



Parent Handbook 2023-2024

revised August 2023

Rainbow Bible School

Parent Handbook

Rainbow Bible School has served 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. Early childhood should be a time of fun, safe, exploration, and discovery. Our staff strives to nurture and encourage each child to be the creative, unique individual God has designed them to be. Our policies are reviewed annually and updated as necessary.

REQUIRED POLICIES

Rainbow Bible School is licensed and regulated by the Texas Department of Family and Protective Services. Child Care Licensing requires the following policies 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 during the weeks of spring break and summer session. The front office is 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, Juneteenth, 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 participate in in-service 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. When we open 2 hours late, determined by our opening time of 7 am during the school year and 7:30 am during the summer. (Ex. 2-hour delay, RBS will open at 9 am)

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

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

Fall 2023 - Spring 2024

Monday – Friday
7:00 am – 5:30 pm

Meet the Teacher – Sunday, August 6th, 3:30-5:00

Fall semester begins – Monday, August 7th

Labor Day Holiday – *RBS Closed* – Monday, September 4th

Indigenous Peoples Day – *RBS Closed* – Monday, October 9th

Thanksgiving break – *RBS Closed* – Wednesday, November 22nd – Friday, November 24th

Last day of the fall semester - *RBS closes at 3:00 pm* Friday, December 22nd

Christmas break – *RBS Closed* – Monday, December 25th – Friday, January 5th

Spring semester begins – Monday, January 8th

Martin Luther King Holiday – *RBS CLOSED*– Monday, January 15th

Presidents Day Holiday – *RBS CLOSED*– Monday, February 19th

Spring Break Holiday – *RBS CLOSED*– Friday, March 14th

Good Friday Holiday – *RBS CLOSED*– Friday, March 29th

Last day of spring semester – *RBS closes at 3:00 pm* – Friday, May 24th

RBS CLOSED– Monday, May 27th – Friday, May 31nd for Building Maintenance and Teacher Break

First day of summer session – Monday, June 3rd

Independence Day Holiday – *RBS CLOSED*– Thursday, July 4th - Friday, July 5th

Last Day of Summer Session – Friday, August 2nd

RBS CLOSED– Monday, August 5th – Friday, August 9th 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 forms
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 beliefs. A notarized affidavit must be on file for these children.

ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. RBS observes the standards the Texas Department of Family and Protective Services set for sick children. The most common criteria 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 other children's health, safety, and supervision.
3. Temperature of 100.0 or higher
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, vomiting, or two 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 your child's condition 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 director's discretion, we will contact the parent immediately if a child becomes ill while in our care. **Parents need to pick up their 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 fever free for 24 hours **WITHOUT** fever-reducing

medication. 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.**

MEDICATION

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

- Prescription medication can only be accepted if it is in the original container with the prescription label and hasn't expired. All medications will be administered and kept in the office. No medication aside from EpiPens 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 or added to bottles or sippy cups
- Before any prescription or nonprescription medication can be administered, including sunscreen or bug spray, we must have permission from the child's parent or guardian in writing. Please fill out the medication forms with the office staff.
- Medication must go home after the last date the medication is administered or at the end of each week.
- Health forms must be completed when enrolled, showing all allergies.

ATTENDANCE

We encourage consistency and on-time arrival to ensure your child receives the full learning experience at Rainbow Bible School. 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, doctor's appointments, funerals, etc.)

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

DROP-OFF AND PICK-UP PROCEDURES

If a parent cannot pick up their child, they may authorize another legal adult to pick them up. Children will not be released to a minor for any reason. Authorized adults must be listed in Brightwheel and bring a photo ID. Please be prepared to present a photo ID when you 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.

Students that leave for appointments may not return to care after 3:00 p.m.

ARRIVAL PROCEDURES:

- An adult must accompany their child to their classrooms each day
- Scan the QR code located outside each classroom with your 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.
- **Older children may not wait in the office or lobby area or walk around unattended while you are dropping off other children.**

PICK-UP PROCEDURES:

- An authorized adult over 18 must pick up
- Scan the QR code located outside each classroom with your device in the Brightwheel app
- Check out the child and sign. **Please ensure the teacher sees you**
- A picture ID must be shown to office personnel if someone other than the child's parent picks them up
- Please pick up nursery children **before** picking up older children.
- **Students that leave for appointments may not return to care after 3:00 p.m.**

You can update your child's approved pickups in the Brightwheel app by selecting your child's profile and using the plus sign in the contacts section. It is helpful if all adults able to pick up also have an updated photo in Brightwheel. If you remove someone, please inform the office to ensure safety consistency.

EXTENDED CARE

Our extended-care program is offered only to children already enrolled in Rainbow Bible School. The hours offered are from 7:00 am - 9:00 am and 3:00 pm - 5:30 pm. If your child is attending our 9:00 am-3:00 pm program, you may not bring your child any earlier than 8:50 am. **Arrangements must be made to pick them up promptly by 3:00 pm.** Late charges will begin at 3:01 for those not enrolled in extended care. Please contact the RBS office about extended care drop-ins if needed for an additional charge. Because our licensing agreement is 7:00 am-5:30 pm, all children must promptly be picked up and **out of the building** by 5:30 pm. Late charges will begin at 5:31.

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, a conference will be requested to discuss the 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 by 3:00 pm.

TUITION AND FEES

Rainbow Bible School will provide a fee schedule for tuition, registration, supply, and summer activity fees at enrollment time. Unless authorized by the facility's director, all fees will be payable before the child's attendance.

An annual \$45 registration fee for each infant through 4-year-old student and \$75 for Pre-K students is due at the time of initial enrollment and the start of each school year. A \$50 summer activity fee is due for all children attending the summer session, and a holding fee of \$150 is offered to be paid to hold your spot for the summer session and return in the fall. *Students that pay the holding fee for summer may not drop in.

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.

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 by 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 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 ways (1) full payment for one month and (2) split monthly payments payable in two equal installments. Consideration of other payment arrangements must be made with Rainbow Bible School's director.

Failure to pay will result in the child's dismissal 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 only be for children who are already currently enrolled.

CANCELATION OF CARE

Should you 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.

DISMISSAL FROM CARE

In severe cases, termination may be necessary. Repetitive incidents will result in a verbal warning to parents documented in Brightwheel. Parents will receive a written warning documented in Brightwheel and email if the behavior continues. Parents will meet with the Director and board chair if incidents continue to discuss termination.

Incidents with parents and/or students involving a threat to safety will result in immediate termination. The RBS Director and The RBS Board of Directors can terminate childcare anytime.

CURRICULUM GOALS

Rainbow Bible School aims for children to learn and grow through discovery, student-led investigation, and play. Our pre-k program follows the Circle Curriculum, and our other classrooms implement Circle guidelines through a Rainbow-created thematic play-based curriculum. Play is creativity in its purest form. For example, an adult brain can think of 10-20 things to do with a wooden block, yet a child can find over 100 ways to use the block!

Rainbow Bible School Fee Schedule

Fall 2023 - Spring 2024

Monthly Tuition

Days Attending Per Week	2 day (TR)	3 day (MWF)	5 day (M-F)
RBS (9:00 am-3:00 pm)	\$290	\$415	\$575
Extended Care (7:00 am-5:30 pm)	\$365	\$530	\$700

Daily Drop-in Rates

Time	9:00-3:00	7:00-5:30	Extended Care AM or PM
Tuition Cost Per Day	\$45	\$55	\$12

Other Rates

Missing Lunch	\$10	Late Pick-up <i>(1st time)</i>	\$5 per child per 1-10 minutes
Late Payment	\$20	Late Pick-up <i>(2nd time)</i>	\$2 per child per minute
Summer Holding Fee	\$150	Late Pick-up <i>(3rd time)</i>	\$5 per child per minute
Yearly Registration Fee <i>(Caterpillars thru Zebras)</i>	\$45	Yearly Pre-K Registration Fee <i>(Monkeys & Tigers)</i>	\$75
Summer Activity Fee	\$50	Yearly Supply Fee	\$50

*A 10% discount will be given to the oldest child/children in families with multiple children.

NAP TIME

All children are provided with 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. A limited number of waterproof nap mats are available for purchase in the office for \$35.

INJURIES

Parents will be notified when injuries occur through Brightwheel. 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. A few examples used in this situation are praise and encouragement of good behavior instead of focusing only on 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.

Classroom teachers will use Brightwheel to document classroom incidents and behavior concerns. 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 childhood 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. Rainbow Bible School reserves the right to dismiss the child if the issue cannot be resolved.

Rainbow Bible School recognizes that all children will sometimes demonstrate inappropriate aggressive behavior. Still, our goal is to provide a structured preschool environment where aggressive behavior is the exception and not the norm.

We believe most discipline can be managed with proper supervision, interesting indoor and outdoor activities, and age-appropriate choices. Our teachers will use positive reinforcement systems within the classroom to create fun and motivating learning environments. However, there might be an occasion, such as

intentionally harming other children or teachers, where other alternatives would need to be used.

Below is the procedure RBS will follow in these special cases:

1. The child will be brought to the office for a visit with an administrative team member. A reminder of how we treat our friends at RBS is done at this time, and the visit will be noted in Brightwheel. Sometimes, a verbal warning to the child and a reminder of the rules are appropriate to handle the situation.
2. A second offense will mean another visit to the office. The child will be told that the parent will be called if the inappropriate behavior happens again. An office visit report will be documented in Brightwheel.
3. A third offense will result in a trip to the office, and a parent will be called to discuss the behavior problems. A 2nd office visit will be documented in Brightwheel.
4. Parents are asked to work on the behavior at home, with the RBS Teacher, and the Administrative Team.
5. If the behavior continues, parents will be called, and the child will be sent home from RBS.
6. In severe circumstances where we have exhausted all resources available, the child can no longer attend RBS. Parents will have to find alternative care. If the child has a sibling in another classroom, it will be at the Director's discretion for the sibling to continue attending or be terminated.

FOOD SERVICE AND PREPARATION

For the comfort and safety of all children, please provide your child breakfast at home daily before arriving at RBS. Children may eat breakfast at RBS between 7:00 am and 8:15 am in the classroom if necessary. Please do not bring in food after 8:15 am. 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 daily morning snack at 9:15 am and an afternoon snack at 3:15 pm. In these older classrooms, we will also provide a pizza lunch on Fridays consisting of 2-3 small slices of cheese pizza, fruit and vegetable, and a cup of milk. You may send additional foods for your child to be served in addition to our snacks and/or pizza lunch. **If your student does not have lunch by 12:05, we will prepare them lunch, and a charge of \$10 will be added to your account.**

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 two will be expected to learn self-help skills, which encourage eating independently. Teachers will not hand feed a child over age 2.

2. Do not send any carbonated drinks with your child.
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 4 years old. RBS will schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

CLOTHING

All children must have two complete changes of clothing, clearly marked with the child's name and left with RBS. If a change of clothing is not provided, we will provide clothing at the expense of \$10 charged to Brightwheel for clothing not returned by the end of the week. 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 their children with all bottles, diapers, and ointments. 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 during play. 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.

PICTURE SHARING

Teachers will share photos through the Brightwheel app; occasionally, these pictures will feature other students from Rainbow. Please do not share pictures of anyone else's children on any form of social media.

SCREEN TIME POLICY

Rainbow allows thirty minutes per week of screen time use in the classroom. All videos watched will be related to the theme or learning of the week. We believe learning happens best through play and will avoid the use of screen time during the majority of our learning opportunities. Students under two will not participate in any screen time.

OUTDOOR PLAY

Outdoor play is a regular part of our daily routine. Children should dress to play outside some part of every day. Children aged six to 18 months will also be taken on buggy rides, weather permitting. Our older children may take walks to ACU during their outdoor time. Nature play increases engagement and enthusiasm for learning. Learning outside improves social-emotional wellness and strengthens social skills. **Please do not request your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school.**

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 they can tell the teacher they need to use the bathroom. For health reasons, pull-ups are required until the child consistently stays dry. While children are potty training, please send at least two changes of clothes each day. Our teachers ask that you provide the pull-ups with break-away sides for easy change.

FAMILY PARTICIPATION

Rainbow has an open-door policy and invites regular participation from our families. We host special events throughout the year that we would love to have parent volunteers and family visitors. Some of these events include our Fourth of July Parade, Meet the Teacher, Easter Egg Hunt, Costume Parade, Week of the Young Child, and Book Fair Week. We will send out volunteer requests as needed and invite participants to visit us on these special days. If you would like to volunteer outside of special events, please contact Morgan Garza through email at morgan@rbsabilene.org.

ACCOMMODATIONS FOR FAMILIES

Rainbow partners with families if specific therapies are needed during the day while your child is in our care. We will provide space to accommodate sessions (i.e., speech, ECI, etc.) We will also participate in all comprehensive care meetings if needed and complete supporting documentation from authorized medical professionals for any accommodations related to the child's physical or developmental needs provided. Please notify the Director if your child requires accommodations, and we will ensure that we do our part to ensure your needs are met.

FIRE AND DISASTER DRILLS

We have monthly emergency drills at RBS. The alarm is rather loud, and your child may mention these drills. 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 regular disaster drills to practice safety in dangerous weather. All staff is trained and prepared to handle all emergencies.

QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to communicate openly with your child's teacher and the facility director through email, phone, or the Brightwheel app. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education.

NURSERY CLASSROOMS

For the safety of all babies, these policies are critical.

- 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 not permitted in the nursery area. Older children should be dropped off first to avoid spreading germs to our infant classrooms.
- 2. For infants under 12 months, a feeding schedule will be sent home each month to update 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 their child's blue RBS bag daily.** Please send the 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 blue RBS 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. We must follow all age guidelines printed on the label.
- 6. All items, such as pacifiers, clothes, sippy cups, bottles, etc., brought to RBS must have the child's first name and the initial of the last name.** 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.
- 8. Please send an empty bottle and extra formula for your child's disaster bucket.** These items will only be used in case of an emergency.
*Formula samples work great for this purpose.