



# RAINBOW DAYCARE

Where there is a Rainbow of Learning

**Rainbow School  
3250 W. Irving Park Rd  
Chicago Il, 60618  
773-478-8182/773-942-6019**

**Infant/Toddler/Preschool, Head Start, Early  
Head Start Program**

Visit us online: [www.facebook.com/nkrainbowschool](https://www.facebook.com/nkrainbowschool)

## **PARENT HANDBOOK & Covid - 19 Protocols 2023 – 2024**

**PROGRAM INFORMATION**

Rainbow Daycare prioritizes quality early childhood education that is a year round and full time program. We provide education and child care services to families with children aged 6 weeks to 5 years old. Rainbow Daycare has achieved the Silver circle of quality under Excelerate Illinois, a rating system that recognizes Illinois child care providers for their efforts in maintaining high quality child care. Rainbow Daycare abides by the DCFS Illinois Licensing Standards for Child Care Centers as well as the Head Start Program Performance Standards. We assist families in qualifying for child care assistance through Action For Children, Early Head Start and Preschool For All for low cost or free educational services which are dependent on family size and income/school eligibility.

**MISSION**

Rainbow Daycare is committed to providing a loving, caring environment where every child can safely and securely learn. We strive for our students to develop to the fullest of their capacity in all aspects of development including physical, mental, social and emotional through the use of Creative Curriculum and implementation of holistic, cultural and play-based practices. We believe that children learn best through play, exploration, and discovery.

Rainbow Daycare is inclusive to all. We serve low-income, diverse families and children with special needs. Through our partnership between families and staff that includes teachers and social services our goal is to support not only the children but the family as a whole to attain their goals.

**RAINBOW DAYCARE STAFF AND YOUR TEAM**

	<b><u>Director</u></b> Nellie Martinez	
<b><u>Education Coordinator</u></b> Epifania “Fanny” Lopez	<b><u>Disability Coordinator</u></b> Iris Cedeno	<b><u>Assistant Director</u></b> Chantill Payne
<b><u>Classroom Teachers</u></b>	<b><u>Family Engagement Coordinator</u></b> Karen Velazquez	<b><u>Family Support Specialist</u></b> Kristina Kawell

**WELCOME TO YOU AND YOUR CHILD!**

Your family is very important to the staff here at Rainbow School Daycare Center. We welcome you and hope this year is a time for you and your child to learn, have fun, and meet new people. Our hope is that your child will make new friends and so will you!

**Communication is important to make our program work for your family and for us.**

Talk to us about:

- Your child
- Your family
- What your child likes to do
- Changes in your home
- Concerns and help you need
- Ideas you have for us

We’ll talk to you about:

- Things your child is doing well
- How you can help us
- Neighborhood problems
- Meetings and workshops
- Learning ways to encourage your child

**HOW AND WHEN TO TALK TO EACH OTHER:** We ask for appointments to stop and speak to the director, the teachers or any support staff. However, you are always welcome and the doors are open.

Please make sure to read your monthly newsletters, calendars, signs at the door and/or parent board.

**HOURS OF OPERATION**

**MONDAY THROUGH FRIDAY FROM 6:30 A.M UNTIL 6 P.M.** with the exception of monthly staff meetings, holidays which are noted on the **parent calendar** and in the newsletters. Class hours are 8:30am until 3pm.

**DROP OFF POLICIES, ATTENDANCE AND TARDINESS**

For your child's safety, sign your child in at the designated area and bring your child into the classroom. Wash hands, hang up belongings and perform the daily health check with a staff member.

The cut off for arrival is for 8:30 a.m. Children will not be accepted unless the parent has called by 8am or has provided prior notice of late arrival 24 hours or more before the scheduled late arrival day. Chronic tardiness, defined as three or more late arrivals in one month, will not be tolerated.

Parents/guardians must inform the school in advance for absences or late drop offs due to scheduled appointments. Parents/guardians who have not notified the school will not be permitted to drop off the child. Exceptions are made for parents/guardians who have conflicting schedules, have spoken to the program director and have reached an agreement. Exceptions will be noted on paper and kept in the child's file. Enrolling parents are responsible for informing all primary and contingent authorized pick-up/drop-off persons of these policies.

**Please note:** Parents receiving assistance from Action for Children will follow the parent's employment schedules on their Action for Children application unless otherwise agreed upon by parents and administrators.

Children must be in attendance at a minimum of 85% in order to maintain their slot with us at Rainbow Daycare. Family Support will reach out if a child is consistently absent in order to assist with any obstacles or resources. If attendance is still affected the child is at risk of being dropped from the program.

**SCHEDULE:**

Arrival/Drop-off: Occurs between 6:30am - 8:30am.

Breakfast: Served from 8:30am-9am

Lunch: Lunch is served between 11:30am-12pm

Nap Time: 12:30pm-2:30pm

Snack Time: 2:30pm-3pm

Pick Up: Occurs between 3pm-5:45pm.

**PICK UP POLICIES:**

Children will only be allowed to be released to adults (minimum of 16 years of age and up) on the emergency pick up list. Individuals must bring a form of ID the first time for pick up. If another individual is picking up that is not on the list. Please inform the school and provide the individuals full name and let them know to bring a photo ID.

## **FIRST DAY OF SCHOOL**

### **NEW ENROLLEES & THE FIRST DAY OF SCHOOL FOR YOU AND YOUR CHILD**

Congratulations! Your child is transitioning into our program. Your child will continue to grow and learn in a new environment while preparing for Preschool and/or Kindergarten!

You can help your child during this process by reading to your child books about transitioning and the first day of school. Talk about expectations, fears or any feelings or questions they may have. Please reach out to the social services department for resources from our Parents As Teachers curriculum that can assist with the process (**Helping your child make transitions, Home routines for the first week of school, and Your child's first school routines**).

It's always harder for us parents than it actually is for the children. Please remember to stay calm and feel free to stay a few minutes longer to assist your child in the transition and do not sneak away. Feel free to bring a family picture that your child can look at throughout the day. Please do not hesitate to call during the day to check in. We are here to help make the transition into school smooth for both parents and children.

### **ATTENDANCE IS ESSENTIAL!!**

We expect you to send your child to school every day and that you will work closely with the staff to see what adjustments can be made to lessen the anxiety. If you have any questions about separation issues, please talk with your child's teacher. Regular attendance is critically important for children to become successful life-long learners. Not only will good attendance help build good habits for the children, it can also help alleviate academic problems later on.

### **Transitions to the Classroom**

Guardian must be present with the child during the transition process.

- **Day 1:** From 8:15 a.m. - 9:15 a.m. Children will have breakfast in the classroom. Children will leave the classroom after breakfast.
- **Day 2:** From 8:15 a.m. - 10:15 a.m. Children will have breakfast and morning routines in the classroom. Children will leave the classroom after their morning routine.
- **Day 3:** From 8:15 - 12:00 Children will have breakfast, morning routine, and lunch in the new classroom. Children will leave the classroom before nap time.
- **Day 4:** Children will begin full day hours

## **TRANSITIONS**

Moving up to a new classroom is an exciting time filled with fun and opportunity. We know transitions can sometimes be a little scary for both children and parents. That's why our teachers and school staff are dedicated to supporting families every step of the way. Every child is different; moving to a new classroom is fun and exciting, but for others, it may be more stressful. Our goal is to make transitions as smooth as possible, for everyone involved.

### **What to expect from the transition process?**

- Your child's family support specialist will let you know, well in advance, when your child is developmentally ready to transition to the next classroom. At that time you can discuss any questions you may have and make an appointment to tour the new classroom.
- The current teacher and new teacher will meet to discuss the transition. Your child's teacher will help prepare your child for the transition, for example, by having your child visit the new classroom multiple times in the weeks leading up to his/her start date.

### **Transitions From Classroom to Classroom**

The same process will occur with the exception that the parent may not need to be present.

- **Day 1:** Children will have breakfast in the new classroom
- **Day 2:** Children will have breakfast and morning routine in the new classroom. Children will return to their current classroom before lunch.
- **Day 3:** Children will have breakfast, morning routine, and lunch in the new classroom. Children will return to their current classroom before nap time.
- **Day 4:** Children will have breakfast, morning routine, lunch, and will nap in the new classroom. After nap, children will return to their current classroom. (Will have snack in current classroom)
- **Day 5:** Children will be in the new classroom all day.

### **From Our Program to Kindergarten**

Children and parents will go on a field trip to their new school and spend time in their new classroom. Teachers will read books and have discussions about kindergarten and meeting new friends.

### **CHILDREN RECEIVING TRANSPORTATION SERVICES**

Parents of children receiving transportation services to and from the center must notify center staff of your child's pick-up/drop-off schedule. Parents are responsible for informing the center if your child does not need to be picked up from school or will not arrive for their designated pick-up time.

## **PROGRAM POLICIES**

### **WEATHER CLOSINGS AND SNOW DAYS**

We are **OPEN** every day during the winter. The program may or may not close if Chicago Public schools close for extreme weather. Please communicate with our staff and we will do our best to inform parents of any emergency closings. School staff will contact you in case we are too close due to the weather.

### **HOLIDAYS AND VACATIONS**

We will make every attempt to notify parents at least a month in advance of any additional closings or schedule changes. Please keep your contact information updated on your child's information card so we may reach you in case of an emergency school closing or dismissal. Please regularly check the parents boards, and facebook page to stay informed about any emergency early dismissals/school closings.

### **THE USE OF TOBACCO AND CONTROLLED SUBSTANCE**

**No Smoking within 15ft of the school. Any parent or other person who is authorized to pick up a child enrolled in Rainbow Daycare and comes to the center intoxicated or in an impaired physical condition which may prevent him/her from assuring the child's welfare will not be allowed to pick up the child.**



### **RAINBOW DAYCARE IS A NO-VIOLENCE ZONE**

### **PERSONAL BELONGINGS**

Your child needs to have at least two complete changes of clothing available at school in case of an accident. Each complete set of clothing includes a shirt, pants/shorts/skirt/dress, underwear, and socks. We will try to keep the clothing in a safe place, but the center cannot be responsible for your child's personal belongings. It is the parent's responsibility to label each of your child's articles of clothing with their name.

### **CONFIDENTIALITY AND PERSONAL INFORMATION ON YOUR CHILD**

All information pertaining to your child and your family is strictly confidential. In the event of referral services, in which information is released to another agency, written parent consent must be acquired. You must be informed on the type of information the center is requesting. Our files are open to inspection by authorized staff of our funding source such as Head Start, EHS, The Department of Child and Family Services, The Illinois State Board of Education and The Department of Family & Support Services. You are also free to look at your child's records in the office.

**Early Head Start Family Confidentiality:** Head Start programs are required to implement and maintain safeguards and safety measures to preserve the confidentiality of personal and private information collected from or about Head Start families and children.

### **TOILET TRAINING**

A plan will be in place for children with toilet training needs to ensure that efforts are made to assist young children to acquire toileting skills if needed and to support the implementation of individualized services to children. Staff must be sensitive to the wants and needs of the parent.

Children will be treated in a respectful manner at all times. No child, regardless of whether or not that child has a disability, shall be denied placement based on inconsistent or limited training skills.

#### **PROCEDURES:**

1. Teaching self-care skills, such as toilet training, is an integral part of an inclusive program. In conjunction with a toilet training plan, teaching staff can provide opportunities for the child to learn toileting skills at a developmentally appropriate pace.
2. For each child needing individualized support, there must be a written toilet training Action Plan or schedule developed between staff and parents.
3. For children with a current IEP/IFSP, goals that address toilet training can serve as the plan.
4. Staff must have ready access to the plan for the children in their care and must adhere to it.
5. Copies of the toileting Action Plan will be in the Emergency Binder and child's file. A copy can also be given to the parents, if requested.
6. All supplies (diapers, pull ups, wipes, etc.) that are used while the child is attending the program are purchased by the program if they are enrolled in EHS-CCP program. All other families must provide supplies for their child.
7. Staff are required to wear disposable gloves when changing diapers or pull-ups or when toileting a child.
8. When staff is required to change a child, they will communicate to the other staff in the room that they will be changing a child. Another staff will be within auditory range.
9. Toilet training must include instruction and assistance to the child in hand washing and hygiene.
10. Staff will follow diapering changing procedures

#### **OUTDOOR TIME AND WALKS**

Upon enrollment, parents will be asked to give written consent for their child to participate in the field trips and other visits off the school premises such as walks.

#### **FIELD TRIPS**

Going on a field trip enhances the children's critical thinking skills and gives students a chance to think about a topic or theme from a different perspective. A school trip gives students the chance to experience new venues. Parents have a vital role to play. Parents can help enhance learning outcomes, address related safety issues and ensure the fun! For that reason we welcome parents who want to volunteer on field trips.

As a result, we feel that field trips are an integral part of the center's program. Children ages 3 years and older have the opportunity to participate in school field trips. **Child care is not provided for children not attending field trips.** We welcome any parents who want to volunteer on field trips.

Due to the safety of the children, change of environment, and/or need of one to one assistance for the child, we do require mandatory chaperones for any children with challenging behaviors or with IEP/IFSP. Chaperone can be an adult family member that is familiar with the child. If an adult can not attend then the child will remain home and an activity package can be sent home.

The center is currently developing alternatives for children under the age of 3 due to the children not being able to ride a school bus. More information to come.

## **CLASSROOM VOLUNTEERING**

We would like for your experience with our program to be one where we all work together to provide your child with the best learning environment possible. One very important way this is done is through parents spending time in the classroom. Below is a list of some specific things that you can do when you come in, we would like each parent to come into the classroom for at least one hour a week. **If you volunteer for 3 days or more, you will also need to get fingerprinted and physical.**

### **Story Time**

- read or tell a story to a child or to a small group of children.
- sit with a group of children while someone reads aloud to them.

### **Music**

- sing with the children
- play singing games

### **Outdoors**

- Help children get ready to go outside (especially in the winter).
- Be an extra pair of eyes and hands on the playground or on walks
- Play games (jump rope, circle games, etc.)

### **Field Trips**

- Join the class and be responsible for two children for the outing, as needed.

### **Lunch Time**

- Sit at a table with 4 or 5 children. Encourage quiet lunchtime conversation.

### **Table Games and Art Activities**

- Sit at a table and assist (when needed) getting materials and encourage a child at whatever he or she is doing.
- Play games with the children- Color, Bingo, Candy land etc.

## **IN KIND**

Early Head Start and Head Start requires that a part of the money allocated to the program be matched by volunteer time. Each classroom is responsible for obtaining as many volunteers as possible.

## **YEAR END CELEBRATIONS**

At the end of the school year children will be having a celebration of the end of the school year and children moving up. This activity may be held outdoors. Please make sure to wear appropriate clothes.

## **CANDY, BIRTHDAY TREATS, ETC.**

**Please do not send candy, cakes, sweets, or potato chips to school with your child either daily or for holiday celebrations.** Due to high sugar and/ or fat content, candy, sweets, or potato chips do not meet the Head Start guidelines. Our goal is to support children in enjoying a wide variety of foods, which have sound nutritional value, rather than empty calories. Foods for celebration will be provided by the program and include such foods as fresh fruits and vegetables. If you wish to bring a treat, please consider bringing items like pretzels, fruit snacks, 100% Juice, Mini muffins, Snack Packs, etc. Non-Food items such as Stickers, Temporary Tattoos, Silly Straws, Pencils, erasers, small toys, etc. are an excellent treat alternative.



## **CHILD ABUSE**

We are mandated by the Child Abuse and Reporting Act to report any suspicion of child abuse or neglect to the Illinois Department of Children and Family Services and to co-operate with D.C.F.S. workers who are following-up on any children enrolled in our center. This is for the protection of all persons, but primarily to ensure that every child is helped to live in a safe and nurturing environment. We have resources available for those parents who may feel that they need assistance in raising their child. Please talk with any staff member if we can be of help to your family.

24-hour Child Abuse Hotline at **800-25-ABUSE (800-252-2873)**

## **DISCHARGE POLICY**

We understand that not every child is suited for a center environment. If there are any issues that are brought to our attention by our staff, parents/guardians or by your child, a meeting will be scheduled to address the concerns. The meeting will involve the Director, necessary staff members and the parents/guardians. The concern(s) will be clearly noted and discussed throughout the meeting. Some examples may include failure to adhere to our center's policies, late payment, behavioral problems etc. Potential solutions will be determined in a non-judgmental manner. A plan will be designed to solve the issue(s) and a second meeting will be arranged to reassess the situation after a week has passed. If the issue(s) is still not resolved to the satisfaction of everyone involved, a 1-week written notice of termination of services will be issued.

## **PESTICIDE PROCEDURE**

As required by the State of Illinois and Rainbow Daycare has a pesticide procedure. Our pesticide company, **ROSE PEST CONTROL**, provides services on a monthly basis. A notice is posted throughout the center on the parent board and in the classrooms, etc, two business days prior to pesticide application. Please feel free to ask any questions that you may have about our pest control procedure.

## **INSURANCE COVERAGE**

Our program provides accident insurance coverage for all children during program time. In case of an accident, you will be contacted by the Director.

## **OUTDOOR PLAY AND INCLEMENT WEATHER POLICY**

Licensing and Curriculum require children to have access to an outdoor area used for active physical play at least one hour daily, year-round, weather permitting. In Illinois, the term, "weather permitting" means temperatures between 25- and 90-degrees Fahrenheit. Be sure to dress your child appropriately for cold weather, including boots, snow pants, mittens, gloves and hat if needed. In the summer months, your child should wear closed toe shoes. Your children should have a swimsuit or change of clothes and a towel for water play.

## **PLAYGROUND USAGE**

Rainbow Daycare playgrounds are not for public use. Playgrounds can only be used by children signed in AND under the care of the teacher during program hours. If you are passing through the playground we ask that you do not allow your child or other children with you to play on the equipment. Please close the gate door behind you and do not leave any children unattended on the playground during pick-up/drop-off.

## **MEDICAL**

### **SICK POLICY**

As Per DCFS Licensing Standards, our program asks for your cooperation in following the Health requirements for children.

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether or not the child is able to attend school safely which is dependent on the severity of the symptoms/illness.

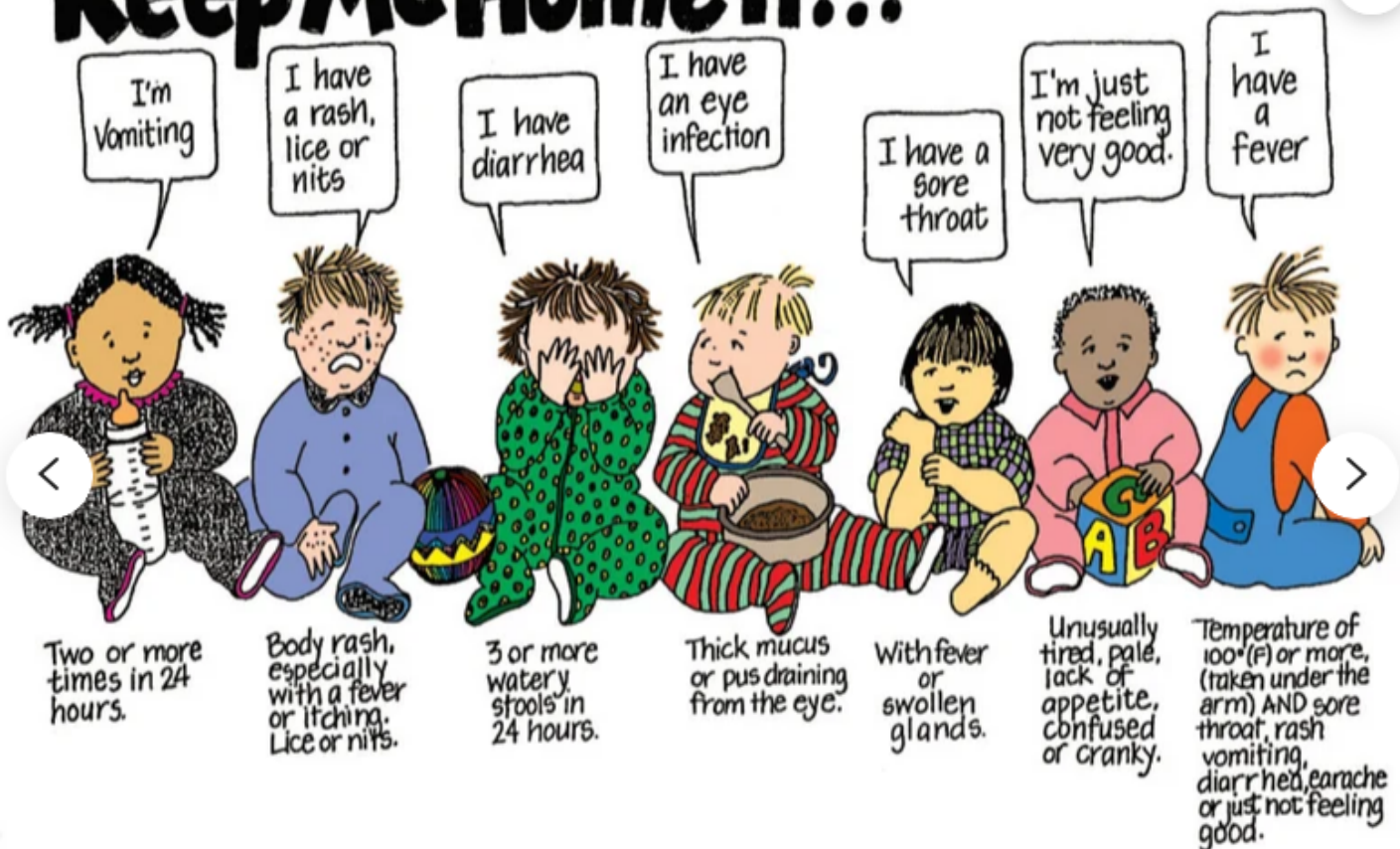
1) Children with diarrhea and those with a rash combined with fever (oral temperature of 101° F or higher or under the arm temperature of 100° F or higher) shall not be admitted to the day care center while those symptoms persist, and shall be removed as soon as possible should these symptoms develop while the child is in care.

2) Children need not be excluded for a minor illness unless any of the following exists, in which case exclusion from the day care center is required:

- A) Illness that prevents the child from participating comfortably in program activities;
- B) Illness that calls for greater care than the staff can provide without compromising the health and safety of other children;
- C) Fever with behavior change or symptoms of illness;
- D) Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E) Diarrhea; 3 or more times in 24 hours
- F) Vomiting 2 or more times in the previous 24 hours, unless the vomiting is determined to be due to a noncommunicable condition and the child is not in danger of dehydration;
- G) Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
- H) Rash with fever or behavior change, unless a physician has determined the illness to be noncommunicable;
- I) Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J) Impetigo, until 24 hours after treatment has been initiated;
- K) Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L) Head lice, until the morning after the first treatment;
- M) Scabies, until the morning after the first treatment;
- N) Chicken pox (varicella), until at least 6 days after onset of rash;
- O) Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- P) Mumps, until 9 days after onset of parotid gland swelling;
- Q) Measles, until 4 days after disappearance of the rash; or
- R) Symptoms that may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77 Ill. Adm. Code 690)

A written note from the child's doctor is required before the child can return to school after a serious illness. Please make sure that your child's immunization and booster shots are current.

# Keep Me Home If...



## When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

### ALLERGY AND ASTHMA

Children who have an allergy or asthma **MUST** have their physician sign and complete an allergy action plan or asthma action plan. Please provide a copy to the school upon enrollment. **Children are not allowed to attend the program without first completing and submitting an allergy or asthma action plan to the program.**

### MEDICAL ADMINISTRATION

The center staff will be able to administer medication with parental consent, documentation on the use of the medication, and the appropriate training on the administration of your child's medication. Parents must fill out a medication consent form. Consent forms expire after 90 days, so any children with long term medication, emergency inhalers, or Epi-Pens must fill out a new consent form every 90 days.

In the event that a parent cannot be reached, one of the emergency numbers provided by the parents will be called. To prevent any mistakes in the administration of medication, we ask that your child's medication be administered only by parents before and after they come to school if possible.

## **DAILY HEALTH CHECKS**

- 1) Upon entry to the building, regardless of entrance (each classroom has their own entrance), all children will be scanned with a touchless infrared thermometer located in each classroom.
  - a. Based upon the IDHS guidelines, a temperature reading of **100.4 or higher** is considered a positive for a fever.
    - i. If the child has fever, they must be sent home. This is because children can present as asymptomatic carriers of the disease- meaning that children can carry and harbor the virus without showing symptoms. Please refer to the Infection Protocol for detailed instructions.

## **HANDWASHING**

- 1) All Staff and Children must wash their hands immediately upon entering the classroom
- 2) Parents must wait near the designated entrance of the classroom and only come into the classroom if invited/requested by staff.
- 3) Parents are given hand sanitizer to sanitize their hands.
- 4) Parents who are volunteering or going to be in the building for an extended period are encouraged to wear their mask.

## **MASKS POLICY**

- 1) All staff, families and children above 2 years old are encouraged to have masks
  - a. with the following exceptions: Nap time, Eating, Outdoor play time
- 2) Masks will be provided to children showing any illness during program hours.

## **COVID-19 PROCEDURES**

- 1) Optional COVID-19 (RSV, FLU) testing is provided weekly on Mondays on site by a partnering agency. Families will be notified if your child is positive and the classroom will be notified of close contact.
- 2) Face mask are encouraged for all to assist in reducing the spread of germs. However, it is optional and at the families discretion.
- 3) If your child or household member is showing signs or symptoms of covid-19 testing is encouraged. Resources are available such as local testing sites and at home tests. Please speak with your family support worker for more information on resources.
- 4) In case of ANY illness (even non-covid cases), the following requirements, as put forth and should be followed to return to the center.
  - a. Test negative for illness or have a doctor's note.

## **NOTIFICATIONS OF ANY ILLNESS**

- a. Families and staff will be notified by the office that our center has been exposed to any communicable disease (including but not limited to COVID-19, RSV, Pink Eye etc) as soon as possible. No identifying information for the affected individual(s) will be given, only the fact that we have been exposed will be stated.
- b. If the center needs to close early parents will be contacted to pick up children as soon as possible.

## **HEAD LICE POLICIES**

In an effort to decrease these outbreaks, our program will be enforcing a “nit free” policy that indicates any child found to have head lice or their nits (eggs) will be excluded from the classroom until proper shampooing has been done and nits removed. Parents will be given instructions on

treatment of head lice, removal of nits and techniques to eliminate head lice in the environment. If a child returning to class is found to have lice or nits, the child will be sent home. If the condition persists and causes absenteeism the Family Worker will review the treatment plan. If needed, a referral to a physician will be made.

### **UNIVERSAL PRECAUTIONS**

The practice of good hygiene on a daily basis is maintained in our Program. Staff and children wash their hands regularly thoroughly with soap and warm water after toileting, coughing, and sneezing and before food preparations. The use of disposable gloves are used when in direct contact with body fluids. After thorough cleaning, cuts and injuries are covered with bandages. Surfaces are washed with a mild bleach solution after use during lunch, snack and the end of each day

### **EMERGENCY MEDICAL CARE**

Our program must have on file a written consent form from the parent or guardian for emergency care, in the event that the child's parent cannot be reached. This form must be completed before the child can participate in the program. If you do not wish for your child to receive medical care based on constitutional grounds, then you must provide the center with a written letter stating your reasons and suggest alternatives for emergency care.

### **EMERGENCY PLAN**

When a serious accident or emergency occurs at school, Rainbow Daycare has developed an Emergency Preparedness Plan which is reviewed annually. Children are expected to participate in drills throughout the year to prepare for emergencies. Please make sure you have read the emergency authorization forms and permissions included in the school application. Parents are welcome to review our emergency preparedness binder and are encouraged to volunteer during emergencies.

## **EDUCATION**

The primary objective of the program is to provide a learning environment that supports children and families. The family is viewed as the first and most significant influence of the growth and development of the young child's growth. We strongly encourage parents to be involved in all aspects of the Program.

Rainbow Daycare Program implements the Creative Curriculum and adheres to the "total child" approach. The approach views each child as an individual with special abilities, interests, and experiences. Activities are planned to meet each child's capabilities. The child will learn and develop by doing, looking, talking, and discovering how things work and how they relate to other things in his/her environment. The adult will interact with the child in such a way that the child's thinking skills and abilities will be challenged as well as extended.

The educational goals are:

- ❖ Develop each child's ability to make choices and decisions about what to do and how to do it.
- ❖ Develop each child's ability to work with other children and adults in group planning, and problem solving.
- ❖ Develop each child's knowledge of concepts.
- ❖ Develop each child's ability to express, talk about, ideas and feelings, ability to represent thoughts both verbally and written.
- ❖ Develop each child's creativity, initiative, spirit of inquiry and openness to knowledge and other people's viewpoints and personal experiences.

An important feature of our Program is its understanding of the diverse ethnic and cultural backgrounds, which are integral parts of the communities and world. There is an atmosphere of acceptance, in which the individual needs of each child and family are considered and in which each child can flourish and grow.

We look forward to getting to know you better through daily sharing, special parent visits to the Center, conferences and parent meetings. We hope it will be an exciting and rewarding year for both you and your child.

Your family is one of the most important contributing factors in our program. **YOU ARE IMPORTANT** to the success of this program and more important, to the success of your child!

### **OUR GOALS FOR CHILDREN**

1. To provide experiences and activities this will enhance the child's total development- physically, mentally, socially, and emotionally.
2. To encourage self-confidence, spontaneity, curiosity, self-discipline and a sense of independence.
3. To encourage a sense of dignity and self-worth.

### **OUR GOALS FOR PARENTS**

1. To provide experiences and activities which will increase parenting skills.
2. To provide experiences that will help meet individual needs. We can meet these goals if we each do our part.

## **SOCIAL SERVICES**

### **COMMUNICATION**

This is done through multiple platforms including text messages, phone calls, emails, monthly newsletter, flyers and letters. To stay up to date please read these thoroughly.

### **FAMILY ENGAGEMENT EVENTS**

Families are welcomed to our family engagement events that includes events like Donuts with Dudes, Muffins with the Misses, Family Movie Nights, How to Babysit a Grandparent and more. Information will be shared via flyers and RSVP are encouraged in order to plan accordingly.

### **PARENT POLICY COMMITTEE & PARENT WORKSHOPS**

What is a parent meeting? First part half of the meeting a parent policy committee (PPC) meeting is held. This is a group of parents and community members who help lead and make decisions and stay informed on their Head Start and Early Head Start program and community. Through PPC we aim to engage parents not only in the administration of the program but to also build community among parents and parental involvement.

Why should I join? Through PPC parents have a voice in shaping the quality of their child's education and program. Members participate in passing the annual budget, interviewing potential employees and creating new policies and procedures.

Second part, a parent workshop is held. This is a space where a presenter shares information on a topic in relation to individual, family or child topics. Topics include picky eaters, money management, child development, domestic violence, immigrations, stress management etc. Parents can attend to just listen, share their experiences and/or ask questions. These meetings are led by third party individuals such as nutritionist, financial advisor, organizer, child development consultants, counselors and other experts in various fields.

When are the meetings? Meetings are held on the second (2nd) Wednesday of the month from 4-5pm.

### **FAMILY PARTNERSHIPS (GOALS AND REFERRALS)**

Families and family support workers will meet to develop 1-3 goals which can be for the family, child or parent. Families will be provided resources and referrals to assist with goals.

### **PARENTS AS TEACHERS CURRICULUM**

Children's first teachers are you! Parents are the most important people in a child's life. Learning happens everyday through small interactions such as talking, playing, cooking, and even reading together. Parent Child Activity Handouts are fun activities that also provide the child an interactive learning experience. Please speak with the family support specialist for more information and handouts.

### **PARENT RESPONSIBILITY**

Contact Info: Parents are to update their information as it changes (such as phone number and address).

Kids Health: Please keep the child's medical record up to date. This includes a yearly dental, yearly blood work for Lead, TB and Hemoglobin. Children must also have updated physicals which will be done at every baby wellness visit (2wks, 1 month, 2 months, 4 months, 6 months, 9 months, 12 months, 15 months, 18 months, 2 years and yearly after).

## **DISABILITIES**

### **SPECIAL SERVICES AND CHILDREN WITH SPECIAL NEEDS**

Disabilities are an aspect of the Special Services component that deals with children who have been professionally diagnosed as disabled, according to federal regulations. If it is suspected that a child is in need of a referral for a speech/language evaluation, learning disability, and emotional/ behavior disorders, in addition to other conditions; Rainbow does our best to connect parents and families with services that will allow the child to receive special help for their special needs. There is a referral process that takes place. It includes meeting with the Disabilities Coordinator and/or Family Worker, filling out consent forms and taking the appropriate documents to the child's home school or contacting the appropriate programs to initiate services.

#### **Referral for Evaluation**

- Disabilities Coordinator, Teacher and/or Family Support Worker will reach out to meet and discuss the child's development, referral process and if there is a need for a referral for an evaluation. Parents can always request an evaluation if they have a concern for their child's development.
- If a referral is submitted on the parents behalf the parent(s) are responsible for answering phone call for scheduling.
  - CPS calls to schedule meetings. CPS will only call twice (2 times) in order to schedule the meeting. Please be sure to check voicemails and answer calls.
  - Early Intervention will be calling for children 0-3. Please check voicemails.
- If a child is approved for an IEP or IFSP, parents will be provided the plan via email and/or paper and must share with Rainbow Daycare.
  - 0-3 years old will receive therapy services at home or Rainbow Daycare.
  - 3-5 year olds will receive therapy at CPS. Parents will also receive school placement letter (and possibly transportation services). It is vital to share the information with the teacher and disabilities coordinator.

#### **Individual and Family Support Plan (IFSP) Ages 0-3 and EARLY INTERVENTION**

Children enrolling with IFSP:

- Children receiving therapy services for Early Intervention can have their therapy services at the site. Therapists are welcomed from 9-11am or 3-4pm.
- We encourage communication between the therapist, family and teachers in order to assist the child in their development.

#### **Individualized Education Plan (IEP) Ages 3-5: CHICAGO PUBLIC SCHOOL SERVICES**

Children enrolling with IEP:

- Children who already have an IEP will attend CPS for half day programs (AM or PM session).
- If the child has transportation approved the family can use the school as the pick up and drop off site. We ask the parents to share the school bus schedule and contact information.
- Parents will share IEP with Rainbow Daycare in order for teachers and coordinators to implement and individualize the child's lesson plan.



## **IN CLOSING**

Much information has been covered in this handbook. It is yours to keep and refer to throughout the year. We hope you will find it helpful. Many of the things discussed in the handbook will be brought up many times during the school year at parent meetings and at other times. Rainbow may also update policies outlined in the parent handbook during the school year, and we will ensure that parents are informed of any changes. Please refer to the parent board in the entrance hallways and your child's classroom for notification of changes. Rainbow will also post on the Facebook page.

We especially want to urge you to attend the parent meetings held at your center. These meetings are your formal opportunity to give your opinions, ask questions.



I, *parent name(s)* \_\_\_\_\_,

parent(s) of *child name(s)* \_\_\_\_\_,

have received and reviewed

- the 2023– 2024 Rainbow Daycare Parent Handbook
- the Covid - 19 Protocols and Sick Policy
- the center policy and procedures

I understand the handbook includes important information regarding my child's program such as enrollment, attendance, health records as well as information about annual school closings, program pick up and drop off policies.

I understand it is my responsibility to read the parent handbook and Covid -19 protocols.

I will refer to the parent handbook and I agree to follow the guidelines in the parent handbook. I also understand that the policies in the parent handbook may change during the year, and any changes will be posted throughout the site, on parent boards, in the entrance hallway, and on the Rainbow Facebook page.

Parent Signature(s)

---