

**Parent Handbook**

**2017/18 School Year**

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**Mission Statement**

Our mission at Dana’s Discovery Kids Preschool is to provide preschool aged children with a “hands on” approach to learning with individual attention to each child’s social, emotional, physical and intellectual development. Our goal is to provide children a foundation for a bright future.

**Philosophy**

Our curriculum has been carefully researched to provide a stimulating educational and fun learning environment for all ages. Your child’s safety is our number one concern. Our staff is trained and accredited in Early Childhood Training and Education. We look forward to serving your families individual needs.

**Operating Policies**

Our hours of operation are 9-11:55am. We offer an early morning drop off at 8am and an extended lunch hour from noon-1pm (please see Miss Dana for cost).

**Registration Fee and Extended Absences**

A $75 nonrefundable registration fee is due upon registration to hold your child’s spot. Anyone requesting re-admittance must submit a new registration form along with your $75 registration fee.

If you are leaving for an extended amount of time you will need to continue to pay your tuition to hold your child’s spot while you are gone.

**Tuition**

Tuition is due on the first of each month. A late payment fee of $10 will be assessed for monthly tuition payments made after the 5th. Parents may pay by check, cash or auto withdrawal from a *checking account only*. **No credit cards.**

**Refund Policy**

There are no refunds for school closures due to weather, holidays, school breaks or teacher training. If children are going to be gone for an extended amount of time tuition needs to be paid to hold your child’s space.

**Shoeless Program**

We are a shoeless program so students need to bring slippers or socks to wear inside. Clean floors are important to our children and the program. No bare feet or crocs please.

**Inclement Weather Closures**

Our school will follow the lead of the Bend/ LaPine School District for snow days. **If schools are operating on a 2 hour school delay we will be OPEN** as usual. If schools are **closed for a snow day we will also be CLOSED.**

No refunds for weather related closures.

**Please call 541-323-SNOW** for information on delays and closures.

**Television Use**

We believe children should limit their exposure to television and movie viewing. Dana’s Discovery Kids does use television viewing in moderations. We use TV viewing during the following times:

1. An occasional educational movie to enhance the curriculum being discussed (30 min max)
2. If the school has an movie, pizza and popcorn day
3. Parent’s Friday Night Outs
4. During early morning drop off from 8-8:30am

**Food and Snacks**

Dana’s Discovery Kids Preschool does not provide snacks or lunches. Please send a nutritious snack (cut up, peeled and ready to eat) and a drink for each day. If your child is staying for lunch, please send a nutritiously balanced lunch as well. If lunch needs to be heated, please place in a microwavable container. All food items must be ready to eat. Please send forks and spoons as needed.

**We do NOT allow ANY peanuts or peanut products**!

Peanut allergies can be deadly. Our children’s health is our number one concern. Thank you for your cooperation.

**Drop Off and Pick Up Policy**

Drop off:

Our doors open at 8am for early morning drop off if needed. Please place all children’s personal belongings in their cubbies. Slippers must be worn inside (no Crocs please) Children here for early morning drop off will be in the library watching a short educational video from 8-8:30am, from 8:30-9am children will head to the gym.

Teachers will pick up students from the gym at 9am for classes.

Pick up:

Classes are over at 11:55am. Please do not arrive after 12pm! Children will be in classes or the gym for pick up. If your child is staying for lunch make sure they are signed up on the list in the lobby.

**Children need to be singed in and out each day.**

**Health Requirements**

The State of Oregon Immunization Medical Form is to be filled out and returned upon enrollment of all children. Health regulations require immunizations. Please report any allergies, health concerns or questions for the teacher.

**Special Needs**

Children with special needs are considered on an individual basis. Special needs children may be admitted if staff is adequately trained to support the child’s needs and must able to continue to carry out their regular duties.

**Children with Disabilities**

It is our center’s policy to comply with all local, state and federal laws and in particular, the ADA Civil Rights Law for persons with disabilities. We accept children with disabilities within reasonable boundaries if it does not result in undue hardship for the staff and other children in the center.

**Holiday/ Absentee/ Illness/ Vacation Policies**

Discovery Kids will be closed on the following days:

* New Year’s Day
* Martin Luther King Jr. Day
* President’s Day
* Memorial Day
* Independence Day
* Labor Day
* Veteran’s Day
* Thanksgiving Break
* Winter Break
* Spring Break
* Memorial Day

There will be a handout at the beginning of the school year with more specific dates.

Dana’s Discovery Kids Preschool does not practice or observe religious holidays or birthdays.

If your child is absent or ill there will be no exchange in his scheduled days to make up missed days unless specified by their teacher.

We do not give refunds or prorate tuition for days or weeks missed due to illness or family vacations. Your tuition payment reserves your child’s place on our enrollment list.

**Withdrawal/ Termination**

*Voluntary Withdrawal/ Termination*

Two weeks written notice is required prior to the withdrawal of a child from the program. Tuition is charged through the termination date even if the child has not been attending.

*Involuntary Withdrawal/ Termination*

Dana’s Discovery Kids makes all reasonable effort to help both children and parents succeed in our program. However, if determined that his is not possible, Dana’s Discovery Kids reserves the right to terminate enrollment. Whenever possible, the family will be given time to relocate to other childcare services/ preschools. However, this grace period will not be permitted at the expense of the safety of our children or staff.

Involuntary withdrawal or termination may occur as a result of:

* Continued failure to pay monthly tuition will result in a child automatically being dismissed from the program. The child will be readmitted only after the balance has been paid in full and space available.
* Lack of adherence to the tuition policies as stated in the enrollment contract.
* Child’s behavior is disruptive to normal functioning of the school
* Lack of parent cooperation in efforts to resolve differences
* Inability of the school to meet child’s developmental needs as determined by Dana’s Discovery Kids Preschool staff.
* Abusive behaviors and/or verbal threats toward children, staff or other parents made by parents/guardians or any other adult who enters the ground and/or participates in program activities.
* Parent/guardian or any other adult who consistently fails to abide by the policies and procedures outlined in the handbook.

**Required Forms**

State licensing regulations require that the following forms for each child are to be completed and filed at the center upon enrollment. They are to be submitted as accurately and completely as possible.

* Registration form
* Immunization form
* Authorization pick up form
* Authorization to consent to treatment at St. Charles Hospital
* Emergency information card
* Walking field trip permission
* Photo/Facebook/Website permission form

**Transportation**

Dana’s Discovery Kids Preschool does not provide transportation.

**Insurance**

Dana’s Discovery Kids LLC Maintains a general liability insurance policy.

**Fundraising Campaigns**

Parents, children and staff are encouraged to participate in fundraising events help periodically throughout the year to raise funds for various activities and purchases. Participation is voluntary and shall not exploit nor be detrimental to the children or parents.

**Policy of Non-Discrimination**

Dana’s Discovery Kids Preschool does not discriminate on the basis of race, religion, color nationality and ethnic origin in administration of its education and admission policies, scholarship and other programs. All students receive the same rights, privileges and programs generally accorded at all Dana’s Discovery Kids Schools.

**Emotional Assurance**

A gradual orientation and transition into the classroom strengthens the child’s emotional security. This is especially true and recommended for very young children and children who have experienced recent changed in their lives (new sibling, new home, new school, parents return to work, divorce, etc.). We recommend lots of verbal assurance by positively sharing of the day’s events. Remember stay positive! Establish a goodbye routine. Say goodbye, leave promptly and follow the teachers lead. She will take excellent care of your little one.

**Supplies**

Parents are requested to bring the following supplies labeled with your child’s name on each item on the first day of school:

* Extra clothes (Pants, shirt, underwear, shoes and socks) please place in a clear Ziploc baggie with your child’s name written in Sharpie.
* Snack and lunch (if needed)
* Slippers or socks. No street shoes, bare feet or crocs.

Clothing: our program is active. Send your child to school in comfortable clothes that the child is allowed to get dirty or wet. Worrying about dirty clothes will really spoil a fun day for a child. Send an extra set of clothes, a bathing suit and towel marked clearly with child’s name for those days when accidents occur or when water play is scheduled. LABEL your child’s clothing, slippers and shoes. With so many children, it’s difficult to know what belongs to whom.

**Discipline Policy**

We foster quality care for all the children by doing the following:

* We assist children to be comfortable, relaxed, happy and involved in play and other activities
* We encourage children to verbalize, expressing their emotions and idea
* We recognize developmental differences in children and adjust our expectations accordingly
* We use positive reinforcement and redirect children towards more appropriate actions
* We abstain from corporal punishment and other discipline humiliates, frightens or damages the child’s self-esteem or dignity.

**Health and Safety**

We do not accommodate ill or mildly ill children. If a child becomes ill during the day, care will be provided until a parent or responsible adult arrives. Parents will be asked to make arrangements for the child to be picked up as soon as possible. Please contact the school by 8am if your child will be absent.

**School Health Policy**

A child will NOT be allowed to attend school with the following symptoms:

* Persistent, hacking cough
* Rash/sores on the body that are infected and/or spreading
* Stomach ache, vomiting or diarrhea
* Fever (101°F or higher)
* Any other sign of illness

**Medication**

The center will dispense medication provided the medication is prescribed by the child’s physician and is in its original container with the child’s name, date of prescription, dose and time of administration and name of physician. Parents must complete the Authorization to give Medication Form. Staff shall be informed of the type of medication, dosage, storage requirements, instructions for administering, side effects and duration of treatment. The prescription date of the medication shall be current, within two weeks for antibiotics and within the expiration date and the month for all medications. If non-prescription medications are to be dispensed, it shall be min the original container accompanied by a note form the child’s physician prescribing the medication. Parents shall include with the medication an accurate measuring devise to measure and administer the medication. Parent fully understands the center is extending a service above the normal, and the schools will be not held responsible for missing any medication dispensing, including diabetes and glucose monitoring, insulin administering and Epi-Pen for allergies. Staff needs to be properly trained.

**Allergies**

A doctors note and allergy form completed by the parent is required if your child is allergic to any food, insect bites and stings, or has chronic allergies cough and/or runny nose. Instructions from the doctor will be posted for the staffs information so your child’s needs may be accommodated.

**Child’s Release**

Children will be released only to authorized persons listed on the forms. Parents must advise the school is writing of any person(s) other than those listed on the forms will be picking up. All telephone authorizations shall be confirmed with the custodial parents previously designated phone number.

Copies of legal court documents must be on file at the school in the event of parental custody disputes. Children will not be released to persons under age 16 or to anyone under the influence of drugs and/or alcohol. Those who are authorized and not familiar to the teaching staff must present photo identification.

**Emergency Cards**

An emergency information card with the telephone numbers and alternate persons to contact will be kept on file in the classroom and brought on excursions. Also listed will be the names and relationships of persons authorized to pick up your child. Children will only be released to those listed on the emergency card. Appropriate additions or deletions from the list may be made at any time.

**Accidents**

In case of minor accidents a staff certified in infant and child CPR may render first aid. In case of major accidents the school will notify parents and emergency services as needed. Copies of all minor and major accident reports will be issued to parents.

**Emergency Statement**

If a child requires immediate medical attention, the child’s physician and parent will be called the child will be transported by ambulance if necessary.

**Safety and Security**

We require you to accompany your child to the cubby room and release them to their teacher. Please remember to sign your child in and out. Those who are authorized and not familiar to the teaching staff must present photo identification. Please escort your child safely to your car; children are not allowed to run freely in the parking lot or ahead of you.

**Food and Toys From Home**

Dana’s Discovery Kids does not provide snacks or lunches to students. We require parents to send a nutritious balanced snack, drink and lunch if needed.

Toys from home are welcome on sharing day. We ask that children share educational type toys. No play guns or toys that represent violence will be permitted. Note: our Passports Pre-K/Kindergarten classes do not have show and tell.

**Birthdays, Holidays and Special Occasion Celebrations**

Our program does not celebrate religious holidays or birthdays. A class roster will be available for you to use for special after school parties and outings. Your understanding and compliance with this policy is appreciated.

**Fire Evacuation Plan**

We will exit school quickly and orderly as practiced monthly during school practice fire drills. We meet on the grassy area outside the school. Parents will be called for immediate pick up in case of a real fire evacuation. Be assured that we will remain with the children and take care of their physical and emotional needs until you arrive.

**Parent Involvement**

Parents, you are an important part of our program. Your time, suggestions and contributions help to enrich our activities. Throughout the year, parents are involved in a variety of activities and fundraisers.

**Notices/ Communication**

All messages will be posted in the lobby near sign in.

Newsletters are published once a month. Usually they will highlight activities in our classroom but they always contain school policies that need reinforcing or announcements about upcoming events. Please read your newsletter as it is one way of keeping you informed about our school programs and matters that effect your child.

Individual mailboxes are located in the lobby. Any specific notes for your child, billing notices and all school handouts will be placed here. Please be sure to check them daily.

**Special Services**

When a parent requests or staff finds in necessary, referrals for assistance will be provided for consultation services, mental health agencies and/ or school services agencies.

Dana’s Discovery Kids strive to meet the needs of each child in our program and if a child has special needs, we will endeavor to meet his/her needs to the best of our ability. To accomplish this we need:

1. Parent and family support and active involvement
2. Community specialists support, input and involvement

**Behavior Management**

In the early years, your child is learning about the world around them and how they fit into it. Children need adults to help them develop self-control and empathy. The ultimate goal is for every child to be able to control their own behavior and to understand how their behavior impacts others it is a natural process for children to test limits that adults set for them. The schools staff will use positive guidance techniques including redirection, anticipation of an elimination of problems, positive reinforcement, natural and logical consequences and encouragement rather than competition, comparison or criticism. An important part of this process is providing children with the support they need to learn to express their feelings and needs to acceptable ways. We abstain from corporal punishment of other humiliating or frightening disciplinary techniques.

Children causing consistent harm to others (hitting, biting or exhibiting consistently disruptive behaviors) will be isolated. The teacher will notify the parents of the children directly involved the same day the incident occurs. Parents may be called to remove the child from the center for these actions. It is our policy to meet with parents of children with challenging behaviors to work together to support the child’s development of self-discipline. We may require the family seek counseling to consider continued enrollment.

The administration of Dana’s Discovery Kids reserves the right to suspend or un-enroll any child that poses an ongoing threat to others. We believe everyone has a right to feel safe at school.

**Disclosures of Information**

All information regarding individual children, parents and/or guardians will remain confidential. Disclosure of any information to cooperating agencies will be granted only with written parental consent.

**Complain Procedure**

All complaints or concerns regarding policy and/or program operations must be submitted (verbally or in writing) during school hours or by appointments with the appropriate staff person.

Dana’s Discovery Kids Preschool recognized the principle that complaints or concerns should be expeditiously settled at the lowest level possible. To implement this principle complaints or concerns should be submitted/appealed to staff in the follow order.

1. Classroom Teacher
2. School Director, Miss Dana Heath

All matters regarding tuition or school policies please see Director.

**Dana’s Discovery Kids LLC is a private preschool that reserves the right to admission.**

**Dana’s Discovery Kids Preschool does not discriminate against:**

**race, color, religion, disabilities or national origin.**

**Parent Enrollment Checklist**

1. I have received and understood the Enrollment Agreement to be part of the parent packet. I fully understand my commitment with regard to the current tuition rate payment policy, holidays, absentee/illness/vacation policy, withdrawal policy and required forms to be completed.
2. I have filled out all required forms.
3. I will keep my application, emergency telephone numbers and other required information current and update my forms annually in September.
4. I have received a copy of the Parent Handbook. I understand that I will be responsible for absorbing the information contained herein and will ask appropriate questions if I do not understand.
5. I have receive a state Immunization Form to be filled out and completed with up to date immunization records required to enroll my child in Discovery Kids.

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Child’s Name

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Parent’s Name (printed) Date

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Parent’s Signature Date