



Rainbow Preschool Program

Troy Recreation
3179 Livernois
Troy, MI 48083

On Growing Up

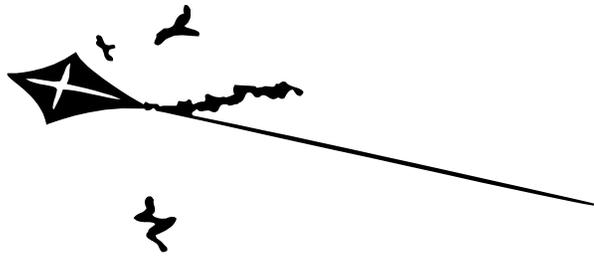
I see children as kites. You spend a lifetime trying to get them off the ground. You run with them until you are both breathless-they crash-they hit the rooftop-you patch and comfort, adjust and teach.

You watch them lifted by the wind and assure them someday they'll fly! Finally they are airborne. They need more string and you keep letting it out.

But with each twist of the ball of twine, there is a sadness that goes with the joy. The kite becomes more distant, and you know it won't be long before that beautiful creature will snap the lifeline that binds you together! And it will soar as it is meant to soar, free and alone.

(Only then do you know that you did your job.)

By Erma Bombeck



Rainbow Preschool

Parent Handbook



Important Phone Numbers:

- Troy Recreation offices: 248-524-3484
- Weather Hotline: 248-689-9756

Rainbow Preschool Program

2013-14

Table of Contents

Welcome	3
Philosophy	3
Program Structure	4
Goals	4
Refund Procedure	5
Arrival Procedures/Late Fees	6
Clothing	7
Discipline Policy	7
Emergency/Information Cards	8
Car Pooling	8
Injuries/Illness	9
Snacks/Peanut-free Environment/Allergies	10
Inclement Weather	11
Health care Plan	12
Weekly Themes/No Classes Schedule	15-17
Playdough Recipe	18

Help Your Child Prepare For School

1. Tell and read stories to him.
2. Listen when your child talks to you.
3. Give him responsibility—a job he must do.
4. Praise him when he is thoughtful to others.
5. Teach your child to speak distinctly and listen when others speak.
6. Encourage your child to share his toys and games.
7. Encourage your child to take part in family conversations.
8. Praise him with sincerity when he does well.
9. Let him share in family responsibilities.
10. Have him prepare to be separated from you through a visit to grandma's, a babysitter or close friend.
11. Show appreciation of his work and display it.
12. Enjoy the wonders of nature or interesting places like the zoo, circus, pet shop, or park.
13. Provide a place for your child's materials or art projects.



Playdough Recipe:



Many parents ask for our popular playdough recipe, which is very easy to make.

The recipe follows:

Bring 2 cups of water to boil.

Add: ½ cup salt

Stir until dissolved.

Remove from heat.

Add: food coloring
 2 tablespoons alum
 2 tablespoons salad oil
 2 cups flour

Knead together when cool. Keep in a plastic bag or tightly sealed container.



Troy Recreation Department 248-524-3484

Welcome to Rainbow Preschool~



The intent of this manual is to provide an overview of our Rainbow Preschool program so that we can ensure a safe, well organized and fun experience for you and your child.

Should you have any questions after reading the manual please ask one of your instructors or contact Lynn Orr, Preschool Coordinator at 248-524-3484 or e-mail at L.Orr@troymi.gov. Rainbow Preschool office hours are Monday-Friday 8:30 am - 3:00 pm.

We hope you enjoy your year!
Troy Recreation and the Rainbow Preschool Staff

Philosophy

The City of Troy Recreation Department's Rainbow program is designed to enhance interaction through play and provide a learning experience for the children.



Our goal is to keep the children happy, active and involved in a program of self-help skills and responsible behavior. Our 4-5 year classes, while continuing socialization skills, also will be present pre-kindergarten readiness skills in numerous fun filled activities.

It has been our experience that our program is most successful when the parents are enthusiastically and wholeheartedly supportive of their child's learning process.

Rainbow Preschool Program

Program Structure

When your child comes to class Remember ~ it is a child's world!

- Their Activities
- Their Ideas
- Their Work
- Their Fun!!



Sometimes a child's idea of decoration, beauty and good housekeeping does not coincide with an adult's.

A child's imagination is great! Children can do wonderful things—paint the wind, dance like leaf, and find joy and happiness in simple tasks. These are abilities that adults may have lost along the way.

When your child enters the classroom, it will be a brief visit to the wonderful world of young children. It is a joy to see their enthusiasm for living and learning.

Structure/Goals

LEVEL	PROGRAM	MAJOR GOAL
1	Parent & Tot Nursery 18 months-2 yrs 11 months	One-to-one play relationship of parent & child.
2	It's Fun Being Three 2 ½ - 3 ½ years	Growing independence from home environment.
3	Rainbow Preschool (3-4 yrs) Rainbow Preschool (4-5 yrs)	Socializing and group interaction skills. Continuing socialization skills and pre-kindergarten readiness skills.

Troy Recreation Department 248-524-3484

Weekly Themes (con't):

3/31 - Nursery Rhymes

4/7-11 - Spring Break

4/14 - Spring is Here

4/21 - Our World/Earth Day

4/28 - Barnyard Friends

5/5 - Mother's Are Special/Parties for the 3's

5/12 - Bugs Everywhere

5/19 - Something Fishy

5/27 - Welcome Summer/Graduation for 4's



NO SCHOOL ON THESE DATES:

Thanksgiving Week - November 27-29

Holiday Break - December 18- January 6

Martin Luther King Day - Jan 20

Winter Break - February 17-18

Spring Break - April 7-11

Memorial Day - May 26

(Dates are subject to change.)

Rainbow Preschool Program

Weekly Themes (con't):

1/6/14 - ABC's

1/13 - Winter Fun

1/20- Happy, Healthy Me

1/27 - Who's Who in the Zoo?

2/43- Day & Night

2/10 - Let's Be Valentines

2/17 - Musical Fun

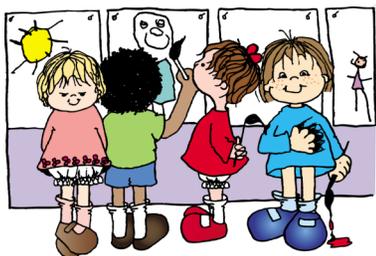
2/24- My Favorite Authors

3/3- Ways of Transportation

3/10 - My Five Senses

3/17 - ABC's

3/24 - Caring & Sharing



Troy Recreation Department 248-524-3484

Program Guidelines

Attendance:

It is very important to your child's emotional and social well being to be prompt for the start of each class. Attendance for each session is essential for continuity of the program. A routine of attending classes is similar to a security blanket for your children just developing concepts of space and time. The instructor will start class at the assigned time.

Tuition/Refunds:

All participants must pay tuition using our Electronic Funds Transfer process through the Troy Recreation Department. Payments will automatically deducted, monthly, from the account you designate beginning August 10, 2013 for 9 months ending April 10, 2014. You may pay tuition in full before start of school year.

Cancellation Policy-

The EFT agreement will remain in effect until the Troy Recreation Dept. is notified in writing (using the Cancellation/Change form) at least 30 days prior to the 10th of the month if your child will no longer be attending Rainbow Preschool. The form is available at the front desk of the community center. There is NO refund of tuition.

If a parent chooses to pay tuition in full and decides to withdraw, prior to the start of school, there will be 100% refund minus \$10 service charge or after school has begun, parent will receive prorated fees minus one month of tuition and \$10 service charge.



Staff:

All the instructors have college degrees with an emphasis in Early Childhood Education and/or preschool instructional experience. Occasionally a qualified teacher substitute may be utilized in the classroom when necessary.

Rainbow Preschool requires a criminal history check by Michigan State Police and a child abuse and neglect clearance performed by the Michigan Dept. of Human Services on all employees. Staff are familiar with the Child Protection Law as it relates to child abuse and neglect. Each staff person also is required to attend safety training and staff orientations. ***Your child's safety is top priority to our staff!***

Rainbow Preschool Program

Program Guidelines (continued)

Arrival Procedures/Late Fees:

Teachers need to prepare the room, so the doors will not open until the starting time of the class.

Preschool is open from 9:00 am–11:30 am for the morning classes and from 12:30-3:00 pm for the afternoon classes. We require **promptness** in picking up your child, as young children tend to worry when parents are late picking them up. Teachers also appreciate children arriving to school promptly so the class may begin on time.

A late fee will be charged for chronically late pick ups. When we determine promptness in picking up a child is a reoccurring problem, the late fee charge will be \$1 per minute after 11:30 am and 3:00 pm and must be paid before the next class session.

Please inform the teachers in advance, if someone other than the parent will be picking up the child.

Themes:

All Rainbow programs have the same themes which change weekly. Each level will have different activities geared towards the age and abilities of those children. Parents will receive a monthly calendar which will list the weekly theme, snack, and any special days such as show and tell days or field trips.



Toilet trained participants:

All children entering the Rainbow 3-5 year programs **must** be toilet-trained before entering the program. For sanitary purposes, children must wear underwear to school at all times.

The Rainbow Preschool has extra clothing for the children to change into if a urine accident should occur. Parents are asked to wash the clothes and return them to the next class. If your child has a bowel movement accident, we will notify parents to come to school to change him/her.

Repeated occurrences of bathroom accidents can be cause for removal from our program.

Troy Recreation Department 248-524-3484

Weekly Themes: (tentative)

9/9 - All About Me

9/16 - Colors of the Rainbow

9/23 - Bear Week

9/30 - ABC's

10/7 - Autumn

10/14 - Safety Sense

10/21 - Dinosaurs

10/28 - Pumpkin Patch

11/4 - Adventures in Space

11/11 - Taking Care of Our Pets

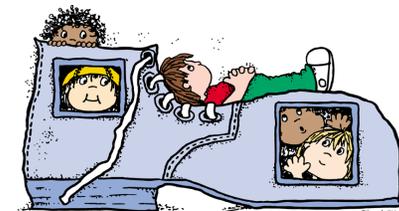
11/18 - Numbers & Size

11/25 - Thanksgiving

12/2 - Shapes Around Us

12/9 - Holiday Traditions

12/16 - Holiday Celebrations



Rainbow Preschool Program

Class Agenda

Our program is set up so that we work within a particular time frame. Routine to a child is extremely important. Times are at the discretion of staff.

AM	PM	What's Happening
9:00	12:30	Welcome to program
9:30 -10:00	1:00-1:30	Circle Time
10:00-10:30	1:30-2:00	Supervised play time, art project, easel
10:30	2:00	Clean up
10:45-11:00	2:15-2:30	Group activities in circle
11:00-11:10	2:30-2:40	Snack
11:10-11:30	2:40-3:00	Outside and dismissal

Activities

- * Finger play
- * Story time
- * Music enrichment
- * Science/math
- * Arts and crafts
- * Table play
- * Dramatic play
- * Large gross motor skills
- * Snack time
- * Field trips
- * Fine motor skills
- * Sensory



Program Guidelines (continued)

Clothing:

Children need to be dressed in clothes that give them freedom to move and play without the fear of spilling paint on themselves or GETTING DIRTY; that keep them warm in cold weather and that keep them cool when it is hot. Clothing should be easy for your child to dress themselves. Soft-soled shoes (e.g. tennis shoes) should be worn for the safety of the child especially around the water table and on the outdoor play equipment. Please mark outerwear with your child's name. For sanitary purposes, children must wear underwear to school at all times.

Discipline:

Children will be prevented from harming themselves, other children, adults and equipment as it is our goal to provide a safe and caring environment for all involved in our program. This will be done in the most positive manner possible and in such a way as to help children develop self-control, self-direction and self-esteem. Unacceptable behavior examples would include physical harm to others and disregard for teachers. Classrooms rules are reviewed often with the children so there will be no confusion of expectations. The instructors use what we call our "R & R methods": remove the child from the undesirable situation and redirect the child's attention. Occasionally "time outs" method will be used after the teacher has spoken to the child several times. During the time out period, the child will sit in a chair for a specific amount of time away from the other children. This is not a punishment but an allotted period of time when the child can think about their behavior and how to correct it. Discipline, if used, is always discussed with the child's parent. In cases of special problems, the staff may work with the parents over a period of time to discover the cause of the problem and an effective method in dealing with it. Discipline issues that remain unresolved may require Troy School District resources be called to observe and make recommendations. In the unusual case of a child's behavior requiring special consultation and there is a lack of parent cooperation and a lack of change in child's negative behavior, we reserve the right to dismiss the child from the program with no refund.



Program Guidelines (continued)

Child Information Cards/Forms:

A Child Information Record, Parent Agreement, and a green Health Appraisal (completed by a physician) must be on file with our staff in order for your child to participate in the Rainbow Preschool program. Please be sure when filling out this information that it is complete and signed where needed.

In the event of an injury or illness, the child information cards will be used to make contact with the parent/guardian. Please be sure to list all phone numbers and addresses where required on the form.

Incomplete forms will be returned to the parent to be completed by next class. Your child's attendance in class relies on your completion of all forms.

Parents will also be required to sign a parent agreement in the fall. This agreement reviews policies at Rainbow Preschool. Included is a photo release allowing Rainbow Preschool to use your child's photo for memory books, promotions and for parents to see activities at school. We also ask for an email address as much of our preschool communication is done through email in order to be as cost effective and environmentally friendly as we can. On the back of the parent agreement is the Parent Notification of the Licensing Notebook, required by the State of Michigan.

Car pooling:

When carpooling, remember to add those parents' names on the Child Information card. Even if the instructors know the parents, they cannot release the child if their name is not on the form. You may add names to the white card throughout the year as your child makes friends. The instructors may ask to see a person's driver's license to verify identification. This is a safeguard for your child. We are greatly concerned about their safety.



Name Tags:

Name tags are provided for child and should be worn at each and every class. They are to be left in class until the end of the session. They will be placed out on a table so the child can discover the educational skill of name recognition.

Troy Recreation Department 248-524-3484

The 4 and 5 year old program will emphasize developing pre-kindergarten skills:

- ◆ Same/different concepts
- ◆ Left to right orientation
- ◆ Auditory and visual discrimination skills
- ◆ Alphabet recognition
- ◆ Name recognition
- ◆ Number recognition
- ◆ Color shape recognition
- ◆ Low organization games
- ◆ Safety orientation



Supervised Play time at Learning Centers includes:

- ◆ Art area
- ◆ Science area
- ◆ Fine motor skill area
- ◆ Large gross motor area
- ◆ Dramatic play area
- ◆ Reading and listening center with headphones and tapes
- ◆ Computer area
- ◆ Sensory area

Group time includes:

- ◆ Singing
- ◆ Story time
- ◆ Finger plays
- ◆ Musical band
- ◆ Theme discussions
- ◆ Body concepts activities
- ◆ Calendar review
- ◆ Pledge of Allegiance
- ◆ Much More.....

Rainbow Preschool Program

Health Care Plan/Resource

In an effort to control illnesses, the following procedures will be followed:

- ◆ Hand-washing posters will be placed by each sink to remind students and staff to wash their hands.
- ◆ Children and staff wash hands whenever necessary. Hand-washing is done after using restroom, after coughing, sneezing, or blowing nose, after touching classroom pets and prior to snack time.
- ◆ Liquid soap and one use towels are available for hand-washing. On field trips or when water is not available, a hand-washing gel may be used.
- ◆ A disinfecting solution of bleach and water is used to clean and sanitize tables and classroom supplies and equipment.
- ◆ It is our goal to maintain a healthy classroom. If staff suspect a child is ill, staff will contact parent. The parent will be required to pick up the child immediately and the child kept home from program until symptom free for 24 hours. The child may be separated from other students until parent/designated adult arrives.
- ◆ Parents will be notified of any communicable diseases within the classroom.
- ◆ Our health care resource is Oakland County Health Department @ 248-858-1280. (Required Notice by State of Michigan)

Graduation:

Rainbow Preschool will have a graduation ceremony for the 4 year old classes on the last day of school. We ask that you send your child to school at the regular class time and you are invited to attend the ceremony /party the last 45 minutes of class. Refreshments will be served.



Playground:

The City of Troy Recreation playground at Rainbow Preschool has been certified to meet all safety standards required by the Michigan Department of Human Services and is routinely inspected by certified playground inspectors.

Troy Recreation Department 248-524-3484

Program Guidelines (continued)

Injury:

In the event of an accidental injury to your child, the following procedures will be taken.

1. Basic first aid and comfort to your child.
2. Parent will be contacted immediately. If the parent cannot be reached, the emergency person will be notified.
3. If necessary, physician will be contacted.
4. If necessary, ambulance will be called.

Illness:

When making the decision to send your child to school, it should be an adult decision, not the child's. You must keep your child at home if:

- * He/she has a fever or has had one during the previous 24 hours
- * He/she has a heavy nasal discharge
- * He/she has a continuous hoarse voice
- * He/she has symptoms of a possible communicable disease
- * He/she has sniffles, reddened eyes, sore throat, coughing, headaches, vomiting, rash, etc.



We ask that you keep these rules in order to keep everyone healthy.

Medication:

Rainbow Preschool does not administer any medications to the children. It is our policy that if a child isn't feeling well and needs medication, they should be at home under the supervision of a parent/guardian.

Hearing & Vision Screenings:

These screenings will be conducted each spring for all of Rainbow Preschool 4 year old classes. The results will be given to the parents or in some cases, Oakland County Health Department will contact the parents. Screenings are a requirement for entrance in to Troy Kindergarten.

Rainbow Preschool Program

Program Guidelines (continued)

Snacks/Peanut-Free Environment/Allergies:

Rainbow Preschool provides snack every day for the children unless it is a birthday treat or holiday party. We **do not** allow any form of peanut snacks or snacks processed where peanut snacks are made to be served. Parents of children with allergies should speak to coordinator before school begins in September to complete a special allergy form for their child.

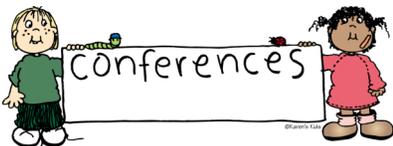
Birthdays:

This is your child's special day! The child may bring a special snack to share with the group and it will be served in place of the snack that day. We will also add songs, and a birthday hat to make this an important and special day for your child. Please let us know on the birthday calendar at least a week in advance when you would like to celebrate your child's birthday so that we can make the necessary preparations. Suggestions for snacks are fruit, cheese, popcorn and muffins. **Please do not send cupcakes, juice boxes or peanut products.**

We are a peanut free environment. Please read the label before bringing in a birthday snack. Many items are made in a factory where there are peanut products also. We cannot serve those products. If we are not able to read the label from a store-bought snack, we will not serve the birthday treat. We will attempt to contact a parent to inform them of this decision. Please be very careful as we do not want to spoil a special day.

Parent/Teacher Conferences:

In March of each year the teachers will schedule a conference time concerning your child. It is a positive way to hear how your child has progressed and experienced the year interacting with other children and their teachers.



Troy Recreation Department 248-524-3484

Program Guidelines (continued)

Holidays/Inclement Weather:

Legal holidays, which fall during the session, are exempt from make-up classes and have been planned into the school calendar. If weather is inclement, call our Hotline by 8:15 a.m. for morning classes and 11:45 am for afternoon classes. This number will give you information concerning classes if they are to be canceled. If the Troy Schools are closed, our program will be canceled as well. Due to our tight calendar, we will be unable to make up any classes cancelled due to weather related reasons.



WEATHER HOTLINE: 248-689-9756

Website: www.troymi.gov/parksrec/weatherupdates

Tornado and Fire Drills:

Tornado procedures will be practiced with the teachers twice per year to make sure all children know the procedures and where to go. Fire Drills are practiced once every three months.

Gum Chewing/Food:

For safety reasons, we ask that children do not chew gum in class. Please do **not** bring any food or drink to school with your child. For sanitary reasons, children will only be allowed to eat at snack time.

Parent Participation:

At times throughout the year we may ask for your help with a field trip or a holiday party. When the time comes, we will post a sign up sheet and/or distribute a note with the details.

Rainbow Preschool Program