

Discovery School Preschool & Mother's Day Out

Purpose:

The purpose of Discovery School Preschool & Mother's Day Out is to provide a safe, Christian environment in which the child can learn, play & grow. We are an outreach ministry of Golf Course Road Church of Christ, here to meet the needs of families with small children. Our emphasis is on Christian education in a safe atmosphere where a child can develop spiritually, socially, & emotionally along with development of motor skills, communication skills & creativity.

Goal:

The goal of GCR's Discovery School is to touch all aspects of a child's development (spiritual, social cognitive, emotional, language, perceptual, and motor) while providing a safe, healthy & stimulating environment. Our curriculum does not single out one or two areas of development; rather, we want to support each child's development in all areas.

Service:

Discovery School **Preschool** is open to all children ages 3 years through 5 years. All races, religions, & origins are welcome to enroll in our program. We offer classes 2 days, 3 days & 5 days a week. Class hours are from 9:30 a.m. - 2:00 p.m. from September through May.

Discovery School **Mother's Day Out** is open to all children ages 6 months old to 36 months old. We offer classes 2 days a week for this age. Class hours are 9:30 a.m. - 2:00 p.m. from September through May.

Registration:

Registration starts the first Wednesday in March for all children currently enrolled & their siblings at Discovery School. Enrollment opens to the public the first Friday in March. Classes will fill on a first come/first served basis according to the date & time of registration. You may register a child at anytime throughout the school year before February 1 if there is room in the classroom. No one will be permitted to register for the remainder of the school year after February 1.

Registration fees must be paid at the time of registration. This is a non-refundable fee. Activity fees must be paid with first month's tuition before August 12th. This fee is refundable if child is withdrawn from the program before August 12th. Written notice must be given to withdraw a student.

Tuition:

Tuition is due the **1st day of class** each month. A late fee of **\$15.00** will be added for any money due that is not paid by the 10th of that month. Tuition is based on a yearly rate and broken into nine (9) monthly payments. September's tuition is

due on or before August 12th. Following monthly payments will be due on the first (1st) of each month and no later than the tenth (10th) of the month. Tuition will be due August through April each month. There will be no payment due in May if all other (9) payments have been consecutively made on time. Tuition payments can be made by check, cash, credit card, or online (preferred). With our Procure System, we can accept online payments and you will be allowed to make online payments.

Parents are responsible for each month's total tuition **regardless of the days of attendance in that month. There will be no reduction of payments due to illness, injury, vacations, or holidays.**

We realize that there are holidays on some Mondays. To try and make things equal we compensate by letting out on Wednesdays at Christmas and the end of the year to balance out the number of school days for all classes.

Two-week written notice is required to withdraw a child from Discovery School. If more notice is possible, it is appreciated. Without a two-week notice before the next month, the parent is responsible for the next month's tuition. If tuition has been paid in advance, a refund is given with the required notice.

Class Size:

The size of each class is based on state guidelines & will be appropriate to the ages of the children.

About our Staff:

Each staff member goes through a background check through the State of Texas every 2 years. They are also required to be FBI fingerprinted. Each year our staff goes through many methods of training. Discovery School staff is required to get annual training. Training includes but is not limited to:

- SIDS/Shaken Baby
- Early Child Development
- Awareness/Prevention & Warning Signs on Child Abuse & Neglect
- First Aid/CPR/AED
- Age-appropriate activities for children
- Positive guidance & discipline of children
- Fostering children's self esteem
- Supervision & safety practices in the care of children
- Positive interaction with children

Each staff member is to receive 24 hours of training annually.

Dates/Holidays/Delays:

Discovery School classes begin the first Tuesday after Labor Day and will run through mid-May. We will operate on the MISD & Midland Christian calendar for all holidays, vacations, and bad weather days. (except for early release for Christmas break and the end of the school year). However, we will not close Discovery School during MISD intersession weeks. This is to ensure that our students receive an adequate number of days to attend our program. Also, if the

GCR main office is closed we will be closed as well for safety reasons. When MISD and/or Midland Christian have a school delay, we will also be delayed. We will begin approximately 30 minutes after MISD/Midland Christian's delayed start-up time if it is within Discovery School hours.

Please make sure you are able to communicate through our Procure messaging system, as we will send out information regarding announcements, including weather delays and cancellations. Communication is also frequently made by email. Please make sure your email is correct in our system.

Gang Free Zone:

The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Discovery School is a violation of the law & is therefore subject to increased penalty under state law. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Absence:

Please call the Discovery School office (432)699-1970 if your child will be absent. Tuition is based on a yearly rate and cannot be refunded for absences due to illness, vacations, or holidays.

Arrival:

No child is to be brought to school more than 5 minutes before class begins (9:25am). Our teachers use this time to prepare for the activities of that day & cannot watch the children. DO NOT drop your child off at the main entrance or at a nursery classroom door without a teacher being present. Preschool / Mother's Day Out classes start at 9:30 a.m. It is important that your child arrives on time. Being late means your child will miss class activities and may feel left out. Also, we take a lunch count early and if your child is late, he/she may miss out on being counted for a hot lunch that day. **If your child will be later than 10:00am, you must provide lunch for them unless you call before 10:00am to add them to the lunch count.** Please sign your child in every day and leave a number where you can be reached if it is different from our records.

Departure:

Class is over at **2:00p.m.** Children must be picked-up from the main entrance for preschool and nursery classroom for baby hallway & signed out by a parent or authorized adult by **2:00p.m.** Each class will have a release form, from the parent/guardian, stating who may pick-up the child. If someone not on the list must pick-up your child, the parent must call the school office (if the permission form you signed allows a call from you) & give the information prior to the end of the day.

We do give a few minutes after 2:00 p.m. for unavoidable delays. Your child must be picked up by **2:00 p.m. each day**. Any child not picked up by **2:10 pm** will be taken to the office to wait for the parent/guardian/caretaker. If your child is picked-up any later than **2:10** a late fee of \$5.00 initial fee & \$1.00 per minute thereafter will be due immediately to the person staying with the child. Cash only will be accepted. Your child will not be allowed to come back to school until this late pick-up fee is paid. Our teachers need to be able to leave & pick-up their own children. **This policy will be strictly enforced**. We understand that situations happen that you are unavoidably delayed. You must call the school if you are delayed for any reason.

Discovery School does not provide transportation to or from our facility. Parents/guardians or a responsible adult must provide transportation for their child to & from our facility.

We do not take class field trips & will not be leaving this facility unless it is an emergency.

Health:

Each child is required by state regulations to have on file, a health statement, which includes a record of up-to-date immunizations & the signature of the child's source of medical care. Some children are excluded from immunization requirements for reasons of conscience, including religious belief. These children **MUST** have an official notarized affidavit form developed and issued by the Department of State Health Services. This affidavit is valid for 2 years. **These forms must be signed by the appropriate person & turned in before the child is admitted to class.**

Discovery School strives to provide a safe & healthy environment. We do not conduct routine health checks but will do a quick scan of the child in the morning upon entering the building. **No child who arrives at preschool noticeably ill, with a rash, or with a fever will be admitted for that day.** Your child must be 24 hours fever free & 24 hours free from vomiting and/or diarrhea before returning to school. This includes without being on any medications to control symptoms. Should a child become ill during the day, the parent will be notified immediately. The child will be taken to the office until the parent or authorized person arrives to take the child home. *These rules are exclusive of any COVID-19 guidelines outlined by the CDC. In the event that a child or a family member of a child tests positive for COVID-19, Discovery School will follow all guidelines recommended by the CDC, Midland Health Department, and Childcare Regulations of Texas.*

In the event a child contracts a communicable disease & exposes the other children, notice of such exposure will be posted, & parents will be notified when they pick up their children or before they return the following school day. The ill child will not be allowed to return to preschool until the period of contagion has passed.

In case of medical emergency during a class session, the trained staff will administer First Aid/CPR/AED. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, a staff member will call the

local ambulance service/911, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician.

We will only administer medication at school under doctor's orders and upon approval of the Director/Assistant Director. You must bring the medication in the original container labeled with the child's full name and date medication was brought to the center and parent/guardian must sign a medication dispense form. Cough drops and vitamins are considered medication and will be taken away from the child. Please do not send these items with your child to school or put them in their lunch box.

Hearing & Vision Screening:

It is **required**, by law, that we, at Discovery School, have on record within 120 days of school, the results of an annual Hearing & Vision screening for **ALL 4- & 5-year-olds (as of Sept. 1st of that school year)**, recommended for 3-year-olds. We will be bringing in a Hearing/Vision instructor to provide this service on site for your convenience & savings sometime in November. If you have already had your child screened by your doctor or another approved professional, please bring a copy of the results for us to keep in your child's records as soon as possible. If you do not wish for your child to be screened here at school, please have them screened by your doctor or another approved professional as soon as possible & bring me the results for your child's records. Your child will not be permitted to return to school until we have the hearing & vision screening results on file!

Emergency Procedure:

Emergency Procedures & Evacuation Routes will be posted in classrooms. Emergency Procedures will be reviewed with teachers on a regular basis. An Emergency Preparedness Plan is available for you to read on our website & requires the form to be signed stating you have read a copy of our procedures. A copy of our Emergency Preparedness Plan is also located in the Discovery School Office if you would like to review it.

If at anytime we must evacuate the premises, our relocation will be Midland Christian School Gym. Every effort will be given to contact the parent/guardian in the event we must relocate either by the Director or an assigned staff member. Our priority is to make sure the children are safe before we start contacting anyone.

Refer to the Health section for Medical Emergency Procedures.

Dress:

Children are encouraged to wear play clothes & tennis shoes. Daily activities include active & messy play, & the children should feel comfortable enough to enjoy themselves without worrying about their clothes. Little girls in dresses must wear shorts or bloomers under their dress for comfort & modesty. For safety reasons, we ask that kids wear shoes that fasten to & protect their feet. **NO CLOGS or FLIP-FLOPS** should be worn to school.

The child's name should be placed on all clothing & other belongings to help ensure the return of all proper possessions & clothes. ALL bottles and toddler training cups must be labeled with your child's first & last name.

Children have plenty of toys & activities in the classroom. Children are not allowed to bring any toys or items not approved by the teacher to school. Any toy or item not approved FIRST by the teacher will be taken away from the child & put up until the end of the day. Parents, we need your help in this matter so the child(ren) understand & we do not have any problems at school.

Discovery School t-shirts are available for parents to purchase for their child.

Snacks:

Each class will have an option for a snack time. Parents are asked to provide kid-friendly, store bought, individually wrapped snacks and drinks. Beverages with added sugar will not be permitted. Snacks should be wholesome & easy to prepare & serve. A sign-up sheet will be provided by each classroom. Water will be served at snack time as well.

With advance notice to the teacher, children may bring special treats for birthdays. We ask that if treats are brought, only white icing is used-NO COLORED ICING.

Menus:

Menus of our lunch will be sent home, posted outside each classroom & outside the Discovery School office each month, as well as posted in our calendar album on Facebook.

Lunch:

Lunch will be eaten at school each day the child is in attendance. A sack lunch must be sent on Mondays and Fridays of each week. **Your child must be here by 10:00am in order to eat a hot lunch. If your child arrives at school AFTER 10:00am, please send a sack lunch.** Tuesdays, Wednesdays, & Thursdays, hot lunch will be provided for those who sign-up & purchase a lunch ticket. Our kitchen staff takes hot lunch count at 10:00am. Lunch tickets can be purchased from the Discovery School office & the teacher will keep track of it & notify the parent when another one needs to be purchased. We no longer accept money for single lunches, so a half or full lunch ticket must be purchased. Milk tickets are also available & will only be sold as a Full ticket. No individual milks will be sold. Parents may also choose to send a sack lunch with their child daily. Sack lunches should consist of a nutritionally balanced meal & be in kid throw away containers. Lunches need to be prepared so they are ready to open & eat by the child. Please do not send lunches that need preparing such as heating up as teachers have other responsibilities during this time. Beverages with added sugar are not permitted to be brought to school. Water will be available at every meal.

For nursing mothers, we will provide a comfortable place for you to breastfeed your child if this be necessary. It is your right to send breast milk for your child if you so choose while your child is in our care.

Discipline:

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior & serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop & think about his/her unpleasant behavior enables that child to work on self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher & reminded of acceptable behavior.

Removal from the group for a period of "time-out" is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, & decide for him/herself when he/she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked for a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.

If the child is potentially in any way harming another child, teachers, staff, or him/herself, the child will be removed from the classroom & taken to the Director/Assistant Director immediately. After an appropriate amount of time, the Director/Assistant Director will take the child back to class. In extreme cases, the parent will be asked to come pick the child up.

Confidentiality of Records:

Children's records are open only to the child's teacher, the Director, Assistant Director, authorized employees of the licensing agency, & the child's parent or legal guardian. New Federal Law 9931 states Educational Records sent to another Educational Agency no longer requires a parent signature.

Photographs & Video Taping:

Throughout the year, the children will be photographed and/or videotaped for the purpose of All About Me Books, Spring Program, Graduation and other school related activities. On occasion, photos of the children will be used by GCR church for information, advertising or outreach purposes. You must sign giving or not giving permission on the Admission form. Discovery School also has a Facebook page (Discovery School Preschool & MDO). We will display photos of events such as "Donuts with Dad", Color Day, & "Muffins with Mom" to name a few. We will also display current events that are coming up. Please contact the Director/Assistant Director upon enrollment if this is a problem.

Admissions:

- Classes are broken down into age groups. Children must fit into the appropriate age group to attend the class.
- Classes are filled on a first-come/first-served basis according to the date & time the registration is submitted and paid online.
- Registration Fees must be paid online at the time of registration to hold your child's spot in the class. No spot will be held without payment.

- If the classes are filled when you click on the link to register, please register for your 2nd choice and then email us at discovery@gcrcc.org to be put on the waiting list for your 1st choice.
- As vacancies occur during the year, they are filled from the waiting list, or from new registrations, according to the above procedures.

Withdrawal:

Two-week written notice is required to withdraw a child from Discovery School. This allows the office time to fill vacancies. If more notice is possible, it would be appreciated. Without two weeks written notice before the beginning of the next month, the parent/guardian is responsible for the next month's tuition. If tuition has been paid in advance, a refund is given with the required notice.

Parent Involvement:

Daily Class Activities	Class Parties
Snacks	Chapel Time
Special Events	Teacher Conferences
At home reading	Encouragement/Prayer

Communications with Parents:

This booklet has been supplied to answer many of your questions. Please contact the Director/Assistant Director if you have any other questions or concerns. A monthly menu & calendar will be sent home at the beginning of each month. Check the Discovery School Board/Table outside the DS entrance for news & upcoming events. [Discovery School Preschool & MDO](#) is also on Facebook. You can "like" this page & receive updates on events as well. *We will send important messages and reminders through our Procure app. Please make sure we have a current email on file for your family.*

Parents or teachers may request a conference any time during the school year if there is a special concern.

We will no longer accept verbal complaints/suggestions.

Complaints/concerns/suggestions must be in writing, signed, and turned into Ashlee or Crystal in the DS office or the red lock box in the teacher workroom.

Because of state regulations concerning class size & teacher ratio, it is not possible for children to bring friends to visit. Also, each child registered must come only on the days registered for. Your child may not come on any other day as a drop-in for any reason.

Parents are encouraged to visit the school at any time. *Due to COVID-19 guidelines, this will be monitored for the safety of both our students and staff. It will be evaluated throughout the year and adjusted appropriately.* Because of occasional special activities, advance notice is suggested. If the teachers are not free to talk with you, please understand that the children come first during class time. Teachers will be happy to talk with you after the children are dismissed if their time allows. Also, there is a confidentiality we try to uphold, so speaking

about a child while other children are being dropped-off or picked-up is not acceptable. Please be aware of this when talking to others around you also.

Parents will be notified in writing of any policy changes throughout the year. You may even be required to sign a form stating you are aware of the new policy change.

A copy of state minimum standards & Licensing inspections is available in the office for parents' review. Parents are free to contact the local Licensing office at (432)368-2693 or FPS Child Abuse Hotline at (800)252-5400 with any questions or concerns. You may also go to their web site at www.txchildcaresearch.org.

You are a vital part of your child's education & development. Your active involvement in their activities speaks louder than words to them. Be sure to take time to visit with your child about their friends, activities, & teachers.

Remember that this is your school & your child's education.
So, come find out what is happening!

I. Emergency Response Procedures

1. Evacuation of School--Fire

Signal...Fire Alarm System

Response...Each class will leave the building (evacuate) immediately, without talking, and go to a designated area outside the building. These designated areas are posted in each room. Each teacher will take his/her Sign in/out sheet (class list) and lead the class out of the building (there may be danger ahead that requires a teacher's decision). The last person out of the room is to turn off the lights. Take roll and notify an administrator if a student is missing during the evacuation.

All Clear...The Director or Asst. Director will inform each class it is ok to enter back into the building. The teacher will remain in the designated area with his/her students until the "all clear" has been given.

2. Evacuation of School--Other

Signal...Bull Horn 3 short bells

Response...Each class will leave the building (evacuate) immediately, without talking, and go to a designated area outside the building. Each teacher will take his/her Sign in/Sign out sheet (class list) and lead the class out of the building (there may be danger ahead that requires a teacher's decision). The last person out of the room is to turn off the lights. Take roll and notify an administrator if a student is missing during the evacuation.

All Clear...The Director or Asst. Director will inform each class it is ok to enter back into the building. The teacher will remain in the designated area with his/her students until the "all clear" has been given.

3. Retain Students in Building (Tornado, Etc.)

Signal...Bull Horn Siren (continuous)

Response...Move to a safe area within the school . Each teacher should take the class list and accompany the class to the designated safe area. Any person who is in the hallway or is unsure of where to go should immediately proceed to the nearest restroom and go to an area away from the mirrors. Once in the designated area, everyone should sit facing the interior wall. the group should remain quiet and calm, stay together, listen for instructions, and stay in the designated area until instructed to move.

All Clear...The Director or Asst. Director will inform each class

it is ok to enter back into the building. The teacher will remain in the designated area with his/her students until the "all clear" has been given.

4. Security Alert: Secure the room and do not leave.

Signal...An announcement over the Walkie-Talkie system that we are in "Lock-down mode...Code _____ " (Blue or Red).

"Code Blue" = a drill or, an emergency has occurred outside the school building.

"Code Red" = the danger resides within the school building.

Response...The teacher will calmly go to the classroom door and **lock it** (if possible). All the students will remain in the classroom.

If gunshots or some other disturbing sounds are heard, the teacher may choose to have students move to a position away from the door. **NO ONE WILL LEAVE THE CLASSROOM FOR ANY REASON.** If there is an emergency situation in your area, flip the emergency light switch for help.

All Clear...the "All Clear" will be given verbally in person or over the Walkie-Talkie System. The announcement will simply be "we are no longer in Lock-down Mode, you may resume normal activities". Upon that signal, the teachers may unlock their doors and resume their normal activities. **Note:** During the Lock-down, teachers may be given visual signals from outside officials such as a policeman to exit the class through a window or by a certain route. This type of decision, although difficult, must be made at the discretion of the teacher.

II. Extended Evacuation Locations

In the event of an extended evacuation the students will be directed to one of the following locations:

- ▶ If the situation is safe, the students will be directed to either the Family Center Gym or the far west GCR Church parking lot.

If the crisis warrants parent pick-up of students, then the school will shuttle the students from the Extended Evacuation Locations to the Midland Christian Game Gym located at 1709 Northrup Dr.

Discovery School
Receipt of Emergency
Response Procedures &
Evacuation & Crisis Procedure Plans

I, _____ the parent/guardian of
(Parent/Guardian-Please Print)

_____ have received a copy of
(Child-Please Print)

Discovery School's Emergency Response Procedures &
Evacuation & Crisis Procedure Plans.

(Signature of Parent/Guardian)

(Date)

Discipline and Guidance Policy for _____

Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home