

Kids In Discovery Preschool



Parent Handbook 2024 - 2025

Physical Address:
13000 Gayton Road
Henrico, VA 23233

Mailing Address:
P.O. Box 29783
Henrico, VA 23242

kidsinquiry@discoverymethodist.org
www.kidsinquiry.org
(804) 360-7421

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KIDS IN DISCOVERY MISSION AND VISION

Kids in Discovery Preschool, a mission of Discovery United Methodist Church (Preschool), is an early childhood program serving children from ages two through six. We also offer an after-school enrichment program for children ages 5-12. We pride ourselves on being a child-centered program with a variety of activities to prepare your child for Kindergarten and life, while incorporating Christian values. Our after-school enrichment program offers a variety of activities in outdoor exploration, arts and crafts, music, reading, scientific discovery, games, social activities, community service, Christian values, and homework assistance.

It is our philosophy at Kids in Discovery that early childhood should be a time of exploration and discovery. Preschool children are naturally creative, open, and curious. Our mission is to nurture and encourage these qualities. We understand the importance of educational experiences for young children that address the physical, emotional, social, cognitive, and spiritual needs of each child. At this precious and unique time of life, it is vital for children to be nurtured in an atmosphere of encouragement that stimulates their minds and supports imagination. That's why we offer a balanced curriculum of play, creative art, music, outdoor play, conversation, stories, experimentation, dramatic play, and group activities. At Kids in Discovery, we recognized each child is an individual with his or her own unique talents. We celebrate individuality and include all children regardless of race, color, national or ethnic origin, sex or religion.

As part of the Discovery United Methodist Church (Church) family, we recognize the importance of families in our community. It takes family and community to maintain a preschool experience in a safe, reliable, and healthy environment. Our goal is to provide a high-quality program that benefits and nurtures not only the child, but the family as well.

Discover the love of learning!

SECTION I: KIDS IN DISCOVERY ONLINE

Website

Our website provides the most up to date information concerning our preschool. This is where you will find any schedule changes, upcoming events, the Preschool calendar, and other important resources.

Facebook

Kids in Discovery also has a Facebook page, which provides the most current happenings and creates a network for parents to communicate and share information. Please “Like” our page and stay up-to-date and connected with the Preschool community.

Class Websites

Each Preschool teacher will maintain a class website through Shutterfly. This will only be accessible by parents or other close family members (as the parents or guardians specify) of each student in the class. Here, the teacher will provide important class information, such as photos, sign-ups for activities and parent volunteers, and class calendars. You can find the link to the website in the Welcome Letter your child’s teacher sends home at the beginning of the school year.

SECTION II: SCHOOL SUPPLY LIST

In addition to a change of clothes for your child, we ask parents to please send in the following items for use in the classroom.

2 Year Old Classes	3 Year Old Classes	PreK Classes
4 containers baby wipes	3 containers baby wipes	3 containers baby wipes
1 box of zip-top Quart baggies	1 box of zip-top Gallon baggies	1 box of zip-top Gallon baggies
2 bottles foaming hand soap	2 bottles hand soap	2 bottles hand soap
1 large container Clorox or Lysol Wipes	1 large container Clorox or Lysol Wipes	1 large container Clorox or Lysol Wipes
1 plastic flip-top pencil box (2" x 5" x 8")	1 plastic flip-top pencil box (2" x 5" x 8")	1 plastic flip-top pencil box (2" x 5" x 8")
1 pack 8 ct. Crayola Jumbo Crayons	**1 pack 8 ct. Crayola Jumbo Crayons**	**1 pack 16 or 24 ct. Crayola Crayons **
1 Crayola Water Color set – 8 colors	1 Crayola Water Color set – 8 colors	1 Crayola Water Color set – 8 colors
4-Pack Play Doh	4-Pack Play Doh	4-Pack Play Doh
2 4oz bottles Elmer's School Glue	1 Pair Children's Round-tipped Fiskar Scissors	**10 Count Crayola Markers **
8 PURPLE Elmer's glue sticks	1 Box Tissues	1 4oz bottles Elmer's School Glue
<u>2-Pocket Plastic Folder</u>	2-Pocket Plastic Folder	4 Elmer's glue sticks
		1 clearview 1.5" binder
		2-Pocket Plastic Folder

When buying **Crayons and Markers**, PLEASE buy “regular” Primary/ Classic colors – that includes white, yellow, orange, red, green, blue, purple, brown, black. Please do not buy “Special” packs or glittery crayons. Crayola brand is preferred!

Baggies – please buy a zip-top type baggies that close – not the fold over kind. Any brand is fine!

*****See pictures on the next page!*****

Kids in Discovery Supply Items

These photographs are here to help you as you shop for school supplies. Not all items are required for all classes. Please check your child’s class supply list.

<p>Crayola Crayons 16 or 24 Count</p> 	<p>Crayola Washable Magic Markers</p> 	<p>Colored Pencils</p> 
<p>Elmer's Glue Sticks</p> 	<p>4-Pack Play Doh</p> 	<p>Ziploc Plastic Bags</p> 
<p>Foaming Hand Soap</p> 	<p>Baby Wipes</p> 	<p>Clear-View 3-Ring Binder</p> 
<p>Tissues</p> 	<p>Clorox Wipes</p> 	<p>Plastic Pencil Box</p> 
<p>2-Pocket Plastic Folder</p> 		

SECTION III: SAMPLE MORNING DAILY SCHEDULE

(Individual classroom schedules may vary)

9:00 - 9:15 a.m.	Arrival and settling in (preschool classroom)
9:15 – 9:30 a.m.	Beginning 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 activities, or Music
10:30 – 10:50 a.m.	Wash hands and snack
10:50 – 11:45 a.m.	Classroom activities (circle time, group activities)
11:45 – 11:55 a.m.	Clean up
11:50 a.m.	Dismissal for 2 and 3-year-old classes
12:00 p.m.	Dismissal for Pre-K classes

Note: Learning activities may be moved outside on days with pleasant weather.

EXTENDED DAY SCHEDULE

12:15	HAND WASHING
12:30	LUNCH
1:00	OUTSIDE PLAY
1:45	BATHROOM AND NAP/REST TIME
3:30	WAKE-UP AND BATHROOM
3:45	AFTERNOON SNACK
4:00	PLANNED ACTIVITIES
5:00	PICK-UP

**Any custodial parent is welcome to visit their child’s classroom at any time the child is in our care.

SECTION IV: LEARNING ACTIVITIES

At Kids in Discovery, we believe childhood should be a time of exploring and discovery. Children are naturally creative and receptive. Our staff nurtures and encourages these qualities. We understand and emphasize the importance of each child's physical, emotional, social, and spiritual needs. Childhood is a precious time of life, and we will ensure our students learn in an encouraging atmosphere filled with imaginative play, praise, and intellectual stimulation. Kids in Discovery offers a balanced curriculum of creative art, music, conversation, reading aloud, dramatic play, experimentation, and free play. There will also be regular time outdoors and group activities. Each monthly newsletter will include a more detailed calendar with instructional topics and special programs.

4.1 Play

We respect the art of play. As Marie Montessori once said, "play is the work of children." Our teachers will provide an environment in which children learn to interact with peers, make choices that build his or her feeling of independence, develop motor skills, and become more aware of the feelings of others.

4.2 Creative Art

Children will engage in a variety of art forms, including finger paint, easel painting, watercolors, markers, crayons, and creative projects with construction paper. We also make use of "usable throwaways," objects that may no longer fit their original use but can be creatively recycled into art.

4.3 Conversation and Storytime

There will be abundant opportunities for children to develop language skills through group discussions, telling our own stories, share time, and puppet shows.

4.4 The World Around Us

As children learn about themselves and their family, they develop a natural curiosity about the world around them. Class activities will include exploration and experiencing their sensory environment. Teachers will regularly utilize lessons that stimulate the students' senses of touch, sight, taste, hearing, and smell. We will offer them the opportunity to explore and experiment with many things, including wind, water, magnets, magnifying glasses, and seeds. There will also be discussion and observation of plants, leaves, and weather.

4.5 Readiness Skills

Throughout the school year, there will be games and activities designed to develop language and math concepts, numbers, sequencing, letter recognition, shapes, and the art of cooperation.

4.6 Music

Through music, children learn rhythm, rhyme, cooperation, and teamwork. Music is a great reinforcer and facilitates learning. Therefore, we will make music a part of our schedule almost daily.

4.7 Christian Education

Children will experience God and His love daily at Kids in Discovery Preschool. Through our games, songs, and activities, we teach how we are all good because God has created us. We acknowledge that we each receive God's love and God expects us to show that love to each other.

SECTION V: LEARNING OBJECTIVES

5.1 Objectives for the Two-Year Old Program

5.1.1 Social and Emotional Skills

- The student will play and interact with other children.
- The student will be willing to share and take turns.
- The student will practice cooperation with and respect for the teacher.
- The student will be aware of the feelings of others and recognize his or her own feelings.

5.1.2 Listening and Verbal Communication

- The student will use language to communicate wants and needs.
- The student will participate in group activities.
- The student will listen attentively during story time.
- The student will follow directions and practice the daily class routine.
- The student will sing along with the group.

5.1.3 Cognitive Skills

- The student will match and sort colors and shapes.
- The student will respond to his/her name when called and correctly refer to his/herself.
- The student will engage in pretend and make-believe play.

5.1.4 Fine Motor Skills

- Each child will use sensory materials that encourage creativity and connection with the world. Some examples are glue, paint, crayons, and play dough.
- The child will be able to complete a simple puzzle of up to six pieces.
- The child will use manipulatives appropriately. Some examples include blocks, pegboards, strings, and beads.

5.1.5 Gross Motor Skills

- The child will run easily.
- The child will walk up stairs with alternating feet, using the handrail.
- The child will use outdoor playground equipment.
- The child will participate in music and movement activities.

5.1.6

- The child will be able to feed herself/himself with minimal assistance.

5.2 Objectives for the Three-Year-Old Program

5.2.1 Social and Emotional Skills

- The student will show respect and concern for people and property.
- The student will show appropriate emotions for the situation.
- The student will play and share with other children.
- The student will be able to follow simple two or three step directions.
- The student will respond properly to the teacher's suggestions.
- The student attends to a task.
- The student will help pick up after an activity and place things in their proper storage area.
- The student will engage in fantasy play.

5.2.2 Listening and Verbal Communication

- The student will listen to stories quietly.
- The student will speak clearly enough for strangers to understand.
- The student will be able to say his/her first name clearly.
- The student will ask and answer questions appropriately.
- The student will speak in sentences of at least five words.
- The student will be able to tell a story.
- The student will be able to recite rhymes and songs.
- The student will politely wait for his/her turn to speak in a group.
- The student will continue to expand his/her vocabulary.

5.2.3 Cognitive Skills

- The student will identify primary and secondary colors.
- The student will correctly identify a circle, square, and triangle.
- The student will be able to count to ten.
- The student will recognize his/her first name when seeing it printed.
- The student will recognize some letters of the alphabet.
- The student will be able to tell how some things are alike and different.

5.2.4 Fine Motor Skills

- The student will be able to use and control crayons and scissors.
- The student will correctly copy and circle.
- The student will hold a pencil and/or paint brush using an appropriate grip.
- The student will be able to complete a puzzle consisting of six or more pieces.
- The student will be able to put on his/her own coat unassisted.

5.2.5 Gross Motor Skills

- The student will be able to throw and catch a ball.

- The student will be able to jump in place and hop on one foot.
- The student will be able to balance herself/himself on one foot.
- The student will be able to alternative his/her feel while climbing stairs.
- The student will attempt to pedal a tricycle.

5.2.6 Art and Music

- The student will participate in art activities.
- The student will use class materials properly.
- The student will clean up after herself/himself.
- The student will participate in group singing and other musical activities.
- The student will begin repeating rhythmic patterns.

5.2.7 Self- Help and Independence

- The student will learn to properly care for his/her belongings.
- The student will use the bathroom independently.
- The student will appropriately express herself/himself when in need of help.

5.3 Objectives for the Pre-Kindergarten Program

5.3.1 Self-Help/Independence

- The student will be responsible for his/her own personal items (coats, bags, cubbies).
- The student will go to the restroom independently.
- The student will express his/her needs appropriately.
- The student will follow routines independently.
- The student will independently dress in appropriate clothing for the outdoors (coat, hat, mittens/gloves).

5.3.2 Social and Emotional Skills

- The student will demonstrate confidence and self-control.
- The student will play with other children appropriately.
- The student will take turns and share.
- The student will accept disappointment.
- The student will accept adult guidance.

5.3.3 Language, Speech, and Communication

- The student will speak clearly in sentences of at least 5 words.
- The student will be able to follow 2 to 3 step directions.
- The student will participate in group discussions.
- The student will wait his or her turn when speaking in a group.

5.3.4 Motor Skills Development

- The student will use pencils, crayons, and scissors with control.
- The student will manipulate small pieces.
- The student will demonstrate appropriate motor skills for his/her age.

5.3.5 Work Habits

- The student will show self-direction.
- The student will attend to a task when working independently as well as in a group.
- The student will see tasks to completion.
- The student will appropriately transition from one activity to the next.
- The student will help clean up after an activity and place items back in their appropriate storage area.

5.3.6 Academics

- The student will identify shapes (circle, square, triangle, rectangle).
- The student will identify colors.
- The student will be able to complete a puzzle of at least 24 pieces.
- The student will clearly say her/his first and last name when asked or introduced.
- The student will recognize her/her first and last name when printed.
- The student will use a left to right progression.
- The student will respond to a story by answering questions.
- The student will identify the letters of the alphabet and letter-sounds.
- The student will logically sort objects.
- The student will recognize simple patterns.
- The student will visually recognize the numerals 1 through 10 and orally count to 20.

5.4 Objectives for Afterschool

5.4.1 Social and Emotional Skills

- Students will interact in a socially appropriate and respectful manner.
- Students will respect authoritative figures, peers, property

5.4.2 Recreational

- Students will engage in a variety of meaningful, fun, and educational activities.
- Students will work cooperatively with others.

5.4.3 Academic

- Students will work on school assignments with assistance as needed.
- Students will participate in pre-reading activities.

SECTION VI: MUSIC AND RESOURCE CLASSES

6.1 Music and Special Moments

Kids in Discovery offers a weekly music class to all our students. Students learn through movement, dancing singing, and use of manipulatives such as rhythm sticks and beanbags. We also play various musical instruments. Here, creativity and imagination is celebrated!

We proudly present special music programs four times each year, and our students and families are invited to attend. In October, we have a Halloween program and parade. Our Christmas program is held on the last day before winter break. We have an Easter Parade and program each year on the last day before spring break, where the students show off their specially created Easter hats and bonnets. The school year culminates with a Graduation program for all our Pre-K students on the evening of the last day of school in May.

Also, we offer weekly Special Moments, which are presented by Pastor Adam Sowder or our Program Director. Each week, we celebrate God's love for all of us and learn about His world.

6.2 Library

At Kids in Discovery, we are proud of our extensive children's library. Pre-K students may check out and return library books weekly. When possible, our three-year-old classes will also have library time. In addition, each classroom has its own library, with books regularly rotated to maintain interest and relate to current activities, seasons, and holidays. Kids in Discovery also sponsors a Book Fair each year and a used book sale every two years.

6.3 Enrichment Programs

Kids in Discovery will periodically provide special programs for all students, including visits from the local Fire Department and a dentist. In September, we hold our Trike-A-Thon in conjunction with the Bike Safety program. Other special Kids in Discovery traditions include Dr. Seuss Week, Halloween Parade, Muffin Morning, and Family Fun Night. We will inform parents of all our programs in advance through newsletters and calendars. All our special programs are held in-house.

We offer Enrichment Classes for 3 and 4-year-old students after school from 12:00 p.m. to 2:00 p.m. for an extra fee. Children will need to bring a lunch from home for these classes. Other enrichment activities vary throughout the year. More information is forthcoming.

SECTION VII: TUITION AND FEES

<u>Program</u>	<u>Tuition</u>	<u>Monthly</u>	<u>Annually (2% discount)</u>
Two-year-olds: Two-day program (Must be 2 by 9/30)	\$2,430	\$270	\$2,381.40
Two-year-olds: Three-day program (Must be 2 by 9/30)	\$3,375	\$375	\$3,307.50
Two-year-olds: Five-day program (Must be 3 by 9/30)	\$4,725	\$525	\$4,630.50
Three-year-olds: Two-day program (Must be 3 by 9/30 and must be potty trained)	\$2,250	\$250	\$2,205.00
Three-year-olds: Three-day program (Must be 3 by 9/30 and must be potty trained)	\$3,060	\$340	\$2,998.80
Three-year-olds: Five-day program (Must be 3 by 9/30 and must be potty trained)	\$4,500	\$	\$4,410.00
Pre-Kindergarten: Four-day program (Must be 4 by 9/30)	\$3,870	\$430	\$3,792.60
Pre-Kindergarten: Five-day program (Must be 4 by 9/30)	\$4,500	\$500	\$4,410.00

There is a **non-refundable** \$125 registration fee payable at the time of registration commitment. This fee includes a T-shirt and tote bag for newly enrolled families as well as administrative costs. Payment of the registration fee secures a spot in our program until we reach capacity.

Payment for tuition and fees must be made through Brightwheel or by cash or check payable to “Kids in Discovery”. You may set up automatic monthly payments through your bank as well. Please do not send checks in your child’s tote bag! Kids in Discovery Preschool accepts online payments for registration fees, tuition, other fees, and enrichment programs Through Brightwheel, by check, or cash. A non-fundable online fee will be added to each payment through Brightwheel. Late fees will be charged after the fifth (\$25.00) and 15th (\$35.00) of each month.

If we do not receive all tuition and accrued late fees by the last day of the calendar month or if payment is consistently made after the fifth school day of the calendar month, Kids in Discovery Preschool reserves the right to terminate the child’s enrollment. If for any reason there is a problem, please contact the Program Director at 804-360-7421 to discuss possible solutions.

7.1 Fees for Late Pick-Ups

It is important that parents or guardians pick children up on time. Kids in Discovery Preschool is a morning session with extended day activities, and we have only a small amount of time to set up. If your child has not been picked up for the morning session by 12:00 p.m. or from extended day by 5:00 pm, s/he will be brought to the office to wait. We understand emergencies happen. If this is the case, please call and notify the Preschool as soon as possible.

****Pick-up is considered late after 12:10 p.m. for the morning session and after 5:10 p.m. from extended day. There will be a \$15 fee for any late pick-up. If consistently picked up late, additional**

fees may incur, at the Preschool's discretion. If this problem continues, the child's enrollment may be terminated.**

SECTION VIII: OPENING AND CLOSING

Kids in Discovery Preschool's school year begins in September on the first Monday after Labor Day and ends in May on the Thursday before Memorial Day. In general, we follow the Henrico County Public Schools calendar in regard to holidays, breaks, etc. Teachers will distribute a school calendar to all parents at the beginning of the school year. Each month, the class newsletter will include reminders of these dates. Kids in Discovery closes one day independently in February for staff training.

8.1 Weather Closing

Kids in Discovery typically follows Henrico County Public Schools regarding inclement weather closing. Please check local radio and television stations, as well as online sources, for weather and school closing information. Snow days are not made up.

- I. If Henrico County Schools are closed, we will also close for the day.
- II. If Henrico County Schools has a delayed opening (1- or 2-hour delay), Kids in Discovery will open at 10:00 a.m. In this event, there will be no Early Morning Drop-Off.
- III. If Henrico Schools close early due to inclement weather, we appreciate parents picking up their children early, if possible. However, school will remain open until 12:00 noon.

If you have any questions regarding weather-related closings, please check (1) your email, (2) your Brightwheel, or (3) the Kids in Discovery Facebook page. If there are any changes, we will notify parents as soon as possible via email.

SECTION IX: DROP-OFF, PICK-UP, AND EARLY MORNING

9.1 Drop-off

Drop-off will be at the classrooms. 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 must evacuate the building, so it is very important that you sign in each day! Classroom doors will open at 9:00 a.m. A quick hug and kiss at the classroom door will be appreciated, as the teachers will be eager to start their daily routines.

9.2 Early Morning Drop-off

Early Morning Drop-Off (EMDO) is for families who need to drop off their children before our preschool programs begin. Children will participate in quiet games, art, puzzles, or use manipulatives. MDO is from 8:00 a.m. until 9:00 a.m., Monday through Friday, and the cost is \$10 per day. After EMDO, the children will be escorted to their homerooms. Please let the office know in advance if you plan to send your child to EMDO. **If the Preschool is operating on a delayed opening, there will be no EMDO.**

9.3 Access

Although we have two doors to the Preschool, only the door closest to the office and the colored sheds is used to enter and exit. For safety reasons, the door at the far end of the hall will always remain closed and locked. The main entry door is locked from 9:15 a.m. to 11:55 a.m.

9.4 Release

Kids in Discovery Preschool will not release a child to anyone without the written consent of a parent or legal guardian. If your child will be going home with someone not listed on your child's information sheet, you must send a written note. If there is a last-minute change, please call the office. If necessary, you may change the names and phone numbers on your child's information sheet at any time. **The Preschool strives to comply with custody orders with regard to parent pick-up and drop-off and may request a copy of the applicable custody order in the event of a child custody issue.**

Parents are responsible for their children after sign-out. Please supervise your child and be courteous of other people working in the building. **If you remain on Preschool grounds after dismissal, please follow the same safety rules we use during the school day.** The playground is closed after the school day. Students are not allowed to play around the sheds, the Church's Memorial Garden, or on the fence. Children may run in the large grassy area outside the Preschool.

SECTION X: LUNCH AND SNACKS

10.1 Lunch

Please do not send peanut or nut products including nuts, peanut butter, or any other kind of nut butter with lunch. There are children in our program who have food allergies that can be life-threatening.

All children who stay for lunch must be completely potty trained and able to go the restroom independently. We do not allow pull-ups. Not all our classrooms have changing facilities, so we cannot accommodate diaper changes during lunch.

10.2 Extended Day

Early Morning Drop-off begins at 8:00 am daily. Students can be dropped off anytime between 8:00 a.m. and 8:55 a.m. Advanced notice is appreciated to ensure proper staffing.

Lunch Bunch is an extended day offered Monday through Friday in which the children bring their own lunch with a drink. However, there must be at least three children in attendance for Lunch Bunch to occur. This extended day takes place from 12:00 p.m. to 2:00 p.m. (after 2:05 p.m., there will be a late fee of \$15). If your child is attending, please remember to write their name and the date on the outside of the lunch box. We ask that you please send things your child can open independently, but we will have staff members to assist if needed. Please do not send carbonated drinks, glass containers, or fast-food lunches.

Lunch Bunch sign-up sheets are located on the bulletin board outside the office. Please sign up for the days you would like your child to participate as early as possible so we can arrange proper staffing. You must sign up no later than the day before or we cannot guarantee a spot for your child. If you need to sign up the day of Lunch Bunch, please speak to a staff member in the administrative office.

The cost for Lunch Bunch is \$16 per session. If you pre-pay for 10 sessions, you get one free!

Enrichment Classes are offered several times throughout the year. Classes run one day per week for four consecutive weeks. Children bring their own lunch with a drink. Enrichment classes are from 12:00-2:00 p.m. There will be a late fee of \$15 if the student is picked up after 2:05 p.m.

The **After School Program** runs from 12:00 – 5:00 p.m. daily. Students need to be pre-registered for the year. There is no drop-in for after-school care. In addition to lunch, students need to bring a dated and labeled after-school snack. Students also need labeled nap mats. Nap mats will be sent home weekly for washing. A stuffy or pacifier is welcome for nap/quiet time. Pick-up is anytime between 12:30 and 5:00 p.m. There will be a late fee of \$15 if the student is picked up later than 5:05 p.m.

10.3 Snacks

Parents are responsible for providing their child(ren) one nutritious snack and a refillable covered water bottle or sippy cup each day. Please label your child's snack and water bottle with his or her name and today's date. We emphasize nutrition, so we ask that you do not send sugary snacks or drinks.

When planning snacks, please be mindful of the children in our program who have food allergies. Parents may not send nuts or any nut butter to the Preschool as a snack.

Students must be able to open their snacks with little or not assistance. Please consider the age and abilities of the child regarding snacks and containers. If in doubt, a good idea is to ask your child to open the snack at home to make sure. Preschoolers can be picky eaters. Send something you know your child likes to eat. If you have any question about a snack you would like to send, call the office or ask your child's teacher.

Here are some examples of snacks preschoolers often bring.

Pretzels
Goldfish
Squeeze applesauce
Crackers

Muffins
Grapes
Strawberries
Cheese (sticks or cut)

Apples (cut up)
Popcorn
Dry cereal (watch sugar content)
Raisins

SECTION XI: BIRTHDAYS AND SPECIAL OCCASIONS

While we love birthdays, we are not equipped to have parties in the classrooms. Parents may send in a small treat, which teachers will share with the class. We cannot allow homemade goods. If parents send treats, each must be individually packed and store bought. You may not bring in cakes, candles, tablecloths, or goody bags. Some examples of treats to bring are cookies, donuts, or cupcakes.

SECTION XII: SICK CHILD POLICY

Parents are responsible for bringing their children to Kids in Discovery Preschool in good health and ready to participate in the day's activities. Our school is not licensed to provide care for sick children, and we cannot provide one-on-one supervision. Kids in Discovery will notify parents whenever their child becomes ill. Parents must then arrange to have their child picked up as soon as possible (not more than 30 minutes, if so requested by the Preschool).

Please follow Preschool guidelines and keep your child away from the Preschool if s/he has any of the following symptoms.

- Fever (temperature at or above 100° F) within the last 24 hours.
- Vomiting within the last 24 hours.
- Diarrhea within the last 24 hours.
- Excessive wheezing or coughing.
- First two days of a cold, especially if the child is uncomfortable or has a runny nose or a persistent cough.
- Rash (not heat related).
- Ask yourself this important question – If my child is healthy, would I want him or her playing with another child who has these symptoms? If the answer is “no,” please do not send him or her to school

Bringing a child into the Preschool with any of the above symptoms puts other children and staff at risk of getting sick. If all parents keep sick children at home, we will have stronger, healthier, and happier children. Outdoor play is an integral part of our program at Kids in Discovery Preschool, and it is part of our licensing requirements. If a child is not well enough to participate in outside activities, a parent must keep him or her at home.

If a child is ill, please contact the office at 804-360-7421 or email us at kidsin discovery@discoverymethodist.org. Any child who arrives ill, displaying any of the above-listed symptoms, will not be admitted for that day. If a child becomes ill or injured during school, a parent will be notified as soon as practicable

12.1 Communicable Diseases (other than Covid-19)

If a child is at home with a communicable disease other than a common cold, a parent **must** alert the Preschool within 24 hours (non-Covid illnesses). We will need time to advise the other parents to look for symptoms in their children. Any life-threatening diseases **must** be reported to the Preschool immediately. Communicable diseases include, but are not limited to, the following.

Chicken Pox/Shingles	Influenza	RSV
Strep throat	Hepatitis A	Hand, Foot, & Mouth Disease
Measles	Ringworm/Pinworms	Whooping Cough
Mumps	Impetigo	Amebiasis
Rubella	Rotovirus	Meningitis
Diphtheria	Polio	Food Poisoning
Lice	Diarrhea	Covid-19

12.2 Medication Policy

Kids in Discovery Preschool will only administer medication for an extreme allergy, with written approval from the child's doctor. In accordance with Virginia law, only appropriate trained staff will administer medication and only if a medication form is completed and signed by both the child's parent and doctor. Additionally, all medication must be in its original container, and it will be kept in a designated locked cabinet.

We will not apply ointments, insect repellent, or skin products to a child at the Preschool without a physician's authorization.

Please make sure your child takes his or her medication or applies any skin products before coming to preschool, if possible. We are a half-day preschool, and most medications can be administered at home.

12.3 Head Lice

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

1. The student is immediately removed from class.
2. We notify a parent or guardian and request that the student be taken home immediately for treatment.
3. The student's classroom is cleaned appropriately.
4. If the affected student has siblings or attends day care after school, those children should also be checked for head lice.
5. When the student returns to school, s/he must have completed treatment. A staff member will check the student for signs of head lice before sending him or her 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 the medication directions carefully for both the initial and the second shampoo treatment. We empathize with you as you deal with this problem at home. According to the Henrico County Health Department, contrary to popular belief, head lice do not carry any disease.

SECTION XIII: BEHAVIOR AND DISCIPLINE

At Kids in Discovery, we recognize children’s behavior varies according to their stages of development. Also, we understand children can be taught proper behavior, and this begins at home. We expect parents and caregivers to encourage appropriate behavior at home, including but not limited to, playing independently, taking turns, helping to clean up, listening, and following adult instruction.

Our behavior management plan starts with positive reinforcement. Positive verbal feedback encourages proper behavior and reinforces a child’s positive feelings about his or her behavior choices. Asking a child to stop and think about his or her behavior helps instill self-control. We use redirection to focus a child on the area of play that suits his or her need. We absolutely prohibit any form of physical behavior management.

In cases where redirection does not work or when one child is hurting another, that child may be removed from the classroom to have a “time out” in the office. The Director or other staff member will typically talk with the child and keep him or her separated from the rest of the class for a time until s/he calms down enough to rejoin the class. It is understandable that a child may “act out” when s/he lacks the language to communicate feelings; however, it is unacceptable when the behavior hurts another child.

Depending on the circumstances surrounding the discipline of a child, the Preschool may notify the parent(s) and arrange to discuss the situation. The Preschool reserves the right to issue discipline on a case-by-case basis and at the ultimate discretion of the Director. The Preschool will separate a child from the Preschool if the Preschool determines that the child’s continued enrollment in the Preschool is not in the best interest of the child or the Preschool. Circumstances that may give rise to separation from the Preschool include, but is not limited to, a child’s behavior endangering other children. The safety of our students is our top priority.

The Preschool expects parents to cooperate with and abide by any disciplinary decision of the Preschool. A parent’s failure to do so may result in loss of parental privileges with the Preschool or their child’s separation from the Preschool.

13.1 Special Needs

The staff at Kids in Discovery Preschool take special pleasure in helping each child thrive in the social and learning environment we provide. Our teachers are trained to understand and attend to each child’s individual needs. We work with the children and parents so that each child may enjoy his or her learning experience as fully as possible, regardless of individual differences. It is possible, however, that a child may have behavior or other problems requiring specialized expertise beyond the training of our staff. If a child has special needs Kids in Discovery cannot address, the Preschool reserves the right to terminate the enrollment of the child.

13.2 Biting

Biting is a common behavior that is most often seen in infants, toddlers and 2-year-olds. There are many reasons children at this age bite, including language and communication development, teething, oral stimulation, and competition. As children mature, gain self-control, and develop problem solving skills, they typically outgrow biting behavior. However, Kids in Discovery Preschool takes biting seriously.

Preschool staff supervise activities to help prevent and limit biting occurrences, yet there are times when staff members cannot be within immediate reach to prevent a bite. In situations where a child is biting others, the Preschool strives to help identify the cause of the biting and work with parents to resolve those issues. If the issues leading to the biting cannot be resolved, this policy serves to protect the children who are bitten, as well as to govern the behavior of the biting child.

The Preschool reserves the right to mitigate incidents of biting and enforce this biting policy on a case-by-case basis and at the ultimate discretion of the Director. However, in the event where one child bites another at the Preschool, the Preschool typically follows the following protocol:

- The biting child is removed from the immediate vicinity of other children and spoken to in an age-appropriate manner. After that interaction, the biting child is redirected, the bitten child is consoled and the bitten area is washed. If necessary, ice and appropriate medical care is applied.
- For each known bite, and in accordance with VDOE regulations, the Preschool staff completes a written incident report, a copy of which is given to the parents of all children involved at pick-up. If the bite breaks the skin, parents will be informed and are encouraged to consult with their primary care physician about follow-up measures, if necessary.
- The Preschool staff records each known biting occurrence, including attempted bites, and indicates location, time, other children involved and their behaviors, staff present and other relevant circumstances.
- In an effort to mitigate further biting behavior, the Preschool staff examines the context of each biting incident, works with each biting child on resolving conflict and frustration in an age-appropriate manner and works with parents and other children to help reduce any stress related to biting.

The Preschool strives to make every effort to extinguish biting behavior as expeditiously as possible under the circumstances. In turn, Parents are expected to take the act of their child biting or attempting to bite others seriously and follow through on recommendations and requirements of the Preschool and the child's medical provider. Ultimately, the Preschool, in its sole discretion, handles incidents of biting as it deems appropriate under the circumstances. As appropriate, the Preschool may discipline and suspend a biting child from the Preschool, and may condition a biting child's return to the Preschool on the child's treatment with a medical professional or an educational specialist. A biting child may also be dismissed from Kids in Discovery Preschool if the Preschool determines that the child's continued enrollment is not in the best interest of the student, their classmates or the Preschool.

SECTION XIV: EMERGENCY PROCEDURES

Kids in Discovery always works to maintain a safe environment. Even so, there may be times when circumstances beyond our control force us to enact our Emergency Preparedness Plan. We will conduct fire and emergency evacuation drills monthly throughout the year. We will also practice an in-house relocation drill.

If possible, we may change our voicemail greeting at 804.360.7421 to inform parents of our location. Our alternative evacuation site is Gayton Elementary School at 12481 Church Road. We will travel north on Lauderdale Drive and turn east onto Church Road (alternate route is west on Causeway Drive, then east onto Church Road).

SECTION XV: MANAGEMENT AND MISCELLANEOUS

15.1 Program Management

Kids in Discovery Preschool is a Children’s Weekday Ministry of Discovery United Methodist Church. The Weekday Ministry Board, made up of Church members, teachers, the Director, and the Church Minister oversees the program by:

- Supporting the Program Director, as requested, and offering helpful suggestions where appropriate.
- Receiving input from both faculty and parents.
- Maintains confidentiality.
- Positively represents and promotes 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 we open registration to the general community.

15.2 Communication

We hope this handbook can answer many of your questions. Please contact anyone on the Preschool staff if you need any further information not contained here. We inform parents of activities through the Preschool’s website, calendars, and monthly newsletters. Parent-Teacher communication is vital to your child’s success here. Formal conferences will be held twice per year, and teachers are available after school by appointment. We encourage parents to stay connected and involved. We welcome classroom volunteers, and the teachers and Director will provide sign-up sheets. We will review parent volunteer duties during orientation. Due to state regulations regarding class size, we cannot allow students to bring friends to visit the Preschool.

15.3 Faculty

Our professional faculty members strive to provide a warm and caring environment for your child. Each staff member undergoes a criminal background, abuse and neglect, and health check prior to commencing employment at the Preschool. Every staff member receives training in CPR and First Aid and completes 16 hours of continuing education each year.

15.4 Clothing and Possessions

We encourage all students to wear comfortable play clothes and sneakers (or other closed toe shoes). Our daily activities often include active and messy play. Please write your child’s name on all clothing and other belongings.

Students may bring personal items, such as watches, jewelry, or toys on designated days only. The days will be set by the teacher. Remember, each child needs a change of clothes labeled with his or her name to be kept at school. Make sure these clothes are appropriate for the season.

SECTION XVI: GENERAL SCHOOL INFORMATION

16.1 Contact Information

Kids in Discovery Preschool Office: 804-360-7421

Discovery United Methodist Church: 804-360-4442

Fax: 804-360-5492

(Note: This is the Church's fax number.

Please call the Preschool ahead of time before sending a fax)

Address:	13000 Gayton Road Richmond, VA 23233	Mailing:	Kids in Discovery Preschool P.O. Box 29783 Richmond, VA 24232
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Website: www.kidsindiscovery.org

Kids in Discovery Program Director: Lorrie Rettig Zampetti

Discovery UMC Pastor Adam Sowder

Preschool Office Hours

Monday	7:30 a.m. – 5:00 p.m.
Tuesday	7:30 a.m. – 5:00 p.m.
Wednesday	7:30 a.m. – 5:00 p.m.
Thursday	7:30 a.m. – 5:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.

*Summer office hours may vary.

16.2 Licensing Information

The following is from the Preamble from the Virginia Department of Education Standards for Licensed Child Day Centers Manual. A copy of this manual is available in the Preschool office or online at www.dss.virginia.gov. The most recent inspection summary of our school will be posted on the wall in 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 Education 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 Education, Office of Child Care Licensing
PO Box 2120
Richmond, VA 23218

(833) 778 – 0204

<https://www.doe.virginia.gov/cc/providers>

DISCOVERY UNITED METHODIST CHURCH

Kids in Discovery Preschool is a not-for-profit ministry of Discovery United Methodist Church. We cordially invite you and your family to join our church family for any of our regularly scheduled programs.

SUNDAY WORSHIP

9:00 a.m. – Traditions

10:30 Children’s Gathering (Atrium)

10:30 a.m. – Modern

*The nursery is available during services

Please check the church website at www.discoverymethodist.org or call 804-360-4442 for current worship times and other information.

WEDNESDAY EVENINGS

Supper Church from 6:00 to 7:00 p.m.

ACKNOWLEDGMENT

I acknowledge that I have received a copy of Kids in Discovery Preschool Parent Handbook. I understand that it is my responsibility to read (or have it read to me in totality) and understand the Handbook. If I have a question concerning any policy in the Handbook, I will discuss it with the Preschool. I understand that I and my child must comply with and abide by the policies contained in the Handbook. I understand that the Kids in Discovery Preschool Parent Handbook does not create any express or implied contract between the Preschool and me, and that neither the Handbook, nor any policy contained in it, is to be interpreted as a contract. Rather, I understand that the Handbook contains information about the key policies of the Preschool. I also understand that the Preschool retains the right to add to, modify or remove its Parent Handbook, and any other Preschool policy, at any time.

Parent Name

Signature

Date

Parent Name

Signature

Date