

Rainbow Preschool

A District #110 Community Education Program

Handbook



Since 1994

Rainbow Preschool
(952) 442-0610 FAX: (952) 442-0619
www.waconiacommunityed.org

Welcome

Thank you for your interest in ISD #110 Community Education's Rainbow Preschool.

Rainbow Preschool is an inclusion preschool open to all 3, 4 and 5 year old boys and girls.

Our licensed teachers, along with their assistants, are very excited as Rainbow Preschool will soon begin its 23rd year!

"Where learning and fun are one."

Philosophy

Rainbow Preschool provides preschool age children opportunities to grow academically, emotionally, socially, and physically. We do so in a preschool program which provides a developmental approach to meet each individual child's needs.

Rainbow Preschool's population is comprised of children who are experiencing typical development, as well as children with unique learning needs that require specialized intervention not available in other community preschools.

Rainbow preschool is one of the ISD #110's Community Education programs. It is a part-day, nonprofit preschool for all community preschool age children regardless of race, color, creed, or ability.



Staff: All staff members are experienced Early Childhood educators. Each session is staffed by a licensed teacher and qualified assistant teachers. Rainbow Preschool also offers a speech pathologist and an Early Childhood Special Education instructor. All staff members participate in a continuous program of in-service education and studies for professional advancement in early childhood education.

Curriculum

Every time your child enters the classroom there will be many activity areas to explore, create, learn and have fun. These areas change with our weekly themes as our curriculum develops throughout the year. Students will also find blocks,



books, puzzles, manipulative and cognitive games and toys, including things to sort, take apart, connect, stack, count, balance and arrange. We have dolls to bathe, clothes for dress up, sand and water play, nails to pound; places to be together and places to be alone; musical instruments, arts/crafts, tapes for listening and science materials. Each day is treated as a special day.

Snacks: Rainbow Preschool will be providing a healthy and nutritious snack. If your child has any food allergies, please be sure to notify the staff. If you desire to share a special treat on your child's birthday, we ask that it be a nonfood item such as stickers, pencils, etc. Thank you.



Sharing: We all want to learn about each other, and we all have something to share. Each child will have their special day to share with the class. We will send home a sharing bag with your child before his/her day.



Friendly Hands Listening Ears Inside Voices Walking Feet

Sessions

We offer a variety of sessions which include 2, 3 or 5 day per week classes. Also, you may choose from morning or afternoon, and age appropriate classes based on your child's age and/or needs. Each class is limited to 18 children, and we have an instructor/student ratio of 1/9. The session schedules are as follows:

Session One	TU/TH	8:30-10:45 am
Session Two	TU/TH	8:30-10:45 am
Session Three	TU/TH	11:45am-2:00pm
Session Four	M/W/F	8:30-11:00 am
Session Five	M/W/F	8:30-11:00 am
Session Six	M/W/F	11:45am-2:15pm
Session Seven	M/TU/W/TH/F	11:45am-2:15pm
Session Eight	M/TU/W/TH/F	8:30-11:00 am

Sessions One, Two, and Three have been designed for younger preschoolers (3 and 4 year olds) and offers an excellent introduction to early learning. Children need to be toilet trained upon beginning preschool.

Sessions Four, Five and Six have been developed especially for the more experienced preschooler (4 and 5 year olds). The curriculum focuses primarily on school readiness skills throughout a variety of lesson plans.

Session Seven and Eight are geared towards Kindergarten readiness with a strong emphasis on enrichment activities to prepare children for Kindergarten.

Rainbow Preschool Calendar follows the District #110 School Year Calendar; however, some adjustments may be made to fit the Preschool Curriculum. Preschool calendars are given to each family.

School Closings: If District #110 schools are closed due to severe weather or other emergency reasons, Rainbow Preschool classes will not be held. If buses are 2 hours late there will be no morning classes. Announcements are made on the school and Community Education website, as well as local TV networks. You may also call the weather line at (952) 442-0640.

Enrollment

Enrollment for Rainbow Preschool is done in the Community Education office located at 516 Industrial Boulevard. Upon registering your child, you will receive a packet to be completed prior to attending a class. This packet includes: Emergency Form, Child Intake Form, Parent Permission Form, Health History Form and Record of Immunizations. Fees due at the time of registration are a non-refundable registration fee as well as a supply fee that applies to your session.

Class Fee: The following are monthly fees for each session. **The fee is to be paid in full on or before the 1st of each month** by cash, check or credit card. Payments may be submitted to your child's instructor, or to the Community Education office. If you are paying by cash or credit card, please come to the Community Education Office. Automatic Payment Authorization Forms are available and if you are interested in this option, contact the Community Education office.

*****Please note that no monthly invoices are sent out.**

	<u>Monthly (Sept. - May)</u>	<u>Yearly</u>
Session One	\$115.00	\$1,035.00
Session Two	\$115.00	\$1,035.00
Session Three	\$115.00	\$1,035.00
Session Four	\$150.00	\$1,350.00
Session Five	\$150.00	\$1,350.00
Session Six	\$150.00	\$1,350.00
Session Seven	\$215.00	\$1,935.00
Session Eight	\$215.00	\$1,935.00

Tuition credit is not given for school holidays, school cancellations due to inclement weather or other emergency closings, vacations or illness.

Scholarship Information: Individuals or families who live in School District #110 and meet certain income eligibility guidelines may qualify for a 50% or 75% fee reduction on their Rainbow Preschool tuition. Scholarship forms are available at the Community Education Office.

F.Y.I.

Open House: This is an excellent time for the parent and child to meet with the teacher, explore the facility, and have questions answered.

Conferences: Fall and Spring conferences are scheduled by your child's teacher. The visit will review your child's intellectual, physical, social and emotional development. Parents are encouraged to call and discuss their child's progress before or after school hours.

Parent Visits: Parents are welcome to visit any day. We suggest that visits wait until your child has attended preschool for at least 6 weeks as this will allow for him/her to adjust to their new environment. Please notify us when you wish to visit, we do limit the number of visitors for each class.

Late Pick Up: Please pick up your child from Rainbow Preschool on time. **A late fee of \$1.00 per minute will be charged.** This fee is paid directly to the teachers. If you have an emergency and must be late, please notify your child's teacher in advance. The late fee charge will still apply. If your child is not picked up and you (or other contacts listed on the emergency card) cannot be reached, the proper authorities will be contacted.

School Bags: Children are requested to bring a bag to every session unless requested otherwise. This will get their projects home safely to share with the family.

Cancellation Policy: The registration fee is non-refundable. The supply fee that applies to your session is refundable up to July 31, 2017. Class cancellations need to be received in the Community Education office two weeks prior to withdrawal or participant will be required to pay the difference.

Health Policies

Parents are asked to protect their own children and the health of others by keeping a child home that is not well.

If a child becomes ill during the class, the parent or emergency contact will be called. The child will be isolated, but at all times be supervised by an adult, until the parent or designated adult arrives. No medications will be administered.

We ask that you notify us within 24 hours, exclusive of weekends and holidays, when a child is diagnosed by child's source of medical or dental care as having a contagious reportable disease, i.e., lice, impetigo, chicken pox, strep throat, measles, pink eye, etc., or an emergency or injury requiring medical attention.

Please keep your child home if he/she has:

- chicken pox, unless lesions are crusted over and child is no longer contagious;
- vomited two or more times in the last 24 hours;
- contagious conjunctivitis or pus draining from eye;
- three or more abnormally loose stools in 24 hours;
- a bacterial infection (like strep or impetigo) and has not been on antibiotics for 24 hours.
- unexplained lethargy;
- lice, ringworm or scabies that is untreated and contagious;
- a 100 degree temperature of undiagnosed origin;
- an undiagnosed rash or one that is contagious;
- respiratory distress;
- unable to participate in activities without unreasonable discomfort;
- a reportable illness as specified by the Health Department.

We will notify all parents in writing when children have been exposed to communicable diseases. We will also notify the Commissioner of Health when any illness or condition specified by law or regulation is present within 24 hours of our awareness of the situation.

Parents are asked to notify the teacher of any allergies, especially food allergies, so that we might be sensitive to them.

Emergency Care

In case of a medical emergency, every effort will be made to contact the parent, the emergency contact, or the child's doctor. If necessary, we will contact 911 to administer medical aid.

Each child must have a signed emergency release form in his/her file. A child will be transported to the emergency medical facility designated on this form.

All teachers are current in First Aid and CPR training, and will administer first aid until a parent or paramedic arrives. The school nurse or her trained attendant will also administer first aid.

Our staff is trained in procedures to secure the children's safety in the event of a fire or tornado. Drills are performed and documented.

In the event that no one arrives to pick up a child, the child will stay at school until an authorized person is found. We will not release a child to an unauthorized person or a person who is incapacitated or suspected of abuse. If an authorized person cannot be reached, the police will be called for assistance.

Safety Rules: Sharp objects are put away or under supervision; playground supervision is trained and small groups are encouraged. Burns are avoided by small group supervision and having no hot liquids out for the children's access.

Poison Prevention: We make sure chemicals are not in the room. Paints and markers are kept in a cabinet. We only use instructional supplies which are not harmful.

Suffocation is an awareness issue by all staff; small items are only put out under close supervision. The classroom is visibly monitored daily for items that could cause choking.

Traffic Safety: Parents should walk the child into the classroom. We avoid streets during playground time, and have extra supervision available while outside. We travel in lines with a leader in the front and in the back, avoiding busy roads.

Behavior Guidance

We always try to catch children being good and positively reinforce this behavior. Every child will be provided with a positive model of acceptable behavior. As each child is a unique individual, the behavior plan will be tailored to the developmental level of the child.

In any behavior guidance, the primary goal is the safety of children and staff. If inappropriate behavior is observed, children will be directed away from the problem and encouraged to be responsible for their own actions by immediate and directly related consequences.

We will always encourage the child to understand the nature of the inappropriate behavior. If unacceptable behavior persists, the child will be observed and a behavior log will be instituted.

If disruption continues and the previous steps have proven ineffective, then we will separate the child by “time out.” Staff will choose the nearest available chair, have the child sit, and remain seated for no more than 3 or 4 minutes, at that time a teacher will discuss the inappropriate behavior. No child will be removed from the classroom for time out.

Toilet Accident Policy

In a one month span, if a child has three or more accidents, the child is considered not toilet trained and is not eligible to be in our Rainbow Preschool program. There is a three month time span from the last date of accident that the child must be out of the program until they can return if spots are available. All accidents will be recorded and parents/guardians will have to initial by the date of the accident.

Contact Us

Enrollment Information
Rainbow Classrooms
School Closing/Late Starts
Mailing Address:

(952) 442-0610
(952) 442-0610
(952) 442-0640
Rainbow Preschool
516 Industrial Boulevard
Waconia, MN 55387

Fax
E-mail
Community Education Website

(952) 442-0619
shusfeldt@isd110.org
www.waconiacommunityed.org

Parent Comments/Concerns: Rainbow Preschool believes in the opportunity for parents and guardians to have access to voice any comments or concerns on any issue should they feel necessary. Please feel free to contact any of the following:

Rainbow Instructors:

Mary Weber
Sara Linsley

mweber@isd110.org
slinsley@isd110.org

Educational Supervisor:

Sue Forster

(952) 442-0664

Community Education Director:

Tiffany Nelson

(952) 442-0610

ISD #110 District Office:

Pat Devine, Superintendent

(952) 442-0600

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Waconia Enrichment Center
504 Industrial Boulevard
Waconia, MN 55387



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