per month, on the third late drop-off they will not be allowed to stay for the day.

Pick-Up: Between 2:00-2:15 at your assigned door.

Families will be notified as to which entrance their child will be at for both arrival & dismissal. All children must be signed out by an adult each day through Procure. Siblings will go to the younger child's dismissal location so that parents do not need to go to more than one location. Again, parents of a child in a two year old class will pick their child up at their classroom door.

Late Drop-Off or Early Pick-Up

Families arriving after the designated drop-off or pick-up times must enter through the west doors near the playground. You will be able to sign your child in/out at the children's reception desk. A staff member will walk your child to or from their classroom. Please make every effort to arrive and pick up within these designated times.

Being picked up late can be stressful for a child. Please pick up your child during the designated time. If you are late, be prepared to pay a late fee. After 2:20 you will be charged \$5.00 per child for every 5 minutes that your child remains with the teacher. We realize that emergencies can happen. Please call so we may reassure your child that you are on your way.

Children will **only** be released to the Authorized Pick-Ups as they appear on your child's Procure profile and admission forms. Please inform the Director and teacher of anyone else picking up your child by 1:30pm. We will ask for identification (Driver's License) at the door when they arrive.

What Your Child Needs to Bring

- Full-sized backpack
- Extra set of seasonally appropriate play clothes- including socks & underwear (label all clothes)
- 2 year olds-plenty of disposable diapers or pull ups and wipes if not toilet trained.
- Lunch Box -please use a cool pack or thermos when appropriate. **Nothing can be refrigerated or microwaved in class.**
- **1" accordion folding nap mat** (Kindermat) for 2's and 3's, nap blanket, teddy, etc. Nap mats cannot have a cover with an attached blanket and/or pillow as this keeps the nap mat from folding properly and fitting into our storage areas.
- Drinks- Spill proof water bottles labeled with your child's name filled with water for snacks and outdoor play. They may have a separate drink in their lunch as well if preferred.

Clothing: Please dress your child in washable play clothes that are easy for them to manage independently.

Potty Training: We understand that each child is an individual, and respect that fact. It is our policy that by January all children enrolled in the 3-year-old classes will be completely potty trained (wearing underwear at all times without accidents). It is most important that you and your child's teacher are on the same page during this process. Please help us out by dressing your child in easily removable clothing. No belts, onesies, overalls, or suspenders please. Children not fully potty trained in a three year old class should be in pull-ups rather than diapers as those classes do not have changing tables. Children in the two year old classes are not required to be potty trained.

Toys: Please leave toys at home to avoid confusion and stress in the classroom. A small, soft, and quiet nap toy is allowed (doll, pillow, teddy etc.) and a toy that supports the daily theme, letter or color is acceptable when the teacher announces it. **All items must be able to fit inside their backpack.**

Food: Please pack food that is easily handled and liked by your child. Teachers will get water if a child does not have a drink. **Grace Avenue is a peanut free facility. For the safety of our children, please do not send any peanut products.**

Rainbow Corner provides a simple mid-morning snack. **Please inform the classroom teachers and Director in writing of any food allergies.**

Clearly label everything with your child's name.

Director Availability

Should you have any questions or concerns regarding our program, policies, staff, or facility, please know that you may contact me directly either by phone or email. If you are interested in reviewing our program's latest licensing report, you may visit the front desk where it is displayed outside of the director's office. You may also visit online to view minimum standards for childcare centers at <https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>.

Conferences & Evaluations

Your child's teacher will be happy to let you know how their day went, and you will also receive a daily report. If there are questions or concerns about policies or procedures at Rainbow Corner, please contact the Director to schedule a meeting. A copy of the State Minimum Standards may be reviewed at the RC desk and the most recent licensing inspection report, as well as instructions on how to contact the local office and the Child Abuse Hotline are posted outside the Rainbow Corner Director's office door.

We strive to maintain good parent/teacher relationships. It is always important to inform and work with the teacher involved. During drop off and pickup it is very difficult to discuss your child at length, however during naptime the teacher could meet with you or call you. Please communicate with your child's teacher any "situations" happening at home that may result in a change of behavior.

3-year-old classes: Teachers will do an informal/observation evaluation in the spring to send home.

Pre-K Classes: Teachers will evaluate pre-K students in the fall and early spring, with a parent/teacher conference to follow in the spring. Please look for information and a sign-up sheet to be sent home by the classroom teachers.

Preventing/Recognizing/Responding to Child Abuse and Neglect

It is a top priority of ours to ensure all students in our care are safe and that we along with parents serve as advocates for their care and safety. As a licensed program, all staff complete annual training on how to recognize and report abuse, neglect, or exploitation of a child. The director will offer

information through staff trainings, school newsletters, and guest speakers to continue educating parents and staff about this topic. In Texas, anyone who suspects a child is being abused or neglected has a legal obligation to report it. There are a number of resources available to parents as well including:

Texas Health and Human Services – www.hhs.texas.gov

Texas Department of Family and Protective Services- www.dfps.state.tx.us

Texas Abuse/Neglect Hotline - www.txabusehotline.org 800-252-5400

Dallas Children’s Advocacy Center – www.dcac.org 214-818-2600

Additional websites you may visit to learn more about how to recognize, prevent, and report child abuse or neglect are listed below.

<https://www.childwelfare.gov/tipics/responding/reporting/how/>

<https://www.dshs.texas.gov/dshs-ems-trauma-systems/links-resources-references/recognizing-signs-potential-child>

https://www.dfps.texas.gov/Child_Protection/Child_Safety/recognize_abuse.asp

https://www.dfps.texas.gov/Contact_Us/report_abuse.asp

As a faith based program, we are available for any family that feels like they need additional support. Please contact our front church office at 972-335-2882 if you would like to speak to a pastor or our missions minister for additional support.

Playground Play

Our playground is designed to meet children’s developmental needs to be active, make independent choices, interact socially with peers, as well as maintaining safety regulations per the state’s guidelines for a licensed facility. This is why we separate the 2-year-old play area from the larger play area. We welcome the use of the playground after school hours for additional play by our families, **but we do require the same safety guidelines to be followed while you are on the school grounds.**

This means that adults must always be on site to supervise children, **children may not be sent indoors alone at any time.** Please keep tree stumps and rocks where they are. Please keep all toys inside the fenced area. We thank you in advance for respecting and following these guidelines.

NOTE: The sand volleyball court is for the youth in our church. Please help us keep this area in tact by not leaving toys in the sand and not allowing your children to move sand out of the designated area.

HOW DO I HELP MY CHILD AT HOME?

This may be the first school experience for your child. It is important to help them develop a positive attitude toward school. Your encouragement and enthusiasm toward their first school experiences will help establish the foundation for a positive attitude toward school in years to come. Realize that children learn from a multitude of experiences around them. They are constantly trying out new ideas and processing new information. The more varied these experiences, both at school and at home, the more opportunities the child has to develop the skills they need for later successes. Your child looks to you, as well as school, to provide the experiences that lead toward new ideas and learning.

We hope that the following suggestions will help you and your child begin a successful school experience: Separating from Mom and Dad in the morning may be traumatic for everyone. If possible, allow your child to visit our school during Meet the Teacher before they stay an entire day. Children look to adults to see how to

react. If you are positive and calm, it will help them. Do not over explain/discuss nervous situations with your child. The more we talk about it the more it can increase anxiety. Know in advance that there may be some tears and clinging at first, but if you are consistent, these will quickly pass. A **Rainbow Corner** staff member will be ready with a comforting shoulder and lots of distractions to help your child quickly overcome this stage. Please feel free to call back later in the day to check on your child. We will be happy to tell you about their day. Even if your child has been in a school setting before, each new setting needs a transition period. Change is easier for some children than others. **Time, consistency, and love will help them overcome their fears.**

Accept your child as he/she is. Resist the temptation to compare them to their siblings or classmates. Look for those special qualities and skills that make your child unique and let him/her know how special they are.

Show interest in your child's school day. Remember that children learn by playing. Your enthusiasm will show your child that school is a fun, safe place, and their work is important.

Help your child have confidence in their teacher. Let them know that she is there to help them.

Keep your child's teacher informed if there is a situation that might influence your child's behavior at school. Children sometimes express their feelings through actions instead of words.

Discuss the necessity of following rules at home, at school, and in the community.

Be consistent in your expectations.

Help your child learn to share and play in a cooperative manner with others. This is a very difficult lesson for young children to learn, but it is a necessity in learning to get along with others.

Let your child tend to his/her own personal needs as soon as possible. It will help develop their sense of responsibility and independence.

Let your child help with simple household chores. They will take great pride in their accomplishment.

Give your child the chance to make some decisions on their own by giving them choices.

Read to your child to help them develop an interest in reading.

Talk to your child. Listen to their stories and answer their questions. Oral language is one of the first steps to higher learning skills.

Take your child on special family outings. Parks, museums, sporting events, and plays will all expand your child's world of experiences.

Limit screen time: AAP recommends an hour of day of screen time

Remember that your relationship with your child is the single most important element in their life. Nothing can replace your love, attention, and influence.