

# Rainbow Preschool Handbook

(Updated July 2020)



6685 W SR 14  
South Whitley, IN 46787  
260-723-5105

A ministry of



**South Whitley**

United Methodist Church

6685 W. State Rd. 14

South Whitley, IN 46787

**260.723.5107**

**[office@swc-in.org](mailto:office@swc-in.org)**

*"Let the little children come to me, and do not stop them; for it is to  
such as these that the kingdom of God belongs.  
Luke 18:16*

WELCOME TO THE RAINBOW PRESCHOOL

**Preschool Director/Teacher**

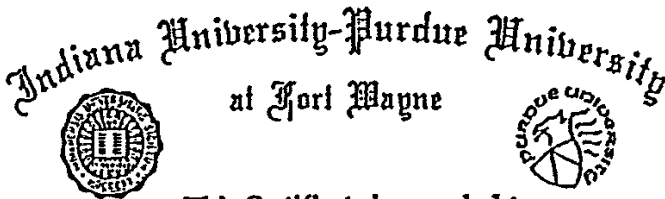
Traci Kreider: 260-723-6035

**Preschool Teacher**

Mrs. Amy Hicks: 260-578-0200

**South Whitley UMC Pastor**

Rev. Jerry Milner: 941-376-5678



This Certificate is awarded to

*Traci Kreider*

as evidence of completion of

**Preschool Teachers Certificate Program**

May, 1991

*Wade A. Fredrick*  
Wade A. Fredrick, Executive Director  
Division of Community Outreach

*Joanne B. Lanik*  
Joanne B. Lanik, Chancellor  
Indiana University-Purdue University  
at Fort Wayne

## *Our Purpose*

Recent research indicates that education which children receive during their early years is extremely important. During these years, children need a stimulating environment which will provide them with experience that will aid in developing a positive self-concept.

The preschool experience today serves as an important bridge between home and the elementary school. We will be coordinated with the South Whitley Elementary School. While the parents and home have the major responsibility in raising young children, they do not need to do the job alone. Our purpose is to supplement the home in the teaching process and not to serve as a substitute.

In light of these facts, the Rainbow Preschool offers a program which will provide the child with a variety of learning experiences. In a Christian environment, the child will be free to explore his environment and will receive guidance in participating in activities in which he will be able to experience success.

Although specific learning experiences will be planned for each day, the atmosphere will not be highly structured in order that the incidental learning situation can be used to the fullest extent.

## *Our Goals for Preschool:*

- Give the children enriching experiences which will help them develop a positive self-concept about themselves as God's children.
- To provide the opportunities for structured learning in a Christian atmosphere.
- To include prayer as a natural expression at various times.
- Talk with the children individually, and in small groups. Encourage the children to express their ideas verbally, and to use words to build good Christian relationships with other children.
- Encourage good Parent-Teacher Relationship.
- Print an occasional Preschool Newsletter to keep the Parents informed as to our activities.
- Prepare the children for Kindergarten by teaching them their colors, shapes, name and introduce them to the alphabet and numbers.
- Help the child develop a feeling of belonging and be consistent with classroom behavior.
- To develop large motor skills through physical activity and provide objects and toys to develop their fine and small motor skills.
- Provide a snack each day.
- Provide activity centers with books, puzzles, music and craft time each day.
- Take field trips. Parents to drive and chaperon.
- At the end of the year, we would like the children to have grown spiritually, emotionally, physically, psychologically and intellectually. We would like them to feel positive about themselves.

## *Curriculum*

The Preschool represents a child's first separation from his home, his first experience with a peer group and a substitute mother figure. Therefore, the young child has a lot of social learning to do. In the cocoon of the Preschool, he can grow from his self-centered world of "I" to the world of interaction - "we." He will learn through exploring and inquiring to solve his problems.

Play is the child's work. Much of his motor play is preparatory to later cognitive development. In stacking blocks, he learns about spatial relations, balance, and gravity. In climbing, swinging, and running he learns fine motor coordination involved in reading and writing.

By taking advantage of the many innovations in early childhood teaching techniques and materials, a solid foundation can be laid for future school years. By telling of the sounds made by animals, foundations are laid for later auditory discrimination experiences. By freeing the child from inhibitions, he learns to express himself at an early age; by categorizing objects, mathematical set concepts are laid. In short, Preschool can open a young child's awareness of his Lord's world and stir his inquisitiveness so as to make an eager learner in his kindergarten years.

We believe prayer is an integral part of a child's education.

## ***Motor Perception***

The children will receive concentrated instructions in motor, auditory and visual skills. These skills are reinforced by games in the classroom and play area. The purpose of this program is to develop a good self-concept as well as skills.

## **Policies and Procedures**

### ***Rules***

1. Children who are 3.5 years old by October 1, 2020 are eligible for enrollment.
2. The Preschool is in session Monday, Tuesday and Wednesday with morning sessions from 9:00 a.m. to 11:30 a.m. and afternoon sessions from 12:30 to 3:00 p.m. Vacations and holidays will be the same as the Whitko School System.
3. CHILDREN in the morning class shall arrive promptly at 9:00 a.m. and no more than 5 minutes early. Morning children shall be picked up promptly at 11:30 a.m.

CHILDREN in the afternoon class shall arrive promptly at 12:30 p.m. and no more than 5 minutes early.

Afternoon children shall be picked up promptly at 3:00 p.m. Children are to be picked up by 11:35 a.m. and 3:05 p.m. There will be a \$5.00 charge for every fifteen minutes after those times. If for any reason you will not be picking up your child, you must notify the teacher.

4. No child will be dismissed to unauthorized persons unless prior arrangements have been made.
5. All mothers should make a health check before the child leaves home. If any of the following symptoms are

found, the child should be kept home: cough, sore throat, fever, rash, or red eyes.

6. Please call the church office if the child is ill. Any communicable diseases should be reported immediately so the other parents can be informed. Do not underestimate a communicable illness. Some children have health problems and it is necessary to inform their parents so that the child can be inoculated.
7. No children except the enrolled Preschool children are to attend the daily sessions.
8. Visitors are welcome.
9. To pay the tuition, coupon books will be used this year. Tuition must be paid on or before the 1st of each month. Remember tuition is a yearly fee broken down into payments for parents' convenience.
10. If it is necessary for the child to permanently cease attending the school for any reason, a two week notice of this intention is required.
11. Dress your child comfortably. Play clothes, not Sunday best clothes are in order. Little girls are encouraged to wear slacks so good clothes aren't ruined.
12. Please, no jewelry. It gets broken or lost too easily.
13. Please, no chewing gum or candy during school time.
14. If your child brings anything from home, please label it. We ask that children only bring things on special days.
15. Please return to the Preschool any small items which may have been taken home in pockets.
16. Please send a box of baby wipes and a bottle of hand sanitizer.

## ***Juice and Nutritional Snack***

Parents will be asked to furnish a nutritional snack throughout the school year. We will try to have your child bring treats on or near her/his birthday. Those children having summer birthdays will be assigned another day throughout the year to celebrate her/his birthday. Having your child bring treats on her/his birthday will do away with two treats in one session.

Please bring two cans of juice or milk with the snack. We would like for you to send store bought pre-packaged items. Some suggestions for the snack are as follows: small boxes of raisins, handi-snack cheese and crackers, individually wrapped cookies such as the Little Debbie brand, and pre-wrapped peanut butter crackers.

The treat list will be sent home at the end of each month. Every child will receive a list.

Please note when your child's day will occur. If you forget to send a snack with your child on their snack day, the preschool will supply a box of crackers for your child. Parents are asked to replenish the supply if this occurs.

## ***School Calendar***

The school day is from 9:00 to 11:30 a.m. If enrollment warrants two classes, an afternoon session will meet from 12:30 to 3:00 p.m. The school year will be from September through May. Vacations and holidays will be the same as the Whitko School System.



### ***First Day of School***

You will receive a letter informing you of the first day of school and the date of the parent's meeting when any questions pertaining to Preschool and the first day will be answered.

### ***School Closings***

If Whitko is closed due to bad weather, Preschool will also be closed. If the weather badly affects your transportation, please stay home, even if school is not canceled.

If Whitko is delayed for 2 hours due to inclement weather, Preschool will be on an alternate schedule. Morning Preschool will begin at 10:30 a.m. and end at 12:15 p.m. Afternoon Preschool will begin at 1:15 p.m. and end at 3:00 p.m. One hour weather related delays will not affect Preschool.

### ***Health Forms***

Health forms must be completed prior to the opening of school. These forms must accompany your child the first day of school.

### ***Miscellaneous***

Your child will need to bring some type of small rug to sit on during circle time. Please send an oversized T-shirt to be used as a paint smock.

## ***Confidentiality of Student Records***

1. All records maintained by the school for the pupil shall be confidential.
2. Behavioral records shall be maintained one year following completing of the school and thereafter destroyed.
3. Parents shall have the right to inspect their child's records. Any requests to do so shall be made in writing to the Preschool Committee.
4. Forms will be required for releasing and transferring student records.

## ***Registration Fee***

A \$30.00 registration fee is payable at the time of registration. This covers the cost of registration materials, insurance coverage for each child, and extra supplies. This fee is in addition to the nine tuition payments.

## ***Tuition***

Tuition is an annual fee. It is broken into nine monthly payments for your convenience. Please use your payment book! Make checks payable to the Rainbow Preschool.

The payment is due the first of each month. Routine monthly statements are not sent as a reminder. If payment has not been received by the 10th of the month, a statement is sent including a \$3.00 late assessment fee. The current bank fee will be charged on all returned checks.

Since the tuition fee is set for the school year, no refunds are made for school days canceled for inclement weather.

## ***What Parents Can Do To Prepare Child For Preschool***

1. Teach the child to dress himself. Elastic in hoods eliminates tying and makes dressing easier.
2. Prepare the child's outer clothing with name tapes.
3. Provide simple, washable, and easy to manage clothing for the child. It is recommended that girls wear slacks. Since the children do use paint, it may get on their clothes. Treat as blood stain by soaking in cold water before washing.
4. In bad weather, boots may be worn all morning or other shoes brought to change into.
5. Provide the child with some sort of book bag which can be used to take home projects and notes. When your child does arrive home, make sure to examine the contents of that bag for notes, which are important to the parents, and projects which are important to the child.
6. Guide the child to show independence in taking care of his toilet needs. All children must be toilet trained.
7. Develop the attitude that school is a happy place and that the teacher is a friend.
8. Use a positive approach to develop self-worth, self-expression, and ultimately, security in your child.