



**LEARNING RAINBOW PRESCHOOL**  
Infant · Toddler · Childcare & Preschool

# Parent Handbook

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## Mission

Our mission at Learning Rainbow Preschool is to create a learning community that teaches children through an academic and play-based model, and to keep every child engaged in fun, developmentally appropriate, and meaningful experiences. We are dedicated to work as a team with families to give children a wonderful childhood experience. By attending Learning Rainbow Preschool, children will have the opportunity to develop and to be excited about learning every day. We achieve this mission through carefully selecting state certified teachers and staff that will meet the diverse needs of children and their families. By attending Learning Rainbow Preschool, your child will be completely prepared for kindergarten. Being a part of your extended family is the best.

## Philosophy

Our philosophy at Learning Rainbow Preschool is to have children learn largely through play while combining a strong creative academic program. Play is essential to children's development as it contributes to their physical, cognitive, social, and emotional well-being. When children play they explore the world around them, they use their imagination, make decisions, and face challenges. Through play, children also learn to communicate and cooperate with others. These are coping skills that will be with them throughout their lifetime.

Learning Rainbow Preschool will be using a fun literacy program called Zoo Phonics. This program will help your child identify the letter sounds of the alphabet and fully prepare them to read in Kindergarten.

We know that each child develops at different rates and through different means. Because of this, our program is designed to focus on individual children's strengths and needs in order to build their self-confidence.

## *A Letter from Chantal*

*My message, as a director and owner of a home daycare for 23 years, is that the children who come through my program are a part of my life forever. It's a joy to watch them grow into successful adults with so much potential. Children that go through the Learning Rainbow Preschool program will gain strong skills that will stick with them throughout life, and will help them become the best they can be. We work with our families as a team to create great outcomes for our children.*

*My educational background has brought me success in this business. I have earned a bachelor's degree in business management from Madonna University and went on to earn an associate's degree in early childhood education from Oakland Community College. Becoming a part of your extended family is what I enjoy the most.*

*It's a precious gift to have your children and we are lucky to offer them life's best learning experiences. We will help to give them the desire to learn, and turn every day into rewarding experiences. We will work with you to surround your children with the best that life can offer.*

*Sincerely,*

*Chantal Cheesbro*

*Owner of Learning Rainbow Preschool*

## **Open Door Policy Statement**

At Learning Rainbow Preschool, we pride ourselves on our open door policy. We feel that open communication is an essential part of maintaining a successful center. We are always interested in discussing our families' ideas, questions, suggestions, problems, and concerns. Please do not hesitate to share your thoughts with us!

## About Learning Rainbow Preschool

### Programs Offered

**Infant Program:** Our infant program serves children aged 6 weeks to 12 months. We offer full and part time schedules. In this program, we encourage infant exploration with stimulation that promotes cognitive, physical, social-emotional, and language development. We provide a flexible schedule that will accommodate every infant's needs. The ratio in this program is one teacher per four children.

**Infant Toddler Program:** Our infant toddler program serves children aged 12 months to 2 years. This program is a "transitional" program, acting as a stepping stone between our infant and toddler programs. The goal of this program is to allow children to discover their independence, while exploring the world around them through music, art, literacy, & play. The ratio in this program is one teacher per four children.

**Toddler Program:** Children in our toddler program are aged 18 months to 3 years. We offer full and part time schedules. We make sure that toddlers are productively using their energy by balancing individual attention with group experiences. Our toddler program encourages children to use their bodies, senses, and their emerging problem-solving skills to learn about and make sense of their world in meaningful and effective ways. The ratio in this program is one teacher per four children.

**Jr. Preschool Program:** Our Jr. preschool program serves children aged 33 months to 4 years. We offer full and part time schedules. We focus on children gaining independence, self-confidence, and problem solving skills, while also giving them a strong academic base. We offer children a combination of self-directed and teacher-directed activities. Children must be fully potty-trained to enroll in our Pre-Kindergarten program. The ratio in this program is one teacher per eight children.

### Days and Hours of Operation

Learning Rainbow Preschool is open Monday through Friday from 6:30am to 6:00pm.

### Holidays/Paid Closures

We are closed for these holidays:

New Year's Day	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day
Fourth of July	Day after Thanksgiving	New Year's Eve

Additional closures may occur during the calendar year with advanced written notice. Examples may include staff training days, extra days during the holiday period, etc.

Payment will be required for the above holidays if the holiday falls on a day that your child regularly attends. Vacation days (see page 14) may not be used in place of holiday pay.

## Meal Program

Full day tuition rates include breakfast, lunch, a morning and afternoon snack. Weekly menus are posted on the parent information boards located at the front entrance of the center, as well as on the bulletin board in our kitchen. Menus can also be sent home upon request.

If you would like your child to eat or drink anything other than what is on our menu, you will be required to provide these items for your child. It is required that all meals provided from home consist of food that is fully prepared and does not require heating. Lunches need to be brought in a labeled bag (child's full name and date).

If you'd like your child to drink milk other than Vitamin D, you are required to provide alternative milk to the center. The milk may be provided daily (in a fully labeled container) or weekly (in its original commercially packaged container). All milk provided by parents will be sent home on the child's last attending day of the week. All children under the age of two years of age will be served whole milk, while children over two years of age will be served 1% or skim milk.

You are responsible for providing all meals until the child has transitioned to eat off of our menu. All bottles must come to the center ready to feed. Bottles must also be labeled with the child's first and last name, date, contents (formula, breastmilk, whole milk, etc.), and number of ounces.

Please note that our center is **PEANUT-FREE**.

## Media Use

Media use is defined as using an electronic device with a screen, including but not limited to television, computer, tablets, mobile devices, cameras, and electronic game consoles. Media use is not permitted for children under the age of 2 years in child care settings. For children over the age of 2 years, non-interactive media use is limited to no more than 2 hours per week. At Learning Rainbow Preschool, we only allow child-friendly media use for children over the age of 2 years through our computers.

## Example Daily Schedule

6:00–8:00am	Arrival/Breakfast in Kitchen	11:30–12:00pm	Lunch Time
8:00–9:00am	Library/Go to classrooms	12:00–2:00pm	Rest Time
9:00–9:20am	Large Group Time/Circle Time	2:00–2:20pm	Large Group Time/Circle Time
9:20–9:40am	Small Group Time	2:20–3:00pm	Work Time
9:40–10:00am	Morning Snack	3:00–3:20pm	Afternoon Snack
10–10:10am	Planning Time (Preschool+)	3:20–3:50pm	Outside Time
10:10–10:45am	Work Time	3:50–4:30pm	Small Group Time
10:45–11:00am	Recall Time	4:30–5:00pm	Table toys
11:00–11:30am	Outside Time	5:00–6:00pm	Library/Departure

## Daily Routines

### Large Group Time

The purpose of this time of day is to have the whole class come together and carry out a caregiver-initiated activity. This way the class can have a community-like feel where they share their ideas and have one common goal. The teacher plans this time of day but allows for children to have freedom in choices that they make.

### Small Group Time

Children gather in smaller groups and carry out a caregiver-initiated activity. This is the Lead Teacher's chance to pick a content area that they want the children to focus on and plan an activity based on that content area. The Lead Teacher plans this part of the day but allows for children to have freedom in choices that they make.

### Planning Time –*Preschool and Pre-K rooms only*

Each teacher in the room takes a group of children and asks each child what they would like to do during work time. This gives the children the opportunity to make their own choices, create goals, and use their creativity to carry out their goals during work time. Planning time also makes their play become more purposeful and focused.

### Work Time

Children choose what they want to do in the classroom. Children may go from one area of the room to another as they wish during this time. This gives children the opportunity to initiate activities, make choices, solve problems, work with others, and accomplish their goals. Children may change their activity from what they planned during work time.

### Recall Time–*Preschool and Pre-K rooms only*

Each teacher in the room takes the same group of children that they had during Planning Time and asks each child what they did during work time. This gives children the opportunity to reflect on what they had done, share their ideas with their peers and teachers, and develop meaning of their play.

## **Meals/Snacks**

Meals are an important time for the children. It is a social time as well as a time for nutrition. Our menus are created to meet state nutrition guidelines and to provide healthy choices for the children.

We want to promote our children's independence by encouraging them to serve their own food and cleaning up their area.

Infants and Toddlers: Infants who are bottle fed are always held for feeding. Toddlers who can eat on their own should be encouraged to do so. We make sure a bib or extra t-shirt is put on the child prior to the meal, as this can be messy.

## **Rest Time**

Children under the age of 18 months are always permitted to sleep on demand.

Children under the age 3 are provided opportunities to rest regardless of the number of hours in care.

Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day.

## **Outside Time**

Children who are in attendance for three or more continuous hours per day are provided with outdoor play, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled. Please make sure your child is appropriately dressed for the weather each day.

## **Pest Control**

In the event that pesticide application must be done to our property, families will be notified prior to the application by both email and written notification. Our exterior property is sprayed on an as needed basis for mosquitos and ticks. We do not use pesticides on the inside of our facility.

## Curriculum

Learning Rainbow Preschool uses the Zoo Phonics program and some components of the HighScope philosophy.

### Zoo Phonics Program

Zoo Phonics encourages the use of our senses to teach language arts. Included are activities where children hear, speak, see, move, and touch in order to learn phonics. It uses many approaches to learning all aspects of language arts, including vocabulary development and articulation, based on phonics and phonemic awareness. This program maximizes the child's ability to understand, memorize, and effectively use language through reading, spelling, and writing. It's a playful yet concrete way of teaching that keeps the children engaged. The use of animals drawn in the shapes of letters, along with a related body movement to go along with each letter, makes them much easier to remember for children. Lowercase letters and their sounds are taught first, capital letters and letter names are taught later.

### Components of HighScope

At Learning Rainbow Preschool, we use some components of the HighScope philosophy. We believe that young children can build their own knowledge of the world around them. This promotes independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving.

Learning is not simply a process of adults giving information to children, rather where children participate actively in their learning process. They discover things through direct, active experience with people, objects, ideas, and events. Teachers are as active and involved as children in the classroom. They purposefully provide materials, plan activities, and talk with (not at) children in ways that both support and challenge what children are thinking and observing. Teachers and children both get the opportunity to initiate activities during the day, giving teachers the ability to focus on content areas and children the opportunity to make choices. This way, everyone gets a chance to shape the learning environment.

**Key components of this philosophy that we will practice are:**

#### Active Learning

This is a concept describing how children learn through doing. Children use all of their senses to give meaning to the world around them. There are five components to an active learning environment:

1. **Materials:** Children need a variety of hands-on materials.
2. **Manipulation:** Children need the chance to use their five senses with these materials.
3. **Choice:** Children need the chance to make choices in their play.
4. **Child Language and Thought:** Children need activities that promote the use of language and involve critical thinking.
5. **Adult Scaffolding:** Children need adult interaction while they play. Adults can help build on children's existing knowledge.

### **Partnerships with Children**

Teachers and children build partnerships in the classroom. Teachers actively listen to the children in their care, and let children take more of a lead in their learning and play. When children get the chance to take the lead, they gain independence, confidence, and decision making skills. Rather than the teacher always controlling what the children play and learn, children get to make choices and gain initiative. Many conversations are also lead by children in this environment.

### **Children Solving their Own Problems**

Rather than the teacher solving all of the problems that arise in the classroom (disagreements, how to do certain things, etc.), children get the chance to solve their own problems. This promotes independence, cooperation, critical thinking, and confidence.

## Enrollment Procedure

### Requirements for Enrollment

1. Payment of non-refundable registration fee of \$100 for one child, and \$50 for each additional child.
2. Payment of the first two weeks tuition, which will be applied to your account. This is refundable should you choose not to enroll at Learning Rainbow after the initial deposit is made.
3. Completion of enrollment forms prior to desired start date:
  - \_\_Enrollment contract
  - \_\_Child information record
  - \_\_Signed copy of parent handbook agreement
  - \_\_Health appraisal (must be provided within 30 days of attendance)
    - Infants: Within the preceding 3 months (and updated yearly)
    - Toddlers: Within the preceding 6 months (and updated yearly)
    - Preschoolers/Pre-K: Within the preceding year (and updated every 2 years)
  - \_\_Immunization Record (While a preliminary immunization record is due at enrollment an updated one is due within 4 months of enrollment.)
  
  - \_\_Medical Treatment Form
  - \_\_Topical Ointment Waiver
  - \_\_Parent Questionnaire
  - \_\_Licensing Notebook/Binder form
  - \_\_Media consent form
  - \_\_Milk consent form
  - Peanut free policy

### Confidentiality

All of the above information will be kept confidential and will only be released to authorized persons such as but not limited to: State licensor, police department, and health and social services.

*Failure to adhere to these enrollment policies could postpone your child's admission to our program or could result in no admittance to our program.*

### Trial Enrollment Period

To avoid unnecessary stress for your child and all registered children, all new children enroll on a mutual two-week trial period to determine if our center is an appropriate match for all parties. Either party (i.e. the parent or our center) may terminate enrollment during this period with 24 hour written notice. Any unused, prepaid tuition funds will be reimbursed at that time.

### Infant Enrollment Only

An intended start date must be provided in writing to Learning Rainbow Preschool within 30 days of an infant's birth. If the start date is delayed from the original date provided to Learning Rainbow Preschool, 50% tuition will be due until the new start date is reached.

## Payment Procedure

### Registration Fee

A non-refundable registration fee (\$100 for the first child, \$50 for each additional child), plus the first two weeks of tuition are due upon registration or before child's starting date.

### Forms of Payment

Payment is accepted in the form of cash, check, money order, or automatic debit (ACH) from a checking or savings account. Credit cards are not accepted. All cash payments must be paid to the Owner or Director in the office. Checks must be made payable to Learning Rainbow Preschool.

### When to Pay/Late Payments

Tuition is due on the first day of your child's attendance each week. Any payment not received by Thursday of that week is subject to a \$25 late fee. Failure to pay could result in your child's termination from our program.

### Absenteeism or Cancellation

*Learning Rainbow Preschool does not credit accounts for absenteeism or cancellation of a child's enrollment in any of our programs. Tuition is still due when a child does not attend due to illness or when last-minute days off are requested without notification.* If your child needs to attend on a day that they are not normally scheduled, you must contact the Owner or Director to request availability for the additional day. When there is availability in the classroom, you are welcome to add an additional day. Your account will be charged the following week for the additional day.

### Returned Checks and Delinquent Funds

Returned checks: A \$35 non-sufficient funds fee will be assessed to your account for any returned check or ACH payment. If this situation occurs twice, cash or money order will be required for payment for the remainder of the year.

If outside assistance is required to collect any outstanding balances on your account, all costs incurred, including any and all attorney fees, collection fees, and/or court costs will be added to your account.

### Tuition Increases

Learning Rainbow Preschool may increase tuition rates on a semi-annual basis during your child's enrollment. All enrolled families will receive written notice at least 30 days prior to a rate increase.

### Annual Fee

All families will be assessed an annual fee of \$100 per family each September 1<sup>st</sup>.

## **Sibling Discount**

Families who have 2 or more children in our program, and attend 4 or more days per week are eligible for a 5% sibling discount. The discount is 5% off your oldest child's tuition. Latchkey and school-age child services, including Summer Camp, are not eligible for this discount.

# **General Policies and Procedures**

## **Arrival/Departure**

Upon arrival and departure, all children must be walked into the building, through the front door, by their parents/guardians and signed in and out. All children must be dropped off by 10am each day. Exceptions may be made for doctor's appointments, therapies, etc., with advanced notice and proper communication. All children must be picked up by 6:00pm. Picking your child up any later than 6:00pm will result in a late fee of \$1 per minute after 6:00pm. Please note that repeated late pick-ups could result in termination from our program. Please make sure that Learning Rainbow Preschool staff acknowledges your child's arrival and departure.

## **Sign-In and Sign-Out**

Upon arrival and departure, all children must be signed in and out at their designated classroom by a parent or guardian. Parents/guardians and any designated pick-up person must have a photo ID available at the time of pick-up. You are responsible for your child until you have left your child's classroom at drop-off, and as soon as you enter their classroom at pick-up.

## **Designated Pick-up Persons**

Learning Rainbow Preschool will only release children to those individuals designated by parents/guardians on the child's registration form. Parents/guardians may also provide an additional list of designated adults to whom their child may be released. A valid photo ID provided by the designated pick-up person must be shown to a staff member before release of the child will be permitted.

## **Visitations**

We utilize the open door policy. Parents/guardians of enrolled and attending children are permitted and encouraged to observe and visit their children at any time.

## Personal Property

Learning Rainbow Preschool is not responsible for lost, stolen, or damaged items brought to the center. All personal property must be labeled with child's first and last name. Please receive permission from your child's teacher before bringing personal items and toys from home. Any item or game pertaining to violence, such as; guns, swords, action figures, etc., are not permitted in the center at any time. These items will be held in the office until the child's departure that day. Media devices, such as iPads, tablets, video game consoles, cell phones, etc., are not allowed to be brought from home.

### Lost and Found

Items or clothing left at the center at the close of each business day will be placed in Lost and Found. It is the parents/guardians responsibility to check this area.

## Change in Personal Information

The Owner and/or Director must be notified immediately of any changes in personal information (home telephone, work telephone, address, emergency contacts, etc.)

## Notification of Absence

If your child will be absent on a regularly scheduled day for any reason, the absence must be reported to the center by 9am by phone, email, or through communication with the child's teacher.

## Child's Schedule

Children enrolled in this center must have specified days of the week and times that they are to attend. This ensures that we have the proper space and staffing for the children to have a quality experience with us.

### Vacation Policy

Families are allowed 1 week of vacation per calendar year, from January 1<sup>st</sup> to December 31<sup>st</sup>, at no cost. This vacation time is available to use after 90 days of continuous attendance. Days must be used in a consecutive format and must be the same days as normally attended per week. For extended, continuous vacations lasting more than 2 weeks, an arrangement will need to be discussed with the Owner/Director. The center must be notified in writing at least 2 weeks prior to vacation time requested. Vacation weeks cannot be rolled over from year to year.

Families who have extended time off during the summer are ineligible for one free week of vacation during the school year. During school breaks, such as Christmas Break, Mid-Winter Break, and Spring Break, full tuition is due. Tuition is also due for all holidays (excluding the 4<sup>th</sup> of July) if the holiday falls on a day of the week that your child regularly attends. Please see page 5 for a list of these holidays.

Children enrolled in our program must follow the same schedule week to week. If changes are needed in days or times of attendance, notice must be submitted to the director at least 1 week prior to the change. Schedule change approvals will depend on space available in the child's classroom, and are not guaranteed.

### **Switching Scheduled Days**

If your child needs to attend on a day that they are not normally scheduled, you must contact the Owner or Director to request availability for the additional day. You are welcome to add an additional day when there is availability in the classroom. Your account will be charged for the additional day.

### **Program Withdrawal**

Learning Rainbow Preschool must be provided with a written notice of withdrawal at a minimum of 2 weeks prior to withdrawal. Tuition is also due for these weeks. Any balance remaining on a child's account at the time of withdrawal must be paid in full.

### **Emergency Closures**

On rare occasions, the center may be closed because of an emergency situation. Reasons for emergency closure including but not limited to: extreme weather conditions, electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations which could endanger the safety or health of families and employees.

Families will be notified of closures through email and/or our communication apps, and closings will also be posted on our Facebook page, [www.facebook.com/LearningRainbowPreschool](http://www.facebook.com/LearningRainbowPreschool).

In situations where the center closes after opening for the day, parents will be notified and will need to pick up their children within a designated time period.

Payment is still required for days that the center must close due to inclement weather conditions, power outages, or any other emergency. This includes when the center closes after opening for the day.

### **In-House Field Trips & Enrichment Activities**

From time to time, we may plan an in-house field trip or enrichment activity. Parents/guardians will be notified of these activities ahead of time. Depending on the activity, a permission slip or waiver may be required before a child may participate.

## Transitioning Children into a New Classroom

We will give parents two weeks' notice of an upcoming transition to the next classroom. This occurs as your child approaches the appropriate age and maturity to move to the next stage. Transitions can be difficult because your child must now adjust to a new environment, new teachers, new routines, and a new social scene and leave all of what he/she had gotten used to behind. Some children may find this easy, while others may find it uncomfortable. To help children feel more comfortable with this transition, we may use these approaches:

- Scheduling a meeting with the teacher, parents/guardians, and children together. This helps everyone get to know each other and discuss any ideas or concerns.
- A two-week introductory period where the children spend small amounts of time in the classroom they will be entering. By doing this, children can get to know their new teachers, classmates and environment, while still feeling the security and support of their current teacher.
- Teachers prepare the classrooms by hanging photographs of the children and their families around the room and displaying artwork that the children created while visiting.
- The teachers also prepare for your child by offering intake meetings. These meetings are a time for the teachers to talk about your child's special personality and quirks.

## Family Communication

### Daily Gram

Each day, you will receive a daily gram from your child's teacher. Information on these forms includes meal information, any naps taken, and activities your child did. This gives you a better idea of what your child's day was like. If this form is not handed to you, it will be placed in your child's mailbox.

### Mailboxes/Folders

Each classroom will have an area where mailboxes/folders for each child will be located. These mailboxes/folders should be checked by the parents/guardians every day. Information included in these mailboxes may be their daily family communication forms, any classroom news, artwork to take home, etc.

### Family Gatherings

Learning Rainbow Preschool families get a chance to meet other families and the teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at the center. We will give you information about these gatherings as they approach.

## Classroom Management Information

### Behavior Management

Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation will be used. All of the following means of punishment are **prohibited**:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

### Time Out

Time out is not used in our center. While it may interrupt a negative behavior, it does not help children acquire the skills to deal with the situation. Young children are generally not yet capable of the reflective thought necessary to make time out a learning situation. If a child needs time apart to calm down, teachers facilitate this in a non-punitive manner, giving the child time, space, and emotional support to find calm.

Below are strategies Learning Rainbow Preschool employees use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, we involve children in making rules for the classroom.

### Responding to Misbehavior

- **Redirection:** This strategy is used most frequently in our classrooms. If a child is not following the rules or being uncooperative, we quickly get the child's attention and introduce another activity. For example, "Tania, please help me water the flowers now. You've been riding the bike for a long time and it is now Chris' turn."
- **Logical consequences:** The child should be able to see how the behavior and the consequence are related. Reminding children of the logical consequence that comes from their behavior gives them the opportunity to understand why they shouldn't do it. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution:** If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone to be sad, he/she should help in relieving that. For example, "It made David very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- **Natural consequences:** Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.

If these actions do not help in reducing or changing behavior, the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed by management to the parent/guardian and then put into practice.
4. The Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

\*\* If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom for a period of time, and/or possibly from the program indefinitely.

## Health and Safety Policies

Below are the policies and procedures that will be followed by all staff at Learning Rainbow Preschool.

### Illness Procedures

If a child exhibits any of the following symptoms, he/she may not attend Learning Rainbow Preschool. If such symptoms occur at the center, the child will be removed from the classroom area and you will be contacted to pick up your child.

- Fever above 100.4 °F (38 °C)
- Episodes of vomiting
- Rash (other than heat or diaper)
- Diarrhea (more than 3 loose stools)
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Breathing difficulties
- Sever pain or discomfort
- Sore throat or severe coughing
- Blood in urine
- Severe itching on body or scalp
- Unusual cranky or lethargic behavior
- Unusual spots or rashes on skin
- Mouth sores with or without drooling

**If a sick child is sent home, the child will not be allowed to return until the child has been symptom free and/or fever-free for 24 hours without the aid of medication. A child sent home after 12 pm will generally not be allowed to return the following day.**

If any of the following diseases are present in your child, your child may not return to the center without a signed physicians note stating that the child presents no risk to himself/herself or others.

- |                          |                               |                      |
|--------------------------|-------------------------------|----------------------|
| • Coronavirus (COVID-19) | • Gastro-intestinal illnesses | • Whooping Cough     |
| • Respiratory illnesses  | • Giardia Lamblia             | • Contract illnesses |
| • H1N1                   | • Meningococcus               | • Impetigo           |
| • Chicken Pox            | • Lice                        | • Scabies            |
| • German Measles         | • Hepatitis A                 | • Tuberculosis       |
| • Measles                | • Salmonella                  | • Mumps              |
| • Homophiles Influenza   | • Shigella                    |                      |
| • Strep Throat           |                               |                      |

Children will not be kept indoors during outdoor play time or excluded from an activity due to illness per parent request. If you do not feel your child is well enough to participate in all daily activities, then your child should not attend Learning Rainbow Preschool that day.

If a staff member or volunteer has contracted a communicable disease, we will contact you immediately by phone, email, or text message.

**Staff members and volunteers will be excluded from the center due to sickness for any and all contagious illnesses and are not limited to the below:**

- They have a fever above 100.4 °F (38 °C).
- Conjunctivitis (Pink Eye). Suspected redness or discharge from one or both eyes. Very contagious. The employee needs to be on medication for 24 hours to return to work.
- Head Lice. If employees have head lice, they may return to work after they have been treated with a medicated shampoo and all the nits are removed.
- Episodes of vomiting.
- An abnormal rash is present.
- Sore throat or severe coughing.
- Severe pain or discomfort.

## Incident Reports

Incidents reports will be filled out for every injury that happens during the school day. Parents may also be contacted via email, text, or communication app prior to pickup. Reports must also be signed by the parent/guardian upon pick up. Please see the section called “Severe Injury, Accident, or Medical Emergency Procedures” for more information.

## Hand washing

It is required for all employees to wash their hands with soap and warm running water for at least 20 seconds at the following times:

- Prior to starting the workday at the center
- Prior to care of children
- Before preparing and serving food and feeding children
- Before giving medication
- After each diapering
- After using the toilet or helping a child use the toilet
- After handling bodily fluids
- After handling animals and pets and cleaning cages
- After handling garbage
- When soiled

Staff must assure that children wash their hands at the following times:

- Before meals, snacks, or food preparation experiences
- After toileting or diapering
- After handling animals and pets
- When soiled

## Sanitizing

It is Learning Rainbow Preschool’s policy for teachers to complete regular cleaning, reducing the spread of common infectious diseases or other conditions among children and caregivers. Objects and surfaces children come in contact with, including floors are to be cleaned and sanitized on a daily and weekly basis. We have a 3–step process which starts with spraying the object with soap and water, rinsing it with water, and sanitizing it. Teachers are given daily, weekly, and monthly cleaning checklists to be completed and turned into the front office.

## Diapering/Toileting

Diapers and training pants are checked frequently and changed when wet or soiled.

**Diapering Procedures:** Diaper changing procedures are posted at each diaper-changing area.

1. Wash hands
2. Place diaper-changing paper on diaper-changing table
3. Put disposable gloves on and change the child's diaper
4. Never walk away from the table while a child is on the changing table
5. Let the child wash his or her hands, unless the child needs you to assist in washing
6. Throw away the used diaper and other diaper-changing materials in the container designated for this kind of disposal
7. Spray and wipe the table with soap and water, water, then sanitized.
8. Wash your hands

## Potty Training

Potty training must be planned cooperatively between the child's regular teachers and the parent so that the toilet routine established is consistent between the center and the child's home. Newly potty trained children are not to be sent to daycare in underwear unless discussed with teachers first.

Child-sized potty training seats are washed, rinsed, and sanitized after each use.

## Food Handling

Employees handle all food using disposable gloves located in the kitchen and in each classroom.

## Allergies

Our child care center is a **PEANUT FREE** environment. Please verify with your child's teacher about any allergy concerns in the classroom before bringing any outside snacks to the center. The Owner or Director need to be notified immediately of any changes in allergies or dietary requirements.

## Medications

- There must be a signed permission slip on file, signed by the parents/guardians, for each medication before it's administered.
- Medication, prescription or non-prescription, must be given to a child by an adult caregiver only.
- Medication must remain in its original container, stored according to instructions, and clearly labeled with the child's first and last name.
- Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and must be given according to those instructions.

- Expired medications are not permitted. Any expired medication on the premises will be returned to the child's parent.
- Administrator of medication must record this information on a Medication Log: Child's name, date/time, type of prescription, and dose given.
- Non-prescription medication will only be administered with parent authorization.
- Medications must be stored out of children's reach.
- A caregiver must give or apply any prescription or nonprescription medication according to the directions on the original container unless authorized by a written order of the child's physician.  
A caregiver may not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

## Universal Precautions

All employees are required to strictly adhere to Universal Precautions Procedures to control exposure to Blood borne Pathogens (discussed below) and other hazards, and to promote good hygiene. Employees are required to have personal protective equipment in their immediate area at all times. When traveling outside of the classroom area, employees are required to carry the First-Aid backpack at all times. Employees are required to use the personal protective equipment in each and every instance warranted by this and other policies and procedures, in the manner in which the personal protective equipment is intended for use.

## Blood borne Pathogens

Employees may, in the course of their daily activities, come into contact with potentially infectious materials. Those situations may include, but are not limited to, the following:

- Providing assistance after an accident has occurred with children, employees, parents and/or volunteers.
- Assisting children during medical procedures, i.e., first-aid, nose bleeds, times of illness, administration of medication, etc.
- Diapering children or cleaning up after a child has a toileting accident.
- Handling of contaminated items such as soiled clothing, tissues, and diapers.
- Cleaning up and handling broken glass and/or sharp objects.

While not all of the above situations are inherently dangerous, failure to follow universal precautions (using the appropriate protective gear) places the employee and others at risk.

Thus, for their own safety and the safety of others, all employees are required to treat all children and fellow employees as though they might be infected with a blood borne pathogen, regardless of a known medical condition, how they look, or what is known about their lifestyle. Persons infected with blood borne pathogens do not look certain ways, act in a particular fashion, are a certain age or lead particular lifestyles. Persons with a blood borne pathogen disease are not required to disclose their illness to the employees or administration of Learning Rainbow Preschool; as such information is confidential and protected by law. Common blood borne pathogens include, but are not limited to: HIV, hepatitis, syphilis, and herpes. These and other blood borne pathogens are transmitted primarily through human blood and other potentially infected materials (OPIMs), which include, but are not limited to: semen, vaginal secretions, feces, urine, or any other bodily fluid that may contain blood.

Please note that all staff members of Learning Rainbow Preschool are First Aid/CPR certified through the American Heart Association.

### **Severe Injury, Accident, or Medical Emergency Procedure:**

In the event that a serious injury, accident, or medical emergency shall arise in the center, the immediate concern is to the aide of the sick or injured person. No staff member should place themselves or others at risk in the rescue of an injured child or staff member. All staff members are required to maintain up-to-date First Aid and CPR certification. At least one certified staff member must be present at the center at all times that children are present. First Aid kits and materials including latex gloves and bandages are located in each classroom, the basement, children's bathroom, and staff bathroom.

#### **Procedures to Follow:**

- Remain calm.
- Check the scene for potential danger.
- Check the injured person determining condition of and severity of injuries.
- The person administering to the injured victim will direct an adult to dial 9-1-1 if necessary, and will direct another staff member to move the children away from the accident area. The adult who is attending to the uninjured children should entertain the children with songs, stories, or play, and when at all possible, normal classroom activity should be the goal for all uninjured children.
- The teacher will administer first aid to the victim until emergency help or a parent arrives. It is important that proper safety precautions be taken when administering first aid, including but not limited to: wearing gloves and any other protective equipment when blood or bodily fluids are present, checking the scene for safety before approaching the injured person or administering first aid, and avoiding moving the injured person unless the injured person is able to move themselves.
- A staff member present needs to notify the Owner or Director of the situation immediately. The director will then notify parents of the situation.
- The person who attended to the injured person is responsible for filling out an injury report form and documenting the injury. If the injury is to a child, a parent/guardian signature must be obtained on the injury report form.
- If the injury is to a child care center child or staff, the Owner or Director will contact DHS and report the incident within 24 hours of occurrence.

**Learning Rainbow Preschool is located on private property. Learning Rainbow Preschool staff reserve the right to contact local law enforcement at their discretion in the instance of threatening, aggressive, or criminal behavior that occurs on the property.**