



RAISING RAINBOWS

PARENT HANDBOOK

Welcome to Raising Rainbows

Dear Parents,

Welcome to our program! We strive to create an inclusive community where students feel valued, respected, and empowered. Our staff is dedicated to fostering positive relationships with each student, and we work to create opportunities for students to build friendships and learn from one another.

Sincerely,
Raising Rainbows

Raising Rainbows Mission Statement:

Raising Rainbow's goal is to provide a safe, nurturing, and enriching environment for students to grow, learn, and have fun. We specialize in ELOP, which stands for Extended Learning Opportunities Program. Every student has the potential to achieve their goals and succeed in life, and our program is designed to support and enhance their academic, social, emotional, and physical development.

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SECTION 1 - INTRODUCTION

Purpose of Raising Rainbows School-Age Programs

This program is intended to support qualified PK-6th grade students with free after-school, intersession, and summer programs for a minimum of 9 hours of care each day (including instructional hours).

Philosophy

Our ELOP program focuses on providing high-quality academic support, including homework help and tutoring, and opportunities for students to explore their interests and passions through various enrichment activities. We believe in promoting a love of learning and encouraging students to take risks, try new things, and challenge themselves.

Above all, we aim to provide a fun and engaging program that students look forward to attending each day. We strive to create lasting memories and provide experiences that students will cherish for years.

Quality Care

Our programs provide an environment where students feel safe and secure. The following is what constitutes quality care for us:

- *Value:* Valuing each student's uniqueness
- *Limits and Learning:* Consistent limits for behavior and explanations of events and consequences
- *Maturity:* Encouraging the expression of feelings, developing sensitivity to others' needs, and experiencing compromise as a viable solution to problem-solving
- *Responsibility:* Helping students develop self-sufficiency by taking responsibility for themselves, their actions, and their environment

- *Positive Feedback:* Promoting self-understanding by accurate, non-judgmental feedback on their behavior
- *Diversity:* Assisting students to value diversity and uniqueness in their world
- *Modeling:* Modeling the above in ourselves, our staff/parent relations, and in the community

SECTION 2 - PROGRAM

Program Goals

Raising Rainbows was created to serve the ELOP student population. We aim to serve as a model of excellence in after-school care and academic support.

Goals for the students:

- Develop personal and social competence
- To become self-aware and have a positive self-concept
- Demonstrate effective social and interpersonal skills with adults and their peers
- Learn to exhibit effective self-regulation of their behavior
- Show understanding and acceptance of gender differences and diverse cultures, ethnicities, languages, and special needs
- Build upon their foundations in literacy, problem-solving, math, science, technology, and language
- Students will demonstrate increased proficiency in both fine and gross motor skill

Daily Schedule

Raising Rainbows has developed daily schedules and routines to meet the needs of each school's student population. These are established based on discussions with the school site administration. A balance of indoor and outdoor activities is planned daily. Our program allows for academic support and access to technology appropriate to the student's age. Our day culminates with activities specifically designed so that the transition to going home is conducive to a successful day.

Homework

Raising Rainbows encourages respect, honesty, and integrity during homework. We work closely with teachers and school site personnel to best meet the needs of the students in conjunction with each school site's homework philosophy.

For our sites located at schools not offering homework in the traditional format, we customize our homework program to support the student's academic needs in various ways. We offer additional STEAM-based activities, interactive reading time, and educational-based games during the academic enrichment period of our day.

Appropriate technology is available for students to utilize during academic support time.

Homework Time Behavioral Expectations

Students are expected to:

- Respect the homework environment
- Work only on their own homework
- Make an honest effort to complete their assignments
- Show integrity by putting forth their best efforts

Homework may vary based on individual school needs.

Statement of Discipline

To facilitate the growth and development of a well-rounded student, we utilize Positive Behavior Intervention Strategies (PBIS).

Students are encouraged to find solutions to problems. When students are not ready to accept the limits necessary to protect themselves and others, we find alternatives such as redirection to another activity or another area of the room or removing the student from the group for a calming-down time.

We work closely with parents/guardians to help students learn behavior limits and will notify you of any situation that requires special attention. By sharing information, parents/guardians and teachers can work together in developing strategies to support the student.

Raising Rainbows Behavior Expectations

- Follow instructions from all teachers
- Respect friends', teachers', and Raising Rainbows' property and belongings
- Keep hands and feet to themselves
- Use appropriate & respectful language
- Students will be truthful in what they say and do
- Students will be sensitive to other students' feelings, needs, cultures & abilities
- Stay on school grounds unless with a teacher or parent/guardian(s)
- Stay in the areas designated by their teachers
- Follow Raising Rainbows Electronic Device & Cell Phone Guidelines

Students are expected to make safe choices to ensure the safety and well-being of themselves and others.

If a student is unable to follow the expected behaviors from the Raising Rainbows Behavior Expectations, the following may be implemented:

- Documentation of unacceptable behaviors will be made on Raising Rainbows behavior logs & placed in the student's file
- A parent/guardian conference will be held
- Parent/guardian(s) will partner with Raising Rainbows Staff and Administration to improve their student's behavior as requested. A behavior contract may be put in place

- Failure to follow the behavior contract may result in:
 - Parent/guardian(s) will be called to pick up the student within one hour. Parent/guardian(s) must be reachable at all times, and failure to pick up will result in a one-day suspension
 - Possible one-day suspension from the program
 - Immediate dismissal from the Raising Rainbows program

Suspension

In support of IUSD policies, any student suspended from school cannot attend Raising Rainbows ELOP program for the duration of their suspension.

Nutrition

During the normal school schedule, one snack will be served in the afternoon. During intersessions, one morning and one afternoon snack will be served. These snacks are not meant to be a meal substitute.

During our all-day program, parents are responsible for providing a balanced lunch that does NOT require to be heated up.

SECTION 3 - CONDITIONS FOR SERVICE

Eligibility

To qualify for ELOP, the student must be part of IUSD's Unduplicated Count which includes: Free and Reduced Meal Program; Foster Youth/Homeless; English Learners.

Enrollment is open to any qualified student without discrimination in regard to sex, race, color, or creed, provided the student can benefit from the program offered and will not pose a threat to the health or safety of other students enrolled. As a school-age student care provider, Raising Rainbows maintains a ratio of 1 teacher to every 20 students (grades 1-6) and 1 teacher to every 10 students (PK-K). On occasion, we understand that this model may not suit all students' specific needs. Site Supervisors will work collaboratively with our Administration, school site personnel, and families to support the inclusion of all students who need care.

Each student will be evaluated on an individual basis. We will work with the parents/guardians to determine if the student will be successful in our program. If an Individualized Education Program (IEP) or Individual Family Service Plan (IFSP) has been developed, a copy is required before the student's first day in the program. Raising Rainbows will work to provide appropriate accommodations to support inclusion as long as it does not negatively impact the program.

Students with physical or emotional handicaps shall be accepted if it is determined that the student can interact positively with others, will benefit from the program, and the staff can meet the student's special needs along with the needs of the other students in the site.

Students enrolling in the Pre-Kindergarten program must be fully potty trained and self-sufficient, and able to participate in all aspects of the program.

Special Needs

When a doctor diagnoses a student as having a special need, a statement must be delivered to the Site Supervisor. Should a special need prove to be so severe that it inhibits the student's participation in the program or impacts other students' experiences, we recommend other options more appropriate or an aide be provided at the parent's expense.

Custody Agreements

For the student's best interest, all legal documents regarding custody, court orders, visitation rights, and supporting documentation must be on file at the time of enrollment. If necessary, they need to include Raising Rainbows within the court orders if restrictions or specifics apply to any proceedings at Raising Rainbows.

Waitlist

Placement on the Waiting List

- Students must be currently enrolled at the school site of your selected Raising Rainbows ELOP program.
- Confidential circumstances may allow exceptions to the waiting list policy and will not be disclosed.
- Placement on the waiting list does not guarantee a specific date of enrollment.
- Please check **raisingrainbowsllc.com** for additional information, including specific dates.

Removal from the Waiting List

- If a space becomes available, you will be contacted regarding enrollment via phone and email using the information provided. If you do not respond within 48 hours, your spot on the waiting list will be forfeited, and the program will contact the next family on the Waiting List to fill the space. You will be removed from the Waiting List if you no longer need care.

- If you no longer need care at Raising Rainbows, please contact the Program Supervisor to be removed from the waiting list.
- Due to confidentiality, Raising Rainbows will not disclose your or any family's position on the waiting list.

SECTION 4 - HEALTH & SAFETY

Health Requirements

Parents/guardians must complete a Preadmission Health History and Record Form with a physical examination. The student's school's medical form and immunization records will satisfy this requirement.

Teachers check each student daily upon arrival in the program for symptoms of the following:

- Colds (runny nose, congestion, cough, sneezing)
- Fatigue
- Muscle or body aches
- Rash
- Fever
- Contagious diseases
- Injury

Illness

An authorized individual will be called to pick up their student if the student shows any signs of illness, including a temperature reading of 100.4 degrees or above. Students are required to be picked up within one hour of notification.

Students who become ill during regular school hours will not be allowed to enter the program after school. Students need to be picked up at the elementary school office and then notify us that they will not be attending the program that day. Email communication is preferred.

If your student misses school due to illness, they may not attend ELOP until they're cleared to return to school.

To provide a healthy school environment for all children and staff, the following guidelines have been prepared to assist you in decisions relating to your child's health and school attendance.

- If your child is not feeling well and you are uncertain

about sending him/her to school on any given day, it is best to keep your child home and observe him/her for worsening symptoms.

- If a child is too ill to attend school in the morning, it is required that he/she stays home all day.
- When you make the decision to keep your child home, please email your Site Supervisor and state the nature of your child's illness.

Communicable Diseases

Communicable diseases are identified, isolated, and reported to parents and the Health Department in accordance with established reporting requirements as described in the procedure below. Parents/guardians are required to notify the Site Supervisor immediately if their student contracts a communicable disease so that incubation dates can be verified. Communicable diseases include, but are not limited to; head lice, strep throat, coronaviruses, COVID-19, and chickenpox.

Incidental Medical Policy

Raising Rainbows will provide incidental medical services to students enrolled at the site providing the site can meet the student's needs at the time of admission and throughout the student's attendance at Raising Rainbows.

Medication

Staff may administer over-the-counter and prescription medicine to a student only if a parent or legal guardian has given written consent. All staff will receive medication administration training. A staff member must store all medications away in a locked medication cabinet or refrigerator.

If medication is to be administered at Raising Rainbows, all of the following conditions must be met:

1. A written statement signed by the licensed, authorized

health care provider specifying the reason for the medication, the name, dosage, time, route, side effect, and specific instructions for emergency treatment must be on file at Raising Rainbows. This includes the prescription label or copy of the said label.

2. It must already be stored in IUSD's nurses office.
3. A signed request form from the parent/guardian must be on file at Raising Rainbows.
4. Medication must be delivered to the site by the parent/guardian or any other responsible adult.
5. Medication must be in your student's original, labeled pharmacy container written in English.
6. All liquid medications must be accompanied by an appropriate measuring device.
7. Any tablets requiring partial doses ($\frac{1}{2}$ or $\frac{1}{4}$) must be sent to the site already cut.
8. A separate form is required for each medication.

Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized healthcare provider must complete a new form.

This request is valid for a maximum of one year.

EpiPens

An Anaphylaxis Emergency Plan must be completed by the parent and a physician for any student with a life-threatening allergy. The EpiPen (or Avi-Q) must be on-site at all times when the student is present, located in the nurse's office..

Parent/guardian(s) are responsible for replacing all expired medication in a timely manner. Students with allergies or dietary restrictions are added to our confidential allergy lists so that all staff is aware of said allergies or restrictions.

This request is valid for a maximum of one year.

Injuries & Accidents

Minor injuries sustained in the program are treated at the site and are reported to parents via email. Parents/guardians are called immediately in case of any serious injury, including any injury to the head. If the parent or guardian cannot be reached and an emergency exists, the Site Supervisor will seek medical care as needed.

Emergency Procedures/Natural Disaster Plan

In the event of an emergency or natural disaster, all students will be kept at the school until they are picked up by an authorized person, as indicated on the Emergency and Identification form. Ample food, water, and first aid supplies are on-site to care for all students for up to 72 hours. *School sites are emergency disaster centers.*

Should it be necessary to evacuate students from the site, local authorities and/or the Raising Rainbows administration will provide the location of the emergency shelter. Every effort will be made to notify parents of an evacuation.

Reporting Requirements

Health and Safety California Penal Code requires any student care provider (including teachers, licensed student care workers, Program Supervisors, foster parents, and group home personnel), medical practitioner, or employee of a student protection agency who has knowledge of or observes a student or suspects the student has been a victim of student abuse, to report the known or suspected instance of abuse to the protective agency immediately. A phone call and written report will be filed within 36 hours of receiving the information concerning the incident. To report student abuse in Orange County, call (714) 940-1000 during working hours, Monday through Friday, 8:00 am - 5:00 pm. For evenings and weekends, contact (800) 207-4464.

SECTION 5 - OPERATING POLICIES & PROCEDURES

Days & Hours of Operation

Raising Rainbows operates Monday through Friday, (unless closed for holiday/staff development) for IUSD's 180 instructional days. For at least 30 non-instructional days, no less than 9 hours of in-person expanded learning opportunities per day during intersession periods. We will provide ELOP services after school (not before) for a minimum of 9 hours.

Closures

Raising Rainbows reserves the right to close with or without notice in extreme weather or other circumstances when necessary. Every attempt will be made to notify parents by email as soon as possible when an unexpected closure is required. If it is determined for safety reasons that we may need to close earlier than usual, a guardian will be contacted and the parent and/or emergency contacts should make every effort to pick up the student as soon as possible.

Celebration of Holidays

Raising Rainbows believes that it is not only our similarities but also our differences that help us build a community of respect within our program. We respect and support the beliefs of our staff and families. We promote thankfulness through sharing, caring, and giving. Our programs celebrate cultural diversity in the community and provide an enriching environment of understanding and awareness for all beliefs, cultures, and traditions. We respect and welcome the knowledge families bring to our programs about their family cultures, celebrations, and traditions.

Arrival & Departure

It is each parent/guardian's responsibility to be sure that they acknowledge a teacher/Site Supervisor during their student's arrival and departure. Students should never be left

unattended in the classroom or on the playground. Parents should allow enough time to ensure smooth transitions for the student at arrival and departure times.

Parents/guardian's must check for parent notices, artwork, or other projects and newsletters upon arrival and departure.

Parents/guardians are responsible for reading newsletters and emails. When a parent/guardian signs the student out, the site is no longer responsible for the student.

**Please note, the sign in/out process can be different depending on the school site*

Pick Up/Drop Off

Teachers will be provided with a list of students that will be attending Raising Rainbows after school.

Pre-K & Kinder: Students in this group will always be walked to and from class by a Raising Rainbows staff member.

1st-6th: Raising Rainbows will work together with school site personnel to organize how students will be getting to Raising Rainbows after school. This may vary depending on each site. Students in this group will be responsible for walking over to Raising Rainbows, where a staff member will wait to check them in.

E-Mail Attendance Policy

To ensure the safety of each student, Raising Rainbows must be notified by email of any absence, change of schedule, and any authorized adult that will be picking up a student not listed on 1Core. Any verbal changes must be followed up by an email. If parent/guardian(s) do not email Raising Rainbows in a timely manner, we may send a confirmation email to the parent/guardian(s) requiring a response back.

If your student misses school, they may not attend ELOP that day.

Sign In & Sign Out

Raising Rainbows requires all parent/guardian(s) or individuals dropping off or picking up a student must sign in or out. A student's authorized representative or other responsible people can sign a student in/out with an individual unique ID code. This ID code must be confidential. In the event of electronic system failure, parents and/or authorized person(s) must sign in/out on a paper copy.

Students are released only to parents or authorized *adults* listed on 1Core. Raising Rainbows staff have the authorization to assist parents and/or authorized person(s) who may have lost or forgotten their ID Codes. Staff can require picture identification at any time.

All information on 1Core must be kept current and complete at all times. Any changes are to be reported to the Site Supervisor immediately.

Students will not be released to any adult suspected of intoxication from alcohol or drugs, even if their names appear on the student Information and Emergency card.

SECTION 6 - GENERAL GUIDELINES

Clothing

To maximize participation and enjoyment, students should arrive at school wearing comfortable, suitable clothes and closed-toed shoes for active and messy play. Appropriate outerwear should be available for chilly or cold afternoons. All articles of clothing need to be clearly marked with your student's name.

Clothing that is hazardous, obscene, slanderous, disruptive, excessively baggy or sagging, or clothing that emulates "violence" is prohibited.

Lost Items

Raising Rainbows is not responsible for any lost, damaged, or stolen personal items your student may bring from home, including bicycles, skates, toys, clothing, electronic devices, jewelry, glasses, money, or any other personal items. Please make sure to label all items with your student's name.

Photographs & Publicity

Photographs are taken of the students for use in classroom activities, newsletters, promotional purposes on our website, and various other materials. Raising Rainbows does not disseminate students' names when using pictures for promotional/publicity purposes. The parent/guardian must notify Raising Rainbows in writing via the consent form provided upon registration if they do not want their student's photograph to be taken and/or used in any public forum.

A signed & dated copy is retained in the student's registration packet.

Communications Agreement

Raising Rainbows is dedicated to serving the community. We foster students' growth and development by building on their strengths academically, socially, and emotionally.

To accomplish this goal, we need information from parents, teachers, and, if necessary, medical professionals.

A signed & dated copy is retained in the student's registration packet.

Parent Involvement & Communication

Parent/guardian(s) are requested to advise the site of any changes at home that may affect their student's behavior. This includes divorce or separation, a death in the family, a change of residence, etc., so staff can be sensitive to the student's special needs during stressful times.

Parent/guardian(s) receive monthly newsletters, snack menus, and special notices via email. Printed copies are posted and available by request. Parent/guardian(s) are responsible for reading newsletters, snack menus, and all schedule change notifications.

Parent/guardian conferences are available upon request at any time.

Grievance Procedure

This procedure resolves issues between parent/guardian(s), staff members, and/or community members with a grievance relating to Raising Rainbows programs.

- Involved parties and Site Supervisor meet to resolve the issue.
- Should this meeting fail to resolve the conflict, a signed written statement (email preferred) will be submitted to Raising Rainbows Administration. A meeting between the parties involved and the Raising Rainbows Administration should occur within a reasonable period.
- Copies of the resolution are distributed to the involved parties, the Site Supervisor, and the Raising Rainbows Administration. This is considered the final statement on the grievance from the site.

Please contact the Site Supervisor with any questions concerning the Parent Handbook or if you would like any additional information.