

Welcome to Discovery Place!

It is our hope that your child will truly find this a place to discover and that it will be a positive experience for you as well. The purpose of this Parent Handbook is to familiarize you with our policies and procedures and to make you feel at home.

Governing Authority

Discovery Place is a non-profit organization governed by a Board of Directors. The Board sets policy which is administered by the Program Director, who is also responsible for the daily operation of the Program. *Discovery Place* is licensed and regulated by the Kansas Department of Health and Environment. The program is funded entirely by tuition and fund-raising activities, and is not subsidized by private or government funds. Contributions are tax deductible.

Statement of Philosophy

The safety and well being of your child is our first concern. *Discovery Place* provides a responsive and nurturing environment where children come to experience creativity and learn by discovery. Our goal is to give children the opportunity to act on the environment, explore their own potential and express themselves in original, exciting and creative ways. *Discovery Place* gives young children an exciting preschool experience by expanding their awareness and imagination through art, music, movement, drama, science, creative and critical thinking, social interaction, school readiness activities, and positive self-expression.

Curriculum

While each teacher brings to the classroom his/her own style and personality, the concept of *developmental appropriateness* is consistent throughout the Program. This concept has two dimensions: *Age Appropriateness* and *Individual Appropriateness*.

Age Appropriateness: Research indicates that there are universal, predictable sequences of growth that occur in children during the first nine years of life. Knowledge of the development of children provides a framework from which our teachers prepare the learning environment and plan appropriate experiences.

Individual Appropriateness: Each child at *Discovery Place* is unique in his/her own individual pattern and timing of growth as well as individual personality, learning style and family background. Both the curriculum and the staff's interactions with the children are responsive to individual differences.

We believe that the child's experiences should match developing abilities while challenging his/her interest and understanding. Our curriculum emphasizes learning as an interactive process. The environment is prepared for the children to learn through active exploration and interaction with adults, other children and materials.

Curriculum Design: Our work with children is influenced by what is known as the "Reggio Approach" (from the world renowned schools in Reggio Emilia, Italy). Through this inquiry approach teachers and children delve deeply into investigations of shared interests. *Discovery Place* also uses a multi-dimensional curriculum design of growth and development skills for integrated learning (based on guidelines set forth by the *National Association for the Education of Young Children and Child Development Theory*). The main areas of focus are: *Self-Esteem/Autonomy, Social/Cultural, Literacy/Language, Critical/Creative Thinking Math/Problem Solving, Science, Fine and Gross Motor Skills, Expression (art, music, movement, drama), and Health/Fitness*. In addition to our own unique curriculum, *Discovery Place* has adopted a social studies program, "**Second Step**", and a literacy curriculum entitled "**The Kitchen**", "**Fun on the Farm**", and "**People, People, Everywhere**". We also belong to the Jane Goodall Institute's youth program called **Roots and Shoots**. Through this program we teach children about demonstrating care and concern for animals, the environment and the human community through service learning projects.

Teaching Staff

The teachers and staff are a uniquely qualified and talented group of professionals. All of the teachers have specialty training in child development and education, degrees in education or early childhood education certification and they contribute a variety of talents, from music, art, and special education to a genuine enthusiasm for learning and a love of young children.

Hallmarks of Discovery Place Classroom Curriculum

- ◆ *Children are actively involved in their own learning*
- ◆ *Children are learning by "discovery" -- exploring their environment*
- ◆ *Children are read to every day*
- ◆ *Transitions are carefully planned and executed*

- ◆ *Teachers transfer children's spoken words into written words as children look on*
- ◆ *Activities are meaningful and purposeful to the children*
- ◆ *Worksheets, coloring sheets, ditto sheets are not used*
- ◆ *Art is open-ended and not dictated*
- ◆ *The environment is rich in language - environmental print is everywhere*
- ◆ *Teachers guide children to resolve conflicts*
- ◆ *Teachers learn from children every day*
- ◆ *Teachers listen to children and plan according to their level of understanding and interests*
- ◆ *Children are learning how to "be together" in a group*
- ◆ *Teachers emphasize concepts over rote learning*
- ◆ *Teachers and children spend time in small groups, so that they can talk and listen to each other*
- ◆ *Children are encouraged to take responsibility and "do for themselves"*

Admission Requirements

Applications from new parents may be made at any time by completing an Application Form and indicating anticipated starting date. Each new school year begins the last of August or the first of September and runs through May. Students will be enrolled to begin in the Fall each year, or as vacancies become available throughout the year. Students can also enroll for our Summer Program, which begins in June.

Children must be at least 12 months of age by the first day of school in order to be admitted into our program. Parents must complete all necessary steps for enrollment, including turning in a completed enrollment form, health assessment and signing the **Enrollment Form** which indicates their compliance with *Policies and Procedures* as stated in this **Handbook**.

Enrollment Changes: Parents may make requests for changes in a child's enrollment, and those changes will be made based on space availability.

Discovery Place admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

Special Needs Statement

Discovery Place hopes to meet the individual needs of children; however, there are some children whose needs we cannot meet. If you have a child that may require a special educational environment, we will try to help you find a more appropriate program. If we determine that attendance at *Discovery Place* should be a part of your child's educational program, the following conditions need apply:

- (1) We cannot be responsible for providing a therapeutic program.
- (2) The child's attendance cannot compromise the program.

Withdrawal / Dismissal

Parents will provide the School Office with a **two-week WRITTEN** notice if they intend to withdraw their child. The school will then pro-rate monthly tuition or refund a pro-rated amount if it has been pre-paid.

Occasionally, *Discovery Place* staff must dismiss a child from the Program due to failure to adjust or behavioral needs which our staff cannot meet. When this is the case, our staff will try to suggest other programs or alternatives for the parents. A child may also be dismissed for failure of parents / lawful custodians to comply with the *Policies and Procedures* of the School.

It is not uncommon that some children, even though they meet the entry age, are not ready for a group setting, or need more individual care than we can provide. If we find that your child is not ready for our program, or is unhappy at school, we will let you know as soon as possible.

Tuition Payment Policy

The cost is the same when children are absent or the program is closed for any reason.

Exception #1: During Reservation Weeks children in the Extended Day program may reserve days for attendance.

Exception #2: Extended Day Parents do not pay for building maintenance days in May and August.

- **Preschool tuition** is due at the beginning of each month. August tuition is prorated and is due the first day of school. We do not send monthly bills. Tuition is the same each month, regardless of the number of days in each month, absences, inclement weather, closings and the major holidays if they fall on a day the child is enrolled. The major holidays are New Year's Eve and Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and up to three days in observance of Christmas. Tuition is late after the 10th of each month and a \$10.00 late fee will be assessed after the 15th. Please write the month for which you are paying and your child's name (last name if different from yours) in the memo section of your check.
- **Extended Day tuition** is due at the beginning of each week. Weekly tuition is the same regardless of absences, inclement weather, closings and the major holidays if they fall on a day the child is enrolled. The major holidays are New Year's Eve and Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and up to three days in observance of Christmas. Please write the week(s) you are paying for and your child's name (last name if different than yours) in the memo section of the check.

Please Note: Full tuition will be due in May, our two week notice policy for withdrawal does not apply in May.

The following must be completed and returned to the office before your child may attend school:

- **Enrollment Form** - Includes general information about the child; must be completed each year.
- **Emergency Medical Authorization Form** - On the back of the **Enrollment Form**- signed and witnessed (cannot be spouse).
- **Health Form** - Includes important medical information about your child including allergies and immunization record; must be signed by a physician. Your physician may sign the Form without seeing your child. (However, we strongly recommend that every child see his/her doctor at least yearly for a physical examination). This Form must be current and on file before the child can start School.
- **Enrollment Fee** - Due for each child each year. Payable at the time of Enrollment. Non-refundable.

Tuition Collection Policy

Preschool- Tuition is due in advance, monthly, at the beginning of each month. We do not send monthly bills. Tuition is the same each month, regardless of number of days in each month, holidays, absences, inclement weather closing, etc. (August tuition will be prorated). Tuition is due each month for the school year, August through May, and for each session of Summer School, June and July. Tuition is considered late after the 10th of each month. After the 15th of the month, a reminder that payment is "past due" will be sent from the Office and a \$10.00 late fee will be assessed. If payment is not made by the end of the second month, the situation will be reported to the Board of Directors. The Board will consider options including payment plans, Board contact with the family, or termination of enrollment.

Extended Day- Tuition is due in advance at the beginning of each week, or month, or other arrangement agreed upon by the parents of enrollee and the administration. Weekly tuition is based on the number of days enrolled and is the same regardless of absences, inclement weather, closings and the eight (8) major holidays if they fall on a day the child is enrolled. They are: two days in observance of New Year's Day, Memorial Day, one day in observance of Independence Day, Labor Day, Thanksgiving Day and the Friday following, and two or more days in observance of Christmas. Tuition is late after 10 days and a late notice on late tuition will be sent from the office and a \$10.00 Late Fee will be assessed. If payment is two months in arrears, or if the amount due is greater than \$500.00, the situation will be reported to the Board of Directors. The Board will consider options including payment plans, Board contact with the family or termination of enrollment.

Program Description

Preschool - Preschool classes are designed for children who attend Discovery Place for either a morning or afternoon session. The times are 8:15 - 11:00 a.m. and 12:15 - 3:00 p.m. Mid August - May. There is also a Summer Preschool Program during June, July and sometimes August.

Before School / After School - Preschool children needing Before and/or After School Care between the hours of 7:15–8:15 a.m. and 3:00- 6:00 p.m. may attend the Extended Day Program (provided space is available) for an additional fee. Indicate the times you desire your child to attend this “Before or After School Session” on your Enrollment forms. Enrollment is limited.

12 months - Three’s - Preschool for “under three” is designed for learning through exploration and fun. The key areas of focus are: language development (including listening and participating), emerging literacy, social skills, self-help skills, motor development and creative expression. There are two teachers in each room.

Pre-Kindergarten - Our Half Day Pre-K Curriculum gives 4, 5 and 6 year-olds the opportunity to learn through a hands-on approach to prepare the children for a successful year in Kindergarten. The Pre-K Curriculum contains a balance in content and addresses the areas of cognitive, social, motor, physical, creative and emotional development. There are two or three teachers and 16-20 students per classroom.

Pre-Kindergarten With Extended Day - This program incorporates the goals of the Pre-K classes (School readiness for instance) to give all-day children learning experiences as well as creative activities for growth and development. There are two or three teachers and 16-20 children in these classrooms.

Preschool With Extended Day - This Program is designed for children ages eighteen months to four years old who need more than a three-hour Program. The classrooms are open from 7:15 a.m. to 6:00 p.m. All children attend morning Preschool classes from 8:15 until 11:00 followed by lunch, rest, snack, free play and outdoor time. The children receive their Preschool experience in the same room. We discourage attendance beyond 45 hours per week for the health and well-being of the child. There are at least two teachers in each classroom, plus an Afternoon Supervisor for the Extended Day classrooms.

Home and School Partnership

We value the importance of good relationships between home and school. Parent involvement is not only welcomed, it is necessary to achieve a program that offers maximum benefit to the children. We encourage parent participation in a variety of ways:

Discovery Place has an Open Door Policy - Parents are welcome to visit the classroom anytime or to schedule visits of other classrooms.

Open House - In mid-August we have an Open House for parents and children to drop by to see the classrooms and to meet with teachers before School begins.

Classroom Participation - Parents can volunteer to be room helpers, party helpers, field trip drivers and /or special project workers. Parents are also welcome to volunteer to work in the classrooms, volunteer to substitute when a teacher is absent or attending a professional In-Service, or assist in the program in any way that their time and talents allow.

Communication - We want to communicate with you about your child. **Classroom and School-Wide Newsletters** will be sent home, e-mailed or posted on the classroom web site. School-wide information may be found by accessing our web site: www.discoveryplacewichita.com. Walls and boards inside and outside classrooms are for parent information and contain weekly lesson plans, news and announcements from the School.

Conferences - Conferences will be scheduled in February or March for parents of children in our Pre-K classes. These conferences are provided for parents who want to discuss their child’s progress and to plan for Kindergarten with the classroom teacher. If you need a conference at any time during the school year (parents of any age child), we will be happy to make arrangements. If you have questions or concerns at any time, please feel free to discuss them with your child’s teachers. If you have other questions about the program, please feel free to discuss them with the Director.

Parent Group - The goals of the *Discovery Place* Parent Group are fund-raising, volunteer coordination and supporting the School. As a parent, you are automatically a member of the Parent Group. You make the choice about how active you wish to become. The Parent Group is guided by volunteer Parent Group Officers. You may volunteer to serve as a Parent Group Officer by calling the Office or filling out a Parent Volunteer Sign-Up Sheet, which is included in the annual *Back to School Packet*.

Communicating With Two Households

When parents are living separately we make every effort to provide newsletters and all school correspondence to both parents. Upon request, we will mail newsletters and other correspondence to parents who do not bring or pick up the child at school. We consider both parents important to the child's school experience and avoid expressing any alliance with either parent over the other. It is necessary for us to refuse to become involved in disagreements the parents may have. Parents should come to terms of agreement for purposes of instructing the school as to their wishes regarding their child.

Arrival and Dismissal

Upon arrival, children must be brought into the building and taken to the classroom. Parents must remain with children until classrooms are open and teachers are ready to receive children. Parents may park only in the parking spaces for drop-off. Do not park behind other cars in such a way as to block them even for a brief period of time.

Bring your child to School **no earlier** than the scheduled arrival time and be prompt at dismissal. We appreciate your promptness, since early drop-offs and late pick-ups infringe on teachers' brief lunch and planning time.

Dismissal for half day preschool classrooms- Morning dismissal begins at 11:00 a.m. and **is completed by 11:10**. Afternoon dismissal begins at 3:00 p.m. and **is completed by 3:10 p.m.** If you arrive after 11:10 or 3:10 p.m., dismissal will have been completed. **A late fee of \$5.00 will be charged to you.**

Children will not be released to persons who have not been authorized in writing by the parent or guardian. Staff unfamiliar with any person picking up a child may ask to check the file, see the person's ID, and have the person sign the child out. **Please do not call us on the phone to give authorization for a pick-up. It must be in writing.** We cannot, by law, refuse a parent access to his/her child without a Court Order instructing us to do so. Please provide the Office with a copy of a Court Order if you are instructing us not to release your child to his/her other parent.

Late Pick-Up For Extended Day Enrollees

Children must be picked up by 6:00 p.m. Parents will be charged a late fee as follows: \$5.00 for every ten (10) minutes, or portion thereof, that the child remains past 6:00 p.m. Repeated late pick-up may result in termination of a child's enrollment.

Signing-In / Signing-Out Extended Day Children - Extended Day parents will sign their children "in" upon arrival and sign them "out" at departure, noting the time on the "Sign-Out Sheet".

Health / Safety / Illness – Children showing any or a combination of any of the following symptoms will be placed in the Office and a parent called to take the child home --- fever of 100 degrees or more, listless behavior, stomach ache, ear, throat or other pain, diarrhea, vomiting, rash or eye infection. The Health Department expects children to be picked up within half an hour of the time the school calls the parent. **Please have a "back-up plan" on days you are unavailable** to come for your child should you be called to do so. When a child is sick at school, we will call the mother first (or person listed first on the Enrollment Information Form); if she cannot be reached, we will then call the father (or person listed secondly). If we cannot reach either parent, we will call the first person on the "emergency list" and so on.

Children cannot be admitted into the school with signs of a communicable disease. Children must be fever-free without help of medication for at least 12 hours before returning to school. Please notify us of illness or planned absences, as the teachers often become concerned when a child is absent.

Medicine - Medicine will be administered to Extended-Day children only and will not be administered without written permission of parent or guardian. Parents must complete an "Authorization to Administer Medication Form" for each medication. Parents will be responsible for giving the medication to the staff member, who will lock it up in the medicine box in the refrigerator. For your child's protection, we will not : 1) keep medication overnight, 2) give medication with "as needed" instructions, 3) give medication contrary to the manufacturer's instructions without written order from a physician, 4) give non-prescription medicine for a prolonged period of time.

Minor Injuries - If a child is injured at School, the teacher will administer First-Aid and complete an "Accident Report" if the injury leaves a mark, bump, burn or cut on the skin. This "Accident Report" will be sent home with the Child. The purpose of the form is to notify parents of the injury, how it happened, and what steps we took to administer first aid. If the child is upset, if stitches might be required, if the head was involved, or if biting occurred, the parent will be notified immediately by phone.

Biting - Anytime a child is bitten by another child at School, the teacher fills out an "Accident Report Form". A copy of the form will go to parents of both children involved. The teacher will try to make a personal contact to each parent at the end of the session in the case of Preschool or half-day enrollee, or within the period (morning or afternoon) to the parent of the all-day enrollee. In the case of an all-day enrollee, the teacher in charge shall either talk with the parent personally (when he/she comes to the School to get the child) or by phone call (if the biting occurs in the morning and the parent is not scheduled to arrive until afternoon). If a child is bitten and the skin is broken, parents of both the children involved shall be notified immediately by the teacher. The teacher will report to the Director any incidents of biting and a general report of the response of the children and the parents. Persistent biting may be cause for a child to be dismissed from the Program.

Hand Washing - With parent's help, all children need to wash their hands in the restroom or in the classroom immediately upon arrival to School. Children and staff will also wash their hands before and after preparing and serving food, before and after eating, after using the toilet, after touching items soiled with body fluids, wastes or dirt, after coughing, sneezing or blowing their noses, after touching pets, after being outside, before/after using water tables or moist items, and if hands appear to be unclean.

Toileting - Children will be taken to the restroom as needed, and shall also have a scheduled rest-room break during the morning and afternoon sessions. In addition to those times, Extended Day children will have a scheduled restroom break before and after lunch, after nap and after school. In case of accidents we will change the child into clean clothes. Health Department Regulations prohibit us from rinsing out soiled underwear, so they will be sent home (not rinsed) in a plastic bag. **We ask that children in "before school care" (between 7:15-8:00) be taken to "potty" by their parents at arrival.**

Diapering - Children in diapers in the Extended Day Program shall be diapered on a regular daily schedule and as needed. Children in Preschool only will not have a regular daily diapering schedule, but shall be changed as needed, or as parents request. We ask that parents of Preschool only children who are in diapers, to change your child before arriving and be prepared to change him/her after he/she is picked up.

Cold Weather Policy for Outdoor Play

The children will be taken outside every day that the weather permits. We will not go outside if there is precipitation or if the temperature is below zero degrees (with the wind chill factored in). When going outside on cold days, teachers will assure that children's coats are zipped and caps (or hoods) and mittens are worn. If you do not want your child to go outside with his/her class, it may be necessary for you to keep him /her home from School that day.

Hot Weather Policy for Outdoor Play

The children will be taken outside every day that the weather permits. We will not go outside if the temperature reaches 100 degrees. When we do go out on hot days, we are mindful of the affect of heat on the children: we provide opportunities for shade, plenty of water, and limit the amount of time the children are outdoors.

Emergency Procedures

Fire / Tornado - Fire Drills are conducted monthly. Tornado Drills are conducted monthly April through September. An Emergency Exit Plan is posted in each classroom. In the event of an actual fire, we will follow the drill procedures and will call 911. We will not go back into the building until the "all clear" is given by the fire inspector. In the event of an actual tornado warning we will follow the drill procedures and will go to the "choir room" until the "all clear" is given.

Miscellaneous Emergencies:

Flood - building well elevated, keep children indoors and monitor radio;

Blizzard / Ice monitor emergency with radio; keep children indoors and call parents if public schools close;

High Winds monitor emergency with radio, stay indoors, keep children away from windows and follow tornado procedures if winds become threatening;

Electrical Storm monitor emergency with battery - operated radio; call parents to pick up children if heating / lighting fail;

Bomb Threat treat any threatening message with seriousness, call 911, evacuate building to TIS Lower School Gym.

Emergency Crisis Plan – In the event of a red alert or terrorist threat in our city, or anywhere in the United States, we will execute the following plan: All classrooms will follow the tornado drill procedures which are practiced monthly. We will stay in the tornado safety area until we determine the nature of the threat. Emergency supplies, children's emergency information, cell phones and battery operated radios will be taken. As necessary we are prepared to move to the extreme interior of the building, shutting down outside air supply and sealing windows and doors. If building evacuation becomes necessary we will follow bomb threat procedures (above). We monitor world events daily by keeping radios on in the office and kitchen.

Medical Emergencies - In case of Medical emergency or serious injury to a child the parent shall be called immediately. The person in charge and the parent (if available) will determine if the child can be moved. If the child cannot be moved, 911 will be called, and the parent or staff member will accompany the child to the hospital.

Field Trip Policy

Prior to each field trip, a waiver will be sent home. The destination, date and time of each trip will be stated on the waiver. These must be signed by the parent or guardian, and returned to the school prior to the date of the field trip. All children must be buckled in individual seat belts and children who are under the age of four must bring a car seat. Children may not ride in the front seat on field trips. Drivers must show "proof of insurance" before each trip and will also be given a list of safety guidelines prior to each trip. Medical information and "Authorization for Emergency Medical Care" for each child will be taken on each field trip.

Parent's Request To Keep A Child at School on Field Trip Day

Parents should keep a child home or make other arrangements if they wish the child not to attend a field trip with the classroom. Since all our classrooms are generally full, there is not an alternate placement for the child.

Appropriate Dress

- Children should be dressed for freedom of movement, art activities and play. We recommend supportive tennis shoes (Velcro is best) and comfortable play clothes that can get "dirty". (Children get sand in their shoes on the playground.)
- For safety reasons please do not send your child with a necklace (or anything around the neck), or drawstring on a coat. These can get caught on playground equipment.
- In order to provide your child with plenty of opportunities to create and explore, we use lots of paint and other messy art media. Please remember when dressing your child for School, that though we purchase washable art materials, we do use lots of paint, playdough, etc.
- During cold weather, we require warm coats, mittens, (gloves if the child can put them on without help) and a cap or hood.

Labeling

To keep track of children's belongings we ask that personal items and accessory clothing such as jackets, mittens, hats be labeled with the child's name. Names can be put on the insides of labels with a marking pen, or on masking tape, taped to the labels.

Snow/Inclement Weather Days and Other Closings

Discovery Place will make independent decisions about closing for inclement weather, but will use the Wichita Public School as a guide. Announcements of school closings will be on our web site (www.discoveryplacewichita.com), as well as TV channels 3, 10 and 12. Tuition will not be reduced for weather closings. There are rare, but extreme conditions that may require the closing of the building (water breaks, electrical outage, bomb threat, etc.). Tuition will not be reduced for such closings.

Holidays (treatment of)

Our Program is non-denominational. We do not teach a specific religious belief to the children. We do, however, encourage children to share with us the traditions and beliefs practiced in their homes. The teachers may also share the customs practiced in their homes. Teachers may discuss and give the children appropriate activities to demonstrate various customs and traditions of families around the world related to the season. We shall limit the amount of product-oriented artwork and offer the children many opportunities to express themselves in open-ended ways with various materials.

Toys

Your child may be allowed to bring toys and personal items to school depending upon individual teachers' classroom rules; however, please keep in mind that the items may get lost or broken. Please put your child's name on any personal items brought. We do not allow toy weapons at school.

Videos/TV

Discovery Place endorses a carefully monitored and limited amount of TV/Video viewing by young children. Children should not bring videos from home to be shown in the classroom, unless requested by the teacher for a particular theme. Videos shown to the class should be selected by the teachers and used to enrich a classroom theme or study. Only "G"-rated videos may be shown in any classroom.

Videotaping and Cameras

Occasionally teachers or parents use cameras or camcorders to document activities or events (i.e. field trips, birthday parties). If you object to your child being photographed during this type of activity, please let your child's teacher know.

Snacks/Lunch

Snacks: In all classes snacks are provided by parents on a rotating basis. Each month a snack calendar will go home listing the children's names who are to bring snack for that month. Snacks should be sent in the first week of the month. Your child's teacher will inform you if his / her snack routine varies from this. Snacks will be properly stored until needed. Please keep in mind children's nutritional needs when choosing the snacks you bring. We know that you as parents are concerned about your child's diet, so we urge you not to bring sweets; instead we encourage cheese, fruit, crackers or other healthy snacks. The Health Department requires that the snack shall include at least two of the following: 1) milk /milk product, 2) fruit or vegetable 3) meat or peanut butter, 4) bread or cereal.

Lunch: Lunch is provided by the School to Extended Day Children. It shall include one item from each of the following: 1) meat, poultry, fish, egg, cheese, dried peas or beans or peanut butter; 2) two vegetables, two fruits or one of each; 3) bread, bread products or cereal; 4) milk. Second helpings of vegetables or fruit, bread and milk shall be offered. Food allergies or special dietary needs of specific children shall be planned for, and known by cooks, staff members and substitutes. Children may bring a sack lunch from home, but it should include items from each of the above categories.

Supplies/Items Needed at School

Children will need to bring a backpack large enough to carry school/artwork, communications from school & other belongings to and from school. In addition, all children should provide an extra change of clothing including socks, underwear, tops and bottoms, appropriate for the current season. (Children in Room 1 are required to bring two changes of clothing and a daily supply of diapers). Each child should also bring the supplies designated by the classroom teacher. You will receive a list in your **July Back-to-School Newsletter**. These items may be brought to Open House.

In addition to the supplies specified by the Classroom Teacher, children enrolled in the Extended Day Program need: two sheets (crib size - sent home weekly to be washed), small blanket to be left at school, a toothbrush and toothbrush cover (that covers only the brush part).

Discipline Statement

With regard to discipline in the classroom, staff will take a positive approach, emphasizing cooperation based on mutual respect and shared responsibility. Teachers will be kind, gentle and firm, and limits will be simple, appropriate and clear. Children will be treated in a courteous manner. Teachers are trained in behavior guidance techniques and follow a step-by-step plan to help children learn behavior skills appropriate to their level of development. This Behavior Guidance Plan is posted in each classroom for parents to read. Corporal punishment of any kind will not be used. On some occasions it may be necessary to call a parent to come immediately for a child whose behavior cannot be managed by our staff or might pose a danger to other children (i.e. biting).

Assessment Statement

In keeping with our belief in the value of early intervention for children with developmental problems, staff are alert to normal developmental behavior. They may express concerns to parents about children who seem to differ from the norm. This is our attempt to be of support and help to parents and is considered our professional responsibility. Staff members are not trained to diagnose special needs. We, instead, attempt to point out variance from the norm and recommend further assessment, appropriate programs, activities or other helpful information if parents desire. We participate in a program through **Rainbow's**

United that provides child development specialists to assist our teachers in recognizing developmental delays and designing learning activities to further the growth and development of the children in the classroom.

Classroom Pets

Many of the classrooms keep small pets, including bunnies, frogs, fish, birds, etc. Safety and cleanliness is practiced regarding pets.

Child Abuse / Neglect Reporting

As an employee of a licensed child care center, staff members are mandated by law to report any suspected abuse or neglect of a child. Staff are required to report suspected abuse/neglect to administrators; administrators make the report to the SRS.

Summer Program

Discovery Place offers a **Summer Program** during the months of June, July and August. The curriculum changes each year, but is generally based on good children's literature, outdoor nature and water activities, art activities and themes appropriate for a fun-filled summer. Children enrolled in Extended Day classroom may have continuous, 12-month Enrollment until they leave *Discovery Place*. Or extended-day children may choose to drop out of the program during the summer and return when school begins in the fall. **Summer** brochures are sent home in March with Enrollment Forms due (for new students) the first of May.