

I. **INTRODUCTION**

This handbook has been prepared in order to help you more clearly understand our policies, procedures, goal and objectives at Rainbow Bright Christian Learning Center and their relationship to your and your child's educational experience.

Copies of this handbook are always available on our website.

All information is reviewed and updated annually by the Director and Church Board as needed.

You will be given at least 30 days' notice in advance of any rate changes or policy changes.

II. **WELCOME**

Thank you for demonstrating an interest in our school. We sincerely hope that our program will fit your family's needs. Our center is non-denominational and is one of the ministries of the First Mennonite Church of Paso Robles.

Children are granted admission to our program without regard of race, color, religion, national origin, or ancestry. Equal treatment and access to services are provided to all.

Our program does include a Christian emphasis and Biblical principles are stressed. Our center is mandated by the Board of the First Mennonite Church who authorizes the Director to carry out its goals and objectives within the guidelines of the State of California licensing requirements.

Our goals and objectives are:

1. Provide an education for children consistent with the teaching of the Bible, loving one another and caring for each other and God's world.
2. Assist each child in discovering and developing his/her God-given talents and abilities.
3. Extend the love of God and the church into the lives of the children and their families.
4. Provide a learning environment in which children will grow spiritually, intellectually, physically, emotionally, and socially.

III. STATEMENT OF FAITH

We believe:

1. In one God, eternally existing and manifest as Father, Son and Holy Spirit.
2. In the deity of Jesus Christ, the only begotten of the Father, full of grace and truth, born of the Virgin Mary, in His perfect humanity, His atoning death, His bodily resurrection from the dead, and His personal triumphant return.
3. In the divine inspiration of the Bible as the Word of God and containing all truth necessary to faith and Christian living.
4. That the Lord Jesus Christ lived and taught the way of life as recorded in the Bible, which is God's plan for individuals and the human race. Living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.
5. Any person who repents and believes on the Lord Jesus Christ is saved by grace from their sin, whose life is transformed into likeness of Christ by His atoning death, the power of His resurrection, and the indwelling of the Holy Spirit.
6. In prayer as fellowship with God, as a desire to be in His will, and in its divine power.
7. In the Holy Sacraments, such as baptism and communion.
8. In the resurrection of all believers for final judgment.
9. In the brotherhood of the redeemed family of God in Christ our Savior.
10. In the Christian Church, that consists of believers who have repented from their sins, and have accepted Christ by faith and are born again and who sincerely endeavor, by the Grace of God, to live the Christian life.

IV. ENROLLMENT & FEE SCHEDULE

Our center provides services for children age two through six years old, (after kindergarten care).

An enrollment interview and tour of our center are given prior to admittance. All family records are confidential and kept in a secured file with limited access.

State of California Licensing Program Analyst has the right to view your child's records to see if all enrollment papers are complete and on file.

In order to enrolled, you must provide the following completed forms:

1. Admission Agreement (Enrollment form and Parent Contract)
2. I.D. and Emergency Information
3. Health History/Parent's Report (LIC 710)
4. Activity Permit
5. Physician's Report (LIC 701)
Including up to date Immunizations
6. Consent to Treat (LIC 627)
7. Rules of Discipline Acknowledgment
8. Acknowledgement of Rights Receipt
9. Parent's Right Receipt (LIC 995)
10. Personal Rights Receipt LIC 613)

IT IS VERY IMPORTANT THAT YOU NOTIFY US OF ANY CHANGES IN CONTACT INFORMATION

We require at least **2 week's notice prior to your child leaving our program** or changing program options. This will enable us to contact potential new students from our waiting list.

Center Fee Schedule:

Registration Fee- \$100.00 (non-refundable)

Yearly Re-enrollment Fee- \$50 (An annual non-refundable fee due each year based on your enrollment month.)

Family Enrollment Rates: If enrolling more than one child **at the same time** your registration fee will be \$150 and yearly re-enrollment fee will be \$75. (Children **MUST** be enrolled at the same time to qualify for the Family Enrollment Rates.)

MONTHLY FEE SCHEDULE AND PROGRAM OPTIONS

Full day is from 7am to 6pm

Half day is from 7am to 12pm or 12pm to 6pm

(We open at 7am, but just request all children arrive by 8:45am so they may transition into class time at 9am.)

Full Day Program Options:	Half Day Program Options:
5 days.....\$600.00	5 days.....\$430.00
4 days.....\$530.00	4 days.....\$400.00
3 days.....\$445.00	3 days.....\$360.00
2 days.....\$320.00	2 days.....\$285.00

Second child discount:

5% off the tuition that is the least. (If more than 2 children will be enrolled, you will receive 5% off for each child after most expensive tuition is paid.)

Please choose a program option that meets your needs and stay on that schedule for the entire month. Extra days may be added for an additional fee. To add an extra full day it is \$40 or a ½ day is \$30. Payment for extra days is due the day the care is provided.

PAYMENTS:

Payments are due on or before the 7th of the month. We accept check, cash, direct deposit, credit/debit cards or money order.

Please make checks payable to **FIRST MENNONITE CHURCH RAINBOW BRIGHT CLC.**

Payments received after the 7th of the month will be subject to an automatic **10%** late payment fee. After the 15th of the month there will be an additional \$5/day added to the late fee and your child will not be able to attend until it is paid in full.

If your check is returned by the bank or your automatic payment is rejected, there will be a charge of **\$25.00** and you may incur a 10% late fee if payment is not made by the 7th of the month.

Any extenuating circumstances must be cleared with the Director prior to the 7th of the month or a late fee will still be charged.

If your child enters the program in the middle of the month, the first month's tuition fee will be prorated.

THERE ARE NO REFUNDS OR MAKE-UP DAYS ALLOWED. All fees have been calculated on a yearly calendar and then divided by the 12 months. The fees take into account for all holidays listed within the handbook and no additional pro-rating/discounts will be done for holidays/days school is closed regardless of your personally selected schedule.

LATE PICK-UP CHARGES:

If a morning half-day student is picked up late (**after 12:00 pm**), there will be a charge of **\$25.00.**

If a full day or afternoon half-day student is picked up late (**after 6pm**), there will a charge of **\$25.00.**

V. TERMINATION

A child may be terminated from the program at the Director's discretion with two weeks prior notice if it is determined that continued care of a particular child might be detrimental to the child or to our center. A child may be terminated from the program immediately when the Director determines that the student has been responsible for behavior that is dangerous to others.

VI. HOURS OF OPERATION

Our center is open from 7am to 6pm, Monday through Friday.

We conduct a year-round program and are closed on the following:

New Year's Day

Martin Luther King Jr. Day

President's Day

Easter- close at 1pm Good Friday and closed Easter Monday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving – close at 1pm day before Thanksgiving and closed Thursday and Friday

Christmas Break –December 24 through January 1 (may include a day before or after listed dates depending on how the days fall in a given year.)

Dates will be announced on the parent board and/or emailed prior to holiday.

VII. STAFF COMPOSITION

Our Center employees include:

1 Full Time Director/ Teacher

Teachers and/or aids to maintain an overall ratio of one teacher for every 12 children or one teacher and one aid for every 15 children

VIII. DAILY PROGRAM SCHEDULE

Our learning center approach is planned to provide an environment which allows each child to develop to his/her fullest potential. We do this by providing the following activities:

Language and Reading Readiness

Developing vocabulary, listening skills, recognition of alphabet letters, oral expression, storytelling, etc.

Math Readiness

Counting, number recognition, concepts of large and small patterns, sequencing, etc.

Science Readiness

Extension of general knowledge including, weather, animals, body parts, use of objects, what to do in different situations, classification of objects, etc.

Arts and Crafts

Colors, textures, hand-eye coordination, cutting, pasting, self-expression, etc.

Large Motor Skills

Running, riding tricycles, climbing bars, throwing, catching, and bouncing balls, jumping rope, etc.

Music and Movement

Develops rhythm, listening skills, oral expression, etc. We learn both traditional and Christian songs.



IX. LEARNING CENTER ACTIVITY SCHEDULE

7 am – 9 am	Free Choice Activities
9am	Group Prayer and Bible Verse Time
9am – 9:30am	Nutrition Break
9:30am – 11am	Class Time
11am-12pm	Outdoor Activities
12pm – 12:30 pm	Lunch
12:30 pm – 1pm	Bathroom Break and Quiet Book Time on Beds
1pm – 3pm	Rest Time
3pm – 3:30 pm	Rise and Shine and Outdoor Play
3:30pm – 4:15pm	Outdoor Play
4:15pm- 4:30pm	Outside Clean Up Time
4:30pm– 5pm	Afternoon Snack
5pm – 6pm	Indoor/Outdoor (dependent on weather and light conditions) Free Play and Departure

Time blocks above reflect approximate times. We maintain a flexible schedule to meet the needs of our children.

X. PARENT RESPONSIBILITY

The family has the greatest influence on a child's school success. A parent's increased understanding and skill can enrich and reinforce the education of each child. We encourage parents to participate in any program activity.

WAYS TO PARTICIPATE:

- A. Volunteer in our center.
- B. Gathering materials for special projects.
- C. Assisting on parties, birthdays, etc.
- D. Being an active part of our Parent/Teacher Fellowship.
- E. Participating in our fundraising programs.

YOUR INPUT IS VERY IMPORTANT TO US.

FEEL FREE TO VISIT OUR CENTER WHENEVER YOU LIKE.

Signing In and Out:

You or an adult over 18 years of age are required to sign your child in/out using our computerized attendance program each time they arrive or leave the center. We will not release your child to anyone not listed on your child's emergency card unless you have told the Director/Teacher in person or by phone and the said person has a signed and dated note from you authorizing the release of your child. You must also provide said person with your personally selected 4 digit passcode. The said person shall show their PHOTO ID to the Director/Teacher when they pick up your child.

Arrival Time:

We encourage everyone to arrive by 8:45am so your child will have time to transition into their school day before we start any activities for the day. If your child will arrive after 9am, you must call to notify us or your child's place may be forfeited to another child who needs to add an extra day.

Departure Time:

All children must be picked up **prior to** their ending time.

Half day students ending time is prior to 12:00 Noon.

Full day students ending time is prior to 6pm, the closing time of our center.

Late Pick-ups:

If you are late to pick up your child an additional fee of **\$25.00** will be charged for half-day students picked up later than 12pm.

An additional fee of **\$25.00** will be charged for full-day students not picked up prior to 6pm.

If you are habitually late in picking up your child three times during the year, your child is subject to termination from the program. Please be on time.

Absences:

We would appreciate notification of the reason of absences. If your child is absent on regularly scheduled days, he/she may not make up those days.

Transportation:

Parents are required to provide transportation to and from our center at the designated time.

Policy Compliance:**Center Compliance:**

All parents are to be familiar with and comply with school policies. The school reserves the right to terminate services when there is failure to comply with said school policies. Policies are in place to best serve and meet the needs of **ALL** our children. If you have any changes to your information, please contact the Director to make the necessary changes.

State of California Compliance:

Our center is licensed by the COMMUNITY CARE LICENSING DEPARTMENT OF SOCIAL SERVICES CHILD CARE PROGRAM which requires all parents comply with the requirements of maintaining up to date records for your child.

Our registration packet must be filled out and returned to the Director before entering our program. The packet is mandated by CCL.

The Community Care Licensing Analyst has the right to review your child's file that includes the papers you filled out upon entering our program when he/she does their annual site visits.

If there are any discrepancies in your child's file, the Director will notify you.

XI. MEDICAL REQUIREMENTS**Proof of Medical Exam:**

Written evidence that your child has had a complete medical examination is required prior to admission in our program. Proof of a medical exam performed during the six months prior to enrollment will be accepted. All required immunizations must be up to date.

Medication:

If your child is on any medications, the staff will administer it only if the medication is in the original container with the prescription label attached and signed authorization from you is on file.

Illness:

If your child has a cold, please do not bring him/her to school.

If your child has a contagious disease or condition (such as the flu, measles, chicken pox, conjunctivitis (pink eye), scabies, ringworm, hand, foot and mouth disease or head lice) please

notify the school personnel so that appropriate measure can be taken to prevent further infection. Your child may be sent home if he/she appears to have symptoms of illness during the day including, but not limited to, fever or vomiting. In such cases, he/she will be isolated from the other children and you will be notified to pick him/her up. Please plan with a friend or relative who we may contact if you are unavailable. If your child is sent home, he/she should be monitored and observed at home throughout the following day. This will enable you to determine whether your child feels well enough to participate in all school activities.

Your child may not return to school the day after being sent home.

XII. CLOTHING AND SUPPLIES

Your child may often participate in messy art and creative activities. Please dress your child in washable sturdy play clothes for school. Please bring a change of clothing for your child in case of toileting or extra messy activities. **All your child's belongings should be clearly marked for easy identification and placed in your child's cubby.** We are not responsible for any lost items.

Shoes must be worn daily. Some shoes are slippery when running or climbing, like dress shoes, loose fitting shoes, thongs/flip flops. Please make sure your child has safe shoes to wear. **All shoes must have a strap which holds them firmly to the foot when climbing or participating in other activities.**

Children in Diapers:

Parents of children who are not yet potty trained are required to provide diapers and wipes for their child. We encourage parents to check their child's diaper box (located in the cabinet above the changing table in the girl's restroom) each week to ensure they have enough diapers and wipes. All diapers are changed as needed, but our regular diaper changing schedule is as follows: after morning snack, during outside play time after class, before naptime, after naptime and after afternoon snack time. When your child is showing an interest in the toilet we will work with you and them on potty training. We find it best to keep potty training consistent between home and school, so we will do our best to mimic whichever method you choose to use at home.

Unless your child is actively potty training **AND consistently using the toilet at school**, you must provide diapers for them. **Pull-ups will not be allowed at school.**

XIII. NUTRITION

Necessary Daily Food Items:

-Morning Half-Day students are required to bring at least one snack, preferably fruit, vegetable or yogurt item.

-Full Day Students are required to bring 2 snacks, one preferably being a fruit, vegetable or yogurt item. They are also required to bring lunch including a main selection, such as a sandwich, pre-heated foods like macaroni and cheese, soup, or "left overs" in an insulated thermos container. (We do NOT regularly heat up items at school for the children.)

-Afternoon students are required to bring one or more snack items for pm snack time.

PLEASE ensure all foods can easily be opened and eaten without assistance from teachers.

Although we do open foods for the children as needed, we do not have the ability to prepare foods for children. (IE. Pizza lunchables or Sandwich kits. Please prepare these foods at home and send ready to eat.)

Drinks:

Parents must provide a lunch pail with a drink in a non-leaking container which **FITS INSIDE OF LUNCH PAIL** and is easily manipulated by your child.

Please try not to send sugary drinks in plastic container or cartons.

Please do not send soft/carbonated drinks in your child's drink container. Drinks like these tend to cause "exploding" messes in the lunch pail or cubby.

Special Snacks:

Parent may bring party treats for their child's birthdays or sign up for special Holidays. There will be a sign-up sheet on the Parent Board when special events happen. We encourage Parent Participation with these events.

If bringing cupcakes for a party, please refrain from any kind of toy on top. Sprinkles are fine, but no small toys such as rings or decorative sticks.

As a part of our science projects, we will occasionally have special snacks prepared by our children.

XIV. MISCELLANEOUS**Rest Time:**

We have rest time daily from 1:00 p.m. to 3:00 p.m. Please provide 1 crib sized sheet and a similarly sized blanket for your child to use during rest time. Blankets will be sent home once a month for washing, but we encourage you to take them home as often as you like to be washed.

Emergency Procedures:

A copy of our emergency procedures and disaster plan will be posted always by the parent board.

XV. REFERRAL RESOURCES**FIRST MENNONITE CHURCH****PASTOR ROMERO**

2343 PARK ST.
PASO ROBLES, CA 93446
OFFICE: 238.2445

CALL: Monday thru Friday 8:00 – 5:00

(888)727.2272

WALK-IN 805 A Fiero Lane, San Luis
Obispo, CA

CHILD WELFARE SERVICES

805.781.1700

**COMMUNITY CARE LICENSING
DEPARTMENT OF SOCIAL SERVICES
CENTRAL COAST REGIONAL OFFICE
CHILD CARE PROGRAM**

6500 Hollister Ave.
Suite 200, MS 29-09
Goleta, CA 93117
805.562.0400

**EOC CHILD CARE RESOURCE CONNECTION
(For a list of North County Licensed Providers
or Subsidized child care)**

EMAIL:

<http://findchildcareslo.capslo.org>

Parent Handbook



LIC# 401710399

Revised 1/2017

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