

# Our Mission:

We promise to provide a safe, caring environment for your child where learning is fostered and natural curiosity is encouraged.

# Our Values:

- ❖ Family
- ❖ Open Communication
- ❖ Safety
- ❖ Education
- ❖ Assisting Parents
- ❖ Healthy Children
- ❖ Pride in our Center
- ❖ Knowledgeable Faculty
- ❖ Filling each day with learning, memorable experiences and JOY!

Welcome To

Mother Knows Best



**Child Care Centers**

4301 Tyson Avenue

Philadelphia, PA 19135

Telephone: 215-332-2595

Email: [philly@overtherainbowdaycare.com](mailto:philly@overtherainbowdaycare.com)

[www.overtherainbowdaycare.com](http://www.overtherainbowdaycare.com)

*Amber Kreuter*  
**Owner**

*Gemma Davis*  
**Manager**

*Melissa Lahiff*  
**Director**

Dear Parents/Guardians,

On March 2 1992, Mother Knows Best, Inc. had the very good fortune to open a new Preschool/Childcare center at 4301 Tyson Avenue, right here in your neighborhood. It is now many years later and we have established a successful center with an outstanding reputation.

In speaking with many clients over the years we find there are different ideas about what a preschool/child care center is. Although we take care of children, we are not a babysitting service. We are a learning center that uses many forms of experience to help children from zero through kindergarten to grow and develop into curious, thinking, self sufficient people at their own levels of readiness as well as physical, emotional, and developmental capabilities.

Children learn through play, and, certainly, play takes up a good deal of the time we share together. However, what may be play for a child is directed learning by the teacher. "Pick up that orange bead and put it away." "How many cars are you playing with?" "How many girls are in our circle today?" Etc...Numbers, weather, world events, holidays, new words, sharing, counting, alphabet, cutting, pasting, directed drawing, free crayoning, songs, outdoor play, motor skills, listening activities, reading readiness, quiet time, active and passive time, the list goes on and on. Safety is, of course, first, and learning is right behind.

Although the materials attached are by no means complete, we want you to have an idea of what OVER THE RAINBOW is all about. Also, we are always glad to answer any questions you may have. Please feel free to call (215) 332-2595, or stop in and visit.

We hope this is the beginning of a wonderful relationship between you, your child/ren, and the caring people at OVER THE RAINBOW...  
From our family to yours, we welcome you to our center!

# Your Child's First Day

## ***Please bring the following items:***

- ❖ Emergency Contact Form - fully completed
- ❖ Contract - fully completed
- ❖ Child Health Assessment - due within 30 days of enrollment
- ❖ For Infants - a feeding schedule is required
- ❖ Breakfast - if arriving early
- ❖ Lunch (nutritional & substantial) with a beverage
- ❖ Two snacks
- ❖ A change of clothes
- ❖ A blanket and/or sheet for naptime
- ❖ Diapers or Pull-ups
- ❖ Wipes

## ***Other Information:***

- ❖ Please be sure to LABEL EVERYTHING - all food, cups, containers, dishes, binkies, bottles, rims, clothing
- ❖ Should your child need anything to accompany their food - syrup, milk, condiments, etc - please remember to pack these as well
- ❖ For safety reasons, children are not permitted to wear "flip-flops", or any sandals that do not have a backstrap.

## ***Please DO NOT bring these items:***

- ❖ Toys, games, or movies from home
- ❖ Electronics such as MP3 players or gameboys
- ❖ Cell phones for children
- ❖ Soda

# Emergency Operations

## (Our Plan in the Case of Emergency)

We would like to assure you of our concern for the safety and welfare of children attending Over the Rainbow Preschool Center. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- ❖ *Immediate evacuation.* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- ❖ *In-place sheltering.* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- ❖ *Evacuation.* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Relocation Facility at Disston Church on Tyson Avenue
- ❖ *Modified Operations.* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for students, but may be necessary in a variety of situations.

Please listen to KYW 1060 AM for announcements relating to any of the emergency actions listed above. We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

The form designating persons to pick up your child was included in your initial package and is updated every six months. In the interim, if you would like to add or delete information regarding to whom your child(ren) may be released, please come to the office to request a new form. Please ensure that only the persons you list on the form attempt to pick up your child(ren).

I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact our center at 215-332-2595.

# Class Schedules

Each room in our center has its own schedule, which is hanging on the wall. Your child's schedule will be communicated to you during orientation, as well. The schedules are approximate, as the needs of the children vary from day to day, and there is movement from playpen, to floor, to swing, to entertainer, to walker, to swing, to stroller, to outside walks, to holding, rocking, to changing diapers, to highchair, to table, etc. We employ large colorful toys with lights and sound to stimulate and focus the child. We have a low ratio of child to adult and each child can develop at his/her own level of readiness.

Here is a basic sample schedule employed by many of our rooms. Of course, the times and activities will vary from room to room.

- 6 to 9am** ~ Arrival, Breakfast, free play and clean-up
- 9am** ~ Snack Time
- 9:30** ~ Diaper change or visit to potty.
- 9:45 to 11:00** ~ Circle Time, Lesson, Stories & Centers
- 11 to 12:00** ~ Indoor or outdoor free play time.
- 12 to 12:30** ~ Lunch Time
- 12:30 to 1:00** ~ Diaper change or visit to potty, quiet time.
- 1:00 to 3:00** ~ Nap Time
- 3:00** ~ Snack Time
- 3:30** ~ Diaper change or visit to potty
- 3:45** ~ Toys, games, story reading, puzzles, free play
- 5:00** ~ Diaper change or visit to potty.
- 5:45** ~ Cleanup

# Operating Schedule

Our center is open Monday through Friday  
6am to 6pm. Our center closes promptly each day at 6pm.

We ask that all children be dropped off no later than 9:30am for full participation in activities, and so that classes are not disrupted by late arrivals.

Any family remaining in the building after 6pm will be charged a late fee of \$20 per child per every fifteen minutes, or part thereof. For example, if a family with one child is picked up late at 6:05 pm, the fee is \$20.

These are the days we are typically closed each year, subject to change with 30 days written notice:

- ❖ New Year's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving
- ❖ Day after Thanksgiving
- ❖ Christmas Eve - Open, but closing at 4pm
- ❖ Christmas Day
- ❖ New Year's Eve - Open, but closing at 4pm

We also have 3 emergency closures (snow, hurricane, power failure, etc) built into your contract each year. During these holidays and emergency closures, your tuition remains the same without a deduction.

# Child Health Matters

Regarding the health of the children in our care, we ask parents to evaluate your child if he/she is feeling under the weather. If your child is ill, we ask that you refrain from bringing them to the center that day.

If a child exhibits any of the following symptoms, they should not attend school. If such symptoms occur at school, the child will be removed from the group and you will be called to take them home.

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| ⊗ Severe pain or discomfort      | ⊗ Diarrhea                            |
| ⊗ Episodes of acute vomiting     | ⊗ Oral temperature of 101.5 or higher |
| ⊗ Sore throat or severe coughing | ⊗ Yellow eyes or jaundice skin        |
| ⊗ Red eyes with discharge        | ⊗ Labored breathing                   |
| ⊗ Unexplained rash               | ⊗ Infected skin                       |
| ⊗ Visibly enlarged lymph nodes   | ⊗ Stiff neck                          |
| ⊗ Blood in urine                 | ⊗ Head lice and/or nits * see below   |

**\* Our Policy Regarding Head Lice:** When children are playing closely with each other as is common in childcare settings, head lice outbreaks occasionally occur. If it is suspected that your child has a case of head lice, you will be called to pick up your child and any siblings immediately. You will be given instructions on the best practices for eliminating the head lice from your child/ren and your home. Once your children have been treated and they are lice and nit free, they may return to school. Upon your child's return to school, their teacher will perform a discreet cursory inspection of their head to insure the child is lice and nit free.

## Excludable Communicable Diseases

If your child contracts any of the following illnesses, they will not be permitted to return to school until they have a valid, signed doctor's note stating they are no longer contagious and they may return to the center.

- |                  |                       |
|------------------|-----------------------|
| ⊗ Chicken Pox    | ⊗ German Measles      |
| ⊗ Influenza      | ⊗ Meningitis          |
| ⊗ Measles        | ⊗ Mumps               |
| ⊗ Strep Throat   | ⊗ Tuberculosis        |
| ⊗ Whooping Cough | ⊗ Giardia Lamblia     |
| ⊗ Hepatitis      | ⊗ Salmonella          |
| ⊗ Shingella      | ⊗ Staph or MRSA virus |
| ⊗ Impetigo       | ⊗ Scabies             |

# Administration of Medication

- 1) We prefer that you administer all medications at home whenever possible.
- 2) Over the Counter medications are never administered without a note from the pediatrician – signed, stamped, and dated and including the following information:
  - A. Full Name of Medication
  - B. Dosage
  - C. Specific circumstances for administering the medication (For example, Fever exceeding 101 degrees, etc)
  - D. If your child develops symptoms in the middle of the day, we will call you for permission to administer and we will require you to sign the medication log at the end of the day.

Prescription medications must be in the original packaging from the pharmacy with the prescriber's name and telephone number.

- 3) Any time a medication is administered, the parent/guardian must complete a medication log daily.
- 4) Please provide a measuring spoon or medicine dropper.
- 5) We never administer any medication that is expired.
- 6) All medication must be presented to the teacher with the original packaging with clear instructions, please do not ever leave medication in a cubby or backpack.
- 7) Please do not send any medication in mixed with juice in a sippy cup or mixed with food – this present a danger to all.
- 8) These rules apply for prescription creams and/or lotions as well.

# Biting in Child Care

We pride ourselves on quality of care in our center. Even in the best child care program, periodic outbreaks of biting can occur among infants and toddlers. It is a part of their growth and development that occurs right before they learn verbal communication skills. We want you to know how we handle this.

When a child is bitten, we are careful in responding to the biter. Our goal is not to reinforce the biting behavior with negative attention. The biter is immediately removed from playtime with no show of emotion, and all our attention is directed on the child who has been bitten.

We clean the wound thoroughly. Our staff is trained in first aid. Our training materials indicate that less than one percent of bites require any type of medical attention (Waibel & Misra, 2003). According to an article about toddler biting on [childcare.net](http://childcare.net/library/biting.shtml), up to half of all children in daycare centers were bitten in a one year period. Only one bite in 50 broke the skin (<http://childcare.net/library/biting.shtml>)

We look into the context of the biting incident to find reasons. Was this a one-time incident? Was the biter teething? Was it a bite that was meant to be a show of affection?

We work with each biting child so that he or she will choose not to bite again. We have all been trained on strategies to be used to help children learn to not bite.

We make special efforts to protect potential victims. We notify you of any incident when you pick up your child, and we call you immediately if your child needs medical attention. We try NOT to expel biters from our center, because it is a developmental stage and biters usually turn out to be wonderful little citizens.

# **Discipline Policy**

Discipline, the training that corrects, molds, and perfects moral character, is handled in a very positive way involving RESPECT to and from children and staff. We strive to demonstrate proper behavior at all times and are worthy role models for our children to follow.

- Our staff members show children dignity and respect when it becomes necessary to verbally correct inappropriate actions.
  - Our staff members will not use any form of corporal punishment nor will they physically or mentally abuse in any way.
  - Our staff members will not allow a child to physically or mentally abuse another child.
- In most cases, verbal correction is sufficient to correct a child's inappropriate behavior. If a child continues to be unruly, the staff member will:
  1. Discuss the problem with the child and give the child another opportunity to act appropriately
  2. Repeat step 1, if necessary.
  3. Redirect the child to another activity
  4. Listen to the child and determine the cause of the behavior and brainstorm other solutions
  5. If all of the above are not successful, we use time out at the rate of 1 minute per year of age. This is a last resort.

If the staff cannot help to correct the behavior, they will consult with the director and parents will be called on to help us devise a behavior plan.

The only time we restrain a child is when he/she present a clear danger to himself, another child, or a staff member. We practice positive discipline techniques and encouragement at all times.

# **Non-Discrimination Policy**

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, English Limited Proficiency (LEP), age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, Equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Over The Rainbow  
Daycare & Preschool Center  
4301 Tyson Avenue  
Philadelphia, PA 19135

Department of Public Welfare  
Bureau of Equal Opportunity  
Room 521, Health and Welfare  
PO Box 2675  
Harrisburg, PA 17105-2675

Department of Public Welfare  
Bureau of Equal Opportunity  
Southeast Regional Office  
1105 State Office Building  
1400 Spring Garden Street  
Philadelphia, PA 19130

US Department of Health &  
Human Services – Civil Rights  
150 S. Independence Mall West  
Suite 372, Public Ledger Building  
Philadelphia, PA 19130

PA Human Relations Commission  
711 Philadelphia State Office Bldg  
1400 Spring Garden Street  
Philadelphia, PA 19106-

# Expulsion Policy

At Over the Rainbow, we consider ourselves members of a community, of an extended family. There are times when we must terminate a child's enrollment, however. We reserve the right to terminate any child at any time for any reason or for no reason. You may also cancel your contract with Over the Rainbow at any time for any reason or for no reason.

Some reasons why children are terminated by the center are listed below:

1. Parent's failure to complete forms required by the center when due.
2. Failure to pay tuition.
3. A child who present a clear and present danger to himself or others.
4. Verbal abuse of staff members on the part of a child or family member.
5. School age children who fail to follow instructions while walking to and from school.
6. Three or more late pick-ups.
7. Excessive biting that does not improve after one month.
8. Failure to report a physical, mental or emotional condition or illness diagnosed by a physician that directly affects the center's ability to care for the child and/or ensure the health and safety of the other children.
9. Domestic violence threats on behalf of a custodial or non-custodial parent.
10. We provide a reasonable accommodation for anyone with special needs, but if the accommodation cannot be reasonably carried out by our center and/or the child would be better suited in another center or environment, we will terminate the enrollment while giving the family at least one week to find alternative arrangements for the child.
11. Parent's refusal to provide medical care for a child.

# Our Pricing Policy

The following rates apply to one child. There is a 10% discount for each additional child in the same family when all children attend full time, and this amount is deducted from the older child's fee. This discount only applies when payment is made in full prior to services. All rates are weekly and are due by MONDAY of the week.

Rates are as follows:

## Private Pay Tuition:

Infant (0 to 1 year):	\$185.00 per week
Young Toddler (1 year to 2 years old):	\$175.00 per week
Older Toddler (2 years to 3 years old):	\$165.00 per week
Preschooler (3 years and up):	\$155.00 per week
Summer Camp:	\$155.00 per week
Before and After school rates:	\$95.00 per week

(Inquire in office regarding part time rates)

## CCIS Subsidy Tuition:

CCIS will determine your co-pay, please add \$10 per week to that amount. You are always responsible for the private pay rates above should CCIS fail to pay the subsidized portion of your tuition for any reason.

## Penalty Fees:

Returned check (any reason)= \$20.00

Late tuition payment (after Monday)= \$15.00 per day

Late pick up= \$20/child per every fifteen minutes or part thereof.

## Acceptable Forms of Payment:

We accept cash, personal checks, money order, Visa and Mastercard. *Any family who presents more than 2 returned personal checks will no longer be permitted to submit personal checks for tuition. Cash or money orders only will be accepted.*