



Parent Handbook
2016-2017

I. Basic Information

Rainbow School is a preschool program designed to provide a Christian preschool school experience for three, four, and five year olds. Four ELCA member congregations of the Rochester area sponsor this program: Zumbro Lutheran, Our Savior's Lutheran, Mount Olive Lutheran and Good Shepherd Lutheran.

Our Vision:

Guiding the mind and spirit of God's Children

Our Mission:

A Christian preschool where children develop skills for a life of faith and learning.

Philosophy:

Rainbow School believes that preschool is an opportunity for children to have a positive first school experience. In order to make that experience positive for our students, we address and provide for the growth and development of the whole child, including their spiritual, social, emotional, physical, and academic growth and development.

The instruction at Rainbow School is based upon two main priorities. First, as a Christian preschool, we strive to teach the children in an environment that demonstrates the love of God. Christian values are modeled, encouraged, and practiced. We feel that this is the best foundation to give our students after they leave our program- to be able to show the love of God through love, respect, and forgiveness of others.

Second, as preschool is a first school experience for most students, we do not underestimate the importance of social skills. Rainbow School offers the opportunity to learn and practice the necessary social skills needed in a school environment.

While spiritual and social growth is the framework for Rainbow School's curriculum, we also take advantage of opportunities to guide our students through emotional, physical, and academic milestones. Preschool aged children make many leaps and bounds in their emotional, physical, and academic maturity, and it is our goal to guide them through their growth in all areas of development in order for them to achieve the most possible.

The methods used by the staff at Rainbow School are developmentally appropriate for preschool aged students. This implies that the integration of play and the arts is essential, for at the preschool age, the integration of the arts and play is one of the most developmentally appropriate methods for children to learn. It provides the most authentic setting for children to learn- through observation, participation, and practice. It provides for all areas of the child's development. In addition, it provides a safe, familiar environment for children to approach new ideas and concepts.

The goal of Rainbow School's curriculum is to meet the developmental needs of each child's spiritual, social, physical, emotional and academic growth, and to meet those needs through a developmentally appropriate program.

Class Information:

The maximum number of students in any class will be 20 set by the State of Minnesota Licensing Department, with two lead teachers or one lead teacher and one assistant teacher or one aide for each class. Children must be three years old by September 1st to enroll for the current school year. Students are eligible to remain enrolled in the program until they begin Kindergarten.

Classes currently offered are Monday, Wednesday, and Friday mornings from 9:00am-12:00pm, Tuesday and Thursday mornings from 9:00am-12:00pm, Tuesday and Thursday afternoons from 1:00-4:00pm. A Lunch and Munch option offers children a chance to bring a sack lunch and beverage to school and eat lunch after the morning sessions on Mondays, Wednesdays and/or Fridays from 12:00pm-12:55pm. Enrichment classes on Mondays and Wednesdays for children 4-5 years old and Fridays for children 3-5 years old from 1:00-3:00pm. Classes run from September through May, beginning the week after Labor Day and ending the week before Memorial Day.

Daily Schedule (to include):

- Free play with access to several play areas (such as dramatic play, large motor skill toys, manipulatives, puzzles, books, art supplies, etc.)
- Projects or activities based on the current theme with as a whole group or in small groups with a teacher.
- Circle Time: calendar, Bible stories, songs, movement activities, read-a-loud, etc.
- Clean up and Snack Time
- Library, children have the opportunity to look at and read books, and to be read to in a one-on-one setting
- Large Motor Activities, either outside or gymnasium play time
- Closing Circle Time

Bi-Weekly Schedule (to include):

- Chapel, a short worship time led by a visiting pastor, Christian educator, or other church staff in the Zumbro Chapel
- Music class with Ms Kristin Limberg ½ hour in our classroom

Daily Schedule (these times are approximate)

9:00-9:20 / 1:00-1:20

Arrival and manipulative play

9:20-9:45 / 1:20-1:45

Morning Circle

Morning message

Book

Lesson

9:45-10:15 / 1:45-2:15

Small groups

Letter enrichment or journals

Snack

10:15-11:00 / 2:15-3:00

Free Choice

11:00-11:30 / 3:00-3:30

Circle time

Calendar

M and T Ms. Kristin or Chapel W, Th and F Enrichment lesson

11:30-12:00 / 3:30-4:00

Gross motor

Tuition

Tuition for the three day per week class is \$205 due each month school is in session. Tuition for the two day a week classes is \$146 due each month that school is in session. Enrichment classes will be \$15 per session and lunch is \$5 per session. The lunch and enrichment classes are pro-rated monthly according to the total number of sessions divided by 9 months.

There is a \$50 non-refundable registration fee required with registration.

Tuition is due on the first of the month. Rainbow School will charge a late fee of **\$25** if tuition is not received 10 days after the first day of the month. If tuition is not received beyond 10 days after the first of the month, your child will not be accepted until the tuition and late fees are paid in full.

If a check is returned for insufficient funds, you will be responsible for all bank charges incurred, a \$25 fee, and the full amount of tuition that is due. In the future, cash or money order will be required for all payments.

In cases of absence due to illness or vacations, tuition will still be payable on the regular schedule.

*There are partial scholarships available. Please feel free to ask about these opportunities.

Late Pick Up Policy

It is very important to pick up your child on time each day. When a parent or guardian is late, the child worries that he/she has been left behind and gets anxious. Teachers need to clean up the classroom and prepare for the next session and often have to leave promptly to take care of their own children. Please be respectful of the teachers' time and your child's well being by making a conscious effort to be prompt!

Classes end at 12:00pm for the morning classes, 4:00pm for the afternoon classes, and 3:00pm for enrichment classes.

A late fee will be assessed by the director if you do not pick up your child by end of class.

\$1 per minute will be charged to your account if you are late. Please make sure anyone else who picks up your child is aware of our late policy, he/she will also be held responsible for the late fee.

II. History of Rainbow School:

Rainbow School began in the late 1980's when a Christian educator at Zumbro Lutheran recognized the need for a Christian preschool program in Rochester. She started a very small program one morning a week for six to eight weeks at a time.

By 1990, a new Zumbro Sunday School coordinator picked up the program. The next year the program changed from Monday mornings to twice a week, on Tuesdays and Thursdays. It was at this time, also, that the program was renamed Rainbow School. It still ran for just part of the year at a time, with a fall and a winter session.

By 1996, Rainbow School had grown to morning and afternoon classes, and had started to look into becoming a fully licensed preschool program. It was soon realized that Rainbow School met too frequently for an unlicensed preschool. In 1997 it was decided to split the year between two churches, meeting half of the year at Zumbro and half of the year, under the name of Praise Kids Preschool, at Good Shepherd Lutheran Church. During this time, work continued to make Rainbow School a state licensed preschool.

In 1999, Rainbow School was licensed by the State of Minnesota. Rainbow School also became incorporated as a private non-profit corporation to be governed by a Board of Directors. Zumbro and Good Shepherd churches were joined by Mt. Olive Lutheran Church as the first member congregations of Rainbow School.

2000-2001 was the first full year as a fully licensed preschool. By the end of that school year, Our Savior's Lutheran Church had also joined as a member congregation.

In 2002, we added a Monday, Wednesday, Friday class to our program, due to the demand from parents from our member congregations as well as from the Rochester community at large, for a quality Christian preschool. We also received our tax-exempt status from the IRS.

Today, as we have throughout our history, we continue to make quality Christian education a priority for our young students. Dedicated Board members from our four member congregations, as well as the input and insight of all our teachers, has resulted in a preschool program that we are proud to share with our students, our families, and our community.

III. Staff

Cat Thisius – Director

Stacy Freimuth and Tammy Kraft – Monday/Wednesday/Friday morning-Monday and Wednesday Enrichments

Molly Willaert and Tristan Pearson – Tuesday/Thursday morning and Tuesday/Thursday afternoon

Cat Thisius and Amanda Olson – Friday Spanish/Science

Cat Thisius and staff – Monday/Wednesday/Friday lunch

IV. Enrollment Procedures:

- Visit Rainbow School during our normal classroom times with your child. Ask questions and feel free to call the school if you think of more questions later. When you are sure Rainbow School is right for you, fill out application form and contract. When you submit the required completed forms and your \$50.00 non-refundable registration fee made payable to Rainbow School, your child will be registered. If we are unable to accommodate your child in your class choice, you will have the options of signing up for another class and/or to remain on a waiting list.
- In August, you will receive a packet of information which will include detailed Emergency and Authorization information, a Health Care Summary and the Child Care Immunization Record which must be turned in by September 1. Your child will not be allowed to attend Rainbow School until we have these completed forms on file. You will also receive the Rainbow School Questionnaire. It is not required, but it provides an opportunity for the teachers to get to know your child better. You will also receive a list of requested school supplies, and you will have the choice of bringing the items during family open house night or on the first day of school.
- It is the parent's responsibility to keep immunizations up-to-date, and to notify the school of any changes in records including new address.
- To ensure a safe and respectful learning environment, Rainbow School expects parents and anyone else who drops off or picks up your child to abide by the policies and procedures outlined in this handbook, as agreed upon in their contract. Failure to do so will result in a conference with the Director; continued violations may result in the termination of enrollment.

V. Diversity Policy:

Rainbow School admits students of any race, color, national, religious or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Rainbow School is a Christian preschool that operates under the premise of a belief in God, the Father, Son, and Holy Spirit. It is assumed that families enrolled hold beliefs consistent with this creed.

VI. Snack and Birthday Policy:

Snack time is viewed as a valuable time to teach as well as eat together. By sharing a snack together, children are given the opportunity to interact on a different level than when at play. Snack time always begins with a table grace so that the children are taught a variety of table prayers. The staff share snack with the children and model and encourage conversation and good manners. Snacks are a part of each class at Rainbow School. A monthly calendar will be provided each month, showing which family is to bring a healthy snack and beverage to share with the class.

Snacks must be store bought and prepared. We are a peanut/tree nut free preschool! Please make sure it says, “Processed in a peanut free facility”.

We request bakery prepared or unopened packages of cookies, crackers, muffins, pretzels, raisins, bagels, etc. Fruits and vegetables must be washed. Beverages will be from an unopened container of milk or juice. All perishable foods will be refrigerated prior to serving. Any leftovers will be disposed of or sent home with the parent or guardian. Cups and napkins are provided by Rainbow School, however, if the snack that you provide needs additional utensils (such as forks or spoons) please supply them with the snack. Remember, we are a class of up to 17 students and 2 teachers, so please provide enough snack for the entire class.

A snack bag will be sent home the day before you are signed up for snack. Also, you can check the snack sign-up sheet posted in the parent welcome area.

Birthdays are very important for preschoolers. They will be celebrated in the classroom. If you and your child wish to contribute to the celebration, special treats may be brought in for birthdays, but we ask that they are a healthy snack. We will try to reserve a day on or near your child's birthday so that you can sign up for snack that day if you wish. Please follow the same guidelines as with regular snacks (i.e. store packaged or prepared.) Also, if your child is planning a birthday party, please do not send the invitations to school unless you are inviting the entire class. This will avoid any hurt feelings. Parents can use the Rainbow School directory to find addresses and phone numbers of students if needed.

******Birthday treats*** – With an average of 17 children per class, that makes for a lot of cupcakes and sweet treats. Store bought fruit pizzas, carrot cupcakes, or other healthier choices are great alternatives. Mini-cupcakes are preferable over the regular sized cupcakes.

VII. Emergency Policies:

Unfortunately, emergencies, accidents, and injuries occur in the world in which we live. It is the policy of Rainbow School to train all staff in the proper handling of such events at the time of new employee orientation and before the start of each school year.

Rainbow School's lead teachers are responsible for the children's safety. There is a floor plan and instructions posted near the two exit doors identifying primary and secondary exits and the

protocol for evacuation in case of fire. This floor plan also identifies tornado shelter area and the building evacuation routes. Instruction on how to close off the area is also included in this posting. The phone numbers of all emergency personnel are listed.

First Aid

- Rainbow School has a first aid kit available in the classroom. This kit contains sterile bandages and Band-Aids, sterile compresses, scissors, an oral or surface thermometer, and adhesive tape. A first aid backpack is also taken on field trips and to the park which contain emergency contact numbers of enrolled students.
- Staff can only wash injured areas with soap and water and apply a sterile band-aid.
- Each staff member is certified in CPR annually and first aid every two years. New staff are required to have this training within the first 90 days of employment.
- Poison control and emergency numbers are posted in the classroom.

Safety Rules and Procedures

- Children are supervised at all times. This is the single easiest way to prevent injuries.
- Children are not allowed in food preparation areas except under adult supervision. Hot water faucets are thermostatically controlled to prevent scalding. Radiators and heat sources are shielded to prevent burns.
- All chemicals and cleaning agents that pose a risk of poisoning to children are kept in a locked custodian's closet.
- All toys are tested for safety upon purchase. Toys that become damaged or broken are immediately discarded.
- All window coverings have child safe draws. Windows that can be opened have screens.
- Children are not allowed to play in the parking lot.
- Children are not allowed to cross the street without adult supervision.
- Children are not allowed to be left in the car or outside the building unsupervised during pick-up or drop-off times.
- Emergency Equipment: Rainbow School has a battery-operated flashlight and portable radio stored in the Rainbow School Teacher cupboard. Spare batteries are stored with the flashlight and radio.

Fire Prevention and Procedures

- Fire drills occur monthly. Records of these drills are kept in the Rainbow School log.
- The primary fire exit is the door leading to the grassy area in the east side of Zumbro Lutheran Church (the main entrance to Rainbow School.) The secondary exit is up the stairs and out the door leading to the parking lot on the north side of the building.
- The fire department phone number is 911.
- The lead teacher and/or the assistant teacher are the persons responsible for the evacuation of the children when the alarm sounds.
- Children will go to the Rochester Area Family Y at 709 1st St. SW for shelter until parents are notified of an evacuation.

Tornado, Blizzard, Power Failure, or Other Natural Disaster Procedures

- Tornadoes: In the case of a tornado warning, all children and staff will evacuate to gym in the lower level of the building. Staff will have access to emergency kits containing a flashlight, a portable radio will be used to monitor the weather situation, and some small activities for the children. Staff will contact parents by telephone from the shelter, if possible, for further instructions. There will be tornado drills in September, April, and May.

- Blizzards: In the case of a blizzard that strikes while the school is open, staff will notify all parents of the weather situation by telephone. Together they will determine the appropriate action to take. If the Rochester Public Schools are canceled, then Rainbow School is also canceled.
- If Rochester Public schools delay the start of school due to weather, we will not have morning sessions.
- If Rochester Public Schools dismiss early due to weather, we will not have afternoon sessions.
- Other Natural Disaster or Emergency: In the case of any other natural disaster or emergency, the director, in consultation of local law enforcement officials, will determine the most reasonable place for evacuation. A file with up-to-date emergency contact information will be carried with the children so that parents and guardians may be notified.
- Power or Utility Failure: Rainbow School will be closed if Zumbro Lutheran Church does not have power at 8:30am the day that school is to be held. If the power should fail while Rainbow School is in session, parents will be contacted by telephone for consultation on how to proceed.

When A Child Is Not At School

Parents, you MUST call us if your child will not be at Rainbow School on any particular day for any reason (illness, doctor's appointment, etc.) If you are planning a vacation and will be out of town, let us know in advance. Our number is 261-1761.

We are obliged to account for your child if they are not at school by 9:30 am or 1:30 pm and you have not called us to inform us of an absence. Here is the procedure that is initiated:

- The lead teacher will call home to find out where the child is.
- If no one can be reached at home, we will call the other parent or emergency contact person for further information.

Vacations and Extended Time Away

You are responsible for tuition costs as long as your child is enrolled in our program. If your family takes a vacation or has an extended time period where your child will not be in school, parents are still responsible to pay for tuition while away. Please make arrangements with the director prior to leaving on vacation or trips.

Procedures regarding drop-off and pick-up of children

- Children must be accompanied by an adult inside the building upon arrival or departure from school. Children under the age of 16 are not allowed to pick up preschoolers without an adult present.
 - Arrival: The adult must walk with the child to the classroom and sign in his or her child. Please visually verify that a teacher recognizes the arrival of the child.
 - Departure: The adult must also sign out the child upon departure. A teacher will visually recognize that the child is with the appropriate adult upon departure from Rainbow School.
- Children will not be released to any unauthorized person. Written notice of an alternate person picking up a child must be given to the school and signed by the parent. If the teacher does not recognize the alternate person picking up a child, they may ask for a picture ID to ensure the safety of the child.
- Any person who appears to be incapacitated will be screened at the school's discretion and police could be notified before a child is released.

- Any person suspected of abuse will be reported to the appropriate authorities.
- If no one appears to pick up a child within 15 minutes of the end of class, parents will be called first, then the emergency contact person on the registration form will be contacted if parents cannot be reached. If no one can be reached after one hour, the Olmsted County Child Protection Services will be notified.

Sources of Emergency Care

- Parents will be contacted immediately should emergency medical care be needed.
- Director of the school or lead teacher will act as patient representative should the situation be life threatening and no parent or guardian can be contacted.
- Medical care will be obtained from St. Mary's Emergency room.

Hazardous Objects

- No knives, pointed scissors, or any other object of such design that could be considered hazardous is kept in a place accessible to children.
- No medicines are kept in a place accessible to children.
- No plastic bags are kept in a place accessible to children.
- No poisonous plants are kept in the Rainbow School classroom.
- No chemicals or household cleaning supplies are kept in a place accessible to children.

Weapon Policy

No weapons are allowed at Rainbow School. If a child brings a play weapon to school, it will be placed in the director's office until the end of the school day and parents will be notified. If a child brings a real weapon to school, it will be confiscated and a parent or emergency contact person will be notified immediately by telephone.

Condition of Equipment and Furniture

Rainbow School actively inspects its equipment and furniture for safety each day that the school is open. Any equipment or furniture that poses a hazard to children it is immediately removed from the area so that it may be repaired or discarded.

VIII. Suspected Child Maltreatment and Complaint Policies

Everyone, parents, friends, neighbors, and especially those in positions of having a child's trust, like a teacher, have a duty to protect the children in their care. Therefore, we are providing parents with the information needed to report suspected maltreatment or abuse- whether the suspected abuse takes place at a home, in the community, or at Rainbow School. Also, this information is to inform you that all the teachers at Rainbow School are mandated reporters, and it states our specific requirements for reporting suspected abuse or maltreatment. Most of the information below is that which is required by State Law, but if you have additional questions or concerns, please feel free to ask the director for more information.

Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- Those working with children in a licensed facility are legally required or mandated to report and cannot shift the responsibility to a supervisor or co-worker. If a worker knows or has reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, he or she must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If anyone knows or suspects that a child is in immediate danger, he or she should call 911
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility – such as Rainbow School - should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at (651) 431-6600.

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Olmsted County Social Services at **(507) 328-6400**. After Hours Crisis Phone :(507) 281-6248.

- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at 651-431-6500.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556.)
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known, and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect whom the report is made. The reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the childcare program and must be made available upon request.

VIX. Health Policies:

Health Care Summary:

Within 30 days of admission of any child, Rainbow School must obtain a report on the current physical examination of the child signed by the child's source of medical care. Either this requirement may be fulfilled by a signed letter from the child's health care provider stating the child's current physical state, or it may be fulfilled by having the child's health care provider complete and sign the provided Health Care Summary Form.

Child Care Immunization Record:

When a child is enrolled at Rainbow School, we must have documentation of current immunization as specified by State Law, or a signed notarized statement of parental objection to the immunization, or a medical exemption before the child starts school.

Special Medical Concerns:

Parents have a responsibility to inform Rainbow School of any special health or developmental needs of the child attending the school. They also have a responsibility to inform Rainbow School of any special services currently being provided by an outside provider. (E.g. physical therapy, speech therapy, psychiatric treatment, has an I.E.P. with the public school district, etc.)

Lice and Nits Policy

Head lice infestation is a common problem among people. Although it is annoying, the condition does not transmit serious disease. Rainbow School does everything it can to help reduce the spread of head lice. Information, resources, and treatment recommendations are always available from the director!

- If your child arrives at school and shows signs of head lice or nits, you will be notified immediately. We ask that you come pick up your child as soon as you are able.
- Your child must be treated with an over the counter lice treatment before returning to school. The director is available to discreetly check your child's head for live lice after treatment.
- It is highly recommended to have the whole family be treated before returning to school and work.
- Hats, coats, combs, and hair bands should be stored in your child's cubby or backpack and not shared with others to help prevent the spread of head lice.

Notices about a sick child:

- Rainbow School will immediately notify a parent when the child becomes sick at Rainbow School.
- If your child has a fever of 100.1 or higher, please keep your child home. Children must be fever free for 24 hours before returning to school.
- If your child is too sick or tired to engage in regular activities, please keep your child at home.
- Parents are required to inform Rainbow School within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by the child's source of medical or dental care as having a contagious disease as specified by State Law. The child's physician will tell you if your child has one of these reportable diseases.
- Parents are also required to inform Rainbow School if the child is diagnosed with any of the following illnesses: **candidiasis (oral thrush); chicken pox; hand, foot, and mouth disease; conjunctivitis (pink eye); diphtheria; fifth's disease; giardia; hepatitis A (infectious); hepatitis B; impetigo; lice; measles (rubella); meningitis; mononucleosis (infectious); mumps; pertussis (whooping cough); pinworms; ringworm (scalp and skin); roseola; scabies; or strep infection.**
- Rainbow School will post or give notice to the parents of exposed children the same day a parent notifies Rainbow School of a child's illness or condition listed above.
- Rainbow School will ensure that the health authority is notified of any suspected case of reportable disease as specified by State Law within 24 hours of receiving the parent's report.

Administration of medicine:

- Rainbow School does not administer medicine to children except under certain specific conditions. These conditions include, but are not limited to, inhalers for children with asthma, and Epi Pens for children with allergy concerns.
- When Rainbow School does administer medicine the following conditions apply:
 - Written permission must be given from the child's parent
 - Rainbow School must be given and will follow the written instructions from a licensed physician or dentist before administering said medicine. Medicine with the child's name and current prescription information on the label constitute instructions.
 - All medicine will be kept in its original container and will have a legible label stating the child's name. It will only be given to the child whose name is on the label. The medicine will not be given after the expiration date on the label, and any unused portion will be returned to the child's parent or destroyed. Rainbow School will ensure that the administration of the medicine is recorded and the name of the child, the name of the medicine or prescription number, date, time, dosage, is given, as well as the name and signature of the person who dispensed the medicine. The record will be available to the parent from the Director and will be maintained in the child's record.
 - Medicines will be stored according to directions on the original container and in a place inaccessible to children.
- **Rainbow School is not allowed to apply sunscreen to children without written permission from parents on file.**

Naps and Rest Policy

(MN Rules, Part 9503.0050)

Since Rainbow School is a half-time preschool, there will not be a regular nap or rest time set aside. However, a child who needs a quiet rest will at any time be allowed access to a quiet corner in the classroom and given a cot, blanket, and pillow. Children will be allowed to seek this out on their own, and the area is not to be used as a "time out" or consequence for behavior.

Nonsmoking:

Smoking is not allowed in the Rainbow School building. Smoking by staff is not permitted in the presence of the children, including outdoors or at a playground.

Cleanliness:

The indoor and outdoor space and equipment are cleaned regularly. Tables, chairs, and toys are regularly cleaned with an anti-bacterial solution in order to reduce the transmission of disease.

The restrooms are cleaned each day school is in session.

Hand Washing:

Children will wash their hands with soap and water after use of the toilet. They will also wash their hands before eating a snack. Staff will monitor hand washing and assist children who need help.

The use of a common basin or a hand sink filled with standing water is not allowed.

Staff will wash his/her hands with soap and water after using the restroom and before handling food or eating.

Rainbow School is not allowed to use hand sanitizer of any kind on children. The hand sanitizer in the classroom is for adult use only!

Toilet Articles:

Rainbow School will provide toilet paper, liquid hand soap, facial tissue, and single use paper towels.

X. Pets:

Rainbow School may keep pets during the school year. Please let the staff know if your child has an allergy or extreme fear of any type of pet.

Pets are also allowed to visit under certain very controlled circumstances. If your child wishes to bring in a pet to share with the class, parents must make the request to the teacher several days beforehand so that the other parents may be notified. Also:

- Rainbow School's Health and Safety Manual will be consulted as to whether the type of pet is an appropriate candidate for a visit.
- Any pet that visits must have up-to-date shots.
- Any pet that visits will have an accompanying adult to manage it.
- Any pet not in a cage will be kept on a leash at all times.

Rainbow School staff is responsible for the safety of the children and for preventing the spread of communicable disease from the visiting pet.

XI. Field Trips

Rainbow School regularly walks to the city park located between 5th and 6th Ave. SW and north of Soldiers Field Drive or to the city park located on Soldiers Field Drive south of 8th St. SW. Parents sign a blanket permission form on the enrollment form granting their permission for the children to walk to these parks and around the block. At least two adults will accompany the children when we walk to the park and around the block and the first aid kit and cell phone will be brought along. We may also take field trips to sites within walking distance (within ½ mile of the school,) or to sites where parents must provide transportation for their child. Rainbow School does not provide transportation to field trips that are not within walking distance, although we do help parents find carpools and other arrangements. Parents must sign a permission form before their child is allowed to go on a field trip. At least two adults will accompany the children when we go on field trips and the first aid kit and cell phone will be brought along.

XII. Parent Visitation and Volunteering:

Parents are always welcome to come and visit Rainbow School at any time and without prior notice. Rainbow School encourages parents volunteer in some capacity at Rainbow School, whether inside or outside of the classroom. The following list some possible ways for parents to fulfill their volunteering responsibilities:

- **Board Member-** Board members commit to meeting about once per month to discuss the business of Rainbow School (i.e. reviewing the committee work, approving the treasurer's report, etc.). A term is two school years.
- **Rainbow School Get-Together Events-** Parent volunteers try to hold one Rainbow School Get-Together Event per month. These activities range from movie or craft nights at Rainbow School, or meeting outside of school at the movie theater, ice rink, park, etc. The Get-Together Team will meet once at the beginning of the year to plan activities, and then will meet in October to plan the events for the upcoming year. Team members would also choose a couple of events to assist with throughout the year.
- **Volunteer in Room-** Any parent is welcome to visit the classroom at any time- no need to sign up to come spend the day, or just a snack, with your child. You will be put to work helping with crafts, helping get snack ready, or playing or reading to the children. Be prepared to have your hands and laps full!

- **Nurse Consult-** Every fall we must have a RN review our health and safety procedures. This typically takes a couple of hours looking over our staff handbooks and health and safety manuals to make sure that we are meeting all the checkpoints. If you are a RN, please consider making this your volunteer commitment.
- **Church Relations** - In order to maintain and build relations with our member churches, as well as other Rochester area ELCA churches, we would like to provide treats for the meetings of certain committees at each church, such as the education committee, the church at large committee or the church council. In order to help, we are asking parents to sign up to bake or buy something tasty to eat for one committee meeting. You would not need to attend the meeting, just drop off the treats with well wishes from Rainbow School.
- **At Home Projects-** The teachers often have projects that might need some prep work before hand. If you would like to volunteer to take some work home, we might ask you to make play dough, cut out Christmas trees, or address postcards. Another great opportunity for parents who cannot commit to coming into the classroom or making a meeting.
- **Committee Member-** We have several committees that could use a few volunteers. These committees are typically chaired by the Director or a Board Member, so you would not be doing all the work on your own!

We encourage parents to volunteer to help in any way that they are comfortable, in and out of the classroom. We also happily accept donations. Some items that the class is always collecting include: old clothes or large pieces of fabric for dramatic play (especially shoes, ties, and bags); fabric scraps, yarn, and buttons for crafts; bottle caps and lids; toilet paper and paper towel tubes. We welcome any donations of time or materials at Rainbow School.

XIII. Conferences:

Parents are welcome to schedule a conference with the teacher at any time. A fall conference will be scheduled with the parents in November, in order to discuss how the child is adjusting or acclimating him/herself to school. A spring conference highlighting the child's achievements for the year will be scheduled in March. Conferences are not mandatory, but attendance is strongly encouraged.

XIV. Research, Public Relations or Photography:

Written permission will be obtained before any research or experimental procedure is done at Rainbow School. In the same manner, written parental permission will be obtained before any publicity pictures or video is taken or disbursed over the airwaves. Rainbow School does take photographs or video of the class and its students. These pictures are used for class projects and for posting in the classroom. We also use general photographs and video of the classroom and class in order to give presentations to member congregations and like organizations and to post on our Facebook page. Parents sign a blanket permission at the beginning of the year giving Rainbow School permission to take photographs and video of their child for these purposes. It is understood that Rainbow School will ask for additional direct written permission before any publicity photos or video is taken to be disbursed over the airwaves.

XV. Behavior Guidance Policy:

At Rainbow School we have one important rule- *Love your neighbor*. The teachers follow this rule by word and action, providing a model for the children and a resource for the class on how to live by this rule. However, there will be times when children will forget this rule. It is the teacher's responsibility to use a positive guidance approach to help children live by this rule. Positive guidance techniques rely on:

- Teachers using techniques such as modeling, encouraging expected behavior, redirecting children to more acceptable activities, and setting clear limits.
- Teachers provide children with many opportunities to develop social skills such as cooperating, helping, negotiating, and talking with classmates to solve a problem.

General Behavior Guidance Requirements

- It is the teachers' responsibility to be positive role models and to model acceptable behavior for the children.
- The behavior guidance provided by Rainbow School is tailored to fit the developmental level of three, four, and five year olds.
- It is the teacher's responsibility to monitor the children at all times. When conflicts occur, the teachers are to redirect the children toward constructive activity.
- At times, it is appropriate for the teacher to work with the children and teach them how to peacefully resolve the conflict.
- It is the responsibility of the teachers to protect the safety of all the children at all times.
- When an example of unacceptable behavior occurs, the teacher will use that opportunity to teach about acceptable alternatives.
- If unacceptable behavior continues, immediate and directly related consequences will be provided.

Persistent Unacceptable Behavior

- Director will observe and record the behavior of the child and the staff response to the behavior.
- Director will consult with the parent and other staff and professionals to develop an appropriate behavior guidance plan.

Prohibited Actions

- No corporal punishment is allowed. This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- No emotional abuse is allowed. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Separation of the child from the group is not allowed except as provided in the next subpart.
- No punishment is allowed for lapses in toilet habits.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior is prohibited.
- The use of physical restraint other than that to physically hold a child when containment is necessary to protect the child or others from harm is prohibited.
- The use of mechanical restraints, such as tying, is prohibited.

Separation from the Group

- No child may be separated from the group unless the teacher has tried less intrusive methods of guiding the child's behavior that have been ineffective and the child's behavior threatens the well being of the child or other children in the classroom.
- A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member.
- When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the

behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.

Separation Report

- All separations from the group must be noted in the child’s file. Rainbow School must ensure that notation in the log includes the child’s name, staff person’s name, time, date, and information indicating what less intrusive methods were used to guide the child’s behavior and how the child’s behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group three or more times in one day, the child’s parents shall be notified and notation of the parent notification shall be indicated on the log. If a child is separated five or more times on one week or eight or more times in two weeks, the procedure outlined in “Persistent Unacceptable Behavior” must be followed.
- All state statues will be followed with respect to children with mental retardation or a related condition.

XV. Grievance Procedure:

- Parent(s) with a concern or grievance should first speak with the lead teacher about their concern.
- If speaking with the lead teacher or co-teacher is not appropriate or does not lead to resolution to the problem within five working days, the parent(s) should speak with the Director of Rainbow School, Cat Thisius. It is helpful if the parent(s) submit a written notice of the grievance at the same time that the conversation takes place with the Director.
- The Director of Rainbow School is obliged to document the grievance and post a written response to the parent(s) within five working days. The grievance and response are also given to the Board of Directors of Rainbow School.
- If necessary, the parent(s) can take the grievance directly to the Board of Directors of Rainbow School. (Names of all board members will be posted at Rainbow School).
- The final resource at the disposal of the parents is the Department of Human Services. Their mailing address is **Licensing Division**, PO Box 64242, St. Paul MN 55164-0242, and Phone: 651-431-6500.

XVI. Insurance Coverage:

Rainbow School carries at least the minimum required insurance. Our coverage is as follows:

- Property Damage- \$15,000
- General Liability-
 - Each occurrence- \$1,000,000
 - Products (completed operations aggregate)- \$2,000,000
 - Personal and advertising injury- \$1,000,000
- Directors and Officer Liability- \$1,000,000

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