

Southern Illinois University Carbondale

Rainbow's End Child Development Center



Parent Handbook

RAINBOW'S END CHILD DEVELOPMENT CENTER
Parent Handbook

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ACTIVITIES

Children enrolled at Rainbow's End are introduced to four (4) major types of activities:

1. Free Play—activities chosen by the child in either inside or outside play areas, including art, blocks and trucks, reading, math and science, gross motor skill-building exercises, dramatic play, music, sand and water play.
2. Teacher Extended Experiences—activities based on children's interests, incorporating various curriculum areas into their play.
3. Group Experiences—activities based on children's interests and designed to encourage group participation, including creative movement and music experiences.
4. Field Trips—trips to community locations to gain first-hand knowledge about various topics.

ADMISSION CRITERIA

To enroll a child at Rainbow's End, parents may be an SIU student, SIU employee, or community member of the geographic area. Enrollment priority is given to SIU students and SIU employees. Parents with children currently enrolled at Rainbow's End will automatically be placed at the top of the waitlist for enrollment.

ADMISSION PROCEDURES

To enroll a child at Rainbow's End, the following procedures must be followed and completed **prior to the child's first day of attendance**:

1. An application packet must be completed and placed on file with the center.
2. A physical examination including:
 - a. Lead Screening or assessment
 - b. TB Test or assessment
 - c. Record of all immunizations
 - d. Signature of physician
3. An enrollment deposit equal to two weeks tuition plus a \$50.00 registration fee must be paid prior to the child's first day of attendance.
4. A financial contract must be completed and given to the Director or designee.
5. Certified birth certificate or passport.

AGE REQUIREMENTS

Rainbow's End is licensed for children 6 weeks to 12 years of age. Children are assigned to classrooms by age, not developmental ability.

ANTI-BIAS CURRICULUM

Rainbow's End features an anti-bias/multicultural curriculum representative of the center's diverse enrollment. The children are exposed to various aspects of international cultures, such as foods, literature, clothing, songs, celebrations, holidays, and native languages. The activities and labeling in the classrooms often represent the languages of the children of non-English speaking countries as well as English speaking children.

APPLICATION FEES

Application Fees include:

1. Deposit Fee: Equal to two (2) weeks' tuition
2. Registration Fee \$50.00 non-refundable, one time only

ATTENDANCE POLICY

To ensure your child's enrollment in Rainbow's End, tuition must be paid for each day the center is in session whether your child is absent or present. For example, if your child is ill or your family takes a vacation while Rainbow's End is in session, regular tuition fees must still be charged for the child's regularly scheduled enrollment period.

If your child will **NOT** be in attendance on any regularly scheduled day, the office staff should be notified by 8:00 a.m. that morning.

Unless arrangements are made in advance with the office and classroom, children should not be signed-in after 3:00 p.m.

BIRTHDAY POLICY

Rainbow's End will celebrate each child's birthday. We try to make this a warm and special occasion for each child and encourage parents to attend. We ask that parents **NOT** bring treat bags or high sugar foods to distribute to the children. However, you may speak with your child's teacher to determine how you may assist in the celebration. If a nutritious snack is provided by the parent, according to Department of Children and Family Services guidelines, the food item must be commercially prepared and arrive unopened as packaged by the manufacturer, or it cannot be consumed. Birthday candles with a flame are not permitted. Parents may also recognize their child's birthday by selecting an item from the *Giving Tree* or a list of needs provided by the classroom.

BITING

Biting is a common and normal behavior in young children. Even with all our efforts at prevention, biting is still likely to occur. When it does, our staff use consistent and pre-agreed methods to handle the incident. In any biting incident, staff must stay calm. Overreaction or punishment can actually reinforce biting and escalate the behavior. It is most important to comfort the victim and make sure the biter's mouth is clear of blood. After these two issues have been addressed, then attention should be given to correcting the behavior. A separate handout is available on this topic if requested by the parent. If a child bites another person or is bitten by another child, a *Bite Report* will be completed and shared with parents.

BLOODBORNE PATHOGEN POLICY

During the course of a day at Rainbow's End, there are many occurrences where the staff may come in contact with blood and other body fluids. In order to protect the staff and children from bloodborne pathogens, the University requires all staff to adhere to the Occupational Safety and Health Administration (OSHA) regulations.

Gloves are used for all incidents where blood is involved so that hand contact is prevented. Surfaces are thoroughly cleaned and disinfected following blood exposure and at the end of the workday. By following these procedures, we are able to not only protect staff from the many small exposures that occur in a facility such as ours, but we are also able to protect children from the transmission of bloodborne disease through improperly cleaned surfaces.

Unfortunately, preventative efforts sometimes fail and accidents happen. A glove may tear during clean-up; a child may need immediate medical attention before staff can don protective equipment. If a staff member has human blood contact with the mouth, eyes, nose, or broken skin, s/he is considered to have occupational exposure to bloodborne pathogens. The Student Health Service is then required by OSHA and University policy to identify the source person and request a sample of that person's blood. If permission is granted, the SIU Student Health Service will collect the blood and have it tested for hepatitis B and HIV immune status. This requirement holds whether the source person is a child, another teacher, or a visitor.

If the source person is your child, please be assured that your family is not being singled out, all exposures must be dealt with in the same manner. These precautions help our medical staff determine whether the exposed employee should receive medications or immunizations. Your cooperation helps ensure the health and safety of the entire Rainbow's End community. If you have any questions, please feel free to speak with the Director.

BOARD OF DIRECTORS

In accordance with guidelines established by the State of Illinois Department of Children and Family Services, a Board of Directors serves as the advisory body for Rainbow's End. The Board of Directors is composed of a minimum of ten voting members, representing the following groups:

1. Rainbow's End Parents
2. Graduate and Professional Student Council representative
3. Undergraduate Student Government representative
4. Academic Affairs/Department of Curriculum and Instruction representative(s)
5. Community Member at Large
6. Rainbow's End Director and Assistant Director serve as Ex-officio members
7. Department of Children and Family Services Licensing Representative serves as an Ex-officio member

BOTTLES

Children in the Infant Room will be given bottles according to the instructions of parents and medical professionals. Children in the Red Room will be given bottles for a short period of time as part of the transition to the Red Room and/or according to instructions from the medical provider. The teacher will hold the child when a bottle is given. Bottles will not be propped.

BUDGET

Rainbow's End is operated mainly on the tuition and fees collected from parents. The remainder of the budget comes from a combination of USDA Food Program reimbursements and parent/teacher fundraisers. When possible, grant money is used for maintenance and improvements to the program. Since Rainbow's End is operated primarily on tuition, it is critical that all tuition be paid according to policy.

BUS POLICY

Rainbow's End will accept student from other schools and programs from a school bus or other type of transportation. The student remains in the care of the school or other program while they are being transported to Rainbow's End and are physically turned over to staff waiting for them at Rainbow's End. Upon arrival, it is the responsibility of the teacher to escort the child(ren) to the appropriate classroom and sign them in on the attendance chart.

CELL PHONE USAGE

The children we care for at Rainbow's End are the primary focus of our teaching staff, cell phone usage in the classroom and playground is prohibited. We ask that parents also adhere to this policy while in the building.

CLASSROOM SUPPLIES

Rainbow's End is constantly in need of old hats, clothes, shoes, and purses, as well as paper towel rolls, material scraps, buttons, used men's shirts, and used occupational items such as nurses' hats, doctors' coats, and the like. Please check with the teaching staff before you throw anything away. Rainbow's End is sure to find a use for it.

CLOTHING

The children play outside year-round, so please send them to Rainbow's End dressed appropriately for the season. Also, please be sure to keep an extra set of clothing in your child's locker at the Center in case of mishaps. During the summer months please supply your child with the appropriate sun block for his or her skin type. Please label your child's clothing and sunblock.

Please refer to the "First Day" for additional information.

COMMUNICABLE DISEASES

See "Health Policy" and "Illness."

DEPOSIT FEE

A deposit fee equal to two (2) weeks of tuition is required before a child will be admitted into Rainbow's End. This deposit fee can be utilized as the last two (2) weeks tuition upon a two (2) week notice of withdrawal from the program is communicated to the office staff by the parent(s). A spot for your child will not be guaranteed until the deposit fee is received.

DIAPERS

Diapers and baby wipes must be supplied by the parents of infants and toddlers and must be replenished as needed. DISPOSABLE DIAPERS ARE RECOMMENDED, however, the center will use cloth diapers if preferred by the parent. If cloth diapers are used, parents must provide a suitable container to hold soiled diapers.

DISCIPLINE

Telling children what to do instead of what not to do is the primary method of discipline used by Rainbow's End. This technique better describes for the child the desired behavior.

Positive guidance encourages children to develop inner behavioral controls. Children have the opportunity to work out their own problems and solutions. The teaching staff play the role of facilitator and mediator of group actions. Children are encouraged to seek creative peaceful solutions to conflict.

DISCIPLINE (continued)

Behaviors that adults will intercept without question are hitting with fists or toys, biting, pinching, and any other violent actions. In some instances the teacher may remove the aggressor from the situation for a brief discussion. The child is then guided back into the play for a successful experience.

Screaming, yelling, and otherwise disrupting the class might mean removal from the room. The loss of privilege will be of a short duration and will include discussion as to why the child was removed from the situation. Loss of gross motor play is against DCFS regulations.

If a child misbehaves on a walk or field trip, s/he will be removed from the group activity. Some misbehavior that would render this may be running away, screaming, or refusing to obey special rules that may be required on certain field trips to ensure safety. In every instance, the child will have a clear and concise explanation of what is happening and why it is happening to him/her.

In some cases, the parent and teacher will hold a conference to determine what factors may be causing the behavior and how Rainbow's End and the child's family can offer consistent guidance.

DROPPING OUT

See "Withdrawal Procedures."

ELIGIBILITY REQUIREMENTS

Refer to "Admissions Procedures" and "Age Requirements."

EMERGENCY CLOSURES

Should it be necessary for Rainbow's End to close because of some emergency or unusual circumstance, parents will not be responsible for tuition payments to cover that day of closure.

If the University closes for any emergency or weather situation, Rainbow's End will also be closed. Please listen to local television and radio stations for these announcements. Campus closings are also communicated via the campus emergency alert system.

It may be necessary in other rare circumstances to close Rainbow's End, even though the University is not closed. The licensing guidelines will dictate these closings. Please listen to local television and radio stations for these announcements.

Rainbow's End will also utilize its active social media accounts and web site to announce closures and emergency information.

EMERGENCY CONTACT INFORMATION

Parents play an important part in the safety of children while they are at the center. Parents should help by maintaining a current list of contact numbers for the parents and other emergency contacts. Please update this information on a regular basis.

To insure that your child is picked up only by individuals approved by you, parents must also maintain a current list of those people authorized to pick up your child. Please list all those people who you think might possibly pick up your child in an emergency. Rainbow's End cannot release your child to anyone unless they are on your approved list.

Rainbow's End will not accept new names of individuals authorized to pick up the child over the phone, via email, etc. This type of change must be completed in person with office personnel.

EMERGENCY PREPAREDNESS

The safety of children at Rainbow's End is extremely important. In order to prepare the children and staff for potential disasters, the center holds fire, tornado and earthquake drills according to DCFS guidelines and SIU policy.

ENROLLMENT

Parents must accurately complete and return enrollment forms, and pay the two-week deposit and registration fee at least 48 hours prior to the child's first day of attendance.

ERRORS AND OMISSIONS

It should be noted that not all situations and scenarios can be included in this handbook. It is the intention of Rainbow's End to make sound decisions based on DCFS guidelines and effective practices.

EVACUATIONS

During drill situations where evacuation of the building occurs, children and staff will evacuate the building using the nearest exit to the playgrounds. In the event a real emergency occurs and the entire premises must be evacuated, then the entire population of Rainbow's End will move to the large empty lot to the west of the center's property. If there is inclement weather, or other dangers are present, then the entire population will relocate to the SIU Student Health Services building.

EVALUATIONS

Rainbow's End uses both formal and informal methods of assessing each child's development. Evaluation models frequently used include:

1. Formal Evaluation
 - Ages & Stages Questionnaire
2. Informal Evaluation
 - Daily Assessment - observation and one-on-one contact
 - Anecdotal Recording
 - Skills Checklist
 - Parent Reports

EXTRA CLOTHING

There will be times because of toileting accidents, messy activities, or meals that children will need to be changed. Preschool children should have at least one change of clothes; infants and toddlers should provide at least two changes of clothing. All items need to be labeled and replaced when soiled.

If Rainbow's End extra clothing is used, parents are asked to launder and return them the next day.

See "Clothing" for additional information.

FACILITIES

Rainbow's End is located on the SIU campus at 650 South State Street, north of the Student Health Center. The facility was especially designed as the home for Rainbow's End by the University architectural staff, in consultation with the Student Development/Rainbow's End staff, child care experts, and governmental regulatory agencies. The center is approximately 11,000 square feet and includes the following:

1. eight (8) individual classrooms
2. indoor activity room
3. three (3) separate playground areas
4. kitchen
5. laundry room
6. administrative area
7. staff break room and teacher workroom
8. areas designated for individual therapy

One unique feature of the center's interior design is the "over the rainbow" theme. The rainbow stained glass entry doors welcome children and visitors, and each classroom represents a color of the rainbow, accented by black and white.

FAMILY FRIENDLY SUPPORTS

Rainbow's End offers many supports for families, such as a parent resource board, parent workshops, family social events, and a community resource board. We also refer families to outside agencies when needed. Families are encouraged to attend these events and utilize the resources offered.

FIELD TRIPS

Field trips are an integral part of the Rainbow's End program. They are an opportunity to extend the development of each child. Previous field trips have included visits to airports and grocery stores, apple picking, nature walks, and going to the Student Center, Carbondale Library, Senior Center, Touch of Nature, SIU Museum, and SIU Music Department. Frequently, assistance is needed from the parents to help chaperone. Sign-up sheets for chaperones are posted prior to each field trip.

The Center's first responsibility must always be to safeguard the health and well-being of each child enrolled; educational experiences cannot be offered at the expense of the child's safety. The following field trip policy outlines practices and recommendations which are to be followed by the staff, volunteers, and students. Some of the practices detailed below make additional parent participation during field trips a necessity. The advantages field trips offer to Rainbow's End children may not be available unless parents are able to share these experiences.

1. Definition: "field trip" shall be interpreted to mean any excursion involving children enrolled at Rainbow's End where one or more children leave the facility during regular hours of operation in the company of a staff member, student worker, or volunteer.
2. Adult/Child Ratio: whenever a field trip is planned, Rainbow's End must provide an appropriate adult/child ratio. If this is not possible, plans for the field trip must be altered or cancelled.
3. Conduct: if a child exhibits consistent misbehavior while on field trips, a parent may be asked to accompany the child, or the child may be required to stay at Rainbow's End during the field trip.
4. Preparation and Planning: parents shall be notified of field trip plans at least three (3) days in advance; posted notice is recommended. Parents who prefer not to have their child participate in a given field trip will need to make other care arrangements. Children shall be prepared in advance for field trips through discussions about what they may expect to see and do, what behavior is expected, and how long the trip will last. Children are required to wear tags with the address and telephone number of Rainbow's End.
5. Staff Responsibilities: staff shall have an organized plan for use in situations where emergencies, crisis, or extreme misbehavior occur. Such a plan should

clarify the responsibilities of each staff member and the manner in which assignment of children shall be redistributed if necessary.

6. Transportation: a bus, van, or car that is issued by SIU will be utilized for field trips requiring transportation. Parents must provide a car set that meets state and federal guidelines regarding car seats. Parents may ride in vehicles issued by SIU as long as they are attending as a volunteer chaperone.

FIRST DAY OF ATTENDANCE

On the first day of each semester, you will need to bring the following items and keep these items supplied during your child's enrollment. Parents are responsible for labeling all items.

Infant Program

1. Two (2) or more complete changes of extra clothing
2. Bag in which to keep clothes
3. One (1) large bag of disposable diapers
4. Baby wipes
5. Diaper rash ointments/powders
6. Sun block
7. Two (2) pacifiers to keep at Center
8. Three (3) complete bottles/nipples/rings/caps

Toddler Program/Preschool

1. Two (2) complete changes of extra clothing
2. Bag in which to keep clothes
3. Swimsuit/towel (summer)
4. One (1) bag/box of disposable diapers
5. Diaper rash ointments/powders (optional)
6. Blanket or nap toy, if desired by child
7. Baby wipes
8. Sun block

School Age Program

1. Complete change of extra clothing
2. Bag in which to keep clothes
3. Swimsuit/towel (summer)
4. Blanket or nap toy, if desired
5. Sun block
6. Extra pair of shoes for walking field trips (if desired)

Supplies may need to be replenished more often than each semester. If this is the case, teachers will inform parents.

FOOD PROGRAM

Rainbow's End follows the regulations established for child care centers by the United States Department of Agriculture. Breakfast, lunch, and an afternoon snack are served each day. Menus are selected and evaluated by a certified dietician and the Director of Rainbow's End. Meals are prepared by a certified food program administrator at Rainbow's End and served by the teaching staff and student workers.

Information about the food program may be found at www.isbe.net/nutrition.

Employees who assist with food preparation and/or serve food to children, are certified by the Illinois Department of Public Health as a *food handler*.

Please notify the Director and your child's teacher of any special medical restrictions your child might have. See "Menu" and "Nutrition" for further information.

Regulations set by the United States Department of Agriculture state:

1. Each child enrolled in Rainbow's End must have a current Child Care Food Program Application form signed by the parent/guardian, on file at the Center, in order to participate in the USDA program. This form must be updated every July 1.
2. The parent/guardian must check the child in and out daily, recording both the arrival and departure times.

FORMULA

Rainbow's End will provide the following basic powdered formulas to infants enrolled at the Center.

1. Enfamil (Premium Lipil, Gentlease, AR Lipil, ProSobee Lipil)
2. Similac (Sensative, Advance, Isomil Advance)

Rainbow's End will not provide specialty formulas such as EnfaCare, Nutramigen, NeoSure or Alimentum. If these types of special formulas are needed for your infant, parents are responsible for providing them and maintaining an adequate supply at the center. New formulas are often added to the market. If new formulas are readily available and in line with the pricing of the above formulas, they may also be purchased.

FUND RAISING ACTIVITIES

Periodically, Rainbow's End and the Board of Directors sponsor fundraising activities and specialty item sales. Proceeds from these activities help to provide funds for equipment, toys, books, and other items that enhance the operation of the center. Your participation in and contributions toward these fundraising activities are greatly needed. Please help as often as you can

GOALS

The overall goal at Rainbow's End is to provide a safe, intellectually stimulating and happy environment for children and families. Specifically, the goals for the children enrolled at Rainbow's End are to:

1. Develop a positive self-concept.
2. Develop a sense of security in group situations.
3. Develop empathy and respect for other people's needs and actions.
4. Establish routines and patterns and sharing behaviors.
5. Establish habits for safe and healthful living.
6. Extend effective and creative oral language.
7. Learn problem solving skills.
8. Foster natural curiosity.
9. Practice skills and increase concepts in all areas of the curriculum.
10. Learn correct use, respect, and responsibility for materials and equipment.
11. Practice and extend gross and fine motor skills.
12. Increase self help skills.
13. Increase awareness of emotions.
14. Assist in the preparation for each child to enter kindergarten.

GRADES

Rainbow's End doesn't give grades. Screenings and developmental assessments are utilized to assess your child's development. Results of these assessments are communicated to parents.

HEALTH POLICY

In an attempt to maintain the highest possible standards relating to the health and safety of the children enrolled at Rainbow's End, the following guidelines have been formulated for the staff and the parents. If, at times, this causes some inconvenience to either a staff member or a parent, we ask your tolerance in our effort to protect ALL the children and maintain a safe environment for them.

Illinois state law requires certain immunizations before a child can be enrolled in any preschool program. By age two (2), a child should have received the Basic DPT Series and the first booster, the Oral Polio Series and the first booster, the Measles, Mumps,

Rubella shot, the Hib Series, the Hepatitis B Series, and the Varicella vaccine. Rainbow's End staff will enforce these immunization requirements. As laws change, Rainbow's End will follow the new guidelines.

A child may be exempt or on a delayed immunization schedule if written documentation is provided by the child's physician indicating a health risk.

Religious beliefs and parent preference are not valid reasons for a child to not receive immunizations. Noncompliance with immunization laws will result in the child being excluded from attending Rainbow's End.

If a child leaves the United States and returns to Rainbow's End, the family will be required to have the TB test addressed again by the child's physician if the family has visited any of the countries at high risk for TB exposure. This will need to be addressed prior to the child attending the center.

Colds and other viral illnesses are common among children and, indeed, it is only through exposure to them that children build up an immunity system. A person in the incubation stage of most common illnesses will spread the virus from one (1) to three (3) days before any symptoms of the illness appear. Therefore, children with non-serious communicable diseases (cold, etc.) may attend Rainbow's End as long as they can be managed comfortably.

Within limits, alternatives will be provided for children who are unable to participate in all activities because of health reasons.

1. In general, children should NOT attend Rainbow's End when:
 - The child is obviously distressed, appears very uncomfortable, is crying or cannot be managed. This applies to the child's physical condition.
 - The child's oral temperature is over 101 degrees or higher.
 - The child had diarrhea or vomited within the previous 24 hours, unless it is known to be diet-related as indicated on a written statement from the child's physician.
 - Children will be sent home from Rainbow's End if they have two bouts of diarrhea in a span of 30 minutes.
 - The child has strep throat or scarlet fever and has been on medication less than 24 hours.
 - The child is in the contagious stage of chicken pox, as indicated by any open or non-crusted sores.
 - The child has conjunctivitis, "pink eye," and has not been treated for 24 hours. There should be no drainage when the child returns for care.
 - The child has other contagious disease not otherwise specified.
 - If a child is sent home from PreK, Head Start, or school, then the child should not attend Rainbow's End either.
2. A signed physician's release is required before a child can return to Rainbow's End after experiencing any impetigo, scabies, ringworm, and/or hand foot and mouth disease.
3. A signed physician's release may also be required in any instance in which a contagious and/or communicable disease is suspected. If there has been an

exposure to any contagious disease at Rainbow's End, a written notice or report will be posted at the center and/or sent to the parents.

4. In order to facilitate communication between the home and Rainbow's End concerning health and medical matters, the staff has designated areas for notes from parents. Please use these areas to update the staff on any condition which the child has that is out of the ordinary.
5. In the event of an accident or an illness which warrants sending a child home, the following procedure will be followed in this order:
 - The parent/guardian will be called at home or on their cell phone.
 - The parent/guardian will be called at work.
 - The two (2) emergency numbers which are left at Rainbow's End will be called.
 - An effort will be made to locate the parent/guardian.
6. In the event that the staff is unable to locate a parent/guardian or the two (2) emergency persons, they will use their own discretion in contacting the child's doctor/clinic/hospital as listed on the Department of Children and Family Services Emergency Care form.
7. In the event of minor accidents, the staff will follow procedures outlined in first aid manuals and report these to the parent.
8. In the event of a more severe accident, such as a minor laceration requiring stitches, possible concussion, or possible simple fracture, the staff will follow the steps outlined in #5 above.
9. If the child has a compound fracture, deep laceration, severe trauma of any kind, or convulsion, the ambulance service will be called, SIU Student Health Services will be contacted for assistance, and the parents will be notified.
10. Rainbow's End has formal arrangements with the SIU Student Health Services for a licensed, practicing physician and nurse for consultation regarding health care issues when necessary. A registered nurse visits and observes diaper changing and sanitation procedures each month.
11. It is the responsibility of the parent/guardian to reimburse Rainbow's End for any expenses incurred as a result of emergency health/medical procedures undertaken on behalf of the child.
12. It is the responsibility of the parent/guardian to call and notify Rainbow's End when your child is ill and, therefore, will not be attending the Center.
13. If a child begins to run a low-grade fever, parents will be contacted and placed on notice of the potential for the child to be picked up when the fever is 101 degrees

(100 degrees during the cold and flu season, and if there is an outbreak of illness that is out of the norm).

14. Children should not attend Rainbow's End if they have been given fever medication, as this medication could mask a contagious disease. If fever medication is issued at Rainbow's End, then parents must immediately pick up their child and the child not return to the center until they have been fever free without fever medication for at least 24 hours.
15. During the cold and flu season (generally November through February), parents will be contacted and children sent home if the child has a fever of 100 or above degrees.
16. Staff at Rainbow's End can identify symptoms of illness, but a physician must diagnose the illness. It is important for parents to understand that staff will err on the side of caution and encourage a visit to the doctor for the proper diagnosis.
17. Parents should pick up their child within 30 minutes or less after the initial call is made regarding a child's illness.

See "Bloodborne Pathogen Policy."

HISTORY OF RAINBOW'S END

Rainbow's End was originally organized on the campus of Southern Illinois University Carbondale as a student/parent co-op and was supervised by personnel who were affiliated with the College of Education. In 1978, the office of the Vice President for Student Affairs assumed responsibility for the center and in 1979, it became a unit of Student Development.

In June of 1984, Rainbow's End expanded to include an Infant/Toddler Program. A Summer School-Age Program was implemented into Rainbow's End curriculum to include children first through fifth grades in 1985.

Prior to July 1, 1991, Rainbow's End was housed in various facilities both on the SIUC campus and at Lakeland School in Carbondale. It was fully licensed by the State of Illinois Department of Children and Family Services and was an approved participant in

HISTORY OF RAINBOW'S END (continued)

the State of Illinois Child Care Food Reimbursement Program and the Comprehensive Education Training Act/CETA.

Between July 1, 1991, and June 10, 1994, Rainbow's End was housed temporarily in the Student Recreation Center, awaiting relocation to the new facility just north of the

Student Health Center. Although the center had to close its Infant/Toddler Program during this time period, Rainbow's End assumed responsibility for the Evening Care Program in the fall semester of 1991.

On June 13, 1994, Rainbow's End opened the doors of the new facility – reopening its Infant/Toddler Program, nearly doubling its Preschool/School Age Program, and continuing its Evening Care and Summer School Age Programs. The evening care was discontinued in 1996 due to lack of use. The Center applied for and received licensing through the Department of Children and Family Services and Certification through the Department of Agriculture, to reinstate the program's participation in the Child/Adult Care Food Program/CACFP.

HOURS

Rainbow's End is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Rainbow's End is closed during all official University holidays and closures. It may be necessary in rare circumstances to close Rainbow's End, even though the University is not closed.

ILLNESS

In case of illness, your child will be taken to the Quiet Room where s/he can rest quietly. The parent/guardian will be notified as soon as possible. Parents should pick up their child within 30 minutes or less after the initial call is made regarding a child's illness. Staff are not allowed to make a diagnosis, however, symptoms of illnesses will be provided to parents in writing.

See "Health Policy" for specific information.

IMMUNIZATIONS

See "Health Policy" for a listing of required immunizations.

INCLUSION

Rainbow's End is inclusive of all children regardless of race, ethnicity, religion, or ability. We make accommodations within the classroom for children with special needs and provide a space for therapy outside the classroom if needed.

INFANT REPORTS

Reports on the activities of each infant enrolled in Rainbow's End are provided to parents on a daily infant tally sheet. These tallies encompass a report on a variety of routine elements, including the child's eating and sleeping habits, number of diaper changes, and creative play activities. In addition, there is a parent checklist included, on which you may indicate to the staff your emergency telephone number and any special instructions you may have regarding the care of your infant, on a day to day basis.

JARGON

There is some terminology or jargon that is specifically related to Rainbow's End and/or child development. Listed below are a few of those terms:

1. The Center: a synonym for Rainbow's End.
2. Child Initiated Activities: activities derived by the intention of the child's interest.
3. Comprehensive Child Care: a program which provides education, health, nutrition, and social services to meet the intellectual, physical, social, and emotional needs of the growing child.
4. Experience Story: a child's dictated or written account of his/her interests or experiences.
5. Free Play: time when children are free to choose various play areas, explore the learning centers, and participate in table activities.
6. Group Time: time when children may join others children in activities such as language, music, movement, art, etc.
7. Motor Development: refers to muscular movement, coordinated, or controlled body motion.
8. Perceptual Development: the ability to form a mental image resulting from experience or stimulation of the senses.
9. RE: an abbreviation for Rainbow's End.
10. Time Out: period of time a child spends away from the peer group or activity to allow the child an opportunity to compose her/himself, or to think about and discuss appropriate behavior. Time Out is determined by the age of the child (one minute for each year of age).
11. Teacher Directed Activities: activities initiated and implemented by a teacher.

KNOWLEDGE AND DEVELOPMENTAL SKILLS

A major objective of the Rainbow's End program is to develop the physical, social, emotional, creative, and intellectual growth of each child. This objective is developed through skill/concept areas, such as:

1. reading readiness skills
2. color recognition and identification
3. left-to-right sequencing
4. number recognition and identification
5. classification or grouping
6. seriation or ordering
7. conversation
8. shape recognition and identification
9. measurement
10. social "coping" strategies for successful interaction with other children, adults, groups, and one-to-one encounters
11. problem solving

LATE PAYMENT FEE

A Late Payment Fee of \$25.00 will be charged when the monthly tuition payment is not received by the last working day of the statement month.

LATE PICK-UP AND CHARGES FOR LATE PICK-UP

Parents should pick up their child so there is time for the child to be signed out and the family exiting the center by 5:30 p.m. each day. If a conference is needed with the classroom teacher, time should be allotted for the conference to be completed so the teacher may end his/her day by 5:30 p.m.

A fee will be charged when a child is picked up after 5:30 p.m. and if a conference continues after 5:30 p.m. The fee is charged for **each** child picked up late.

- First 5 minutes: \$10.00
- For each minute thereafter: \$1.00

The late charge will be assessed on the parent's monthly financial statement.

If there is an emergency and you must be late, please call or otherwise advise the teaching staff so that arrangements can be made to care for your child.

The Child Abuse and Neglect Hotline will be called at 6:00 p.m. if parents have not called the center or arrived to pick up their child.

LICENSING STANDARDS AND COMPLIANCE

Rainbow's End is licensed by the State of Illinois Department of Children and Family Services (DCFS) and is periodically inspected to ensure full compliance with State rules and regulations governing day care centers. Many of the forms completed at the time of enrollment are required for this licensing. Enrollment records are reviewed by staff on a regular basis to ensure your child's file is complete and meets DCFS licensing requirements.

A copy of the certificate of license is prominently displayed on the Parent Communication Board in the hallway.

LOCATION

Rainbow's End is located at:
Mailcode 6735
650 South State Street
Southern Illinois University Carbondale
Carbondale, IL 62901-6735

LOCKERS AND CUBBIES

Each child enrolled at Rainbow's End will be assigned a locker or cubby to store personal possessions. School age children may use a lock on their lockers, so long as the combination is registered with the Administrative Office.

MEDICAL FORMS

A copy of the child's Physical Examination form must be on file with Rainbow's End before the child will be officially admitted and enrolled. A physical examination, signed by a physician within six (6) months prior to the child's entry into Rainbow's End is required. Please be certain that the physician fills in the following required information:

1. Child's Name
2. TB Test Results
3. Lead Screening Assessment Results
4. Record of all Immunizations to Date (this area is signed separately)
5. Date of Physical Examination
6. Signature of Physician

The State of Illinois Department of Children and Family Services requires a new physical examination form to be filed with us every two (2) years. The physical must be on the DCFS approved physical exam form; this form is available at the center.

MEDICINE

The medicine chart in your child's room must be completely filled out before any over-the-counter or prescription medicine will be administered. All medication that is brought into Rainbow's End must be accepted by a teacher. Medication must be labeled with the child's name and must have the original label and/or prescription intact before the teacher can accept it. Medication must be picked up or otherwise disposed of by the parent when no longer needed. All medication is appropriately safeguarded for the protection of the children.

MENU

Rainbow's End posts the menu on the Parent Communication Board in the hallway and in classrooms. Please advise your child's teacher of menu foods not suitable for your child due to medical conditions or disabilities. DCFS guidelines do not allow parents to send an alternate meal for their child.

MILK

Rainbow's End provides whole milk to children under age two and 1% milk to children over the age of two years. If a child requires any other type of special milk, the parent must provide a physician's note indicating the special milk is necessary due to a medical condition. Specialty milks will not be served unless it is necessary for a medical condition and prescribed by a doctor.

NAP TIME

We encourage parents to provide Rainbow's End with relevant information concerning the resting habits of their children. Children are grouped at nap time according to individual nap habits and needs: sleepers, resters, and children who need only a quiet break. Nap items, such as a pillow, blanket, or soft toy should be labeled, may be placed in the appropriate cubby or locker. Rainbow's End follows a laundry schedule and items will be washed at Rainbow's End.

NUTRITION

Rainbow's End follows the nutritional guidelines as set forth by the United States Department of Agriculture for day care centers. Menus for Rainbow's End are evaluated by a certified dietician and the Director of Rainbow's End. Nutrition guidelines for child care centers may be found at www.isbe.net/nutrition.

ORGANIZATIONAL STRUCTURE

Rainbow's End is a program of the Vice Chancellor for Student Affairs, Southern Illinois University Carbondale. The Director of Rainbow's End reports to The Assistant Dean of Students.

PACIFIERS

Children in the Infant Room may be given pacifiers as needed and as directed by parents. Children in the Red Room and Yellow Room will be given pacifiers only at nap time and are not allowed to walk around with a pacifier in their mouth. Children in the Green Room and above are not allowed to have pacifiers at the center. Parents should provide pacifiers and pacifier clips.

PARENT COMMUNICATION

Parent communication is very important. It is strongly recommended that you informally talk with your child's teachers each morning and evening. This allows you the opportunity to inform the teachers of anything out of the ordinary concerning your child or simply to talk about the activities your child participated in during the day.

PARENT REPORTS

Individualized parent reports are written daily for infants and weekly for toddler and preschool children. Reports are usually completed by full-time staff members, but information may be written by temporary employees and student workers. Reports describe some aspect of the child's activity or development observed by the teacher.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held during the months of March and April. Sign-up sheets are posted in the classrooms for designated times. Teachers are available on an ongoing basis for conferences at all times during the year. They may be arranged by contacting the teacher when needed. An administrator will assist with the conference upon request.

PART-TIME ENROLLMENT

There are no opportunities for part-time enrollment in the infant, toddler, and preschool classrooms. There are occasional short-term options and flexible options available for school-age children. Parents interested in flexible time for their school-age child should speak with office personnel.

PAYMENT PROCEDURES

The deposit, registration fee, and two weeks tuition are payable to Rainbow's End prior to the admission of any child. Monthly tuition statements will be placed in the parent communication folder the first week of each month. Payment is due by the 24th day of each month. A Late Payment Fee of \$25.00 will be charged when the monthly tuition payment is not received by the last working day of the statement month.

Payment may be made in the form of a check, debit card, credit card, money order or Cashier's check payable to "Rainbow's End". Cash is not accepted at Rainbow's End.

PHOTOGRAPHS

With your consent, teachers will take photographs of your child doing activities while at Rainbow's End. Please refrain from taking photographs of other children while visiting the center.

PHYSICAL EXAMINATION

A physical examination is required at time of enrollment. The physical presented at registration must have been performed by a physician within six (6) months prior to the child's entry into Rainbow's End and must be updated every two (2) years.

See "Health Policy" and "Medical Form" for details.

POLICY AND PROCEDURAL CHANGES

Policy and procedural changes regarding Rainbow's End may be posted on the Parent Bulletin Board, on the Rainbow's End web site, distributed in the parent communication folder of the child's classroom, or mailed to the home. Parents are expected to keep abreast of any and all changes and to comply with them as required.

PRESCRIPTION DRUGS

The staff of Rainbow's End will only administer prescription drugs which have an intact label complete with child's name and recommended dosage.

See "Medicine" for more information.

PROGRAM EVALUATION

Parents will be asked on an annual basis to evaluate and give feedback about Rainbow's End. The director and assistant director have an "open door" policy and welcome your feedback at any time.

QUESTIONS

If you have questions about the program schedules or other Rainbow's End policies, please contact the Director or Assistant Director. Questions on classroom activities or questions about children may be answered by the classroom teacher.

QUIET TIME

Quiet time is a specific time of the day when the children are required to rest on cots or engage in activities such as reading, puzzles, games with very low stimulation, and/or interact quietly with each other. Generally, children are required to remain on cots for approximately one hour. Children who are not sleeping after one hour may engage in quiet activities. The total length of quiet time varies by individual needs of each child and each classroom. School-age children are not required to nap, but a quiet time will be planned in the daily schedule. Naps and rest time are components required by DCFS.

RATES

Rainbow's End charges a daily rate for child care. All rates are for full-time enrollment, even if the child does not attend full-time. Rates are charged for each day the center is open, which corresponds to the days the university is open. Parents will be notified at least two weeks in advance of a rate increase. Parents might be asked to provide proof of enrollment (i.e.—schedule) and/or graduation from SIU (i.e.—transcript or diploma).

RATES (continued)

There are three categories of rates. These rates apply to the parent or to the family member who resides with and financially supports the enrolled child(ren).

1. *SIU Student Rate*—must be enrolled in at least one (1) credit hour at SIU Carbondale or a full-time SIUE student enrolled in the nursing program housed at SIU Carbondale. (Continuing education classes do not qualify an individual for the SIU Student Rate.)
2. *SIU Employee/Alumni Rate*—must be a full or part-time employee of SIU, or a graduate of SIU.
3. *Community Rate*—no student, employee, nor alumni affiliation with SIU.

RECEIPTS

Tuition receipts are provided upon request from the Administrative Office.

REFUNDS

No refunds are given for registration fees. The deposit fee will be refunded if a two-week notice is given prior to the child's last day of attendance. Overpayments will be also be refunded when a child withdraws from Rainbow's End. The refund check is processed through SIU Accounts Payable and can take 6 to 8 weeks for receipt by postal mail.

See "Deposit Fee" and "Withdrawal Procedures" for additional information.

REGISTRATION FEE

A registration fee of \$50.00 for infant, toddler, preschool, and after-school classrooms is charged upon the child's admission into Rainbow's End. This is a non-refundable, one-time-only fee.

There will be an additional \$50.00 registration fee for the summer school-age program each year, plus fees to cover field trip and transportation costs. These fees are non-refundable.

RESEARCH PROJECTS

Rainbow's End has the opportunity to utilize many valuable services and resources. One such opportunity is participation in research and study projects. Previous areas for these projects have included children's literature, motor development, language development, photography, and adult-child interactions.

Should you NOT desire your child to participate in any particular project, it is your responsibility to notify the Director in writing.

RESPONSIBILITIES OF THE PARENT

To help insure a positive environment for your child, we ask you to:

1. Check your child's locker for dirty clothing each day.
2. Check your child's diaper and baby wipe supply, if an infant/toddler parent.
3. Check your child's locker each day for papers, art projects, and other materials which should be taken home.
4. Check the Medical Chart daily to update any old information and to remove any outdated items.
5. Follow the Check-In and Check-Out Procedures exactly (These steps are VERY important for recordkeeping and in the event of an emergency.)
6. Arrange to participate in the parent-teacher conferences.
7. Pay all your fees and tuition charges on time.
8. Attend Rainbow's End special activities.
9. Be involved.
10. Volunteer when you can.
11. After the office contacts parents or leaves a message, they should pick up, or make arrangements for pick up, within 30 minutes if their child is sick or injured.

A special note to parents who pick up other children: You may at some time be dropping off or picking up other children enrolled at Rainbow's End. It is your responsibility to complete steps #1 through #5 above for EACH child placed in your care.

SAFETY

The staff at Rainbow's End is dedicated to providing a safe environment for your child. However, if an accident should occur, the staff will do what they can to assist your child in accordance with the Rainbow's End prescribed emergency procedures.

If a complete evacuation of the facility occurs, we will relocate to the empty lot to the west of the center or the SIU Student Health Services building.

In the event assistance is needed for a very sick or injured child, 911 will be called first. The second point of contact is to call the SIU Student Health Services who provide an emergency response team. The parent(s) will then be contacted.

See "Health Policy" for details.

SCHEDULE OF ACTIVITIES

The following represents a fairly typical day for preschoolers and school age children at Rainbow's End:

7:30 a.m. - 8:30 a.m.	Arrival; Indoor/Outdoor Integrative Free Play; Clean-Up
8:30 a.m. - 9:00 a.m.	Breakfast
9:00 a.m. - 11:30 a.m.	Small/Large Group Activities; Indoor/Outdoor Free Play
11:30 a.m. - 12:00 p.m.	Lunch
12:00 p.m. - 2:30 p.m.	Nap/Quiet Time/Transition Time for Snack
2:30 p.m. - 3:00 p.m.	Snack
3:00 p.m. - 5:30 p.m.	Small/Large Group Activities; Indoor/Outdoor Free Play; Departure

Infant and toddler schedules are developed individually, based upon each child's unique developmental patterns, as well as in consideration of the individual child's home/parental routines/cultural beliefs.

SCHOOL-AGE PROGRAMS

There are a variety of options for school-age children enrolled in grade kindergarten – second grades. Programming and scheduling is based on the Carbondale Elementary School calendar. There could be extra fees related to school-age programs.

1. After School Program—the After School Program consists of activities for children currently enrolled in grades kindergarten – second grades who attend Rainbow's End after school. Children participate in individual and group learning experiences. If school is closed early for an emergency situation, then Rainbow's End will provide child care. If the school has a full emergency closure day, then Rainbow's End will not provide child care services.

2. School-Closure Program—the center offers programming for children enrolled in kindergarten – second grades when school is dismissed early or school is scheduled to be closed for in-service, holidays, etc.
3. Summer School-Age Program—the center provides a summer school-age program. There are additional fees related to this program because the children are involved in many field trips and recreation activities. Dates and specific activities are scheduled and announced to parents in advance. When parents enroll their child in the Summer School-Age Program, they will be required to commit to the paying the extra activity fee and a specific number of days for child care tuition. The Summer School-Age Program is designed for children who just completed grades kindergarten – second grades.
4. Emergency School Closures—the center does not provide child care on days that school is closed all day for weather, power outages, and other emergencies.

SCREENINGS

Rainbow's End uses several methods of assessing each child's development. Formal screening tools are incorporated into the assessment process to help teachers and parents determine each child's developmental progress. Screenings are conducted within 60 days of a child's enrollment and three more times throughout the year. Children are screened four times each year. Some of the screening tools includes:

- *Ages & Stages Questionnaire*
- *Ages & Stages Questionnaire: Social-Emotional*

Parents receive results of the screening, including any needed recommendations for further evaluation by Child and Family Connection, Archway, or the local school district. Teachers and administrators then meet with parents to initiate the referral process.

If a deficiency is found and intervention services are needed, the center will work with the agency to provide space for the therapist to work with individual children during the regular operating hours. Rainbow's End will provide a representative at IEP and other transition meetings upon written request.

SHOW-AND-TELL

The Show-and-Tell schedule varies each semester. Check with your child's teacher for specific days and times. Children are encouraged to bring only those items that, if broken, would not upset the child. Children participate in showing and telling about their item throughout the day. This activity helps develop confidence speaking in front of a group, encourages communication skills, and helps build a link between home and school.

Refer to "Toys."

SIGN-IN AND SIGN-OUT PROCEDURES

Accurately signing children in/out each day is the primary responsibility of the parent or their designee. Accurate documentation of times is important for reports the center must complete as well as for the safety of every child, especially in the event of an emergency or natural disaster. Please remember that Rainbow's End cannot be responsible for any child who is not properly checked into the center.

To sign your child into Rainbow's End each day, the parent must:

1. Escort the child into his/her assigned room.
2. Assist the child in hanging up his/her coat and putting away belongings.
3. Wash your child's hands, or help them wash their own hands using proper hand washing procedures.
4. Notify a member of the teaching staff of the child's presence.
5. Ensure the child's comfort.
6. Record the time the child arrives on the sign-in sheet.
7. Record medical information on the medicine chart, as necessary.
8. Provide the required information on the infant tally, if a parent of an infant.
9. Ensure the child has a change of clothes, diapers, and baby wipes.

To sign your child out of Rainbow's End at anytime during the day, the parent must:

1. Come to Rainbow's End to pick up the child.
2. Assist the child in putting on his/her coat.
3. Collect personal belongings and any soiled clothing.
4. Notify one of the teaching staff that you are taking the child.
5. Record the time the child leaves Rainbow's End on the sign-out sheet.
6. Check the required information reported on the infant tally, if a parent of an infant.
7. Check the parent information board, hanging file folder, and the child's locker for artwork, tuition receipts, financial statements, and important notes.

Please notify Rainbow's End in advance if someone other than the regularly scheduled person is to pick up your child. Proof of identification (photo identification) may be required of the individual and must be provided to the office staff and classroom staff upon request. In addition, the individual will be required to sign the pick-up authorization form. Anyone picking up your child must be listed on the proper documentation in your child's file. The center will not make an exceptions to the pick up list. If parents wish to add another individual to the pick-up list, the parent must do this in person with office staff.

For parents picking up children other than their own, it is your responsibility to complete each step for each child placed in your care. All people signing children out must be 16 years of age or older.

SMOKING

SIU is a smoke-free campus, therefore, no one is allowed to smoke in buildings, in parking lots, and all areas of the property. Individual may smoke in cars on campus, however, DCFS has a strict guideline that no one should smoke in their car where children can see them smoking. In order to clarify, there should be no smoking in cars while entering, exiting, and parking in the parent parking lot at Rainbow's End.

STAFF

All staff at Rainbow's End meet and/or exceed Department of Child and Family Services and SIU guidelines.

1. The Director has a Master's Degree and extensive administrative, financial, supervisory, and classroom experience. The Director is responsible for the overall operations of the center including budget, policy development, marketing, grant-writing, and office and teacher staff supervision and development. The Director facilitates licensing and accreditation procedures. In addition, the Director has some campus responsibilities and assignments. The Director reports to the Assistant Dean of Students.
2. The Assistant Director has a Master's Degree and extensive supervisory and classroom experience. The Assistant Director is responsible for enrollment, curriculum development, technology coordination, staff development, weekly/daily schedules, student workers, assessment management, and other special projects. The Assistant Director assists the Director in licensing and accreditation procedures. The Assistant Director accepts the duties as director if the Director is absent.
3. All teachers have extensive classroom teaching experience and participate in at least 20 hours of professional development training each year. Teachers are responsible for classroom programming and management, developmental assessment of children, and parent communication. All of the teachers at Rainbow's End exceed the minimum requirements established by the Department of Children and Family Services. The Civil Service job classifications for teachers include Child Care Assistant and Child Development Associate.
4. University students are hired to assist at Rainbow's End during peak hours of attendance. Rainbow's End places an emphasis on qualifications of staff who work with the children, all University students employed at Rainbow's End must meet the minimum requirements established by the Department of Children and Family Services for Teachers. The preferred area of study for student works include early childhood, education, psychology, behavior therapy, speech therapy, social work, and other related areas.

5. Students from the College of Education and the Department of Curriculum and Instruction gain practical experience at Rainbow's End in both student teaching experience and short-term experience.
6. The cook is in charge of menu planning, food orders, documents and reports CACFP information, monitors classroom procedures for serving food, maintaining supplies/equipment, communicates with a dietician/nutritionist regarding menu planning, communicates with parents and medical professionals regarding food allergies, and works with the Jackson County Health Department to effectively implement sanitation and food service guidelines. The cook must maintain a current certification in Food Service Sanitation.
7. Volunteers who are currently enrolled in child development classes are used on a limited basis.
8. Office staff manage parent billing, staff payroll, government program documentation, enrollment and staff records, grant accounts and numerous other duties.

STAFF DEVELOPMENT

The Director, Assistant Director, teachers, and all other full-time employees at Rainbow's End participate in a minimum of 20 hours of professional development each year. This insures that all staff remain current on issues related to early childhood.

STRETCH-N-GROW

This program is designed to promote exercise and wellness for children enrolled in the Gold, Purple, Blue and Green Rooms. It assists parents and child care providers in developing good health and fitness habits in young children. The program is taught at Rainbow's End by well trained *Stretch-n-Grow* coaches.

Children participate in weekly sessions, which include exercise, activities and discussions on health and related issues such as nutrition, hygiene, and safety. They have lots of fun while learning to enjoy exercise and build good habits.

There is an additional cost to participate in *Stretch-n-Grow*. Parents will be notified of the fee, which will be entered on the parent's monthly financial statement.

STUDENT STATUS

To be eligible for student tuition rates at Rainbow's End, a parent or a family member who resides with and financially supports the enrolled child(ren) must be currently enrolled in at least one (1) credit hour at SIU Carbondale or a full-time SIUE nursing

program that is housed at SIU Carbondale, and paying tuition and fees. Continuing education classes do not qualify for “student status.”

STUDENT PARENT LOCATOR SERVICE

Student Development/Non-Traditional Student Services, located on the fourth floor of the Student Services Building, has extended a service to Rainbow's End through which parents may be contacted during times they are in class or on campus should an emergency arise at the center. For example, if your child should become ill while at Rainbow's End and we need to locate you, a staff member will call Non-Traditional Student Services and an NTSS representative will find you on campus and relay our message to you.

SUPPORT SERVICES

Rainbow's End utilizes campus support services through Student Center Dining, Student Recreation Center, and the Department of Curriculum and Instruction. Other support services are provided through the State of Illinois Department of Children and Family Services and Child Care Resource and Referral Agency. These are but a few of the many organizations and agencies which provide assistance to Rainbow's End. It takes a lot of concerned people and support groups to help maintain Rainbow's End as a high quality child care center.

TEACHER:CHILD RATIO

The teacher/child ratio varies according to the ages of the children in each group.

- | | |
|---------------|------|
| 1. Infants | 1:4 |
| 2. Toddlers | 1:5 |
| 3. 2-3 Years | 1:8 |
| 4. 3-5 Years | 1:10 |
| 5. School Age | 1:20 |

The teacher/child ratio may vary during nap time, field trips, and water play.

TELEPHONE AND FAX NUMBERS

The main office phone number for Rainbow's End is (618) 453-6358. The FAX number is (618) 453-6359.

TODDLER/PRESCHOOL TRANSITION

The following guidelines are used to determine a child's readiness to move from the Toddler Program into the Preschool Program:

1. It is preferred the child is completely toilet trained, including being able to ask to use the toilet, pulling clothes up and down independently, and dressing/undressing self in case an accident does occur.

2. The child must be able to communicate effectively with the staff and peers, including having the ability to follow directions successfully.
3. The child should have self-help skills which include changing clothing, putting on socks/shoes, and putting on a coat.
4. The child should have an attention span that allows successful participation in planned group and activity times, field trips, and outings.
5. The availability of space to maintain the appropriate teacher/child ratios.

There is a subtle transition period during from the toddler to preschool rooms.

We encourage communication between the parent and the staff as to the child's readiness signals. When all the above conditions are met, the children are equipped to have a happy, secure move from the Toddler to Preschool Program.

TOILET TRAINING

Toilet training is an important aspect of a child's development. One goal of Rainbow's End is to assist each child in having a successful experience. The staff will help parents in detecting signs of a child's readiness, such as:

1. Maintains dry pants for longer than one hour
2. Shows signs of discomfort when wet
3. Shows interest in using the toilet
4. Expresses a need to use the toilet

When the readiness signs are evident, the child may begin attending Rainbow's End in training pants. Teachers will encourage the child to use terminology such as "use the potty or toilet" and to dress/undress independently. Accidents, a natural part of the training process, are handled calmly and in a matter-of-fact fashion.

It is important for parents to remember that toilet training patterns can differ between home and the center. However, teachers will work closely with parents so the same language and processes parallel during toilet training.

Staff recognize that children sometimes have toileting accidents and will need to change their clothes. Children in the Gold Room and School-Age program should be fully trained and not wear diapers or Pull-Ups during naps and/or during waking hours.

TOOTH BRUSHING

Children will have their teeth brushed at least once a day. Rainbow's End will provide toothbrushes and toothpaste as needed.

TOYS AND OTHER PERSONAL ITEMS

Toys and other personal items should **NOT** be brought to Rainbow's End. Possible exceptions include:

1. Transitional items such as stuffed toys or blankets, as suggested by the child
2. Resource items identified by the teachers
3. Show-and-Tell items brought for others to see and touch
4. Flowers, plants, or seeds

Expensive and special occasion clothing are discouraged because children often paint and play outside throughout the day.

Jewelry should not be worn because it can be easy lost or become a hazard if worn at the center.

Personal electronics, gaming devices from home, etc. are not allowed to be used by children at Rainbow's End.

Please note that guns or war toys are NEVER permitted.

Rainbow's End is not responsible for the loss or damage of any personal property.

TRANSPORTATION

Other than for field trips sponsored by Rainbow's End, all transportation to and from the center is the responsibility of the parent.

Carbondale Elementary School provides transportation to and from PreK programs. Staff at Rainbow's End will meet the bus and help with the pick-up and drop-off process.

Carbondale Elementary School provides transportation to Rainbow's End after school dismisses each day. It is the parent's responsibility to inform the school about their child's after-school arrangements.

See "Field Trips" for additional information.

TUITION

Tuition is due monthly on the 24th of each month. A Late Payment Fee of \$25.00 will be charged when the monthly tuition payment is not received by the last working day of the statement month. Payment may be made in the form of a check, debit card, credit card, money order or Cashier's check payable to "Rainbow's End". Checks may be given to the office personnel or deposited in the Administrative Office check box in the office. Cash is not accepted at Rainbow's End.

Payment in full is required each month for continued enrollment.

Non-payment will result in the termination of child care services.

UNIVERSITY CLOSURES

Rainbow's End is closed on all University designated holidays closures. The center is also closed if the university administrative offices close for an emergency situation (i.e.—snow, power failure, etc.).

VISITORS

Enrolled parents/guardians/family members are allowed to visit their child's classroom at any time. Prospective families may visit or tour the classrooms when accompanied by office staff.

VOLUNTEER PROJECTS

Rainbow's End needs you! We are always in need of volunteer help with:

1. Computer knowledge
2. Fundraising projects
3. Equipment repair
4. Classroom resource person
5. And Much, Much, More!!!

Please volunteer whenever you can. Your volunteerism is very much appreciated. Classroom volunteers and visitors are welcome at any time.

WAITLIST

There is usually a waiting list to attend Rainbow's End. To be placed on the waiting list, please call or come into the Rainbow's End Administrative Office. Children are enrolled on a first-come/first-serve basis, with priority given to parents who have children currently enrolled at Rainbow's End. Priority is then given to SIU students and SIU employees.

Please note that waiting list forms are updated at least one time each semester. It is the parent's responsibility to respond to an email about remaining on the waitlist within five days. If there is no response, the name will be moved to the bottom of the waitlist.

If a family on the waitlist is offered a spot in a classroom, a response must be confirmed within three business days after the offer is made. Parents may decline the offer and still remain at the top of the waitlist. If there is no response, the name will be moved to the bottom of the waitlist.

If your name comes up on the waitlist and you choose not to enroll your child, your name will be removed from the waitlist, or by your request, can be placed back on the bottom of the waitlist.

WEBSITE

The web site for Rainbow's End is www.rainbowsend.siu.edu.

The web site includes information about the following:

- General information about the center
- Announcements
- Calendar information
- Answers to common questions about parenting
- Curriculum
- Enrollment policies
- Meal program
- Parent Handbook
- Policy changes
- Classroom information
- Staff information
- Communicable disease updates
- Contact information
- Emergency closure information
- Links to social media accounts

WITHDRAWAL PROCEDURES

When the time comes to withdraw a child from Rainbow's End, the parent must provide a verbal or written notice to office personnel. In order for the two-week deposit to be refunded, the office should receive this notice at least two (2) weeks in advance of the last day the child will attend. The refund will come in the form a credit applied to the account that is equal to the two-week deposit that was paid at enrollment time.

If a child is absent for two (2) consecutive weeks and Rainbow's End is not notified of the reasons for the absence, we will assume that the child has been withdrawn and the parent will forfeit the deposit fee.