

Kids in Discovery Preschool

Parent Handbook 2011 - 2012



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KIDS IN DISCOVERY PHILOSOPHY

Kids in Discovery Preschool is a preschool program serving children from the age of 2½ through 6 years of age. We are a child oriented program with activities that will prepare your child for kindergarten, while incorporating basic Christian values.

It is the philosophy of Kids in Discovery Preschool that early childhood should be a time of exploring and discovery. Preschool children are creative and receptive. The staff strives to nurture and encourage these qualities in the children who attend. We understand the importance of educational programming for preschool children that develops the physical, emotional, social, and spiritual needs of the child.

We want children to experience learning at this precious time of life in an atmosphere full of encouragement and filled with stimulation and imagination. We offer a balanced curriculum of play, creative art, music, outdoor play, conversation, story time, experimentation, dramatic play and group activities. Kids in Discovery recognizes that each child is an individual with unique talents. It is our goal to include all children in our program regardless of sex, race, religion or disability.

Discovery United Methodist Church recognizes the need for families in our community to enjoy a preschool experience in a reliable, safe, and healthy environment. It is our goal to provide a quality program that will benefit not only the child, but the family as well.

WEBSITE

Kids in Discovery Preschool has a website. Our website will provide the most up-to-date information for our school, including any schedule changes, upcoming events, and school calendar. Please visit us at www.kidsindiscovery.org.

Kids in Discovery Preschool also has a FACEBOOK page. Please become a fan and stay updated and connected with the preschool and other Kids in Discovery Parents. This will also provide the most current information, photos of the children at preschool and also provide network for Kids in Discovery Parents. Please visit us at <http://www.facebook.com/pages/Richmond-VA/KIDS-in-Discovery-Preschool/142054252493986>

DAILY SCHEDULE

(Schedules in each individual classroom will vary.)

9:00 - 9:15 a.m.	Arrival and Settling In (preschool classroom)
9:15 - 9:30 a.m.	Beginning Day Activities (song, calendar, pledge)
9:30 - 10:00 a.m.	Classroom Activities (paint, art, learning centers, games, readiness activities)
10:00 - 10:30 a.m.	Outside Play, Inside Movement, or Music
10:30 - 10:50 a.m.	Wash Hands & Snack
10:50 - 11:45 a.m.	Classroom Activities (circle time activities or group activities)
11:45 - 11:55 a.m.	Clean Up
12:00 noon	Dismissal (Please note: some of our younger classes dismiss at 11:50 a.m.)

NOTE: Learning activities may be moved outside on nice days.

LEARNING ACTIVITIES

We want children to experience learning at this precious time in life with an atmosphere full of praise, free from interruption, and filled with stimulation and imagination. We will offer a balanced curriculum of play, creative art, music, outdoor play, conversation, story time, experimentation & exploration, dramatic play, and group activities. A more detailed calendar of topics, interest, and special programs will be sent to you monthly with your newsletter.

I. PLAY - We respect the art of play. Our teachers will provide an environment where children can develop the ability to interact with peers, make choices that increase his/her feeling of independence, develop large and small motor skills, and become more aware of the feelings of others.

II. CREATIVE ART - Children will be exposed to a variety of art forms including finger paint, easel painting, watercolors, markers, & crayons, and creative ideas with construction paper and “usable throwaways”.

III. CONVERSATION & STORYTIME - There will be abundant opportunities for children to develop their language skills through discussions of stories, share time, puppet shows, and telling our own stories.

IV. THE WORLD AROUND US - As children learn about themselves and their family, there is a natural curiosity about the world around them. We will offer them the opportunity to explore and experiment with many things including wind, water, magnets, magnifying glasses, and seeds.

V. READINESS SKILLS - There will be year-round activities and games to develop language and math concepts, sequencing skills, number, shape, and letter recognition, and cooperation.

VI. MUSIC - Music will be an almost daily activity for the children in our program. Music teaches rhythm, rhyming, working together, and can be used as reinforcement for concepts. Music is a natural and effective learning tool for the preschooler.

VII. CHRISTIAN EDUCATION - Children will experience an acknowledgment of God and His love on a daily basis at Kids in Discovery Preschool. We will include in our games, songs, and activities the teaching that God has created us, and we are good. It is an acknowledgment that each of us receives God’s love and that God expects us to love each other.

KIDS IN DISCOVERY PRESCHOOL OBJECTIVES
FOR THE TWO-AND-A HALF YEAR OLD PROGRAM

SOCIAL & EMOTIONAL SKILLS

- Plays/interacts with other children.
- Is willing to share/take turns.
- Cooperates with teacher(s).
- Is aware of feelings of self & others.

VERBAL & LISTENING SKILLS

- Uses language to communicate wants and needs.
- Participates in group activities.
- Listens to a story.
- Follows directions related to a daily routine.
- Enjoys singing with a group.

COGNITIVE SKILLS

- Matches and sorts colors & shapes.
- Refers to self by name.
- Engages in pretend and make believe play.

FINE MOTOR SKILLS

- Uses sensory materials that encourage creativity.
 - ◇ glue
 - ◇ paint
 - ◇ crayons
 - ◇ play dough
- Works a simple puzzle up to 6 pieces.
- Uses manipulatives appropriately. (blocks, pegboards, strings, beads)

GROSS MOTOR SKILLS

- Runs easily.
- Walks up stairs with alternating feet, using handrail.
- Utilizes outdoor playground equipment.
- Participates in music movement activities.

**KIDS IN DISCOVERY PRESCHOOL OBJECTIVES
FOR THE THREE/FOUR-YEAR OLD PROGRAM**

SOCIAL & EMOTIONAL SKILLS

- Shows respect & concern for people & things.
- Plays and shares with other children.
- Follows simple directions.
- Responds well to teacher's suggestions.
- Attends to a task.
- Helps pick up.

VERBAL & LISTENING SKILLS

- Listens to stories quietly.
- Attention span is lengthening.
- Speaks in 5 word sentences.
- Can tell a story.
- Recites rhymes and songs.
- Waits for turn to speak in a group.
- Expanding his/her vocabulary.

COGNITIVE SKILLS

- Identifies primary colors.
- Identifies secondary colors.
- Identifies a circle, square, & triangle.
- Counts to ten.
- Recognizes first name when printed.
- Identifies some letters of the alphabet.
- Tells how things are alike & different.

FINE MOTOR SKILLS

- Uses crayons with control.
- Uses scissors with control.
- Uses glue.
- Likes to paint.
- Works a puzzle of six pieces or more.
- Puts on own coat.

GROSS MOTOR SKILLS

- Throws & catches a ball.
- Jumps in place.
- Balances on one foot.
- Hops on one foot.
- Alternates feet on stairs.

ART & MUSIC

- Participates in art activities.
- Uses materials properly.
- Cleans up messes.
- Participates in group singing.
- Enjoys doing musical activities.
- Learning to repeat rhythmic patterns.

KIDS IN DISCOVERY PRESCHOOL OBJECTIVES
FOR THE PRE-KINDERGARTEN PROGRAM

SELF-HELP/INDEPENDENCE

- Responsible for personal items: coats, bags, cubbies
- Goes to the bathroom independently.
- Tells what he/she needs.
- Follows routines independently.
- Independently dresses for outdoors: coat, hat, mittens.

SOCIAL /EMOTIONAL

- Demonstrates confidence.
- Plays with other children.
- Takes turns & shares.
- Accepts disappointment.
- Accepts adult guidance.
- Demonstrates self-control.

LANGUAGE/SPEECH

- Speaks in 5 word sentences.
- Follows 2-3 step directions.
- Speaks clearly.
- Participates in group discussions.

MOTOR DEVELOPMENT

- Uses crayons with control.
- Uses pencils with control.
- Uses scissors with control.
- Manipulates small pieces.
- Large motor skills appropriate for age.

WORK HABITS

- Shows self-direction.
- Attends to a task: in a group.
- Attends to a task: when working independently.
- Completes tasks.
- Transitions from activities appropriately.
- Helps with clean up.
- Uses class materials appropriately.
- Waits his/her turn when speaking in a group.
- Participates in circle and class activities.

ACADEMICS

- Identify shapes: circle, square, triangle, rectangle.
- Identify colors.
- Works 24 piece puzzle.
- Says first/last name.
- Prints first name.
- Uses left to right progression.
- Responds to a story by answering questions.
- Identifies letters of the alphabet.
- Identifies sounds of the alphabet.
- Sorts objects.
- Completes simple patterns.
- Recognizes numerals 0 - 10.

MUSIC & SPECIAL MOMENTS

Kids in Discovery Preschool offers a weekly music class to all of our students. Our students learn about music through movement, dancing, singing, and using manipulatives like rhythm sticks, beanbags and through playing various musical instruments. Creativity is encouraged and celebrated!

Kids in Discovery Preschool proudly presents special music programs four times a year that our students' families are invited to attend. We have a Halloween Parade & Program in October. Our Christmas Program is held on the last day before winter break, and we have an Easter Parade & Program on the last day before spring break where we all show off our specially created Easter hats & bonnets. Our school year culminates with a Graduation Program for all of our Pre-K students on the evening of the last day of school in May.

Our Special Moments are present by Dr. Lavender, the pastor of DUMC or the Director once a week. Our students hear about God's love for all of us.

LIBRARY

Kids in Discovery Preschool is very proud of our extensive children's library! The Pre-K students are allowed to check out & return library books on a weekly basis. All three year old classes also have library time with our librarian. In addition, each classroom has its own library that is regularly rotated to maintain interest and to relate to current activities, seasons and holidays. Kids in Discovery Preschool also sponsors a Book Fair in the spring.

ENRICHMENT PROGRAMS

Off-site fields trip are planned for the Pre-K classes. Parents will be informed of field trips in advance through newsletters. Parents are needed to drive and chaperone for field trips. Kids in Discovery Preschool does not provide transportation.

Kids in Discovery Preschool will also periodically have special programs for all of our students, including visits from our Fire Department and a dentist. We have our Trike-a-Thon in September in conjunction with our Bike Safety program. Another special KIDS tradition is our Donuts with Dad in March and our Muffins with Mom in May. Again, parents will be informed of all of our special programs in advance through newsletters.

We also have "Enrichment Thursdays" which are offered after preschool from 12:00 p.m. until 1:30 p.m. for an extra fee. Children would need to bring a lunch from home. Enrichment activities vary throughout the school year.

TUITION AND FEES

Fees for the 2011-12 school year are as follows:

<u>Program</u>	<u>Monthly</u>	<u>Annually</u>
Five day program - Pre-K	\$300	\$2646
Four day program - Pre-K	\$260	\$2293
Three day program - 3 & 4 year olds	\$208	\$1835
Two day program - 3 & 4 year olds	\$160	\$1411
Two-&a-Half Year-Old Program(2-day)	\$182	\$1609
Two-&a-Half Year-Old Program(3-day)	\$255	\$2249

*2% discount **only** for paying for the year in full

There is a **non-refundable** \$125 registration fee for the Pre-K classes and a \$110 fee for all other classes, payable at the time of registration commitment.

Payments for monthly tuition are due in advance, on or before the first day of each calendar month. Payment should be made by cash or check payable to “Kids in Discovery” and dropped in the box marked “tuition” on the door of the office. Please do not send checks in your child’s tote bag!

Any payment received after the fifth school day of any calendar month is late and will be **assessed fifteen dollar (\$15.00) late fee** to cover the administrative cost of dealing with late payments. There will be a **\$35.00 service charge on all returned checks.**

Kids in Discovery Preschool reserves the right to terminate the enrollment of any child for whom payment of tuition and all accrued late fees are not received by the end of the calendar month or for whom payment is consistently made after the fifth day of the calendar month. If for any reason there is a problem, please contact the Program Director at 360-7421, and she will discuss a solution with you.

You have agreed to pay 9 monthly installments of tuition or the equivalent and tuition should be paid in full even if your child has to miss school for an extended amount of time. Tuition payments are used to pay staff and purchase learning materials.

LATE FEES

It is very important that you pick your child up on time. Kids in Discovery Preschool has a morning session with extended day activities, and we have little time in between to set up. If your child has not been picked up by 12:10 p.m. they will be brought to the office to wait for the parents. We do understand that emergencies happen; so, if possible, please call the school if you know that you will be late.

There will be a \$15.00 charge for any parent who arrives after 12:15 p.m.

WITHDRAWAL

If your child needs to be withdrawn from Kids in Discovery Preschool, a **written 30-day notice is required** so that the vacancy can be filled by another child. If you cannot give advance notice, you will be billed for that month. Should more notice be possible, it would be appreciated.

OPENING AND CLOSING

Kids in Discovery Preschool begins on the first Monday after Labor Day in September and ends in May. Most holidays follow the Henrico County Public Schools calendar. A school calendar will be distributed to all parents at the beginning of the school year. A reminder of these dates will be sent to you each month in a newsletter. Kids in Discovery Preschool closes one day independently in February for staff training.

WEATHER CLOSING

Kids in Discovery Preschool will follow Henrico County Public Schools in closing for weather. Please check your radio and television stations for weather information. **Snow days will not be made up.**

- ◇ If Henrico County Schools are closed, we will close for the day.
- ◇ If Henrico Schools are delayed for 1 or 2 hours, KIDS will open at 10:00 a.m.
- ◇ If we have a delayed opening and Lunch Bunch is scheduled for that day, we will still have Lunch Bunch.
- ◇ If Henrico Schools close early due to inclement weather, we appreciate your picking up your child early, if possible. However, school will be open until noon. Lunch Bunch will be cancelled for that day.

If there are any questions regarding weather closings, please check the school website at www.kidsinquiry.org, or Facebook or call the school after 8:15 a.m. If there are any changes, there will be a message stating openings and/or closings in our voicemail greeting.

DROP-OFF & PICK-UP

Drop off will be in the classrooms. The sign-in sheets will be on tables marked with the teachers' names. **Please sign your child in and out each day and leave a phone number where you can be reached during school hours.** This is the list we will take with us if we have to evacuate the building, so it is very important that you sign in each day! The classroom doors will open at 9:00 a.m. You may walk your child into class. A quick hug and kiss at the classroom door will be appreciated, as the teachers will be eager to start their daily routines.

Pick up will also be in the classroom. For the safety of our younger students, the two-&a-half and three-year-old classes will dismiss starting at **11:50 a.m.** All other classes will dismiss at **12:00 p.m.** This minimizes hallway congestion. We also have two entry doors that are locked from 9:15 a.m. to 11:45 a.m.

Kids in Discovery Preschool will not release a child to anyone without the consent of a parent. Please send a written note if your child is going home with someone not listed on your pick-up list on your child's information sheet. If you need to, you may change the names and phone numbers on your child's information sheet at any time. **Once a child has been signed out, they are the parents' responsibility.** Please watch your child and be courteous of other people working in the building. If you remain on school grounds after dismissal, please follow the same safety rules as we do during the school day. As a safety precaution, the playground will be closed and locked after school.

LUNCH BUNCH

Kids in Discovery Preschool will offer an extended day on Mondays, Tuesdays & Wednesdays. "Lunch Bunch" will begin two weeks after school begins. The children bring their own lunch including drinks. Remember to write your child's name on the outside of the lunch box. Please send in things that your child can open independently, although we will have two staff members to assist them if they need help. We ask that you do not send in carbonated drinks, glass containers, or fast food lunches.

Please do not send peanut butter or any nuts in lunches. There are children in our program that have food allergies that can be life-threatening.

All children staying for lunch must be potty trained.

The extended day runs from 12:00 to 2:00 p.m. (There will be a \$15 late fee for children picked up after 2:15 p.m.) The cost of lunch bunch will be \$13 per session if 4 or more sessions are paid in advance. The rate for “drop in” lunch bunch will be \$15.00 per session. Any child referred by HCPS preschool program will be charged \$18.00 per session for lunch bunch.

There are lunch bunch sign-up sheets on the bulletin board outside the office. We need to have an accurate count of children staying to insure proper staffing, so please sign up in advance. Payment is due by **Monday** of the week you would like your child to stay. You will still be charged if your child is signed up and does not stay for Lunch Bunch. There will be no charge for children that are out sick. If there is room, your child may attend Lunch Bunch even if they do not normally attend school that day.

SNACKS

Parents provide snack for their child’s class on a rotating basis. Nutrition is important, so please, **no sugary snacks**. We will provide at least 1/2 cup of juice or water for each child, as well as paper products.

We have many children in our school with food allergies. Please be mindful of this when planning snack. We ask that **no nuts, peanuts, or peanut butter** be used for snacks, as this can be a life-threatening issue for some children. If your child has severe allergies, you may wish to send his or her own snack each day.

Please note the following guidelines:

- Students must be able to open the snack with little or no assistance. Please keep in mind the ages and abilities of the students who will be opening the snack. If in doubt, ask your own child to open the snack and see if he/she can do it.
- Snacks may be divided into individual ziploc bags or teacher can distribute by handfuls.
- Please send the same snack for ALL students. This includes package colors, frosting colors, etc.
- Cupcakes only, please, for birthdays. No big cakes, ice cream, or candles. The students also enjoy Krispy Kreme glazed donuts, instead of cupcakes, for a birthday treat.
- Preschoolers can be very picky. Send in something you know your child likes to eat. Chances are the other students will like it, too.

- Ask your child what his/her favorite snacks are that the other students bring in.
- Please send in a HEALTHY SNACK!! Try to avoid sugar.
- Here are some examples of favorite preschooler snacks:

pretzels	popcorn
Goldfish	dry cereal (Watch the sugar content!)
muffins	crackers
grapes	pre-cut cheese or cheese chunks
graham crackers	animal crackers
cut-up apples	raisins

If in doubt about a snack that you would like to send in, call the office or ask your child's teacher.

SICK CHILD POLICY

With the colder weather and winter, the children will be exposed to more colds. Please be considerate of other children when deciding whether or not your child is healthy enough to attend class.

Please follow these guidelines and if your child has any of these symptoms, please keep them at home:

1. Fever within the last 24 hours.
2. Excessive wheezing or coughing.
3. First 2 days of a cold, especially if the child is uncomfortable or has a runny nose with yellow/green mucous or a persistent cough.
4. Rash (not heat or allergy related).
5. Diarrhea, three runny stools in a row.
6. If your child is unable to participate in outdoor activities which are a regular part of our schedule. On rainy or very stormy day, we will have activities inside in our indoor playground, rather than outside.
7. Ask yourself this important question.... If your child is healthy, would you want him/her playing with another child that has your child's symptoms? If the answer is no, **please** do not bring him/her to school.

Please also note that it is never a precaution to medicate a child, as that may help them to feel more comfortable, it only masks the symptoms and does not stop the spread of disease or illness. If you do medicate your child, please alert your child's teacher of any medication your child has received within the last twelve hours.

Bringing a child into the school with any of the above symptoms puts other children and staff at risk of getting sick. If ALL parents keep their sick children at home, we will have stronger, healthier, and happier children! Your child should feel like participating in activities, and fever-free for at least 24 hours before returning to school.

If your child is ill, please call the office at 360-7421 or email us at kidsindiscovery@discoverymethodist.org. Any child who arrives ill, with a rash or a fever, or chronic cough will not be admitted for that day. Should a child become ill or injured during the day, the parents will be notified immediately. If the parents cannot be reached, we will contact one of the emergency numbers.

MEDICATION POLICY

Kids in Discovery Preschool will only administer medicine for an extreme allergy and with written approval from the child's doctor. All medication is kept locked in a designated cabinet or container in the refrigerator. Appropriately trained personnel will only administer medication if a medicine slip and medicine label is completed and signed by the parent and child's doctor. **All medication must be in its original container.** No ointments or skin products are applied to your child at school.

Please make sure your child takes his/her medication and has applied any skin products before coming to school. As we are only a half-day program, most medications can be administered at home.

HEAD LICE

If a student is found to have head lice, we take the following actions:

1. The student is immediately removed from class.
2. Parents or guardians are notified and requested to take the student home immediately for treatment.
3. Student's classroom will be cleaned appropriately.
4. If an infested student has siblings or goes to day care after school, those children should be checked.
5. When infested student returns to school, he/she must have been treated and will be checked by a trained staff member prior to returning to class.

If you discover head lice at home, please inform us immediately. We must check the remainder of your child's class before the problem has a chance to spread. When treating students for head lice, please follow package directions carefully for both the initial and the second shampoo treatment.

We empathize with you as you deal with this problem at home. As annoying as human head lice are, we have been assured by the Henrico County Health Department that, contrary to popular belief, they do not carry any disease!

BEHAVIOR

Kids in Discovery Preschool behavior management plan starts with positive reinforcement. By giving positive verbal rewards, we encourage acceptable behavior. This also reinforces a child's good feeling about his/her behavior and serves as an example to the other children. Asking a child to stop and think about his/her unpleasant behavior enables a child to work at self-control. Physical means of behavior management are prohibited. We positively redirect children to an area of play that suits their need. A full description of staff training is available through our director.

BEHAVIOR AND SPECIAL NEEDS

The staff at Kids in Discovery Preschool takes special pleasure in helping each child adapt to the social interaction and learning environment that are such an important part of each child's growth and experience at Kids in Discovery Preschool. Our teachers have been trained to understand and be attentive to each child's individual needs and to work with the children and their parents so that each child may enjoy as fully as possible his or her learning experience at Kids in Discovery Preschool.

There may, however, be children at Kids in Discovery Preschool with behavioral or other problems that require specialized expertise beyond the training of our staff. When a child has special needs that Kids in Discovery cannot address after working with the child and consulting with his/her parents, Kids in Discovery reserves the right to terminate the enrollment of the child and possibly help locate specialists who may be better able to meet the child's needs. In addition, the Director reserves the right to terminate the enrollment of any child if after working with the parents and/or child it is determined that Kids in Discovery Preschool is unable to satisfy their preschool needs.

EMERGENCY PROCEDURES

Kids in Discovery Preschool tries to maintain a safe environment for its children. There may be times when circumstances beyond our control force us to enact our emergency preparedness plan. Your child's safety is our first concern. We will practice fire drills and emergency evacuations throughout the year. We will also practice an in-house relocation.

In the event we would have to evacuate the school, the children would be taken to The Lynmoore Assisted Living Facility on the corner of Gayton and Ridgefield Parkway. We would travel by two possible travel routes, depending on the circumstances:

- east on Gayton Road, across Ridgefield Parkway
- south on Lauderdale to Ridgefield Parkway, then east on Ridgefield Parkway across Gayton Road

Our voicemail greeting at 360-7421 will inform you of our location. Our alternate evacuation site will be Gayton Elementary at 12481 Church Road. We will travel north on Lauderdale Road, then east on Church Road OR alternate route west on Causeway, then east on Church Road.

CLOTHING AND POSSESSIONS

Children are encouraged to wear play clothes and sneakers! Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

Children may bring personal items (i.e. watches, jewelry, etc) and toys **only on designated days** set by their teacher. Each child will be assigned a designated area with his/her name upon enrollment. Each child will need a change of

clothing labeled with his/her name to be kept here at school. Please make sure that these are appropriate to the season.

MANAGEMENT OF PROGRAM

Kids in Discovery Preschool is a Children’s Weekday Ministry of Discovery United Methodist Church. The Preschool Advisory Committee (PAC) is made up of church members, parents, and staff. Its functions are:

- ◇ to support the director, as requested, and to offer helpful suggestions where appropriate
- ◇ to receive helpful input from both faculty & parents
- ◇ to be confidential
- ◇ to positively represent & promote the preschool

Enrollment in Kids in Discovery Preschool is not restricted to members of Discovery Church, however, Discovery Church members, returning families, and those on our “Wait List” will have a designated pre-registration period before opening to the community.

COMMUNICATIONS WITH PARENTS

This handbook has been supplied in an effort to answer many of your questions. Please contact anyone on the staff if you have any questions. Parents are informed of the activities of the preschool through our website, and monthly newsletters & calendars. Parent/Teacher communication is vital for the well-being of your child. Parent classroom volunteers are welcome and sign-ups for help will be available with the teachers or director. Duties of parent volunteers will be reviewed during orientation. Formal conferences with the parents are held in January; however, teachers will be available after school hours by appointment. Because of state regulations concerning class size and teacher ratio, it is not possible for children to bring friends to school to visit.

CUSTODIAL PARENTS’ RIGHTS

The Code of Virginia requires that any custodial parent be admitted to the child day program at any time that the child is in care. It also requires that if a custodial parent requests that the center not release the child to the other parent, appropriate legal paperwork be on file.

FACULTY

Our professional faculty provides a warm, caring environment for your child. All staff members are screened and criminal background and health checks are required of all staff. Every staff person is trained in CPR and first aid, and completes 16 hours of continuing education every year.

REPORTING SUSPECTED CHILD ABUSE

If any Kids in Discovery staff member has suspicion of child abuse the following will be done:

- a. Report any suspected cases of child abuse, either physical or mental, to the Director of Kids in Discovery Preschool.
- b. The Director will evaluate the situation.
- c. The Director will then report the incident to the Department of Social Services - Child Protective Services Unit.
- d. If the Director of Kids in Discovery Preschool does not take action after the staff member's request, the staff member must immediately report it to a PAC member, in writing, with a copy to the preschool Director and the head of Discovery UMC Children's Ministry Committee. If a staff member knows of a child abuse case and does not report it, that staff member is guilty as an accessory to the crime.

INSURANCE

Kids in Discovery Preschool is insured under Discovery United Methodist Church.

SCHOOL REGISTRATION

Registration will be held in January prior to the next school year. Registration packets will be available two weeks before registration begins. It is open to returning families and church members and will open to new families one week later. One family may submit registration for one other family only. A non-refundable registration fee is due upon registration along with all required paperwork.

REQUIRED STUDENT INFORMATION

Although many church-operated preschool programs are not licensed by the Department of Social Services, Kids in Discovery Preschool is licensed to ensure parents of the quality of minimum standards of programming and safety. To comply with the Department's requirements, there are several records keeping items that we must request from parents before a child's admittance to our program:

- ◇ **Medical Examination Form**
- ◇ **Immunization records**
- ◇ **Information data**
- ◇ **Developmental history**
- ◇ **At least 2 emergency contacts (including complete address & phone number) and parents' cell and work numbers**
- ◇ **We must view & document child's birth certificate**

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

The following is from the Preamble from the Virginia Department of Social Services Standards For Licensed Child Day Centers Manual. A copy of this manual may be viewed in the school office or online at www.dss.virginia.gov. The most recent inspection summary of our school will be posted on the wall outside the office.

The Child Day-Care Council has developed the following set of standards for centers serving children under the age of 13 who are separated from their parents or guardians during a part of the day. The purposes of the standards are (i) to ensure that the activities, services, and facilities of the child day centers are conducive to the well-being and development of children and (ii) to reduce health and safety risks in the caregiving environment.

The Virginia Department of Social Services licenses child day centers and enforces the standards through announced and unannounced visits. Every effort is made to protect the rights of children in care and licensees by enforcing the standards using discretion and judgment. When appropriate, technical experts may be consulted to assure accurate compliance determination with the standards. Child day center operators regulated by these standards may request an exception (allowable variance) for any standard that creates a special hardship unless the standard is required by law or another agency's regulation. Licensees are encouraged to discuss any concerns about licensing procedures, interpretation and application of standards, or the actions of licensing personnel with the licensing inspector and, if necessary, supervisory personnel at the field or home office level.

The regulation entitled General Procedures and Information for Licensure contains procedures for licensure, allowable variances, problem solving conferences, complaint investigation and sanctions. Please refer to that document for detailed information on these topics.

Licensing Information Line

For information on training or filing complaints, call

(800) KIDS-LIL (800) 543-7545

Richmond area only (804) 692-2394

Home Office

Virginia Department of Social
Services
Division of Licensing Programs
801 E. Main Street
Richmond, VA 23219-2901
(804) 726-7148

Henrico County

1604 Santa Rosa Road
Wythe Building, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

GENERAL SCHOOL INFORMATION

Kids in Discovery Preschool Office: 360-7421

Discovery United Methodist Church: 360-4442

Website: www.kidsin discovery.org

Fax: 360-5492 (Note: This is the church fax machine. Please call us at the school phone number, to confirm our receipt of any faxed items.)

Address: 13000 Gayton Road
Richmond, VA 23233

Email: kidsin discovery@discoverymethodist.org

Preschool Office Hours:

Monday	8:30 a.m. - 2:00 p.m.
Tuesday	8:30 a.m. - 2:00 p.m.
Wednesday	8:30 a.m. - 2:00 p.m.
Thursday	8:30 a.m. - 1:30 p.m.
Friday	8:30 a.m. - 12:30 p.m.

KIDS Director: Tamera Pegg

KIDS Administrative Assistant: Bernadette Nettemeyer

DUMC Senior Pastor: Dr. James “Jim” Lavender

DUMC Financial Secretary: Cathleen Smith

Please cut this page & return the bottom portion to your child's teacher within two weeks of your child's first day of school. Thank you.

Acknowledgment Receipt & Review of
Kids in Discovery Preschool Parent Handbook

I acknowledge receipt of Kids in Discovery Preschool's Parent Handbook, and I have reviewed its contents.

Student's Name

Parent's Name

Parent's Signature

Date