

# **RAINBOW EXPRESS PRESCHOOL**

## **VICTORY CHURCH**

**2870 Middle Road  
Winchester, VA 22601  
540-667-9400 / Fax: 540-667-9604**

## **PARENTS HANDBOOK**

Thank you for taking the time to look into Rainbow Express Preschool. We hope you will find that we are a secure and beneficial place to enroll your child. Please know that we always appreciate your comments and constructive criticism. If there is anything you feel would be helpful for us to know, please do not hesitate to tell us. We are all in this together! We want to be a positive influence in the life of your child and as we work together, that will be accomplished.

We will try our very best to give your child the loving care and guidance that children need in their early formative years. We welcome your child to the program, and we hope the learning experiences here will be happy and wholesome ones.

This handbook has been prepared so that you may know our policies and better understand the program. We are looking forward to a successful and fun year at REP.

## **PHILOSOPHY**

**Rainbow Express Preschool** is an extension of **Victory Church Children's Ministries**. It is an outreach into the community for children ages 0 through 6.(currently we only have classes for ages 18 mos through 5) REPS is dedicated to the total development of the child including their intellectual, social, physical, and spiritual needs. Our program emphasizes Christian principles, and in this we strive to develop in our children an inquiring mind, good relationships with other people, and a loving awareness of our Heavenly Father.

## **TEACHERS AND STAFF**

Our staff includes competent personnel who are experienced in working with children and willing to give your children the care and attention you want for them. All preschool staff is under direct supervision of the Senior Pastor at Victory Church, Rev. Keith Cross. After you enroll your child you will receive an acceptance letter telling you who your child's teacher will be. Please do not hesitate to contact your child's teacher or our *Preschool Director, Angela Cross*, if you have any questions or concerns.

## PROGRAM PARTICULARS

1. **An option of 2 or 4 days per week** (Monday/Wednesday, Tuesday/Thursday or Monday/Tuesday/Wednesday/Thursday).
2. **Annual Registration Fees:** \$40.00 (\$35.00 each for two or more children from the same immediate family).
3. **Cost:** Class Ages 2-5: 2 day \$180.00 (monthly for 9 months); 4 day \$325.00 (monthly for 9 months) We encourage and give a discount for the full time option. (325.00 instead of 360.00)
4. **Student/Teacher Ratio:** There is one 16 months to 2 year old class with two teachers and up to 10, there is one 2 year old class, with one teacher and one aide for up to 16 children. There are two 3 year old classes, each with one teacher for up to 10 children and one aide for both classes. There are two 4 year old classes, each with one teacher for up to 10 children and one 5 year old class with one teacher and one aide for all three of the classes.
5. **Children are enrolled for THE ENTIRE SCHOOL YEAR.** When you enroll your child, you are reserving a space for him or her. Dropping out in the middle of the year creates instability in the entire program. Therefore, please understand that you are **RESPONSIBLE** for completing your enrollment obligation. (See Enrollment Agreement form).
6. **Children from age 0 months through 6** may be accepted and placed in the appropriate class, space and staff permitting. Our current class grades are: age 16 mos to 2, age 2, age 3, age 4 & 5. Placement is made according to your child's age on September 30 of each year.
7. **Appointments.** If you would like to schedule an appointment to see the program and/or meet the teachers and aides, please call the preschool at 540-667-9400 ext. 133, Monday through Thursday, 9:00 through 1:00.

## SCHOOL DAYS

Our doors open at **9:00 AM**. Do not enter through the church office entrance. The preschool has a separate entrance in the back of the building. We ask that the person bringing your child to school will escort him or her all the way to their classroom each morning. Our teachers are ready to start class at 9:00. Please try not to be late! We lock the doors at 9:20 and unlock them

at 1:00. This is for the safety of your children. If you will be arriving late or wish to visit us during the school day, please call ahead so someone can unlock the door for you. When picking your child up at 1:00, you will be asked to sign them out at the front desk. Your child will be released only to persons you have listed on the forms. We may require proper identification before we will release a child to someone other than a parent. REPS ends **promptly at 1:00 PM.**

## **WHAT EACH CHILD NEEDS**

1. A backpack or tote bag.
2. A seasonal set of extra play clothes. Your teacher will let you know whether she would like the clothes to be kept in the backpack or left in the classroom.
3. A nutritional **Lunch** each day including a drink. (no soda, please)
4. You will receive a supply list for your child's class along with your acceptance letter after registration.

**\*\*\*Note:** Please label all belongings (coats, jackets, backpacks, lunch boxes, etc.) with your child's name.

## **THE REPS PROGRAM**

Our program will utilize many avenues for learning, in addition to classroom paperwork. These include art, activities in our gym or on the lawn, drama, language arts, and simple math through structured activities and free play. They will be read to regularly. We do not leave the premises for field trips, but will invite special visitors, including a local fire department and an animal shelter who will give age appropriate presentations that are fun and educational.

Music instruction is provided at least once a week (twice for 4 day students) and includes singing, playing rhythm instruments, creative movement and dance, and listening activities that make learning fun. .

Chapel Time is provided at least once a week (twice for 4 day students) and includes an animated story in which we use the Beginners Bible. A note is sent home by our chapel teacher after each chapel to let you know the story that was told that day to your child.

Curriculum: Through the experience of our teachers, we have added to and modified several class curriculum courses to best meet the needs of each age group. Our curriculum is age appropriate and contains a good balance of playtime as well as structured work time.

## POLICIES

1. **Birth Certificate:** Due to our State Certification, we need to see an original Birth Certificate, upon initial enrollment, from everyone who registers in our program. You may bring this to the Preschool, with your registration forms, or you can mail us your forms and bring the Birth Certificate to our open house.
2. **Open House:** We usually hold an open house the Thursday before our 1st day of school. This enables you and your child to meet your child's teacher and get acquainted with the preschool. More information, exact date and times, will be included in your acceptance letter.
3. **Toys:** Please DO NOT bring toys from home as we will provide toys and equipment in the classrooms. Toys from home usually end up being argued over and/or left here, etc.
4. **Dismissal of a Child:** The REPS Program reserves the right to dismiss any child from the program if after enrolling he or she seems unable to participate in group experiences or exhibits consistently poor behavior with no positive improvement. We will be using "time-out" disciplinary measures along with recommendations to parents.
5. **Tuition:** Tuition is to be paid monthly. We ask that you keep your account current at all times. Tuition will be due on the 10<sup>th</sup> of each Month. If your account is delinquent your child may not return without proper fees being brought up to date, or satisfactory arrangements are made. The child is enrolled for **THE ENTIRE SCHOOL YEAR** and there is no refund for absences. Extenuating circumstances will be reviewed on an individual basis. **PLEASE UNDERSTAND THAT YOU ARE RESPONSIBLE FOR PAYMENT WHETHER YOUR CHILD IS PRESENT OR ABSENT.** Your child's enrollment in this program assures him or her a loving, friendly, and wholesome place to learn. Sporadic attendance without payment for those absences seriously affects the program and therefore will not be allowed.

**PLEASE NOTE PAYMENT STRUCTURE:** Tuition is based on an annual tuition rate. We have set up monthly payments (for easier budgeting) based on 9 months, September through May of each year. Payments not made by the 10<sup>th</sup> of each month will be considered late and special arrangements with the Administrator or Assistant must be made before a child can continue in the program.

6. **Late Pick-up Penalty:** If you are late in arriving to pick up your child, we will assess a late charge of \$5.00 for every 15 minutes you are late. If you have an extenuating

situation, please call to explain, otherwise, a late charge may be added to your account. Each of our teachers will gladly take time to talk with you about your child's progress when necessary, but please do not prolong their day with unnecessary conversations or tardiness.

7. **Calendar Year and Inclement Weather Days:** It is our policy to make our own decisions on the opening, closing, or early dismissal of the program for holidays and inclement weather. When it will be necessary to close the program for inclement weather it will be posted on our Facebook pages (Victory Church and Rainbow Express Preschool), and all teachers will also send a group text message to notify parents of school closings and delays. You will receive a school calendar which will include school holidays, spring break and special events.
8. **Health:** It is the policy of our program to not allow any child who has not been properly immunized. This is a safeguard for every child. We also REQUIRE that you keep your child home when he or she has a fever, persistent cough, cold, or other contagious disease or situation. Notify the teacher when your child must be absent for a prolonged period of time or has a contagious disease. We require a copy of your child's immunization record before they attend preschool.
9. **Safety:** It is of utmost importance that all children are held by the hand or carried from your vehicle to the church building, and from the church building back to your vehicle. **ABSOLUTELY NO CHILDREN SHALL BE ON THE PARKING LOT INDEPENDENTLY.** Children running or walking alone on the parking lot shall be grounds for immediate dismissal of the child from REPS.
10. **Miscellaneous:** We reserve the right to make any necessary changes or additions to these policies. You will be properly notified if that should occur.
11. **Facebook/media:** Rainbow Express Preschool does have a Facebook page to promote our preschool to the community and share information with parents regarding our program. Parents must annually notify Rainbow Express Preschool in writing if they do not want the school or the media to have access to their child's image, voice recordings or other similar identifying information during the school-day operations; otherwise, we will be deemed to have been given permission for publication and/or broadcast of these images, voice recordings, other similar identifying information, and work by the school and media. Such notification will remain in effect through the end of the current school year and must be renewed annually.