

RAINBOW SCHOOL

*OVER THE
RAINBOW ADVENTURE*

http://www.south-broadland.org/community-outreach/over_the_rainbow

**2010
PARENT
HANDBOOK**

816-523-4336

OVER THE RAINBOW MISSION

The mission of Over the Rainbow, as a program of Rainbow School, is to provide a safe and enriching summer experience for elementary school age children in a Christian environment.

Over the Rainbow utilizes caring youth and adult staff to encourage personal responsibility by providing multi-layered mentoring and role modeling. Our goal is to assist parents in equipping children for positive choices and decision-making in an increasingly complex and diverse world.

HOURS

HOURS: 7:30 AM - 6:00 PM Daily
DATES: June 1 through August 13, 2010

RELEASE OF CHILD

1. Please do not drop children off in the parking lot. We cannot be responsible for their safety until they have been signed in.
2. The doors to the building are locked at all times. You will be given a personal code to allow access between 7:30 AM and 6 PM each day. Do not allow someone you do not know to enter the building.
3. Do not give your code out to anyone else.
4. All children must be signed in and signed out each day by a parent or pre-authorized party on the official sign-in sheets.
5. Children can only be picked up by someone authorized on the enrollment forms or with written notice to the staff.

MEALS

1. Children need a sack lunch every day. A refrigerator is available for lunch storage, but no access to heating facilities is permitted. Cold water is available to drink at all times.
2. Lunch will normally be eaten on picnic tables outside.
3. A morning and afternoon snack will be provided at no charge.

CHILDREN'S DRESS CODE

1. Children should wear comfortable clothes.
2. The children **will play hard and may leave with dirty clothes.**
3. Children should wear shoes with backs, which will be appropriate for all activities. (No slip-on shoes/sandals/flip-flops)
4. Children should wear Rainbow T-shirts on field trips.

ITEMS FROM HOME

Children ARE NOT encouraged to bring toys, or other items from home. They may bring inflatable armbands, goggles, etc. on swim days.

OVER THE RAINBOW ADVENTURE

REGISTRATION POLICY

Enrollment will be taken on a first-come first-serve basis after registration begins. All enrollment and authorization forms must be turned into the office before a child can be accepted for care.

FEE POLICY

	Full-Time	Mon-Wed-Fri	Tues-Thur
Enrollment Fee	\$140	\$95	\$65
Weekly Tuition	\$140	\$95	\$65

1. No reduction of fees for absence due to illness.
2. Payments made in advance are non-refundable.
3. Since the church may schedule evening activities, the program will close promptly at 6:00 PM. Parents picking the child up late will be charged \$1/minute for each minute after 6:00 PM payable to the staff on duty. (The clock in Fellowship Hall is the official time.)

PAYMENT POLICY

1. Payments are due in advance, on **Monday** of each week.
2. Payment made after Tuesday will incur a \$5 late fee.
3. Children will not be allowed to attend the program if the family falls behind in tuition payments by more than 2 weeks.
4. Prorated amounts will only apply to the starting week and ending week.
5. Payments must be made by check or money order payable to RAINBOW SCHOOL. Please no cash payments.
6. A \$10 charge will be assessed for any checks returned for insufficient funds.
7. Payments may be dropped in the tuition box or mailed to:
Rainbow School, 7850 Holmes, Kansas City, MO 64131

VACATION POLICY

Children are allowed one week of vacation at no charge with two weeks advance notice. Parent must turn in OTR Vacation Coupon to Treasurer in advance of the vacation week to have the week free. For additional absences, regular tuition will be charged.

OTR DAILY SCHEDULE 2010

Red/Orange/Yellow Clubs	Green/Blue/Purple Clubs
7:30 Arrive Small End Fellowship Hall	7:30 Arrive Small End Fellowship Hall
8:30 Energizers	8:00 Energizers
9:00 Bathroom & Outdoor Play	8:30 Bathroom & Outdoor Play
Craft Class:	Craft Class: 8:30-9 Green Club
10-10:20 Red Club	9-9:30 Blue Club
10:20-10:40 Orange	9:30-10 Purple Club
10:40-11 Yellow Club	10:00-12:30 Club Time
11:00 Bathroom/Lunch	Music Class:
12:00-1:30 Rest	10:30-11 Green Club
Writing Class: 12-12:30 Red Club	11-11:30 Blue Club
12:30-1 Orange Club	11:30-12 Purple Club
1-1:30 Yellow Club	
1:30-4:00 Club Time	
Music Class: 2-2:20 Red Club	
2:20-2:40 Orange Club	12:30-2:30 Bathroom/Lunch/Outdoor Play
2:40-3 Yellow Club	
	2:30-4 Rest
	Writing Class: 2:30-3 Green
	3-3:30 Blue Club
	3:30-4 Purple Club
4:00 Outdoor Play/Snack	4:00 Outdoor Play/Snack
6:00 Dismiss	6:00 Dismiss

OVER THE RAINBOW ADVENTURE FIELD TRIPS

1. No additional fees will be charged for field trips.
2. Everyone attending on a fieldtrip day will be expected to go on the trip with the entire group.
3. Children may not be dropped off at Rainbow School while their group is gone on a field trip.
4. Times of departure for field trips are posted on the calendar. Children should arrive in adequate time for bus departure on field trip days.
5. Parents should consider applying sunscreen on their child before bringing them. If parents choose to send sunscreen, the child will be responsible for using it.
6. Transportation will be provided by bus. Walking field trips will include the library and nearby parks.
7. Children should wear their Rainbow T-shirts on field trip days.
8. Children are not to be dropped off or picked up at field trip sites.
9. Children should not bring toys from home on field trips.

SWIMMING

1. Each child will be responsible for items brought to the pool.
2. Any child not wishing to swim will sit nearby the pool.

ILLNESS

1. If your child is ill, DO NOT bring him/her to the program. Should he/she become ill while in the program, you will be asked to make arrangements for the child to be picked up as soon as possible.
2. Please notify the staff if your child has a communicable disease. If children have been exposed to a communicable disease while in the program, parents of enrolled children will be notified.
3. Immediate first aid will be provided for a child who sustains a minor injury (scratches, scrapes, and insect bites, etc.). In addition, the parent will be notified by the end of the day. (See Report of Injury Form)

MEDICATION POLICY

1. No medication, whether prescription or non-prescription, will be administered without written order by a physician that indicates the medication is for that specific child. No medication will be administered to a child without written parental authorization. (See sample)
2. All medication will be stored in original, child-resistant containers, labeled with child's name, the drug name, and the directions for administration (the pharmacist who fills the prescription can give parents a small, extra labeled bottle upon request). Any unused medication will be returned to parents.

OVER THE RAINBOW ADVENTURE

PHONE CONTACT AND EMERGENCY

1. Rainbow School office hours are Monday, Wednesday, and Friday from 9:30 to 3:00 PM, June 7 to July 31.
2. Phone messages can be left at the school number (816-523-4336) at any time, but messages are only checked periodically during the day.
3. In case the parent needs to immediately contact the staff and the school office is not open, the church secretary can accept the call at 816-523-7326 from 9:00 am to 4:00 PM, Monday - Friday.

ABUSE REPORTING POLICY

Childcare providers are mandated by the state to report cases of suspected abuse and neglect. Our staff has learned methods of observation and reporting procedures. This serious matter is handled with the safety and welfare of the child as the most important issue. The majority of abuse prevention must come from home. We are pleased to assist you by providing information and resource materials and sharing ideas or concerns.

At Rainbow School, we believe in giving a child much positive feedback, making them feel good about themselves, and preparing them to face the world with love and kindness. We accompany children to the bathroom and assist when needed, respecting each child's right to privacy but providing adequate supervision. The staff is carefully selected and screened through the state for abuse reports. We are quite confident in the special staff selected to care for your child.

STUDENT NON-DISCRIMINATION POLICY

The Rainbow School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs.

OVER THE RAINBOW ADVENTURE

DISCIPLINE

Things may happen at home that affect your child's behavior. Please do not hesitate to share important information with our staff that will assist us in understanding and caring for your child.

In order for us to help children learn to be responsible and self-disciplining, we need the cooperation and support of parents. Important to developing that working relationship between staff and parents is our effort to keep you informed of behavior that may be causing problems and then working together to address concerns.

Our focus is to teach responsibility through giving children ownership of their decision-making, choices, and consequences.

The basis for this curriculum is "Four Steps to Responsibility" by Jim Fay. (You may have heard of Jim Fay's "love and logic" philosophy.) We have copies of a cassette tape that details the goals of this discipline strategy for parents and teachers. Please inquire if you would like to borrow one.

The four steps are:

- Step 1: empathy for the child suffering the consequences of a poor choice
- Step 2: give ownership of the problem to the child
- Step 3: discuss and evaluate other behavior options
- Step 4: encourage child to try again

Other Notes:

1. Activities will be varied and interesting; group sizes will be small enough to deter discipline problems.
2. Corporal punishment or threatening will not be used as punishment.
3. Food will not be withheld or portions changed as punishment.
4. Children may be removed from the group for a short time to calm themselves and think through their choices. (steps 2 & 3 above).
5. Violent or aggressive behavior will result in a written incident report requiring parent signature.
6. In the case of recurring problems, parents may be asked to make other childcare arrangements.

OVER THE RAINBOW ADVENTURE RESPONSIBILITIES

CHILDREN'S RESPONSIBILITIES INCLUDE:

1. Taking care of equipment.
2. Cleaning up after themselves.
3. Sharing equipment with others.
4. Keeping their hands to themselves.
5. Using appropriate language.
6. Treating staff with respect.
7. Finishing what they start.
8. Being responsible for all personal belongings.

PARENTS' RESPONSIBILITIES INCLUDE:

1. Signing their child in and out.
2. Picking their child up on time.
3. Treating staff with respect.
4. Paying their fees on time.
5. Bringing their concerns to the staff.
6. Notifying staff of changes in home situations.
7. Knowing about changes in policy.
8. Informing staff of child's contagious illness.
9. Keeping child's records up to date.

STAFF RESPONSIBILITIES INCLUDE:

1. Treating children and parents with respect.
2. Providing a safe and warm environment.
3. Providing a variety of interesting activities.
4. Keeping parents informed.
5. Keeping accurate records.
6. Being good role models for the children.
7. Using appropriate language.

RIGHTS

CHILDREN'S RIGHTS INCLUDE:

1. To be respected.
2. To have a choice of activities.
3. A safe and reliable environment.
4. Having equipment in working order with all pieces.
5. To express their creativity.
6. Expressing emotions in an appropriate manner.
7. Staff members who care about them and enjoy them.

PARENTS' RIGHTS INCLUDE:

1. To be respected.
2. To visit the site at anytime.
3. To know their children are safe.
4. To voice concerns about the program or activities.
5. To know if their child is misbehaving.
6. To know about field trips.
7. To have open communication with the staff.

STAFF'S RIGHTS INCLUDE:

1. To be respected by children, parents, and staff.
2. To give input into the program.
3. A safe, comfortable work environment.

OVER THE RAINBOW ADVENTURE

GOALS AND OBJECTIVES

THE CHILD WILL LEARN TO LIVE AND WORK COMFORTABLY WITH OTHERS.

1. The child will share equipment, take turns and cooperate with others.
2. The child will develop social skills.
3. The child will feel comfortable choosing appropriate options to solve problems.
4. The child will participate in both large and small group activities.

THE CHILD WILL FEEL LOVABLE AND CAPABLE.

1. The child will feel welcome and liked by staff and children.
2. The child will feel respected as a person.
3. The child will express him/herself through a variety of mediums in both large and small groups.
4. The child will experience success.
5. The ability to make choices will give the child a feeling of control.

THE CHILD WILL ENCOUNTER NEW EXPERIENCES.

1. The child will make choices from a variety of activity options.
2. The children will attend field trips that introduce recreational and learning experiences.
3. The child will participate in activities that can be further developed throughout their lives.
4. The child will experiment with using materials in a variety of ways.