

Welcome to Rainbow Rising

Dear Parents,

It is with sincere warmth and excitement that we welcome you and your child to our childcare center. We are so happy to have you and your child as a part of our Rainbow Rising school age childcare program.

We encourage parents to work with our staff as partners in educating their children. Parent participation is always welcomed, and we encourage your involvement in our program.

This handbook has been designed to explain our program and answer questions regarding Rainbow Rising policies and procedures. Please feel free to contact us at any time regarding information in the Parent Handbook. We would also welcome your comments and suggestions.

Once again, WELCOME! We are looking forward to working with you and your child.

Sincerely,
Rainbow Rising

Rainbow Rising Mission Statement:

The Rainbow Centers provide a quality, safe and fun program for children. We use positive communication, activities and patience to create responsible citizens of the future.

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SECTION 1 - INTRODUCTION

Purpose of Rainbow School-Age Programs

The primary purpose of Rainbow Rising is to provide high quality before and after school care for school-age children during intersession, summer, and IUSD staff development days.

Philosophy

We want Rainbow Rising to serve as an extension of the family's child rearing through the care and education of children. We feel that the philosophy of our program affects not only how it is organized and implemented, but influences the kind of staff we hire, and how they interact with children.

Our program subscribes to the belief that quality school age care successfully integrates recreation and education, providing a wide variety of experiences for school-age children. Recreation promotes physical, moral and emotional growth. Education provides opportunities to gain necessary life skills. The process for implementation is similar and each activity within the program is considered from both perspectives. Our goal is to provide opportunities to learn through playful experiences.

The fulfillment of this role requires that our meeting criteria surpass what is mandated by the state. Two areas need amplification:

Quality Care

At Rainbow Rising we feel that one of the most critical tasks of any childcare program is to provide an environment where children feel secure and truly cared about. We have developed a description of what constitutes quality care for us:

- *Value:* Valuing each child's uniqueness, and accepting it as they are

- *Limits and Learning:* Maintenance of a secure environment with clear consistent limits for behavior and accurate, consistent explanations of events and consequences
- *Maturity:* Encouraging the verbal expression of feelings, developing sensitivity to others needs, and experiencing compromise as a viable solution to problem solving
- *Responsibility:* Helping children develop self-sufficiency by taking responsibility for themselves, their actions, and their environment
- *Positive Feedback:* Promoting self-understanding by accurate non-judgmental feedback on their behavior
- *Diversity:* Assisting children to value diversity and uniqueness in their world, thereby helping them to see the world as whole, interconnected, and interdependent
- *Modeling:* Modeling the above in our selves, our staff/parent relations, and in the community

Growth and Development

At a time when more and more demands are being placed upon children to meet the performance expectations of our increasingly high-pressure society, Rainbow Rising is committed to preserving the experience of childhood. This experience is critical to the growth and development of the well-rounded child, and to their success as an adult. Our curriculum is developmentally appropriate to the child's age and needs, which includes:

- Recognizing that children progress cognitively through stages, and building upon their achievements in each previous stage
- Experimentation and confirmation through repetition are central to the learning process
- Each child's process of development is unique and dependent upon its mastery of each developmental step

SECTION 2 - PROGRAM

Statement of Purpose

Rainbow Rising was created to serve the growing need for the care and education of children of working families who require before and after school care. Our goal is to serve as a model of excellence in school-age care. We recognize that in order to achieve this goal we need to involve children, parents, center staff, and the surrounding community.

Rainbow's program goals are to maintain the children's safety and to assure their psychological security and happiness. Each center provides developmentally appropriate curriculum, using the National School Age Care Consortium Standards for best practices.

Goals for the children:

- Develop personal and social competence
- To become self-aware and have a positive self-concept
- Demonstrate effective social and interpersonal skills with adults and their peers
- Learn to exhibit effective self-regulation of their behavior
- Show understanding and acceptance of gender differences and of diverse cultures, ethnicities, languages, and special needs
- Build upon their foundations in literacy, problem solving, math, science, technology, and language
- Children will demonstrate an increased proficiency in both fine and gross motor skills

Staff at each center develops specific objectives to achieve these goals, based on the ages and developmental stages as well as the needs of the children enrolled at the site.

Daily Schedule

Rainbow has developed daily schedules and routines that are consistent, but flexible according to the needs and ages of the children enrolled. A balance of indoor and outdoor activities is planned daily. The Before School schedule offers activities that assist children in transitioning to the school day. The After School program allows for homework time, along with quiet and active play. End of the day activities are specifically designed so that the transition to going home is conducive to a successful day.

Homework

Rainbow Rising encourages trust, respect, honesty and trying our very best during Homework Club. It is our goal to encourage our students to bring and complete all assigned work *on their own*. Rainbow will make our best effort to communicate with the students' teachers when necessary if questions regarding assignments arise.

Homework Club Guidelines:

- Homework club is available Monday – Thursday
- Rainbow Rising will encourage your child to do their homework, but will not be responsible for the completion or correction of each child's homework
- Rainbow maintains a 1:14 teacher to child ratio to assist your child, however extensive tutoring cannot be provided
- We will provide basic homework supplies for your child, such as pencils, rulers, dictionaries, and lined paper, etc.
- If you ever have any special requests or suggestions on anything that could improve your child's ability to succeed, please don't hesitate to ask
- *Due to the schedules of the teachers and Rainbow, students will only be allowed to return to the classroom if ratio permits*

Homework Clubs may vary based on individual centers needs. For more information on your site please see the Program Director.

Statement of Discipline

In order to facilitate the growth and development of a well-rounded child, we utilize Positive Behavior Intervention Strategies (PBIS).

Rainbow Rising uses all opportunities to help each child understand their feelings, rights, and alternatives.

Children are encouraged to find solutions to problems. When children are not ready to accept the limits that are necessary to protect themselves and others, we find alternatives such as redirection to another activity, another area of the room, or removing the child from the group for a calming-down time.

We work closely with parents to help children learn behavior limits, and will always notify you of any situation that has required special attention. By sharing information, parents and teachers can work together in developing teaching strategies to help the child.

Suspension

In support of IUSD policies, any child suspended from school will not be able to attend Rainbow Rising before, during or after school hours for the duration of their suspension.

Nutrition

Our philosophy recognizes the mind and body as an interactive system. As such, pressures put upon any one part of the system affect the total functioning of the individual mentally, emotionally and physically. Likewise, nourishment of any part enhances functioning at all levels.

We use nutritious foods for snacks to further facilitate optimal mental, emotional, and physical functioning of the children, and

encourage parents to do the same. These include whole grain products, fresh vegetables, fresh fruits, and proteins.

During the normal school schedule, one snack will be served in the afternoon. For Late-Start Kindergarteners, an additional snack will be served in the morning time.

During intersessions, winter, spring and summer camp, one morning and one afternoon snack will be served. These snacks are not meant to be a meal substitute.

Parents are responsible for providing a balanced lunch that does NOT require to be heated up.

SECTION 3 - CONDITIONS FOR SERVICE

Eligibility

Enrollment is open to any child 4.9 to 12 years of age without discrimination in regard to sex, race, color, or creed provided the child can benefit from the program offered and will not pose a threat to the health or safety of other children enrolled.

Children enrolling in the Transitional Kindergarten program must be fully potty trained and self-sufficient and able to participate in all aspects of the program.

Children with physical or emotional handicaps shall be accepted if it is determined that the child can interact positively with the other children, the child will benefit from the program, and that the staff is able to meet the special needs of the child along with the needs of the other children in the center.

Each child will be evaluated on an individual basis. We will work with the parents to determine if the child will be successful in our program.

Special Needs

When a doctor diagnoses a child as having a special need, a statement to that effect must be delivered to the Site Director. Should a special need prove to be so severe that it inhibits the child's participation in the program or impacts the other children's experience in the program we will recommend other programs more appropriate to the child's needs or recommend an aide be provided at the parent's expense.

*Health Related Services Permitted in Licensed Child Care Centers
for Children with Special Needs
California Health and Safety Code: 1596.750*

Admission Procedures

Prior to enrollment the Director will discuss the philosophy, curriculum, and policies of Rainbow with all parents. Parents and children are invited to tour the center and explore the environment. If it is determined that the program meets the particular needs of the child, the parent is then given the orientation materials and the registration packet to begin enrollment.

To ensure that each child feels comfortable, relaxed, and happy in the new school setting, each child is oriented to the facility, personnel, and center program upon admission.

The State Department of Social Services and Rainbow Administration require the following forms to be completed and updated every six months throughout each child's enrollment in the center.

Waitlist

Placement on the Waiting List

- Child must be currently enrolled at the Elementary School.
- Waiting List contract Agreement must be resubmitted annually.
- Confidential circumstances may allow exceptions to the Waiting List policy and will not be disclosed.
- Placement on the Waiting List does not guarantee a specific date of enrollment.
- A new Waiting List will start in the spring prior to the upcoming school year. Each family must resubmit a Waiting List Agreement to be added to the upcoming list.
- Families on the Waiting List for the current school year will be invited to participate in priority Waiting List registration each Spring.
- Please check rainbowrising.org for additional information including specific dates.

Removal from the Waiting List

- If a space becomes available, you will be contacted regarding enrollment via phone and e-mail using the information provided on the Waiting List Agreement. If you do not respond within 48 hours your spot on the Waiting List will be forfeited and the program will contact the next family on the Waiting List to fill the space. If you no longer need care you will be removed from the Waiting List.
- If you no longer need care at Rainbow Rising, please contact the Site Director to be removed from the Waiting List.
- After a Waiting list spot has been forfeited, families may resubmit a Waiting List Agreement.
- Due to confidentiality, Rainbow Rising will not disclose your or any family's position on the Waiting List.

Children's File Checklist

All documents must be completed, signed and on file before the child may begin the program.

DEPARTMENT OF SOCIAL SERVICES & RAINBOW RISING POLICY

- Enrollment Agreement & Schedule Contract
- Admissions Agreement
- Identification and Emergency Information (LIC 700)
- Policy Contract
- Statement of Consent
- Consent for Medical Treatment (LIC 627)
- Child's Preadmission Health History-Parent's Report
- Parent Notification of Medication Procedures
- Medical Emergency and Field Trip Permission Form
- Recreational Equipment Form & Receipt of Parent Handbook
- Communications Agreement
- Accommodation Agreement
- Rainbow Electronic Device Policy
- Rainbow "Respectations"
- Rainbow Behavior Contract
- Search and Seizure Agreement
- Signature Verification Form

Detach to give to parents:

- Tuition Policy & Grievance Procedure
- Personal Rights (LIC 613A)
- Parent's Rights (LIC 995)
- Caregiver Background Check Process (LIC995E)

Please provide the site director with:

- Medical Forms (If Applicable)
- Custody Agreements & Supportive Documents (If Applicable)

SECTION 4 - HEALTH & SAFETY

Health Requirements

Parents must complete a Pre-admission Health History and Record Form that includes a physical examination and a record of immunizations. The current medical form and immunization records that are on file at the child's school will satisfy this requirement. Employees are required to submit a pre-employment health evaluation completed by a licensed physician, as well as proof of a negative Tuberculin test. TB tests are required for employee's bi-annually.

Volunteers are required to sign a statement of good health and proof of a negative Tuberculin test as well.

Teachers check each child daily upon arrival in the program for symptoms of the following:

- Colds
- Over-fatigue
- Rash
- Fever
- Contagious diseases

Teachers must determine the health status of a child to recommend further observation of, or exclude child from the program.

Illness

Parents will be called to pick up his/her child if child shows any signs of illness, including a temperature reading of 100 degrees or above. Parents are required to pick up child within one hour of notification.

If a child becomes ill during regular school hours, he/she will not be allowed to enter the program after school. Parents need to pick up their child at the elementary school office and then notify us that the child will not be attending the program that day.

If your child misses school due to illness, they may not attend Rainbow until they're cleared to return to school.

Illness

Parents should follow the guidelines below when determining if a child is well enough to attend school. Please watch for these symptoms, and if your child exhibits any of them, please keep him/her at home until the symptoms have cleared as shown. Rainbow Rising follows the IUSD Parent Illness Guidelines to ensure safety and well being of all children within IUSD. Rainbow Rising may require a doctor's note to return if necessary. We at Rainbow care about your child and want him/her to remain healthy.

IF YOUR CHILD HAS ANY OF THESE SYMPTOMS:

CHILD MUST REMAIN HOME UNTIL:

Fever of 100 or above

Until the child is fever free for at least 24 hours from when temperature is taken, without fever-reducing medication

Cold/Flu Symptoms

Thick yellow or green mucous discharge is no longer draining from nose and coughing has subsided

Vomiting

Child is to remain at home if he/she has vomited within the past 24 hours. Should a child experience vomiting during school hours, he/she will be sent home and needs to remain home for at least 24 hours after vomiting.

Ear Ache/Sore Throat

Until child has been seen and treated by a physician and/or symptoms subside.

Head Lice

Until child has been treated at home and cleared by the Site Director with no visible nits or live lice.

Red, Watery Eyes

Eyes return to normal, are no longer red and burning or itching. A Doctor's note may be required.

Rash

Until the rash disappears, or it is determined that the rash is not a result of a communicable disease.

Communicable Diseases

Communicable diseases are identified, isolated, and reported to parents and the Health Department in accordance with established reporting requirements as described in the procedure below. Parents are required to notify the Director immediately if his/her child contacts a communicable disease so that incubation dates can be verified. Communicable diseases include, but are not limited to; head lice, strep throat, and chicken pox. Communicable diseases are categorized as “highly contagious.” *Children with known communicable diseases will not be admitted to the center.*

Incidental Medical Policy – Revised 8/2/16

Rainbow Rising Inc., (Licensee), will provide incidental medical services to children enrolled at the Center providing the Center can meet the child’s needs at the time of admission and throughout the child’s attendance at Rainbow Rising. Types of incidental medical services that may be provided include: Blood-Glucose Monitoring for Diabetic Children; Administering Insulin by Injection or Pump; Administering Anti-Seizure Medication; Administering Inhaled Medication, including but not limited to Albuterol; Administering EpiPen JR. and EpiPen; Glucagon Administration; Gastrostomy Tube Care; Emptying an Ileostomy Bag; and any other incidental medical services contingent upon approval from the Department of Social Services – Community Care Licensing.

*** Please contact your site Director if you would like to obtain the full Incidental Medical Policy Statement.*

Medication

Rainbow Rising’s medication policy states that any medication brought in to school by a parent must have the child’s name clearly marked on the original medication bottle or container. The parent must complete a Medication Authorization form from the office and submit it to the Director or Assistant Director. All medications must be stored away by a staff member in a locked

medication cabinet or refrigerator. Staff may administer both over the counter and prescription medicine to a child only if a parent or legal guardian has given written consent. All staff receives medication administration training.

Regular or on-going medication treatment must have a note signed by the physician requesting this treatment by center staff.

Injuries and Accidents

Minor injuries sustained in the program are treated at the site and are reported to parents on an accident report form. One copy is placed in the child's file an additional copy is given to the parent. Parents are called immediately in the event of any serious injury, including any injury to the head. If the parent or guardian cannot be reached and an emergency exists, the Site Director will seek medical care as needed and as designated by the parent on the Emergency and Identification form.

Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all children will be kept at the center until they are picked up by an authorized person as indicated on the Emergency and Identification form. Ample food, water, and first aid supplies are on site to care for all children for up to 72 hours. ***School sites are emergency disaster centers.***

Should it be necessary to evacuate children from the center, local authorities and/or the Rainbow administration will provide the location of the emergency shelter. Every effort will be made to notify parents of an evacuation.

SECTION 5 - OPERATING POLICIES AND PROCEDURES

Days and Hours of Operation

Rainbow Rising operates between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday - year round.

Observed Holidays/Staff Development

Rainbow Rising is CLOSED on the following days:

- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years Eve
- New Years Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- 4 staff development days annually
-

Rainbow is closed on all National Holidays observed by IUSD. We will also be closed four days per year for staff development, center preparation and cleaning. You will be given 30 days notice before these closed days. Please see Rainbow Rising's Important Dates for more information.

Celebration of Holidays

We respect and support the beliefs of our staff and families. We promote thankfulness through sharing, caring and giving. Our programs celebrate cultural diversity in the community. We provide an enriching environment of understanding and awareness for all beliefs, cultures and traditions.

District In-Service/Conference/Furlough Days

Rainbow Rising school-age programs are open on district furlough days. There is an additional charge on these days. There are no additional charges for in-service or conference days unless the In-service day falls on a day your child is not enrolled, or if your child is signed up only for morning care.

Arrival and Departure

It is each parent's responsibility to be sure that they acknowledge a teacher during their child's arrival and departure. Children should never be left unattended in the classroom or on the playground. Parents should allow enough time to ensure smooth transitions for the child at arrival and departure times.

Upon arrival, parents should help younger children place personal belongings in the cubby. Upon departure, parents need to check for parent notices, artwork or other projects and newsletters. Parents are responsible for reading newsletters and being on time for activities and field trips. When a parent signs the child out, the center is no longer responsible for the child.

Sign-in and Sign-out

The Department of Social Services requires parents to sign each child in and out of the center daily noting the arrival and departure time with the parent's full signature.

No child may be left at the center without a signature.

Children are released only to parents or other authorized *adults* listed on the Child Information and Emergency card. **Staff can require picture identification at any time.**

All information on emergency cards must be kept current and complete at all times. Any changes are to be reported to the Site Director immediately.

Children will not be released to a minor or any adult suspected of intoxication from alcohol or drugs, even if their names appear on the Child Information and Emergency card.

Vacation and Illness Procedures

The center must provide adequate staffing and meet operational costs for the total number of children enrolled at all times. Parents are required to pay tuition fees for each month their child is enrolled in the center whether or not the child is in attendance.

If your child is absent 3 consecutive weeks or more, half your monthly rate will be charged.

Parents must notify the Site Director on a daily basis when children are absent from the center via phone or email.

SECTION 6 – FEES

Enrollment Fees

Upon enrollment in the program, you will be responsible for a Registration Fee and a Tuition Deposit.

Registration Fees

Registration fees are paid annually upon the enrollment of each child in school year, summer programs and upon re-enrollment.

Tuition Deposit

This one-time fee is non-refundable. The “30 Day Written Notice Withdrawal Form” must be completed. The Tuition Deposit will then be applied toward you child’s last month tuition fee.

Your Tuition Deposit holds your child’s space at Rainbow for 3 months. After 3 months of non-attendance, the childcare space and the tuition deposit are forfeited to Rainbow.

If a center is at full capacity, your deposit no longer holds your space for any extended absence. Your deposit must be applied before any extended leave. You may re-enroll your child based on availability upon return. ***Availability is not guaranteed.***

Tuition

Tuition is due the first of the month and is late after 6 PM on the second of the month. If the first falls on a weekend, tuition is due the Friday before the first and is late after 6 PM the Monday after

the first. During the Summer Camp the weekly fee is due one week in advance.

Continued late Tuition payments may result in termination and loss of childcare services.

The Rainbow Rising Corporate Office must be notified of any parent who does not pay by the fifth of the month. A letter notifying the parent(s) of termination of child care services will go out on the next business day. Childcare services will be terminated within five days of notice unless tuition is paid. Childcare services may also be terminated after three delinquent payment within a six month period. If two notices of termination are necessary and the parent does not make payment by 6PM the first of any other month the Director cannot accept the child for care on the morning of the second. There will be no other forms of communication between Administration and parents.

All fees are to be paid by check or money order. *Cash, credit/debit payments are not accepted at this time.*

Late Tuition Fee

Tuition received after the first of the month will be assessed a \$35.00 late fee.

Summer tuition not received one full week in advance, will be assessed a \$35.00 late fee.

Parents paying 5 DAYS LATE must include a \$50.00 late fee and another \$50.00 late fee for each 5-day increment their payment is late.

Termination / Absence /Proration

The parent/s or RAINBOW may cancel this contract by giving 30 days written notice to the other party. Without such written notice from parent/s, any remaining tuition and all deposits will be forfeited to RAINBOW.

Enrollment beginning during the month will be pro-rated for that month.

The first and the last months of the school year are the only months that are pro-rated based on school schedules. Full tuition is due for all other months.

If you child(ren) does not attend the program for 3 consecutive weeks, tuition will be assessed at 1/2 the normal rate for the month of absence. This does not apply to waitlisted programs.

There are no refunds or make-up days for absence.

Late Pick up Fees

The center closes promptly at 6:00 p.m. A Late Pick Up Fee of \$20.00 is assessed for each fifteen minutes per child or portion thereof beginning at 6:01 p.m.

After 6 p.m. our staff will attempt to contact parents by phone to make suitable arrangements for the child's departure.

Children enrolled until 3:00 p.m., incur Late Pick Up Fees beginning at 3:01 p.m.

If the child's parents cannot be contacted our staff will contact any authorized adult on the child's emergency card to take the child from the center. If contact cannot be made with a parent or authorized person by 6:30 p.m., the City Police will be contacted.

Repeated lateness may result in termination of the child from the program. Late fees must be paid on the date that they are incurred.

Camp Fees

Camp fees are in addition to monthly tuition. Camp fees cover childcare for the hours the child would normally be in school and field trip costs.

Parents are responsible for full payment of all days for which they signed up, whether or not their child attends. Parent signatures on any winter, spring or summer camp form bind the parent to all Rainbow Rising policies contractual and financial obligations.

A \$35.00 late charge is assessed on all camp registrations turned in after the due date.

Returned Check Charges

All returned/bounced checks are automatically turned over to a check collection agency. After two checks are returned for insufficient funds, parents must make all future tuition payments with a money order or cashier's check. There is a \$35.00 returned check fee.

SECTION 7 - GENERAL GUIDELINES

Clothing

To maximize participation and enjoyment, children should arrive at school wearing comfortable, suitable clothes and closed toed shoes for active and messy play. Appropriate outerwear should be available for chilly or cold afternoons. All articles of clothing need to be clearly marked with your child's name.

Lost Items

The center is not responsible for any lost, damaged or stolen personal items your child may bring from home including bicycles, skates, toys, clothing, game boys, or any other personal items. Please make sure to label all items with child's name and center.

Photographs and Publicity

Photographs are taken of the children for use in classroom activities, newsletters, promotional purposes on our website, and various other materials. Rainbow Rising does not disseminate any

names of children when using pictures for promotional purposes. While Rainbow Rising does its best efforts to notify parents prior to any use of photographs for publicity purposes, it is the responsibility of the parent to notify Rainbow Rising in writing if they do not want their child's photograph to be used in any public forum.

Communications Agreement

Rainbow Rising Inc. is dedicated to serving working parents and children. We foster children's growth and development by building on their strengths academically, developmentally, socially, and emotionally. In order to accomplish this goal, we need information from parents, teachers and, if necessary, medical professionals.

Signed & dated copy is retained in child's registration packet.

Parent Involvement and Communication

Parents are encouraged to visit Rainbow Rising at any time. Participation in classroom activities, parent education meetings, and community outreach projects are encouraged. Parents are also encouraged to share any special skills or talents they may have in order to enrich children's experiences.

Parents are requested to advise the center of any changes at home that may affect their child's behavior. This includes divorce or separation, a death in the family, a change of residence, etc., so that staff can be sensitive to the child's special needs during stressful times.

Parents receive monthly newsletter, snack menus and special notices via email. Printed copies are posted and available at the parent table or by request. **Parents are responsible for reading newsletters, snack menus, and all schedule change notifications.**

Parent conferences are available upon request at any time

Please contact the Site Director with any questions in regards to the Parent Handbook or if you would like any additional information.