



Parent Handbook 2021-2022

Rainbow Bible School

Parent Handbook

Rainbow Bible School has been serving Abilene families and children since 1979. Our mission is to provide a happy and safe place where all children can learn, play, and grow in the Lord. Our goal is to enhance the lives of every child that attends our center. We believe that early childhood should be a time of fun, safe, exploration, and discovery. Our staff will strive to nurture and encourage each child to be the creative, unique individual God has designed them to be.

REQUIRED POLICIES

Rainbow Bible School is licensed and regulated by the Texas Department of Family and protective Services. The following policies are required by Child Care Licensing per “The Minimum Standards for Child Care Centers 746.501.”

HOURS OF OPERATION

Rainbow Bible School is open from 7:00 am-5:30 pm, Monday through Friday during the School year and 7:30 am-5:30 pm the weeks of spring break and summer session. The office will be staffed from 7:30 am-5:00 pm. We close for the following holidays: Labor Day, Indigenous Peoples Day, Thanksgiving (3 days), Christmas (10 days), Martin Luther King, Presidents Day, Spring Break (1 day), Good Friday, and Independence Day. There may be occasions depending on when holidays fall in the week that we will choose to close an additional day following the holiday. Full tuition is due for holiday weeks. We also close for a week between spring and summer sessions and summer and fall sessions for our teachers to prepare and have inservice training. Any closures are subject to change. Please see the included calendar.

INCLEMENT WEATHER POLICY

Due to weather beyond our control, we will follow the AISD schedule for openings and closings. However, when we open 2 hours late that will be determined from our opening time of 7am. (Ex. 2 hour delay, RBS will open at 9am)

We reserve the right to open and/or close at our own discretion for safety and health reasons. Please check RBS social media and listen to your local radio and TV channels for updates on openings and closings.

In case of serious emergencies such as fire, storms, or loss of power/water, parents will be notified and children will be cared for until parents or emergency contacts arrive.



Fall 2021 – Spring 2022 Calendar

Monday – Friday
7:00 am – 5:30 pm

Meet the Teacher – Sunday, August 15th, 3:00pm-5:00pm

Fall semester begins – Monday, August 16th

Labor Day Holiday – **RBS Closed** – Monday, September 6th

Indigenous Peoples Day – **RBS Closed** – Monday, October 11th

Thanksgiving break – **RBS Closed** – Wednesday November 24th – Friday, November 26th

Last day of fall semester - **RBS closes at 3:00 pm** Friday, December 17th

Christmas break – **RBS Closed** – Monday, December 20th – Friday, December 31st

Spring semester begins – Monday, January 3rd

Martin Luther King Holiday – **RBS Closed** – Monday, January 17th

Presidents Day Holiday – **RBS Closed** – Monday, February 21st

Spring Break Holiday – **RBS Closed** – Friday, March 18th

Good Friday Holiday – **RBS Closed** – Friday, April 15th

Spring Program – Tuesday, May 10th at 7:00 pm

Last day of spring semester – **RBS closes at 3:00 pm** – Friday, May 27th

RBS Closed – Monday, May 30th – Friday, June 3rd for Maintenance and Teacher Break

First day of summer session – Monday, June 6th

Independence Day Holiday – **RBS Closed** – Monday, July 4th

Last Day of Summer Session – Friday, August 5th

RBS Closed – Monday, August 8th – Friday, August 12th for Building Maintenance and Teacher Training

ADMISSIONS POLICY

Rainbow Bible School will accept preschool children ages four weeks through 5 years of age. Upon selecting RBS to meet your child's educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

1. Enrollment form
2. Health Statement
3. Immunization Record
4. Handbook signature form
5. Media Release Form
6. First month tuition
7. Registration fee
8. Supply fee of \$50 per child

IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled in our program and a copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to dismissal.

More information about required immunizations can be found on the Texas Department of State Health Services website at www.dshs.state.tx.us. Only your pediatrician can determine the best time for your child to receive the required vaccines. Occasionally, RBS may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children. RBS does encourage our staff to get flu, COVID-19, and whooping cough vaccines, but is not required.

ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. RBS observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, including outdoor play.
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Temperature of 100.0 or higher
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, vomiting or 2 or more diarrhea episodes in 24 hours.
5. Anything preventing the child from participating in daily activities.

If your child has been ill and is considered contagious, please report the condition of your child to the RBS office. The Health Department requires us to inform the other parents in your child's class when children have been exposed to something contagious.

At the discretion of the director, if a child becomes ill while in our care, we will contact the parent immediately. Parents need to pick up children within 30 minutes of notification. If a child is sent home sick from our program, they may not return until the child is symptom and/or fever free for 24 hours **WITHOUT** fever reducing medication. Not all thermometers read the same, we will do our best to monitor the child's temperature if it is low-grade. If we feel it is necessary for the child and the Center, the child will be sent home. There will be no refund or credit for missed days.

COVID PROTOCOLS

Please screen your child for the following symptoms before coming to school:

- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

If your child has any of the symptoms listed above, they must stay home and not return to school until symptom free without the use of medication or with a note from the child's health care physician.

If your child or someone in your household becomes ill with COVID-19, please let RBS know as soon as possible. If you become aware during school hours please call our office at 325-673-6972, or if it is after hours please email Morgan at morgan@rbsabilene.org. It is very important that we know as soon as possible so that we can take the necessary steps to ensure the safety of students and staff.

If COVID-19 is confirmed in a child or staff member at RBS, RBS will then be required to contact Child Care Licensing as well as the Taylor County Health Department. They will then advise RBS on additional closings or other steps that need to be taken. In the event that RBS has to close due to a positive case of COVID-19, parents will be notified immediately.

MEDICATION

Please inform your physician that your child is in full-day or part-day preschool and that you prefer to give medications at home, morning and evening. Limiting medications dispensed away from home prevents medication errors.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date. All medications will be administered and kept in the office. No medication can be in the classrooms/backpacks.

- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container.
- Medications cannot be pre-measured and added to baby's bottles or sippy cups
- Before any prescription or nonprescription medication can be administered, including sunscreen or bug spray, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms with the office staff.
- Medication needs to go home after the last date that the medication is administered or at the end of each week.
- Health forms are required to be completed at the time of enrollment showing any allergies.

ATTENDANCE

To ensure your child receives the full learning experience here at Rainbow Bible School we encourage consistency and arrival on time. Our learning time begins at 9:00; for children to take full part in our education program, **children arriving after 10:00 will not be able to attend for the remainder of the day.** Special circumstances may apply; however, we need to be notified as soon as possible. (Ex, doctors appointments, funerals, etc.)

If your child will be absent from RBS for any reason, including vacations or extended leave, please notify the office.

DROP OFF AND PICK UP PROCEDURES

If a parent is unable to pick up their child, they may authorize another legal adult to pick up. Children will not be released to a minor for any reason. Authorized adults must be listed on the enrollment form/Brightwheel and bring a photo ID. Children will not be released to adults without a picture ID. Parents, please be prepared to present a photo ID at the time of pick up if you are asked. **Our staff will not release children unless they can prove proper identification.** One way to help our staff learn your face is to upload your picture into the Brightwheel app.

ARRIVAL PROCEDURES:

- An adult must accompany their child to their classrooms each day
- Scan the QR code located outside each classroom with your personal device in the Brightwheel app
- Check in your child and sign, please make sure the teacher sees you
- Please drop off older children before entering the nursery area

PICK UP PROCEDURES:

- An authorized adult over 18 must pick up
- Scan the QR code located outside each classroom with your personal device in the Brightwheel app
- Check out child and sign, please make sure the teacher sees you
- A picture ID must be shown to office personnel if someone other than the child's parent picks him/her up

EXTENDED CARE

Our extended-care program is offered only to the children already enrolled in Rainbow Bible School. The hours offered are from 7:00am - 9:00am and from 3:00pm - 5:30pm. If your child is attending our 9:00am-3:00pm program, you may not bring your child any earlier than 8:50am. Arrangements must be made to pick him/her up promptly at 3:00pm. Please contact the RBS office about extended care drop-ins if needed for an additional charge. Because our licensing agreement is 7:00am-5:30pm it is imperative that all children are picked up promptly by 5:30pm.

LATE PICK UPS

A \$5 charge for every ten minutes will be assessed for the first late pick-up. A charge of \$2 for every minute that the parent is late for the second late pick-up. A \$5 charge per minute for any future late pick-ups will be assessed. Charges are applied for each child. If there are habitual late pick-ups, then a conference will be requested to discuss termination of childcare. All late charges must be paid in full before care can continue.

Late pick-up fees will also be applied to non-extended care children not picked up promptly at 3:00pm.

TUITION AND FEES

Rainbow Bible School will provide a fee schedule at the time of enrollment stating tuition fee, registration fee, supply fee and summer activity fee. All fees, unless authorized by the director of the facility, will be payable prior to child's attendance.

An annual \$45 registration fee is due for each infant through 4 year old student and \$75 for Pre-K students at the time of initial enrollment and the start of each school year. A \$35 summer enrollment fee is due for all children attending the summer session and a holding fee is offered to be paid to hold your spot for the summer session and return in the fall.

An annual \$50 supply fee is due at the time of initial enrollment and the start of each school year for the cost of consumable items used throughout the year such as construction paper, glue, crayons, paints, craft supplies, paper towels, disposable gloves and other supplies.

Our obligation to the staff continues regardless of whether every child is present or not. There will be no refund for absenteeism nor can we offer make-up days. Depending on space availability, drop-in days are available at an additional charge.

Tuition rates are calculated on a daily rate times the number of school days in the calendar year and then divided by ten months. Depending on your August enrollment schedule, some parents may pay a prorated amount of tuition. All parents will pay the regular monthly tuition rate for the months of September through May. Parents are not being charged for the days RBS is closed during the Christmas holidays and/or between the spring semester and summer session. Summer session

tuition continues at the same rate as the school year unless changes are made to the attendance schedule and/or otherwise reflected on the invoice.

Tuition covers the current month. Tuition must be paid for the current month to maintain enrollment. RBS tuition is due on the first of each month. Rainbow tuition may be paid in two different ways (1) full payment for one month, (2) split monthly payments payable in two equal installments. Consideration of other payment arrangements must be made with Rainbow Bible School's director.

Failure for non-payment will result in the dismissal of the child from Rainbow Bible School. We do not give refunds or credit of any kind. Examples are: holidays, sick children, spring breaks, or dismissal from the center.

DROP IN FEES

Rainbow Bible School will provide drop-in care on a space available basis. This will be for children who are already currently enrolled.

CANCELATION OF CARE

Should you decide to discontinue your child's care at Rainbow Bible School a minimum of two weeks notice is required. Tuition will not be refunded, prorated, or stopped until the end of the two weeks notice.

Monthly Tuition

Fall 2021 - spring 2022

Nursery thru Butterflies Class

Days Attending Per Week	2 day (TR)	3 day (MWF)	5 day (M-F)
RBS (9:00am-3:00pm)	\$249	\$359	\$501
Extended Care (7:00am-5:30pm)	\$311	\$455	\$604

Ducks thru Pre-K Classes

Days Attending Per Week	2 day (TR)	3 day (MWF)	5 day (M-F)
RBS (9:00am-3:00pm)	\$233	\$347	\$472
Extended Care (7:00am-5:30pm)	\$289	\$421	\$566

Daily Drop-in Rates

Child's Age & Time	Nursery 9:00-3:00	Nursery 7:00-5:30	2-5 Years 9:00-3:00	2-5 Years 7:00-5:30
Tuition Cost Per Day	\$37	\$41	\$32	\$37

Other Rates

Extended Care AM	\$6 <i>(Daily Drop In)</i>	Late Pick-up <i>(1st time)</i>	\$5 per child per 1-10 minutes
Extended Care PM	\$10 <i>(Daily Drop In)</i>	Late Pick-up <i>(2nd time)</i>	\$2 per child per minute
Lunchables	\$6	Late Pick-up <i>(3rd time)</i>	\$5 per child per minute

Yearly Registration Fee *(Caterpillars thru Zebras): \$45 per child*

Yearly Pre-K Registration Fee *(Monkeys & Tigers): \$75 per child*

Summer Holding Fee: \$150

Summer Activity Fee: \$35

Supply Fee: \$50

Late Payment: \$20

A 10% discount will be given to the oldest child/children in families with multiple children Rates will increase annually based on need.

NAP TIME

All children are provided with a rest time. Please provide a waterproof nap mat, clean blanket, and/or cover for naptime. We will send them home on Fridays for washing. Due to limited space, we only allow for the 1 inch thick nap mats.

INJURIES

Parents will be notified when serious injuries occur. If parents or emergency contacts cannot be reached and a health professional is required, an ambulance will be called at the parent's expense. Injuries requiring immediate medical attention must be reported to Child Care Licensing.

DISCIPLINE & GUIDANCE POLICY

Rainbow Bible School staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. RBS will never use corporal punishment or negative discipline that may hurt or humiliate a child. Parents may not use any form of corporal punishment on their child on RBS property.

Research has shown that positive guidance teaches children skills, which help them get along in their physical and social environment. We aim to develop personal standards in self-discipline, not to enforce a set of inflexible rules by giving children understandable guidelines and redirecting their behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency for all parties involved is the best way to handle these issues. Rainbow Bible School reserves the right to terminate care for the child for discipline problems at any time.

BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Proper communication will help determine why a child is biting. Biting can occur for multiple reasons such as teething, sensory exploration, cause and effect, imitation, coping with uncomfortable feelings (hungry, sleepy, bored, anxious), crowding, seeking attention, frustration, and stress. We will make every effort to solve the issue as soon as possible. If the issue cannot be worked out Rainbow Bible School will reserve the right to dismiss the child.

FOOD SERVICE AND PREPARATION

For the comfort and safety of all children, please provide your child a breakfast at home daily before arriving at RBS. If necessary, children may eat their breakfast at RBS between 7:00am and 8:15am in the classroom. Please do not bring in food after 8:15am. Any food brought in between 8:15 and 9:15 will be saved for morning snack time. Parents must provide all food for children in the RBS nursery classes (*caterpillars, ladybugs and bumblebees*). In our butterflies-tiger classes, RBS provides a morning snack at 9:15 am and an afternoon snack at 3:15 pm (for our extended care students) every day. We will also provide a pizza lunch on Fridays consisting of 2-3 small slices of cheese pizza, a fruit and vegetable and a cup of milk in these older classrooms. You may send additional foods for your child to be served in addition to our snacks and/or pizza lunch.

When preparing your child's lunch, please consider these suggestions:

1. Children may eat finger foods (foods eaten without adult assistance), such as sandwiches, cheese, crackers, meat sticks, etc. that have been cut into bite size pieces. Children over age 2 will be expected to learn self-help skills, which encourage eating independently. Teachers should not be expected to hand feed a child over age 2.
2. Do not put carbonated drinks in a thermos.
3. Please do not send red drinks to school as red is difficult to remove from clothing and carpeting.
4. Glass containers should not be sent to school because of safety concerns.
5. Please remember, **do not** send items that require heating (*except for the nursery classrooms*).

HEARING AND VISION SCREENING

Hearing and Vision Screening is required by the Special Senses and Communication Disorders Act, Texas health and Safety Code, Chapter 36, for children who are 4 years old. RBS will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

CLOTHING

Preschool children must have two complete changes of clothing, clearly marked with the child's name, left with RBS. If a change of clothing is not provided, we will provide clothing at an expense of \$10 charged to Brightwheel. Closed toe shoes must be worn at all times by children over 12 months of age, including nap time. Please do not send your child in flip flops.

PERSONAL BELONGINGS

Parents must supply all bottles, diapers and any ointment for their child. Please label everything with your child's first and last name. We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids. Please dress your children in play clothes since PLAY is what we do! Please leave all personal items, such as toys and accessories, at home since Rainbow Bible School cannot be responsible for broken or lost items.

OUTDOOR PLAY

Outdoor play is a regular part of our daily routine. Children should be prepared to play outside some part of every day. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children need to be dressed for the weather. Warm clothing must be worn during the cooler seasons for daily outdoor activities. Children ages 6 months to 18 months will also be taken on buggy rides weather permitting. Our older children may take walks to ACU during their outdoor time. Please do not request your child stay indoors.

POTTY TRAINING

Please notify your child's classroom teacher when you begin potty training so we can better assist in that process. A child should wear diapers or pull ups until he/she is able to tell the teacher they need to use the bathroom. For health reasons, pull-ups are required until the child is consistently staying dry. While children are potty training please send two changes of clothes each day. For ease of changing, our teachers ask that you provide the pull ups with break away sides.

FOSTER GRANDPARENT PROGRAM

Rainbow Bible School is a proud partner with Texas Health and Human Services' Foster Grandparent program. Foster grandparents volunteer in our classrooms while building relationships that mentor and support children. These volunteers go through the same screening process requirements of our teachers, as well as go through their own monthly training through their program. These volunteers are never left alone with students and only assist with play time and classroom activities. We are thrilled to have them at RBS!

FIRE AND DISASTER DRILLS

We have monthly emergency drills at RBS. The alarm is rather loud, and your child may mention these drills to you. Please reinforce to your child that the fire drills are not something to be feared and that they are done so we can keep everyone safe.

We will also have disaster drills regularly to practice safety in case of dangerous weather. A detailed disaster plan is available for RBS and all staff are trained and prepared to handle all emergencies.

NURSERY CLASSROOMS

For the safety of all babies, these policies are very important:

- 1. We encourage parents to drop-off and pick-up their children from the half door of each nursery classroom.** Parents entering through the door may cause safety concerns for crawlers. Siblings are asked to wait outside the nursery classroom. Older children should be dropped off first to avoid spreading germs to our infant classrooms.
- 2. For infants less than 12 months of age, a feeding schedule will be sent home each month to update for your growing infant's needs.** Daily feeding instructions can be put into Brightwheel, but additional instructions are required and will be updated as needed. The more information parents provide, the better equipped and prepared our staff will be to take care of your child.
- 3. We are happy to have breastfeeding mothers in our nursery.** Please let us know what we can do to make your feeding time more comfortable. Breast milk should be carefully labeled with a name and date. Breast Milk cannot be stored at RBS overnight, all milk will be sent home daily.
- 4. Parents are required to pack your child's diaper bag daily.** Please send formula and diapers (one diaper for every hour your child is at RBS). RBS will use tap water to fill bottles, if you prefer specific water, please provide it in your child's diaper bag.
- 5. Medicine forms must be completed in the office for all prescriptions and over-the-counter medications.** This includes any medicine for teething, skin irritations, etc. All medicine must be given strictly according to label instructions.
- 6.** All items, such as pacifiers, clothes, sippy cups, bottles, etc., brought to RBS must have the child's first name and the first initial of the last name on them. Any items not labeled will be written on with a permanent sharpie marker.
- 7.** No glass bottles or containers may be used. The risk of glass breaking and being completely cleaned up is too high for our crawlers and walkers in the classroom.

QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director of the facility.

Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education. If parents have a concern please schedule a time to meet with the director or classroom teacher.

The RBS Director and/or The RBS Board of Directors has the right to terminate childcare for any reason at any time.