

Rainbow of Promise Early Learning Program- Parent Handbook

I. Class Hours

For the 2022/2023 school year, class will run Monday-Thursday mornings from 8:00am-12:30pm. Full days are from 8:00am-3:30pm. Please contact us if you are running late or your child will be absent. If we do not hear from you, we will assume your child is not attending and will be marked absent. No call/No shows may result in termination, and excessive late drop-off/pick-up will result in termination. Children not signed out by their scheduled time will result in late fees.

II. Authorized Pick-up/Emergency contacts

Children will only be released to two other adults authorized by the child's parent or guardian. Authorized persons picking up, must show ID at first pick up. If an emergency comes up, and you are needing to send someone to pick up that is not on your authorized person's list, verbal and written (through app) conformation from the parent needs to be made prior to pick up. Any un-authorized person attempting to pick up children will be asked to leave. If necessary, police will be called. No adults will be allowed access to children if the adult is under the influence of drugs or alcohol.

III. Tuition

Tuition can be paid monthly or for the full 22/23 school year. Tuition is due on the last Thursday of each month, preceding attendance. Children may not attend until all payment is made. If is not made on time, a late fee of \$10 per day will be added to your bill. No physical payment will be taken over the weekend.

Your first tuition is due at enrollment, as well as a \$50 annual enrollment/supply fee. Payment can be made in the form of cash, personal check, or online. If your check bounces, you will receive a \$25 charge, and any other bank charges we acquire. After this, only cash or online payment is accepted. Receipts can be given to parents for each payment made. If late payments become an issue, we will require families sign up for direct debit. Continued late payments will result in termination.

IV. Special Needs

We welcome children of all needs and will try our best to accommodate everyone. We have training and experience with children with special/moderate needs. We are happy to sit down with families with special needs to discuss if we are the best fit for their child.

V. Sickness Policy

Children who seem ill, have an elevated temperature, or are unable to participate in our regular routine, will be removed from the other children. You will be called to pick the child up and he or she may not be able to return for 48 hours. Pick-up is required within 30 minutes from time of call. This is for the safety of the other children as well as the providers. Children kept home due to illness may return after 24 hours symptom free. Please read our Covid-19 hand out for more information on our sickness policy. Please be respectful. Children attending class sick will not be tolerated. Bringing children sick intentionally WILL result in termination.

VI. Attendance

It is important for children to attend every day class is in session. Please plan doctors' appointments, family vacations, etc. on non-school days or after school. Tuition is for your child's spot and is not dependent on attendance. Please do keep children home if sick.

VII. Vacation and Holidays

We will try to schedule any absences on non-school days. We will give you one-week notice; in most situations a substitute will be provided. If illness causes us to close, a substitute may or may not be provided, and we will try to let you know as soon as possible.

As stated above, please schedule any vacations on non-school days. If this is unavoidable, please let us know ahead of time.

VIII. Personal and Other Items

Certain items must be brought with your child EVERY DAY. Some items may also be left at school if desired. Please check our supply list for needed items. Please make sure all items have your child's name on them.

NO food is allowed at school. Any food brought with children can pose serious health risks and will not be permitted. Please do not bring personal items to school unless requested for show and tell.

IX. Gross Misconduct

Children can make "good choices" or "bad choices". If a child makes a good choice, they will be rewarded. If a bad choice is made, we will attempt to correct the situation, and re-direct them to a good choice. We use a "three strikes" rule. The teacher states what the child is to do (1), The teacher re-states what the child has been asked to do and told a consequence if they don't obey (2), The child gets time out/other consequence (3). Consequence varies from removing a toy, time out, or inability to participate in an activity. After time out, a timer will go off and we will then talk to the child. We ask/remind the child why they were put in time out and give/ask them ideas to correct the behavior. A child may also go straight to time out in some situations, such as pain to another child, animal, or person, breaking an item, or other gross misconduct. If misbehavior continues, parents will be notified to pick up. Excessive gross misconduct may result in immediate expulsion. Items may break due to normal wear and tear, at which time parents would not be held responsible. If items are intentionally broken, or broken due to misuse, parents must pay to replace or fix the item. Please remember this is not only their school, but our home.

X. Bathroom and Potty Training

Children will always have full access to the bathroom. All students are required to be potty trained or actively potty training. Children under 3.5 must be potty trained within 3 months of school starting. Children over 3.5 must be fully potty independent by the start of school. We are not set up to change diapers, all potty training children must wear training pants or regular underwear. Fully potty trained includes being able to dress/undress themselves, wash hands, etc.

XI. Medication and First Aid

Please give all medication before or after class. If medication is needed during school hours, please send a detailed note including when, what, why, who and how. This note must be signed by you and your doctor. No medication of any kind will be given without a written document.

If children get hurt or ill in care, we will do what we can to help the child. We have a first aid kit on hand, as well as emergency contacts and other emergency numbers. We will not give your child anything without your written permission. If your child has a minor scrape or bruise, you will be notified upon pick up. If the wound is larger or may pose a threat, you will be contacted immediately. If the child needs immediate care, we will first call 911, then you or your emergency contact. If a child needs ointment, cough drop, inhaler, etc. and does not have written permission, you may come by to administer the item, or to leave a note.

XII. Keeping Safe

If we suspect child abuse/neglect, we will contact Child Protective services. If needed, they can be contacted at: Phone: (970) 498-6900

Address: 2555 Midpoint Dr # E, Fort Collins, CO 80525

The Division of Child Care can be reached at 303-866-3755 and is located at 1575 Sherman St. Denver CO, 80203

Parents may obtain the Rules and Regulations for childcare homes by contacting the Division of Childcare or online at www.cdhs.state.so.us/childcare

We strive to keep our school safe, and will keep up to date on all recalls as well as replacing unsafe toys due to wear and tear/breaking.

In case of fire, children and teachers will leave the home and 911 will be called, followed by parents. Severe weather or lockdowns will be held inside the home, 911 and parents will be notified. If for any reason we are needing to evacuate the property, we will meet at Walmart on Magnolia and parents will be notified. Both teachers are trained in CPR/First aid and can assist any child in need as well as calling 911. No smoking is permitted on the property, in vehicles or in any buildings.

XIII. Contract Changes/Un-enrollment

One-month notice is required for any family un-enrolling and must be given when or before final months payment is made. Tuition will not be refunded if families have paid for the year in full. A two week "trial period" is for either party to un-enroll for any reason. If you are asked to leave at any time due to breaking contract, no refund will be given. Enrollment fee's are non-refundable. Please feel free to ask ANY and ALL questions. We are more than happy to explain anything to you!

Irene King
Rainbow of Promise, Early Learning Program
www.rainbowofpromise.org