



# Parent Handbook of Policies and Procedures

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**Goal**

This Parent Handbook has been designed to provide important information that parents need when selecting the right school for their child. All of the dedicated teachers at Rainbow Children's Academy want to be certain that your child has the very best early childhood education possible, and we thank you for considering Rainbow Children's Academy.

Please take the time to read all of the following information; it will help you better understand our program and philosophy. Then, please keep this handbook for future reference as a Rainbow Children's Academy parent.

Not all details of the policies and procedures can be listed here. We will be happy to answer any questions you may have.

This handbook was updated in March of 2018.

## Philosophy and Program Description

Our philosophy is to utilize a balanced academic curriculum which is developmentally appropriate for each individual child, delivered in an environment that makes learning experiences fun.

Our dedicated teachers leverage their extensive experience to teach a theme-based academic curriculum combined with a strong Chinese language program. The program features extensive hands-on activities that integrate learning, playing, and encourages students to take initiative in learning.

We have age and developmentally-appropriate programs, equipment, and curriculum. A new theme topic for study is introduced weekly or bi-weekly. School-wide theme study provides reinforcement of the topic as well as different angles from which to approach each theme, thereby ensuring it is absorbed by our young learners as they progress through study.

### Mission Statement

Rainbow Children's Academy's program is ideal for families who are looking for more than the traditional early childhood education experience. At Rainbow Children's Academy, our mission is to provide the highest quality early childhood education for our early learners.

## Our Values

### ❖ Cognitive Development

*"The whole purpose of education is to turn mirrors into windows."*

– Sydney J. Harris

*"It is the supreme art of the teacher to awaken joy in creative expression and knowledge."*

– Albert Einstein

### ❖ Caring Environment

*"Empathy is a skill like any other human skill. If you get a chance to practice, you can get better at it."*

-Professor Simon Baron Cohen

### ❖ Continuous Improvement

*"Intelligence plus character – that is the goal of true education."*

- Martin Luther King Jr.

*"A teacher affects eternity; he can never tell where his influence stops."*

- Henry Adams

## Educational Overview

### Early Learner and Young Preschool

- RCA's Early Learner and Young Preschool programs help young children feel safe and comfortable in a child care environment.
- Children approximately 18 month to 35 month engage in age-appropriate hands-on activities as they develop fine and gross motor skills, develop basic communication skills, and engage in social and learning experiences.
- Our educational program focuses on each child's social, emotional, intellectual, and physical development by offering concrete, hands-on activities for the child to explore.
- Both programs present an early Preschool level academic-style curriculum with an English phonics component. Children study letter names, sounds, beginning sounds, and phonetic vocabulary sets.
- Immersion Chinese language classes focus on developing the listening and speaking skills of both native and non-native Chinese speaking students at this level.
- Young Preschool level math lessons are integrated into the theme (social studies) classes for this level.
- Thematic study provides an integrated approach to learning.

### Preschool

- The Preschool curriculum is designed to actively engage each child in developmentally age appropriate activities exploring the content areas of literacy, mathematics, science, social studies, and the arts. Our curriculum is exciting and challenging, as well as supportive of each child's own learning style.
- The preschool program at RCA is for socially and academically "ready" children aged 3 to 4 years old. Children entering the RCA Preschool class must be 3 years old by September 1<sup>st</sup> of a given school year.
- The Preschool level English coursework builds upon the base of phonics previously learned in Young Preschool and also teaches grammar, sight words, pre-reading, and pre-writing exercises.
- Immersion Chinese language classes focus on developing the listening, speaking, and reading skills of both native and non-native Chinese speaking students at this level.
- The Preschool mathematics program is a preparatory curriculum which readies the children to successfully complete the *Kindergarten* level of the *Singapore Math* series in their Pre-K year at RCA.
- Thematic study provides an integrated approach to learning.
- Our preschool rooms allow children easy access to educational toys, materials and books, enabling them to initiate and expand their activities. Each classroom is organized with areas for block play, manipulative toys, language, math, and art.

## Pre-K

- The Pre-K program at RCA is for children aged 4 to 5 years old.
- The Pre-K program emphasizes more English language study than the Preschool level.
- Pre-K studies a Kindergarten-level phonics curriculum, grammar, writing, reading, as well as the Kindergarten level *Singapore Math* textbook.
- Of course, continuation of Chinese language study is also a key part of the RCA Pre-K program. Pinyin is taught at the Pre-K level.
- Thematic study provides an integrated approach to learning.
- Our Pre-K program prepares children socially and academically for Kindergarten. It supports and encourages the development of independence, responsibility, and confidence, all of which are essential for the child's ongoing success in primary school.

### **Admission and Enrollment Procedures**

Before applying, please carefully consider your goals for your child's early education. Because children benefit from continuity and familiarity, we appreciate applicants who are looking to continue in our program from 18 months old through Pre-Kindergarten. Thank you again for considering Rainbow Children's Academy.

Please note the following prerequisites for admission into our program:

- Child must be at least 18 months old by August 31st of the School Year for which you are applying for Early Learner program;
- Child must be at least 30 months old by August 31st of the School Year for which you are applying for Young Preschool;
- Child must be at least 3 years old by August 31st of the School Year for which you are applying for Preschool program;
- Child must be at least 4 years old by August 31st of the School Year for which you are applying for Pre-k program;

## Admission and Enrollment Procedure

### Step 1: Tour

Submit a tour request at school website. School tours are given weekly, on pre-set dates and times. Please note that space is limited on each tour and tours may be full. We recommend setting your tour as soon as you can.

### Step 2: Apply

After completing your school tour, submit an application in person. Applications can be obtained at RCA.

### Step 3: Attend a play date

After your application has been completed, RCA will schedule a play date for your child to visit the school and attend class.

#### What to expect at the play date

**Early Learner** and **Young Preschool** Programs: Parents are invited to join their child in the classroom for 1 hour.

**Preschool** and **Pre-K**: Parents drop off your child at RCA for a 90 minutes period. The child will independently attend class without parent involvement. Parents may stay in the general (Bellevue) area while their child is at RCA. If a parent does not come back within two-hours to pick up their child, late fees will apply.

### Step 4: Receive confirmation

Once we have received your application and your child has attended a play date, we will consider your child for admission.

- If your child has been accepted into our program, you will receive an acceptance letter. The acceptance letter will be accompanied by a registration package and additional information on how to enroll your child. Your child is not automatically enrolled when accepted; you must follow the enrollment procedure information accompanying the acceptance letter.
- If we are unable to place your child at that time, your application will be kept on file for the remainder of the School Year, and you will be contacted in the event that a space becomes available for your child. You are also welcome to submit a new application for the following School Year.

Upon mutual agreement to enroll your child in our program, you will receive an Enrollment Packet. This packet includes forms that need to be filled out, signed, and returned to us before your child is officially enrolled. Please refer to the letter accompanying the Enrollment Packet for the deadline by which we must receive these documents. If we do not receive your completed Enrollment Packet along with the required, non-refundable fees by the given deadline, your child's spot will be given to another child.

Approximately two weeks prior to your child's first day of school, we will set a date for you and your child to come in for a Child Gradual Entry and Parent Orientation. At this time, you'll meet with the teachers, you are given the code to the front door, put on our e-mail distribution list,



and will be shown things like the location of your child's cubby, where to sign-in and out, and other logistical details. The Parent Orientation will likely last around half an hour, but please plan for your child to spend one hour at school for a second play date. This gradual entry serves an important function as a transitional day for your child to adjust to the classroom prior to his or her actual first day of school.

Applications may be submitted at any time of the year. Please note that applications are not considered in the order received; all applications go into a general pool from which students are chosen. No priority is given based on application date, and application may not be made more than a year in advance (please apply only for the coming School Year). Enrollment has not been secured until a deposit check has been given to RCA.

### Certificate of Immunization Status

A CIS form must be used, and be current and updated yearly (before September 1<sup>st</sup>). All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for. All CIS and immunization forms require parent signatures.

### Fees and Payment Plan

Please refer to your Enrollment Agreement for tuition and fee information. Current Rainbow Children's Academy families will re-enroll in February for the following School Year, at which time the annual, non-refundable Security Deposit, Registration and Education Fees will be collected.

To keep up with inflation increases, tuition is subject to an annual increase of 3%-7% per year. You will be notified in advance of tuition increases.

We do not give credit for sick days, absenteeism, or vacation. Full tuition must be paid if your child is absent. The one exception is during Summer Session; should your child be absent for one or both months of Summer Session (July or August), you are required to pay only half the regular full-time (9:00am - 4:00pm) tuition for that time.

For the safety of the children and staff, we do not accept registration payment in the form of cash. Credit cards are not accepted. Only personal checks, cashier's checks, and money orders are accepted for registration payment. We reserve the right to require payment in the form of cashier's check or money order and to assess any relevant bank fees in the event that your personal check is returned by the bank.

Only ACH payment is accepted for monthly tuition payments. ACH payments are made on the first day of each month. We reserve the right to require payment in the form of ACH and to assess any relevant bank fees in the event that your ACH payment is not able to be processed by the bank.

## Re-Enrollment Procedure

Step 1: Submit Re-Enrollment application.

The school director will distribute re-enrollment form for students already attending RCA.

- A. If you wish to re-enroll for the subsequent full school year (starting in July and ending in June), complete and submit the application in person to the director by due date.
- B. If you wish to re-enroll only for the subsequent summer program (only the months of July and August), complete and submit the application in person to the director by April 30th. We cannot guarantee we will have summer program openings available after re-enrollment ends.

Step 2: Interview.

Your child will be interviewed for one hour in the afternoon. The interview will give RCA more information about your child's readiness for the next level.

Step 3: Await notification.

After we have reviewed all of the applications you will receive a letter stating whether or not we are able to accommodate your child during the School Year for which you have applied.

- If your child has been accepted again into our program, your acceptance letter will be accompanied by additional information on how to enroll your child. Your child is not automatically re-enrolled when accepted; you must follow the enrollment procedure information accompanying the acceptance letter.
- If we are unable to place your child at that time, your application will be kept on file for the remainder of the School Year, and you will be contacted in the event that a space becomes available for your child. You are also welcome to submit a new application for the following School Year.

Upon mutual agreement to re-enroll your child in our program, you will receive an Enrollment Packet. This packet includes forms that need to be filled out, signed, and returned to us before your child is officially enrolled. Please refer to the letter accompanying the Enrollment Packet for the deadline by which we must receive these documents. If we do not receive your

completed Enrollment Packet along with the required, non-refundable fees by the given deadline, your child's spot will be given to another child.

### Disenrollment

Should you choose to discontinue sending your child to our program, we require one month advance written notice. We need a written notice to discontinue monthly ACH tuition payments. The Security Deposit is non-refundable and non-transferable.

### Termination of Services

The following are conditions that will cause RCA to terminate child care services.

- A. Inability to pay tuition. Within the first month in which tuition has not been paid, a \$5.00 per day late fee will be assessed until tuition is paid in full. Your child may continue to attend RCA in this month. If tuition is not paid in full by the 15<sup>th</sup> of the delinquent month, service may be terminated, and your child will not be allowed to attend the program. To resume service, your child must re-apply to RCA.
- B. Non-compliance with RCA policies.
- C. Child behavioral problems or developmental issues that cannot be controlled, resolved, or accommodated for. Behavioral and developmental issues will be monitored by RCA and a meeting with parents will take place before termination of services occurs.
- D. Not respecting child care setting (children and/or parents).
- E. Damaging school property.
- F. Abuse of other children and staff; disruptive or dangerous behavior.
- G. Parents promote other business that might hurt RCA school interest. Parents bring friends or other people without authorization and permission by school.
- H. Parents ask school teachers to provide extra caring and teaching service at weekend.
- I. Rainbow Children's Academy inability to meet the student's specific needs.

### Sign-in and Sign-out Procedures

We maintain a daily attendance record of all children at our school. These attendance records are vital in the event of an emergency and are also required by state law; please comply with our Sign-in and Sign-out requirements by signing your child in upon arrival and out upon departure in your child's classroom. If you forget to sign in or sign out, be sure to fill in the blank information the next time you come to RCA. A late pick up signature MUST BE done at the same day.

It is very important that your child's teacher be aware that you are dropping off or picking up your child; please be sure to get the teacher's attention when your child arrives and leaves, in addition to signing in and out. Only authorized parents, guardians, or caretakers may sign in and sign out. Children are not allowed to sign their name on the sign in/out paperwork.

### **Back-up Child Care**

We recommend that you have access to an alternate childcare arrangement. You may need care if school is closed for events or teacher in service day. It is always your responsibility to find backup child care. For a child care referral, please call:

### **Child Care Resources**

(206) 329-5544

### **Hours of Operation and Holidays**

#### [Hours of Operation](#)

Rainbow Children's Academy's hours of operation are Monday through Friday, from 8:00 a.m. – 6:00 p.m. Please remember that children can be left in school for a maximum of 10 hours per day, though we encourage families to spend as much quality time together as possible. Rainbow Children's Academy is open year-round.

#### [Holidays](#)

Rainbow Children's Academy is closed on the following days.

- Labor Day
- Veterans' Day
- Thanksgiving Day and the following Friday
- Winter Break: December - January (see School Year Calendar)
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Spring Break: Second week of April (see School Year Calendar)
- Memorial Day
- Independence Day
- Additionally, we are closed for teacher-in-service days in December, June, and August. (see School Year Calendar)

Please see the School Year Calendar for specific closure dates.

## Extreme Weather

For weather-related closures and late-starts, Rainbow Children's Academy's refer the Bellevue School District's weather alert. We may start school at 10:00am or may not. Rainbow Children's Academy may cancel school based on our local weather condition. An group email will be sent to parents before 8:00am in the morning.

## Calendars

School Year and summer calendar are distributed well in advance to help you plan family vacations, alternative child-care, etc. Please note, the calendar indicates "half-days". On these days RCA will close early. Calendars are available at the front desk or for viewing and printing on our website.

## Summer

Rainbow Children's Academy's Summer program offers more of a "summer camp" type experience. We continue to use themed curricula with a less academic focus, allowing us to engage in fun, active learning activities while also enjoying the beautiful summer weather. Our Summer program takes place during the months of July and August. For more information on our summer activities, please see the Summer Calendar.

## **Transportation and Field Trips**

RCA does not provide field trips.

## **Permission for Free Access**

Parents have the right to access public areas of Rainbow Children's Academy, or to your child's files. You are welcome to visit or drop-in unannounced to observe your child. Do note, if you have already dropped your child off at school and then return for any reason, if your child sees you return, you will be asked to bring your child with you at that time. Children expect when a parent returns to school, it is then time to "leave" school. The exception to this policy is the need for a parent or guardian to administer medication to their child in the middle of the day. If this is required, a teacher will help bring your child to the hallway, where you may give the medicine.

Please schedule time in advance if you would like to have a meeting with the director and/or teachers, so we can arrange to speak away from the children. You can have unsupervised access only to your own child. You may sign an authorization for an individual to have unsupervised access to your own child.

## **Visitor Policy**

Only RCA students and their authorized parent/guardians and/or caretakers are allowed to enter the building. Family or friends may enter if it has been pre-arranged by an authorized parent/guardian and the director.

Other visitors (identified or unidentified) may not enter the building without the consent of the director.

Parents, guardians, and caretakers should never open the door for anyone but themselves and their child. If you see an unidentified visitor waiting outside at the doorway, please call RCA at 425-247-7495 to report the information.

It is also very important that only parents/guardians know the security passcode to enter the building. Do not share the passcode with your children or unauthorized adults.

## **Child Abuse Reporting**

We are required by mandatory reporting laws to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or our local law enforcement agency immediately (without prior notification to the parents involved). We will also inform our licenser.

Forms of abuse include physical abuse, sexual abuse, neglect, and emotional abuse.

Abusive parent behaviors:

- Shows little concern for the child.
- Denies the existence of-or blames the child for-the child's problems in school or at home.
- Asks teachers or other caretakers to use harsh physical discipline if the child misbehaves.
- Sees the child as entirely bad, worthless, or burdensome.
- Demands a level of physical or academic performance the child cannot achieve.
- Looks primarily to the child for care, attention, and satisfaction of emotional needs.

Unacceptable parent behaviors:

- Withholding a child's food or drink as punishment
- Using abusive language to reprimand a child
- Humiliating a child
- Threatening a child
- Using unnecessary restraint or physical force to discipline a child

## **Behavior Management and Discipline**

Rainbow Children's Academy understands that young children are learning to develop appropriate social behaviors. We are educators whose roles also include facilitating and instilling developmentally appropriate social behavior, self-control, and respect for the rights of others.

Our main focus on discipline is preventive in nature, as we aim to build self-discipline in the child. Discipline at Rainbow Children's Academy is built around positive behavior management, using strategies such as redirection, empathy, reinforcement of positive behaviors, and creating an environment that encourages self-discipline.

Our primary goal of behavior guidance is to help children learn self-control and other cooperative behaviors that will benefit them when they start primary school.

When a child exhibits unacceptable/dangerous behavior (i.e., biting, hitting, kicking, throwing objects, defying authority, abuse of equipment), that child is instructed as to what is wrong and then directed to a positive alternative behavior.

Along with these new behaviors, the child is guided in the direction of self-discipline by encouraging him or her to make as many positive decisions as possible within limits.

If a child continues to misbehave and disrupt class, the parent(s) or guardian(s) will be asked to come in for a conference to discuss how we can best meet the needs of the child and to develop a plan for dealing with the problem behavior.

Rainbow Children's Academy prohibits its staff from using of any form of corporal punishment, verbal abuse, or humiliation as a form of discipline. Please respect our policy while in this facility.

Reference Article:

**"Developmentally appropriate child guidance: Helping children gain self-control"** by Will Mosier  
[http://www.childcarequarterly.com/spring09\\_story1a.html](http://www.childcarequarterly.com/spring09_story1a.html)

## **Non-discrimination Statement**

We do not discriminate in enrollment, hiring practices, client services or in the care of children based on race, color, creed, ethnicity, national origin, gender, marital status, veterans status, sexual orientation, age, socio-economic status, religion, differing physical or mental abilities, use of a trained dog or service animal by a child or family member, communication and learning styles.

## Religious Affiliation

Rainbow Children's Academy is not affiliated with any religion. While we believe that religion and spirituality have a place in our society, our program and curriculum do not promote or teach any specific religion.

## Health Care Practices

### Medical Emergencies

1. All staff have First Aid, Child CPR, and HIV/Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified upon arrival. With some minor injuries parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will then notify you as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to the Department of Early Learning Licenser and child's social worker, if any. You will be given a copy.

### Medicine Management

1. RCA does not manage medication (except EPI-pens). Parents or guardians should administer medication to children directly.
2. RCA will administer the following topical over-the-counter products.
  - Hand soap
  - Anti-itch cream
  - Diaper ointment
  - Sunscreen
3. Parents must complete and submit an authorization form for RCA to administer the above products.

### Ill Children

1. Each child will be observed daily for signs of illness.
2. **Children who are contagious must stay at home.** All parents of children in RCA, as well as the Health Department, will be notified by phone of communicable diseases or food poisoning.
3. Children who are unusually tired, pale, have a lack of appetite, are difficult to wake, confused or irritable must also stay at home.



4. Please call or email us if your child will not attend due to illness. If you are unsure your child should come or not, please call.
5. If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, your child will be isolated from the other children until you arrive.
6. The parent is responsible for finding substitute care in case of the child's illness.
7. The following illnesses are not accepted in RCA per instruction of the Department of Public Health:
  - **Fever:** Temperature of 99.6 degrees F. or higher and sore throat, rash, vomiting, diarrhea, ear ache, irritability or confusion.
  - **Diarrhea:** Two or more watery stools in a 24-hour period, especially if child acts or looks ill.
  - **Vomiting:** Vomiting on two or more occasions within the past 24 hours.
  - **Rash:** Body rash not associated with diapering, heat or allergic reactions, especially with fever or itching.
  - **Eyes:** Thick mucus or pus draining from the eye, or pink eye.
  - **Sore Throat:** Especially if associated with fever or swollen glands in the neck.
  - **Appearance/Behavior:** unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
  - **Lice:** Children who have lice may not return to day care until they are louse and nit (egg) free.
8. Upon returning to RCA after recovering from illness, update your child's teacher with all information related to the symptoms which occurred.
9. Always inform your child's teachers if you have administered any over-the-counter or prescription medicine at home. This is important information to know because your child may experience side effects or changes in health while at school.
10. Upon your child's return to school after all illness, we may ask for a doctor's note, such as pink eye.

**Children who are ill MAY ONLY RETURN TO RCA after being SYMPTOM-FREE for 24 HOURS.**

### Sunscreen

Parents and guardians are responsible for applying morning sunscreen. If your child needs sunscreen for morning recess, be sure to apply it before drop-off time, such as at home or in your car. Teachers will re-apply sunscreen before afternoon recess. Parents should provide teachers a completed “Sunscreen Authorization Form” and sunscreen labeled with their child’s name.

### Hand Washing Practices

We (children and adults) will be washing our hands on arrival at school. Hands are also washed before and after preparing food, when handling pets, after playing outdoors, after diapering or using the toilet, and whenever in contact with body fluids.

### Injury Prevention

We will check daily to make certain that both the indoor and outdoor play areas are safe for children and families – free from broken glass, toys and equipment are safe and the area is free from hazards. All medications, cleaning products and chemicals will be inaccessible to the children.

### Parking Lot Safety

- We ask parents to always be safe and use the entrance and exit located directly next to the Sharpe Vision office parking lot on 116<sup>th</sup> Ave NE. **Please DO NOT use the one-way entrance and exit which is adjacent to the RCA toddler center . See the attached photo.** There have been many traffic issues with cars using the one-way access.



- **It is mandatory that all parents dropping off and picking up their child(ren) only park in a designated parking space.** 當您接送您的孩子時，請合法的遵守停車場停車格規則。 Cars are not allowed to wait or park in the middle of the parking lot. Doing so

blocks other cars from getting in and out of their designated parking spaces. 請不要將您的車輛停留在停車場中間，擋住其它車輛出入。

- **Cars must be turned off if there is no licensed driver in a vehicle**; leaving your vehicle unattended with the engine on is illegal in Washington State. 請將您的引擎熄火後再下車；在華盛頓州如果您的車沒有熄火而駕駛人也不在車內，是違法的行為。 Please see the following link for details. Therefore, be sure not leave your car “running” while dropping off / picking up at RCA. 詳情請參考以下連結。我們不希望有家長進來接送小孩，但是停在外的車子沒有熄火。

<http://app.leg.wa.gov/rcw/default.aspx?cite=46.61.600>

### **Disaster Response Plan**

In the case of a disaster of any kind, we have prepared RCA classroom for evacuating the children and have emergency supplies for up to forty-eight hours.

Parent helps to prepare Emergency supplies include:

- Drinking water
- Non-perishable food
- First aid supplies
- Emergency contact card
- Garbage bags
- Emergency blanket

The children will practice emergency procedures and evacuation on a regular basis. We have practiced turning off water and power. Shelving, furniture and heavy objects on high shelves have been secured to protect against falling. We continually check RCA facility for potential hazards.

### **Communication and Parent Conferences**

In addition to daily dialogue between you and your child’s teachers regarding your child’s day, we utilize various other forms of communication to keep parents abreast of individual, class, and school news.

- We rely heavily on information technology as a means of communicating with parents. “A daily report” or “Weekly Newsletter” from your child’s class will be sent to parents by email. This communication letter allows you to learn about your child’s day or week, giving you the opportunity to ask further questions. Additional periodic emails are sent with announcements and news regarding Rainbow Children’s Academy events and

information as well.

- Progress reports are completed and distributed twice a year for the Preschool and Pre-K levels, at which time parents may sign up for one-on-one conferences with their child's teachers to discuss developmental progress and to set individual goals.
- Open houses, family activities, and special holiday events also provide parents with the opportunity to engage in further dialogue with teachers.
- Do not speak with teachers more than two minutes at drop-off or pick-up time. The teachers are responsible for supervising the children at that time. If you need to schedule a time to talk more with your child's teacher, do so with the director.
- If you know your child will be absent from school for vacation or an appointment, please email the director.
- If you feel uncomfortable with anything about your child's classroom, please talk to the director directly and immediately.
- If any of your family contact information changes, such as your home address, phone number, email address, or authorized/emergency pick-up details, please inform the director both in writing and in person.
- Do not ask and/or hire teachers to babysit, nanny, or tutor your child outside of RCA. Our teachers are professionals and seek to build up a professional relationship with their children and families. Also, our teachers need to rest outside of school in order to provide the best service they can to the children while at RCA.
- If any RCA teachers solicit services to you (i.e. business card, flyer, or website information), please inform the director at once.
- Do not ask teachers to share their personal information with you, such as telephone numbers, email, social media, WeChat ID, or home address. Please respect the privacy of our teachers. Likewise, parents have the right to maintain their privacy when speaking to staff at RCA.
- If you see anyone damaging school property, please inform the director immediately.

## Starting School at RCA

### Your Child's First Day

On your child's first day of school, please be ready to drop off the following items with your child.

Early Learners	Young Preschool	Preschool and Pre-K
Nap Blanket	"Daily" bag*	Nap Blanket
Crib size sheet to cover cot	"Bedding" bag*	Extra clothes (cotton underwear, pants, short/long sleeve shirts, socks, jacket)
Extra clothes (pants, short/long sleeve shirts, socks, jacket)	Extra clothes (pants, short/long sleeve shirts, socks, jacket)	"Daily" bag*
Extra shoes	<u>Side-open style</u> pull-ups	"Bedding" bag*
"Daily" bag*	Cotton underwear	Soft Comfort toy (for nap)
"Bedding" bag*	Extra shoes	
Diapers and Wipes*	Nap Blanket	<b>*Please write your child's name on all items bring to school.</b>
Soft Comfort toy (for nap)	Crib size sheet to cover cot	
	Soft Comfort toy (for nap)	
<b>*Please write your child's name on all items bring to school.</b>	<b>*Please write your child's name on all items bring to school.</b>	

If your child has any health concerns or food allergies, be sure to check with your child's classroom teachers to make sure they know about the health details.

Please speak with your child about his/her first day of school and review information which will be helpful for your child to know, such as the names of the teachers, how to ask the teacher for help, and what your special "good-bye" drop-off routine will be.

### Making Transitions Smooth

Make a daily "drop-off" routine for you and your child to follow. Having a quick, simple and consistent daily drop-off method and time greatly reduces your child's separation anxiety. The director and your child's teachers will work with you during the first week of school to make the

home-to-school transition as smooth and low-stress as possible. It is normal for children to need two to four weeks to transition comfortably at a new school.

RCA suggests not taking any leave from school during the first three months of attending the program (ex: vacation). After returning to school after an absence, children will need to re-transition.

During your child's initial transition time, we will not start potty training. Potty training may start after the child is comfortable at school. If your child is already potty trained, keep in mind that regression during transition time may happen.

### Toddler Student Transition Procedure

1. Transition period for a new student is defined as the period of time, that starts from his/her first date of school at RCA, and that ends at becoming full-time at RCA or two months after the first date of school at RCA, whichever is the first.
2. During Transition period, RCA reserves the right to ask parents to pick up the new student earlier if the teacher cannot handle the new student. For example, the new student cries continuously more than one hour.
3. Toddler classroom only accepts new student on Monday.
4. Toddler classroom only accepts one new student each week.

**Note: when signing the enrollment contract, please examine if the start date spot for a given toddler classroom is available.**

5. New student MUST attend three-days playdate in the week before his/her first date of the school. If the parents skip any of the playdate, RCA reserves the right to postpone the start date of the student by one week. If the quota of next week is used, the start date could be postponed by two weeks or more.
6. The hours for a no childcare experienced student for his/her first week MUST be 9am to 12:00pm.
7. On each Thursday, RCA Director will meet with the classroom teachers, collect the data about the new student, such as how many minutes crying each day for the current week, examine the available teacher resource for next week, and then determine the hours of attendance for the new student for next week. RCA understands that parent might have difficulty on picking up the new student in the middle of the day, but RCA MUST consider

the responsibility for all the families of the classroom first. Therefore, if the new student is not ready to stay longer in RCA or if the new student is ready, but RCA does not have enough teacher resource to handle extra hours of a new student, RCA reserves the right not to extend the hours of attendance for the new student until the issue is resolved.

8. On each Friday, RCA Director will notify parents the hours of the new student for next week.
9. Parents are allowed to choose to let the new student stay shorter, but not longer than what RCA suggests.

## Daily Activities

### Student Arrival

Our facility is open from 8:00am to 6:00pm daily. Only RCA staff members are allowed in the building before 8:00am or after 6:00pm.

If your child is enrolled in before/after school care and you enter the building before 8:00am, you will be charged a \$1.00/minute early arrival fee. Our staff members are busy preparing to open the school early in the morning, so parents and children are asked to wait until 8:00 to come in the building.

If your child is not enrolled in before/after school care and you enter the classroom before 9:00am, you will be charged a \$1.00/minute early arrival fee. This reduces congestion in the hallways and more importantly ensures that our teacher-student ratio is maintained before teachers start work at 9:00 sharp.

We request that children are dropped off between 9:00-9:15 a.m. to ensure continuity and consistency in the program, and to allow the day's activities to get started. Please keep in mind that late arrivals cause disruption to your child's class.

If your Preschool or Pre-K age child arrives late, they may be asked to wait in the hallway and will be escorted into the classroom by one of the teachers.

1. When arriving and departing, parents are responsible for supervising their children in all areas, including the parking lot, lobby, and bathroom.
  - Please make sure your child is safe by having him or her walk carefully.
  - Your child must stay with you at all times.
  - When coming and going, adults (not children) should open and close doors mindfully.

2. Parents and children must use hand sanitizer or wash their hands in a classroom upon entering the facility. Toddlers may not use gel sanitizer; they may instead wash their hands in a classroom bathroom.
3. Parents will escort their child to the classroom. Adults (not children) should open and close the doors.
4. Parents are responsible for signing their child in and out every day in the classroom. They will record the date and time of their child's arrival and departure in the student's classroom file. This procedure is extremely important; we are required by law to keep accurate attendance records.
5. Parents will develop a brief and regular drop-off and pick-up routine and time which minimize the anxious effect on their child as well as the other children in the class.
6. Parents will escort their child directly to and from the classroom without lingering in common areas such as the playground, lobby or hallways (i.e. talking, playing, or idling). If you would like to chat or speak with fellow parents, please do so outside and make sure your children are safely in your car or supervised next to you.

If your child will be absent for any reason, please email or call us between 8:00 a.m. - 10:00 a.m.

### Departure Policy

We request that children are picked up before 4 p.m. if enrolled in the full day program (9:00 – 4:00) or before 6:00 pm if enrolled in the before/after school program.

If your child is not enrolled in before/after school care and you enter the building after 4:00 pm to pick up your child, you will be charged a \$1.00/minute late arrival fee.

If you are in the building at or after 6:01 pm, you will be charged a \$1.00/minute late arrival fee.

1. When arriving and departing, parents are responsible for supervising their children in all areas, including the parking lot, lobby, and bathroom.
  - Please make sure your child is safe by having him or her walk carefully.
  - Your child must stay with you at all times.



- When coming and going, adults (not children) should open and close doors mindfully.
2. Adults (not children) should open and close the doors when leaving school.
  3. Parents are responsible for signing their child in and out every day in the classroom. They will record the date and time of their child's arrival and departure in the student's classroom file. This procedure is extremely important; we are required by law to keep accurate attendance records.
  4. Parents will use a brief pick-up routine which minimizes the anxious effect on their child as well as the other children in the class. If you need to speak more than two minutes with your child's teacher, talk to the director to make an appointment to meet with the teacher at another time.
  5. Parents will escort their child directly to and from the classroom without lingering in common areas such as the lobby or hallways (i.e. talking, playing, or idling). If you would like to chat or speak with fellow parents, please do so outside and make sure your children are safely in your car or supervised next to you.

### Before and After School Care

If you would like to add or remove before/after school care service, we will need one month notice in writing.

If your family has an emergency situation and needs care on shorter notice, please write the director a request to do so. With approval, you will be charged a \$1.00/minute late arrival fee up to the amount normally charged for the monthly before/after school rate.

### Late Pickup

- Please arrange your schedule so you can regularly pick up your child on time.
- In the event you will be late, please call 425-247-7495 to notify the school.
- If your child is not enrolled in before/after school care and you enter the building after 4:00 pm to pick up your child, you will be charged a \$1.00/minute late arrival fee.
- If you are in the building at or after 6:01 pm, you will be charged a \$1.00/minute late arrival fee.

### Meals and Snacks

RCA is strictly a NUT-FREE facility.

In general, **no outside food is allowed at our facility.** Since Rainbow Children's Academy provides full meals and snacks, we request that you do not bring food from home unless prior arrangements have been made. Food brought into the facility poses a serious risk for people with allergies. Toddlers are also at risk for choking on food brought in from outside our facility. There are two exceptions to this policy.

1. Birthdays Celebration Snacks: Please talk with the teachers and/or director before you bring snacks for other children. Snacks must be approved by the director before it may be served.
  - a. We need to make sure the snack is nut-free.
  - b. Sealed and labeled store-bought snacks are recommended, such as mini-cupcakes, cookies, or mini-muffins.
  - c. The snack must have a clearly printed ingredients list. Products from local bakeries that cannot provide a printed ingredients list will not be accepted.
  - d. Home-cooked food is not accepted.
  
2. Special Diet Requirements: Some children may not be able to eat the food provided by RCA because of allergy, medical, or other personal reasons. Indicate the special need in your enrollment information. If your child requires a meal or snack modification, make arrangements with the director. Parents who provide food from home for their child must be compliant with WA State DEL licensing meal requirements.

We provide a morning snack, lunch, an afternoon snack for all children. We believe a healthy body is a necessary component to a child's learning. We, therefore, provide high quality, warm and nutritious meals that include all five food groups and exceed USDA guidelines. Menus of all served meals and snacks are posted in the main lobby.

Children who arrive late (after 9:15 am) will not be served snack. If you arrive late, please provide food for your child before coming to RCA.

If your child will be arriving to school late but will require lunch, please call or email in advance to let us know.

We keep an Allergy/Dietary Restrictions chart in each classroom and in the kitchen listing the each child's name and the prohibited food; this list is updated as needed. We make every effort to accommodate restricted diets. If your child has a food allergy, you will need to complete a Childcare Emergency Plan for Allergic Reactions form that must also be signed by your child's doctor. Please obtain this form from the front desk.

Teachers are trained to use best practices while serving food to your child and supervising their meal time. RCA provides a calm and relaxed environment for your child to eat. Teachers will not enforce a child to eat against their will, as it is inappropriate and can create unhealthy eating habits.

Source:  
**NCAC National Childcare Accreditation Council**

“Making Meal Times Positive” by Megan Shaw

*“Parent Provides, Child Decides”*: According to common pediatric recommendations, parents and caregivers should decide what healthy food the children will eat and the time it will be served at. Parents and caregivers should offer age-appropriate portions. Let the child decide what and how much they will eat at the time it is served. If children eat less at one meal, they will make up for it at a later time.

Source:

**American Academy of Pediatrics**

Toddler – Food and Feeding

<https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/HALF-Implementation-Guide/Age-Specific-Content/Pages/Toddler-Food-and-Feeding.aspx>

If you have concerns about your child’s eating habits, please consult with your family physician.

Students have access to drinking water at all times and are served milk at lunchtime.

All students learn independent eating skills at RCA. Young Preschool, Preschool, and Pre-K students are expected to have fine motor controls and eat on their own. Teachers will assist toddlers as needed until they are able to use utensils independently.

### Rest Time

Young children need some rest during the day to rejuvenate. Children’s nap habits vary depending on age or individual needs. Each child is different and some children may be ready to give up napping entirely between 2 and 3 years old.

If you have concerns or questions about your child’s sleep habits, please consult your family physician.

Based on the *Early Childhood Environmental Scale*, accommodations should be made for children who wake up early, sleep late, or who do not take a nap (i.e. books or puzzles). Unless a child routinely becomes irritable and overtired from lack of sleep, a nap should not be forced upon a child.

During rest time, children are expected to remain quiet and relax on their cot. Students will keep their clothing on while resting. In case of emergency, the children will be more comfortable if forced to evacuate the classroom.

Parents are responsible for taking bedding home every Friday, laundering it, and then returning it to school the following Monday.

Resource:

NIH (National Institute of Health) Publication:

**The Effects of Napping on Cognitive Function in Preschoolers**

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3095909/>

## Playground and Recess

The playground is only for use by students accompanied by teachers. ***For liability reasons, parents and visitors may not use the playground.***

### Outside Recess

- Children will go outside in most weather conditions, including summer heat, light rain or snow. Recess may be shorter than scheduled if outdoor temperatures and/or weather conditions are extreme.
- Students should have appropriate outdoor clothing to wear, including warm and waterproof jackets, footwear with tread, mittens, hats (summer/winter), and long sleeve shirts (summer/winter). Be sure to label all clothing with your child's name.
- In the summertime, water bottles will be brought outside so that the children can stay well hydrated.
- In the summertime, teachers will help children put on sunscreen before going outside for afternoon recess. \*NOTE: In order for teachers to administer sunscreen, the child MUST have a completed and signed medical on file from their parents/guardians. Parents should apply sunscreen in the morning at home or before the child enters the classroom.

### Indoor Recess

- RCA will provide safe, age-appropriate indoor exercise activities in the event that outdoor recess is cancelled. Activities may include dance, dramatic movement, stretching exercises, yoga, group games, etc.

## Potty Training

Parents and teachers work together to support children as they go through the potty training process. Ultimately, we require that children are fully potty trained before they start our Preschool program at the age of 3.

“Fully potty trained” is defined as the following.

- Can take off and put on their underwear, pants, socks, and shoes without any adult assistance.
- Can independently wipe and keep their body clean after using the toilet.

- Can wash their hands on their own.
- Does not require diapers or pull-ups at any time of the school day.
- Will seek to use the bathroom without reminders from adults and verbalize if they have any concerns about bathroom issues.

Teachers, parents, and the director will communicate and make a training plan when a child shows signs of potty readiness.

Your child may be ready if you answer “yes” to most of the following questions.

*“Does your child seem interested in the potty chair or toilet, or in wearing underwear?”*

*“Can your child understand and follow basic directions?”*

*“Does your child tell you through words, facial expressions or posture when he or she needs to go?”*

*“Does your child stay dry for periods of two hours or longer during the day?”*

*“Does your child complain about wet or dirty diapers?”*

*“Can your child pull down his or her pants and pull them up again?”*

*“Can your child sit on and rise from a potty chair?”*

Parents must provide RCA with “easy-open” pull-ups (with removable sides) and cotton underwear to start potty training.

After a one-week “potty training” observation period at RCA, the parents, director, and teachers will decide on the best course of action to work towards potty training success. All children are different in how they learn about how their bodies work and therefore require different time frames in which to master using the toilet. Regressions are normal for some children.

Source:

**Mayo Clinic**

<http://www.mayoclinic.org/healthy-lifestyle/infant-and-toddler-health/in-depth/potty-training/art-20045230>

## Clothing

- Provide your child with clothing which allows them to play and move comfortably.
- Accessories such as jewelry and watches are not allowed.
- Keep two to three sets of extra clothing at school.
- Children who are potty training should keep one extra pair of shoes at school.
- Shoes should not be too big nor too small. Improper fitting shoes cause injuries.
- Shoes should have tread and/or a rubber sole for safe play.

- Children should not wear shoes with laces (unless your child can tie them without adult assistance).
- If a child has no spare clothing, the parents will be called to bring some.

### Personal Belongings

Label all of your child's personal belongings which are used at RCA. RCA is not responsible for the loss of personal belongings.

Children should only bring necessary daily items to school, such as bedding, extra clothes, bags, and one soft comfort toy for rest time. For the safety of your child and his/her classmates, all toys and other personal items should be left at home.

If your child brings in a special item for show-and-tell or an in-class activity, be sure to take it home at the end of the school day. Label it with your child's name.

### Screen Time in the Classroom

Our school policy limits screen time in both the Toddler and Preschool classrooms and is in line with AAP/APA and NAEYC recommendations.

The current AAP recommendation is that children under two years of age do not have any screen time and that screen time be limited to 2 hours per day for children two to five years of age.

<https://www.aap.org/en-us/advocacy-and-policy/aap-health-initiatives/pages/media-and-children.aspx>

Realizing that many children will have screen time at home, schools and child care programs aim to communicate with families and offer a realistic amount of educational video time, so that total home and school screen time does not exceed the recommendations set by the AAP.

You may also review the NAEYC's position on screen time for more information on how educators and parents can use technology intentionally and appropriately with children.

<http://www.naeyc.org/content/technology-and-young-children>

At RCA,

- Video is "co-viewed" by the teacher with the students and used for educational purposes. Co-viewing promotes interaction while the media is used. Teachers may also use video/audio while exercising during indoor recess or dance practice.

- We do not allow any video/screen time in the Early Learners classroom, as the students are under two years of age.

- In the Young Preschool classroom, we allow up to 30 minutes of screen time per week. Video media is used during teacher-led activities (not during idle times).

- In Preschool and Pre-K classrooms, we allow up to 40 minutes of screen time per week.

## **Respecting People and Property**

### [Property Damage](#)

When children play, equipment and toys may be accidentally broken. This is to be expected. However, if your child purposely damages any RCA property, parents will be expected to pay for replacement or repair.

A first and second occurrence of intentional property damage will be excused, but noted, in your child's file. Third and subsequent occurrences of property damage will result in the parents or guardians being responsible for the cost of repair or replacement.

### [Storage Space and Person-to-Person Exchanges](#)

RCA is not able to hold or store personal items at school for families or caretakers. We will store car seats during the school day.

RCA is not able to deliver personal items from one RCA family or caretaker to another. If a family or caretaker needs to give, exchange, or return a personal item to another family, they may make arrangements to do so in-person in the parking lot at RCA.

### [Teacher Appreciation](#)

We observe Teacher Appreciation Day in May.

- If your child would like to give a gift, please help him/her make greeting cards for the classroom teachers.
- Students may also bring a single flower (1) to school if they wish on Teacher Appreciation Day. We will collect all the flowers and arrange them in vases for the teachers to share and enjoy!

## Holidays

In order to maintain a fair environment, RCA do not suggest parents to give Money related gift card or fancy gift to our staffs or teachers during the holiday seasons or appreciation days. Taking good care of our students are our responsibility. A child hand-made thank you card, a fresh flower or a piece of cookie is encouraged.



Thank you for taking the time to read Rainbow Children’s Academy’s Parent Handbook and become more familiar with our philosophy, program, policies, etc. We hope this information has been helpful in answering many of your questions, and that it will prove helpful in deciding whether or not Rainbow Children’s Academy will provide what you’re looking for in a school. Please contact us with additional questions or to set up a tour, and please retain this handbook for future reference.

**Thank you,**  
**Rainbow Children’s Academy Faculty**  
**Rainbow Children’s Academy**

I, \_\_\_\_\_, have read and understand all information in the handbooks listed below. I agree to follow the policies and procedures.

Child Name: \_\_\_\_\_

Please initial (Required): \_\_\_\_\_ **Parent Handbook**

Please initial (Required): \_\_\_\_\_ Health Policy

Please initial (Required): \_\_\_\_\_ Disaster Preparedness Policy

Please initial (Required): \_\_\_\_\_ Pesticide Policy

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PARENT/ GUARDIAN’S SIGNATURE

DATE