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**PARENT HANDBOOK**

**Mission Statement**

At Rainbow Academy we believe a child is never too young to learn. Our program offers a seamless [educational experience](http://lakesidemontessoriacademy.business.site/?gclid=EAIaIQobChMI7fbCkMCJ1wIVCqlpCh2twACBEAAYBiAAEgIhKvD_BwE) from [infancy](http://lakesidemontessoriacademy.business.site/?gclid=EAIaIQobChMI7fbCkMCJ1wIVCqlpCh2twACBEAAYBiAAEgIhKvD_BwE) through the elementary years.  Our childcare experience is designed to promote each child’s own individual social, emotional, physical and cognitive development. Our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child’s natural desire to explore, discover, create and become a lifelong learner.

**Philosophy and Goals/Overview of Services**

Our philosophy is to prepare our students not only for the upcoming years in school they have ahead of them, but to start preparing them for their future adult life so they can be productive and active, viable adults. We do this through center created play which promotes learning and through age appropriate curriculum. Motor skills (large and small), sensory, reading, imagination, independence, health and safety, creativity, self-worth and respect.

**Touring the Facility and Introduction to Teaching Staff**

All parent/guardian, potential and newly enrolled children will have the opportunity to tour Rainbow Academy and will be introduced to our teaching staff, discuss curriculum, schedule and menu.

**Admission Policy**

For your child to be admitted into Rainbow Academy, appropriate paperwork must be completed and returned for files. These include: Completed Admission Information form, Parent Agreement form, copy of parent’s ID. Immunization records (TB test is no longer required (for children) in Dallas County, City of Irving). Child Assessment form, CACFP MEAL BENEFIT ENROLLMENT AND INCOME form, Signed and dated Parent Handbook Policy Acknowledgement form and signed and dated Photo/Video/Media Permission form. **Hearing and vision screening must be done and documented on file for all children age four years and older by September 1st.** You will have 120 days from date of enrollment, to provide verification of hearing and vision screening.

**Trial Period**

All new children will be cared for on a two-week (10 business days) trial period beginning on your child’s first actual day of care. During that time, the parent or provider may terminate the childcare agreement with a 24-hour notice. No pre-paid fees will be credited upon cancelation during the Trial Period. After the trial period, a two-week written notice is required by either party to terminate the agreement.

**Hours of Service and Holidays**

Rainbow Academy is open Monday through Friday from 6:30am to 6:30pm. We are closed for the following holidays:

|  |  |
| --- | --- |
| New Year’s Day | Day after Thanksgiving |
| Martin Luther King Day | Christmas Eve |
| Memorial Day | Christmas Day |
| July 4th | Day after Christmas |
| Labor Day |  |
| Thanksgiving Day |  |

All full-time morning children must arrive by 9:00am. Daily curriculum and schedules begin promptly at 9:00am. Parents/Guardians must notify the daycare if child will (occasionally) arrive after 9:00am.

**Irving I.S.D. Weather Closings**

Rainbow Academy will follow Irving I.S.D. weather closings and delayed start times. Please remember to check announcements on local news, weather and Irving I.S.D. broadcasts/bulletins for up-to-date bad weather closings/delayed start times. Rainbow Academy will **close and remain closed all day** when Irving ISD announce delayed start times.

**Payments, Fees, Late Payments and Refunds**

Registration/enrollment fee and tuition payments are due in advance. Subsequent tuition payments are due weekly, every **Monday**. Effective January 1st, 2021, a $30.00 weekly late fee charge will be added to all unpaid balances. Tuition is due every **Monday**. If tuition is not paid by **11:59 pm** **Monday**, a $30.00 late fee will be added weekly every **Tuesday at 12:00 am,** to all unpaid balances.

**For families active in the Child Care Assistance program and have a monthly co-pay**: Monthly payments are due the first Monday of the month. If the daycare is closed the first Monday of the month, then co-payment is due the first subsequent day the daycare is open. A $30.00 late fee will be added to all unpaid balances not paid by 11:59pm the first business day of the month.

**Registration/Enrollment fees are due annually based on the anniversary of enrollment date**. Rates are evaluated yearly and may be raised every year September 1st. Two weeks’ notice will be given to families for rate changes.

Rainbow Academy closes at 6:30pm. Children picked up after closing are considered late and will incur a **late fee of $1.00 per minute**. Late fees must be paid upon arrival the following morning.

Full weekly tuition payments are charged when your child is present or not. You are paying to reserve a space whether your child is here or not. This includes holidays and vacations. If your child is absent without notice for two continuous weeks, then your child will be discharged from the daycare and additional charges will incur. **(Please see Discharge and Withdrawal)**

It is important to keep your child’s tuition and fees paid up to date. If your child’s tuition is two weeks in arrears, you will be asked to remove your child until the outstanding balance(s) is paid in full.

You will incur an additional tuition charge (per child, per week) for school aged children in attendance at Rainbow Academy, during no school days. Your school aged child will incur the same Summer rates, currently, $150.00 weekly, during no school days. All payments for school aged children attending field trips, must be paid in advance, prior to the day of the field trip.

End of the year receipts will be available by January 31st. If you your child is withdrawn from Rainbow Academy and you have an outstanding balance, Rainbow Academy reserves the right to withhold your end-of-year receipt until the balance is paid in full. All outstanding balances owed 30 days after your child is discharged, your account will be turned over to a collection agency.

Rainbow Academy will charge **a $35 return check fee**, per check, for returned checks.

**Hours of Care**

All pre-k children enrolled are considered full-time regardless if they attend pre-k outside of the daycare.

Full-time is 6-12 hours a day

Part-time is 1-6 hours a day

Drop-in (based on availability)

**Age appropriate classroom**

Infant Room: age 6 weeks – 17 months

Infant-Toddler Room: 18 months – 35 months

Toddler Bridge Room: 18 months – 35 months

Pre-Kindergarten Room: 3 years – 5 Years (not attending full-time school)

After-school Room: 5 years (attending full time school) – 12 years (children with special needs to age 16 years)

Occasionally, exceptions are made due to advanced or delayed development (depends on availability in each class).

**Classroom and Curriculum**

Children are divided into classrooms according to age and ability to perform in such class. These rooms are divided as follows: infants, toddlers (age 18-35 months), pre-k (age three, four and five), and after-schoolers (age six though twelve). Occasionally, exceptions are made due to advanced or delayed development (depends on availability in each class).

Teachers are qualified to develop standard classroom curriculum designed to encourage and inspire learning through creativity, imagination, reading with cognitive expectations. Children are involved in hands-on experiences, real-life adventures and assisted discovery as they explore concepts through play. Rainbow Academy does not allow screen time (TV, tablets, computers, electronic devices, etc.) for children under age 5 years. We limit screen time for children age 5 years and up.

**Things to bring and Not to Bring**

We ask that all pre-school age and infants bring a change of clothes daily in case of an accident, so they can be changed. This helps to keep their self-esteem intact. If we don’t have a change of clothes, they will either have to wear a large tee shirt, if we have one, or remain in their soiled clothes until they can be picked up. Either of which can be embarrassing for your child. Children in diapers or pull-ups need to have a daily supply of diapers, pull-ups and wipes. If you want to have powder or ointment applied to your child, it too must be supplied. We supply food and drink for the children. We do not allow children to bring outside food to be eaten in the classroom, except for special celebratory occasions. We do ask that bottles with your child’s name on them are supplied. We encourage children age 18 months – 35 months to use a sippy cup. We discourage the use of pacifiers for children age 18 months - 35 months. If your child is on a special diet or you do not wish to use our infant formula, we need a doctor’s note and/or a written statement for such. Exclusions from our menu for allergies require a doctor’s note for substitutions. We do ask that the children do not bring personal toys, electronics…etc., as they can be broken or lost for which we are not responsible.

**Drop-off and Pick-up**

All full-time children attending Rainbow Academy must arrive **by no later than 9am**. Any full-time child arriving after 9am, without prior notification, will not be accepted. All parents (legal guardians) **must** electronically sign the child(ren) in and out during drop off and pick-ups each day. Please escort your child to his/her class as they are not allowed to roam the halls. Please ensure, your children remain with you when you remove your child from the classroom. **Do not allow your child to exit Rainbow Academy, alone.** It is not safe for your child to go to an awaiting car without a parent/guardian escort. Please keep your child(ren) with you when picking up additional children from class. Again, children are not allowed to roam the halls unattended. Once you remove your child(ren) from class, it is your responsibility to supervise your child(ren). Children on the playground cannot enter or leave from the gate; they must be escorted through the building at which point they will be placed in your care. Please notify us in advance, in the event someone other than the parent/guardian is scheduled to pick up your child. Rainbow Academy requires **acceptable identification** for anyone not currently authorized to pick up your child. Children must be supervised at all times while on Rainbow Academy property to avoid accidents and/or injury.

**Special Needs**

We try to meet all the needs of each child. In the event that a special need cannot be met by Rainbow Academy, we will inform the parent and provide an appropriate amount of time for alternate childcare to be sought.

**Illness/Sick Child**

If your child is ill, they cannot attend class. If your child has fever in excess of 100.4 degrees, vomiting, diarrhea, green nasal discharge or pink eye, these are symptoms that prevent us from allowing children to attend. We will require a doctor’s note or child must be fever and symptom free for 24 hours, following a missed day due to illness, without medication in order for them to return. If your child becomes ill while in our care, we will phone and request for you to arrange for them to be picked up as soon as possible. Ill children will remain in the office area until they are picked up. We know it is hard to leave your job, however it is a health and safety policy requirement of Rainbow Academy.

**Medical Emergencies**

**In the event of a medical emergency, 911 will be called, followed by a call to the parent/guardian.**

**Medication Administration**

Medicines must be signed in daily. Infants sign-in sheets are located inside the classroom. Toddler through school aged, sign-in sheets are located the office. Only prescriptions or age/weight appropriate medicines are administered. Medication must be dispensed according to directions and have a valid expiration date. Medications with expired expiration dates will not be administered. All medication must be brought in and taken home daily. We are not allowed to keep medication on hand. Medication requiring refrigeration will be placed in the small refrigerator located in the kitchen area. Please do not leave your child’s medication inside of their bag or amongst their belonging as it is a safety hazard for all children at Rainbow Academy. You must inform office staff, including your child’s teacher, if you gave them medicine (dose) prior to arriving to school.

**Injury and Accident**

Accident and injuries, despite our precautions, are sometimes unavoidable. Incident reports are written and presented to parents for review and signature when the child is picked up. We will provide a signed copy of the incident report. Parents will be notified, in advance, in the event of an injury/accident that leaves a mark, cut, bruise, scratch or bite. We do try to catch everything; however, some children do not respond to injury (outcry of pain) and the injury may go unnoticed. In the event an injury is not discovered while in our care, please inform the office so that we can investigate what occurred, immediately.

**Health and Safety**

* All staff are trained/certified in first aid and CPR. All staff are required to complete (update) first aid and CPR certification training skills every two years. Teachers and staff are required to attend various instruction-based classes including: child development, inside/outside safety, SIDS, shaken baby, brain development, health and nutrition, setting up classrooms, observing children, redirection, accident prevention, age appropriate curriculum, supervision and bettering themselves as well as each other.
* Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant’s own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.
* Each child enrolled or admitted to Rainbow Academy must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services (DSHS). This requirement applies to all children in child-care centers from birth through 14 years of age. Verification of immunizations must be received by date of admission and must be updated regularly. An official immunization record generated from a state or local health authority must include:
  + The child’s name and date of birth
  + The type of vaccine and number of doses
  + The month, day and year the child received each vaccine
* Children attending pre-kindergarten or school away from Rainbow Academy, must have a copy of the current immunization record that is on file at the school the child attends or parent must provide a signed statement stating that the child’s immunization record is current and on file at the school the child attends. The statement must be dated and include the name, address and telephone number of the school.
* All pre-school and school age children must have a vision and hearing screening by a professional for possible vision and hearing problems. Parents are required to submit verification of the child’s acuity and sweep check results, or a parent signed statement stating that the child’s screening records are current and on file at the school the child attends away from Rainbow Academy. The statement must be dated, signed and include the name, address and telephone number of the school.
* Parent may provide sunscreen and or insect repellant to be applied by Rainbow Academy staff as needed.
* For safety of **all children who can walk**, we require children to wear **closed toed and closed heal shoes.**
* **Infant Room Occupancy Policy**: The infant room is for children 6 weeks through 17 months of age, **only**. Children 18 months – 3 years of age are not allowed in the infant room without additional **staff** accompanying and supervising them. Children over the age of 4 years are **PROHIBITED** from entering the infant room. Families who have infants attending as well as children attending in other classes, must pick up the **infant child** from their class **first**, then go to other respective classes. Siblings or other children whom age is prohibited from entering the infant room must also adhere to this policy.

**DRESS CODE**

Your child’s attire first and foremost should be age appropriate. Clothing should never display inappropriate pictures or wording. Underpants should be covered at all times. If a child is wearing a dress, they must have shorts or bloomers underneath. Also, should spaghetti straps be worn, they must fit correctly. If they constantly slip off and expose the child’s chest, a t-shirt will be placed on the child unless alternate clothing is provided, at which time we will have the child change. Clothing malfunctions, so to speak, often produce unnecessary, age inappropriate conversations.

**Footwear,** children are often building with large blocks, playing outdoors, riding on toys, climbing on the playscape, etc. Because of this, it is **REQUIRED** that all children wear a pair of **closed toe and closed heal shoes** each day. Please remember that your children are here to learn. At this age, this is often accomplished through play. It is very difficult to explain to a child that they cannot play outside or ride on toys because they do not have on protected footwear. Also, our playgrounds are covered in protected pea gravel which can be very dusty. They are here to have fun. Please dress them accordingly.

In addition, the children are required to wear their shoes throughout the day. Shoes should be comfortable and provide adequate protection for the feet during outdoor play. **Flip-flops, slip-on shoes, house slippers, open-toe or open heal sandals, jelly shoes and any shoes with high heels are prohibited as they present a safety hazard.**

**Emergency Preparedness (evacuation plan)**

At Rainbow Academy, we know how important it is to be prepare in the event of fire and inclement weather. There are evacuation floor plans posted at the exits of every room at Rainbow Academy. Evacuation bags are located in each classroom and contain contact information for each participant. We conduct monthly fire drills and inclement weather drills to help us to be prepared in the event of an emergency. Staff are instructed to exit a predetermined area, proceed to the back of the building walking to the designated location at Holy Family Nazareth.

**Lockdown Procedures**

During facility emergencies it is vital that facility staff and participants are prepared to react quickly.

The types of events that require lockdowns include situations such as the following:

* Active shooter
* Hostage situation
* Riots
* Police activity nearby
* National disasters

Staff should do the following if a lockdown is ordered:

* Lock all [doors and windows](http://www.protection1.com/campus-safety/school-lockdown-procedures/) immediately. If a door can’t be locked, attempt to quickly block the door with heavy items.
* Never open doors or windows unless ordered to do so by a staff or public officials. Always ask for documentation from an official to confirm their identity.
* Turn off all lights and close the blinds or curtains.
* Instruct all children to stay low and away from the [windows and doors](http://www.protection1.com/campus-safety/school-lockdown-procedures/).
* Keep children inside of the classroom.
* Silence televisions, cell phones and other electronics.
* Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
* [Account](http://www.protection1.com/campus-safety/school-lockdown-procedures/) for every child in the room.
* Assist those with special needs.
* Remain indoors and under lockdown until you receive an “all clear” from authorized staff or public officials.

**Guidance and Discipline**

At Rainbow Academy, we feel it is essential that the children are greeted upon arrival and sent home at the end of the day on a happy note. In dealing in a learning environment, we hope to help the children to learn from their mistakes and as different as each individual is, we will have problems arise. We believe in communicating with parents when a problem arises, so that we can work together as a team to promote growth and assist in preventing reoccurrences. We ask that parents support and work with the teachers so that the child’s progress is consistent and positive.

Our policy for discipline is first to redirect, followed by occasionally a call to parent for support. Teachers are not permitted to hit, spank, yell or embarrass the children as this promotes low self-esteem. We do inform the child of his/her misconduct so that they can learn from it and improve. Parents are not permitted to spank or yell at the children in the building or on the grounds of Rainbow Academy. Parents are informed of misconduct at the end of the day when a child is picked up. Please support your child’s teacher and encourage your child(ren) to make better choices. If the child has continued challenging behavior on a reoccurring basis, a behavior management program will be implemented over a trial period of two weeks. This program will be devised based on the individual needs of each child.

**Meals**

We are on a food program through Child Care Services and will need their form to be completed at the time of enrollment and on a yearly basis. We provide free breakfast, lunch, afternoon snack, and dinner daily. Menus are posted in the office, classrooms and in the kitchen. It is a rotating menu and any substitution will be made with something on the menu. Breakfast is served until 8:30am. Lunch begins at 10:30 am. Snack is served after nap time (2:45 pm ). Dinner is served at 3:45pm – 4:45pm. If your child has an allergy to any item on the menu, we will need a doctor’s note and/or written statement. Children are not allowed to bring outside food into the classroom, except for celebratory occasions. Families must insure children are fed if arriving outside of the scheduled meal service times.

**Transportation, Bus Rules and Reminders**

We provide transportation to and from school, to and from field trips only. We do not provide transportation to and from home.

We depart for school drop off at 7:00 am in order to get the children to schools on time. If the bus has left when you get here, you will need to take your children to school. The children are informed of all rules for the bus and are expected to follow them at all times. Children are required to wear seat belts (one per child), remain under control and calm. Leave all items in backpacks. Use inside voices and help keep the bus clean. Allow the driver to help them in and out of the van by holding their hand. Do what they are asked to do. No fighting or roughhousing…etc. If a child cannot follow the rules for the bus, they will be prohibited from riding the bus.

If your children are scheduled to be picked up and for some reason will not be on the bus**, PLEASE inform the office before 2:00pm so that we can inform the driver.** When we don’t know that your child is not there, we get delayed in picking up the remaining children. The driver cannot proceed to the next until we know where your child is.

The buses are maintained on an ongoing basis. Tags, plates and inspections are current and up to date. Drivers must have a current valid driver’s license and a good driving record; they must be at least 25 years of age. Drivers carry cell phones but can only use them in case of an emergency. They must pull over before using a cell phone. First aid kits are on each bus at all times. We require written consent to transport the children to and from school, to and from field trips.

**Field Trips**

Field trips are, and extra cost and the fees will be posted prior to the event. Fees must be paid in advance for the children to attend. Tee shirts with our information displayed on them are to be used for field trips. Children must follow classroom and field trip rules to be able to attend. If a field trip is paid in advance and your child misses it, your fee payment is non-refundable. We do not take children ages 5 through 12 years to the public swimming pools where there are no lifeguards on duty. Children ages 15 months through 5 years will enjoy sprinkler play located on the property of Rainbow Academy.

**Each field trip will require a separate permission form and must be signed (and returned) prior to the trip. If the permission form is return signed and your child does not have the appropriate tee shirt, your child will not be allowed to attend the field trip. No exceptions. That child will remain at Rainbow Academy.**

**Special Events**

We allow the children to enjoy holiday parties throughout the year. You are encouraged to attend and celebrate these occasions with them. You may celebrate your child’s birthday with him/her in the classroom. Please inform the office and your child’s teacher in advance so that we can be prepared for the fun and excitement. We do an annual fundraiser/carnival this helps to meet the extra needs of the school which your child will benefit from. We encourage the children and parents to participate with functions so that we can reach goals set. We always have a great time with this and other events.

**Pictures/Photographs and Video Taping**

We may picture studios come to take professional portraits of your child. Information will be posted in advance and you are never obligated to purchase any of the pictures. We do this for convenience to our parents.

Rainbow Academy would like to take pictures and videos of the students as they are learning, playing and growing. We would like to post these pictures to Rainbow Academy’s Website and Facebook page so, that family members and friends can get a peek into our little world here at Rainbow academy. We would need your permission to post pictures of your children.

**Parents/guardians must sign a PERMISSION TO PHOOGRAPH CHILD form giving authorization for the center to photograph and/or video tape your child(ren) for these purposes.**

**Open Door Policy**

We welcome parents at any time, in any area of our school. We encourage parent involvement, especially on field trips and helping with class parties. Also, if you have a concern. Please schedule a time to meet with the classroom teacher and /or director of the facility.

**Breastfeeding**

Rainbow Academy will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care which is warmed in a bottle warmer.

**Parents’ Responsibilities, Influence and Family Participation**

Children must be signed in and out by the custodial parent/guardian or adult person approved by the parent(s). only those persons approved by the child’s parent(s) may take a child from Rainbow Academy. If those persons are not known to current staff, identification will be required. Please understand that due to liability issues, staff of Rainbow Academy are not permitted to take children home from our center.

In order not to confuse school toys with a child’s personal property, we ask that children not bring playthings from home. Rainbow Academy staff cannot be responsible for lost or broken personal toys. Two exceptions to this are, a stuffed animal for use during naptime by full-day preschool children and for Show & Tell purposes. You will be notified by your child’s teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

* Communicate any concerns regarding our program or your child immediately to staff
* Pick up and read the notices and newsletters from the office or your child’s teacher
* Pick up your child’s papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child’s day.
* Please be aware of the scheduled meal times of breakfast, served until 8:30am. Lunch begins at 10:30 am. Snack is served after nap time at 2:45 pm. Dinner is served at 3:45 – 4:45pm. Make sure your child arrives on time to be included in those meals, if you intend for them to be fed.
* Please do not allow your child to bring gum or candy or other outside food into the classroom. to the classroom. We STRONGLY encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served at the same time that the other children are eating, and MUST be taken home at the end of the day, this is only in case of food allergies, otherwise do not bring outside foods.
* Periodically check on your child’s supply of extra clothing. Please take-home soiled clothing promptly.
* The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.
* Please report changes and keep us informed of any new medical issues or concerns. You must report changes to: Name, Address, Phone Number, Emergency contacts or Persons Authorized to pick up children. You can communicate these changes through, phone call, email, written, in person and by filling out change of information cards available on the resource table in the front office.

Please understand young children are present in our building. Some adult language is not appropriate for young children. Rainbow Academy prohibits swearing or cursing on our property. Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services.

Rainbow Academy has the right to terminate care in the event of disruptive behavior from a parent or guardian. In the event of incidents between children, Privacy Laws prevent us from revealing what child/children involved or pointing out a specific child. Parents are not allowed to address, pick up, handle or redirect another child, it is the teacher’s responsibility. Rainbow Academy must adhere to rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

**Complaint Procedures and Concerns**

We take the safety of this facility and your child’s safety seriously.

To ensure questions, complaints or concerns are handled in a timely manner, please address issues **immediately**.

Complaints or concerns should be followed accordingly:

* Please notify the child’s teacher (if the concern involves another child). If not resolved,
* Please notify the facilities Director. If not resolved,
* Please notify the facility owner. If not resolved,
* Please notify Texas Department of Family and Protective Services, Child Care Licensing

**Discharge and Withdrawal**

We require a fourteen (14) day written notice must be received in the office, prior to the day of discharge/withdrawal of a child from Rainbow Academy. If your child is discharged/withdrawn from Rainbow Academy, without a required advanced 14 day written notice, you will incur a charge equal to half tuition rate for the 14 days. If your child is absent without notice for two continuous weeks, then your child will be discharged from the daycare and additional charges will incur.

**Parent Teacher Conference and Visit with Classroom Teacher**

Rainbow Academy maintains individual classroom folders containing your child’s performance and development. A minimum of two parent-teacher conferences per year are scheduled to review and discuss your child’s performance and development summary. This gives the parent/teacher the opportunity communicates with one another. Conferences may also be requested/scheduled at any time, please provide a request in advance (written, phone or in office) so that we may make arrangements suitable for parents and teacher/staff.

**Suspension/Expulsion**

When your child(ren) displays repeated behavioral actions which puts children, staff or teachers in immediate danger, Rainbow Academy must protect the safety and wellbeing of all in the facility. Excessive behavioral actions which put children, staff or teachers in immediate danger may result in immediate suspension and/or expulsion from Rainbow Academy. In the event, parent(s)/guardian will be notified immediately.

**Communication**

Communication is very important at Rainbow Academy. The parent and the provider need to have a good working relationship, so they can communicate and work together. Parents and the provider need to exchange pertinent information in the child’s life, such as changes in routine, special events or activities as well as changes such as death, divorce, separation, moving visitors and any other changes that would or might affect your child. All of this information is very important in understanding the child’s feelings, behavior and well-being. We welcome any questions, feedback or discussions of any kind that are oriented towards a positive outcome for your child(ren). Conferences will be scheduled based on request or as needed.

**Record Keeping**

It is important that all paperwork which requires your signature be returned to the office in a timely fashion**. Changes in your address, phone numbers, job information, authorized pickup permissions or child’s immunizations must be kept updated and reported as soon as the change is known.** We periodically send home documents for updating changes in your or your child’s information. These documents must be completed and returned in a timely fashion. This ensures information in the files are kept up to date and promotes safety for the children, especially in an emergency situation and for purposes of contacting you.

**It is important that you are electronically signing your child(ren) in and out daily. The sign in/out tablets are located in the office.**

**Parking**

Parking is not allowed in front of the steps as this promotes congestion and is not a safe place to park. The handicap space is reserved for handicap drivers only, you may get a ticket if you park there without a valid handicap placard or plates displayed on your vehicle. If you intend to stay in the building for a prolonged time, please do not block the busses. You may park in the church parking lot located behind the building.

**Building Use and Specific Activities**

During the day, the center is used inside and out to meet the needs of our children. Classrooms are used for teaching, center-based learning, serving meals and nap time. Outside, we have two playgrounds, one for infant – two-year old’s, the other for ages three - twelve. These are used according to schedules so that we all get a fair amount of outside play-time and learning-time, at least 30 minutes twice a day, weather permitted. We have schedules for our classroom time as well. We have restroom, which are designated for boys and girls and are separated from staff restrooms.

**Policy Changes**

In the event a policy is changed or added, we will inform the parents/guardians in writing in person or electronically and an updated policy document will be available upon request. If there are several changes, new policy documents will be distributed to all parents/guardians at the time of the change.

**Inspection Form and How to Contact Local Licensing Office, Abuse Hotline and Department of Family and Protective Services (DFPS) (website)**

Rainbow Academy follows all policies as outlined in the Texas Minimum Standards for Childcare Centers. You are able to review the Texas Minimum Standards and our most recent licensing inspection at any time, located in the front lobby or online at www.dfps.state.tx.us. If you have any questions or concerns, feel free to contact the director. You can also contact the state child care licensing office listed below.

* Child Care Licensing – 8700 North Stemmons Freeway, Suite 104 Dallas, Texas 75247 # 214-951-7902
* Child Abuse hotline – 1-800-252-5400
* Child Care Licensing Inspection – 1501 Circle Drive, Mail Code 0-11, Fort Worth Texas 76119 #817-321-8604
* DFPS website - [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Rainbow Academy staff are **REQIRED** by Texas State law and licensing requirements to report, immediately, to the police or DFPS any instance when there is reason to **suspect** the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation. Staff are not required to notify parents/guardians when police or DFPS are called about possible child abuse, neglect or exportation, except at the recommendation of DFPS or the police when called.

The following examples of abuse or neglect include, but not limited to:

* Leaving a child in a vehicle unattended
* Not securing a child in a seat belt or age appropriate child(ren) in a safety seat (child car seat or booster seat)
* Unexplained marks or bruises on the child’s body
* Hygiene issues or neglect

**Gang Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Rainbow Academy is a GANG FREE ZONE.

**Rainbow Academy is an equal opportunity program.** No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs or religion, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination.

**Acknowledgement and Photo Permission Forms**

**Please complete, sign, date and return the last two pages of this handbook. They are marked “Rainbow Academy Copy”**

**Thank you for choosing Rainbow Academy for the care of your young child(ren)**

**Acknowledgment**

**I, (print parent/guardian name(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have received the Rainbow Academy’s Parent Handbook. All questions have been clearly discussed with me and I clearly understand the policy and procedure information contained in this handbook. I clearly understand my responsibilities as a parent/guardian of my child(ren) who attend Rainbow Academy.**

**Name of Child Date of Enrollment**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Signature Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Signature Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Office Personnel (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHOTO/VIDEO PERMISSION FORM**

Dear parents,

We would like to take pictures and videos of the students as they are learning, playing and growing. We would like to post these pictures to Rainbow Academy’s website and Facebook page so, that family members and friends can get a peak into our little world here at Rainbow academy. We would need your permission to post pictures of your children.

Please let us know if you have any questions or if you need more information. We look forward to capturing lots of magical moments and share them with you all.

Thank You

I (do do not) give my permission for my child(ren) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be photographed and or video recorded by staff of Rainbow Academy, for the purposes of advertising and family enrichment, at any time.

I understand that I may change or remove my authorization at any time.

**Signature Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Signature Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Office Personnel (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acknowledgment**

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**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rainbow Academy Copy**

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**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rainbow Academy Copy**