

Beyond the Rainbow

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Parent Handbook & Policies

Revised 2023

Beyond the Rainbow

A Typical Day at the Center

6:00 - 8:30	Opening, Wash hands
8:30 - 9:00	Breakfast
9:00 - 9:15	Circle Time
9:15 - 10:00	Centers
10:00 - 10:15	Activity
10:15 - 11:30	outside Time
11:30 - 12:00	2 nd Circle Time
11:00 - 12:30	Lunch (Younger children 11am)
12:30 - 3:00	NapTime/QuietActivities (Younger Children 11:30am)
2:00 - 3:30	1 st P.M. Snack (Younger children 2pm)
3:30 - 4:45	outside Time
4:45 - 5:30	2 nd P.M. Snack
5:30 - 6:00	Parent Pick-up

Beyond the Rainbow

LOCATION

Beyond the Rainbow
1720 W.4th Avenue
Kennewick, WA 99336
(509) 586-3627

INTRODUCTION

Beyond the Rainbow (BTR) is a fully licensed child care center, locally owned and operated under sole proprietorship. Services are designed to respond to the individual, emotional, developmental, behavioral, health and nutritional needs of each child. These services will be congruent with the developmental age and cultural framework of the child and family. BTR does not participate in any religious activities however; we respect the rights of the child in care to observe their religion.

Child care services are available from 6:00 am. – 6:00 pm. Monday through Friday for children ages 12 months and up. Infant care services are available from 7:00 am.-5:00 pm. Monday through Friday. Fifty-one weeks per year.

Adult to child staff ratios shall be:

- ◆ 1 adult to 4 children – for children age 4 weeks to 12 months
- ◆ 1 adult to 7 children – 12 months through 29 months
- ◆ 1 adult to 10 children – 30 months through 5 year
- ◆ 1 adult to 15 children - 6 years through 12 years

Beyond the Rainbow follows Washington State law that requires providers in child care centers to report any suspected child abuse or neglect in accordance with Washington Administrative Code (WAC 170-295-6040).

Parents have access to information pertaining to our liability insurance,

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inspection reports, notices of enforcement actions if any upon request.

Beyond the Rainbow's program is available to eligible children without regard to race, color, handicap, sex, or national origin.

Sign In and Out records are available to DSHS (Department of Social and Health Services) for auditing reviews. So it is very important that you and anyone who is on your pick up list to sign your children IN and OUT every time via HiMama.

FAMILY COMMUNICATION and ENGAGEMENT PLAN

Teachers will communicate with parents to identify and discuss each individual child's developmental goals.

If you would like you can share your child's developmental, behavioral, health, linguistic, cultural, social, and other relevant information.

Based on what we know, we will determine how to best accommodate each child's individual characteristics, strengths, and needs. Please share with us your child's behavior, developmental, and learning patterns.

It can be helpful to have additional information about your child's life. We welcome info regarding your child's strength in areas of development, health issues, special needs, other concerns, family routines, significant events, approaches to parenting, family beliefs, culture language, and child rearing practices.

Teachers will communicate with parents and prepare children for transitioning to other classrooms and other programs outside of Beyond the Rainbow.

We will collaborate with parents in regards to a child behavior management plan and a child developmental progress. Children do best at the center when they regularly attend. Please let us know when your child will be absent, Parents and relatives are welcome to share their language and culture in their child's classroom.

Regular communication between parents and teachers is encouraged. We use HiMama childcare app to help keep parents informed.

CHILDCARE FEES AND PAYMENT PLAN

A registration fee of \$55.00 per child will be charged upon enrollment once a year.

The monthly charge for children enrolled as well as all other policies can be viewed on our website beyondtherainbow.biz

Monthly charges are due on the first of each month for the month. Late fees will be charged at 5% on balance after the 16th of every month. Non-payment of the fee will cause your child to be terminated from the program.

The Center closes at 6:00 pm. Parents who pick up their child after 6:00 pm. or after scheduled departure (pick-up) time will be charged a late pick-up fee of \$2.00 per minute, per child, which will be applied the next day. Remember the infant pick up time is 5:00 pm.

Payment plans are negotiated on a case by case basis.

SIGN IN AND SIGN OUT REQUIREMENTS

Each time a child is dropped off/picked up it is require that they are signed in/out. Normally we use the HiMama app to digitally sign in/out children. However, when the app is unavailable we will have paper sign in/out sheets available if needed.

****CHILDREN MUST BE DROPPED OFF BEFORE 9am****

A late drop off fee of \$30 if past 9 am, will be due upon drop off that day.

No drop off past 8:10am for school age children during the school year

No drop off past 9:00am for Infants- Pre-K

ENROLLING YOUR CHILD IN THE CENTER

Enrollment papers need to be filled out before your child enters into the program. We will be able to answer any questions you have about how the program works, or how your child's special needs will be met while he/she is at the Center. Parents are required to sign their children in and out of the Center using their full legal signature.

Children will attend BTR during the scheduled days and times, which should not exceed ten (10) hours a day. Over 10 hours per day requires payment of overtime fees which is equal to ½ of the monthly rate. Documentation for the need of overtime care will be required.

THE CENTER'S STAFF

In your child's room will be a lead teacher and up to one or two assistants, depending on your child's age. Besides the staff in your child's room, you will often see the cook, substitute child care staff, & volunteers. All staff will meet the following requirements: Tuberculosis (TB) Test, blood borne pathogen training, and a Background Check. All staff will be trained in CPR & First Aid.

WHAT TO WEAR

Play at the Center is very active, and children get dirty from using play dough and paints, from playing outdoors in the

sandbox, or running and climbing. We suggest practical, simple clothes, and sturdy shoes or sneakers. Flip flops are not allowed since they make it hard for the children to run and play. Unless it is pouring rain, the children go outdoors year-round. Please dress them appropriately to keep them comfortable (i.e., coats, hats, mittens). Because it is hard to keep track of everyone's clothes, we ask you to please mark all of your child's clothing with his/her name.

WHAT TO BRING

We ask that you send an extra set of clothes (pants, shirt, underpants/disposable diapers, and socks) in case your child has an accident. When wet or badly soiled clothes come home, please remember to replace them the next day with more spares. Because of Public Health regulations, we are not allowed to rinse out clothes that the child has soiled from a bowel movement. Soiled clothes will be placed in a plastic bag; we will let you know so that you can take care of it right away. When your child comes home in clothes supplied by the Center, please return them promptly as our supply is limited.

WHAT TO KEEP HOME

Please do not send food, candy, gum or toys to school. The children will receive good, nutritious food at the Center. Toys should also be kept at home, since they can be lost or broken.

SPECIAL CLOSING OF THE CENTER

Beyond the Rainbow is open on all week days, year round, from 6:00 am. to 6:00 pm., except for one week in June for staff training and the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving also the day

after, and Christmas day. BTR will send reminders to parents for the closure days.

ACCIDENTS

Unfortunately, minor accidents do happen at the Center. Bumps, bruises, or cuts are given immediate attention by staff trained in providing First Aid. We will inform you of the injury via HiMama.

FIRE DRILLS

Once every month, we sound the fire alarm, and staff, children and visitors practice exiting the buildings as quickly as possible. When participating in your child's room, please exit the building with your child and the staff.

OUR CURRICULUM PHILOSOPHY

We believe children learn best through play when surrounded by a safe and nurturing environment. Beyond the Rainbow has developed a curriculum that helps us meet all of your child's developmental needs. Teachers plan activities in all of the important areas of development: fine and gross motor coordination, communication, cognitive, social, and emotional. They plan activities geared to the level and interests of the children in their classroom, including seasonal and cultural activities.

An important part of our program is helping children get along with each other. Our program is designed to help children have good experiences with other children. Teachers are warm, positive, and encourage appropriate child behavior. When children hurt each other, disciplinary techniques are used that protect children, keep their self-esteem intact, and help them to learn better ways of handling conflicts. Parents are welcome to view our weekly lesson plans/Menus via the HiMama app.

HOW PARENTS GET INVOLVED IN THE CENTER

You are your child's primary educator; we encourage you to participate in your child's activities here at the Center. If you would like to volunteer your services, contact the Director. Remember, parents are always welcome at the Center.

PARTIES/HOLIDAYS

We like to celebrate each child's birthday. If you plan on bringing treats, please bring unopened store bought items. We do celebrate Christmas and other holidays in a non religious manner. We do not exclude any children from participating in the party activities.

TRANSFERRING BETWEEN CLASSROOMS

During the day your child may be transferred to a different classroom or building.

TRANSITIONING PROCESS

Upon enrollment parents and children are taken to the specified classroom to meet staff, ask questions, and familiarize themselves with the environment. When children are ready to be transferred to the next classroom, parents will be notified. Also, children will transition back and forth from current classroom to future classroom to get acquainted. Children who are getting ready to transition to kindergarten will have information about our school district sent home prior to graduation day.

MIXED AGE GROUP POLICY

Normally children are in a classroom with children of the same age group. However, at the beginning and end of the day children may be in mixed age groups. We will follow the staff/child ratio requirements for childcare centers regarding

mixed aged grouping. Depending on the circumstance we may during the day we may have mixed age groupings.

VIDEO/PICTURES

Beyond the Rainbow does take pictures/video of the children for documentation, activities, staff supervision and communication purposes via HiMama. Please let us know in writing if you do not want your child's picture to be taken for these purposes.

VIDEO SURVEILLANCE POLICY

The purpose for the use of CCTV on Beyond the Rainbow property is for additional security and for monitoring staff/children. The system is not to be used for parents or for outside agencies.

TRANSPORTATION AND OFF- SITE ACTIVITY POLICY

Beyond the Rainbow does not take younger children on field trips. However, School age children are taken on field trips in the summer. During the school year we also transport to and from designated schools. All school age children must have a signed consent form by parent/guardian on file prior to being transported by BTR.

TERMINATION OF SERVICES POLICY

We may terminate a child's services due to that child's parent/guardian's inability to meet the expectations of our program. We may terminate child care services due to unpaid bills, continual late arrivals, or from not abiding to other expectations.

EXPULSION POLICY

Children sometimes exhibit behavior that threatens the safety of themselves and/or others. Beyond the Rainbow places a high priority on the safety of all children. In rare cases, we may have to expel a child due to their behavior. Behaviors that could

potentially lead to expulsion may include repeatedly biting other children, pushing, hitting, kicking, running out of the classrooms, or other behaviors that create a serious safety concern. Before expelling a child we will take steps to address the unsafe behavior such as environmental changes, staff changes, or other reasonable modifications. When children exhibit unsafe behavior, we will document that behavior and be in communication (email, HiMama, meeting etc.) with parents/guardians to address the issue. The steps taken by us to address the unsafe behavior will be documented. If we are unable to eliminate the safety concern, a child may be expelled and the parents will be provided community resources to help their child, such as Kennewick school district, health/child behavior professions, etc.

CHILD GUIDANCE

We have a few basic rules and limits. No hurting others, or ourselves physically (hitting or biting) or emotionally (calling names). No destroying property (throwing or breaking toys), we enforce these rules consistently; as this helps the children know what to expect. If children are having a difficult time, we remind them of the limit and redirect them to another appropriate activity. We try to say things positively, rather than critically. We do not use physical discipline. In rare cases a child may be required to be picked up immediately if they are creating a serious safety concern or are extremely disruptive to the classroom. If parents/guardians do not pick up within 30 minutes of our call this may result in termination of childcare.

CHILD RESTRAINT POLICY

In rare cases, teachers may need to physically restrain a child for that child's safety or for the safety of others. Staff will restrain the child as gently as possible.

Teachers will only restrain a child as long as it takes to diffuse the situation. Teachers will be trained in restraint techniques and restrain the child in a developmentally appropriate manner. If a child has to be physically restrained, the incident will be documented and the parent will be notified as soon as possible.

CONSISTENT CARE POLICY

Our teachers are assigned to work with a consistent group of children for much of the day with a goal of building long-term, trusting relationships.

TOILET POLICY

Toilet Training

The most important factor in making the toilet learning experience successful as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulation bladder and bowel muscles.

Most positive toilet training occurs only after children show signs of physical control of awareness of their bodily functions. And when they demonstrate an interest or curiosity in the process. Only putting a diaper or pull-up will confuse the child.

We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Rates

Once your child is 2.5 and fully potty trained you will receive our preschool rate.

HANDWASHING

Children/Staff will wash their hands when arriving, after toilet use, after diaper changing, after outdoor play, after touching bodily fluids, before/after eating, and when necessary. Staff will teach and assist children with hand washing. Hand sanitizers or hand wipes may be used by staff and children over 24 months in certain instances when proper hand washing is not practical.

ILLNESSES

Teachers will check each child on arrival for illnesses. In the case of illness, the goal at Beyond the Rainbow is to assure that your child is well cared for. We also want to protect other children and staff from getting ill. A child who becomes ill at the center will be separated from the other children and will need to be picked up as soon as possible. Keep your child home when he/she has the following symptoms:

- Diarrhea (2 or more within 24 hrs)
- Vomiting (2 or more within 24 hrs)
- Fever above 100 degrees
- Other contagious illness, such as pinkeye, strep throat, lice, ringworm, scabies

Please let us know if you have any questions regarding any of our policies.

Thank you for trusting us with caring for your child/children.