



WELCOME PACKET



**The following must be given to the director
before your child can be accepted into the
school:**

***Enrollment Form**

***Immunization 121 FORM**

***\$50 Registration Fee**

***August Tuition \$175**

OPTIONAL FEES

***Scrapbook FEE \$40**

Please provide:

3” Binder

Thick sheet protectors (100 ct)



Welcome to Rainbow Kids Preschool!

We are so excited to have your little one join Rainbow Kids Preschool this school year!

We have a full 10 months of fun planned for your little one. Your child will be engaged and involved in all sorts of learning activities!

Our goal is to help your child develop the educational skills they will need when entering public or private schools. Rainbow Kids Preschool will help your child develop math, reading, writing and science skills that they will be able to utilize throughout their life.

Please keep in mind that toddlers learn and develop skills through play. They also grow in self-confidence and build relationships through play. It's important for children to explore their interests and surroundings in a safe environment.

Here at Rainbow we want to ensure that your child learns in a safe environment. We want to give your child the cognitive boost they need before entering grade school.

Within this packet you will also find the supply list. Please provide those items within the first week of school.

Again, thank you so much for allowing us to help your little one this school year. We ask that you remember our Board of Directors (Donna Schmitz, Tonya Kuhl, Brandon Ross, & April Pounders) in your prayers as they oversee this amazing school. And we ask that you pray for the teachers and children that attend Rainbow.

Thank you again for entrusting us with one of your most precious gifts.

Should you ever have a concern or need please feel free to reach out.

Sincerely,

Tonya M. James

Tonya M James, Director
MsTonya@RainbowKidsRipley.com
662.603.9108



Rainbow Kids Preschool
Child Enrollment Form

To protect and promote the health and safety of your child, please complete all the items on this form.

Child's name: _____

Date of birth: _____

Primary caregiver's name: _____

Primary caregiver's phone number: _____

Work/other numbers: _____

Other caregiver's name: _____

Other caregiver's phone number: _____

Primary Address: _____

List any special needs your child may have: _____

Read and initial the two statements below:

-
1. I have been given and have read a copy of the MSDH Regulations Summary for Parents:
YES _____ NO _____
 2. Rainbow Kids Preschool has received my child's 121 Immunization Compliance Form.
YES _____ NO _____
-

The following people will be allowed to pick up and drop off my child.

Name: _____

Name: _____

Name: _____

Name: _____

Emergency contacts in case primary caregivers cannot be reached:

Name: _____ Phone number: _____

Name: _____ Phone number: _____

Does your child have any allergies? _____

Or any issues that the staff need to be made aware of for the safety of your child? _____

ENROLLMENT FORM CONTINUED....

Please initial by either yes or no:

My child may be photographed at the child care center: _____ YES _____ NO

In the event of an emergency situation do you give permission for your child to receive medical treatment: _____ YES _____ NO

Parents signature _____ Date: _____

Director Signature _____ Date: _____

Directors Use Only

Enrollment date: _____

Acceptance date: _____

Withdrawal date: _____



MISSISSIPPI STATE DEPARTMENT OF HEALTH

CHILD CARE REGULATIONS SUMMARY FOR PARENTS

Dear Parents,

The *Regulations Governing Licensure of Child Care Facilities* requires that child care providers supply you with a summary of the Child Care Regulations that govern the licensure of child care facilities.

The Child Care Regulations are the rules and regulations that each child care facility in Mississippi must follow in order to maintain its Child Care License. You, as a parent, are entitled to access these regulations. Among the subjects covered in the Child Care Regulations are:

- Licensing Requirements
- Buildings & Grounds
- Rights of Entry & Violations
- Health, Hygiene, Safety
- Facility Policies & Procedures
- Nutrition & Meals
- Personnel Requirements
- Discipline & Guidance
- Records
- Transportation
- Reports
- Diapering & Toileting
- Staff Requirements
- Swimming & Water Activities
- Program Activities
- Feeding of Infants & Toddlers
- Children with Special Needs
- Night Care
- School Age Care
- Summer Day Camp & School Age Programs
- Hourly Child Care
- Hearings, Emergency Suspensions, Legal Actions & Penalties
- Release of Information
- Rest Periods
- Equipment, Toys, Materials

APPENDICES

- Appendix A – Child Abuse & Neglect Reporting
- Appendix B – Reportable Diseases
- Appendix C – Nutritional Standards
- Appendix D – Playground Safety Standards
- Appendix E – Dishwashing Procedure
- Appendix F – Handwashing Procedure
- Appendix G – Diaper Changing Procedure
- Appendix H – Cleaning & Disinfection Procedure
- Appendix I – Communicable Disease/Conditions & Return to Child Care Guidelines
- Appendix J – Rules & Procedures for State Level Administrative Hearings

A full copy of the Child Care Regulations should be located in the Director's office of your child care facility. It should be available for your examination upon request. You may also access the Regulations at www.healthymississippi.com (from the left menu, select *Licensure*, then *Child Care & Youth Camps*.) You may direct your questions to your local licensing officials, or you may contact the Child Care Licensure office in Jackson at (601) 364-2827.

Should you have a complaint concerning a child care facility, contact your local licensing official

_____ at _____, email the Investigation Unit at CC.ComplaintUnit@msdh.ms.gov or mail the complaint to:

Mississippi State Department of Health
Child Care Facilities Licensure
PO Box 1700
Jackson, MS 39215



THINGS TO REMEMBER

- *Most of your questions can be answered with your handbook. Please refer to it throughout the year.
- * Your child MUST be FULLY potty trained before attending Rainbow Kids Preschool. Please ensure that your child wears clothing that he/she can pull up and down with ease. This will help prevent accidents. If you have any further questions, please refer to the “Toilet Training” section of the handbook.
- *Tuition is due on the 1st of every month. Tuition is \$175 and includes a daily snack. Please pay your tuition payment on time to avoid penalty payments. If you have an issue making your payment on time, please speak with the director.
- *Students who attend Rainbow Kids Preschool may not be dropped off before 7:20. Teachers may be present before 7:20 but this is to allow the teachers time to prepare for the day. If you have any questions, please contact the director.
- *Students should arrive before 8AM to ensure the school day can start without interruption. The doors will be locked to protect the children at Rainbow.
- *If your child is going to be absent, please let the teacher know.
- *Children must be picked up by 12PM. Please refer to the “Arrivals and Dismissal” section of your handbook.
- *Be sure to sign your child in and out each day on the parent board. Important information such as activities and reminders will be posted periodically on the board.
- *Monthly newsletters will be sent home each month. Please read those as they will contain important information.
- *Please join our Facebook Page.
- *When we do “Family Projects” it is important that you do these with your child and return them to the teacher. These are usually displayed in our hallways. We don’t want anyone to feel left out.

Thank you so much for letting us care for your little one. We look forward to helping them learn and grow.



Supply LIST

Boys List

- Paper Towels (6 pack)
- Liquid Soap (2 bottles)
- Disinfectant wipes (1 container)
- 9 ounce cups (100ct)

Girls List

- Kleenex (2 boxes)
- GermX (1 bottle)
- Toilet Paper (8 or more rolls)
- Paper plates (100 ct)

EVERYONE BRINGS

- Crayons (24 pack)
- Markers
- Glue sticks (3 pack)
- Computer Paper White (1 pack)

- Card Stock Colored Paper (1 pack)
- Play doh
- Art Box
- Change of clothes (shirt, pants, undies, socks)
- Baby wipes (1 pack)
- Backpack



Parent Permission Requested

Children LOVE to see themselves in pictures!

I photograph and video many of our classroom activities and love to share them with our school community. Please tell me whether or not you permit the following to be done with pictures/videos of your child.

Your child's name: _____

I give/withhold my permission for classroom photographs and/or videos of my child to be shared in the following ways:

- | | |
|--|--|
| <input type="checkbox"/> Submitted to the newspaper. | <input type="checkbox"/> No. Permission not granted. |
| <input type="checkbox"/> Posted to the school's WEBSITE. | <input type="checkbox"/> No. Permission not granted. |
| <input type="checkbox"/> Posted to our school's Facebook Page. | <input type="checkbox"/> No. Permission not granted. |
| <input type="checkbox"/> Posted to our class website. | <input type="checkbox"/> No. Permission not granted. |

Date

Signature of Parent or Guardian



Student's First Day

August 1nd

Labor Day

September 1st

Fall Break

October 6th-10th

Thanksgiving Break

November 24th-28th

Christmas Break

December 22nd-31st

New Year's Holiday

January 1st-5th

Martin Luther King Day

January 19th

President's Day

February 16th

Spring Break

March 9th-13th

Good Friday

April 3rd

Student's Last Day

May 21st

We follow the same schedule as the South Tippah School District. In the event of bad weather, please follow the South Tippah School District's instructions regarding school closures and delayed start times.



Rainbow Kids Preschool

HANDBOOK

Hall DR, Ripley, ms 38663

Phone: (662)837-7099

But you must keep on believing the things you have been taught. You know they are true, for you know that you can trust those who have taught you. You know how, when you were a small child, you were taught the holy Scriptures; and it is these that make you wise to accept God's salvation by trusting in Christ Jesus.

(II Timothy 3:14-15)



OUR MISSION

Our mission is to teach God's Word and share His love through a fun learning experience that prepares children socially and academically to enter the public or private school system.

OUR GOAL

Our goal is to provide a loving Christian environment in which the child can reach his or her full potential. We offer a structured preschool curriculum that emphasizes basic Bible knowledge as well as kindergarten readiness skills.

OUR PURPOSE

The purpose of Rainbow Kids Preschool is:

- **To provide a quality preschool experience for children five days a week, so they can grow socially, mentally, physically and spiritually.**
- **To provide social opportunities for children in a setting conducive to the development of wholesome social relationships.**
- **To provide opportunities to build readiness skills that will provide an important foundation for future academic pursuits.**
- **To provide appropriate play experiences that contribute to the overall developmental needs of each child.**
- **To provide a needed service in the community for the children and their families, and to serve as a children's outreach program.**
- **To provide a Christian education and a Bible-based curriculum which includes Bible stories and facts that will contribute to the spiritual growth of each child.**

CURRICULUM

Our curriculum is theme-based, we encourage children to learn through play, socialization and hands-on activities. We incorporate Biblical truths into our curriculum, the children learn about God's love and begin to understand those truths.

Your child will participate in a variety of activities such as:

- **Working with various manipulative materials**
- **Engaging in stories, poems, dramatization, films, and books**
- **Having visits from people of interest in the community.**
- **Learning to share, take turns, plan, and reason.**
- **Acquiring good health and hygiene habits**

HOW CAN PARENTS/CAREGIVERS HELP MAXIMIZE THEIR CHILD'S LEARNING POTENTIAL?

- **SEE THAT YOUR CHILD GETS A GOOD NIGHT SLEEP EACH NIGHT**
- **ENSURE THAT YOUR CHILD EATS REGULARLY**
- **TRY TO KEEP MORNINGS UNHURRIED AND CALM**
- **HELP YOUR CHILD ARRIVE TO SCHOOL ON TIME**
- **TAKE AN INTEREST IN WHAT YOUR CHILD HAS TO SAY**
- **APPRECIATE YOUR CHILD'S EARLY ARTISTIC ATTEMPTS (Say "Tell me about your picture" instead of saying "What is that?")**
- **REST ASSURED THAT YOUR CHILD IS IN GOOD HANDS. IF YOU FEEL UNEASY ABOUT LEAVING YOUR CHILD, THEY WILL FEEL UNEASY ABOUT STAYING.**
- **IF THERE IS EVER AN ISSUE PLEASE SPEAK WITH THE DIRECTOR. WE WANT EVERYONE TO BE HAPPY WITH THEIR CHILD'S CARE. SOMETIMES MISSUNDERSTANDINGS HAPPEN.**

- **LET YOUR CHILD KNOW THAT SCHOOL IS IMPORTANT**
- **LABEL ALL BELONGS**
- **SEND SEASON APPROIATE CLOTHING IN CHILD'S BAG INCASE OF ACCIDENTS.**
- **READ ALL COMMUNICATIONS BETWEEN YOUR CHILD'S TEACHER AND THE DIRECTOR.**
- ***KEEP YOUR CHILD HOME IF THEY ARE FEELING UNWELL.***

GENERAL INFORMATION

- **Rainbow Kids Preschool, 1300 HALL DRIVE, RIPLEY MS 38663 phone: 662.837.7099**
- **Director/Teacher: Tonya James 662.603.9108**
- **Teacher: Mary Mann 662.837.1156**
- **We are licensed by the Mississippi Department of Health**
- **We are inspected and approved by the Ripley Fire Department**
- **The preschool staff is governed by the Board of Directors as well as the Elders of the Ripley Church of Christ.**

PRESCHOOL

AGES: Child must be 3 years old by September 1st of the year they enter preschool.

HOURS: 7:20AM until 12:00PM Monday through Friday

We follow the South Tippah District Calendar. We observe all holidays, staff development days, and inclement weather schedules as decided by the South Tippah School Board.

ADMISSIONS REQUIREMENTS

- 1. A parent contact form, registration form, personal information, medical release form, photography release form and emergency information form must be filled out and returned to the office, along with all registration fees.**
- 2. A health record of immunizations (FORM 121) issued by the Health Department must be submitted before the child can be officially enrolled. NO CHILD CAN BE ACCEPTED WITHOUT THE REQUIRED IMMUNIZATIONS!**
- 3. Requests for enrollment will be filled as follows: on a first-come, first-serve basis, with the exception that teachers' children have priority.**
- 4. All registration fees must be paid in full by the first week of school.**

ARRIVAL AND DISMISSAL

- 1. We prefer all our preschoolers arrive by 8AM. This is the time that they begin work on their curriculum. (STUDENTS MAY NOT BE DROPPED OFF BEFORE 7:20AM)**
- 2. A parent or some other adult must bring a child into the building, sign the sign-in sheet, and notify the staff member responsible for your child. A teacher must know when your child arrives. UNDER NO CIRCUMSTANCES CAN A CHILD BE LEFT BY THEMSELVES.**
- 3. Only adults are allowed to bring and pick up children from the center.**
- 4. A person other than parents picking up children may have to show identification if they are not recognized by the staff.**
- 5. After 12PM a late fee of \$1.00 per minute is charged if the parent is 0-15 minutes late in picking up the child. After**

15 minutes the fee is \$2.00 per minute for each additional minute the parent is late. *After five days, the student will be dismissed from school.

ATTENDANCE

- 1. Please notify Rainbow Kids of any planned absences.**
- 2. Rainbow Kids should be notified on the day of a child's absence due to illness.**
- 3. Please notify your child's teacher if they are to be picked up earlier than normal.**
- 4. Please notify your child's teacher if someone out of the norm, but who is listed on the pickup list, is going to be picking up your child.**
- 5. Monthly fees are paid even if a child is absent.**

BITING

All biting must be documented by teachers on the biting record sheets. Close observation of children exhibiting biting behavior must be done by teachers and the director. A note of concern will be sent to the parents and another will be put in the child's file. If any child exhibits persistent biting behavior as determined by the director, his/her parents will be asked by the director to remove the child from the program until such behavior ceases. Parents may want to consult their physician if their child has been bitten and the skin has been broken or blood drawn.

CHILD ABUSE POLICY

Staff is required to follow the same policy with their own children while they are on the preschool grounds.

All staff are to use positive methods of discipline which encourage self-control, self-direction, self-esteem and cooperation. Staff is prohibited from using the following as a means of punishment:

- 1. Hitting, shaking, biting, pinching, or inflicting any form of corporal punishment.**
- 2. Restricting a child's movement by binding or tying him/her.**
- 3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.**
- 4. Depriving a child of snacks, rest, or necessary toilet use.**
- 5. Confining a child in an enclosed area such as a closet or locked room.**

DISCIPLINE AND GUIDANCE

- 1. The goals of discipline at Rainbow Kids Preschool are:**
 - a. To teach the child to understand and practice acceptable behavior.**
 - b. To help build the child's self-esteem.**
 - c. To be consistent and individualized for each child.**
 - d. To be appropriate for the child's level of understanding.**
 - e. To never humiliate or frighten a child, nor to physically harm a child.**
- 2. The methods of discipline and guidance that are used are:**
 - a. Redirection**
 - b. Time out**
 - c. Parents are called for severe discipline problems**
 - d. Children are disciplined with loving firmness. Teachers are NOT allowed to raise their voices, handle a child roughly, to spank or to be sarcastic.**
 - e. Discipline is: Loving, Caring, Guiding, Understanding and Accepting.**
 - f. Each child is a person of worth----A person created in the image of God.**
- 3. Parent and Discipline at School:**

Parents should follow the above methods of discipline and guidance with their own child while on school property.

CLOTHING

- 1. Your child should wear season appropriate clothing. Their clothing should be comfortable, washable and easy for your child to maneuver. (Bloomers or shorts should be worn under dresses).**
- 2. Parents are required to bring a complete change of clothing, including socks and underwear for their child. This is required of each child. Please use a permanent marker and clearly label your child's clothing. This change of clothing will remain in the child's backpack, and it should be season appropriate.**
- 3. Please have your child dressed for the day when they arrive.**
- 4. Flip flops should not be worn as they are a safety risk. However, the decision is up to the parents.**

CONFIDENTIALITY

Rainbow Kids' policy regarding the release of personal information on any child or family is to ensure confidentiality and to release information only with permission from the parent or guardian. Staff is instructed on this policy and has access to personal information on a need-to-know basis.

DISMISSAL

- Children are dismissed from Rainbow Kids Preschool only when all other alternatives have failed, and we can no longer minister to that child or the child's family.**
- Children are dismissed when that child's presence in our program is harmful to the other children and/or the program as a whole.**
- Children can be dismissed for inappropriate language and/or behavior, such as cursing at a teacher or cursing at another child. The child may also be dismissed for biting or harming another child.**
- Children are dismissed if fees are not paid.**

- **Children may be dismissed for parent/caregivers' failure to comply with the policies set forth in this handbook.**
- **Children will be dismissed if they fail to be completely potty trained.**

DISTRIBUTION OF MATERIALS

- **Distribution of materials for organizations other than Rainbow Kids Preschool must first be approved by the director.**
- **Invitations of any kind may not be distributed unless everyone in the school receives one.**

FEES AND TUITION

The fees are as follows:

- 1. Registration Fee-\$50: This is a non-refundable fee. It is for all children involved in our program. This fee is due at the time of registration.**
- 2. Tuition Fee-\$175 per month (August-May) This fee includes a daily snack. This fee is to be paid on the first day each month.**
 - a. Make all checks payable to *Rainbow Kids Preschool*.**
 - b. Tuition Fees are due by the 1st day of each month.**
 - c. If fees are more than 7 days late, a late charge of \$10.00 will be added to your account. If fees become more than 10 working days late, your child will be dismissed from the program.**
- 3. Any penalties incurred by Rainbow Kids Preschool due to the action of a parent may result in the penalty being passed on to the responsible party.**
- 4. Scrapbook fee---\$40**

FOOD AND NUTRITION

- 1. Children are NOT permitted to bring any breakfast food into the center.**
- 2. Rainbow will provide a special snack each day as approved by the MS Department of Health.**
- 3. If parents wish to provide a special snack for their child's birthday, they may as long as they provide enough for the entire school. Some suggestions are cupcakes, cookies, donuts, or brownies. In addition, Rainbow will offer a healthy alternative on these days, including juice or milk. Please do not send cakes, as this is difficult to serve to all students in a timely manner. Birthday parties at Rainbow School are NOT permitted.**

HEAD LICE

If it became known that a student who attends Rainbow Kids Preschool has head lice, the parent will privately be notified to come pick up their child. A letter will be distributed to each parent to let them know of the outbreak.

Please check your child's head periodically. If you discover that your child has head lice, follow the 3 step process.

- 1. Kill the lice with lice killing shampoo.**
- 2. Remove the nits with a lice comb.**
- 3. Treat the environment including: bedding, backpacks, hairbrushes, car seats, pillows, stuffed animals...etc.**

Information and treatment information is available from any drug store or physician. The child may return to Rainbow Kids Preschool provided that the child is nit free.

HEALTH

Illness:

No child should attend when visibly ill. Children showing signs of illness must remain at home in order to protect others. A child may not attend Rainbow Kids Preschool with any of the following symptoms:

- **Fever**
- **Undiagnosed rash**
- **Severe cough**
- **Diarrhea**
- **Severe cold/covid symptoms**
- **Sore throat**
- **Vomiting**

- 1. Should your child become ill during the day while at school, you will be notified immediately to come pick up your child.**
- 2. If a child is suspected of having fever, a staff member will take his/her temperature under the arm. If the temperature is 100 or greater, the child will need to be picked up from Rainbow. He/she will NOT be allowed to return until they have been fever free for 24 hours.**
- 3. Should your child have a contagious disease, PLEASE let the teacher know immediately so that precautions can be taken and so the teacher can notify other parents about the sickness.**
- 4. If your child is unable to participate in normal school activities such as outside play, you need to make other arrangements for your child's care until they are well enough to be outside. We do not have the resources for sick care within our facilities.**

Accidents:

If a child has a minor injury, the staff person attending to the child will administer first aid. An accident form will be filled out in duplicated to inform the parent of the situation. This form will become a part of your child's record at Rainbow Kid's Preschool.

Should a serious injury occur, and medical attention is needed; the parent will be contacted immediately. In an emergency situation when the parent cannot be reached, the emergency numbers provided in the enrollment form will be contacted. When necessary, the emergency release provided by the parent will be utilized.

Medication:

We do NOT administer medicine at Rainbow Kids Preschool. Epi pens are allowed for emergencies when provided by the parent. Proper forms be filled out and signed for the Epi pen.

Hygiene:

The staff makes every effort to help children observe good health practices, including the development of good toilet habits and hand washing procedures. Parents can help by instructing the child in good health practices for home and school.

Toilet Training:

- **All children *must* be toilet trained upon acceptance of Rainbow Kids Preschool. According to the Mississippi Department of Health regulations, our facility is not properly set up to allow us the ability to change diapers. **(NO PULL-UPS ALLOWED)****

INCLEMENT WEATHER AND EMERGENCY SITUATIONS

- 1. Rainbow Kids Preschool will follow South Tippah School Districts instructions when it comes to inclement weather.**
- 2. In the event of a fire, children will be taken to the playground area. Sign-in and sign-out sheets will be taken to ensure everyone is out of the building and accounted for. Emergency numbers will also be taken so parents can be notified.**
- 3. In the event of threatening weather or any other disaster that would require relocation, children will be taken to (1) Ripley Church of Christ sanctuary; (2) Ripley Park Gym on Clayton Street. If we have to relocate, volunteers will help us with this process. We will be in touch with the 911 office and local radio stations during such times.**
- 4. Monthly tornado drills are also held at Rainbow Kids Preschool.**

LICENSING

Rainbow Kids Preschool is licensed by the Mississippi State Department of Health, Division of Child Care and Special Licensor.

OUTSIDE PLAY

- 1. We are required by the State Health Department to spend 30-45 minutes outdoors each day weather permitting. Please dress your child appropriately.**
- 2. If there is any reason your child should not play outside, please keep your child at home. We do not have a sick room.**

REPORTS TO PARENTS

Parents will receive a monthly newsletter concerning their child's activities. Parents will also receive reports in cases of accidents, special events or unusual problems that may occur.

SCHEDULES

Each class follows a daily schedule which includes circle time, activity time, snack time, bathroom time, play time and outside time. Each child's specific schedule is posted in the classroom.

SIGN-IN & OUT

Children must be brought into the school by an adult. The adult will sign the sign-in sheet with their name, date and time of arrival. The same procedure will be done during pickup. The adult will sign their name, date and time of pickup.

TOYS

- 1. We have toys and equipment at the preschool for all children. Please refrain from sending toys to school with your child as they get broken or lost.**
- 2. Children are not to bring mouth or stuffed toy for hygienic reasons.**
- 3. Children are asked not to bring toys from home. IF toys are brought they will remain in the child's cubby until the end of the day.**

VISITORS

All visitors and parents are required to register with Mrs. Tonya before visiting the rooms or on the playground.

WITHDRAWAL

If it becomes necessary to withdraw your child from our program, we require at least a week's notice. If adequate notice is not given to the director, you will be charged for the completion of the month following your child's withdrawal.

GRIEVANCES

All legitimate grievances, inquires, or complaints concerning the supervision or care of your child should be directed to:

Tonya James

Director of Rainbow Kids Preschool

1300 Hall Dr.

Ripley, Mississippi 38663



I, _____ have read and agree to comply with the contents of the Rainbow Kids Preschool handbook.

Signature _____