



RAINBOW INTERGENERATIONAL PROGRAM PARENT HANDBOOK OUTLINE

1. _____ Our program fosters the cognitive, emotional, physical and social development of each child. Our daily activities and lesson plans are posted in each classroom. Our teacher child ratio is 1:8.
2. _____ Due to our program's curriculum, we only accept full time students. Our hours of operation are 7:00am-6:00pm. Our doors close daily at 9:00am. If for some unforeseen circumstance you know you will not be arriving before, 9:00am or picking up at 6:00pm, please notify the office as soon as possible. For afternoon pick-up after 6:00pm, there will be a \$15.00 late fee for up to the first 15 minutes of tardiness and \$1.00 per minute thereafter. **THE LATE FEE IS DUE ON ARRIVAL.**
3. _____ Our weekly tuition fee is based on a sliding scale fee which is determined by proof of family income. All payments are done before services are rendered. All payments **MUST BE IN ON FRIDAY OR MONDAY** of each week. If for some reason you do not pay on time, a late fee of \$5. 00 will be incurred.
4. _____ All children must use uniforms which are purchased in the office.
5. _____ Upon registration, a non-refundable registration fee will be collected before commencement of your child into our program. This registration fee will equal the cost of one week of tuition based on your family's income.
6. _____ Once a year there will be a parent meeting outlining our program's objectives and future activities.
7. _____ Parent conferences and or workshops are held at least twice a year and are mandatory.
8. _____ All children must have some form of medical insurance.
9. _____ Rules and Regulation stated in the handbook are given to each parent upon registering and must be followed.
10. _____ Parents are responsible for bringing to school; a change of clothes kept at school at all times, crib sheets & blankets for nap time and any other item that will help keep your child comfortable during his/her time at school.
11. _____ Late payments will be notified every **MONDAY**. After three notifications of late payments, services for your child will be terminated.
12. _____ We practice open door policy. All parents are welcomed into our school as long as their presence does not disrupt our schedule and our classroom activities.
13. _____ Any return checks from the bank will incur a \$12.00 return fee and must pay in cash all other payments there on until you are no longer on probation.
14. _____ There will be an additional \$10.00 weekly fee for children who are in diapers or are being toilet trained.