



Rainbow Days Preschool

St. Jude Catholic Church
Inspiring hearts, hands & minds

"Rainbow Days is a quality enrichment program for young children!"

Rainbow Days

**St. Jude Catholic Church
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Rainbow Days has gone "green". Most communications are done via email. Please keep us updated with changes.

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RAINBOW DAYS PRESCHOOL

WELCOME TO RAINBOW DAYS!!!

This Preschool and Kid's Day-Out program has been developed to provide a religious, intellectual, social, physical, and emotional environment which will benefit preschool children, their families, and the community.

Rainbow Days at St. Jude's is not a babysitting program. Activities planned throughout the day are age appropriate. The program we are offering is geared toward helping children develop habits of observation, questioning, and listening. Your child will have the opportunity to express himself or herself creatively through art activities, music, science cooking activities, storytelling, dramatic play and the use of toys and games. We believe in "hands on" learning activities for children. Your child will be given the opportunity to interact with children at their own age level.

OUR PHILOSOPHY

Our philosophy is based on the belief that every child is a wonderful gift from God, made in His image and likeness, and that they are filled with dignity, goodness, and an incredible potential for discovery, learning, and growth. We believe in providing age appropriate activities for the children that will develop and enhance their natural curiosity and imagination. We also believe that parents are the primary teachers of their preschool children, and that they are entrusting them to our loving care. Accordingly, the family is an integral part of our program.

OUR GOALS

MINISTRY GOALS: To provide a general Christian atmosphere through the efforts of the teachers and caregivers.

GOALS FOR THE CHILDREN

RELIGIOUS: To provide opportunities to experience the loving care of loving adults whose own lives exemplify commitment to the Christian community.

INTELLECTUAL: To provide opportunities for meaningful play that is based on the child's individual needs, interests, and abilities that will build important foundations for future reading skills and other academic pursuits.

SOCIAL: To provide opportunities for being with other children in a setting conducive to the development of wholesome social relationships.

EMOTIONAL: To provide opportunities to develop a healthy self-image.

PHYSICAL: To provide opportunities that will facilitate growth through the use of motor skills.

GOALS FOR THE PARENT

To provide opportunities to meet other parents who have as their common concern the needs of their preschool children.

GOALS FOR THE COMMUNITY

To provide opportunities for people of different religious backgrounds to work together for a common interest.

COMMUNITY PARTNERSHIP

Rainbow Days, along with other area private preschools, is partnering with Allen Independent School District in a program called "Community Partnership". Our role in this partnership is to provide a developmentally appropriate setting for a preschool aged child from the districts' early childhood program.

RAINBOW DAYS PARENT ADVISORY COMMITTEE

The Rainbow Days program is overseen by a group of St. Jude parishioners who are selected to serve on the committee through a self-nomination procedure. The committee consists of ten members in addition to the pastor of the parish, the director, and the assistant of the program. The members serve for two years and the officers are selected from the members of the existing committee. A list of the current committee members will be given to you on Orientation Day at the beginning of each new school year.

STAFF RATIO

Our program runs Monday/Wednesday and Tuesday/Thursday. In our one, two, three, and four day a week programs we have room for over 100 children each day. We have three classes of two's, five classes of three's, six classes of four's and two classes of five's. The 2's, 3's & 4's classes have one teacher and one teacher assistant. The Five's have one assistant for both classes. The staff at Rainbow Days also includes a music teacher who works with each class for twenty-five minutes each day, an office assistant, an assistant director and a director.

ENROLLMENT POLICY

Enrollment is open to any child, provided the program can meet the needs of the child. It shall be granted without discrimination in regard to sex, race, color, creed, or political belief. Any child enrolling in the program must have reached their second birthday by September 1st.

Enrollment for each new school year will take place in the month of February for parish members and following all parish enrollments, for the community. Only a current year waiting list will be kept each year.

Families with children currently enrolled in the program will have the first opportunity to enroll for the new school year. This is open to the children currently enrolled as well as their siblings. Families must be in good financial standing with the Rainbow Days program in order to enroll for the next year.

ENROLLMENT PROCEDURE

PARISH MEMBERS

Enrollment for the registered members of the St. Jude community will take place in this manner:

- Registered and Active members of the parish prior to September 15th of the previous year will enroll at 1:00 PM on a Saturday in February. Watch the bulletin and web site for the exact date.
- Registered and active members of St. Jude between September 15th of the previous year, and January 15th of the current year will enroll the week following the above Parish Enrollment date @ 9:00 AM.
- Open enrollment for parish members will continue throughout the year.
- **Families of children who graduated from the 4's and 5's, who also are St. Jude parishioners, who were expecting a child or had a one year old at the time their 4 or 5 year old graduated are invited to an early enrollment time the week preceding the Saturday parishioner registration date.**

COMMUNITY MEMBERS

Community Enrollment will take place following all parish enrollments.

Enrollment forms are available from the Rainbow Days office. All forms must be completed, properly signed and turned into the Rainbow Days Office by the last class day in May each school year. These forms are required by the state before a child may attend class.

ENROLLMENT LOTTERY PROCESS

Enrollment will take place in the following manner:

1. Children of staff members working at Rainbow Days
2. Children of the members of the Rainbow Days Parent Advisory Committee
3. Children currently enrolled in Rainbow Days since the two's program who are members of St. Jude Parish
4. Children currently enrolled in Rainbow Days at least one complete year who are members of St. Jude Parish
5. Children currently enrolled in Rainbow Days since the two's program, but not members of St. Jude Parish
6. Children enrolled in Rainbow Days during the current year and joined St. Jude Parish during the current year, based on criteria of dates in numbers 8, 9 and 10.
7. Children currently enrolled in Rainbow Days (for less than 3 years) who are not members of St. Jude Parish
8. Members of St. Jude Parish prior to September 15 of the prior year.
9. Members of St. Jude Parish between September 15 of the prior year and January 15 of the current year.
10. Members of St. Jude Parish after January 15 of the current year.
11. Members of other Catholic Parishes surrounding St. Jude.
12. Residents of the Community

Only a current year waiting list will be kept each year.

TWINS

Every child enters the 3 day four's lottery as one. When classes fill and one twin is not enrolled in the 3 day program chosen, these are the choices available:

- One twin enrolls in the 3 day program chosen and the other twin enrolls in the 2 day program or an alternate 3 day program that may be available and goes on the wait list for the 3 day program chosen.
- The family decides that both children enroll in the 2 day four's program or the alternate 3-day program, if available.

Enrollment Fees

The enrollment fee is to be attached to the enrollment form when forms are submitted.

The Enrollment Fee is paid at the time of enrollment and is non-refundable.

******* Please make all checks payable to St. Jude Rainbow Days. *******

Please write child's name in memo section of check.

SCHEDULE FOR THE AGE GROUPS

Two's have the option of attending one or two days per week. Three's attend two days per week on Monday/Wednesday or Tuesday/Thursday. Four's have the option of attending two (M/W or T/Th) or three days per week (M/T/W, M/W/Th, T/W/Th or M/T/Th). Fives attend all four days, Monday through Thursday.

MONTHLY TUITION AND FEES

Tuition is based on the expected cost of operating the program. Periodically during the year fundraisers will be planned to purchase major items that will benefit the program, the building facility and the church playground. Rainbow Days is a part of St. Jude Catholic Church. Costs for running the program are evaluated every year, and the Parent Advisory Committee makes recommendations for any increases. The tuition payment is **divided equally by nine months**. The tuition fee is due by the 10th of each month. A **late fee of \$10.00** is assessed for tuitions received after the 10th of the month. There is a \$10.00 fee for any returned checks. If this occurs more than once we require a cash payment each month. **Tuitions are due August through April.**



SCHOOL CALENDAR

Rainbow Days operates on a nine-month calendar schedule. All children will attend classes from September through May. The program tries to schedule holidays to coincide with the AISD school holidays.

INCLEMENT WEATHER / SNOW DAY POLICY

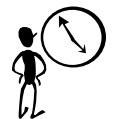
- Please visit the St. Jude website at www.stjudeparish.com to see a message concerning plans for the closing of the preschool. Closings will also be listed at www.wfaa.com by 7:30am.
- Closing due to inclement weather will follow the decision made by Allen Independent School District, but is left to the discretion of the Pastor and the Director.
- If Allen ISD has delayed opening, Rainbow Days will open 30 minutes after Allen ISD unless a different decision is made because of concern for the safety of children.
- If it is necessary to dismiss early because of inclement weather, or other reasons, the remainder of that day will not be made up. Parents will be notified by phone and e-mail if we must dismiss early.
- No refunds will be given if Rainbow Days is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond the control of the preschool.

MAKE-UP DAY POLICY

- If Rainbow Days is closed due to inclement weather or another unavoidable circumstance for one day on either of the two-day (M/W or T/Th) tracks this day will not be made up.
- If more than one day is missed on any two-day track an effort will be made to make up one day on a Friday. This will only occur when there are no conflicts with other church activities. No more than one day per track will be made up.
- No refunds will be given for these circumstances.

MONDAY HOLIDAYS

- Monday Holidays listed on the Allen ISD Calendar are voted on by the Rainbow Days Staff each year to determine which Monday's the program will meet and which Monday's will be a school holiday.
- When a Monday school holiday occurs that day will be made up on a Friday.
- If any early release days are scheduled the children will be dismissed at 12:00 noon.



TIME OF OPERATION

Rainbow Days includes two program tracks, one that meets on Monday and Wednesday, and the other meets on Tuesday and Thursday. The programs are in session from 9:00 A.M. to 2:00 P.M. The program tries to schedule holidays to coincide with the AISD school holidays.

Since the teachers are busy preparing for the days activities please do not bring your child to the classroom before 9:00 A.M.

Please pick up your child promptly at 2:00 P.M. After 2:15 P.M. a fee of \$5.00 will be charged. After 2:30 P.M. the assessment will be the \$5.00 plus \$1.00 per minute.

CHILDCARE LICENSING INFORMATION

Rainbow Days is a childcare licensed facility because of the number of hours children are in our care. Because of this licensing you are entitled to several pieces of information. You may ask to see the following information at any time.

- The Minimum Standards for this Licensed Childcare Center known as Rainbow Days. We have these in a notebook in the Rainbow Days office and they are also available on the web at www.dfps.state.tx.us or at your local Licensing office: **1-800-582-6036.**
- The most recent Department of Family and Protective Services Inspection/Investigation Report. This is found on the bulletin board outside the Rainbow Days office.
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal's Inspection Report,
- The most recent Health Department's Sanitation Inspection Report

Rainbow Days Operational Policies and a copy of this Handbook are available to parents on line at www.stjudeparish.com



ESSENTIALS



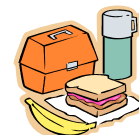
BACKPACK:

Parents of 2 and 3 year olds, please choose a backpack that will hold your child's emergency clothes (placed in a large labeled, Ziploc bag), folder, lunch box and class projects. (All items must be clearly labeled with your child's full name.) **A back pack is not required for the four year old classes.**



CLOTHING:

Children should wear washable play clothes and preferably rubber soled shoes. Cowboy boots are really a hindrance on the playground, and we would appreciate it if your child saved them for a rainy day. Shorts should be worn under dresses. Since "spills & splashes" do happen with all children, please include a COMPLETE CHANGE of clothes in their bag. Please **LABEL** all the items with your child's name. This will help us avoid any confusion.



FOOD:

Rainbow Days will provide a small morning snack for all children. Please notify the Rainbow Days office and the teacher of any food allergies so that we can provide specific instructions in regards to snacks and doctor's statements.

Children should bring a lunch box with a drink—**NO CARBONATED BEVERAGES**. The lunches should include items your child likes. Because of our licensing with the state your child does need to have items in their lunch box that come from the major food groups. At the Orientation we will provide you with ideas for your child's lunches. Please do **NOT** send candy in your child's lunch. When children see the candy they sometimes have difficulty eating the nutritional part of their lunch. Children are not allowed to share foods with other children. Please **LABEL** your child's lunch box, thermos and lid. These items can be lost easily.

ALLERGIES:

Due to the increase of peanut allergies, we no longer serve peanut products as a snack. We monitor the ingredients of the snacks we do serve. **No NUT PRODUCTS of any kind are allowed at the Rainbow Days Program at any time.** *see page 12 for more information

REST TIME:

Our two's and three's do have rest times following lunch. We provide mats, but please send a small blanket for your child to use because the rooms can be a little chilly when they aren't active.



TOYS:

If during the year your child has a book or toy item, which relates to the unit the children are studying, please feel free to check with your child’s teacher regarding sending it to class.



The three and four year old classes do have SHOW AND TELL activities, and the teachers will send home information at the beginning of the year concerning the procedure their class follows.



FIELD TRIPS:

Due to State of Texas requirements regarding transportation of children, Rainbow Days does not sponsor field trips. Instead we provide opportunities during the year for parents to present “in-house” field trips and share their job and/or talent with the children. We also invite members of the community to present to the children. (ie: firemen, etc.)

SAFETY MEASURE:

Please use care in entering and leaving the parking lot. DRIVE CAREFULLY! If one person is bringing a group of children, this person is responsible for seeing that each child is accompanied to the classroom and left there with the teacher’s acknowledgement.

Children may not be left unattended on the playground or in vehicles on the St. Jude property.

The safety and well being of each child at Rainbow Days is a priority. Every precaution is taken to prevent accidents and mishaps. When we have knowledge of a problem you will be notified in writing or by phone.

- **All parents who want to have the opportunity to work in the classroom must complete the safety program at St. Jude.**

BIRTHDAY CELEBRATIONS:

We try to make birthdays very special for your child. They will usually be celebrated during the class snack time. Please contact your child’s teacher about bringing a birthday treat for their special celebration. Each child will receive a special prize during music class. ***see page 12 for more information**



HOLIDAY CELEBRATIONS:

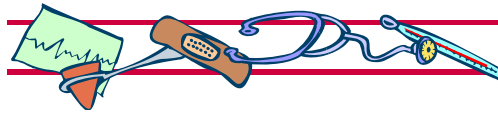
Classroom parties will be held for the various holidays during the year. Please contact your child’s teacher to sign up for snacks, or paper products for a special holiday. Rainbow Days Party Snack Policy: Labels need to be on the sealed food products; Homemade items must contain no nut products – please label with ingredients; Juice products must be 100% juice. Specific information about party foods will be provided at the beginning of the school year. We welcome parent involvement with these parties, however in the two’s classes, parents do not attend the parties since it is difficult for the children to separate twice in one day. We encourage our two’s parents to come and help with other projects.



**Rainbow Days
Preschool**

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HEALTH REQUIREMENTS



Your child's health is a matter of major importance to us. Upon enrollment you must provide us with a health form signed by a physician. We also require that your child have certain standard immunizations. You will be contacted if your child appears to have symptoms of illness during the day.

★ PLEASE KEEP YOUR CHILD HOME IF:

- ❖ Your child has a fever or has had one during the previous 24-hour period.
- ❖ Your child has a heavy nasal discharge.
- ❖ Your child shows signs of an illness ~ vomiting, diarrhea, bad cough, etc.
- ❖ Your child has an open sore that cannot be covered.
- ❖ Your child has anything that is considered infectious.

Please notify the teacher & the Rainbow Days Office if your child has been exposed to and contacted a communicable disease. If your child has been exposed to a communicable disease you will be informed.

NOTES NEEDED FROM PHYSICIAN

When your child has a communicable disease that requires a visit to their physician; such as strep throat or chicken pox, the doctor must indicate when he/she may return to preschool. The signed statement from the doctor must state when your child may return to preschool. It may be a simple statement like: "John may return to preschool when he is free of fever for 48 hours and has taken 3 doses of the prescribed medication."

NOTIFICATION OF THE PREVALENCE OF A COMMUNICABLE DISEASE

Written notes or e-mails composed by the office staff will be to each child with specific instructions about the disease. These notes may include information about chicken pox, strep throat, head lice and other communicable diseases. At appropriate times a separate email may be sent.



MEDICATION

WE WILL ONLY DISPENSE MEDICATIONS TO YOUR CHILD UNDER THE FOLLOWING CONDITIONS:

PRESCRIPTION MEDICATIONS must be in the original container with your child's name, a date, directions, and the physician's name printed on the container. We will not administer any medication that has expired.

NON-PRESCRIPTION MEDICATION will be given if it is labeled with the child's name, the date it is brought to Rainbow Days, specific instructions, and the medicine is in its original container.

PARENTS MUST SIGN THE MEDICATION PERMISSION SLIP WHEN THEY SEND ANY MEDICINE.

The forms are available on the cart outside the Rainbow Days office.

In case of accidental injury we will make an immediate attempt to contact parents. If we cannot reach you, we will call the child's physician. If necessary we will also call an ambulance, or the paramedics. It is for your child's benefit that you keep the school up-to-date on phone numbers.

PARENTS MUST SIGN AN ILLNESS/INJURY FORM when they pick their child up from school if we call them because they became ill at Rainbow Days or they were injured. The form will be in the classroom.



OTHER MEDICAL INFORMATION

Vision and Hearing Screenings are required by Texas Law (Special Senses and Communication Disorders Act of 1983) for all four and five year olds. Parents have the opportunity to use their personal physicians for these screenings or to use the professional screener that Rainbow Days provides on site once a year.

TB Tests for children are currently not required by the Health Department of Collin County or Rainbow Days. For the employees of Rainbow Days a TB test is required yearly beginning the fall of 2010. As Health Department policies change we will keep you informed.

SPECIAL POLICIES

SAFETY TRAINING: ST. JUDE SAFE ENVIRONMENT PROGRAM:

All staff members and volunteers working with children at St. Jude must complete the Safe Environment program provided at St. Jude. The program consists of a two hour training session, a criminal background check, reference check, viewing a video, and an interview. An application and 3 references are required. Once all areas are completed a badge is made to indicate that the person is cleared to work with children. Each year there is a requirement for re-certification. Check with the Rainbow Days office for specific dates.

REPORTING ABUSE AND NEGLECT

Texas state law requires caregivers to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

DISCIPLINE:

We encourage good conduct with a minimum amount of authoritative discipline. Any form of corporal punishment is NOT consistent with the philosophy of Rainbow Days. It is NOT used. However, each child is expected to follow the rules of the program. TIME-OUT is the form of discipline we use. In the course of the day if your child has been in time-out but the situation is resolved with no other occurrences, we will not call attention to it again by mentioning it to you. **Our goal at Rainbow Days is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control.**

Parents will also read and sign an acknowledgement form the first year the child is enrolled. Page 8 of the Parent Handbook gives a more detailed explanation of the Discipline and Guidance Policy of the program.

When a child has difficulty adjusting to the rules and/or routine of Rainbow Days, and displays disruptive or dangerous behavior to himself or others, the Director will call a parent conference. The Director will plan the meeting at which the director, the teacher, and both parents, will discuss the child's behavior, and a plan will be implemented for use in the classroom. If after using this plan for a reasonable amount of time, the child is still disrupting the activities of the rest of the class, one further conference will be held. At this conference stricter guidelines will be introduced, and the parent may be required to attend class with their child for a designated length of time. If further incidents occur, the child will be released from the program. ***see Discipline and Guidance Policy on page 9**

TOILET TRAINING POLICY:

Rainbow Days does not require two year olds to be fully potty trained at the beginning of the school year. However, we do ask that the process has begun (see toilet training handout attached with enrollment forms). Our goal is that in the early part of the three year old year, all children will be fully trained. We have many helpful resources available at Rainbow Days. Please do not hesitate to ask for help.

CHECK-IN AND CHECK-OUT POLICY:

Parents must sign the attendance sheet outside their child's classroom door whenever they drop their child off and when they pick up at the end of the day. If the drop off time is later than 9:00 you must indicate the exact time in the box. If the pick up time is earlier or later than 2:00 pm you must indicate this time also. If drop off is after 9:05 am or pick up is before 2:00 pm, you must check in at the office and sign the book on the brown cart.

AUTHORIZATION TO PICK UP CHILD:

A child will not be released to a person who is not authorized by a parent to pick the child up. We must have written authorization for changes. In cases where a note has not been received, you must call the Rainbow Days office with the name and description of the person who will come for your child. This person must come to the office and show their driver's license and sign the child out before going to the classroom.

ATTENDANCE NOTIFICATION

It is helpful if you call or e-mail the office when your child is going to miss a day of school.

214-644-2080(direct line) or 972-727-1177 x2223

rainbowdays@stjudeparish.com

WITHDRAWALS:

If you find it necessary to withdraw your child from the program, **at least two weeks notice is required.** Those waiting for a vacancy will need time to make preparations for attendance. Tuition must be paid for the days the child will be in the program, including the two weeks

STAFF DEVELOPMENT DAYS

Because of licensing requirements, all staff members are required to complete training hours. Some years we may dismiss early on a day to provide the team with extra training. Notice will be given through letters home.

RESOURCES FOR PARENTS

CONFERENCES: Our philosophy is that parents and teachers together can help your child develop to his/her full human potential. We want you to look often into our busy, happy, noisy, creative classrooms, and see your child at play. We want you to realize the validity of that play, and the importance of what your child is learning.

We strive for a good parent-teacher relationship. A parent-teacher coffee is scheduled in September for all the parents. The parents of a four year old will have individual conferences after the Christmas Holidays. You may request a conference with the teacher at any time. Please avoid classroom and hallway conferences when children are present.

OPEN DOOR POLICY: The Director and the Assistant Director are available for conferences at any time and for any reason with any parents of children enrolled at Rainbow Days. Appointments are appreciated, but not necessary. Please speak with Julie Buchanan or Liz Moore. Parents are welcome at Rainbow Days Preschool at any time during the day.

Families with children not enrolled in the program but wishing to visit the center must call and set up an appointment before coming to the center. The hours scheduled for these visits are between 9:30am and 11:00am.

ROOM PARENT: A parent from each classroom may volunteer to help the teacher contact all of the class's parents for any special events. This parent handles the calling of the parents for the parties, special school functions, and any fund-raisers. We ask that the room parent, as well as any other parents who wish to work in the classroom, complete the safety program at St. Jude.

PARENT INVOLVEMENT DAYS: These work days are scheduled four times during the year to allow parents to help with items needed in the classroom, and to give you the opportunity to socialize with other parents. The sessions last from 9:00-10:30 A.M. Lots of Moms and Dads have helped to make this a very successful program!!

PARENT LIBRARY: On the cart outside the Rainbow Days office we have a number of books, magazines, and pamphlets for your reading pleasure!! We tried to collect various parenting resources for you to check-out and read to help you enhance your parenting skills. The resources may be checked out weekly using our honor system. We ask that you not keep any of the materials for more than a month.

PARENTING CLASSES: We will conduct short classes on various topics, periodically during the year, revolving around the enhancement of our parenting skills. These are optional classes, but have proven to be beneficial to those who attend.

"RAINBOW DAYS GAZETTE" This is our monthly parent's newsletter. The first issue will give you information about all of the staff members, and explain a little bit about the focus of the program. Each issue gives you ideas of things to do with your children, an update on happenings at Rainbow Days, and other newsworthy items. Parents have an opportunity to advertise in our newsletter. The cost is minimal, and it reaches approximately 180 families! The Gazette is now sent electronically via email.

PARENT VOLUNTEERS: Parents are welcome in the classroom! Please talk with your child's teacher about the opportunities that are open to you in the classroom. If you have any special talents you would like to share with the children or the staff please let us know. **We ask that each family volunteer for at least two activities during the year. Volunteers in the classroom and anyone who will be supervising children, must complete the safety-training program at St. Jude; however, there are many important opportunities to volunteer which do not involve supervising children.**

SUBSTITUTES: If you are interested in helping at Rainbow Days when a staff member is out we do offer a training program for our substitutes. Because of new state standards the training is more extensive. The training will take place as soon as school begins and requires 8 hours of training before we can call you to substitute. You will also need to be fingerprinted, have a TB test and provide us with a copy of your diploma/transcript. During the year you will need to attend an additional 15 hours of training. It's a great opportunity to see how the program really works, see your child at play, and make a little spending money. You must complete the safety training at St. Jude also. Please check the church bulletin for specific training dates. This is a paid position! **If you are interested in being a substitute please talk with us as soon as possible.**

VISITORS: All are welcome! Families with children not enrolled . . . please check in at the reception area.

***** SPECIAL PRESENTATIONS *****



SINGING FOR THE SENIOR CITIZENS LUNCHEON

This program involves the children in our five-year-old enrichment class. They will sing for the community senior citizens following one of their luncheons in the early spring. This takes place in the activity center at St. Jude.

MUSIC PROGRAM The entertainment part of the Open House festivities will feature the children in our Three-Year-Old classes. They will perform songs, finger plays, and movement activities for parents, family members, and friends. The program itself is brief, but always delightful!



TWO'S & PARENTS IN MUSIC CLASS

Sometime during the year, parents will be invited to attend their Two-year-olds music class. They will have an opportunity to participate in the class and see how their child is learning to sing.

FIVE'S CELEBRATION OF LEARNING This is a musical and prose program for parents to give everyone a glimpse of various skills the children have learned throughout the year.



GRADUATION

Our four year olds will present a dramatic play presentation preceding their graduation ceremony. Family and friends are invited to this afternoon entertainment in May.

Our five's present a musical program in conjunction with their "Cross Over" to a new school in May.

Discipline and Guidance Policy

- Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room bathroom, or closet with the door closed;
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Our goal at Rainbow Days is to help children develop a positive self-image. We hope to encourage children to be self-directed and to exhibit self-control. When a child has difficulty adjusting to the rules and/or routine of Rainbow Days, and displays disruptive or dangerous behavior to himself and others, the director, the coordinator, the teacher, and both parents will call a conference and discuss the child's behavior, and a plan will be implemented for use in the classroom. If after using this plan for a reasonable amount of time, the child is still disrupting the activities of the rest of the class, one further conference will be held. At this conference stricter guidelines will be introduced, and the parent may be required to attend class with their child for a designated length of time. If further incidents occur, the child will be released from the program.

“THE GIFT OF THE CAR RIDE HOME”: If during the course of the day your child has had a “time-out”, but then doesn’t exhibit the difficulty again we will not mention it to you, because the difficulty has been corrected. Please know that we have the best interest of your child in mind, and we will share all necessary information with you.

Parent Discipline Policy: Parents may not use any form of corporal punishment (spanking, slapping, etc.) with their child when they are on the St. Jude property. Rainbow Days is a licensed facility and any form of corporal punishment in this facility is against the law.

Rainbow Days Safety Policies

Emergency Relocation Procedures:

In case of an emergency and the City of Allen Fire Department evacuates our facility, you may pick up your children at:

First United Methodist Church
601 S. Greenville Avenue
Allen, TX 75002
972-396-7575.



The on-site relocation place is the main St. Jude church building

If we have an emergency such as this, every effort will be made to contact each individual family.

Please keep the Rainbow Days office informed of any changes in your contact information.

EMERGENCY PREPAREDNESS

Rainbow Days Preschool has developed an extensive document of procedures for various emergencies. The document is located in the Rainbow Days office for your viewing. A synopsis is as follows:

- Each teacher carries an emergency bag that contains a class list with names and numbers for each child, a first aid kit, supplies to use to occupy the children during an emergency, and a flashlight.
- Each room in the building has designated routes for evacuation in the event of a fire or tornado.
- We practice fire drills every month, and tornado drills twice a year.
- Rainbow Days has two alternative sites in case there is a disaster emergency in the education building. The evacuation site on the St. Jude property is the main church, located north of the Education Building. The offsite relocation site is First United Methodist Church on Greenville Avenue in Allen.
- The Allen Fire Department will assist us in making a decision of how to transport the children to First United Methodist Church if they feel it is necessary to leave the premises because of the emergency.
- In the event that we need to evacuate the children from the St. Jude property the teachers will make every attempt to call parents and give the information on how to pick up your child.
- All the staff of Rainbow Days will work to ensure the safety of every child.

Emergency Notification and Notification of an illness:

Parents will be called using the numbers they have given us on the enrollment form. Every number will be called until they are reached. If no number reaches any parent or guardian then an e-mail will be sent.

Fire Drill and Tornado Drill:

We practice fire drills with the children monthly. We also practice a tornado drill during the year.



Playground Policies:

The playground is divided into two sections. The two and three year olds play only on the play area on the east side. The four and five year olds play on the west side, and sometimes on the east side. Children are taught the proper use of the equipment such as, ladders are for climbing and slides are for sliding. We ask parents to follow these same guidelines with their own children. We have two adults on the playground supervising the children during Rainbow Days. It is the policy of St. Jude that no child is allowed on the playground without adult supervision. Rules are posted on the door to the playground

Parent Supervision of Children on the Playground: If you choose to go on the playground with your children after Rainbow Days hours you must still follow the playground rules that are posted since you are on St. Jude property.

- You are solely responsible for your child’s safety once they are dismissed from the preschool classroom.
- Children under the age of four may only use the playground to the east (the newest equipment) of the south facing door. Children over four may use both playground areas.
- All equipment must be used properly. Slides are for sliding down on bottoms, ladders are for climbing up, and swings are for swinging.

St. Jude Catholic Church Playground Rules

Parents have the sole responsibility for the safety of their children while on the playground and in the building.

All children must be supervised by their parent at all times. *Supervised* means: your eyes are on the children at all times. You redirect children when they are not following the playground rules. Children must be escorted by an adult when leaving the playground.

Anyone not abiding by the below rules may be asked to leave the playground area. The safety of all children were considered in the development of the above rules. We appreciate the support of all parents and children in following them.



- **Proper shoes — tennis shoes, must be worn on the playground.**



- **Slides are for sliding down on bottoms.**

- **Swings are for swinging on bottoms or tummies. No jumping from swings or running in front of them.**



- **Monkey bars are for children who are five and older. One child at a time on the bars. No one is to run under the bars.**



- **Ladders and spiral climber are for climbing up, one at a time.**

- **Use the equipment properly. No climbing on top of the structures.**

- **No throwing mulch, it must remain on the playground areas and not be in the grass.**

- **The grassy area is for running, tag, and ball playing.**



- **Cones are used to mark ant mounds. Do not allow children to move them.**

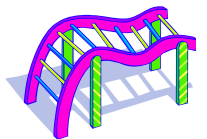


- **No fence climbing.**

- **The tables may be moved on the grassy area, but please return them to their original place before leaving. No climbing on the tables.**



- **At the end of your play time please help straighten the playground areas. Bring trash into the building to the trashcans.**



**The playground is divided into two sections.
Children three and under are restricted to the left (east) side of the play area.
Children four and older may play on the right (west) side of the play area.**

East Side Play Area:
Six and Under

West Side Play Area:
Four and Older

Gang Free Zone

Effective September 1, 2009, the State of Texas passed House Bill 2086 which designates that all Licensed Child Care Centers are considered to be in a Gang Free Zone. This means that gang related criminal activity within 1000 feet of a Licensed Child Care Center is a violation of law and is subject to increased penalties.

Cell Phone Use

When traveling on the property of St. Jude Catholic Church please refrain from using your cell phone. Please do not use it when entering the building to drop off or pick up your child.

Re-Call Notice

Look for the Consumer Products Safety Commission website at www.cpsc.gov. This site gives information on recalls of products. You may also sign up to be notified by e-mail of all recalls. We keep a notebook of the recalled notices in the office.

Food Allergies

Due to the increase of peanut allergies, we no longer serve peanut butter as a snack. We monitor the ingredients of the snacks we do serve. When bringing Birthday snacks, they cannot be made in a factory that processes nuts. **No NUT PRODUCTS of any kind are allowed at the Rainbow Days Program at any time.**



FIVE –YEAR OLD ENRICHMENT CLASS

ENROLLMENT POLICY FOR THE FIVE YEAR OLD ENRICHMENT CLASS

Enrollment is open to any child, provided the program can meet the needs of the child. It shall be granted without discrimination in regard to sex, race, color, creed, or political belief. Any child enrolling in the program must have reached their fifth birthday by September 1st. When enrollment for the five-year-old enrichment class exceeds the maximum number of children allowed, a lottery process will be used to fill the remaining openings. Separate lotteries will proceed which will follow the stated enrollment procedure until the class fills.

Enrollment for each new school year will take place in the month of February (unless otherwise noted). Families must be in good financial standing with the Rainbow Days program in order to enroll in the Five Year Old Enrichment Class.

CLASS SIZE AND ADULT RATIO

<u>CHILDREN PER CLASS</u>	<u># OF DAYS PER WEEK AND TIMES</u>	<u>ADULTS IN CLASS</u>
12	4	1 Teacher
12	Monday ~ Thursday 9 a.m. ~ 2 p.m.	1 Teacher 1 teacher assistant

The Five Year Old Enrichment Class is governed by the Rainbow Days Parent Advisory Committee, and shall follow all of the rules and regulations set forth by that program and the committee. Included in the separate Five's Enrichment handbook are the policies concerning curriculum, discipline, safety, medication, class parties, and anything else pertinent to the education, care, and safety of the children enrolled in this class at Rainbow Days.

If you have further questions please contact us in the office:
214-644-2080(direct line) or 972-727-1177, x2223



HAVE A HAPPY YEAR!!!

Licensed by the State of Texas

Notice of Non-Discriminatory Policy: Rainbow Days Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to participants in the program. Rainbow Days Preschool does not discriminate in regard to race, color, national and ethnic origin in administration of its educational, admissions scholarship/loan or other parish administered programs.



(Revised March 2011)

ST JUDE CATHOLIC CHURCH
RAINBOW DAYS
HANDBOOK AFFIDAVIT

My signature on this form verifies that I have received and read the *St. Jude Rainbow Days Preschool Handbook* and that I agree to abide by the policies stated therein.

Printed student name: _____

Printed parent name: _____

Parent signature: _____

Date: _____

REQUIRED:

Please print ***this affidavit page only***, sign and turn in to the Rainbow Days Preschool Office with your packet of forms each year.