

Rainbow School and Childcare Center

Where big hearts hold little hands

Policies and Parent Handbook



**Infant, Toddler, Preschool,
Before & After School-Age care, School Holidays, and
Summer Child Care**

Children ages 6 weeks through 9 years

6:30 A.M. - 6:00 P.M.

**680 Mississippi St. NE
Fridley, MN 55432
(763)-571-7521**

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Introduction

The Rainbow School and Child Care Center is operated in partnership with Fridley United Methodist Church. The service is primarily for full-time working parents, although children may attend three or four days per week when staff and space is available. The school and church are insured through *Guide One Insurance Company*.

A Board of Directors consisting of parent representatives, church members, and center staff oversee the programming and operation of the school. The school and staff meet the requirements set by the State of Minnesota, Department of Human Services, Division of Licensing and are responsible for carrying out all policies of the Board.

- **Civil Rights Statement:**

“The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Mission Statement

Our mission is to provide a safe, nurturing environment where each child can learn and grow.

Objectives

- To affirm each child as a unique individual

- To create an environment where children are given opportunities to learn through exploration and play
- To foster each child's cognitive, physical, social/emotional, and spiritual development
- To support school readiness in literacy and language development, math, science, and the arts through a variety of hands-on activities
- To encourage appropriate social behavior
- To equip our teachers to be facilitators and to encourage children in a learning-enriched environment
- To partner with parents to promote and enhance their child's growth and development

Admission

Rainbow School and Child Care Center will not discriminate in admissions on the basis of race, sex, religion, disability, national or ethnic origin, or source of payment.

Age Range

Rainbow School and Child Care Center is a program for children ages 6 weeks to 9 years of age. Infants, toddlers, preschoolers, and school-agers can participate on a full-day basis, three to five days per week depending upon staff and available space in each program. Priority will be given to full-time enrollees. The school is licensed for 87 children. Whenever possible, the school will exceed the staff to child ratios set by the State of Minnesota.

Day and Hours of Operation

Rainbow School and Child Care Center is open all year, Monday through Friday, from 6:30 a.m. to 6:00 p.m., excluding defined holidays. In addition, there may be up to two staff professional development days each calendar year.

**In the best interests of their welfare, experts recommend that young children not spend more than ten hours per day in child care.*

Transportation

Parents are responsible for the transportation of their children to and from Rainbow School and Child Care Center.

Registration

Parents are required to schedule an orientation session with the director before enrolling. During this visit, parents will have an opportunity to tour the facility and ask questions. All paperwork required for enrollment must be completed and turned in no later than three business days prior to a child's first day of attendance. A non-refundable registration fee of \$50 per child (\$75 maximum per family if more than one child is enrolled) will be collected at that time.

Tuition

Full weekly tuition is due on the first attendance day of each week (including days missed for illness, holidays, parent days off, etc.). Tuition should be placed in the wood deposit box in the center office. Tuition rates are reviewed annually.

For families with multiple children enrolled, the following discounts will be applied:

- Full tuition for the youngest child
- 10% discount for the next youngest child
- 15% discount for remaining child(ren)

These discounts are available for full-time enrollment only.

Sick Days and Family Vacation:

Tuition refunds for absences cannot be made.

However, after a child is enrolled for one continuous year, one calendar week of vacation may be taken, at no charge, when a two week written notice is provided to the Director. A child may not be in attendance during this week.

Days Closed

The following holidays will be observed:

New Year's Day

Thanksgiving Day

Memorial Day

Friday after Thanksgiving

Independence Day

Christmas Eve afternoon (discretionary)

Labor Day

Christmas Day

Up to two floating days may be declared at the discretion of the director and the board chairperson and as documented on the Rainbow annual calendar.

The center may close for up to two professional development days.

All days closed will be posted at the Sign In/Out Center.

Withdrawal or Change in Schedule

A two-week written notice must be provided to the director to withdraw from the program or to change a child's schedule. If the two-week withdrawal notice is not given, tuition for these two weeks is still required.

If you wish to withdraw from the program and return at a later date, you may save your child's spot (for up to 3 months) by paying one half of your weekly tuition each week, until your child returns.

If a child is withdrawn without paying half tuition to save the spot, the child may be re-enrolled if space is available. The director can help you with that decision, as it will depend on enrollment numbers, wait lists, etc.

Part-Time Children

Children who are enrolled at Rainbow on a part-time basis must attend the same days of the week, each week. Part time is defined as three days per week.

Arrival and Departure Time

Parents are responsible for their child's safety when entering and exiting the building and every child must be signed in and out each day (with parent's full signature). For safety reasons, every child must be escorted and handed off to the classroom teacher.

Under no circumstances should your child find his or her own way into the center and to their classroom, or find their teacher on their own.

Prior written notification is needed (faxed if necessary) if someone new will be picking up your child. Include a phone number where you can be reached (if different from the number provided on your emergency card). For safety reasons, photo identification will be required whenever someone other than a parent picks up a child.

If you are planning to drop off or pick up your child at a time other than the usual arrival or departure time, please call the office or inform your child's teacher.

Late Pick up

A late fee of \$10 for the first five minutes plus \$5 for every five minutes after that, will be charged for parents picking up their children after 6:00 p.m. You will be asked to sign a late pick up form, in the event this happens. Allow time to pick up

your child, get their belongings together, coats on, and exit the building by 6 p.m. Our license ends at 6 p.m. and, while we love your child, our teachers have worked a full day and need to get home to their own families.

Childcare experts recommend that children not be in care longer than 10 hours daily.

Physical Examinations and Immunizations

Each child must have completed all immunizations required by law for admission (inform the director if you are conscientiously opposed). The Health Care Summary and Immunization Record forms are due a minimum of three business days prior to enrollment. If these forms are not provided, your child will be excluded from the program until they are received (unless you have prior permission from the director).

Parents are responsible for keeping the director informed of changes in the status of allergies, special medical needs, and any medications which need to be administered. All medication must be in the original container with the pharmacy prescription attached.

An updated immunization record is required each time a child receives new immunizations.

Child Illness

Sick children are the responsibility of a parent and therefore, provision for alternative care when your child is ill must be planned for ahead of time. If your child becomes ill during the day, he/she will be separated from the group (within sight of the teacher) and you will be contacted to make immediate arrangements to pick up your child. If parents cannot be reached, an authorized individual listed on your emergency contact card will be called. We expect that you or your designated alternate will pick your child up within one hour. It is the parent's responsibility to inform the school of emergency contact changes.

Certain symptoms in children may suggest the presence of a communicable disease. Children who have the following symptoms should be excluded from Rainbow until, (1) your medical provider has certified the symptoms are not associated with an infectious agent or they are no longer a threat to the health of other children at the school, or (2) the symptoms have subsided or the treatment has started using the following guidelines.

Children will not be allowed to attend when the following symptoms are present:

- A temperature of 100 degrees F or above during the previous 24 hours and before fever reducing medication is given
- Vomiting two or more times or vomiting which is accompanied with other symptoms such as fever, behavioral change, abdominal pain, or diarrhea during the previous 24 hours
- Diarrhea two or more times
- Strep throat - child may return 24 to 36 hours after treatment begins and child is without fever the previous 24 hours
- Impetigo - must have medication for 24 hours before returning and skin sores are not wet or weepy
- Rash - must be gone or be diagnosed as non-contagious.
- Scabies - may return 24 hours after treatment begins.
- Chicken Pox - all blisters must have dried into scabs, about 7 days after the rash onset
- Pink eye (conjunctivitis) - the child must have had two or more treatments before returning
- Respiratory symptoms - child may return when child's cough is no longer affecting normal activity
- Head lice - child may return after first treatment is completed, you have removed as many nits as possible, and the child's personal items have been disinfected
- Child looks or acts differently: Unusually tired, pale, lacking appetite, confused, or irritable

A child will be excluded when requiring more supervision than the staff can provide without compromising the health and safety of other children in our care. If you suspect your child is

not well, please **do not** bring him/her. This will not only protect the other children, but your child as well. Consult the director and your medical provider to determine when your child may return.

If your child is well enough to be at the school, he/she will participate in all activities, including those out-of-doors.

If your child is diagnosed with a communicable disease, it must be reported to the school immediately (within 24 hours). All parents will be notified of infectious or communicable diseases reported to the school. The county health authority will be notified when required. These are policies established by the Minnesota Department of Health.

Emergency Procedures

Teachers have been trained in CPR and first aid. In the case of common childhood incidences (bumps, bruises, abrasions, etc.), an accident report will be completed and placed in your child's mailbox by the staff person administering the first aid: This form should be signed and returned.

In the event of a serious emergency needing medical attention, a staff member will

- provide the necessary first aid and/or CPR.

- Call 9-1-1. At parental expense, your child will be transported by ambulance to Unity Hospital in Fridley.
- notify parents by phone.

If a parent cannot be reached in an emergency situation, the authorized emergency contact person listed on your Emergency Card will be notified. If no one can be reached and immediate medical care is required, your child will be taken to Unity Hospital unless another facility has been designated on your Emergency Card.

Children and staff will be instructed and participate in monthly **fire drills**. Primary and secondary evacuation routes will be practiced.

Children and staff will be instructed and participate in monthly **tornado drills** during the months of April-September.

If a child is *missing*, a staff person will search the area. If the search is not successful, the director will be informed and the local police department called to aid in the search. The director will notify the parents of the missing child by phone.

Children will be released *only to parents and authorized persons*. If someone new comes to pick up your child and their name is on the permission sheet, but has not met the staff, the staff will ask for identification. If someone different is to be picking up your child, you must inform the school verbally and

with a **written note**. No child will be released without the signed permission of the parents.

If an unauthorized person forcefully tries to take a child, staff will use reasonable caution for their own safety and the safety of the other children, and immediately call the local law enforcement agency.

In the event a child is not picked up by 6:00 p.m., staff will attempt to contact the parents by phone. If parents cannot be reached within ten minutes, the person listed on the Emergency Card who can assume temporary responsibility of the child, will be contacted.

Program Plan

A flexible program within each classroom is planned daily. Developmental growth occurs through valuable group experiences within an environment that encourages social interaction with peers and respect for individual differences in maturity. Children will be encouraged to be independent, given the opportunity to choose and make decisions, and be provided with the freedom to experiment and "discover." Activities within our program will include:

- **Creative Art-** opportunities to experience a variety of art media

- **Block Play**- children learn fine motor skills and spatial awareness
- **Dramatic Play**- through imitation and role playing, children learn about their lives and their environment (both independent and teacher directed)
- **Science/Cooking**- activities that help children discover the natural environment
- **Literacy**- exposure to oral and written word through a variety of activities
- **Large Muscle**- both indoor and outdoor areas are designed to meet needs of balance, coordination, and flexibility
- **Free Play**- activity choices in a setting that encourages social interaction
- **Music** - singing enriches language awareness and increases vocabulary
- **Math** - counting, rhythm, rhyme, and patterns build pre-math skills and number sense
- **Miscellaneous**- field trips and special events are planned throughout the year

Weekly lesson plans are posted near each classroom entrance specifying activities designed to promote intellectual, physical, social, and emotional development of each child. The schedule will indicate both indoor and outdoor activities. Staff will provide activities that are both quiet and active, teacher directed and child initiated. Activities will include the use of a variety of equipment and materials.

Growing with Music

This program is especially written for child care centers and is taught by a Board Certified or Registered Music Therapist. The instructor's training in music and child development insures a positive musical experience for your child. Each week children are guided through 30 minutes of musical activities designed to emphasize overall development while introducing important music concepts.

Medication Policy

Diagnosis and treatment of illness and the prescribing of drugs is not the responsibility of the school.

When a child needs any oral medication, a current written prescription from your medical provider is required. All medication must be in the original prescription container with a current prescription for staff to administer it. Written authorization to administer medication must be given by the parent (sign the medication authorization sheet). Whenever possible, please administer medication before bringing your child in the morning and/or after picking up your child at the end of the day. Parent's instructions must be consistent with

the information on the medication label. Staff members will initial the medical authorization sheet after administering the medication. The school will administer non-prescription medications only with current written directions from your medical provider. This includes aspirin and cough medications.

ALL medication will be stored out of reach of the children. Under no condition is medication to be placed in a child's bag, backpack, or locker.

Staff will wash hands before preparing and administering medication.

Topical medications, such as A & D, Desitin, sunscreen, etc. also need a parent's written permission. Surface medication will only be given according to the manufacturer's instructions for their use or other written instructions given by your medical provider. These medications must be labeled with the child's first and last name.

Allergies

In the event your child has an allergy or other condition that requires Rainbow staff to administer medication, written instructions signed by your medical provider are required. These instructions must be updated every six months and will be posted in the child's classroom and in the food preparation area. Ask the director for an Allergy Care Plan form for your

medical provider to complete. Rainbow will follow your provider's instructions.

Health and Accident Procedures

- **Children will wash** their hands with soap and water before meals and after toileting. Staff will talk with the children about the importance of washing before eating and after toileting. Staff will begin their day at the school by washing their hands with soap and water. Staff will wash their hands and tables thoroughly before food preparation and after assisting children with toileting.
- **Diapers are provided by the family** when age appropriate. Staff will wash their hands with soap and water prior to changing a child's diaper. Diapers are checked every two-three hours. Staff will change a child's diaper on a clean changing surface. The child will be cleaned with water and/or wipes. The use of cream or other over the counter skin products will occur only if a parent requests and signs the nonprescription product authorization form. After diapering, staff and child will wash their hands with soap and water. Staff will log each diaper change, including date, time, bowel movement or wet. Soiled diapers shall be emptied and kept in a closed container.

- **Toilet Training:** Together, staff and parents will develop a plan that is consistent and manageable in both settings. Bring children in clothing that is easy to remove in a hurry as a child must be able to act on an urge to toilet quickly. We ask parents to provide children with a good supply of extra underpants and clothing as accidents do happen. *Children should be fully trained when entering the preschool program.*
- **Equipment and furniture** will be designed for the age group, easy to clean and free from sharp points or corners, splinters, or paint that contains lead.
- **Sharp scissors**, knives, matches, and other hazards to children will be stored out of their reach.
- **Materials and equipment** will be provided to foster development physically, cognitively, socially, and emotionally.
- **Substitute teachers** will be called in the case of staff illness or emergency. During the interim, the director or other Rainbow staff personnel will fill the immediate need.
- **Teachers** are trained in and will administer first aid, if necessary. A staff person trained in CPR will be on site at all times.

- **Accidents** - An accident report will be compiled by a staff person after administering needed first aid. Parents will receive a copy of this report in their child's mailbox. A log will be kept of all accidents. Accidents will be analyzed and prevention techniques will be addressed so as to prevent recurrence. Within 24 hours after the occurrence of a serious injury or death a report shall be submitted to the Department of Human Services. Within 48 hours after a fire at the school a report shall be submitted to the Department of Human Services. Animal bites will be reported immediately to the MN Department of Health.
- **Poisoning-** Perishable food will be refrigerated. All toxic substances will be stored out of the reach of the children. Health and sanitation policies such as washing tables and hands before food preparation will be followed. In the event your child ingests an unsafe substance, (1) the poison control center will be called for instructions, and (2) parents will be notified.
- **Choking-** Care will be exercised in giving small foods and snacks such as popcorn, carrots, etc. Children will be seated during mealtime and closely supervised to make certain they are chewing and not playing while eating. Foods such as raw carrots, celery, fruit peelings, popcorn, and unsliced hot dogs will **not** be served to infants/toddlers.

- **Burns-** Electrical outlets shall be covered when not in use. Matches and flammable substances will be out of children's reach. The water temperature will not exceed 120 degrees.
- **Suffocation-** Children will be supervised closely when using materials that may cause suffocation.
- **Pedestrian Accidents-** Hallways and entry walkways will be kept clear at all times. There will be **no** running in the hallways. Center floors will be washed daily and snow/ice will be removed from the building parking lot, sidewalk, and entry way by church staff, as needed.
- **Traffic Accidents-** Before going on a field trip or walk, children will be instructed on the procedures used when crossing streets, looking for oncoming traffic, etc. Children will always be supervised by the teaching staff.
- **Inspection for health and safety hazards** will be conducted daily and any deficiency will be corrected immediately. The director will also conduct a semi-annual inspection for health hazards on a form supplied by the Department of Public Welfare and corrections will be addressed immediately.
- **Children go outside daily** and proper clothing should be sent accordingly. Children will not go outside if it is raining,

the temperature is below zero degree wind chill, or a heat index of 100 degrees or above.

Field Trips

Field trips for preschoolers will be planned at various times during the year. Parents will be informed of the field trip prior to the event. State law requires that you sign a written permission slip for each field trip before your child can attend. Parents who prefer to exclude their child from a field trip are responsible for alternate care for the duration of the trip.

Transportation arrangements will be made through a local bus company. There will be an extra fee charged for the field trip and parents are welcome to accompany their children as parent volunteers. A CPR trained staff person will be on all field trips. The first aid supplies and permission sheets will also be taken. Staff ratios are maintained during all field trips. In the event a family wishes for their child to participate in a field trip on the day their child does not attend Rainbow, a parent must serve as a volunteer on the field trip (depending on the amount of space available).

Public Relations Involving Children

Before any public relations activity, parents will be notified of the nature of the activity or program. Parental permission will be requested via a permission form.

Snacks/Meals

All children will be provided with breakfast, lunch, and an afternoon snack, if in attendance when these meals are served. Our policy is to cooperate with any medical condition, food allergy, or religious belief when providing snacks and meals. If there is a food item we cannot make a substitution for, we will work with the family to ensure a healthy meal can be provided. Rainbow School participates in the Child and Adult Care Food Program (CACFP). This program partially reimburses Rainbow for costs spent on food and milk and gives guidance regarding appropriate meals and snacks for children. Officials inspect the center periodically to make sure it is in compliance with CACFP's high standards.

In accordance with federal law and the U.S. Department of Agriculture Policy, this center is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Weekly breakfast, lunch, and afternoon snack menus are posted on the community bulletin board near the staff office. Breakfast is provided from 8:00 - 8:30 a.m. All children at the

center during lunch time will be provided with a lunch. An afternoon snack is also provided for all children in attendance.

Staff and children will wash hands with soap and water prior to food preparation and eating a snack/meal. Staff will encourage children to drink from a cup.

Infant Meals:

Eating schedules will vary among children and will change as your infant grows. Time and amount of formula/milk/food will be listed for parents. The school provides milk and soy-based formula for infants along with food. Specific questions regarding the brand of formula used should be directed to the director. Breast milk may be brought to the center in either bottles or storage bags for your child's feedings. Infants will be held by caregivers during bottle feedings. Formula/milk/food will be warmed in the warmers, if desired. Unused portions will be labeled with the child's name and properly refrigerated between feedings. Infants will be fed on individual schedules. Bottles must be either disposable or plastic.

When infants are able to eat table foods, items from the catered toddler menu may be requested by the parents, in full or as a supplement. The cost of school provided food is covered in your weekly tuition payment. Liquids from a bottle will be discouraged after the age of one year. Staff will assist parents in weaning the child by encouraging use of a cup while at school.

Behavior Guidance Policy

Children need help in learning how to handle situations in a non-violent, positive manner. Rainbow staff will never use physical, verbal, or emotionally abusive forms of discipline. The staff will encourage and praise positive behavior and withhold attention from negative behavior. Should a child continue to misbehave after attempts to redirect, parents will be asked to cooperate in facilitating a behavior change.

Our goal is that a child will develop self-discipline. To do this the school staff will:

- Ensure that each child is provided with a positive role model of acceptable behavior
- Provide curriculum tailored to the developmental level of the infant, toddler, or preschool/school age of the child
- Direct children and groups away from problems and toward constructive activities in order to reduce conflict
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict
- Teach children the natural consequences of events, i.e. helping clean up spilled milk

- Encourage children to develop social skills, verbal and non verbal, in expressing their personal rights, needs, and feelings
- Ignore inappropriate behavior that is not harmful
- Protect the safety of children, staff, and environment

The school staff **will not** use the following methods of discipline:

- corporal punishment including, but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- emotional abuse including, but not limited to name calling, ostracism, shaming, making derogatory remarks about the child or the child's family or using language that threatens, humiliates or frightens the child.
- punishment for lapses in toilet habits.
- withholding of food, light, warmth, clothing or medical care as punishment for unacceptable behavior.
- the use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- the use of mechanical restraints.
- separation of a child from the group.

A child may be separated from the group if less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of the child or other children in the school. A child who requires separation will remain within an unenclosed

part of the classroom where the child can be continuously seen and heard by a staff person or with the director in the office. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child will be returned to the group as soon as the behavior that precipitated the separation stops. This will only be used in the toddler, preschool, and school-age programs.

In the event of persistent unacceptable behavior that requires an increased amount of staff guidance and time, the school will:

- observe and record the behavior of the child, and the staff response to the behavior
- develop a plan to address the documented behavior in consultation with the child's parent and with other staff persons and professionals when appropriate
- expect parental assistance in carrying out the agreed upon plan.

It is our goal to provide a successful learning environment for every enrolled child, however, if a problem behavior continues without considerable improvement or if it endangers others or the facility, a parent conference will be held. It may be determined that a child's needs would be better served in an alternative setting.

Minnesota Statute requires all children to participate in preschool screening at 3.5 years of age. This service is provided by the school district the child resides in at no cost to the family. Parents should watch for school district mailings or call their district office for more information.

Dress/Belongings

Your child should be dressed appropriately for the day. Children play hard and need durable clothes and sturdy shoes. Your child should also come to school with appropriate outside clothing (coats, boots, mittens, snow pants, etc.) since we will be spending time outside each day unless it is raining or below zero wind chill.

Children should have a spare set of clothes (shirt, pants, underwear, etc.) in their lockers. All clothing must be labeled with the child's name.

Except for designated days, children should not bring toys from home as it can be difficult for them to share personal belongings and may cause disruption in the classroom.

Bottles and food for infants will be stored appropriately. Food and bottles from home must be clearly marked, transported from home in a safe manner, and will be refrigerated upon

arrival. Pacifiers, diapers, and clothing changes will be stored in the child's personal cupboard.

Rest Time

Child care regulations state that children in a full-day care program need rest and quiet time as a part of their daily schedule. All children will be provided with a cot for nap time. Each child should bring a small pillow and blanket to be kept in his or her locker. Items should be clearly marked with the child's name. Blankets need to go home at the end of the week to be laundered. All children who are still sleeping after 2 hours will be awakened. Children who awaken during nap time will be allowed to get up and do quiet, individual, teacher directed activities. Cots will be arranged so there is easy access to each child and accessibility of exits is maintained.

Infant naps: Each infant will be provided with a separate crib for sleeping and resting. Infants are also provided with sleep sacks. Sleep checks will be conducted periodically while the child is napping.

Bad Weather

If Fridley Schools are closed due to snowfall or bad road conditions, Rainbow will be closed. If Fridley Schools are closed

due to wind chill, Rainbow will be open. All Rainbow School closings will be reported to WCCO and Kare 11 (television, radio, and website). If you are not sure if the school is open due to weather conditions, please be patient until the announcement appears. Your child's teacher will also attempt to call if the Center is closed.

Pets

Individual classrooms may incorporate pets into their curriculum. Parents will receive prior notice regarding center pets and their child's involvement with them. Possibilities may include fish, hamsters, gerbils, and/or occasional visiting pets. Care will be taken to insure all animals are properly vaccinated, housed and cared for.

Licensing

Rainbow School and Child Care is licensed by the Minnesota Department of Human Services, Division of Licensing:
444 Lafayette Road, St. Paul, MN 55155, (651) 431-6500

Rainbow School is also serviced by Health Consultants for Childcare and the public health nurses of Health Consultants for Childcare.

Picture Policy

Pictures of children participating in center activities are often taken and displayed in center classrooms and hallways.

Photographs of children for publicity purposes will require signed parent consent prior to any pictures being taken.

Child Abuse/Reporting of Neglect

Minnesota Statute 626.556 mandates that all early childhood professionals engaged in the practice of child care "who know of or have reason to believe a child is being neglected or physically or sexually abused, immediately report the information to the local county child protection agency, the local police department, or the MN Department of Human Services, Licensing Division. Documentation of all suspicions and

conversations related to the circumstances of the suspected abuse will be kept.

Anoka County Child Protection: 763-422-7125.

Parent Involvement/Communication

The most effective learning situation for the young child involves cooperation and involvement of home and school. We are eager to support, encourage, and assist families with their parenting challenges. Likewise, we hope parents will be eager to support, encourage, and assist teachers with their teaching challenges.

If you have any concerns, please bring them to the center director and a conference will be scheduled to discuss the issue(s).

Parents are welcome to visit at any time the program is in operation. Parents are also invited to attend a variety of programs, assist in field trips, serve as a classroom volunteer, and/or as a resource person. Relatives and friends may also schedule a time to visit the program.

Child Mailboxes

Check your child's mailbox daily, as it may contain announcements, account statements, and/or other important communications. Take notice of the announcements posted in the foyer, as well. Remember to let us know if you have a change of employment, phone number, address, medical provider, emergency contacts, or individuals authorized to pick up your child.

Parent/Teacher Conferences

Conferences are offered twice a year (fall and spring), giving parents and staff the opportunity to discuss your child's development.

Grievance Procedure

If you have a problem with a teacher or your child has a problem with a teacher or another child, please contact the director. The director will get back to you within the week. If you have a problem with the director, please contact the Senior Pastor of Fridley United Methodist Church at 763-571-1526.

Revised 12-7-15