

# Rainbow Nursery School

“Adding Color to Young Lives”



## Family Handbook

8420 Six Mile Ln.  
502-495-2489

[www.westbroadwaybaptist.org/rns](http://www.westbroadwaybaptist.org/rns)  
[www.facebook.com/RainbowNurserySchool](http://www.facebook.com/RainbowNurserySchool)

*Please note that this handbook does not serve to contractually bind the school in any way and this handbook is subject to change without notice by the RNS Committee.*

**Children and Families Rights**  
**Pursuant To KRS 199.898**

**(1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**

- a. The right to be free from physical or mental abuse:
- b. The right not to be subjected to abusive language or abusive punishment: and
- c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.

**(2) Families, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**

- a. The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;
- c. The right to file a complaint against a child-care provider without any retribution against the Families, custodian, guardian, or child; and
- d. The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
- e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
- f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

**(3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program. Effective: 7/15/1998**

Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601 (502)-564-7962

## **Rainbow Nursery School Family Handbook**

This handbook is prepared for the families of all students in the preschool. It is designed to explain the programs, and demonstrate how you can help your child make initial and continuing adjustments to preschool.

### **West Broadway Baptist Church/Rainbow Nursery School Statement of Faith**

West Broadway Baptist Church and Rainbow Nursery School follows the Statement of Faith presented in the Baptist Faith and Message 2000 (<http://www.sbc.net/bfm2000/bfm2000.asp>).

For the purposes of West Broadway Baptist Church and Rainbow Nursery School's faith doctrine, practice, policy, and discipline, our Pastor, Deacons, and Nursery School Committee is the final interpretive authority on the Bible's meaning and application.

### **Mission Statement**

West Broadway Baptist Church/Rainbow Nursery School is a Christ-centered preschool that provides early education opportunities for the sake of fulfilling the church's God-ordained role in carrying out the Christian education mandated in Deuteronomy 6:7, Proverbs 22:6 and 2 Timothy 3: 15-17 (quoted below). Our goal is to assist in educating our children emotionally, academically, socially, and spiritually in a safe, healthy, and happy Christian environment.

Deuteronomy 6:3-7 Contemporary English Version (CEV)

<sup>5</sup> So love the LORD your God with all your heart, soul, and strength. <sup>6</sup> Memorize his laws <sup>7</sup> and tell them to your children over and over again. Talk about them all the time, whether you're at home or walking along the road or going to bed at night, or getting up in the morning.

Proverbs 22:6 (CEV)

6 Teach your children right from wrong, and when they are grown they will still do right.

2 Timothy 3:15-17 Contemporary English Version (CEV)

<sup>5</sup> Since childhood, you have known the Holy Scriptures that are able to make you wise enough to have faith in Christ Jesus and be saved. <sup>16</sup> Everything in the Scriptures is God's Word. All of it is useful for teaching and helping people and for correcting them and showing them how to live. <sup>17</sup> The Scriptures train God's servants to do all kinds of good deeds.

## Philosophy

**Moral and Spiritual** – To help the child:

1. Become aware and know that God loves and cares for them.
2. Lay the groundwork for a personal and lasting relationship with Christ.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.

**Social** - To help the child:

1. Grow in ability to work and play with others.  
Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem- solving skills.

**Emotional** - To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

**Mental** - To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices, and.
3. Broaden his/her range of interest.
4. Develop his/her language powers and encourage self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her cognitive skills.

**Physical** - To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

## Your Child's Day

Rainbow Nursery School promotes pro-social activities. Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and creative movement. Our curriculum also includes play a splay belongs to childhood. As children play they experience the joy of learning and become more mature as they model adult behaviors. **Each program runs from 9:00 AM to 12:00 PM.** However, Lunch Bunch can be added for an additional fee.

## **Progress Reports**

Progress reports will be issued twice during the school year. Reports will come home the second week of school in January and the last week of school in May. Conference days will be held in January. Teachers are available for conference throughout the year at the family's request between the hours of 8:30-12:30.

## **Your Child Will Need**

1. Clothes suitable for playing, painting, and sitting on the floor.
2. Clothes appropriate to the season and the day.
3. Clothes (especially removable clothing) bearing your child's name.
4. Season appropriate spare clothing in the event of an accident.
5. Appropriate shoes for both the weather and play. No flip flops please!
6. A tote or school bag with your child's name. Make sure it has plenty of room!

## **School Policies**

**Eligibility:** As previously noted, West Broadway Baptist Church and Rainbow Nursery School follows the Statement of Faith presented in the Baptist Faith and Message 2000 (<http://www.sbc.net/bfm2000/bfm2000.asp>). We will also follow the State Department of Education guideline for Kindergarten stating that a child must be five years old before August 1st to enter school. We will follow these guidelines for all programs.

**Withdrawal:** Rainbow Nursery School reserves the right to place your child on a waiting list, should you have to start the school year late, or leave in the middle of the year. If at the start of the year, spots are available, the committee and director will make a decision based on availability.

It is your responsibility to pay for a full year of tuition, which consist of 10 monthly payments, unless an unforeseen circumstance should occur. It is then up to the Rainbow Nursery School Committee to make an executive decision on an appropriate action based on the family circumstance. As a place of business, the school needs to be financially set for teacher and child ratio. Each family is required to sign the enrollment agreement, and abide by those procedures.

**The school reserves the right to remove a child from the program if the child is unable to adjust and function within the program.**

**Right of Dismissal:** Rainbow Nursery School reserves the right to dismiss a child due to non-compliance of the policies by the Families. The child will be dismissed with two weeks' notice. In extreme circumstances, immediate dismissal will be given at the discretion of the director. Refer to fee schedule of this handbook for financial obligation dismissal. The program always reserves the right to dismiss a child if circumstances warrant.

**Immunizations:** Kentucky licensing requires that each child has a current immunization certificate on file in the school office within 30 days of enrollment. At the end of 30 days, children will not be allowed to attend Rainbow Nursery School until the required immunizations are on file in the school office. Updated certificates should be provided to the program as children receive further immunizations.

**Birthday:** This is a special day in a child's life. We will celebrate everyone's birthday at some time during the school year. Please make arrangements with your child's teacher for this special day. You may send a treat for this special occasion but due to health department regulations, it must be store bought and remain in its original packaging. Please consider making the treat a healthy alternative to sugar laden baked goods and be aware of peanut allergies!

**Holidays:** We will celebrate special days for Fall Festival, Thanksgiving, Christmas, Valentine's, and Easter.

**Toys:** Children should not bring toys, electronic media, or books to school unless it is a scheduled Show and Tell Day. This is to protect you.

**Discipline** - The goal of Rainbow Nursery School is to teach children self-regulation. The guidance techniques used are based upon the developmental level of the child, and include: positive reinforcement, redirection, time-outs, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used.

**Communication:** This preschool considers it essential for the home and school to work as partners to encourage the maximum growth in all areas of your child's development. If for any reason you wish to talk with your child's teacher or the director, send a note with your child, and the teacher will call you that day. Please do not text or email your teacher during school hours. If there is an emergency, call the school office. When answering texts or emails, teachers will respond after school hours. As a courtesy to all teachers, please refrain from texting or emailing after 5PM unless it is something that needs taken care of immediately. Just as you, they have families that need tending to in the evenings.

**Teachers cannot accept verbal messages from children.** Please send a note or telephone the school office 502-495-2489 if you have any questions or concerns.

**Monthly Newsletters** will be issued to inform you of your child's activities. Each class will have a monthly calendar to keep you informed of daily activities which may be delivered via hard copy or electronically at the start of the month.

**We encourage families** to attend at least one session of school during the school year. Feel free to drop in at any time our doors are always open, just ring the bell at the Welcome Center and you will be buzzed in.

**Arrival and Departure:** The children will enter and exit the building at the door on the East side of the building with the overhang. School hours are from 8:50 AM to 12:10 PM. A charge of \$1.00 for every minute past 12:15 PM will be imposed and due immediately. Continued tardiness in picking up children may result in dismissal from the program.

Enter the parking lot at the first entrance off Historic Drive and go around the sanctuary of the church. Pull up even with the carpool door with the overhang and form a single line for carpool. Please have your carpool number in the window where the teacher on duty can see it. Your child will be assisted into and out of the car each morning and afternoon. Your promptness each day will be appreciated. Children arriving in the morning after carpool time has ended will need to be walked to their classroom by their families. Families arriving after carpool has ended in the afternoon will need to come into the building to pick up their child.

**Car Seats:** All children must arrive and depart from Rainbow Nursery School in an approved car seat. **No child will be released to travel in car without an approved car seat.**

**Walk In:** Children must be walked into and out of the building by families if they arrive after regular morning and afternoon carpool time has ended. Please be sure to let your child's teacher know you have arrived so attendance can be updated.

**Changes in Drivers:** If your child is to go home with another child or anyone other than the regular driver, the school must be notified in writing, in advance. In the event of any emergency, call the director with complete details and information regarding the change of driver. A current photo ID must be presented if someone other than the regular driver is pickup your child. For the safety of your child, this policy must be observed for each change.

**Inclement Weather/Make Up Days – School Schedule:** The school will follow the Jefferson County School System (JCPS) calendar for holidays and snow days. If JCPS is closed, Rainbow Nursery School is closed. If JCPS is operating on a delayed schedule, Rainbow will be closed. If more than two days are missed for any program, makeup days will be noted on the school calendar.

**Registration Fees:** This charge is paid by all students to cover the cost of supplies and snacks. This fee is non-refundable.

**Tuition:** Tuition rates are based on a 10 month schedule and are due on the 1st of each month beginning in August and running through May. There is a \$ 10.00 late fee for all payments received after the 10th of the month. Failure to pay late fees by the end of any given month will result in the automatic withdrawal of the student. Re-instatement is based on the availability of space and full payment of outstanding fees. Cash or check are required for payment. Checks are to be made payable to Rainbow Nursery School. Any returned check fee is the responsibility of the check writer and will be based upon current bank charges. If you are paying in cash, please

have the exact amount. **Please be sure your payment is in a sealed and labeled envelope with your name and payment information!**

Rates vary according to programs. Please see the attached sheet for more details.

**Lunch Bunch:** Lunch Bunch is a 2 hour, extended stay option offered to families from 12:00-2:00 PM, Monday – Friday, at an additional charge. Children will eat the lunch that you provide, participate in a brief rest period, and then supervised play opportunities. **Licensing requires children bring a healthy lunch with the following nutritional components: milk, protein, bread and 2 vegetables, or two fruits, or one fruit and vegetable.** Please help keep Rainbow in compliance by adhering to the regulation above! **Please be sure your payment is in a sealed and labeled envelope with your name and payment information!**

**Third Party Therapy Sessions:** If you desire for your child to receive therapy sessions provided by an outside service agent (First Steps, Speech Therapy, etc.), we are happy to work with you in scheduling these session during your child’s regular time within our program. You will need to sign a permission slip for your child to participate. Service agents will be required to sign your child out of the classroom and then back into the classroom for each therapy session. A special attendance sheet will be made available by the program for this purpose. Service Agents must provide adequate supervision of your child during each session. Adequate supervision is defined as, devoting attention to your child and ensuring your child is with-in scope of vision and range of voice. Scope of vision and range of voice is the range of ones awareness allowing for the sight and sound supervision without physical barrier or obstruction. The service agent will also be asked to show a photo ID.

**Accidents or Emergencies:** In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child’s registration form should be UP TO DATE AT ALL TIMES including the physician’s name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child’s registration form. Up to date contact information for both families as well as an alternate contact person are vital.

**Policy for Custody Dispute:** Children will only be released to adults listed on the registration form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling Families. Copies of legal documents regarding custody will be maintained in the child’s file.

**Fire, Tornado, Earthquake, Lockdown:** Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado, earthquake, and lock down drills will be held as well. In the event of severe weather, it is safer for both families and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

In the event of complete evacuation of Rainbow Nursery School and the surrounding area, the children will be transported to the designated location(s) in the emergency plan and may be picked up there. Locations will be disclosed your copy of the emergency plan.

**Lock Down:** In the event a situation arises calling for lockdown. The program has procedures that will be followed. Families will be notified of a lockdown once the situation has been resolved.

**Access to Facility:** In order to maintain the safety of our children, staff, and families; Rainbow Nursery School reserves the right to have anyone removed from the property or facility that is perceived as risk.

**Licensing:** Rainbow Nursery School is licensed by the Cabinet for Health and Family Services. The center has also been inspected and by the Jefferson County health department and the state fire marshal's office. We are currently licensed for 107 children.

**Curriculum:** Each age group has established units of basic skills, which are age appropriate. Curriculum is planned for the month and families will receive a calendar indicating the themes and concepts being worked on each month. Curriculum calendars will also be posted in each classroom along with the daily schedule.

**Snacks:** Rainbow Nursery School strives to serve healthy snacks that encourage children to make wise choices for a lifetime of good habits and healthy eating. Licensing requires that a snack include two of the following components: low fat or skim milk, protein, whole or enriched grain, fruit, and a vegetable. Water is served instead of juice to reduce the children's exposure to sugary drinks.

### **Health and Attendance Policies**

Your child's safety and well-being is important to us here at Rainbow Nursery School. In order to keep illnesses to a minimum please take note of the following information.

**Illness:** Children with any form of illness should remain at home. If a child arrives at the center with a temperature, the families will be asked to return home with the child. A child may return to the center when they have been fever free for at least 24 hours. When a child becomes ill at the Center, the families will be requested to take the child home within an hour of being notified. Families will be asked to pick up a child with a temperature of 100\* or more. The center is not allowed to dispense over-the-counter medication without a doctor's note indicating dosage.

**Medication:** The program will dispense medication prescribed by a physician if the medicine is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed daily and signed by the family. Medication permission forms may be obtained from the Director. The program is not allowed to dispense over-the-counter medication without a doctor's note indicating dosage.

**Please keep your child home for 24 hours after a fever is gone.** Also, keep your child home when he/she displays ANY of the following symptoms:

- 1. Acute cold, coughing, sneezing, and/or runny nose.**
- 2. Sore throat/Earache/Headache**
- 4. Skin eruptions or rashes**
- 5. Nausea and/ or vomiting**

Please notify the school if your child or a family member contracts any communicable disease. Outlined below are the rules for families to follow if your child has one of these diseases.

**If your child will not be attending school on any given day, please call the school office at 459-2489. Please do not send messages via Facebook or email so that we are aware of your child's absence in a timely fashion!**

<b>DISEASE</b>	<b>INCUBATION PERIOD</b>	<b>RETURN TO SCHOOL</b>
Chicken Pox	7 - 21 days	When all pox marks are scabbed over
German Measles	14- 28 days	One day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2 - 5 days	When child is under doctor's care
Head Lice		When child has a Dr's note stating he/she is nit free

We ask that you carefully follow all procedures outlined above. We feel this is the best way to ensure the health of all the children attending Rainbow Nursery School. **If a child should become ill while at school the family or an emergency contact person will be notified and the child will need to be taken home within one hour of receiving a call.**

### **Sample Daily Schedule**

This is a sample schedule; actual schedules vary by age group and class.

8:50 - 9:00	Children greeted and settled
9:00 - 9:25	Free play in classroom
9:25 - 9:45	Circle Time (Calendar, weather, news, story, and a general discussion of what the day will bring)
9:45 - 10:15	Class time (work in curriculum area or craft time)

10:15 - 10: 35	Outdoor play time (weather permitting)
10:35 - 10: 45	Restroom break
10:45 - 11:00	Snack time
11:00 - 11:25	Special Area (music, creative movement, P.E.)
11:25 - 11:45	End of day activities (complete class time activities, story, units)
11:45 - 11:50	Prepare for carpool (gather belongings, clean up)
11:50 - 12:00	Carpool

### Skills and Concepts

The following is a list of skills and concepts that all classes will be working on this year. At the same time we will be working to develop a “positive self image” and good social behavior with peers in a loving and caring atmosphere.

### **2-Year Olds**

<b>Devotions, Prayer and Biblical Application</b>	Children will participate in devotions, prayers, and stories containing Biblical applications.
<b>Numbers</b>	Introduce numbers 1 - 5 through games, songs, and hands-on activities.
<b>Colors</b>	Introduce the 8 basic colors: red, blue, green, yellow, orange, purple, brown, and black.
<b>Shapes</b>	Introduce the 4 basic shapes: circle, square, triangle, and rectangle through games and puzzles.
<b>Small Motor Skills</b>	Improve hand coordination through play. Use a variety of materials, play dough, puzzles, “finger plays” and coloring.
<b>Large Motor Skills</b>	Involve children in activities such as running, hopping on two feet, and climbing.
<b>Language Arts</b>	Improve language skills through play, listen and discuss stories, and become aware of general body parts.
<b>Weather and Seasons</b>	Introduce the concept of what we wear and why. Introduce characteristics of weather, wind, rain, snow, and sun.
<b>Arts and Crafts</b>	Make simple crafts and participate in activities using a variety of materials.

### **3-Year Olds**

<b>Devotions, Prayer and Biblical Application</b>	Children will participate in devotions, prayers, and stories containing Biblical applications.
<b>Numbers</b>	Begin to recognize numbers 1- 10 and simple counting of objects.
<b>Colors</b>	Begin to recognize and name eight colors: red, blue, yellow, green, orange, purple, black, and brown.
<b>Shapes</b>	Begin to recognize and name four shapes: circle, square, triangle, and rectangle
<b>Alphabet</b>	Begin to recognize and name upper case letters, Recognize his or her name.
<b>Small Motor Skill</b>	Improve eye hand coordination with “finger plays”, cutting, painting, molding, and building.
<b>Large Motor Skill</b>	Involve children in activities such as running, jumping on one and two feet, and climbing.
<b>Language Arts</b>	Encourage child to speak and enunciate clearly for age, use “finger plays”, begin recognizing some upper case letters of the alphabet, recognize own name, become aware of “opposites”, use manners, and know general body part names.
<b>Weather and Seasons</b>	Be aware of what we wear, seasonal characteristics of animals, days of the week and some months.
<b>Arts</b>	To work in a group and individually with aid from

**and  
Crafts**

the teacher using a variety of colors and materials.

**4-Year Olds**

**Devotions, Prayer and Biblical Application** Children will participate in devotions, prayers, and stories containing Biblical applications.

**Personal Knowledge** Tell their first and last name: write his/her first name.  
Tell a parent phone number and home address.

**Numbers** Identify numbers and count from 1 - 20 by grouping into sets, simple addition and subtraction, and matching the correct number to a set of objects.

**Colors** Identify ten colors: red, blue, yellow, green, orange, purple, pink white, black, and brown.

**Shapes** Identify six shapes: circle, square, triangle, rectangle, oval, and diamond.

**Alphabet** Recognize all the letters of the alphabet, including upper and lower case and beginning phonics.

**Small Motor Skills** Master cutting with scissors, holding a pencil and crayon correctly, molding with clay/play dough, piecing together puzzles, tracing inside and outside of a stencil.

**Large Motor Skills** Master running, jumping, hopping on one and two feet, climbing, and skipping. (Skipping is not always possible until age 5 or 6)

**Language Arts** Speak and enunciate clearly for age, use "finger plays" and rhymes. Recognize all upper and lower case letters, recognize their name, know "opposites", see "likeness" and "difference" in objects, know the meaning of "est": words (longest, shortest), use manners, and know general and specific body parts. Listen to and recall details in stories. Point out the front and back of a book and turn pages from left to right. Have conversations with other children and adults.

**Weather  
and  
Seasons**

Know what we wear, seasonal characteristics of animals and what they do. Know days of weeks and begin to know months of the year.

**Arts  
and  
Crafts**

Show originality and creativity by independently using a variety of colors and materials.