Parent Handbook

revised July 2026

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, safety, 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."

The Texas Penal Code, sections 71.028 and 71.029, have designated within 1,000 feet of any childcare center a "gang free zone". Gang related criminal activity or engaging in organized criminal activity within 1,000 feet of any childcare center is a violation of this law and is therefore subject to increased penalty under state law.

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 summer session. The front office is staffed from 7:30 am to 5:00 pm. We close for the following holidays: Labor Day, Indigenous Peoples Day, Thanksgiving (3 days), Christmas (10 days), Martin Luther King Day, Presidents Day, Spring Break (2 days), 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. We also close for a week between spring and summer sessions and summer and fall sessions so that our teachers can prepare and participate in in-service training. Any closures are subject to change. Please see the included calendar. Full tuition is due every month, regardless of closings.

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 fires, storms, or loss of power or water, and children will be cared for until their emergency contacts arrive.

Fall 2026 – Spring 2027

Monday – Friday
7:00 am – 5:30 pm

Meet the Teacher – Sunday, August 9th, 3:30-5:00

Fall semester begins – Monday, August 10th

Labor Day Holiday – ***RBS Closed*** – Monday, September 7th

Indigenous Peoples Day – ***RBS Closed*** – Monday, October 12th

Thanksgiving break – ***RBS Closed*** – Wednesday, November 25th – Friday, November 27th

Last day of the fall semester - ***RBS closes at 3:00 pm*** Friday, December 18th

Christmas break – ***RBS Closed*** – Monday, December 21st – Friday, January 1st

Spring semester begins – Monday, January 4th

Martin Luther King Holiday – ***RBS CLOSED***– Monday, January 18th

Presidents Day Holiday – ***RBS CLOSED***– Monday, February 15th

Spring Break Holiday – ***RBS CLOSED***– Thursday, March 11th and Friday, March 12th

Good Friday Holiday – ***RBS CLOSED***– Friday, March 26th

Last day of the spring semester – ***RBS closes at 3:00 pm*** – Friday, May 28th

RBS CLOSED– Monday, May 31st – Friday, June 4th for Building Maintenance and Teacher Break

First day of summer session – Monday, June 7th

Independence Day Holiday – ***RBS CLOSED***– Monday July 5th

Last Day of Summer Session – Friday, July 30th

RBS CLOSED– Monday, August 2nd – Friday, August 6th 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. First-month tuition
6. Registration fee of $100 per child
7. Supply fee of $75 per child

IMMUNIZATION REQUIREMENTS

All children enrolled in our program must provide a copy of current immunization records. It is the parent's responsibility to ensure that their child's immunizations are current. Failure to keep children current on immunizations may result in 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 who 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-free 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.** Children with suspected teething and a correlating fever will still need to be kept home until fever free for 24 hours without the use of fever reducing medications.

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. Aside from EpiPens, **no medication can be taken in the classrooms or backpacks.**
- Nonprescription medication may only be administered according to the manufacturer's recommendation on the label. It must be in its original container.
- Medications cannot be pre-measured or added to bottles or sippy cups.
- Before any prescription or nonprescription medicines can be administered, including sunscreen or bug spray, we must have written permission from the child's parent or guardian. Please fill out the medication forms with the office staff.
- Medication must go home after the last date the drug is administered or at the end of each week.

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 (E.g., 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 do so. Children will not be released to a minor for any reason. Authorized adults must be listed in Brightwheel and bring a photo ID. If asked, please be prepared to present a photo ID when you pick up your child. **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 to the Brightwheel app.
Students who leave for appointments may not return to care after 3:00 p.m. We ask that neither students nor parents be on their cell phones during drop-off and pick-up. This improves our ability to communicate with you and avoid distractions.

ARRIVAL PROCEDURES:

- An adult must accompany their child to their classroom 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 (do not leave nursery children alone in the hall).
- **Older children may not wait in the office or lobby area or walk around unattended while you are dropping off other children.**
- **A consistent arrival time is important for your child. It helps build routines in their day and classroom community.**

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(do not leave nursery children alone in the hall).
- **Students who leave for appointments may not return to care after 3:00 p.m.**

You can update your child's approved pickups or contact information in the Brightwheel app by selecting your child's profile and using the plus sign in the contacts section. It would be helpful if all adults who can 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 from 3:00 pm - 5:30 pm only to children already enrolled in Rainbow Bible School. If your child is attending our 7:00 am-3:00 pm program, **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

There is a $5 charge per minute for **all** late pick-ups. 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, supplies, and summer activity fees at enrollment time. Unless authorized by the facility's director, all fees are payable before the child begins attending school.

An annual $100 registration fee for each student is due at the time of initial enrollment and the start of each school year. A $75 summer activity fee is due for all children attending the summer session, and a holding fee of $350 is offered to be paid to hold your spot for the summer session and return in the fall. *Students who pay the holding fee for summer may not drop in.

A $75 supply fee is due at the time of initial enrollment and at the start of each semester to cover the cost of consumable items used throughout the semester.

Our obligation to the staff continues regardless of whether every child is present. Absenteeism will not be refunded, and we cannot offer make-up days. However, depending on space availability, drop-in days are available at an additional charge.

Tuition covers the current month. Tuition must be paid for the current month to maintain enrollment. RBS tuition is due by the seventh 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. Rainbow Bible School's director will consider other payment arrangements as needed.

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 already enrolled in our program.

CURRICULUM GOALS

Rainbow Bible School follows the Circle Curriculum. We aim for children to learn and grow through discovery, student-led investigation, and play. If you would like more in-depth information about our curriculum, you can contact our curriculum coordinator, Ericka Puente, at ericka.puente@rbsabilene.org.

STUDENT PARTNERSHIPS

Rainbow Bible School partners with various colleges within Abilene Christian University so that its students can gain training and observation hours while earning

their degrees. These student observers are never counted in our ratios or left alone with Rainbow Bible School students.

CANCELLATION OF CARE

If you discontinue your child's care at Rainbow Bible School, you must give at least two weeks' notice. 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 give parents a verbal warning, as documented in Brightwheel. Parents will receive a written warning documented in Brightwheel and email if the behavior continues. Parents may need to meet with the Director if incidents continue to discuss termination.

Incidents involving parents and/or students that threaten safety will result in immediate termination. **The RBS Director and the RBS Board of Directors can terminate childcare anytime.**

Rainbow Bible School Fee Schedule

Fall 2026 - Spring 2027

Monthly Tuition

Caterpillars, Ladybugs, and Bumblebees (Monthly Tuition)

Days Attending Per Week	2 day (TR)	3 day (MWF)	5 day (M-F)
7:00am-3:00pm	$445	$640	$840
7:00am-5:30pm EC	$485	$700	$920

All other classes (Monthly Tuition)

Days Attending Per Week	2 day (TR)	3 day (MWF)	5 day (M-F)
7:00am-3:00pm	$440	$630	$825
7:00am-5:30pm (EC)	$475	$685	$900

Daily Drop-in Rates

Time	7:00-3:00	7:00-5:30	Extended Care PM
Tuition Cost Per Day	$55	$75	$20

Other Rates

Yearly Registration Fee	$100	Late Payment Fee	$20
Summer Activity Fee	$75	Late Pick-up Fee	$5 per child per minute
Semester Supply Fee	$75	Missing Lunch Fee	$10
Summer Holding Fee *This reserves your child's spot during the summer if not attending*	$350	Nap Mat	$25

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. For children one and older, 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 nap mats that are 1 inch thick. A limited number of waterproof nap mats are available in the office for $25.

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.

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. Students who bite three or more times in one day will be sent home to give the student and classmates a fresh start the following day. Rainbow Bible School reserves the right to dismiss the child if the problem cannot be resolved.

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 to create a safe and positive environment. 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.

The child's family, teacher, and program director will communicate about the child's progress on an ongoing basis. Parents are always invited to express concerns through a meeting in the office or Brightwheel. When dealing with disruptive behavior, the family must cooperate positively. The best way to handle these issues is for all parties involved to be consistent. Rainbow Bible School reserves the right to terminate the child's care for discipline problems at any time.

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.

Most discipline can be managed with proper supervision, engaging 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 occasions, such as intentionally harming other children or teachers, when other alternatives are needed.

Below is the procedure RBS will follow in these exceptional 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 classmates at RBS is done now, 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 result in another office visit. 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 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 available resources, the child can no longer attend RBS. Parents will have to find alternative care. If the child has a sibling in another classroom, the Director will decide whether the sibling will 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 vegetables, 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. Rainbow Bible School is not responsible for the nutritional value of food sent from home. **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 guidelines:

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 eat independently.
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 or refrigeration *(except for the nursery classrooms)*.

HEARING AND VISION SCREENING

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires hearing and vision screening for children over four. RBS will schedule annual screenings at our school. Parents may also bring proof of screening from their local pediatrician.

CLOTHING

Please send your child dressed for daily play with shoes that they can run and jump in. All shoes should have a back. All children must have two complete changes of clothing, clearly marked with the child's name and left with RBS. Children over 12 months must wear closed-toe shoes, including during nap time. Please do not send your child in flip-flops.

PERSONAL BELONGINGS

Parents must provide 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 at home, such as toys and accessories. Rainbow Bible School cannot be responsible for broken or lost items.

PICTURE SHARING

Teachers will share photos through the Brightwheel app, occasionally featuring other Rainbow students. Please do not share pictures of anyone else's children on social media.

SCREEN TIME POLICY

Rainbow allows thirty minutes of screen time per week in the classroom. All videos watched will be related to the theme or learning of the week. Learning happens best through play, and we will avoid using screen time during most 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. Infants to 18 month olds 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. Children 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 five changes of clothes each day. Our teachers ask that you provide pull-ups with break-away sides for ease of changing.

FAMILY PARTICIPATION

Rainbow has an open-door policy and invites regular participation from our families. We host special events throughout the year and 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 special events, please contact Emily Bradshaw through email at emily@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. Please notify the Director if your child requires accommodations, and we will 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 are trained and prepared to handle all emergencies.

QUESTIONS OR CONCERNS

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

Parent conferences are honored as needed to discuss parent concerns or your child's progress in our program. If you would like to schedule a conference, please contact Emily Bradshaw through Brightwheel or by email at emily@rbsabilene.org.

NURSERY CLASSROOMS

These policies are very important for the safety of all babies.

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 and picked up last 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 care for 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. Please send breast milk in a bottle thawed and ready to serve. Breast Milk cannot be stored at RBS overnight; all milk will be sent home daily.

4. **Medicine forms must be completed in the office for all prescriptions and over-the-counter medications.** This includes medicines for teething, skin irritations, etc. All medicines must be given strictly according to the label instructions. We must follow all age guidelines printed on the label. Please do not leave medicine in the diaper bag.

5. **All items brought to RBS, such as pacifiers, clothes, sippy cups, bottles, etc., must be labeled with 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.

6. **No glass bottles or containers may be used.** The risk of glass breaking and being completely cleaned up is too high for crawlers and walkers in the classroom.

Please send an empty bottle and extra formula for your child's classroom disaster bucket. These items will only be used in an emergency. Formula samples work great for this purpose.