

PARENT COPY

Little Rainbow's Learning Center, Inc.
255 SE 6th Ave, Lake Butler, FL 32054
Main: (386) 496-8278 – Fax: (386) 496-3817
Owner: Kim Bailey
License # C08UN0004

Facility Policies

Parents are to complete enrollment packages on date of enrollment. Immunization records (shot records) are required on date of enrollment. Physicals are required within 30 days of enrollment. These forms can be copies of the originals. Physicals are valid for 2 years. Immunizations records are to be kept current by the parent and given to the facility when it is updated. Parents are to notify the facility if there is any change to enrollment package: New employment, phone numbers, new adults that will be added to pick up list, etc. Parents will sign their child in and out of the facility daily with a four-digit pin number. Anyone dropping off or picking up a child from this facility must have a four-digit pin number of their own to log the child in and out. Please wash all hands (children and adults) at the hand washing station located in the foyer before entering facility. This will cut down on germs coming into the facility. Parents are to notify the facility if the child is sick or if the child will not be attending. We cannot dispense medicine to your child unless we have a signed authorization form. Please see your child's teacher to obtain a medical authorization form. Prescription medicine must be in the original container and labeled with physician's name, child's name, amount of medication to be given, and time of day. Non-prescription medicine is to be labeled by the parent with child's name, amount of medication to be given, and time of day. Due to medical or religious affiliations, children enrolled in our facility may be exempt from immunizations with proper documentation from the Florida Department of Health.

Please let the facility know if your child is allergic to any medications, foods, etc.

If your child is not potty-trained, the parent is responsible for diapers and wipes. Parents are also responsible for covering and labeling all baby bottles, cups, lids, bowls, clothes, blankets, etc. with the child's name. If your child has an alternate nutrition plan the parent is responsible for providing the food to fit this plan. This also applies to children that use baby food, baby formula, special milk or food. Your child's attendance is very important. For your child to truly benefit from the program, they must be present as often as possible. There will be times when your child is sick or other emergencies arise. If your child is a VPK student or is funded through the Early Learning Coalition, they will only be allowed to miss 3 days a month. If attendance becomes a problem your child may be dropped from the program. Our child/staff ratio is based on your child's enrollment; therefore, these fees will remain the same even if your child is absent. At the end of each month, parents must verify their child's attendance as required by Rule 6M-8.305, F.A.C.

Tardiness is another important issue, for when a student has continued absentees and tardiness their academic performance falls behind. At the beginning of Kindergarten, your child will be tested, and their test performance will be a reflection on our facility. We ask that all students arrive before 8:30 a.m. However, if your child is a Pre-K student he/she must arrive before 8:00 a.m. We start class at 8:00 a.m. for Pre-K and 8:30 a.m. for all other classes; this is the time that we do Circle Time. Circle Time is one of the most important

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activities in your child's academic schedule. This is where they will learn letters, sounds, numbers, and many more skills that build for the A Beka Curriculum. If your child is not here during circle time, he/she will struggle with their A Beka Curriculum. It is very important for your child to be here on time.

The following disciplinary policies are used in the facility.

1. Verbal reprimand
2. Redirect to another activity;
3. Sit at a table with head down for one minute per year in age
4. Sent to the Office to speak with the Director
5. Parent Conference

While children are young and learning these skills, we offer supports such as a cozy/comfort corner where we use the Calming Corner calm-down method. Children are taught to use the Calming Corner and learn to take three deep breaths and think of solutions to redirect their emotions. Emotions and friendship skills are discussed daily and throughout our day. Character building is embedded in our curriculum. When challenging behaviors are continually exhibited by a child that disrupt the normal classroom learning environment and could affect the safety of staff and/or children, or when damage is caused to personal property in the classroom, the following interventions will be taken:

1. Parent/Guardian will be contacted for a conference with the Director and teacher. It is important for us to have open communication with families to best serve and help the child. We are a team!
2. Incident reports will be written for each incident and must be signed by the parent/guardian.
3. If the safety of the children or staff in the classroom is an immediate concern/issue, the parent/guardian will be called and asked to take the child home for the remainder of the day.
4. If you are receiving funding for school readiness through the Early Learning Coalition, the Child Development/Inclusion Coordinator at the Early Learning Coalition will be contacted and a request for technical assistance and on-site observation of the child in the classroom will be scheduled. If recommended by the Child Development/Inclusion Coordinator, positive behavior supports will be implemented in the classroom.
5. The Child Development/Inclusion Coordinator will ask the parent/guardian and teacher to complete an ASQ-SE2 screening to better understand the social-emotional needs of the child. The scores will be shared with the provider and family and appropriate recommendations will be given per the ASQ-SE2 guidelines and recommendations.
6. If all the above steps have been taken and the challenging behavior situations continue and/or the safety of children and staff is compromised, the child could be suspended for 3 days. The child may return to care after the suspension period is completed.
7. If after all the above steps have been followed, the child has been suspended and returned to the program and the challenging behavior is not improving, the parent/guardian will be advised that perhaps the child could be better served in a different environment and the care will be terminated. This is always a hard decision for everyone is considered only after all interventions have been exhausted.