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Rainbow Angels Family Child Care
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Rainbow Angels Family Child Care

Dear Parents,

We welcome you and your child to Rainbow Angels Family Child Care. Our program is scheduled in a way that fulfills the social, emotional, physical and cognitive development of children. Our mission is to promote personal development, growth and creativity in a safe, happy environment based on each child's individual abilities, personality and their different needs.

We are also Art Focused, which utilizes visual arts, painting, music and storytelling to develop practical skills while learning about the world, different cultures, sharing and friendship.

We strongly believe that the communication between family and us is vital in helping your child succeed to the best of their ability. We strive in developing healthy and strong relationships with our families here at Rainbow Angels Family Child Care. We know that the first seven years is the most critical time in a child's life, where they are learning about themselves and the world around them.

We do our best to make the first educational experience for your child as a happy and memorable one and help you to raise a happy child.

Sincerely,

Maryam Javan

Owner



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Parent Handbook

Mission Statement

Our aim is to help and improve children's development in a way that fulfill their individual, social and emotional needs. We focus on :

1. Enjoy life as a happy human being and respect nature and environment
2. Sharing and understanding cultural differences.

We believe that each child is unique in terms of character, emotions, talent and creativity. And they are full of curiosity and all intelligent in different ways. Through our different programs we promote the development of creativity, artistic talents and social abilities along with helping them to develop capabilities of interactions with others and learning about the world around them.

Our responsibility, as adults, is to assist the child in growing to their fullest potential. We provide opportunities to create, explore the environment, learn problem solving, and practice personal interaction skills. It is our privilege and responsibility to partner with you to make the transition from home to preschool an enjoyable one. Our goal is to provide a solid foundation for their learning abilities.

Admission Requirements

Rainbow Angels is operated on a non-discriminatory basis. Every child is treated equally without regard to race, color, religion, national origin or ancestry.

We are licensed through the State Department of Social Services to serve the ages 6 weeks to six years. Children must be six weeks of age before starting our program. Children six years of age may attend if they have not attended kindergarten.

Every child must have a physical exam by a medical doctor, including a T.B. Test, to be certain that the child is ready for school and in good physical health. Along with a physical, we also require a complete report of the child's medical history that must be submitted prior to admission. We adhere to state licensing regulations regarding immunization records for your child. Immunization records must be current. Parent is responsible for providing proof as immunizations are updated.

An annual non-refundable registration fee is required for each child. August is Re-registration month for returning families.

Parents are responsible for keeping the school informed of any changes of address and any other emergency information.

Children with special needs, such as developmentally, physically or emotionally challenged, will be accepted if it is determined that: 1) The child will benefit from our program. 2) The staff is able to meet the individual needs of the child. 3) There will be no adverse effects on other children through direct behavior. 4) The child does not require extra staff time needed from other children.

Tuition fees are based on the days your child is registered to attend and are due on each Friday for the following week. A charge of \$15.00 will be assessed to your account if not paid by that time. Please refer to our Financial Agreement for current tuition and enrollment fees. If the payments, of the week are due and not paid the parent will be asked to withdraw their child from the daycare. All tuition and late charges must be paid even if the child is withdrawn. A return check fee will be charged to your account for all insufficient funds checks. (Please refer to financial agreement for current prices). Tuition is payable whether the child is present at Rainbow Angels or not.

Withdraw

Our policy requires that all withdrawals, must be in writing (withdraw form) with at least a two weeks notice and will be effective when such notice is delivered to us. Tuition is still due for that two week period.

Termination of Enrollment

The Rainbow Angels may terminate a child from the program if the parent fails to comply with policies and procedures or if we are unable to meet the needs of the child. Some of those policies include:

- Tuition payment has not been received and no arrangement has been made.
- Behavior causing a significant risk of harm to the health and safety of the other kids or faculty.
- Late too often. We close promptly at 6:00pm

Food Program

We are health advocates and believe that healthy eating should start at a young age. We make sure to provide healthy food and snacks for our children. We offer organic, homemade food, healthy drinks and snacks. You will be provided by each week menu in advance.

Food and Snacks

We have an optional lunch program. You may bring your child's lunch or you can use our service. We will provide a weekly lunch menu. Or you decide to pack your child's lunch from home and preferably healthy meals. Lunches must be clearly marked with your child's first and last name. A healthy mid morning and afternoon snack will be provided for the children each day.

Hours of Operation

The preschool hours are: Half day 7:00am – 12:30pm Extended day 7:00 am – 6:00pm

Holidays

We will be closed on the following holidays:

- New Years Eve and New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Day After
- Christmas Eve and Christmas Day

Arrival and Departure

You must accompany your child into the classroom or play yard every day. For safety reasons, please be sure to close the door behind you.

Checking in & Out Procedures

According to State Licensing Regulations and procedures , parents are required to sign their child in and out each day. Sign in and out sheets are located at the Rainbow Angels. If someone other than the custodial parents or guardian will be picking up your child from the center, prior authorization in writing, must be made. The parent or guardian is the only person who can authorize Rainbow Angels to release the child to another individual. The parent or guardian should provide the names of at least two other adults who have permission to pick up your child in case of an emergency. If your child is not picked up by 6:15 pm and you have not called us, we will start calling your home, work, cell and the people listed on the emergency cards. If for some reason we cannot reach anyone by 8:00 pm, we will have to call the Mission Viejo police department to pick up your child.

Illness

We are very concerned about the health of your child as well that of other children in our care. The State Department of Health and Welfare requires a physical examination and verification of immunizations upon enrollment. Please do not bring your child if he or she is ill. Please examine your child each day before bringing him/her to. You know your child best. Please watch for any unusual behavior such as crankiness, fatigue, loss of appetite, listlessness, etc. This may be the beginning of an illness. Our staff will ensure that each child is healthy by doing a morning health inspection on a daily basis. Additional attention will be given to those who have been absent because of illness or has been exposed to a contagious disease. The adult bringing the child to the center shall remain until the child is inspected and accepted. If your child has been ill through the night, you should keep your child home. If your child will be out due to illness or - contagious disease, please call and inform us 949-607-9396. Following any serious illness, a doctor's note will be required. This is for the protection of all children.

The director or her designees will determine if a child is too ill to remain in school. A child experiencing the following symptoms should not come to school and if they are at school, they will be sent home:

-A fever of 99.7 or higher

- Contagious skin or eye infection
- Diarrhea (will be called when child has one incident).
- Vomiting (one incident).
- Green or yellow discharge from nose, which indicates an infection.
- Difficulty breathing.
- Any contagious disease.

If your child is sent home with a fever, he or she must be fever free for at least 24 hours before returning to school. Please note: There is no credit given for absence due to illness.

Prescribed Medication

We will only administer prescription medications prescribed by a licensed physician or dentist. Written permission must be secured from the child's parent or legal guardian and physician for any prescription medication to be administered. Medication must be presented in its original container labeled with the child's name. This constitutes the physician's written permission. Any unused portions will be returned to the parent. An individual medical form must be filled out for each prescription medication and signed by the parent or legal guardian.

State Licensing

Our Child Care complies with applicable licensing regulations and standards. These standards relate to our facility, staff, health and safety procedures, nutrition, teacher/child ratios, and record keeping. Rainbow Angels is subject to inspection by the state and city health, fire and licensing officials.

Discipline Policy

The following are examples of ways that we use guidance techniques. Every child is unique with their own temperaments therefore there is no one style that will work equally with all children. We are committed to these values:

1. Talk to the child, showing love and patience with eye contact, physical hugs.
3. Know the developmental level of the child and what is appropriate.
4. Value each individual child by talking to and listening to their feelings.
5. Extinguish unacceptable behavior by letting the child know your expectations (always keeping in mind the age and developmental level of the child) before hand.
6. When a child is willful disobedience, deliberate defiance, or deliberate destruction and aggression, a note home will be sent explaining the issue or a phone call will be made to the parent.
7. If a child becomes a frequent discipline problem a parent – teacher talk will be made. If behavior does not improve, suspension, or withdrawal may be considered.

Permission to Publish

As part of your child's educational experience at Rainbow Angels, their photo might be published in conjunction with a school activity or craft, event, brochures, newsletters etc. In your admission packet there is a form for each parent to sign that will allow us permission to publish. If you wish for us not to take your child's picture, please indicate that on the form.

Reporting Child Abuse

We are mandated by law to report any suspected incidents of possible child abuse or neglect. In some cases, we are directed by the state's child protective agency not to notify the parents of the report. Please understand that we are legally obligated to comply with these guidelines.

Car Seats

By law, every infant and preschool child must be placed in a car seat when riding in the car. Please be sure that anyone who picks up your child from our facility has a car seat.