

# Discovery Lane Day School

## Parent/Student Handbook

### 2019-2020

**Mission Statement:** We are dedicated to supplying the highest quality early childhood education by working to develop each child's full potential in a secure, nurturing, educationally rich environment.

**Admission:** Currently, we are accepting ages 16 months - five year olds who have not yet attended kindergarten. Open registration will continue until our classes and programs are full, at which time, our admission process will be updated accordingly.

**Fees:** A non-refundable registration fee of \$100 will be due at the time of registration for the Fall session. The Summer session requires a non-refundable registration fee of \$25.00. A supply fee is also required at this time.

Summer Supply Fees (covers June and July)  
2 day program - \$65  
3 day program - \$75  
5 day program - \$85

Fall/Spring Supply Fees(covers Aug - May):  
2 day program - \$120  
3 day program - \$175  
5 day program - \$230

Summer Tuition:  
2 day program - \$250/month (\$280 for 18-30 months of age)  
day program - \$370/month (\$395 for 18-30 months of age)  
5 day program - \$600/month(\$610 for 18-30 months of age)

Fall/Spring Tuition:  
2 day program - \$250/month (\$280 for 18-30 months)  
3 day program - \$370/month (\$395 for 18-30 months)  
5 day program - \$600/month (\$610 for 18-30 months)

We accept cash and check payments. Make checks payable to Discovery Lane Day School. Payment may be sent inside your child's folder, or dropped off in the office. **DO NOT HAND CHECKS DURING DRIVE – THRU.** Payment is due on the 1<sup>st</sup> of each month. It is considered late after the 7<sup>th</sup> of each month. Your monthly tuition rate is always the same. If your child is sick/absent or school is not in session, please make sure payment is dropped off or mailed in order for it to be received by the due date. We do NOT give refunds or make-up days if your child is absent, or school is closed due to inclement weather.

**Late Fees:** A \$10.00 late fee will be accrued on your account for any payments received after the 7<sup>th</sup>. If we still have not received payment after the 15<sup>th</sup> of the month an additional \$15.00 will be added to your late fees. For any returned checks, we will charge a \$20.00 fee, as we will be charged this from the bank as well. If for any reason we must use a collection agency, those fees will be added to your account as well.

**Referral Program:** Discovery Lane Day School has a 10% referral program. For each student you refer to the program, the result will be a discount equal to 10% of your tuition, or 10% of the referred tuition, if the referred tuition is less. Maximum total discount will be 100% tuition. Discount will be assessed monthly for the 2019-2020 school year. Note, in order to receive the discount you must have a child actively enrolled and your account must be in good standing. Also you must be listed as the referral on the referred students' application at time of submittal. The discount is valid for the 2019-2020 school year (August – May), as long as the referred student is active and account is in good standing. **REFERRAL DISCOUNTS ARE NOT AVAILABLE FOR OUR SUMMER SESSION.**

**Withdrawal:** Four weeks advance notification must be given in writing to the director if your child is going to be withdrawn from our program. **However, if there are only 6 weeks or less remaining in the school term, you will be required to pay for the remainder of the school term, as it is nearly impossible to fill your spot that late in the year.** Pro-rated fees for attendance beyond the four week notice can be arranged. If a notice is not given, you will be responsible for the current month's tuition as well as the following month. When a session ends, you are **not** required to give a withdrawal notice if your child will not return to the next session.

**Student/Teacher Ratio:** Our classes will house no more, and usually less, than the current state guidelines required for each age group. These guidelines can be found on our office bulletin board.

**Parent Orientation:** An open house will be offered before each school session begins in order to let you meet your child's teacher and tour the classroom. Of course, individual meetings with your child's teacher can always be arranged directly with that teacher. To ensure the safety of the children and for efficiency during drop-off and pick-up time, please do not try to have an involved conversation with your child's teacher at those times. School wide conference times will also be made available throughout the school year.

**Hours of Operation:** Monday through Friday 9:00 a.m. – 3:00 p.m.  
NO children will be allowed into the building before 9:00 a.m.. Teachers are busy making preparations at this time, and cannot devote their energies towards watching children prior to 9:00 a.m.

Please do not come into the building after 2:30 p.m. as we are preparing for the afternoon pick up line. Parents are welcome to visit at any other time during the school day. The best times to visit are after 9:30 a.m. and prior to 2:30 p.m.

Discovery Lane Day School follows the Williamson County School Calendar. When they are closed, we are closed. The exceptions are summer, and when Williamson County Schools have a half-day. If WCS have a half – day, we will be closed. Please obtain a copy of our school calendar with listed dates of closings.

**Drop off and pick up procedures:** At 9:00 a.m. our drop off line will begin. You will sign your child in and out each time they are at school. Please note that cars are to be in a single file line, and that the entrance to our school is one way. Teachers will come to your car, and escort your child to class. The pick up line will begin promptly at 2:45 p.m. each afternoon. Please note that during pick up, there will be 2 single file lines of cars. A teacher will bring your child to your vehicle. You are required to buckle them into their car seats. Please make every effort to help make these lines move efficiently and smoothly by not leaving your vehicle. **Do not pass other vehicles unless directed by a DLDS employee. This is for the safety of all children.**

Please take advantage of our drop-off line as it ensures that your child will be able to participate in all the activities and play times that occur each day. If you are late for drop off please walk your child into the classroom, assist in getting their belongings put away, and then leave your child in the teacher's capable hands. We will have plenty of times throughout the year that we encourage parental involvement and participation in the classroom.

The director or office manager has the discretion to add a \$1.00 per minute fee to any child that remains after 3:00 p.m. We understand that emergencies do occur, so please let us know if you will be late for a valid problem. Excessive late pick up's will result in a \$5.00 per minute fee and/or termination of child's attendance at DLDS.

**Arrival and Departure:** We must have a "Parent Permission for Pick Up" form and "Transportation Plan" on file for your child. Your child will only be released to individuals that you have put on the list that we have on file. If we do not know the individual that comes to pick up your child we will require them to produce a picture I.D. for us to match their name with the names you have put on the pick up form.

### **Before and After Care:**

Before Care begins daily at 8:00 a.m. For staff purposes, we must know the day prior if you plan on sending your child to before care. After Care ends at 4:00 p.m. We ask for same day notice if you plan on sending your child to after care.

The cost is \$7.50 per hour. Any child picked up after 4:00 is considered late pick up, and the fee of \$1.00 per minute will be applied. If a child is picked up after 4:10 the fee increases to \$5.00 per minute.

**Lunch/Snack:** A daily snack will be provided for your child. The snacks will consist of water or juice and a healthy food item. You will need to supply a lunch in a lunchbox each day for your child. This lunch should include a protein, fruit, vegetable, and bread. Please do not send glassware, items that need to be refrigerated, or heated in their lunch.

Please include an **ice pack** in the lunchbox. Also, send necessary utensils. PLEASE LET US KNOW IF YOUR CHILD HAS ANY FOOD ALLERGIES. If your child has food allergies, we will need a copy of a Food Action Allergy Plan from your physician to post in the classroom. Please send in an Epi-Pen/medication if they are needed.

**Naptime:** Please send a 2 inch thick rest mat (no holes or tears). The mat must also be in an enclosed cover. Your child must bring a lightweight blanket for rest time, preferably one to be left at school. They are welcome to bring a small stuffed animal to use at naptime. Please let your teacher know if the items need to come home at the end of each school day. However, all of these items are required by the Health Department to fit inside your child's cubby in the classroom. **Clearly mark all items with your child's name.**

**Sick Policy:** NO child with a fever over 100 degrees, NO child with two or more watery stools, NO child with thick or colored mucus discharge from the nose, NO child with head or body lice, NO child with any signs of a contagious sickness may attend school. Your child may return to school when they have been fever, diarrhea, or vomit free for 24 hours, nasal discharge is clear, and any lice has been treated appropriately. Please note that we may ask for a doctor's release for a contagious illness before the child may return to school.

We will call a parent to pick-up the child immediately if they become sick during the school day.

We will not dispense medication at school (with the exception of allergic reaction medications and inhalers).

Please make sure that you give your child their medication before and/or after school.

We must have a CURRENT immunization form on file for each child in attendance by the first day of school.

The parent for each student must complete an Emergency Information Card and a Developmental Health History Form. We must have a parental signature that acknowledges receipt of each of these items.

**Emergency:** In the case of an accident or other health emergency, the parent or person named on your application will be notified immediately. We ask that you sign a permission form giving Discovery Lane Day School personnel the authorization to seek emergency treatment in case a parent or emergency contact cannot be reached. Your health history and insurance information must be on file for this purpose.

**Clothing:** Your child should be dressed in comfortable play clothes each day. We also ask that you send your child in **closed-toed tennis shoes** (that are able to get dirty) in order to ensure their safety on the playground as well as in the building. **Please no crocs or sandals.**

We need an extra set of clothes (including underwear and socks) for each child attending our program. Even if your child is potty-trained, it is nice to have the extra clothing in case of a spill or other type of accident. These can be kept in a Ziploc bag in your child's backpack or school bag. PLEASE do not send your child to school in clothing that is not child friendly. Belts, overalls, and one piece outfits are very cute, but children sometimes have accidents because they cannot get these items off in time to make it to the bathroom, especially while potty training.

If your child requires diapers or Pull-Ups we ask that you provide a pack (labeled with your child's name) the beginning of the school year, and we will let you know on the daily sheet when more are needed. Also send a box of wipes (labeled with child's name) to be kept in the classroom. Please use Pull-Ups that have Velcro sides. If your child is in the process of potty-training, please let your teacher know what methods you are using at home, and we will make every effort to use them at school as well.

If weather permits, we will go outside for at least 30 minutes each day. Please provide hats, jackets and gloves on days when they are appropriate. Mark all of these items with your child's name.

**Toys:** We ask that children do NOT bring toys from home unless they are specifically requested in class by the teacher. We will not be responsible for these items. This does not include the small item for naptime.

**Discipline:** We employ standard discipline methods throughout our program. We use positive reinforcement and redirection to encourage correct behavior. We encourage our teachers to look for "triggers" that may be causing these

problems, and then appropriate actions are taken to avoid these triggers with the child. If a problem persists, we will ask the child to sit out of that activity for 1 minute per year of their age in order to help them regroup and prepare for their return to the group. As a last measure, we will talk to the parent directly about the behavior.

**Biting/Hitting/Kicking Policy:** If your child bites another child and/or teacher 3 times, we will have to terminate our agreement with you. Also, if your child shows excessive aggressive behavior (i.e. leaving a mark on a student or teacher) on 3 separate occasions, you will be called in for a conference with the Director, and the possibility of us terminating our agreement with you. There will be no refund of money paid.

### **Transition plan for staff turnover**

If there is a staff change, the following procedures will be followed:

- Parents will be informed of the change by letter, briefly explaining why the staff change occurred. They will also be “introduced” to the new teacher with a short paragraph about them and their background/qualifications. Also include that if the parents have any questions, they are welcome to call the office and speak with either the director or business manager.
- Children will be introduced to the new teacher the first day that teacher is in the classroom. She will make sure to talk to and meet all of the children to help the transition. The remaining teacher will talk to the children during circle time about the change in very simple terms and help them learn some things about their new teacher. Make it as positive as possible! Help comfort any children who are upset about the change and/or miss the teacher who left.

**Snow Day/Inclement Weather Policy:** We follow the Williamson County School closings for snow days and inclement weather. If Williamson County closes, Discovery Lane Day School will also be closed. If the county closes early, and there is no risk to the children or teachers, we will remain open until 3:00 p.m. Otherwise, you will be notified directly. If Williamson County Schools open late, please call our school or check your email, before bringing your child, to obtain information on what time our school will open.

**Fire/Tornado Emergency Procedures:** The fire and tornado evacuation procedures can be found posted in each classroom. When there is a tornado warning posted by the National Weather Service, the children will be taken to a designated safe area until the danger has passed. We do NOT encourage you to come and pick up your child during one of these warnings. You and your child will be more at risk driving to and from your home.

**Parties and Special Events:** Please look for information from your child’s teacher, when a party or event is planned.

**Newsletters, Etc.:** We will send out a newsletter each month to provide any news about the school or upcoming events. Please read these as they may contain important and interesting information.

Our website is [www.discoverylanedayschool.com](http://www.discoverylanedayschool.com). The email address is [DLDS@bellsouth.net](mailto:DLDS@bellsouth.net).

We may occasionally want to include pictures of our students on this site. If you do NOT want your child’s picture to be used, please let us know in writing upon receipt of this handbook. We will only use the picture, never personal information about the child.

**Parent/Teacher Conferences:** We will schedule 2 parent/teacher conferences a year. The first will be scheduled in October, and the second will be scheduled toward the end of the school year in March/April. If at any point you would like an update on your child’s progress or development, please inform your child’s teacher, and they will be happy to schedule a time with you.

**Admission Checklist:**

\_\_\_\_\_ Application

\_\_\_\_\_ Authorized Persons for Pick-Up

\_\_\_\_\_ Emergency Card

\_\_\_\_\_ Shot Record

\_\_\_\_\_ Developmental Health History Form

\_\_\_\_\_ Form stating receipt of DHS form

\_\_\_\_\_ Transportation Form