

# *Rainbow Kids Club*

**Rainbow Kids Club** (RKC) is open to children age 18 months to 10 years old from within Esperanza School as well as children from outside our school.

Our weekend hours are Saturday, 6:00pm to 1:00am. Staff arrives at the time of the earliest reservation.

Children will participate in outdoor activities (if appropriate), an art or craft activity as well as center play. Dinner is served at 7:00pm. At bedtime, a movie will be played (G rated) and children will be tucked in on nap pads to sleep.

## ENROLLMENT

Parents may enroll their children by completing the enrollment application (one per child), attaching a shot record and paying a \$25. family membership fee. (Fee if enrolled July - Dec. is \$12.50) **All memberships and enrollment forms are updated and renewed each January.**

## RESERVATIONS

Reservations must be made at least 3 working days prior to Saturday care is needed. Late reservations will be accepted subject to availability. The RKC Reservation Roster is located in the Main House of Esperanza School. Reservations may be written by the parent on the Roster or called in to Esperanza staff during the week. A time of arrival and whether your child will have pizza or bring their own meal is required for reservation.

## HOLIDAY SCHEDULE

There are a few weekends through the year when RKC will be closed including but not limited to:

- Easter weekend
- Memorial Day weekend
- Labor Day weekend
- Halloween weekend
- Thanksgiving weekend
- Christmas weekend

## PAYMENT FOR SERVICE

- Parents are responsible for payment beginning from the time indicated on the reservation.
- Payments must be made in cash at the time of service and exact change is preferred.
- There is a 3 hour minimum charge per evening. **Reservations not cancelled by 6:00pm on Friday will be charged the minimum fee of 3 hours and the cost of dinner if applicable.**
- Cost for care is \$5/hour for one child, \$6/hour for 2 siblings, \$7/hour for 3 siblings and so on.
- You will be charged \$1/minute for pickup after 1:00am or designated closing time.
- Tipping of staff is encouraged.

## DROP OFF PROCEDURES

As you aware, a successful parent/child separation during drop off time requires a

special process that differs with every parent and child. After this process is complete, please do not forget to do the following:

- Sign in on the Roster. Be sure to let us know if a person other than yourself will be picking up your child. Also, please notify that person to bring a photo ID to verify their identity.
- Help your child put their labeled extra change of clothing, diapers if required, lunch kit if brought and sleeping items (pillow, blanket, pajamas) in the designated area.
- Please escort your child to a staff member. Do not drop your child off or leave without a staff member acknowledging your arrival. If group is outside during your drop off, please do not allow your child to walk back through the house unless accompanied by a staff member.
- Be sure to leave a number where you or an emergency contact may be reached. This number should be written on the Roster.

### **FOOD**

Our facilities are not licensed to cook or heat food. Parents who bring their children's food and drink should label the lunch kit and thermos. Children who use a bottle should bring them pre-mixed and labeled.

Esperanza serves a pizza, drink and dessert snack dinner for \$4.50. Please indicate upon reservation whether your child should receive this dinner. Please also note, if you do sign up and do not attend, you will be billed for this dinner.

### **CLOTHING**

The children will be engaged in outdoor play activities when appropriate. Please send your child(ren) in play clothes including socks and closed shoes. Each child should bring a change of clothing regardless of age.

### **BEHAVIORIAL EXPECTATIONS**

Children participating in RKC are expected to follow our 5 Jobs Concept while in our care:

- Have friendly touches
- Have listening ears
- Take care of myself as best I can
- To learn
- To have fun

Children that are consistently unable to perform their jobs will be asked not to return.

### **PICK UP PROCEDURES**

- Be prepared to show a photo ID upon arrival.
- Be sure a staff member has seen you and that you sign your child out on the Roster.
- Please remember to take your child's belongings with you.
- Upon checking out on the Roster, please pay the staff member in charge before leaving. Payment must be made on the day of service.
- The front door of our facility will be locked during RKC, so please knock.

## **STAFF**

Our weekend staff have gone through an interview process, two days of observation with our children and a four hour training course. The course includes the following:

- Check in and out procedures
- Emergency illness and accident procedures
- Safety
- Indoor and outdoor activities
- Classroom management
- Communication
- Age appropriate activity planning
- Dinner and snack procedures

## **FACILITY CREDENTIALS**

Our facilities for RKC are licensed by the State of Texas Department of Human Services.

**TO ENROLL**, complete the attached enrollment form, include an updated shot record and appropriate registration fee. Return this information to Esperanza School – Main House at 639 Heights Boulevard. For more information, please call 713.868.3276.