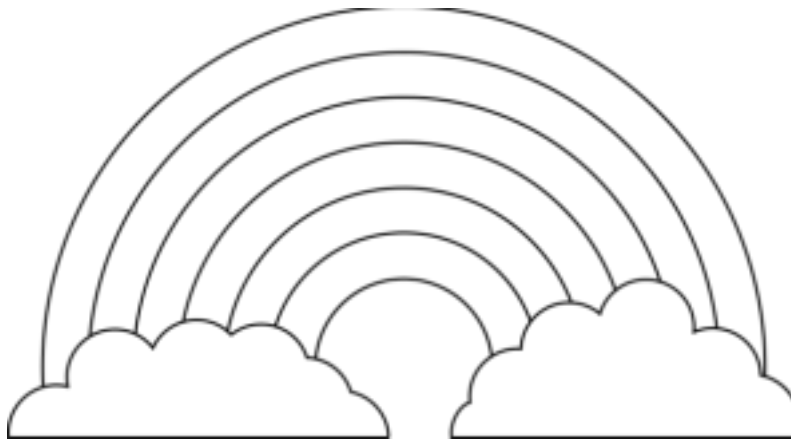


Rainbow Land

Preschool & Day Care

Parent Handbook



201 Vine Street, Building #1
Fayette, Iowa 52142
563-425-4398

Email: rainbowlandPDC@gmail.com

Visit us on Facebook: Rainbow Land Preschool & Day
Care Website: www.rainbowlandPDC.org

January 2023

About Rainbow Land

Mission Statement:

Rainbow Land Preschool and Day Care strives to:

- a. Provide an active, safe learning environment
- b. Meet and exceed childcare standards set by the state
- c. Promote open communication between the staff and parents

Philosophy:

Rainbow Land Preschool/Day Care believes that each child is unique. The goal of our program is to create a nurturing environment that enables each child to develop socially, emotionally, physically, and intellectually at their own pace (or in their own time frame).

Our staff is dedicated to providing interactions, which will promote positive self-images and esteem. We realize that providing the best care is a collaborative effort between our staff and the child's parents; therefore, parents are consulted in every aspect of the child's program. In order to provide superior services, evaluation will be a constant of our program.

Rainbow Land is sensitive to its role in helping provide a quality education that creates productive and responsible individuals. Part of that role is assisting in the learning of our educators; therefore, Rainbow Land freely opens its program to other institutions of learning for the benefit of all society.

Objectives:

The goals we intend to establish for the children through this daycare and preschool program of varied experiences are:

1. Encourage independence;
2. Learn to be with other children;
3. Become familiar with a group setting;
4. Develop an interest and joy in learning;
5. Develop security and a feeling of success;
6. Develop self-expression;
7. Develop self-control;
8. Develop creativity;
9. Develop responsibility;
10. Develop kindergarten readiness skills.

Licensing:

The Iowa Department of Human Services has licensed Rainbow Land Preschool/Day Care Center. The license is issued every year and a consultant from the Department of Human Services visits the center. The State allows us to care for 68 children 2 weeks to 12 years of age, between 5:30 AM and 6:00 PM, Monday through Friday. The Department of Human Services recommends needed equipment and procedures to use in the operation of the center and general overall

improvements. The Department of Human Services Day Care Consultant is Becky Frost; phone (319) 292-2429, fax (319) 291-2619, e-mail bfrost@dhs.state.ia.us.

Employees:

The Director and employees have educational backgrounds and/or experiences that meet or exceed the Department of Human Services licensing regulations. Each room has the necessary amount of employees to meet licensing requirements. Each staff member is qualified in the child care profession because of his/her love and concern for children.

Parental Policy:

Parents or guardians are required to sign the clipboard in the front office and indicate the arrival and departure times of their children. Parents or guardians have unlimited access to their children while they are at the center.

Visitor Policy:

A "visitor" is considered any individual who is not an employee, parent/guardian, or an enrolled child. All visitors are required to check in at the front office.

Visitors must have a legitimate purpose for being in the center (e.g., class observation, presentation), and must be accompanied by a Rainbow Land employee at all times. Visitors must submit to a criminal background check prior to entering Rainbow Land. Exceptions to this policy include parents/guardians, potential clients, and health, safety, and education professionals. It is at the Director's discretion to make reasonable exceptions to this policy.

Volunteer Policy:

All volunteers must undergo a background check. If someone is interested in volunteering, please contact the Director.

Rainbow Land Video Surveillance Policy:

To ensure the safety and security of all children, employees, parents, and visitors, as well as the security of the day care facility, Rainbow Land Preschool and Day Care is equipped with a video surveillance system and security cameras which are positioned in appropriate places within and around the facility. Because Rainbow Land respects the privacy of all children, parents, and employees in the day care center, a 24-hour video surveillance system and security cameras are used for internal purposes. Only the Rainbow Land Director and/or the Rainbow Land Board of Directors are allowed to view our security cameras/video footage.

General Information

Room Color Name	Age of Children in Classroom	DHS Ratio Requirements	DHS Ratio Flexibilities
Red	2 weeks-12 months	1 adult: 4 children	-
Orange	12 months-24 months	1 adult: 4 children	-
Yellow	2-3 years old	1 adult: 6 children	Can utilize 1:7 ratio
Green	3-year-old preschool	1 adult: 8 children	Can utilize 1:10 ratio
Blue	4-year-old preschool	1 adult: 12 children	-
Purple	School Aged (5-12-years-old)	1 adult: 15 children	10 YO & Up, 1 adult: 20 children

*At times children may be in other rooms due to ratio/staffing, especially at opening and closing. Additionally, when needed, rooms may be located in an alternative location. We will always communicate about any changes, but always look for the room sign that coordinates with their room color name, not necessarily the room structure/location in the building.

*Combinations of age groupings for children four years of age and older may be allowed and may have staff ratio determined on the age of the majority of the children in the group. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of the majority of the children in the group.

Hours & Days:

Rainbow Land's hours of operation are 7:15 AM-5:45 PM Monday-Friday, children will not be accepted before 7:15 AM and all children need to be picked up by 5:45 PM. Preschool is held on M-F from 8:30-11:30, extended preschool is offered from 11:30-1:30.

Late Pick Up:

There will be a late charge of \$1/minute for any child picked up after 5:45 PM. Please allow enough time to gather one's child and his/her belongings BEFORE the 5:45 PM closing time.

Holidays:

Rainbow Land will be closed for the observance of the following holidays: New Year's Eve, New Year's Day, Good Friday, Memorial Day, Independence Day, (sometimes July 5), Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. Any other holiday closings will be posted in advance. During the time Upper Iowa is on winter break, the center is typically closed until after New Year's.

Weather Closings:

Rainbow Land reserves the right to open late, close early or close entirely when inclement weather conditions warrant. Rainbow Land will make every effort to remain open and be staffed according to DHS regulations during prime hours of operation (8:00 am to 4:00 pm). During extreme winter weather conditions, such as when no travel is advised and/or when the plows have been pulled from the major highways, Rainbow Land may have to close for the entire day. Rainbow Land will provide notification of late starts, early closings or complete day closings via email message and our Facebook page. Also if necessary, parents with children scheduled prior to 7:00 a.m. will be contacted by Rainbow Land via telephone by 5:00 a.m. about any late starts or closings to ensure proper notification is given to them and to respect their travel time to the center.

In the event of severe weather during center business hours when closing is necessary, parents and guardians will be notified by telephone or email, and the Facebook page. If parents and guardians cannot be reached, emergency contacts will be called.

Admission Policy:

Priority will be given to full-time enrollees. The center will not discriminate in relation to admissions, terminations, or treatment of children on the basis of race, color, sex, age, national origin, or handicap. It is recommended that the parent should accompany a child for the first visit to the center. Children will have less fear and will move into a group setting with greater ease if he/she has a relaxed tour of the center and is not left there on the first visit. Tours can be given at any time. At the tour, families are given all the information and the Director or Assistant Director will go over all the paperwork. Tours are designed to show each room and answer any questions a family may have. After a family has decided to enroll, children are added to the class list and included in the computer system. The papers below must be returned before the child's first day.

In order to comply with State Licensing Standards, each child must have:

- A medical examination (ages 4 and under) and a complete up-to-date immunization card or signed medical/religious waiver before being admitted. Ask the doctor if one is unsure about this requirement.
- Child's Development History
- Emergency Medical/Dental Consent
- Child Release Form
- Permission Form
- Statement of Health (ages 5 and up)
- Exemption Form (if applicable)
- Application for Free & Reduced-Price Daycare Meals (if applicable)
- CACFP Enrollments Form
- Completed Physical
- Immunization Record
- Sunscreen Form
- Safe Sleep Procedures (Infants only)
- Infant Foods Tried at Home (Infants only)
- Desitin Permission Form (if applicable)
- Parent Handbook Form

Rainbow Land reserves the right to refuse service.

Access of Information Policy:

If families need the enrollment forms in another language, Rainbow Land employees would use resources from local school districts, consultants from resources that are worked with, and Upper Iowa University. In order to maintain everyday communication, translators within these categories will be used. The center will also use translation apps or websites to help communicate with the families. The CACFP forms can be printed in any language.

Discharge Policy:

If a child is not ready for the group experience, or if his/her needs are not best met in a group setting, we may ask for the removal of the child in a confidential conference with the parent. We do not believe a child should remain in the Center unless he/she derives some benefit from the program and/or experience, or if his/her needs or behaviors repeatedly interfere with needs or care of other students.

If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child may be removed from the classroom for a period of time. Separating the child from the group is the final step that would be taken after other measures have been tried. At times, it may be necessary for Rainbow Land to discontinue care for children displaying threatening behaviors. Administrative review is available upon request.

Special Needs:

Parents are responsible to inform the center if the child has any special medical condition, needs, or allergies so that the day care can provide appropriate care and support. Also, if at any time a child develops a condition or allergy, a parent/guardian must inform the Director.

A child with special needs is defined as:

*A child who has been identified by his/her physician as having a condition that requires special attention while at the child care center.

*A child whose behavior is so disruptive that it interferes with the ability for the program to operate according to the stated mission and goals.

*A child whose behavior puts the employees and/or other children at risk.

When a child is to be admitted having special needs, an evaluation of those needs shall be conducted before the child starts in the facility. Discussions will be initiated by the Director with parents and employees during the intake process concerning such issues as the nature of the special need, medication, special accommodation(s), developmental level, as well as health and safety issues.

Rainbow Land Preschool and Day Care Center will integrate children with developmental disabilities if the facility, in its present condition, and teachers meet the special needs of the child. Children with suspected speech needs, behavioral problems, or developmental needs will be referred to Early Preschool Screening or other agencies in the community providing such services for children. These services may be provided at Rainbow Land.

Child Drop Off/Pick Up Policy:

For the safety of Rainbow Land children, please sign all children in at the front desk, take children to their rooms, and wait for an acknowledgement from the teacher/room employee before leaving the center. The drop off/pick up person is expected to sign in each child's arrival and departure times at the front desk. No one will be allowed to take a child off the premises without written consent or a call from the parent/guardian. Persons unknown to staff will be required to show identification. Parents/guardians will need to complete a **Child Release Form** at the time of enrollment, which will inform the center of the persons who have permission to pick up the child. If the person(s) stated on the form are not able to pick up the child, these procedures will be followed:

1. The parent is to inform the center using a signed, written message with the following information:
 - a. Alternate adult's name
 - b. Telephone number where this adult can be reached
 - c. Brief physical description of adult
2. The employees at Rainbow Land will ask for the ID of the alternate adult. They will not let a child go unless these procedures are followed.

Contracts:

In order to schedule the employees properly, it is important for each child to have a contract filled out with the times of attendance for the next week. The contract will be due by **5:30 PM on Monday of every week, two weeks in advance.** The Director may fit in a late contract as ratio allows, but by turning in a late contract it is not to be assumed the request can be accommodated. If the contract is not turned in by 5:30 PM on Monday, a \$5.00 late contract fee per child, per day past Monday will be charged. Parents will be charged for the contract they submit. Additional hours may be added onto the schedule if staffing allows with prior notification. A late contract will not be accepted after 4:00 PM on the Friday before the following week. If a child is ill or will not be attending a scheduled day of preschool or day care at the center, please call as soon as possible to let Rainbow Land know the child will not be attending.

Drop in Rate:

Families will be charged 1½ times the regular rate. Drop in rates will be charged when a contract is not in place for that week.

Late Pick Up:

There will be a late charge for any child picked up after 5:45 PM. Please allow enough time to gather the child and his/her belongings BEFORE the 5:45 PM closing time. A late fee of \$1.00 per minute, per child will be assessed for every minute after 5:45 PM.

Other:

Families with past due bills may be denied service until the bill is paid or a payment plan is set in place, with payment being made before children return.

Fees:

When a child is enrolled at Rainbow Land Preschool and Day Care, a non-profit organization, his/her fee is calculated into the budget to pay expenditures. Therefore, it is important that fees are paid at the designated time. Upon enrollment of child(ren), there will be an annual \$25 registration charge per child which is used to purchase supplies for the child(ren). No child will be considered registered or placed in the center until this registration fee is received. If the child is only enrolled in the two free grant days for preschool, parents/guardians will not be required to pay the annual registration fee.

Preschool Information

Three & Four-Year-Old Preschool-M-F 8:30-11:30, extended preschool is 11:30-1:30. Children who are four-years-old as of September 15th will qualify for the preschool grant that requires a minimum of 10 hours of preschool a week with a licensed teacher without a tuition fee. Rainbow Land offers at the minimum 10 free hours, which occurs during the half-day program. Any four-year-old who stays for the extended preschool program will have fees for preschool times. Preschool fees are due by the 10th of every month.

Rainbow Land Preschool & Day Care Rates

*Effective June 1, 2022.

Child Care Hourly Rates	
Infant (0-24 Months)	\$5.50/hour
2-Preschool Eligible	\$4.50/hour
Preschool Eligible	\$4.25/hour
5-12 Year-Olds	\$4.25/hour
<u>Second Child Rates:</u> Discounted \$.50/hour, per child, so long as both children are in attendance or being billed for both during the same time frame. The discount applies to the oldest child, the youngest child is always charged at full rate.	
<u>Drop-in Rate:</u> 1 ½ times hourly rate- occurs when there is not a contract for the week when changes are requested	
Preschool Monthly Tuition Rates <ul style="list-style-type: none">• Approximately \$4.50/hour of preschool for all age groups• Due by the 10th of each month of preschool in order to attend• Must be 3 by September 15 of the school year for three-year-old preschool, and 4 by the same date for the four-year-old preschool year.	
*15 hours per week from 8:30-11:30, (60 hours per month) @ \$4.50 per hour = \$270.00, four-year-old students receive this portion free.	
Additional preschool options/add ons: <ul style="list-style-type: none">* Arrive anytime between 8:00-8:30, charged at the child care rate.*Extended preschool: 11:30-1:30 is 10 hours per week, (40 hours per month) @ \$4.50 per hour = \$180.00 four week month.*Anytime after 1:30 is at the child care rate.	

*The cost for a three-year-old preschool student arriving at 8:30 and staying until 1:30 each day would be \$450/month for a four week month.

*The cost for a four-year-old preschool student to attend from 8:30-1:30 would be \$180/month four week month.

Meals	
1 Snack AM or PM	\$1.00 per day
Daily Meal Charge (Lunch & 1-2 Snacks)	\$5.25 per day
Other	
Late Payment Fee	\$5 per week
Late Contract Fee	\$5 per day past Monday, per child
Late Pickup Fee (after closing at 5:45 PM)	\$1 per minute, per child

*Before/After School Care of school-aged students (five-year-olds and above) will be billed at normal rate for one full hour. For example, an 8-year-old child walks to Fayette Elementary. They arrive at Rainbow Land at 7:50. They leave Rainbow Land at 8:15. They will be charged for one hour of care instead of 25 minutes of care.

Billing & Late Payment Policies:

The billing week is Monday through Friday of the current week. An electronic bill is issued to the parents on Friday via email. It is required that the bill be paid each week. If the bill is not paid by the next Wednesday, a \$5.00 weekly service charge will be assessed, per week until paid. If the bill is not paid by the following Wednesday, a new contract will not be accepted and families will be denied any further service until the bill is paid in full.

Meals & Snacks:

All children eating lunch at the center are required by the State of Iowa to have a nutritious meal prepared for them. The daily meal charge is \$5.25, which includes a lunch and two snacks.. Food is served family style and employees eat with the children. Children are encouraged to taste all food that is served. The weekly menus will be posted in each room. Rainbow Land participates in the Child and Adult Care Food Program. Applications are available for free and reduced price meals. If a child has any food allergies, please notify the Director.

Past Due Accounts Policy & Procedures:

For those that are no longer receiving services from Rainbow Land, but still have a bill:

Week	Results/Action of a Past Due Account
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1 & 2	<ul style="list-style-type: none"> • A letter will be sent the Wednesday, week one, following the last day of services and a copy of a bill. The letter will explain the following: the process regarding past due accounts as well as explain the choices: pay the amount due in full or make payment arrangements. One of these two needs to occur before the next Wednesday (one week after the letter is sent out). • Late fees will accrue until the bill is paid in full.
3 & 4	<ul style="list-style-type: none"> • If a payment has not been made nor a payment plan set up, a second letter will be sent out reminding them of their choices, explaining the process and warning of being sent to collections. The letter will be sent with a "return receipt requested" • Late fees will accrue until bill is paid in full
5	<ul style="list-style-type: none"> • If a payment has not been made nor a payment plan set up, the account is sent to collections, credit agencies and potential for small claims court

For those who are still receiving/wanting services from Rainbow Land:

- Payments are due on Wednesdays
- Late fees are assessed each Friday and applied to any account with a past due bill, until paid in full

Week	Results/Action of a Past Due Account
1 & 2	<ul style="list-style-type: none"> • \$5 late fee added each week until the bill is paid in full, per Board policy • Care will be denied for upcoming weeks • The Board will be informed of the past due account and denial of services
3	<ul style="list-style-type: none"> • Late fees will accrue until bill is paid in full Care will be denied • Late fee letter sent (orange letter) on Wednesday
4	<ul style="list-style-type: none"> • Late fees will accrue until bill is paid in full Care will be denied • Warning letter about: collections, small claims and credit score (red letter) on Wednesday
5	<ul style="list-style-type: none"> • Late fees will accrue until bill is paid in full • Care will be denied • Account is sent to collections, credit agencies and potential for small claims court

Requirements for All Payment Plans:

- Must pay 25% of the bill to continue care
- Provide dates of expected payments
- Timeline for payments
- Once the payment plan is broken, it will be sent to collections.

Nondiscrimination Statement:

USDA Nondiscrimination Statement (Revised 5-5-22)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter

addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Iowa Nondiscrimination Statement (Revised 3-21-16)

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E 14th St, Des Moines, IA 50319-1004; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

Grievance Policy & Procedures

All grievances will be submitted to the Director. The Director will respond to the grievance within five working days. A copy of the decision will be sent to the Board of Directors. If a family is not satisfied with the decision, they have the right to take the problem directly to the Board of Directors. Such grievances to be discussed by the Board will be placed at least one week in advance of the Board's regularly scheduled meeting, with a decision rendered within 30 days.

Cubbies:

Each child will have their own cubby to store their outdoor clothing and other personal items. Cubbies should be cleaned out on a daily basis.

Clothing:

Children's clothes are alike in looks and size. Each article should be CLEARLY MARKED with the child's full name. The center recommends that child(ren)'s clothing be sturdy, washable, and easily fastened by the child. All clothing worn to the center may get dirty! Bibs will be provided at meals for infants and toddlers. Smocks will be provided for art projects. Additional clothing, including shirts, pants, underpants, and socks, should be kept at the center; two sets for infants, toddlers and young preschoolers who are being toilet trained.

Lost & Found:

The center suggests the child's name be placed on his/her coat, snow pants/suit, gloves and bag(s) so that items misplaced can be returned to the proper owner.

Outside Play:

Whenever possible, weather permitting, children will go outside. Employees try to spend 2 hours a day outside. Children should be dressed accordingly.

Parent Involvement:

Parents are invited to visit the center throughout the day. The center encourages parents to check on their child's progress at any time. Parent volunteers are welcomed to read a story, share their career, bring in special items of interest, help with an art project, attend field trips, help with classroom parties, etc.

Request to serve as character witness on behalf of clients of Rainbow Land: In cases of Director, employees, or Board Members being asked to serve as a character witness on behalf of clients (parents or guardians) of Rainbow Land, clients will be informed that staff or board members will be made available to appear in response to a subpoena. Employees or Board Members must inform the Director.

Parent/Teacher Communication:

Rainbow Land provides several means of communication.

1. Monthly newsletters highlighting center activities, events, or new information.
2. Rainbow Land Employees - our members are available to listen to and respond to any questions and concerns. Try to be sensitive to group dynamics. Conversations with preschool teachers are easiest before and after preschool hours. If it is something serious, please have the discussion in the conference room away from other parents/employees.
3. Telephone Calls - our members are very happy to return calls when available.
4. Meetings – Parents/guardians may arrange with the employees and/or Director as necessary.
5. Program Surveys
6. Daily sheets

Personal Possessions:

When children bring possessions from home, very difficult situations can occur. Sharing is hard since they view it as their toy, not the center's. The center provides a variety of toys for the child(ren), so it is suggested that they do NOT bring toys to the center. Employees would not want their toys to get lost or damaged.

Rest Time:

All children will be offered 20 minutes of rest as required by DHS, regardless of age. Any child not asleep after 20 minutes can have a book, small toy, or device that does not disrupt those who are sleeping. Quiet time is to give the child the opportunity to relax and feel refreshed. Children are not required to sleep, only rest.

Biting Policy:

Even in the best child care center, periodic outbreaks of biting occur among infants, toddlers, sometimes preschoolers, and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child's behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents, or teachers. When biting breaks out, a high quality childcare program immediately takes action, not to blame the biters, but to change the environment and help children change their behavior. Employees will not show anger or frustration towards the child. They will let the child know that biting is not okay. In addition, the following steps will be taken:

1. The teacher will remove the child from the situation and focus their attention on the bitten child.
2. Encourage the biter to help take care of the child who was bitten.
3. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time instead of biting.
4. Proper First Aid steps will be applied to the bite.
5. When children bite, their parents are informed personally and privately the same day. All information is confidential and names of the children involved in the incident are not shared with parents. Biting will be documented and will be signed by the teacher and the parent, and the director will be notified. Parents are able to receive a copy of the incident report.

Caregivers will meet with the parents to determine the factors on why a child may be biting. Once the triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns.
2. The teacher will change the environment, routines, and activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations by using words.

4. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
5. The teacher, parent, and administration will meet to set an action plan and to measure the outcome of these changes.

Discipline Policy & Guidance Strategies for Discipline

During the early childhood years, children are learning to be in charge of their own behavior. At Rainbow Land, we believe in establishing consistent, easy to understand limits and in having teachers respond to inappropriate behavior with insight, sensitivity and skill. When clear, consistent and age-appropriate limits are present, children increasingly become responsible for themselves. When unacceptable behavior occurs, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

Positive guidance and discipline are essential because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior. Actions that acknowledge the child's efforts and progress, no matter the pace or size of accomplishment, are likely to encourage healthy development. Teaching children self-discipline is a demanding task, as it requires patience, thoughtful attention, cooperation and a good understanding of the child. Praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Effective guidance and discipline focus on the development of the child, as well as preserve the child's self-esteem and dignity.

In the event that a child does not respond to positive guidance, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and caregivers. We are committed to providing a positive environment where children feel comfortable and safe. Each child presents a unique situation and we will therefore deal with each child and set of circumstances individually.

Discipline is defined as the ongoing process of helping children to develop self-control for self management while protecting and maintaining the integrity of the child. In contrast, punishment is the use of negative consequences to correct unacceptable behavior by using physical force. Rainbow Land employees will only use discipline, because punishment is not an acceptable procedure according to our mission statement or DHS.

When interacting with young children, staff should ask themselves the following questions:

“Am I...”

- Validating the children's feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

REASONS FOR MISBEHAVIOR:

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave:

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home. • A child does not understand the rules or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

PREVENTING MISBEHAVIOR:

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior:

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Tailored to the developmental level of the children in room
- Short and simple rules
- Stated in a positive way
- Used consistently
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Use positive language to explain and focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible.
- Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on the table.")
- Give attention through praise to children for positive behavior.
- Encourage children often and generously.
- Set a good example by modeling appropriate behavior. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.
- Set up the classroom environment to prevent problems.
- Supervision is the best preventative technique. Be aware of all children and what they are doing.
- Children who are engaged in developmentally appropriate activities and receive

positive reinforcements, do not need as much redirection.

- If extreme behaviors are occurring, examine the classroom, the activities, classroom schedule, and guidance techniques

RESPONDING TO MISBEHAVIOR:

Below are strategies employees will use to respond to child misbehavior. Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom. Remember to always:

- Speak calmly and talk to the child at his/her level.
- Explain unacceptable behavior to the child.
- Redirection: This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences: These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- Participate in the solution: If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please apologize and help me make him feel better."
- Natural consequences: Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down chair": In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, employees should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks, discussion and activities to work through common conflict.
- Staff may ask to take a break if needed, however the room still needs to stay in ratio at all times.

If these actions do not help in reducing or changing behavior the following will take place:

1. Parents will be verbally notified of concerns by employees. For example: ask if there are changes or events going on at home or if parents also see similar behavior at home. Parents and teachers will discuss what strategies are used at home and in the classroom. Employees are to work as a team with parents to help the child be successful in the classroom and at home. Lastly, teachers need to inform the Director and/or Assistant Director that a discussion with parents will be held.
2. Employees will discuss behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
3. Rainbow Land will document behavior concerns on the behavior incident report form. This will allow the patterns of behavior to be identified and analyzed.
4. The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan and document the interventions, as well as progress.
5. The behavior management plan will be discussed/created with the parent and then put into practice.
6. The Director and/or Assistant Director, Lead Teacher, Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

*Confidentiality amongst rooms and employees will be upheld in regards to the behaviors expressed by children to maintain their dignity and personal information. Any information, behavior incident reports and the behavior plan will be shared only on a need to know basis with those who interact directly with the child.

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child may be removed from the classroom for a period of time. Separating the child from the group is the final step that would be taken after other measures have been tried. At times, it may be necessary for Rainbow Land to discontinue care for children displaying threatening behaviors.

Donation Policy:

All donations such as books, toys, and furniture, art and craft supplies must be approved by administrators before being placed into a classroom. Administration will see if it complies with DHS policies along with our Health & Safety handbook. Once it has been approved, items will be placed in the age appropriate classroom.

Board of Directors:

A current list of the Board is displayed in the front entrance.

Babysitting Policy:

We discourage center staff members from accepting babysitting jobs from parents at our center. We must ensure that all children and parents at the center are treated equally. Teachers who baby-sit the same children could naturally display favoritism toward those children or parents, however unintentional. Such favoritism is unfair to the rest of the children and parents, and would be considered disruptive and unethical behavior.

Extracurricular babysitting will be permitted as long as the following conditions are met:

- In no way will any baby-sitting arrangement be permitted to interfere with the daily operation of the center. Parents and staff members must make all such arrangements on their own time away from the center. Staff members will not be permitted to accept or make telephone calls for this purpose.
- Extracurricular baby-sitting will not be allowed to interfere with the employee's ability to perform his/her duties at the center.
- Under no circumstances will staff members be permitted to take children home from the center without parent and Director permission. The parent would be required to add the staff member to the pick-up list on the Child Release Form.
- Staff members are prohibited from babysitting during Rainbow Land's operating hours when they are scheduled to work.
- Staff members MAY NOT discuss any confidential information with a family, even if that information is shared privately and after hours.
- Staff members will not solicit customers from Rainbow Land either for baby-sitting or in-home childcare, or as a nanny.
- Rainbow Land will not be held responsible for any actions or circumstances resulting from any interaction between its staff members and customers that occur away from the center.
- In the event Rainbow Land determines that any baby-sitting arrangement is not in the best interest of, or is having a negative impact on, the center, its staff members, or its clients, then Rainbow Land may compel the employee to terminate said baby-sitting arrangement as a condition of further employment.

Program Information

We offer a developmentally appropriate curriculum designed to meet the needs of children from infants to school age.

Red Room: Infants:

Visitors to the Infant Room are welcome; however, shoes must be removed before entering the carpeted infant area.

Stimulation shall be provided through being held, rocked, played with, and talked to individually. The same adult will care for your infant as much as possible. We feel that bonding between an adult and infant is an ideal situation. Employees will interact with children on their eye level while playing on the floor.

Diapering:

Infants will be diapered every 2 hours or as needed. When being changed, he/she shall be cleansed using individual or disposable toilet articles. All diapers, wipes and diapering supplies will be provided by the family. Cloth diapers may be used, however, all diapers will be brought in by the parents. Diapers will be placed in a separate bag that is provided by the parent. The bag will be sealed between uses and sent home every night.

Daily Reports:

Daily reports provide essential communication between the parent and teachers regarding the child's care. Daily reports include feeding times, diaper changes, activities, sleeping patterns, and items that are needed.

Feeding:

Infants will be held during feeding. At no time will an infant be left alone with a bottle, especially while lying in a crib. Spoon feeding will be used when it becomes developmentally appropriate. The center will provide Parent's Choice formula and baby food until the child can eat table food. All bottles will be kept refrigerated until the infant is fed. There will be a special area in the refrigerator for foods brought from home. All food supplies brought from home should be clearly marked with the child's name. Breastfeeding is encouraged and breast feeding moms may stop by the center at any time to feed their infant.

Rest time:

Cribs and crib sheets are washed and cleaned on a weekly basis or as needed. At 12 months of age, children will start transitioning from a crib to a cot. All children will be placed permanently on a cot by 14 months unless noted by a doctor. The cots are covered with fitted sheets, assigned to one child, and are properly sanitized and cleaned weekly or as needed.

Orange Room: Mobile/Older Infants:

Once a child starts walking, no longer needs a bottle, and is eating meals from the kitchen, the child will start transitioning to the orange room. In this room, the employees are able to work more one on one to help master skills that will be needed for the toddler room.

Toys:

Toys are sanitized every night and a more thorough cleaning is done at the end of each week. Toys that end up in a child's mouth, spit up on, etc. will be placed in a bucket to be disinfected at the end of the day or before they are reintroduced into the play area.

Yellow Room: Toddlers:

Each day, children will be exposed to developmentally appropriate activities in a variety of areas including language, fine and gross motor skills, music, art, self-help, dramatic play, thinking, exploration, math, science, library, and listening.

Green/Blue Room: Preschool:

Preschool will be offered four days per week for children ages three to five. Preschool will consist of educational opportunities to help prepare for Kindergarten.

Purple Room: School Aged, Before/After School:

Children attending Rainbow Land before and after school hours will have their own area to complete homework assignments, read, and play.

Field Trips:

At Rainbow Land Preschool and Day Care, we engage in various activities that contribute to the emotional and physical development of the child. These activities include but are not limited to: walks to the park, transportation to various places, and other fun academic trips. Occasionally,

we make an unscheduled walk to the local park for recreation and exercise. In advance of these trips, (with the exception of occasional walks to the local park), parents will be made aware of the date, location, and means of transportation for an outing. On each outing, Rainbow Land Preschool and Day Care will follow the code as outlined in Iowa Code 321.446 in transporting all children. All children shall be individually secured by a safety belt, safety seat, or harness in accordance with federal motor vehicle safety standards. Children under the age of three shall be secured in a federally approved child restraint system. Children under the age of twelve shall not be located in the front seating section of the vehicle. Drivers of all vehicles shall possess a valid driver's license and shall not operate the vehicle under the influence of alcohol, illegal drugs, prescription or nonprescription drugs that could impair their ability to operate a motor vehicle. Emergency telephone numbers for each child shall be present with employees when engaging in any outing off of the Rainbow Land premises. We will use employees and possibly volunteers to transport the children. It is the responsibility of the parents to provide car seats for their child(ren)

under the age of 6 years and/or until the child(ren) meets the state requirements to be out of a car seat or booster seat during transportation.

Behavior Guidance Policy

The following are practiced at the center:

1. Recognizing each child as unique with individual needs
2. Setting clear enforceable limits
3. Modeling acceptable behavior
4. Structuring the environment and schedules to maximize good behavior
5. Praising the children's positive efforts
6. Anticipating and eliminating potential problems
7. Redirection of negative or unacceptable behavior
8. Good timing of teacher intervention
9. Planning the daily schedule in such a manner as to allow the children a successful mixture of choice and structure
10. Using logical consequences
11. Tailoring behavioral guidance to the developmental level of the child

Parents should notify Rainbow Land if their child is experiencing any changes in the home environment that may result in behavioral changes (good and bad) at the center. Likewise, the employees will keep parents informed of any behavioral problems concerning their child at the center.

Persistent unacceptable behavior procedures:

When a child's unacceptable behavior requires an increased amount of guidance and time, the employees will implement the following procedures:

1. Observe and record the behavior of the child and the adult response to the behavior.
2. Formulate a plan to guide the behavior, consulting with the child's parents, employees, and other professionals when appropriate.
3. Implement a plan to guide the behavior.
4. If persistent unacceptable behavior cannot be managed, the parent and child will be referred to an outside resource.

Separation Policy:

Part of learning is to follow directions and do as teachers ask. We feel that this is basic to a child(ren)'s learning and development. When a child does not comply with this, the child will go to a quiet area where staff will talk with the child, and will use resources to help resolve the problem.

The following actions are strictly prohibited at Rainbow Land:

1. Corporal punishment such as shaking, spanking, or rough handling
2. Subjecting a child to emotional abuse such as name calling, shaming, or ostracism
3. Punishment for lapses in toilet training
4. Withholding of food, light, warmth, clothing, or medical care

Health & Safety

Children's Health Guidelines:

For each child five years of age and younger not enrolled in kindergarten, the child care center shall require an admission physical examination report, submitted within 30 days from the date of admission, signed by a licensed medical doctor, doctor of osteopathy, physician's assistant or advanced registered nurse practitioner. The date of the physical examination shall be no more than 12 months prior to the first day of attendance at the center. The written report shall include past health history, status of present health, including allergies, medications, and acute or chronic conditions, and recommendations for continued care when necessary. Annually thereafter, a statement of health conditions signed by a licensed medical doctor, doctor of osteopathy, physician's assistant, or an advanced registered nurse practitioner, shall be submitted that includes any change in allergies, medications, or acute chronic conditions.

For each child five years of age and older and enrolled in school, the child care center shall require, prior to admission, a statement of health status signed by the parent or legal guardian that certifies that the child is free of communicable disease and that specifies any allergies, medications, or acute or chronic conditions. The statement from the parent shall be annually updated thereafter.

Nothing in this rule shall be construed to require medical treatment or immunization for employees or the child of any person who is a member of a church or religious organization, which has guidelines governing medical treatment for disease, that are contrary to these rules. In these instances, an official notarized form must be completed and submitted in lieu of the immunization card.

Signed and dated immunization certificates, provided by the state department of public health, shall be on file for each child enrolled as prescribed by the Department of Public Health at 641 – Chapter.

Care of Ill Children:

Young children become ill often. It is common for infants and preschoolers to have 8-10 illnesses per year. Illness of children in child care is a difficult problem for staff and parents. Everyone

shares a concern for a child's well-being. When a child is sick, he/she needs one-on-one care. Therefore, parents are encouraged to arrange back-up child care for the inevitable times a child is too ill to attend the center. Colds and flu are most contagious before the symptoms appear. Therefore, it is not necessary to isolate a child for these reasons. Ear infections are not contagious.

In general, a child must be able to participate in the daily routine. For preschoolers and toddlers, this means that a child will be going outdoors with the group whenever the temperature, including wind chill, is 30 degrees or higher.

Criteria for children not to attend the Center:

If a child:

- has a fever of 100 orally (101 rectally) within the last 24 hours (excludes teething).
- vomits within the last 24 hours.
- has diarrhea within the last 24 hours.
- has skin sores which are open and draining (including such things as impetigo, etc.). A child may return to the center when drainage ceases and the sores begin to heal, and medication has been administered for 24 hours.
- has eye/ear drainage (such as pink eye, etc.). A child may return to the center when medication has been administered for 24 hours.
- has scabies. A child is not to attend the center for 24 hours after treatment.
- has strep throat. A child is not to attend until he/she has been treated.
- has Hepatitis A. A child is not to attend until he/she is released by a healthcare provider.
- has any other communicable disease, which will be dealt with on an individual basis.

Symptoms in infants will depend on if a child is teething, on medication for a non-communicable disease, or has had immunizations within 24 hours. Any child with an infectious disease will be sent home and will not be able to return to the center until a doctor's release has been given to the Director or the symptoms have subsided.

If a child becomes ill during the day, he/she will be kept isolated from the other children. Parents or a designated alternate adult will be contacted to pick up their child immediately. If necessary, the child's health care provider will be contacted.

Children may return when they are symptom free, without medication for 24 hours.

Notification of Contagious/Reportable Diseases:

Parents must notify the center within 24 hours if a child has been diagnosed with a communicable/reportable disease. Administration will post a notice in the front entry and/or send an email stating the illness, incubation period, early signs to watch for, and exclusion recommendations the same day the information is received. The Director will notify the Public Health Department within 24 hours regarding a suspected reportable disease.

Medications:

Whenever a child requires prescription or over the counter medication while in the center's

care, the parent(s)/guardian(s) must submit a completed Medication Authorization Form. Parents are required to fully complete the top half of the form. Times must be listed, the form may not state "as needed" for any medication. Amount given should be listed as directed by the doctor or label. The center is unable to administer any medication without this form, including for chapstick, cough drops or anything given to a child other than food and water. We will complete the bottom portion of the Medication Authorization Form with date, time, amount, type/name of medication, and initialed by the staff member that administered the medication to the child. If the medication was not given, the reason will be recorded on the Medication Authorization Form. If the instructions are not clear or accurate, we will not be able to administer the medication.

The parent(s)/guardian(s) must supply all medications. Medication must be in its original container and labeled with the child's first and last name. Medications will be stored in an area and in a container out of reach of the children. If medication is to be kept at the center for treatment of a chronic condition, no more than one month's supply should remain at the center at any one time.

If at all possible, all medications should be given at home. For example, if a child is prescribed to take an antibiotic three times a day, the child can still take the medication at home, before coming to the center, when arriving home and at bedtime. Any medicine that does not require a specific time of day to be given, needs to be administered at home.

Non-Prescription Medications:

Written permission from the parents is required for the administration of any non-prescription medications such as acetaminophen, sunscreen, insect repellent, or diapering products. These must be administered according to the manufacturer's instructions unless there are written instructions for their use provided by a physician or dentist. Parents must label the container with their child's full name.

Sunscreen Policy:

During specified months (March-October), sunscreen will be applied to all children over six months of age enrolled in a center-based classroom 30 minutes prior to sun exposure. If a parent/guardian desires lip balm for their child, they should notify the classroom teacher. Parents will need to sign a consent form for sunscreen and lip balm and stating that their child is not allergic to any of the ingredients in the sunscreen or lip balm. Employees will document each time sunscreen/lip balm is applied. If parents want sunscreen applied before March or past October, teachers will need to be notified. Sunscreen will be applied by, or under the supervision of, Rainbow Land employees.

Incident Reporting:

If the incident is minor, a Rainbow Land employee is required to fill out an incident report, which the parents/guardians will be asked to sign. Such incidents may include, but are limited to: biting, hitting, or the use of inappropriate language. A change in a child's behavior or minor health status will be reported to the parents/guardians. They will be notified by a phone call if a severe incident occurs at Rainbow Land.

Emergencies:

In the event of an emergency, all children will need to remain under the supervision of Rainbow

Land and its employees until it is determined by Law Enforcement, Board of Directors and/or Administration that children can be released. Depending on the type of emergency, Rainbow Land may be on lockdown, in which case no one will be allowed in or out any door. In addition, Rainbow Land may be evacuated to a safe location where children will only be released after the above listed entities have determined the all clear. The center has specific procedures in place for various types of emergencies, located in the Emergency Procedures and practices emergency drills monthly.

Requiring medical and/or dental attention:

If a child is in critical condition, unconscious, bleeding, or disabled, a call for quickest medical or dental attention will be made. One team member will stay with the child and another will contact the family. Phone numbers should be updated as needed.

Blizzard-The Director will listen to the radio for weather conditions. If complications prevent a child from being picked up, the employees on duty will remain in the center with the child until arrangements have been made.

Fire-All children are removed from immediate danger through the nearest exit. The children will be taken to a safe location. Fire drills are practiced monthly as stipulated by Iowa law.

Missing Persons-The employees will contact the Director immediately if a child cannot be located. After no more than a 15-minute thorough search, the Director will contact the county sheriff's office and the parents to assist in the search.

Tornado-The Director will listen to the radio for directions in threatening weather. If there is a tornado warning, the children will be escorted to the safest location in the center until the threat of the storm is over. An employee will remain with all children until parents arrive. Tornado drills are practiced monthly.

Shelter-If, due to an emergency, we are forced out of the center, shelter will be in the Fayette Community Church, Fayette elementary building, fire station, or another suitable location.

Every employee has training on emergency plans for the above situations. In addition, they are trained in CPR and First Aid. Emergency plans will be reviewed periodically and with each new employee/volunteer.

Smoking Policy:

Smoking or other use of tobacco-like products (examples include but are not limited to: cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) during business hours or on company property, at any time, is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Rainbow Land; any grounds, parking lots, or sidewalks (within 5 feet) and in vehicles owned or leased by Rainbow Land. All employees, students, visitors, contract workers, volunteers, or any person coming on grounds or to the facility must comply with this policy. This policy is in compliance with regulations and directives of the Joint Commission Standards. This policy complies with the

Iowa Smoke Free Air Act in the Iowa Code.

Non-discrimination Policy:

Non-discrimination Statement: In accordance with Federal Civil Rights Law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit the completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Daily Routine

Things to Bring:

- **Diapers:** A bag of diapers is to be kept at the center if a child is not toilet trained.
- **Change of Clothing:** One complete set for all children, two for infants. Additional sets of clothing may be needed for those who are being toilet trained.
- **Outdoor Clothing:** Make sure appropriate clothing is available.
- **Blanket and/or Pillow:** A child can bring a favorite blanket or stuffed animal to have at rest time. All sheets and blankets will be washed weekly or as needed.

Drop Off:

1. Sign in at the front window
2. Put extra items in child's cubby.
3. Take child to employees.
4. Discuss any daily concerns.

Pick Up:

1. Check in with employees.
2. Check and clean out the cubby.
3. Check the bulletin board.
4. Check supply of diapers and/or extra clothes.
5. Take home any medications needed for use at home.
6. Sign out.

Communication Between Employees and Parents:

Communication is very important between the employees and parents. Each child has a daily report completed by teachers that informs parents of their child's day. We also try to have the same staff members there during the day. Parents, if there is something that is needed to know, please leave a note, tell an employee, talk to the Director, or call us at 563-425-4398. **If a child will not be there during the time they are scheduled, please call/email to let Rainbow Land know!** It is greatly appreciated!

Bulletin Board Policy:

Rainbow Land Preschool and Day Care Center allows the community to post events, activities, and notices that are tasteful and appropriate for display in the facility that cater to the children and parents. All postings must be approved by the Director or Assistant Director. Postings will be displayed on the bulletin board in the front entrance. Exceptions to the posting location may be made at the Director's discretion. Rainbow Land reserves the right to remove any postings at any time without notice. Questions about postings may be addressed to the Board of Directors.

**Thank you for choosing Rainbow Land!
We look forward to providing a
valuable experience for your family!**

Room Color Name	Age of Children in Classroom	DHS Ratio Requirements	DHS Ratio Flexibilities
Red	2 weeks-12 months	1 adult: 4 children	-
Orange	12 months-24 months	1 adult: 4 children	-

Yellow	2-3 years old	1 adult: 6 children	Can utilize 1:7 ratio
Green	3-year-old preschool	1 adult: 8 children	Can utilize 1:10 ratio
Blue	4-year-old preschool	1 adult: 12 children	-
Purple	School Aged (5-12-years-old)	1 adult: 15 children	10 YO & Up, 1 adult: 20 children

*At times children may be in other rooms due to ratio/staffing, especially at opening and closing. Additionally, when needed, rooms may be located in an alternative location. We will always communicate about any changes, but always look for the room sign that coordinates with their room color name, not necessarily the room structure/location in the building.

*Combinations of age groupings for children four years of age and older may be allowed and may have staff ratio determined on the age of the majority of the children in the group. If a child under 2 years is combined, the staff ratio of 1 to 7 shall be maintained, otherwise staff ratio may be determined by the age of the majority of the children in the group.