

# Kids In Discovery Preschool



## Parent Handbook

2023 - 2024

13000 Gayton Road

Henrico, VA 23233

(804) 360-7421

[kidsinquiry@discoverymethodist.org](mailto:kidsinquiry@discoverymethodist.org)

[www.kidsinquiry.org](http://www.kidsinquiry.org)

Revised September 2021

**TABLE OF CONTENTS**

|   |    |
|---|----|
| Mission and Vision                              | 3  |
| Section I: Kids in Discovery Online             | 4  |
| Section II: School Supply List                  | 5  |
| Section III: Daily Schedule                     | 7  |
| Section IV: Learning Activities                 | 8  |
| Section V: Learning Objectives                  | 10 |
| Section VI: Music and Resource Classes          | 14 |
| Section VII: Tuition and Fees                   | 15 |
| Section VIII: Withdrawal                        | 17 |
| Section IX: Opening and Closing                 | 17 |
| Section X: Drop Off, Pick-Up, and Early Morning | 18 |
| Section XI: Extended Day                        | 19 |
| Section XII: Birthdays and Special Occasions    | 20 |
| Section XIII: Child Sick Policy                 | 21 |
| Section XIV: Behavior and Discipline            | 24 |
| Section XV: Emergency Procedures                | 25 |
| Section XVI: Management and Miscellaneous       | 26 |
| Section XVII: General School Information        | 27 |
| Discovery United Methodist Church               | 29 |

## **KIDS IN DISCOVERY MISSION AND VISION**

Kids in Discovery Preschool is an early childhood program serving children from ages two through six. We also offer an afterschool 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 afterschool 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 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, sex, religion, disability, or nationality.

As part of the Discovery United Methodist 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 school. This is where you will find any schedule changes, upcoming events, the school 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 update 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.

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

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

**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 you child’s class supply list.

|  |  |  |
|--|--|--|
| <p><b>Crayola Crayons<br/>16 or 24 Count</b></p>  | <p><b>Crayola Washable<br/>Magic Markers</b></p>  | <p><b>Colored Pencils</b></p>             |
| <p><b>Elmer’s Glue Sticks</b></p>                | <p><b>4-Pack Play Doh</b></p>                     | <p><b>Ziploc Plastic Bags</b></p>         |
| <p><b>Foaming Hand Soap</b></p>                 | <p><b>Baby Wipes</b></p>                        | <p><b>Clear-View 3-Ring Binder</b></p>  |
| <p><b>Tissues</b></p>                           | <p><b>Clorox Wipes</b></p>                      | <p><b>Plastic Pencil Box</b></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 noon         | Dismissal for Pre-K classes  |

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

**EXTENDED DAY SCHEDULE**

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

\*\* Virginia state law requires that any custodial parent be admitted to the child's day program at any time the child is in the program's 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/her self.
- 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.SeussWeek, 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>Monthly</u> | <u>Annually</u> |
|---|----------------|-----------------|
| Two-year-olds: Two-day program<br>(Must be 2 by 9/30)                               | \$285          | \$2,565         |
| Two-year-olds: Three-day program<br>(Must be 2 by 9/30)                             | \$396          | \$3,564         |
| Two-year-olds: Five-day program<br>(Must be 2 by 9/30)                              | \$554          | \$4,986         |
| Three-year-olds: Two-day program<br>(Must be 3 by 9/30 and must be potty trained)   | \$264          | \$2,376         |
| Three-year-olds: Three-day program<br>(Must be 3 by 9/30 and must be potty trained) | \$359          | \$3,231         |
| Three-year-olds: Five-day program<br>(Must be 3 by 9/30 and must be potty trained)  | \$528          | \$4,753         |
| Pre-Kindergarten: Four-day program<br>(Must be 4 by 9/30)                           | \$454          | \$4,086         |
| Pre-Kindergarten: Five-day program<br>(Must be 4 by 9/30)                           | \$528          | \$4,753         |

Note: a 2% discount will be applied to one-time upfront full year payment. 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.

You have agreed to pay one month's deposit in the amount of one month's class fee, and to pay tuition in either 8 monthly installments or one annual amount. The deposit is due by July 17<sup>th</sup> and is non-refundable. Tuition payments will begin September 1<sup>st</sup> and are payable on the 1<sup>st</sup> of each month through April 1<sup>st</sup>. There is no monthly payment due in May if you are on the regular payment schedule. Tuition will be paid in full even if your child must miss school for an extended amount of time. Tuition paid will not be refunded or applied to future payments. We depend on tuition payments for all school expenses.

Payment must be made through Brightwheel or by cash or check payable to "Kids in Discovery" and brought to someone in the administrative office. 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, and enrichment programs on our website via PayPal. A non-fundable online fee will be added to each payment upon check out. Any payment received after the fifth of the month is late and will be **assessed a twenty dollar (\$20.00) late fee** to cover the administrative cost of late payments. If a payment arrives after the 15<sup>th</sup> of the month, the fee increases to \$30. There will be a **\$50.00 service charge on all returned checks.**

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 360-7421 to discuss possible solutions.

### **7.1 Default**

Failure to pay tuition as required herein constitutes a Default. If a Default is not resolved within one month, Kids in Discovery may pursue any or all of the following: (1) All remedies allowed by applicable law; (2) Refusal to allow the child to attend early morning drop off or Enrichment; (3) Suspend or dismiss the child from Kids in Discovery Preschool; (4) Refuse future enrollment for the child or other children in the family. The parent/guardian agrees to pay upon demand all costs and expenses, including court costs, collection costs, and reasonable attorney's fees incurred by Kids in Discovery in enforcing the terms of this Enrollment Contract. This contract shall be governed by the laws of Virginia and contains the parties' entire agreement. Should litigation be necessary to enforce the terms of the Enrollment Contract, the parties consent to venue in the courts of the County of Henrico.

### **7.2 Late Fees**

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 by 12:00 p.m., s/he will be brought to the office to wait. We understand emergencies happen. If this is the case, please call and notify the school as soon as possible.

**\*\*Pick-up is considered late after 12:05 p.m. There will be a \$15 late fee for picking up a child after 12:10pm. If consistently picked up late, additional fees will incur. If this problem continues, the child's enrollment may be terminated.\*\***

## SECTION VIII: WITHDRAWAL

Withdrawing a student prior to the end of the school year impacts the mission of Kids in Discovery Preschool and our ability to plan financially. Per the signed contract, parents agree to pay tuition for the entire year, regardless of the length of time a child attends the program. Kids in Discovery has the right to refuse/withhold/terminate services at any time for behavior or other issues that cause disruption to other students. Tuition paid will not be refunded. Your obligation to pay tuition continues if your child is dismissed. If it is necessary to withdraw a child from school during the year, the child's parents are still responsible for the remainder of that year's tuition. Your obligation to pay tuition may be dismissed under the following conditions: (1) IF a suitable replacement can be found to take your child's space you will be released from your contract at the discretion of the director and Weekday Ministries Board. "Suitable" means that there is a child of the same age who would take the same spot in the class your child is vacating. It is not Kids in Discovery's responsibility to find a new student, though every attempt will be made to locate one if we have a wait list for that class. Tuition paid will not be refunded. (2) If withdrawal is recommended in writing by a licensed physician for a valid medical reason. Again, tuition paid will not be refunded or applied to future payments.

## SECTION IX: 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.

### 9.1 Weather Closing

Kids in Discovery will follow 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 X: DROP-OFF, PICK-UP, AND EARLY MORNING

### 10.1 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.

### 10.2 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. The cost is \$10.00 for care from 8:00am – 9:00am. Early drop off is from 8:00 am until 9:00 am, at which time the children will be escorted to their homerooms. This program is available Monday through Friday. 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.**

### 10.2 Pick-Up

Parents pick up their children at their classrooms. Dismissal is 12:00 pm sharp. You will be considered late for pick-up after 12:05 pm. Late pick-ups will be taken to the office to wait so teachers can set up after-school programs. There is a \$15.00 charge for any child picked-up after 12:10.

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.

#### 10.2.1 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. **If a custodial parent requests that the school not release a child to the other parent, we must have the appropriate legal paperwork on file.**

The parent(s) is responsible for their child after sign-out. Please supervise 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 we use during the school day.** The playground is closed after the school day. Students are not allowed to play around the sheds, Discovery's Memorial Garden, or on the fence. Children may run in the large grassy area outside the school.

## SECTION XI: 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.

### **10.1.1 Extended Day**

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

**Lunch Bunch** is an extended day offered on Monday through Friday, in which the children bring their own lunch with a drink. However, there must be at least three children 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 name and 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 \$15 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. There will be a late fee of \$15.00 if the student is picked up after 2:05 pm.

The **After School Program** runs from 12:00 – 5:00 pm 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 pm. There will be a late fee of \$15.00 if the student is picked-up later than 5:05 pm.

### **10.2 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. We ask that you do not send nuts or any nut butter 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           | Muffins                | Apples (cut up)                  |
| Goldfish           | Grapes                 | Popcorn                          |
| Squeeze applesauce | Strawberries           | Dry cereal (watch sugar content) |
| Crackers           | Cheese (sticks or cut) | Raisins                          |

## **SECTION XII: 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 XIII: 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. According to the enrollment contract, parents agree to the following sick policy:

- I. Kids in Discovery agrees to notify me whenever my child becomes ill, and I will arrange to have to my child picked up as soon as possible (not more than 30 minutes, if so requested by the school).
- II. **Medical Authorization:** I authorize Kids in Discovery Preschool to obtain immediate medical care for my child in the event of any emergency when I cannot be located immediately.
- III. **Communicable Diseases:** I agree to inform Kids in Discovery within 24 hours or the next business day after my child or any member of my immediate household has developed a reportable communicable disease, as defined by the Virginia State Board of Health, except for life-threatening diseases which must be reported to the school immediately.
- IV.

Please follow school guidelines and keep your child at home 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 school 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 [kidsinquiry@discoverymethodist.org](mailto:kidsinquiry@discoverymethodist.org). Any child who arrives ill, with a rash, or with a fever will not be admitted for that day. If a child becomes ill or injured during the school session, a parent will be notified immediately. If a parent cannot be reached, we will call one of the emergency contacts listed in the student's information sheet. We expect a parent or guardian to pick up the student within 30 minutes.

#### 13.1 Communicable Diseases (other than Covid-19)

If a child is at home with a communicable disease other than that 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  
Strep throat  
Measles  
Mumps  
Rubella  
Diphtheria  
Lice

Influenza  
Hepatitis A  
Ringworm/Pinworms  
Impetigo  
Rotovirus  
Polio  
Diarrhea

RSV  
Hand, Foot, & Mouth Disease  
Whooping Cough  
Amebiasis  
Meningitis  
Food Poisoning  
Covid-19

### 13.3 Medication Policy

Kids in Discovery Preschool will only administer medication for an extreme allergy, with written approval from the child's doctor. 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. 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 school 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.

### 13.4 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 take 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. We have been assured by the Henrico County Health Department that, contrary to popular belief, head lice do not carry any disease!

## SECTION XIV: 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 a 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 talks with the child and keeps him or her separated from the rest of the class for a short 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.

If “time out” is needed repeatedly, we will notify the parent(s) and arrange to discuss the situation. If a child’s behavior endangers other children, Kids in Discover reserves the right to terminate the contract and remove the child from the program. The safety of our students is our top priority.

### 14.1 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. The Program Director may also terminate enrollment if, after consulting with the parents and working with the child, Kids in Discovery is unable to satisfy the child’s needs. It is possible staff may be able to help locate specialists who are better able to help the child.

**SECTION XV: 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 will 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 XVI: MANAGEMENT AND MISCELLANEOUS

### 16.1 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 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.

### 16.2 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 school.

### 16.3 Faculty

Our professional faculty members provide a warm and caring environment for your child. Each staff member is screened, with a criminal background and health check required of each employee. Every staff member receives training in CPR and First Aid and completes 16 hours of continuing education each year.

### 16.4 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 outdoor 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 XVII: GENERAL SCHOOL INFORMATION

### 17.1 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 school ahead of time before sending a fax)

Address: 13000 Gayton Road  
Richmond, VA 23233

Website: [www.kidsindiscovery.org](http://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.

### 17.2 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 school office or online at [www.dss.virginia.gov](http://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 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.

**\*\*Worship times and locations have been temporarily changed due to the Covid-19 pandemic**

**SUNDAY WORSHIP**

**9:00 a.m. – Traditions**

**10:15 Adult Sunday School**

**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](http://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.**