



LITTLE RAINBOWS LEARNING CENTER

PARENT HANDBOOK



Little Rainbow's Learning Center
255 SE 6th Ave
Lake Butler, FL 32054
(386) 496-8278 - Facility
(386) 496-3817 - Fax
www.littlerainbowslearningcenter.com

Parent Handbook

Owner/Director: Kim Bailey
License # C08UN0004
Kim@LittleRainbowsLearningCenter.com

Welcome Statement

We would like to take this opportunity to welcome you and your child to Little Rainbow's Learning Center, Inc. Our staff is anxiously looking forward to an exciting year. Our goal for the year is to help prepare your child emotionally, physically, and academically to transition to all the classes in our facility. We want to provide the highest quality program possible for you and your child.

We know from extensive research the positive impact that early intervention has on a child's development. Our staff will provide your child with learning experiences that will last them a lifetime.

Philosophy of Education

As owner of Little Rainbow's Learning Center, Inc., I have developed the following philosophy of education for the staff, students, and parents.

The mission of Little Rainbow's Learning Center is to provide a safe, secure, and high quality education based on a foundation of Christian values. Little Rainbow's Learning Center is committed to developing students spiritually, intellectually, emotionally, socially, and physically through the components of the A Beka Curriculum. The goal of Little Rainbow's Learning Center is to provide a learning environment where students and staff excel.

Curriculum

We use a Christian based curriculum called A Beka. This program has been used in many other facilities over the past 30 years. It has lesson plans for all ages beginning from birth. Each lesson plan will build upon the others as your child advances through the program. This program is age appropriate and offers hands-on-learning experiences that will motivate your child. It helps to promote their social, emotional, physical, and intellectual growth. Your child's teacher will be sending home a parent letter stating what is going on in the classroom. This way you can help your child extend the lessons at home. During class time, we will also be learning bible verses and violence prevention. The program is designed to promote social ability and reduce social and emotional problems by teaching skills in areas like empathy, emotion management, and problem solving. Also, there is a different theme every week in the classrooms that will extend into center time. Early literacy will be our primary focus as we help to prepare your child throughout each class. Your child will have many experiences with reading, writing, rhyming, singing, and telling stories every day. They will learn letters, sounds, and handwriting through our A Beka Curriculum. It is very important as a parent to stay involved in your child's educational development, so please try and make sure to take at least 15 minutes a day to go over your child's paperwork and get feedback to help build your child's comprehension skills.

If you have any questions or concerns during your child's enrollment at Little Rainbow's Learning Center, Inc. please feel free to contact their teacher or the director.

Parent Fees

Parent Fees will be due on a weekly or bi-weekly basis. Our facility uses a direct debit program called Tuition Express for payment. Choosing Tuition express allows the parent not to worry about late tuition. If you do not use Tuition Express, you will be required to pay in advance. You must stay current on payment. If student fees are unpaid on time, you have a late fee charge of \$35.00. Late payments will not be tolerated at our facility. If you are unable to pay your required fee, please speak with the director to resolve this matter. All returned payments have a \$35.00 return fee. Repercussions of a returned check will include future payments with tuition express services. If your child is a VPK student attending 8:00 a.m.- 11: 10 a.m., there are no mandatory fees associated with this program; however, we accept donations from each parent toward student book fees and supplies. Book fees and supplies cost our facility approximately \$96.00 per student. We supply each child with the curriculum set, a primary journal, crayons, scissors, pencils, a homework folder, and a class t-shirt.

Returned payments will not be tolerated in this program. If you are unable to pay your fees, please speak with the finance manager to resolve this matter. All returned checks will be charged a \$35.00 return check fee, and future payments will be set up with tuition express services.

If your child is a VPK student attending 8:00 a.m. – 11:10 a.m., there are no mandatory fees associated with this program; however, we do take donations from each parent toward student book fees and supplies. It costs our facility \$ 96.00 per student to supply each child with the additional A Beka book curriculum set, a primary journal, crayons, scissors, pencils, homework folder, and class t-shirt. We understand that some parents cannot afford to donate. Regardless of your ability to donate, every child will be supplied with the same items and opportunities. The A Beka Christian curriculum is a wonderful addition to our Frog Street curriculum that enhances the learning experience for each child.

Parent Information Form For VPK Students

Notice of Confidentiality:

The Provider understands that, in accordance with section 1002.72, Florida Statutes, records of children enrolled in the VPK program are confidential. The Provider shall keep all VPK records confidential and disclose the records only in accordance with the law. The Provider shall follow the Florida Public Records Act (chapter 119, Florida Statutes) and other applicable laws regarding disclosure of any confidential information received by the State of Florida, the Agency for Workforce Innovation, or the COALITION.

The Provider understands that a parent of a VPK child has to inspect and review the individual records of his or her child and obtain a copy of the records.

Notice of Nondiscrimination:

The Provider understands that, in accordance with section 1002.53(6)(c), Florida Statutes, the Provider may not discriminate against a parent or child, including the refusal to admit a child for enrollment in the VPK program, on the ground of race, color, or national origin.

Notice of No FEE for VPK:

The Provider understands that, in accordance with section 1002.71(8)(a), Florida Statutes, the Provider may not require payment of a fee or charge for service provided for a child in the VPK Program during instructional hours reported for funding.

The Provider understands that, in accordance with section 1002.71(8)(b), Florida Statutes, the Provider may not require a child to enroll for, or require the payment of any fee or charge for, supplemental services (e.g., “extended-day,” “extended-year,” “wrap-around,” or “full-day” services) as a condition of admitting the child in the VPK program.

Discipline

When you enroll your child in our program, you will receive an enrollment packet. Enclosed in this packet, you will find a form stating our discipline procedures. Our facility will be using conflict resolution and other techniques to guide your child's behavior. We will do everything possible to teach your child the difference between appropriate and inappropriate behaviors, and do it in a way that will help your child learn from his/her behaviors. Please be aware that we will speak with you or send home notes so you can follow your child's behavior progress. Teachers will make every effort to let parents be aware of the any problems going on in the classroom. If you have any concerns about our discipline procedures, please speak with the director/owner.

Sick Policy & Accident Procedures

If your child is sick or has a fever that is 101 degrees or over, they are not allowed to return to school until they are symptom free for at least 24 hours or a doctor's note stating your child is cleared to return to school. If your returns to school and shows any signs of illness, they will be sent home immediately and not allowed to return to school for least 24 hours or another doctor's note. It is very important for your child's well-being as well as their peers keep it as clean as possible.

If you have given medication to reduce your child's fever or upset stomach, please let your child's teacher know. Covering up an illness will only spread it to other students. If your child has an upset stomach more than 3 times in one day, you will have to pick your child up.

If your child needs medication at school, you will need to fill out a medication form for each day your child will be receiving medication. All medication must be in the original bottle. All prescription medication must have the students name on the bottle that will be receiving the medication. We will dispense medication, but we prefer the parent give their student the medication before or after school.

If your child is hurt at school, you will be contacted and must come and observe your child's injury. If necessary, you must pick up your child and cannot return without a doctor's note.

Parent Participation

Parent participation is strongly encouraged. It is very important that you become involved in your child's education and volunteering is a great way to start. Our facility has an open-door policy. We welcome any help you can lend to our facility. We have specific disciplinary procedures that we follow and we require that you leave all disciplinary issues to the teacher.

We will have parties to celebrate every holiday and special events in the classrooms. You are welcomed to participate and help during these events. All teachers love the extra hands and your child will enjoy seeing you in the classroom. We also do at least 2 fundraisers a year. A Trike-A-Thon for St. Jude Children's Research Hospital will be held on Valentine's Day. The children will ride bikes to help children with cancer. All the money donated will go directly to St. Jude. We also have Hop-A-Thon for our Easter party. This is to help Jerry's kids and all the money raised will go directly to the Muscular Dystrophy Association (MDA). We really value the time and effort you put in in our facility. Thank you in advance for your support.

Appropriate Dress

All children are required to wear proper attire (shirt, pants of some form, shoes) while attending school. Please have your child dressed prior to coming to class so they can get started immediately on the activities for the day.

Please remember that your child will be experimenting and exploring. This may mean getting dirty. Please do not send your child in clothes that you do not want them to get dirty. Our paint is washable, but other items may stain clothing.

Also, please remember that not all children have mastered the ability of unfastening button, snaps, belts, etc. Please send them in clothes that will be easy for them to get into and out of to go to the bathroom. At this age, we are trying to teach self-help skills and it's important to have on the appropriate attire.

Student Attendance & Tardiness

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 absences 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 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.

I, the parent/guardian of _____ have read and understand this Attendance Policy and have received a copy of the policy. I understand a copy will be held in my child's file.

Parent/Guardian Name:

Parent/Guardian Signature:

Director Signature: _____

Date: _____

Late Pick up Policy

Little Rainbow's Learning Center's hours are 6:30 a.m. to 5:30 p.m. Monday – Friday. We do not tolerate late pick up. If you are late more than 3 times, your child will be terminated from our facility. Our teachers work hard throughout our open hours and have other obligations outside of work; therefore, they need to be able to leave at the designated time.

Confidentiality Guidelines

Child care professionals respect the privacy of children, families, and colleagues. Information shared within the child care center is regarded as sacred and confidential. When confidentiality is not respected: misunderstandings may occur, feelings are compromised, relationships shatter, and laws are broken. Repeating information that is sensitive can damage the self-esteem of children and colleagues.

Assistance with concerns or challenging situations is met with appropriate leadership. We are convinced our staff understands the need and necessity for our commitment to this valuable policy.

Information that is valued and guarded ensures that each person is treated with equal respect. With this commitment to confidentiality firmly in place, our center will be a safe haven – a place of security and trust. Our goal as teachers is ensuring security and trusts are not violated. Keeping information confidential ensures that mission. If you have any concerns with our policy please feel free to speak with Kim Bailey, the center's director.

Important Numbers & Internet Information

Facility Phone: (386) 496-8278

Fax: (386) 496-3817

Kim Bailey (cell): (386) 288-5446

Website: www.littlerainbowslearningcenter.com

Facebook page: Little Rainbow's Learning Center

Email: littlerainbowslearningcenter@windstream.net

Parent text message system: text @lrlcparent to the number 81010