



*Inspiring hearts, hands & minds  
...a quality enrichment program for two, three, four, and five year old children.*

# **PARENT HANDBOOK, including Operational Policies**

For the Preschool and the "Five's Enrichment" Class (Kindergarten)

Located at St. Jude Catholic Church

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Notice of Non-Discriminatory Policy: Sunshine and Rainbows Early Learning Center admits children of any religion, race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to participants in the program. Sunshine and Rainbows Early Learning Center does not discriminate in regard to religion, race, color, national, and ethnic origin in administration of its educational, admissions, and scholarship programs.

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# Sunshine and Rainbows Early Learning Center (ELC)

Sunshine and Rainbows Early Learning Center, formerly known as Rainbow Days was established in 1985. The program provides an enriching religious, intellectual, social, physical, and emotional environment which will benefit preschool children, their families, and the community.

Activities planned throughout the day are age appropriate and geared toward helping children develop healthy and enduring habits of observation, communication, questioning, and listening. Children will be given opportunities to express themselves creatively through art, music, science, cooking, storytelling, dramatic play, manipulatives, toys, and games. We believe in “hands on” learning activities for children. Children will be given the opportunity to interact with children at their own age level.

## OUR PHILOSOPHY

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

## OUR GOALS

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

### GOALS FOR THE CHILDREN

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

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

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

**EMOTIONAL:** To provide opportunities to develop a healthy self-image, a respect for others, and a positive outlook on life.

**PHYSICAL:** To provide opportunities that will facilitate and strengthen growth through the use of gross and fine motor skills.

### GOALS FOR THE PARENT

To provide opportunities to meet other parents who have as their common concern the needs of their preschool children, and to provide opportunities to volunteer and support the education of their children.

### GOALS FOR THE COMMUNITY

To provide opportunities for people of different religious and cultural backgrounds to work together for a common interest in a safe environment (see safe environment requirements).

## Sunshine and Rainbows ELC Governing Board

Sunshine and Rainbows ELC is overseen by a governing board of directors who are selected to serve on the committee through an application process. The Board consists of five “directors” in addition the director, and the assistant of the program. The Board Directors serve for three years. Officers are selected from the members of the existing Board.

## Sunshine and Rainbows ELC Parent Advisory Committee (PAC)

Parents of children enrolled in the program apply to be on this Advisory Committee. Their purpose is to assist the director and the Governing Board in the running of various activities associated with the program. Committee members are selected in the spring by the existing committee members and serve for two years.

# STAFF RATIO

Our program runs on Monday/Wednesday and Tuesday/Thursday tracks with options of children attending two, three, or four days a week depending on their age. Our program has room for over 100 children each day. We serve children two, three, four, and five. The 2's, 3's & 4's classes have one teacher and one teacher assistant. The Five's, our kindergarten class, has two teachers and one assistant. The staff at Sunshine and Rainbows ELC also includes a music teacher, a Spanish teacher, an office assistant, multi-purpose aides, an assistant director, and a director.

## ENROLLMENT POLICY

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

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

Families with children currently enrolled in the program will have the first opportunity to enroll for the new school year. This is open to the children currently enrolled as well as their siblings. Families must be in good financial standing with Sunshine and Rainbows ELC in order to enroll for the next year. Parents will be notified in writing of any enrollment policy changes. Changes will also be highlighted on the front page of the website [www.sunshineandrainbowselc.org](http://www.sunshineandrainbowselc.org).

## ENROLLMENT PROCEDURE

### PARISH MEMBERS

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

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

### COMMUNITY MEMBERS

Community Enrollment will take place following all parish enrollments.

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

## ENROLLMENT LOTTERY PROCEDURE

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

**Enrollment will take place in the following manner:**

1. Children of staff members working at Sunshine and Rainbows ELC
2. Children of the members of Sunshine and Rainbows ELC Governing Board and Parent Advisory Committee
3. Children currently enrolled in Sunshine and Rainbows ELC since the two's program who are members of St. Jude Parish
4. Children currently enrolled in Sunshine and Rainbows ELC at least one complete year who are members of St. Jude Parish
5. Children currently enrolled in Sunshine and Rainbows ELC since the two's program, but not members of St. Jude Parish
6. Children enrolled in Sunshine and Rainbows ELC during the current year and joined St. Jude Parish during the current

year, based on criteria of dates in numbers 8, 9 and 10.

7. Children currently enrolled in Sunshine and Rainbows ELC (for less than 3 years) who are not members of St. Jude Parish
8. Members of St. Jude Parish prior to September 15 of the prior year.
9. Members of St. Jude Parish between September 15 of the prior year and January 15 of the current year.
10. Members of St. Jude Parish after January 15 of the current year.
11. Members of other Catholic Parishes surrounding St. Jude.
12. Residents of the Community

## TWINS

Every child enters the 3 and 4 day four's lottery as an individual. When classes fill and one twin is not enrolled in the class chosen, these are the choices available:

- One twin enrolls in the class chosen and the other twin enrolls in an alternate class that may be available and goes on the wait list for the preferred class.
- The family decides that both children enroll in an alternate class, if available.

## SCHEDULE FOR THE AGE GROUPS

Two year olds attend two days per week on M/W or T/Th. Three year olds attend either two or three days a week on M/W, T/Th/ M/T/W, M/W/Th. Fours have the option of attending three days per week (M/T/W, M/W/Th, T/W/Th) or four days a week (Monday through Thursday). Fives (Kindergarten) attend all four days, Monday through Thursday.

## MONTHLY TUITION AND FEES POLICY

Tuition is fully earned and due on August 10<sup>th</sup>

Students enrolled after August 10<sup>th</sup> have pro-rated tuition due in full on their enrollment date.

Pro-rated refunds based on early withdrawal of a student from the program are granted only if the vacancy can be filled.

No refunds will be granted for temporary absences from the program (i.e. illness, vacation, long term trips, or trips out of the country).

A late fee of \$10.00 is charged for payments made after the 10<sup>th</sup> unless arrangements are made.

## Enrollment Fees

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

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

*\*\*\*\* Please make all checks payable to Sunshine and Rainbows ELC.*

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

## SCHOOL CALENDAR

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

## INCLEMENT WEATHER / SNOW DAY POLICY

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

other circumstances beyond the control of the preschool.

## **MAKE-UP DAY POLICY**

- If Sunshine and Rainbows ELC is closed due to inclement weather or another unavoidable circumstance for one day on either of the two-day (M/W or T/Th) tracks this day will not be made up.
- No more than one day per track will be made up.
- No refunds will be given for these circumstances.

## **MONDAY HOLIDAYS**

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

## **TIME OF OPERATION**

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

Since the teachers are busy preparing for the days activities please do not bring your child to the classroom before 8:55 A.M. Class time begins promptly at 9:00A.M.

**Please pick up your child promptly at 2:00 P.M. After 2:15 P.M. a fee of \$5.00 will be charged. After 2:16 P.M. the assessment will be the \$5.00 plus \$1.00 per minute.**

## **CHILDCARE LICENSING INFORMATION**

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

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

## **COMMUNICATING WITH LICENSING**

When questions concerning the operations of the program arise or the safety of a child needs to be communicated the licensing representative will be called. The main Intake number is 1-800-582-6036. Sunshine and Rainbows ELC licensing representative's number is 469-229-6908.

Sunshine and Rainbows ELC Operational Policies and a copy of this Handbook are available to parents on line at [www.sunshineandrainbowselc.org](http://www.sunshineandrainbowselc.org)

## **ESSENTIALS**

### **BACKPACK:**

Parents of 2,3,4, and 5 year olds, please choose a backpack that will hold your child's emergency clothes (placed in a large labeled, Ziploc bag), folder, lunch box and class projects. (All items must be clearly labeled with your child's full name.)

**Backpacks for all ages must be no larger than 12inches wide by 14 inches high by 14 inches deep with no wheels or plastic handles.**

### **REST MATS:**

Parents of 2 and 3 year olds **must** provide a rest mat for their child. The mat must be small enough to roll and be placed in the cubbies in the classroom. Preferred rest mats come with an attached pillow and blanket. Individual blankets may not be used as rest mats.



## CLOTHING:

Children should wear washable play clothes and rubber soled tennis shoes. Cowboy boots and sandals are a hindrance on the playground and may not be worn. Please save these types of foot wear for a rainy day. Shorts should be worn under dresses. Since “spills & splashes” do happen with all children, please include a COMPLETE CHANGE of clothes in their bag. Please LABEL all the items with your child’s name. This will help us avoid any confusion.

## FOOD:

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

Children should bring a lunch box with water and/or an additional drink that is milk based or 100% juice —NO CARBONATED BEVERAGES. The lunches should include items your child likes. Because of our licensing with the state your child does need to have items in their lunch box that come from the major food groups. At the Orientation we will provide you with ideas for your child’s lunches. Please do NOT send candy in your child’s lunch. When children see the candy they sometimes have difficulty eating the nutritional part of their lunch. Children are not allowed to share foods with other children. Please LABEL your child’s lunch box, thermos and lid. These items can be lost easily.

## ALLERGIES:

Due to the increase of peanut allergies, we no longer serve peanut products as a snack. We monitor the ingredients of the snacks we do serve. **No NUT PRODUCTS of any kind are allowed at Sunshine and Rainbows ELC at any time. Our philosophy on food for children with allergies is to have the parents provide all their foods, but we offer exceptions with specific rules. We want children to learn that it’s most important for them to eat only food items their parents provide them.**

## FOOD ALLERGY POLICY:

Children who have a food allergy diagnosed by a physician that requires the use of an EpiPen:

- The parent and Physician must sign the allergy form and give specific steps for helping the child if they should have a reaction to something.
- **Any snack items, party foods, and lunch foods must be provided for the child by their parent. There is no exception to this requirement in the 2 and 3 year old classes.**
- When the child is in the 4 year old and kindergarten class the parent may choose to “sign-off” on the snacks being offered by Sunshine and Rainbows ELC. The teacher will provide a calendar of snacks with the ingredients and the parent may sign daily with their full signature giving their child permission to eat the food item.
- Parents must also sign for “party foods”, or provide their child with their own party food.
- If a signature is not given in the morning the parent must provide a snack and the child will not receive the school snack.
- By signing the “snack” calendar the parent releases the program from any liabilities.

Children in the 2’s, 3’s, and 4’s & kindergarten classes whose parent has stated that the child has an allergy or sensitivity to a particular food, but this is not diagnosed by a physician:

- Parents may provide their child a daily snack and party food item or
- Parents may sign-off on the “snack” calendar giving permission for their child to receive the food item from the program.
- Parents must also sign for “party foods”, or provide their child with their own party food.
- By signing the “snack” and “party food” calendar the parent releases the program from any liabilities.

Signs are posted in the St. Jude Education Building that state we are a "Nut Awareness" facility. This means that Sunshine and Rainbows ELC is aware of the seriousness of nut allergies, and we are announcing to the many groups that use the facility to be aware of the non-use of nut products in the building. To the best of their ability, groups are following the "No Nut" request. Sunshine and Rainbows ELC cannot control the other groups, though. Rooms are cleaned daily and tables and counters are disinfected according to licensing standards before the children arrive. During the hours that the preschool is in session no foods that contain nut products as defined above will be served.

## REST TIME:

Our two's and three's do have rest times following lunch. Parents provide their child's rest mat.

## **TOYS:**

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

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

## **FIELD TRIPS:**

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

## **SAFETY MEASURE:**

Please use care in entering and leaving the parking lot, **cell phones should not be in use at this time.** DRIVE CAREFULLY! If one person is bringing a group of children, this person is responsible for seeing that each child is accompanied to the classroom and left there with the teacher's acknowledgement.

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

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

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

## **ANIMALS:**

If animals are brought to the program we **will follow licensing standards by notifying parents, ensure that the animals are not unsanitary, show no signs of illness, and children and caregivers wash their hands if handling the animals.** Verification of vaccinations and a statement of health is required from a licensed veterinarian.

## **BIRTHDAY CELEBRATIONS:**

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

## **HOLIDAY CELEBRATIONS:**

Classroom parties will be held for the various holidays during the year. Please contact your child's teacher to sign up for snacks, or paper products for a special holiday. Sunshine and Rainbows ELC Party Snack Policy: Labels need to be on the sealed food products; Homemade items must contain no nut products – please label with ingredients; Juice products must be 100% juice. Specific information about party foods will be provided at the beginning of the school year. We welcome parent involvement with these parties. Check with your child's teacher for the specific time for the class party. Parties are a time for parents to participate in activities with the children. Camera use should be kept to a minimum.

## **WATER ACTIVITIES:**

In the late summer and early spring all children use water tables on the playground or another designated area. Special class events take place with the use of these water tables. They are not structures for the children to climb in. Splash days for the four's and special days for the three's and the Kindergartners use "squirting materials for water play.

## **HEALTH REQUIREMENTS**

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

**PLEASE KEEP YOUR CHILD HOME IF:**



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

Please notify the teacher and Sunshine and Rainbows ELC if your child has been exposed to and contacted a communicable disease. If your child has been exposed to a communicable disease you will be informed.

### **NOTES NEEDED FROM PHYSICIAN**

When your child has a communicable disease that requires a visit to their physician; such as strep throat or chicken pox, the doctor must sign a statement indicating when your child may return to school. It may be a simple statement like: “John may return to preschool when he is free of fever for 48 hours and has taken 3 doses of the prescribed medication.”

### **NOTIFICATION OF THE PREVALENCE OF A COMMUNICABLE DISEASE POLICY**

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

### **MEDICATION POLICY**

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

- **PRESCRIPTION MEDICATIONS** must be in the **original container** with your **child’s name**, a **date**, **directions**, and the **physician’s name** printed on the container. We will not administer any medication that has expired.
- **NON-PRESCRIPTION MEDICATION** will be given if it is **labeled** with the **child’s name**, the **date it is brought to Sunshine and Rainbows ELC**, **specific instructions**, and the **medicine is in its original container**. We do not dispense throat lozenges or cough drops. In regards to sunscreen and insect repellent Sunshine and Rainbows ELC will leave the application of these OTC creams to the parents.

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

The forms are available at the Sunshine and Rainbows ELC office. In case of accidental injury we will make an immediate attempt to contact parents. If we cannot reach you, we will call the child’s physician. If necessary we will also call an ambulance, or the paramedics. It is for your child’s benefit that you keep the school up-to-date on phone numbers.

### **PARENTS MUST SIGN AN ILLNESS/INJURY FORM**

When a parent picks their child up from school because they became ill at Sunshine and Rainbows ELC or they are injured they will sign a form. The form will be with the child’s teacher or in the office. Once signed, this form is kept in the child’s office file.

### **Health Checks at Sunshine and Rainbows ELC**

1. A health check is a visual assessment of a child to identify potential concerns or symptoms of illness, injury, or a response to changes in the child’s behavior since the last date of attendance. A health check can be requested by a parent or a teacher.
2. A health check at Sunshine and Rainbows ELC consists of the following:
  - a. Asking the teacher for specific observations of the child.
  - b. Asking the child specific questions about how they are feeling.
  - c. Looking at the child’s eyes, throat, and skin color
  - d. Taking the child’s temperature.

### **Staff Health Requirements**

All staff members must be in good health. The State of Texas, specifically Collin County, does not require proof of updated vaccinations for adults working with children. At this time Sunshine and Rainbows does not require booster vaccinations for childhood diseases of the staff members. If the health department makes changes to this policy the program will follow their requirements and re-adjust the program requirements. If a staff member has missed work due to surgery, and/or a contagious disease (strep throat, pneumonia, etc.), a doctor's note stating that they can return to work is required.

## **A Parent Request**

At the beginning of the day the parent, while still at the school may request a check of the child for a possible fever or because of a difference of behavior. The teacher may bring the child to the office for an assessment by the director or assistant director. The health standards of the program will be followed as stated in this handbook: a child must be free of a fever for the past 24 hours, and not have vomited in the past 24 hours in order to remain at the preschool. If there has been any contagious disease noted the parent must present a written note from the physician that the child is free to come to school.

## **A Teacher Request**

If a child becomes ill during the day the teacher will bring the child to the office, where the director or assistant will assess the needs of the child. The parent will be notified by phone in the event the child shows signs of an illness or injury and needs to go home.

### **Other Times Parents are Notified:**

1. Parents will also be called if the behavior of the child is not what is typically seen.
2. Sometimes children don't show specific symptoms or fevers, but their complaints are consistent and the pallor of their skin or lethargy warrants a call to the parents.
3. Parents will be notified by note if a check has been made because of a specific check for something like lice.

At any time child abuse or neglect is suspected a report will be filed with Child Protective Services at 1-800-252-5400.

As children arrive teachers greet each child and if a child comes to school dirty, with bruises, diaper rashes, etc., the parent is immediately asked about these conditions. The teachers are instructed to document these happenings, and if it is something that continues it could be from neglect and the staff is instructed to file a report to the proper authorities.

## **OTHER MEDICAL INFORMATION**

*Vision and Hearing Screenings* are required by Texas Law (Special Senses and Communication Disorders Act of 1983) for all four and five year olds. Parents must use their personal physicians for these screenings *TB Tests* for children and employees are currently not required by the Health Department of Collin County or Sunshine and Rainbows ELC. As Health Department policies change we will keep you informed.

## **SAFE ENVIRONMENT TRAINING POLICY:**

### **ST. JUDE SAFE ENVIRONMENT PROGRAM:**

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

## **REPORTING ABUSE AND NEGLECT POLICY**

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

## **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN POLICY:**

It is the policy of Sunshine and Rainbows Early Learning Center to provide an environment that is safe and nurturing for children. It is an environment that allows the children to learn and experience age appropriate activities that expand their ability to think and create.

## **For the Children**

We provide:

- A staff that is trained to recognize the appropriate stages of child development and provide activities for children that foster learning in all areas: physical, social, emotional, intellectual and spiritual.
- We promote the well-being of the child by offering them opportunities to practice their skills.
- We provide opportunities for social interactions.
- The entire staff also receives training in preventing and reporting child abuse every year.

## **For the Parents**

As a staff at Sunshine and Rainbows ELC we work closely with the parents giving guidance in the area of child development.

We provide:

- Concrete support for parents through newsletters, parent meetings, and individual conferences.
- Materials for reading about specific parenting skills.
- Opportunities for parents to meet together and work and play with their children.
- Opportunities to develop adult friends that support them in their parenting.
- Resources (available in the office) that give specific parenting skills, and outside agencies or persons to call if needed.
  - Child Abuse Hotline: 1-800-252-5400
  - Hope's Door (Collin County Women's Center): 972-422-7233
  - Allen Community Outreach: 972-727-9131
  - Samaritan Inn (Homeless Shelter) 972-542-5302
  - Catholic Charities (Counseling) 214-520-6590
  - Allen Food Pantry (located at St. Jude)
  - A more extensive list of agencies is available in the Education Building in the front foyer in the parent library cabinet. If you have any questions, please contact me or the preschool office.
- Parenting workshops offered throughout the year to help with specific parenting skills, i.e. Potty training.

## **Reporting of Suspected Child Abuse**

- As child care professionals, the staff of Sunshine and Rainbows ELC is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services and to a law enforcement agency.
- Failure to report suspected physical or mental abuse or neglect of a child is a crime punishable by fine and/or imprisonment.
- There is a 48 hour reporting requirement for professionals. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice.
- Reports of child abuse or neglect are confidential.
- For more information or to make a confidential report call 1-800-252-5400 or go to <http://www.txabusehotline.org/Login/Default.aspx>.

## **Staff and Parent Trainings on Recognizing and Preventing Child Abuse and Neglect**

All Sunshine and Rainbows ELC staff is required to take yearly courses on recognizing abuse and neglect. The Diocese of Dallas requires yearly training in this under the Safe Environment program. The initial training is for two hours with a trained official, and each year after a one hour refresher course is taken by the staff. Sometimes this is provided by the Director and other times a trained trainer comes to a staff development day. Parents are informed of the day these trainings are provided and are invited to attend. If they want to help in the classroom (with the teacher present) they must do the Safe Environment Training at St. Jude and one of the components of the training deals with recognizing and preventing abuse.

## **DISCIPLINE:**

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

**Parents will also read and sign an acknowledgement form the first year the child is enrolled. Page 15 of the Parent Handbook gives a more detailed explanation of the Discipline and Guidance Policy of the program.**

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

## **TOILET TRAINING POLICY:**

Sunshine and Rainbows ELC does not require two year olds to be fully potty trained at the beginning of the school year. However, we do ask that the process has begun (see toilet training handout attached with enrollment forms). Our goal is that in the early part of the three year old year, all children will be fully trained. All children in the four's classes must be fully trained unless there is a medical condition noted by a physician. We have many helpful resources available at Sunshine and Rainbows ELC. Please do not hesitate to ask for help.

## **CHECK-IN AND CHECK-OUT PROCEDURE:**

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

Entrance to the classroom building is restricted to the east and north doors of the building from 9:00-9:10am. Doors are locked at 9:10am and entrance to the building is by ringing the doorbell at the north doors. Parents then sign their child in at the office and a staff member will walk the child to their classroom. Doors are unlocked at 1:50pm each afternoon. Classes dismiss at 2:00pm.

## **AUTHORIZATION TO PICK UP CHILD PROCEDURE:**

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

## **ATTENDANCE NOTIFICATION PROCEDURE:**

It is helpful if you call or e-mail the office when your child is going to miss a day of school. Please let us know about your child's health. Our phone number is: **214-644-2080**

## **WITHDRAWAL POLICY:**

If you find it necessary to withdraw your child from the program, **a minimum of two weeks' notice is required.** Those waiting for a vacancy will need time to make preparations for attendance. Tuition must be paid for the days the child will be in the program, including the two weeks. Full tuition for the remainder of the school year is still due unless the vacancy can be

filled. If you have extenuating **circumstances speak to someone in the office.**

## **STAFF DEVELOPMENT DAYS**

Because of licensing requirements, all staff members are required to complete 24 training hours each year. Some years we may dismiss early on a day to provide the team with extra training. Notice will be given through letters home.

## **RESOURCES FOR PARENTS**

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

We strive for a good parent-teacher relationship. A parent-teacher coffee is scheduled in September for all the parents. Our Kindergarten staff provides report cards, as well as, opportunities for individual conferences. The parents of a four year old will have individual conferences after the Christmas Holidays. Parents of two and three year olds will have a conference in late spring. You may request a conference with the teacher at any time. Please avoid classroom and hallway conferences when children are present.

**OPEN DOOR POLICY:** The Director and the Assistant Director are available for conferences at any time and for any reason with any parents of children enrolled at Sunshine and Rainbows ELC. Concerns or questions about policies and procedures may be discussed at any time. Appointments are appreciated, but not necessary. Please speak with Julie Buchanan or Liz Moore. Parents are welcome at Sunshine and Rainbows ELC at any time during the day.

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

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

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

**PARENT LIBRARY:** Sunshine and Rainbows ELC has a number of books, magazines, and pamphlets for your reading pleasure!! We have a variety of parenting resources for you to check-out and read to help you enhance your parenting skills. The resources may be checked out weekly using our honor system. We ask that you not keep any of the materials for more than a month. Stop by the office for access to these resources.

**PARENTING Workshops:** We will conduct short classes on various topics, periodically during the year, revolving around the enhancement of our parenting skills. These classes have proven to be beneficial to those who attend. ("Readiness for 3's", "Separating from Your Child", "Is My Child Ready for Kindergarten?" etc.)

**"Sunshine and Rainbows GAZETTE"** This is our electronic monthly parent's newsletter. Parents have an opportunity to advertise in our newsletter. The cost is minimal, and it reaches approximately 180 families!

**"Kaymbu"** This is an electronic communication tool the teachers use to send pictures and messages to parents.

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

**PICTURE POLICY:** a parent may sign a release on the enrollment form giving the program permission to publish

photos of their child on the Sunshine and Rainbows ELC newsletter, Facebook, website and bulletin and documentation boards.

**SUBSTITUTES:** If you are interested in helping at Sunshine and Rainbows ELC when a staff member is out we do offer a training program for our substitutes. Because of new state standards the training is more extensive. The training will take place as soon as school begins and requires 8 hours of training before we can call you to substitute. You will also need to be fingerprinted, have a TB test and provide us with a copy of your diploma/transcript. The remaining 16 hours of pre-service training must be completed within 90 days. During the year you will need to complete an additional 24 hours of training. It's a great opportunity to see how the program really works, see your child at play, and make a little spending money. You must complete the safety training at St. Jude also. Please check the church bulletin for specific training dates. This is a paid position!  
**If you are interested in being a substitute please talk with us as soon as possible.**

**VISITORS:** All are welcome! Families with children not enrolled . . . please check in at the reception area. It is helpful to call the day before your visit. We conduct tours on Tuesdays and Wednesdays. Lunch begins at 11am for some of the classes.

**ACCOMMODATIONS FOR MOTHERS:** Mothers who need to breast feed their child may do so in the east women's restroom or in the front foyer. They may provide breast milk for their child in our care.

## SPECIAL PRESENTATIONS

### THANKSGIVING FEASTS

The 4 and 5 year old classes provide a short entertainment for the parents in attendance at the end of the meal.

### SINGING FOR THE SENIOR CITIZENS LUNCHEON

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

### Three's MUSIC PROGRAM

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

### TWO'S & PARENTS IN MUSIC CLASS

In early May parents will be invited to attend their Two-year-olds music class. They will have an opportunity to participate in the class and see how their child is learning to sing. Cameras are not allowed in the music classroom because of the distraction they cause.

### FIVE'S (Kindergarten)CELEBRATION OF LEARNING

This is a musical and prose program for parents to give everyone a glimpse of various skills the children have learned throughout the year.

### GRADUATION

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

### “Crossover” (Kindergarten)GRADUATION

Our five's (Kindergarten) present a musical program in conjunction with their “Cross Over” to a new school in May.

## Discipline and Guidance Policy

- Discipline must be:
  1. Individualized and consistent for each child;
  2. Appropriate to the child's level of understanding; and
  3. Directed toward teaching the child acceptable behavior and self-control.



- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following;
  1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  2. Reminding a child of behavior expectations daily by using clear, positive statements;
  3. Redirecting behavior using positive statements; and
  4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

• There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room bathroom, or closet with the door closed;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

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

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

## **Parent Discipline Policy:**

Parents may not use any form of corporal punishment (spanking, slapping, etc.) with their child when they are on the St. Jude property that houses the Center. Sunshine and Rainbows Early Learning Center is a licensed facility and any form of corporal punishment in this facility is against the law.

## **EMERGENCY PREPAREDNESS POLICIES**

**Emergency Relocation Procedures: Emergency personnel or the Director will inform staff when to proceed to any relocation site.**

In an emergency, the first responsibility of the staff is to move the children to a designated safe area or an alternate shelter. The main teacher of each class will carry an “emergency” bag that contains a complete class list with parent and emergency contact information included. Also in the bag will be any specific medicines and the parent directive on administration of the medicine, a flashlight, a first aid kit, and crayons and paper for the children to use.

### **In Case of an Emergency**

1. All Care Givers assigned to each age group will walk the children to their zone area outside of the education building that houses Sunshine and Rainbows ELC. Diagrams are posted in each classroom designating a primary route to take and a secondary route.
2. The **initial on-site meeting area:** All classes will meet in the front of the main church building located at 1515 N.

Greenville Avenue. The front of the church building faces the courtyard.

a. Two's and Three's will meet on the right side of the courtyard and face the Education Building.

b. Four's and Five's will meet on the left side of the courtyard and face the Education Building.

3. This site is used for practice drills. If further shelter is needed because of inclement weather, electrical problems, etc., the children will be moved to the secondary on-site meeting area for safety purposes.

4. The **secondary on-site** meeting area is **located inside the main church building for St. Jude Catholic Church** located at 1515 N. Greenville Avenue.

a. Two's will enter the front of the church building using the right doors and they will go directly into the church and sit in the pews located on the east transept.

b. Three's and Four's will enter the front of the church building using the center doors and they will go directly into the church to the front row of pews and sit there. If the center doors are locked the staff will take the three's to the right door, and the four's will go to the left door.

c. Five's will enter the front of the church building using the left front doors and go directly into the church and sit in the pews located on the west transept.

5. Teachers will take roll of their class before leaving the room using the class sign-in sheets, and they will carry their emergency bags. Once safely to their assigned zone area they will again check off the names of the children on the sign-in sheet to assure children have arrived at the new location.

6. If emergency personnel have been called because of a true emergency the officials at the fire department will assess our need to change to a more safe location. We have secured two off-site locations, one within walking distance of the church and the other will use the church's buses to transport the children. The Emergency Bag contains the following items:

- Parent and emergency contact telephone numbers for each child in care.
- Authorization for emergency care for each child in care.
- Our emergency preparedness plan.
- A first aid procedure book
- Activities to use with the children in case the emergency lasts an extended time.
- Food and drink will be provided by the staff as needed.

7. Children younger than 24 months of age, children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired. These children will be escorted to the safe destination assigned to their specific class by the aide in the classroom. If the children are ambulatory they will walk holding the hand of the classroom aide. If they are unable to walk the aide will carry the child. If the child is too heavy to carry, a rolling chair from the office will be used to transport the child. While in the care of the aide the child will be made comfortable. They will stay with their class in the designated safe area until their parent arrives for them. The main teacher of the class will call all the parents.

## **On-Site Relocation:**

St. Jude Catholic Church, main church building facing the Courtyard

1515 N. Greenville Avenue

Allen, Texas 75002

972-727-1177

The staff members and the children will exit the Education Building using the Primary exits located on the Emergency Exit signs in each room. The teacher will count the children as they are preparing to leave the room and verify the number in attendance. The Aide will follow the class at the end of the line. They will proceed to the main doors of the church and go inside. They will gather in the Narthex as per #4 on page 16. Once in the relocation site the teacher will take attendance. The teacher and aide will have simple, quiet activities available with them to keep the children safe and comfortable. Everyone will remain in this location until the Director, the Person in Charge, or the Fire Department personnel gives the "all clear" message. If we must remain in this location, and it is safe to dismiss children from the location, parents will be notified by phone to come to the main church to pick up their child.

## Off-Site Relocation Site #1:

### “Walking Relocation Site”

Oak Brook School  
550 Trinity Drive  
Allen, TX 75002  
214-383-5162

This site is located south of the St. Jude Property and is within walking distance of the Education Building where Sunshine and Rainbows ELC is located. The children walk across a field and cross one residential street to reach the site. The staff will lead the children to the Off-Site Location when we are instructed to do so by the emergency personnel. If we have an emergency such as this, every effort will be made to contact each individual family. Teachers carry an emergency bag containing the contact numbers of the parents. The office personnel also have a clipboard containing all the emergency information on each child enrolled in the program. The office personnel will begin calling parents as soon as the children are safe and comfortable at the relocation site. Children with special needs will be transported by assigned staff members as their need requires.

## Off-Site Relocation Site #2:

### “Transported Relocation Site”

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

We will move the children and staff to the Off-Site Location when we are instructed to do so by the emergency personnel. If we have an emergency such as this, every effort will be made to contact each individual family. Teachers carry an emergency bag containing the contact numbers of the parents. The office personnel also have a clipboard containing all the emergency information on each child enrolled in the program. The office personnel will begin calling parents as soon as the children are safe and comfortable at the relocation site.

## Parent Notification

All teachers will use their sign-in sheet along with their class list of emergency numbers and contacts to call each of the parents. The assistants will remain with the children while the calling is made. The Office Staff will be available for communication and additional help as needed.

When parents are called specific instructions will be given on the procedure for picking their child up at the new location. The location site address will be given. When parents or authorized emergency contacts who pick up children arrive they must “sign-out” their child with the teacher or the person in charge. Proper identification must be shown. These records will be kept in the Sunshine and Rainbows Early Learning Center office after the event.

**Please keep the Sunshine and Rainbows Early Learning Center office informed of any changes in your contact information.**

## Lock Down Procedures

A lockdown procedure will be used if there is an immediate or imminent situation that renders partial areas of indoor space unsafe and leaving the premises is unsafe (ie. Dangerous person on or near the premises).

### Danger inside the building

- Ensure staff is able to hear the lock-down announcement
- Call 911
- Move all children and employees to the nearest safe room and lock doors

- Caregivers will keep their emergency bags that contain all contact information for the families with them at all times
- Caregivers will take attendance and account for all children in their care
- Close doors, cover windows and move children to the safe corner in their room.
- Stay quiet and turn off any light or sound that may indicate your presence
- Direct Caregivers to stay in their secure locations until an announcement is made confirming the threat is clear

#### **Danger in the area outside of the school**

- Ensure the staff is able to hear the lock-down announcement
- Lock all entrances to your operation
- Move all children and staff to the nearest safe room and lock doors
- Keep emergency bags with contact information with staff at all times
- Caregivers will take attendance and account for all children in their care
- Close doors, cover windows and move children to the safe corner in their room
- Direct caregivers to stay in their secure locations and continue normal activity until an announcement is made confirming the threat is clear

## **Staff Training for Emergencies**

All staff of Sunshine and Rainbows ELC receives yearly training in safety practices, handling of emergencies, and recognizing, and preventing abuse and neglect. Sunshine and Rainbows Early Learning Center has developed an extensive document of procedures for various emergencies. The document is located in the Sunshine and Rainbows ELC office for your viewing. A synopsis is as follows:

- Each teacher carries an emergency bag that contains a class list with names and numbers for each child, a first aid kit, and supplies to use to occupy the children during an emergency, any children's medication, and a flashlight.
- Each room in the building has designated routes for evacuation in the event of a fire or tornado.
- We practice fire drills every month, as well as disaster drills and lock-down drills four times a year.
- Sunshine and Rainbows Early Learning Center has three alternative sites in case there is a disaster emergency in the education building. The evacuation site on the St. Jude property is the main church, located north of the Education Building. The offsite relocation sites are Oak Brook School and First United Methodist Church on Greenville Avenue in Allen.
- The Allen Fire Department will assist us in making a decision of how to transport the children to First United Methodist Church if they feel it is necessary to leave the premises because of the emergency.
- In the event that we need to evacuate the children from the St. Jude property the office staff and teachers will make every attempt to call parents and give the information on how to pick up your child.
- All the staff of Sunshine and Rainbows Early Learning Center will work to ensure the safety of every child.
- The Director will be responsible for bringing the Emergency Information Bag from the office to the emergency location.
- The Director is responsible for calling 911 in a real emergency. The Director will contact Licensing.

**A more detailed "Emergency Preparedness Plan is available for your viewing in the Sunshine & Rainbows ELC Office. Parents may request to see this document at any time.**

## **Emergency Notification and Notification of an illness:**

Parents will be called using the numbers they have given us on the enrollment form. Every number will be called until they are reached. If no number reaches any parent or guardian then an e-mail or a text will be sent. We will also use our Kaymbu communication system. Emergency information will be available on the main website of Sunshine and Rainbows ELC [www.sunshineandrainbowselc.org](http://www.sunshineandrainbowselc.org). In the case of a medical emergency for a child, parents will be contacted and 911 will be

called. A staff person will stay with the child at all times.

## Fire Drill and Disaster/Tornado Drills:

We practice fire drills with the children monthly. These are practiced by sheltering the children in the Education Building, walking to the Courtyard, or the main church. The “exit” plans are rotated during the year, so that the staff and children are aware of the different exit routes. We also practice a tornado/disaster drill four times during the year. These drills are recorded in the office and available for parent viewing at any time.

## PLAYGROUND POLICY:

The playground is divided into two sections. The two and three year olds play only on the play area on the east side. The four and five year olds play on the west side, and sometimes on the east side. Because of licensing laws children under five may not be on a structure that is higher than 4 feet. Children are taught the proper use of the equipment such as, ladders are for climbing and slides are for sliding. We ask parents to follow these same guidelines with their own children. We have a minimum of two adults on the playground supervising the children during attendance at Sunshine and Rainbows Early Learning Center. It is the policy of St. Jude that no child is allowed on the playground without adult supervision. Rules are posted on the door to the playground

## Parent Supervision of Children on the Playground after preschool hours:

**If you choose to go on the playground with your children after Sunshine and Rainbows Early Learning Center hours you must still follow the playground rules that are posted since you are on St. Jude property.**

- Parents are solely responsible for their child’s safety once they are dismissed from the preschool classroom.
- Parents must abide by the “Arm’s Length” Rule while supervising children on the west playground.
- All equipment must be used properly.
- Ladders are for climbing up, and swings are for swinging.
- Proper shoes — tennis shoes, must be worn on the playground.
- Slides are for sliding down on bottoms.
- Swings are for swinging on bottoms or tummies. No jumping from swings or running in front of them.
- Use the equipment properly. No climbing on top of the structures.
- No throwing mulch, it must remain on the playground areas and not be in the grass.
- The grassy area is for running, tag, and ball playing.
- Cones are used to mark ant mounds. Do not allow children to move them.
- No fence climbing.
- The tables must remain in the picnic area between the trees. No climbing on the tables.
- At the end of your play time please help straighten the playground areas. Bring trash into the building to the trashcans.
- **After 2:00pm – Parents are solely responsible for their children.**
- **Adult supervision is a requirement of the Diocese and the Parish.**

## Gang Free Zone Policy

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

## Cell Phone Use Policy

When traveling on the property of St. Jude Catholic Church please refrain from using your cell phone. Please do not use it when entering the building to drop off or pick up your child. It is important to be free of distractions when greeting your children. Staff members have a designated place in the building for phone use when they are not in charge of supervising children.

## Re-Call Notice

Look for the Consumer Products Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov). This site gives information on recalls of products. Sunshine and Rainbows ELC posts a listing of pertinent recalls on the bulletin board near the office. You may also sign up to be notified by e-mail for all recalls. We also keep a notebook of the recalled notices in the office.

## No Nut Product Policy

Due to the increase of peanut allergies, we no longer serve peanut butter as a snack. We monitor the ingredients of the snacks we do serve. When bringing Birthday snacks, they cannot contain any nuts. **No NUT PRODUCTS of any kind are allowed at Sunshine and Rainbows Early Learning Center at any time. "NO NUT":** Means that there are no real nuts (peanuts, cashews, pecans, walnuts, hazelnuts, almonds, pistachios, etc.) in the product. It also means that there are no traces of the product.

- If a product is **made in a factory** that may contain nuts **children do bring these in their lunches**. A lot of granola bars are made in these factories but do not actually contain nuts.
- If a product states that it may **contain traces of nuts we do not serve this item and parents may not send them**.

## ENROLLMENT POLICY FOR THE FIVE YEAR OLD

### ENRICHMENT/KINDERGARTEN CLASS—a private kindergarten program

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

Enrollment for each new school year will take place in the month of February (unless otherwise noted). Families must be in good financial standing with Sunshine and Rainbows Early Learning Center in order to enroll in THIS PRIVATE Kindergarten class.

#### CLASS SIZE AND ADULT RATIO

#### CHILDREN PER CLASS NUMBER OF DAYS PER WEEK AND TIMES \*\* ADULTS PER CLASS

11 4 Days, Monday-Thursday\* 9AM-2PM 1 teacher  
1 teacher assistant

11 4 Days, Monday-Thursday\* 9AM-2PM 1 teacher

*\*classes meet on Friday when there is a Monday holiday*

*\*\*These adults hold a college degree in education or a related field.*

The Five Year Old Enrichment Class, a private kindergarten, is governed by the Sunshine and Rainbows Early Learning Center Governing Board, and shall follow all of the rules and regulations set forth by that program and the committee. The class follows the same rules and policies as outlined in this handbook.

The curriculum for the class will be reviewed with parents before the first day of classes. The TEKS Standards of the State of Texas are followed and enhanced by the curriculum used by the teachers.

\*If the number of students in both classes of the Five's Enrichment program is less than 17, the Adult Aide will work with the class two days a week. If the number increases to 18, the Adult Aide will increase her time to 3 days in the classroom. Once enrollment exceeds 20 the Adult Aide will be in the classroom all four days.

**If you have further questions please contact us in the office: 214-644-2080**

#### Licensed by the State of Texas

Notice of Non-Discriminatory Policy: Sunshine and Rainbows Early Learning Center admits children of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to participants in the program. Sunshine and Rainbows Early Learning Center does not discriminate in regard to race, color, national and ethnic origin in administration of its educational, admissions, and scholarship programs.



