



RAINBOW ROOM  
(FORMERLY PARENTS' DAY OUT)  
EMMANUEL EPISCOPAL CHURCH  
9 SOUTH BOMPART  
WEBSTER GROVES, MO 63119  
314-961-2393 ext. 123

2024-2025

Purpose Statement:

Emmanuel Episcopal Rainbow Room program provides care for children ages two and turning three. It is designed to offer a safe and loving environment for playing and learning. We incorporate regular preschool activities in our day, but with less structure than a preschool classroom.

Registration:

Children must be two by September of enrollment year. We will accept children turning two later in the school year depending upon availability.

The registration fee of \$50.00 is non-refundable and necessary at time of enrollment.

The enrollment form and registration fee need to be submitted for each child to hold a place. Medical forms (2) signed by your child's doctor, and a copy of current vaccinations are necessary once he/she actually begins the program. Please inform us of any special needs in writing and keep this information current.

Times and Location:

We offer two sessions through the school year. We have a Monday/Wednesday session and a Tuesday/Thursday session. Our school day is from 9 am to 11:45 with pick-up lasting until noon.

Parents may choose a preference for which session their child attends, and we will try to honor those requests. No child may attend both sessions.

PDO is held in the Nursery Suite just to the left of the Main Entrance near Big Bend Blvd. If there is an unforeseen delay in picking your child up, please call or text your child's teacher.

For your child's comfort, please arrive on time for both drop-off and pick-up. We will call parents within 5 minutes of a delayed pick-up and late fees may be assessed. If prompt pick-up becomes an ongoing issue, the director will reach out to the family, and a late fee of \$5 per 5 minutes will be assessed.

#### Tuition:

Tuition is \$200/month for our Monday/Wednesday and \$200/month for our Tuesday/Thursday sessions (this averages out to approximately \$25/day)

Tuition is based on a program year, September-May.

\*\*Tuition cannot be refunded when children are absent.

Tuition is due by the 10<sup>th</sup> of every month

#### Withdrawal:

We ask for a one-month notice when planning to withdraw your child. This ensures a smooth transition all around.

#### Sign-In and Sign-Out:

Each day, we ask the parent or the adult who brings the child to sign in and double check the phone number listed in case they need to be reached. If someone other than the parent picks up, please let us know.

ONLY the persons you have indicated on the enrollment form may pick up your child. If you want to add new persons, please let us know in writing. Please advise the designated person to bring a valid ID as a security measure to sign out your child in your place.

#### Emergency or Illness:

Please contact your child's teacher if your child will be absent. If your child is ill, we ask you to follow the 24-hour rule as a health guideline. If your child has had a fever, diarrhea, or has been vomiting within 24 hours prior to a PDO day, please keep them at home. If a child shows symptoms of illness at PDO, they will be made as comfortable as possible, and we will call you directly.

#### Closing and Inclement Weather:

PDO will be closed if classes at Webster Groves Public Schools are canceled. Please listen to your local radio or TV station for this information. If road conditions are bad and no cancellation is announced, please use your own judgment about attending that day. If PDO is closed when schools are not, we will contact you by phone ASAP.

#### Toilet Training and Dress:

A child does not have to be toilet trained to participate in PDO. However, we do ask that you do not send a child in regular underwear unless completely toilet trained. A student must be accident free for 2 consecutive weeks to be considered potty trained at school.

Comfortable pants that are easy to pull up and down are best. Please avoid long dresses and tight pants. Our bathroom features a potty chair and a child-sized toilet along with a changing table.

Sneakers with Velcro straps are best, or other closed-toe, comfortable shoes that are easy to put on and take off!

- In the winter, please bring a hat, mittens (no finger gloves), and a coat. Label with your child's name.
- In summer, please apply sunscreen at home and provide a hat if needed.

### Supplies from Home:

*Please label with your child's name:*

Lunch box with finger foods. NO PEANUTS OR TREE NUTS.

- Water bottle/sippy cup marked with name (No juice boxes, juice pouches, or yogurt drinks)
- Diapers, unless fully potty trained, in a gallon size Ziploc bag to store in PDO

#### What we do in the Rainbow Room

- Free play & discovery
  - Puzzles
  - Potato heads
  - Train set
  - Building blocks
  - Shapes
  - Story time
  - Reading corner
  - Baby station
  - Trucks & cars
  - Dinosaurs & matching cards
  - Farm
  - People & animals
  - Workbench & tools
  - Music & rhythm instruments
  - Dancing
  - Singing
- Yoga
  - Parachute
  - Ball play
  - Planting seeds
  - Crafts
  - Crayons & markers
  - Dobbers
  - Stickers
  - Play-doh
  - Themes: colors, shapes, numbers, ABCs
  - Playground, weather permitting
  - Water play in summer: water table, water painting, ice cube experiment, ball sprinkler, and soap-paint painting.

#### What we eat in the Rainbow Room

\*NO PEANUT BUTTER or TREE NUTS, please.

#### Lunch Suggestions:

- Soy or sunflower seed butter are OK
- Lunchmeats – turkey, salami, ham, etc.
- Cheese slices & cheese sticks
- Crackers, goldfish, pretzels
- Dry cereal
- Grapes (cut in half)
- Banana
- Apple slices
- Berries
- Applesauce pouches

- Full change of clothes (including socks) in a bag/backpack every day

\*Prepare finger foods at home so everything is ready to eat, for example, peeling oranges and cutting apples.

\*Clothes and shoes that are easy to take off and put on allow us to have more quality time with all of the children.

Thank you for your support!

Ginger Garrett and Lucy Parker, Classroom teachers

Rachael Ludwig, Director, 314-961-2393 or cell 314-680-1042

[rachael@emmanuelpreschool.org](mailto:rachael@emmanuelpreschool.org)

