

Information and Policies

General Information

- A. Copies of Discovery Playschool, Inc. Bylaws and Information and Policies can be found posted on our website www.discoveryplayschool.com. In addition, families will receive a printed copy of our Information and Policies upon enrollment and may request a printed copy of our Bylaws at any time. Current state regulations for group daycares (DCF 251) may be found online at <https://dcf.wisconsin.gov>. Our Information and Policies and a copy of DCF 251 are located in a binder in the Discovery office and are available for families to view. Our license and noncompliance violations, if applicable, are posted on the wall of the classroom near the door. Any incidence of suspected child abuse or neglect will be reported as required by law.

- B. Discovery Playschool is licensed to care for up to 22 children, aged 6 weeks to 12 years old. Licensing may be updated to accommodate increased enrollment, up to 54 children, at a time.

II. Educational Philosophy

- . Discovery’s curriculum employs a thematic unit structure. Each day’s themed activities fit into a daily routine designed to enhance the comfort and confidence of students.

- B. Discovery provides opportunities for children to develop socially, emotionally, physically, and cognitively in a fun environment. “Children can learn through play!”

III. Tuition and Terms

- . **Tuition** A non-refundable \$100 registration fee is charged when a child is enrolled in each session (summer and school-year). This fee is separate from the tuition. Tuition is billed weekly. All supply fees are included in our tuition charges. Discovery does accept payment from Wisconsin Shares and business partners in the form of child care assistance. According to our agreement with Schmitt Woodland Hills, Schmitt employees with children enrolled in Discovery will have 20% deducted from their tuition bills.

Age of child	Full Time (26 to 45 hours per week)	Full Time Plus (up to 55 hours per week)	Part Time (up to 25 hours per week)	Drop-In
Pre-school & School aged (30 months and older)	\$225	\$275	\$150	\$7.50/hour
Infant (29 months and younger)	\$275	\$325	\$200	Not offered

- B. **Payment Schedule** Tuition is calculated on a weekly basis and the billing cycle is the same for every family. Payment for each week of attendance is due on Monday (or first day of the week that child attends) at the start of the period. Drop-In care must be scheduled in advance and payment is due for full amount scheduled. Parents are given a 1 day grace period to pay tuition due. A \$10.00 late fee will be imposed if tuition is late. Tuition that is two weeks late may result in termination of a child’s enrollment. Unplanned disenrollment from the program will be billed 2 weeks of scheduled care. A \$25.00 returned check fee will be charged for each check returned to the preschool for insufficient funds. Parents who fail to pay late fees will not be allowed to enroll their children for the upcoming school year until all late fees are paid. See the calendar posted outside the classroom for tuition due dates. Other payment schedules may be negotiated between individual parents and the treasurer and/or director.

C. Refunds

Tuition money may be refunded to the parent if:

1. Child suffers an extended illness (absence of over 4 weeks)
2. A child moves out of the area
3. Parents and director mutually agree to remove a child from the program and tuition was paid in advance of the current billing cycle. Money paid for upcoming billing cycles will be refunded.
4. Parents choose to terminate their child's enrollment for any other reason by notifying the teacher and the president of the board in writing. They must include the reason they wish to terminate a child's enrollment.
0. The preschool chooses to terminate a child's enrollment for the following reasons:
 - a. Failure to pay fees within 2 weeks of due date
 - b. Failure to submit required child health forms
 - c. Failure to observe rules relating to arrival and departure

IV. Time of Operation

- . Discovery Playschool operates Monday through Friday, year-round.
 1. During the school year, our preschool program is intended for children ages 2 ½ - 5 years old. Our summer care option is open to children up to 12 years old.
 2. Infant program is for children ages 6 weeks to 29 months.
 3. Preschool is taught 8:00-11:30 am, with wraparound care available starting at 5:30 am and going until 4:00 pm, depending on enrollment.
 4. For part time and drop-in care, parents should schedule a month in advance with the Director the hours and of the week that their child attends. Parents are responsible to pay for all scheduled hours.
 5. Preplanned closed and vacation dates are not billed.

- B.** Discovery Playschool will air on WRCO (100.9 FM) any delays or cancellations of school due to inclement weather. Families will also be contacted by email, text, or Messenger. Closure for circumstances out of our control (i.e. weather) will not be credited.

V. School Policies

. Enrollment

Enrollment of children may be done by completing the child enrollment form and sending it and the registration fee to: Discovery Playschool, Inc., 1400 West Seminary Street, Richland Center, WI 53581. Enrollments are accepted on a first-come, first-served basis with currently enrolled families given priority. The waiting list is handled the same way. Children turning 2 ½ during the school year may be enrolled in the preschool program as soon as they reach age 2 ½.

B. Forms

Health forms are required by state child care licensing rules and must be completed and returned to the preschool within one month of starting class. Emergency contact information needs to be returned by the first day of class. The director should be informed of any changes immediately.

C. Arrival to and departure from Discovery

1. Children are not to be at Discovery more than 5 minutes before opening or beyond closing time. Your consideration in this matter is expected and appreciated. A \$5.00 fee will be charged for each 5-minute increment that a child is picked up past closing time (4pm). If a parent incurs 3 late pickups in a 30 day consecutive period, a fine of \$150 will be added to the next billing cycle. Failure to pay will result in termination of care. Late fees are to be paid before the child may return to school.
2. Walking to school- Children who walk to or from school must be accompanied by an adult. This is a state regulation devised for the protection of the child.

3. Help with clothing- Parents are responsible for helping their children with their outer clothing upon arrival and departure.
4. Entering the classroom- Parents should come into the classroom both when dropping their child off and picking them up. This way the parent can note day-to-day changes in the classroom environment and can exchange important information with the teacher. The child's backpack should be checked daily for any new projects or information.
5. Release of the child- One of our enrollment forms requires the names of the person(s) to whom your child may be released. If someone other than the parent or designated person(s) is to pick the child up, the school must be notified in writing by the parent. Without a note, the child cannot be released.
6. Once a parent has left a child in the care of the teacher, the teacher is responsible for knowing the whereabouts of the child at all times until he or she is picked up by a parent or designated person.
7. Parents are responsible for their children near the stream and parking lot. Students are not allowed to play on or near the retaining wall.
8. Parents are responsible for notifying the teacher if their child is going to be absent that day. This call needs to be made in the 15 minutes prior to class time. If a student is absent without notification from a parent, the teacher will contact the parent at the emergency number. However, this detracts from the teacher's ability to interact with the children and is not desirable.

D. Clothing

1. Children should wear washable playclothes to allow comfort and freedom of movement. A child may spend a lot of time on the floor, usually on a rug. The child may spill glue, juice, paints, etc and should be dressed accordingly.
2. Children should wear sneakers or shoes with similar soles.
3. Children who attend Discovery Playschool preschool program should be at least partially toilet trained. If the child is not completely trained, he or she needs to wear a pull-up during class to eliminate messes in the classroom. If an accident should occur, the soiled clothes will be sent home in a plastic bag and your child will be dressed in clothes that belong to the school to wear home. Please wash and return them as soon as possible.
4. Infants should come with all the clothing, diapers, and wipes that Discovery teachers should use with the child for the day. Please leave extras in their cubby. Diaper and clothing changes will be done in accordance with policy and state regulation, with a daily log provided to parents at pickup.
5. Children should be dressed appropriately for the weather. Schmitt regulates building temperature as required by law for nursing homes. Our classroom tends to be warm, so several layers are not necessary.
6. Weather permitting, children may be outside. Therefore, please dress them for the weather- i.e. boots, snow pants, hats, gloves, etc.

E. Meals and Snacks

1. Infants are to come to Discovery with all bottles, breastmilk or formula, and supplemental food they will need for the day. Extras can be kept in the child's bin in the refrigerator or freezer. Parents will be provided a daily log of feedings at pickup.
2. Parents will need to supply lunch for children that are at Discovery during lunchtime. Families are encouraged to provide healthy meals that provide the necessary energy for children to participate in a day of learning and play. Soda and candy may not be sent in lunches.
3. If a family forgets to send lunch with their child, a meal will be provided by Discovery at a cost of \$5.00.
4. Discovery will provide morning and afternoon snacks and drinks for all children in attendance at preschool and summer programs. Snacks will be nutritious and follow guidelines put forth by DFS. See page 10 for an example list of acceptable and potential snacks.
5. If a child has a food allergy or restricted diet, parents should bring it to the director's attention so that special arrangements can be made.
6. Children will wash their hands with soap and water before snack and meal times.
7. Children will be encouraged to try new foods, but will not be forced to eat or drink if they choose not to.

8. A calendar with each day's snack and drink filled in is posted near the door.

F. Injury, Illness, and Parent Notification

1. Please do not bring your child to school when he or she appears to be ill.
2. If the child becomes ill at school, the child will be isolated from the other students and the parent will be called to pick the child up immediately.
3. If a child becomes seriously ill or injured, emergency medical transportation will be provided by the Richland County EMS to the Richland Hospital at the parents' expense. The teacher will send the student's health records with the student and contact the parent(s) immediately; emergency contact numbers are posted on the cabinets near the sink.
4. Schmitt Woodland Hills has agreed to provide an employee in less than five minutes to assist in an emergency situation should one arise.
5. If the child has become ill with any of the following, either a doctor's written permission form must be obtained or the illness must run its full course and the child be symptom free before the child can return to school:
 - . Bacteriological-diarrheal infection
 - a. Infectious hepatitis
 - b. Infectious mononucleosis
 - c. Tuberculosis
 - d. Any contagious condition- i.e. chicken pox, head lice, whooping cough
2. A child with a Strep infection may not return to school until he has been on antibiotics for 24 hours.
3. Parents are required to notify the teacher if their child has been exposed to or has a contagious disease and there exists a possibility of having exposed their class. Other members of the school will be notified of the incident, but the name of the child will be kept confidential.
4. If a child receives a minor injury at school, the teacher will administer any first aid required (wearing rubber gloves if blood is present) and notify the parent when the child is picked up from school. The teacher will also record the incident in the medical log journal.
5. Authorization slips must be signed by a parent and a physician when it is necessary for a teacher to administer medication to a student.
6. Necessary medical equipment (ex: inhalers/nebulizers, epi-pens, etc.) must accompany the child to school each day or be left in the care of the teacher at the classroom. Equipment must be provided with authorization from physician and parent and be in working order. They will be verified at the start of each shift to ensure they are in working order. Failure to provide medical equipment in working order will result in immediate denial of entry. Parent will be responsible for the full tuition amount of care currently on the schedule and will be grounds for termination.
7. In order to reduce the spread of illness between students, they will be instructed to wash their hands with soap and water before snack time, after using the bathroom, and at any time they may have a bodily secretion on their hands (i.e. after blowing their nose). The teacher shall follow the same guidelines. Bodily secretions on surfaces will be immediately cleaned up with soap and water and then disinfected by the teacher.
8. In the event a surface becomes contaminated by a bodily fluid (i.e. blood, vomit, feces), the teacher will wear rubber gloves and clean the mess immediately with paper towels. The surface will then be disinfected with a bleach and water solution. The gloves and paper towels will be disposed of in a tied plastic bag thrown into a garbage can with a lid. The teacher will then wash his or her hands with soap and warm water.

G. Discipline

1. The policy on the discipline of students is one that provides for positive guidance, redirection, and the setting of clear limits. This disciplinary policy shall be designed to help the child develop self-control, self-esteem, and respect for the rights of others. Examples of appropriate disciplinary action include:
 - . Positive guidance strategies
 - a. Modeling proper behavior
 - b. Positive reinforcement of desired behavior
 - c. Speaking with parents

- d. Time-outs of no more than 5 minutes, used only for children 3 or older
2. Punishments which are humiliating or frightening to a child are prohibited. These include:
 - . Spanking, hitting, pinching, shaking, or inflicting any other form of corporal punishment
 - a. Verbal abuse, threats, or derogatory remarks about the child or child's family
 - b. Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle
 - c. Withholding or forcing snacks or naps
2. Time-outs: If strategies of positive guidance, modeling proper behavior, or positive reinforcement do not work, the child may be removed from the situation and placed in a designated area for no more than five minutes. Time-outs may not be used on children under 3 years of age.
3. Fussing, crying, or distraught children will be moved to a quiet area of the room and the teacher will talk with him or her to try to resolve the issue bothering the child. This strategy is helpful in helping children learn to effectively manage their emotions. If this does not work, the teacher will redirect the child to an activity he or she finds interesting. The child will not be punished.

H. Visitors

1. Parents are welcome to visit the school during class time at any time, unless prohibited or restricted by a court order. Parents who desire to interact with the children on a regular basis (i.e. reading stories during free play) are requested to communicate this desire to the teacher.
2. Students may not bring other children as visitors to the school.

I. Records

1. All children's records are confidential and available to his or her parents or legal guardian upon request. The preschool maintains a medical log which contains notations on medications and injuries. Entries in this log regarding an individual child are available to the parents or guardians. These records are reviewed periodically by the Discovery president and a state inspector.
2. The teacher will keep daily student attendance records in a log and know the number and names of children in attendance on any given day.

J. Liability

1. "Discovery Playschool, Inc. is a nonprofit corporation organized by parents of students. Its Board of Directors is comprised of concerned parents who have generously volunteered their time. Rather than increase tuition, thereby precluding the ability of some children to attend, the corporation does not offer its Board of Directors Errors and Omissions Liability Coverage. However, the corporation does have liability coverage for the school.

By enrolling your child at Discovery Playschool, Inc. you agreed to hold individual members of the Board of Directors harmless for any claims you may have against them by virtue of their position as a board member for Discovery Playschool, Inc."

K. Teacher/Parent/Child Communications

1. Email will be used as a major means of communication with families. Parents MUST check their email regularly so as not to miss important information.
2. The teacher will put a daily lesson plan on the bulletin board in the hallway. Other important communications may also be posted on the door or in the hallway.
3. Notes may also be placed in a child's backpack, so it must be checked daily.
4. Each semester you will be offered the chance for a parent/teacher conference to discuss your child's progress.

L. Equipment/Toy Care

1. Discovery staff will clean and sanitize toys on a regular basis. A dilute bleach solution will be used to sanitize all hard toys.

2. Fabric toys, costumes, etc will be washed in a washing machine.
3. Rest mats are used by the same child every day and laundered bi-weekly. Crib-sheets, blankets, and burp cloths used in the infant room are kept separate for each child and laundered weekly or more frequently as needed.

M. Technology

1. Students are not permitted to have electronic devices (i.e. phone, tablet, etc) at school. If they bring an electronic device to school, it will be put in the director's office until it can be returned to the child's parent at the time of pick up.
2. Discovery emphasizes creative play and will not include use of videos/television in the daily schedule unless they directly pertain to the curriculum. Any content will be previewed by the teacher and selected to provide increased depth or breadth of the current topic of study.

N. Fire, Tornado, and Other Emergencies

1. In the event of a fire alarm, the teacher will gather the attendance book and assemble the children in a line at the classroom door. The class will then proceed out the door to the right and around the corner to the exit door. Infants are evacuated using cribs on wheels. The teacher will then take the children to a safe location and check attendance records to ensure that all children are accounted for. The class will remain outside until the all clear is given to return to the building. A map showing the evacuation route is posted beside the classroom door.
2. In the event of a tornado siren, the teacher will gather a flashlight, portable radio, and the attendance book and assemble the children in a line at the classroom door. The class will then proceed across the hall to the interior storage room. Infants are brought to shelter location using cribs on wheels. The teacher will check attendance records to ensure that all children are accounted for. The children will be instructed to sit with their backs against the wall with their knees bent and their heads covered with their arms. The class will remain in the storage room until the all-clear is issued by WRCO or Schmitt Woodland Hills staff. The tornado procedure is posted beside the classroom door.
3. Fire and tornado drills will be held quarterly and recorded in a log.
4. Schmitt Woodland Hills has agreed to provide an employee in less than five minutes to assist in an emergency situation should one arise.
5. If the building loses services that will not let class proceed as usual (i.e. plumbing failure), parents will be called to pick up children. Parents will be notified when services are restored and the classroom can reopen.
6. If the teacher finds that a child is missing from her care, the teacher shall immediately call 911 to report the missing child. The teacher will then request assistance from Schmitt Woodland Hills employees in searching the facility and grounds for the missing child. The child's parent(s) will also be notified immediately. The president of the board will be called to come take control of the center until the situation is resolved.

O. Equal Opportunity

1. This preschool does not discriminate between persons on the basis of race, color, national origin or ancestry, sex, religion, handicap, sexual orientation, or political persuasion.
2. The preschool shall not teach any religious curriculum or participate in religious activities or training. Holidays will be celebrated secularly.

P. Delegation of Administrative Authority

1. The school shall be governed by a board of five to seven members. Five officers will be elected by those present at the parent meeting in August, following nominations. One member of the board will be a representative of Schmitt Woodland Hills.
2. The officers shall consist of the president, vice-president, secretary, and treasurer. The duties and responsibilities of the board and its members shall be outlined in the Board Operating Policy Handbook.

3. The board is elected by the membership and thereby empowered to establish and administer policies pertaining to the preschool. Said policies may be changed by a majority vote. A quorum of four members must be present to establish or change policies at called board meetings. All policies and policy changes shall meet federal, state, and local requirements.
4. Terms of office are as follows:
 - a. The president and treasurer shall be elected to serve a two-year term in even numbered years.
 - b. The vice-president shall be elected to serve a two-year term in odd numbered years.
 - c. The secretary shall be elected to serve a one year term.
 - . If a board member is unable to complete his or her term, the board will appoint a replacement.
 - . Board members may be removed from the board for engaging in acts of excess of authority, nonfeasance, malfeasance, slander, or libel.
6. The director shall be in charge of the center during all hours of operation. He or she will operate the center so as to be in compliance with all federal, state, and local requirements and the policies of the school. In the event of an emergency, another qualified staff member, the president, or another board member shall be contacted by phone and will go to the school, if necessary, to take charge of the center.