

# Parent Handbook



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[www.rainbowkidschool.ca](http://www.rainbowkidschool.ca)

## INTRODUCTION

Thank you for taking the time to read our Parent Handbook. We hope that you and your child enjoy Rainbow Kidschool.

It is important to the Staff and Board of Directors of Rainbow Kidschool that you and your child have a positive experience with our Centre. It is our goal to help each child develop to their fullest potential. In order to meet this goal we work together with parents to meet the needs of our families, keeping the interest of the children in mind at all times. If at any time you have any questions or concerns about your child or our centre, please feel free to ask the Staff in person or contact the centre at 613-235-2255.

We extend a warm welcome to you and your family!

## HISTORY

Originally known as **Carleton University Preschool**, we first opened in **1967**, within the Department of Psychology at Carleton University. At that time, we were designed as a research laboratory for scholars in child psychology. Our mandate was to facilitate and encourage research in child development and to provide the community-at-large with a model preschool.

In September of **1982**, we moved to Lady Evelyn Alternative School and began operating autonomously as **Carleton Preschool**. This relocation introduced a "seamless day" for Lady Evelyn's kindergarten and school-aged children. Children from other schools in the community also attended the program, as they do today.

In **1999**, Carleton Preschool underwent a program name change and now operates under the name of **Rainbow Kidschool**. Carleton Preschool holds the licence for Rainbow Kidschool.

## PHILOSOPHY

Our philosophy incorporates theoretical principles of such renowned child psychologists as *Piaget* and *Erikson*. The program, reflecting its philosophical base, is developmental in nature and allows children to grow and progress at their own rate. We believe that Rainbow Kidschool has to provide an environment conducive to meeting the needs of the whole child, in order to stimulate a love of learning. We believe that by encouraging children to respect others and the environment, they will discover that learning is a rewarding experience.

## MEMBERSHIPS

Rainbow Kidschool is a proud member of **child.family.connect Inc.** Our network of centres is a resource-sharing partnership of eight independently operated, non-profit, school-based child care centres.

## **APPROACH**

Our developmental approach stimulates a love of learning in a way that allows children to progress at their own rate. We address the full range of child development needs; emotional, social, physical and cognitive which are the foundation to the building of self-confidence and personal esteem, nurturing each child to feel good about himself/herself. We encourage mutual respect by teaching children to respect and defend their rights, while respecting the feelings and interests of others.

Our approach fosters awareness and sensitivity to the environment and its intrinsic worth, interdependence and fragility. We support a child's sense of wonder by encouraging curiosity, exploration and the discovery that learning is a rewarding personal experience. We promote learning through active investigation of a carefully planned environment, recognizing that play is a natural process for children as they explore and make sense of the world around them.

The environment provides the opportunity for independent pursuits when children can devote meaningful time to self-initiated activities that match their interests and needs, at their own pace.

Our approach engages children in small group events (music, story telling, games, show and tell) that encourages accepting suggestions and directions from others, listening attentively, interacting positively with peers, respecting adults other than parents and recognizing their valued membership and contribution in broader social groups.

## **BEHAVIOUR MANAGEMENT**

Behaviour management is viewed as a learning experience. The rules, which are clearly explained to the children, concern their social and physical safety and well-being. Staff helps children to see the consequences of their behaviour.

## **PROGRAMS**

*Rainbow Kidschool* provides **three** programs:

### **1 - Morning Preschool Program**

From 8:00 to 11:30 children two-and-a-half to four years of age may attend two, three or five mornings per week.

### **2 - Lunch and Afternoon Program**

#### Option A

From 11:30 to 2:30 four and five year old children may attend five days per week. Children provide their own lunch. Children from other schools in the community attend.

#### Option B

From 11:30 to 5:30 four and five year old children may attend five days per week. Children provide their own lunch. Children from other schools in the community attend.

### **3 - Afterschool Program**

From 2:30 to 5:30 children four to nine years of age attend five days per week. Children from other schools in the community also attend.

## **LICENSING**

The Ministry of Children and Youth Services (MCYS) licenses Rainbow Kidschool under the Day Nurseries Act. The Centre is required to meet all regulations of this Act, including health and fire regulations dictated by the City of Ottawa, the Ontario Fire Marshal and the Ottawa-Carleton District School Board.

A program advisor from the Day Nurseries Branch of the Ministry monitors standards for safety, staff training, program quality and compliance with the Day Nurseries Act.

## **BOARD OF DIRECTORS' MEETINGS**

All Board meetings are open to the public. Any interested parties may request time on the agenda by notifying the President of the Board at least 48 hours in advance of the next scheduled meeting.

## **GOALS**

We want our children to develop skills and values that will prepare them to participate enthusiastically, safely and productively in structured learning environments and diverse social settings, building towards:

- Self-confidence
- Curiosity
- A love of learning and awareness of its rewards
- Trust and mutual respect
- Effective communication and active listening
- Creative problem solving in diverse situations
- Responsible decision-making and appreciation of the consequences

We want to reinforce and complement the guidance and care offered at home and in other settings, through professional and devoted attention to your children while in our care, offering a safe, secure and stimulating physical and social environment, being respectful, supportive of our families' needs. We want to be open to sharing insights and experiences on approaches to learning.

## **PROGRAM PLANNING**

For planning purposes the year is divided into four time units. The activities carried out within each unit are based on specific goals. While the goals overlap throughout the year, emphasis is placed on achieving the particular goals of the time unit in progress. More detailed objectives are developed for each time unit throughout the year, including the development of activities and materials to meet the objectives. Program plans are displayed on the parent bulletin board.

## **PARENTS**

Parents are invited to special events at the Centre. They are asked to share their special talents and interests with the children. Parents are needed for various committees which help to make the operation of the Centre more efficient. They may also be asked to assist with field trips for the children. Prospective parents are most welcome to visit the Centre with their child and may arrange a convenient time by calling the Director.

## **WITHDRAWAL**

Parents who decide to remove their child from the Centre are obliged to give written notice of one complete calendar month or forfeit their deposit.

## **FEE PAYING POLICY**

Fees are due in full on the first day of the month unless other arrangements are made with the Director. Postdated cheques are preferred.

Parents are required to pay the monthly fee whether or not the child attends (i.e. during absence due to sickness, holidays, travel, etc.) Subsidized spaces may be available for eligible families; see the Director for details.

## **ABSENTEEISM**

Please let us know if your child is going to be absent from the program for any reason. It is not possible for us to give families a rebate or reduction of the monthly fee as a result of the child being absent from the program.

## **STORM DAYS**

Occasionally, during our hours of operation, a storm arises making travel conditions slow and possibly dangerous. In an effort to enable our employees to leave their workplace and travel home at their usual time, we may call parents to request that they depart earlier than routine to ensure timely/early pick up of their children.

## **EMERGENCY CLOSURES**

Due to unforeseen circumstances (fire, flood, loss of electricity and/or property damage), the Centre may be deemed unsafe. In this event, the OCDSB will close *Lady Evelyn Alternative School* or the Board of Directors may close Rainbow Kidschool. Parents will be notified of the closure and required to make alternate arrangements until official notice is given of the Centre/School re-opening. Rainbow Kidschool will also close if the City of Ottawa declares a "state of emergency".

## **DISCHARGE**

We recognize that Rainbow Kidschool may not meet the needs of all children. Conditions that might necessitate the discharge of a child from the centre include:

- behaviour of an unacceptable intensity and/or frequency exhibited by the child, that could be considered harmful to the child, the staff, other children in the program or the program's environment
- behaviour of an unacceptable intensity and/or frequency exhibited by a parent that could be considered harmful to staff, children in the program or the environment. Intentional disregard by a parent to comply with the policies or procedures outlined by the centre
- failure by a parent to meet financial obligations to the centre

## **PARENTAL GRIEVANCE**

In the event that a parent has a grievance, the following procedures must be followed:

- the parent will meet with the Director to discuss concerns and attempt to resolve the issue
- if the outcome of this meeting is unsatisfactory, the parent will re-examine the grievance with the Director and if necessary, the Director will schedule the issue for discussion at the next Board meeting
- a letter of explanation from the parent must be sent to the Board at least one week in advance of the meeting
- if the grievance is not resolved in the two weeks following the Board meeting, the parent has the right to request a special meeting of the Board

## CHILDREN'S HEALTH

If your child contracts any communicable disease, we would ask that you notify the centre. Children who are ill and could pass the illness on to other children are required under the *Day Nurseries Act* to be removed from the program until they are no longer contagious. The staff must be notified immediately if your child has been hospitalized for 24 hours or more while enrolled at our centre.

On arrival at the centre or during the day, staff may judge that a child is "not well enough" to attend the program. In such cases, the child will either not be accepted into the program or the parents will be notified that the child must be picked up as soon as possible.

***If your child has allergies of any kind, please advise the staff. All allergies must be documented on the appropriate registration and medical forms.***

## MEDICATION

We are required under the *Day Nurseries Act* to obtain signed permission to administer prescription medication. If your child requires any medication to be administered by staff, forms must be completed prior to administration.

All medication must be in the original container as supplied by a pharmacist. The container must be clearly labeled with the child's name, name of the medication, the dosage, date of purchase, expiration date of the medication, and clear instructions for the administration and storage of the medication. All medication must include the possible side effects and treatment.

## **NUTRITION**

### **Lunch**

We do not provide a mid-day meal for the children. Parents are responsible for providing their child with a nutritious lunch daily. The staff provides lunchroom supervision of the four- and five-year old kindergarten-age children.

### **Snack**

Nutritious snacks are served daily: one in the morning program, one in the afternoon program and one in the afterschool program. The snack menu is posted in advance on the parent bulletin board. Should unusual circumstances (allergy) prevent a child from having a particular snack, the centre will provide a substitute.

## **CONSIDER DIRECTING YOUR *UNITED WAY* DONATION TO "CARLETON PRESCHOOL"**

Carleton Preschool is both non-profit and a registered charity. Donations are, at all times, eligible for income tax deduction.

If you make a workplace contribution to the *United Way* campaign or would consider doing so, then you have a unique opportunity to direct your donation to Carleton Preschool.

On the back of your pledge form is a space for directing your donation, in whole or in part, to the Registered Canadian charity of your choice.

Our official name and number is:

**Carleton Preschool 10081 4854 RR 0001**

Your donation will help to extend the long tradition of excellence in early childhood education at Carleton Preschool.

Thank you from the Staff and Board of Directors.