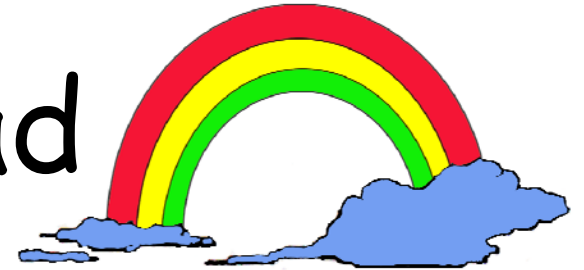


Rainbow

Road



Preschool

2009-10

POLICY

MANUAL

## NOTES

**Welcome to**

**Rainbow Road Preschool!**

**We are looking forward to an exciting and fun-filled year of learning for your child.**

**Please keep this booklet in a handy place - it has most of the information you will need at various points during the school year.**

**Rainbow Road Preschool (703) 533-2359**

**Linda Lithgow (540) 786-6761 home  
E-mail: LithgowL@gmail.com**

## NOTES

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## **DISCLOSURES REQUIRED BY THE STATE**

**Rainbow Road Preschool** has chosen to be exempt from State licensure under the provision for religious exemption.

**Rainbow Road Preschool** has loving and caring staff to teach and supervise your children. Our facilities include spacious classrooms, a large multi-purpose activity room, and a 4,000 sq ft fenced grassy play area. Our enrollment capacity has been approved by Arlington County at 45 children. All health requirements and physician's statements required by Virginia law for our staff members have been met. Our public liability insurance is carried by State Farm Insurance Company.

## **PHILOSOPHY AND PURPOSE**

**Rainbow Road Preschool** is a non-profit Christian outreach program sponsored by Arlington Community Church. The purpose of the Preschool is to provide a positive environment that will allow a child to develop physically, socially, emotionally, and intellectually according to his or her own abilities.

Specifically, we plan activities:

- To provide experiences that allow a child to learn to be with other children
- To promote an interest and joy in learning
- To develop security and a feeling of success with non-family members
- To develop self-expression
- To develop self-control
- To develop creativity
- To develop responsibility for self & possessions
- To provide a successful transition from the home environment to school

## **ACADEMIC GOALS**

### **Phonics & Reading**

- Recognition of letters and the sounds that they make, learning the long and short vowel sounds.
- Sounding of one vowel words.
- Reading of simple sentences and familiar sight words.

### **Writing**

- Recognition and formation of Capital and lower case letters in the D'Nealian style used by Arlington County Schools.
- Writing of name.

## Language

Language development and listening skills that include color words, shapes, animals, transportation, countries, community helpers, health, safety, manners, and science. Many songs are learned to reinforce language development and other concepts.

## Numbers

Identifying and writing numerals 0 - 20  
Counting 1 - 10 and 1 - 30  
Recognizing number order  
Creating and matching sets  
Understanding concepts of more, less, and zero  
Simple addition of sets and numbers  
Awareness of numbers in the world around us.

**Rainbow Road Preschool** is under the oversight of the **Rainbow Road Preschool** Board of Directors, who are in turn amenable to the Governing Board of Arlington Community Church. **Rainbow Road Preschool** has chosen to be exempt from licensure by the State as a Religiously Exempt Organization.

clothing items such as coats, boots, etc. are ones that can be managed by your child. Nothing is more frustrating for a child than being unable to do things that others are accomplishing because zippers are frayed, buttons too tight, or boots too hard to get on.

- Expressing fears, questions, and comments to the teacher. We appreciate parental critiques, whether positive or negative, and can only make changes when things are shared. We love ideas for projects, etc. because each new day is a learning experience for the staff also.
- Volunteer in the classroom! Ask a teacher for the volunteer calendar
- Contributing (funds, props, and time) to our two programs, the Christmas program and our end-of-year program. We will ask for your help in planning these.
- The teachers have a wish list—if you're interested, please ask!
- Not being embarrassed by what your child tells us - children can say everything imaginable and we understand how to listen.
- Making the teacher aware of any changing circumstances (home life, finances, child's health, etc.) that you think would help us relate to your child better.

## **INFORMATIONAL PAMPHLETS AND SPECIAL HELPS**

Throughout the year, information regarding health, safety, discipline, etc. may be sent home with your child. Often, we have access to free or inexpensive materials that are beneficial to the families we serve. We hope that parents/guardians find them helpful.

### **AS A PARENT, HOW CAN I HELP?**

As parents, you play a vital part in the success of our program. You help the staff most by:

- Emphasizing that "preschool" is a happy and friendly place.
- Accepting your child as he/she is. Being patient and affectionate and willing to wait while he/she learns self-sufficiency and an attitude of increasing responsibility. Good self-esteem and acceptable behavior and work habits are best begun at three, because it is harder when they are thirteen!
- Reading information that is sent home and responding appropriately.
- Labeling clothing items, such as coats, boots, backpacks, sharing items.
- Showing genuine interest in your child's activities and projects; displaying them and asking questions about minor details of construction, color, etc. It is best to be specific in your questioning (what was the best song you sang today?) rather than general (what did you do today?) unless the child is a great communicator.
- Allowing him/her to wear comfortable clothing that he/she feels good in and that can get "dirty." Making sure that outer

## **IMPORTANT PHONE NUMBERS AND ADDRESSES**

### **Rainbow Road Preschool**

6040 Wilson Boulevard  
Arlington, VA 22205

Phone - preschool & church office (703) **533-9874**  
classroom phone (703) **533-2359**

(Please be considerate of instruction time when calling the classroom. Messages may be left at the office anytime.)

### **Teacher phone**

**Linda Lithgow (540) 786-6761 home**  
E-mail: [LithgowL@gmail.com](mailto:LithgowL@gmail.com)

## **PERSONAL INFORMATION FORM**

Every child's form should be returned to the Preschool no later than the first day of classes. Remember to update the information during the school year if changes occur. This is important for health and emergency information, as well as transportation and letting us know who is authorized to pick up the child from school. (see ARRIVAL & DEPARTURE). Please send a note with the child with the new information or request a new card.

## **IMPORTANT DATES AND VACATION SCHEDULE FOR 2009-2010** (following the Arlington County School schedule)

September 8	First Day of school
October 30	Fall Fun Party
November 11	Holiday
November 25-27	Thanksgiving Break
December 23	Christmas Party
December 24 - Jan 3	Christmas Break
January 18	M L King Holiday
February 12	Valentines Day Party
February 15	Holiday
March 29 thru April 5	Easter Break
May 31	Memorial Day
June 25	Last Day of School

There will be other parties, celebrations, school pictures and other special days that we will notify you about. We will celebrate your child's birthday on the closest school day to his/her birthday.

## **WHAT HAPPENS IN BAD WEATHER?**

To make communication the easiest for the most people we will follow the schedule of the Arlington School District. Listen to your TV or radio for their announcement. You may also call the hotline at 1-866-322-4277 or go to [www.arlingtonk12.va.us](http://www.arlingtonk12.va.us)

**If school is canceled, we will be canceled also.**

**If school is announced as "2 hour delay" then we open at 9:00 am** - the rest of the day will go on normal schedule.

Early public school dismissals are rare. If you need to pick your child up early, please call and we will have him/her ready.

## **STUDENT EVALUATIONS & PARENT CONFERENCES**

Partial progress reports will be given to you several times during the year. These will include listening skills, social skills, and reading readiness skills. Parent-teacher conferences are an important communication tool. Please contact the teacher to arrange a time. A complete "Progress Report" is sent home mid-May. The primary purpose is to celebrate the accomplishments of your child, to recognize areas that can be strengthened, and to help evaluate readiness for kindergarten.

## **FIELD TRIPS AND CLASSROOM VISITORS**

The Preschool may take learning field trips to local places (such as the police station, the post office, etc.) We also encourage "special visitors" (Smokey the Bear, a dental hygienist, a fireman, etc.) whenever possible.

If extra help is needed, non-working parents are contacted. Permission forms are sent home for any trips.

## SNACKS

The snack time enables children to learn social manners and table manners.

Each child should bring a snack each day. Please tell us if your child has any food allergies.

Special "birthday treats" are welcome.

***What happens if the snack is forgotten? DON'T PANIC!***  
The school keeps some snacks on hand.

## WHAT ABOUT BRINGING THINGS FROM HOME?

We ask that items only be brought on designated "Show & Tell" days. "Show & Tell" is an important way to develop language skills in the group. It is important to the child to be able to "show" what he/she is talking about. If possible, place the child's name on the item. You may also encourage your child to make a special picture that can be shared or displayed in our room. We will not permit any play guns, knives, etc. or play items that promote violence (such as Power Rangers). We want to encourage good social skills and play.

Please help your child understand that there are some special rules regarding items brought from home.

1. All items must be put in the backpack when playtime is over or when they are so instructed by the staff.

2. The child must be responsible to see the item does not get lost or broken. We cannot assume responsibility if a favorite toy is broken.

## DAILY SCHEDULE

Our daily schedule is adjusted to fit each group's particular needs. The times given below are approximate and may be adjusted depending on the scheduled activities. Some days we "adjust" completely! ( The younger group will usually receive more "playtime," large muscle, and music activities, while the older age group is usually capable of sustaining interest during creative, small muscle, and readiness activities. During most class times, your child will participate in:

<b>ACTIVITY</b>	<b>TIME</b>	<b>DESCRIPTION</b>
Arrival	9:00 to 9:30 am	Learning to hang up coat, etc.
Playtime & Clean-Up	9:20 am	Children choose friends & appropriate toys or activities. Everyone helps put toys away.
Classroom Time	9:30 to 10:15 am	Introduction of concepts, learning games, phonics, reading books, art, music, etc. according to age level
Bathroom	10:15 am	Children learn hand washing, cleanliness, etc
Snack time	10:15 to 10:30 am	Social skills, politeness, & leadership skills are emphasized
Small Muscle	10:30 to 11:15 am	Emphasis on hand-eye coordination using puzzles, beads, blocks, etc
Large Muscle	11:30 to 12:00	Activities to promote large muscle coordination and development such as balls, balance beam, dance, etc.
Lunch	12:00 to 1:00 pm	
Free Play	1:00 to 1:30 pm	Children play with each other after lunch; toys like Mr. Potato Head, ponies, rescue heroes
Quiet Time	1:30 to 2:15 pm	At least half an hour on mats with blankets. Children may bring stuffed animals as long as they stay quiet.
Quiet Play	2:15 to 3:00 pm	Children choose to play by themselves or with others; puzzles, crayons, domino or matching card games, etc.
Dismissal	3:00 pm	Responsibility for dressing, putting materials in book bag.

Children in the **ALL DAY class** will eat lunch from 12:00 to 12:20 and will have a 1 hour rest period in the afternoon.

During times when the group is actively engaged (for example, "playtime") the teachers have opportunity to work one-on-one developing concepts with individual students.

## ARRIVAL & DEPARTURE

**MAIN DOOR SECURITY CODE IS** (not available online)

**Morning Class** students should arrive between 8:50 and 9:00 am. Morning Class dismissal is at 1:00 pm, Afternoon class dismissal is at 3:00 pm.

Upon arrival at Preschool, **please walk your child to the classroom where you will meet a teacher.**

Please try to help us by minimizing late arrivals and early pickups. We understand that special circumstances do occur from time to time. We simply want to maximize your child's class time. Once a class's attention is diverted to a late or early arriving parent, it takes a fair amount of time to get back on track. The class period is short and we want to make the best use of the time for your child's benefit.

If you will be late arriving for pickup or, if you require an early dismissal, a phone call to the school or note sent with the child will be much appreciated.

Please also make sure that your child's **Personal Information Form** has the names of all persons who have your authorization to pick up your child. Please let us know if you have a special problem in this area. Unless you have informed us of a special problem in this area, we will permit you to phone us in an extenuating circumstance and name an additional person

The	Alphabet	A a	B b
C c	D d	E e	F f
G g	H h	I i	J j
K k	L l	M m	N n
O o	P p	Q q	R r
S s	T t	U u	V v
W w	X x	Y y	Z z

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## **DISCIPLINE POLICY**

The policy on discipline is to maintain an attitude of positive re-enforcement. There will be no corporal punishment. In the event that a child misbehaves or is disruptive, the staff will make every effort to resolve the problem in a positive manner. If necessary, the use of a "time-out" or "thinking" chair is used. Parents are informed about major infractions that have caused injury to others, or if the behavior occurs too often.

In the event that a child's behavior becomes:

- 1) a continuing, disruptive influence to the entire classroom, or
  - 2) the behavior causes injury to the student or others around him/her, or
  - 3) the child refuses to remain with the group,
- then a temporary suspension may be necessary until the situation can be resolved.

The child may be re-admitted on a trial basis after mutual agreement between the parents and teachers has been established.

## **WRITING "LETTERS"**

When practicing "writing names" with your child, we strongly urge you to use lower case letters, rather than all capitals. The public school's printing system is included on the next page. Following this system will allow for a smoother transition by your child to kindergarten. We encourage you to practice the letters and numbers as your child indicates an interest.

authorized to pick up your child.

**Please do not be late to pick up your child. In an extenuating circumstance please call!**

## **ATTENDANCE & HEALTH PRECAUTIONS**

Attendance is required on a regular basis. There is no tuition adjustment for missed days (see TUITION POLICIES).

Please do not send your child to school if he/she is ill (fever, sore throat, vomiting, rashes, etc.) even when the child "begs" you to come. According to State regulations, qualified staff will perform a simple daily health screening to exclude sick children. If your child has an illness that is communicable, such as chicken pox, head lice, flu, etc., please contact the school so we may alert other parents to watch for symptoms. We do periodic checks for head lice. It is not necessary to send an excuse for missed days, but we do appreciate a phone call beforehand to alert us that a student will be absent.

## **TUITION PAYMENT POLICIES**

Tuition is due on the 1st of the month (or the first class day of the month). After the 6<sup>th</sup> of the month there will be a \$25 late fee. On the 7<sup>th</sup> of the month the late fee will be charged. Any exceptions need to be approved in advance. We do not send "bills." If you require a different payment schedule we will try to accommodate you. Please ask us. There is a \$175.00 non-refundable registration fee each year. Your payments are used to pay salaries, building expenses, supplies, etc. We are operating on a very lean budget and we appreciate prompt payment.

Payment by check (made out to **Rainbow Road Preschool**) is preferred and may be mailed to the Preschool at 6040 Wilson

Boulevard Arlington, VA 22205, or there is a "payment box" at the door of Room 3. Please mark on your check what month or what purpose it is for.

It is often difficult to handle money when it is the children who need attention. If you bring cash, please seal it in an envelope with your child's name and the amount clearly marked. Individual receipts, if requested, will be mailed to you for cash payments.

You will receive a statement each January detailing your calendar year tuition payments. We are assessed a penalty for any returned checks and we must pass that cost along to you.

Adjustments in tuition can be negotiated in the event that a child misses more than 50% of his/her class time in a month due to illness or hospitalization. Please call with your request. Adjustments are not made for family vacation days or occasional sick days.

Do we have a **FUND-RAISER**? We don't have one planned. We try to keep our tuition very low and we may find we need some financial help for equipment that would benefit the children. If we feel there is a need for supplemental finances we'll ask you as a group of parents how to address the issue. Also you may wish to know that contributions to the Preschool thru Arlington Community Church are tax deductible. This may include contributions of items of value (subject to tax regulations.)

## **WHAT SHOULD MY CHILD WEAR AND BRING TO SCHOOL?**

Children should wear washable, comfortable play clothes that are appropriate for the weather. We spend a lot of time on the floor, in "messy" art projects, or outside, weather permitting. A jacket or sweater would be appropriate on cool days. When choosing clothing, keep in mind a minimum of inconvenience at "potty time" & dismissal time. In the winter months long pants are best. Sneakers or other rubber soled footwear are the best - please include them in the backpack if boots are worn in the winter. A change of clothes clearly labeled (pants, top, socks & underwear) should be sent the first day and replaced as needed. These will be set aside in case of "accidents." Please remember that children have difficulty with belts and buttons. We have found that elastic pull up pants are best. Please have your child wear shoes that stay on their feet.

## **WHAT ABOUT POTTY ACCIDENTS?**

Being toilet trained is one of the **requirements** for attendance. We understand this may be "borderline" in the younger children and we are willing to work with you for success. We try to deal with these situations quietly & with as little embarrassment to the child as possible. Please do not threaten your child with not being able to attend school. This only makes school more stressful. Let's just work together to remind him/her to "tell the teacher" next time.