

DISCOVERY ZONE KIDS

Facility Policies and Procedures Contract

Discovery Zone Kids, also known and referred to as DZK, has set forth the following policies and procedures to provide children with a clean, safe, and comfortable environment where they can play, learn, and grow with guidance and loving care. This contract will be kept current and made available to parents upon registration or when changes occur.

Ages: 6 weeks – 12 years

Hours: 6:00am – 6:00pm

DZK's remains open Monday through Friday, year-round except for the posted holidays (Usually 9 days/year).

REGISTRATION: An enrollment folder containing all necessary enrollment forms listed below must be completed and returned upon registration to DZK. It is the parent's responsibility to ensure all forms are complete and up to date.

Required forms: (All forms are due before the first day of attendance. They need to be filled out completely).

Enrollment Packet Safe Sleep Practice (Infants only) Feeding Schedule (Infants only)
 Vehicle Emergency Medical Transportation Form (School age only)
 Emergency Plans and Procedures Facility Policy and Procedure Contract External Preparations Authorization

EZEFT Form (Fees are auto drafted/charged on a card on a fixed schedule)

Allergy Action Plan (If allergies are present, a doctor must sign the document. If NO allergies are present, parents must sign the document)

DHS Immunization GA Certificate 3231 (Due to certain circumstances, you may be allowed 30 days to submit your child's immunization records. After this time, your child will be suspended, and the tuition will still be charged regularly)

Georgia law allows a physician to issue a "medical exemption" from immunizations when it is deemed medically necessary for the health of the child. The medical exemption must be marked on the Georgia Immunization Certificate (Form 3231). A letter from the physician is not accepted as documentation of the medical exemption. Medical exemptions must be kept on file at the center, are valid for one year, and may be reissued from year to year until a physician determines immunizations can be completed. • Georgia law allows families to object to vaccinations on religious grounds by filing a notarized affidavit noting their objection. The only affidavit that may be used to register a religious objection to vaccinations is DPH Form 2208. Religious affidavits must be notarized and kept on file at the childcare center. They do not expire.

The affidavit can be accessed at: <https://www.gachd.org/wp-content/uploads/2006/01/072315-DPH-Form-2208-Religious-Objection-toImmunization1.pdf>

FEES: A non-refundable registration fee in the amount of \$100.00 is due upon initial admission. This is an annual registration fee that is due in August each year. DZK will require a 2-week security deposit equal to 2 weeks of tuition. DZK offers a sibling discount to the oldest child enrolled. Tuition is subject to change. Please see a separate handout for the current tuition rate.

PLEASE READ EACH STATEMENT CAREFULLY AND INITIAL BELOW

TUITION: DZK posts tuition every MONDAY for the current week of childcare. DZK utilizes its auto-pay system to charge the bank account or card you have on file. Accounts are charged each Tuesday. For some reason if DZK is not able to charge your account, a late tuition fee (5% of the tuition) will be added to your account if your account isn't paid by Wednesday of that week. Please be aware that tuition is still due and will be charged even if your child is absent/sick. This guarantees that your child's spot will be held in their class. Any deviation from the payment schedule must be in writing with the Director's signature. DZK also has biweekly and four weekly schedules. All tuition is collected in advance regardless of the schedule chosen.

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INSUFFICIENT FUNDS: DZK charges a returned draft fee in the amount of \$35.00 for every draft that is returned to us for insufficient funds. Additionally, your account will be charged the late payment for the current week. Multiple returned drafts will result in termination of childcare services and refusal to accept drafts from an account as payments. Only option then will be a credit card charge. EZ-EFT accounts with insufficient charges will be charged daily until funds become available. If funds are not available by Wednesday, a late payment charge will be added. Any account not paid in full by Friday will result in suspension. _____ INITIAL

LATE PICK-UP: DZK closes at approximately 6:30pm, unless otherwise stated. Parents are responsible for ensuring that their child is picked up from the facility on time. If a child will be picked up after closing hours, a \$1.00/minute fee will be charged to your account. Keep in mind parents are considered late 1 minute after closing hours, and it's always courteous to call and inform DZK staff if you're running late. Authorities will be notified if should any child be left at the facility and if you or an authorized pick up person cannot be reached. _____ INITIAL

VACATION: DZK allows each family enrolled ONE WEEK of vacation time per calendar year when tuition will not be charged. This time may be used after the family's one-year-anniversary at the facility. The anniversary date is determined by the actual day attendance began. _____ INITIAL

BEFORE/AFTER CARE: DZK provides services to parents in need of before and/or after school care. An inspected facility vehicle is provided for transportation to and/or from select public schools. DZK serves several elementary schools. An updated list is available at the front desk. The non-refundable registration fee for before/after school is \$100.00 and must be paid upon enrollment. In addition, the Transportation Agreement provided will need to be completed before enrollment. _____ INITIAL

TRANSPORTATION: DZK provides transportation services to and/or from select public schools within the area as part of our Before/After school program using the facilities bus. The fee associated with this service is included in the tuition. In addition, DZK may transport children for activities away from the facility during holiday breaks or summer months. Transportation Agreement forms must be completed, signed, and returned BEFORE the child is transported. _____ INITIAL

REFUNDS: DZK works hard at keeping its accounting records accurate. Unfortunately, mistakes may occasionally occur. Should any client feel that an error has been made in any charges, please contact the facility's accounting administrator to discuss the issue. Any charges erroneously made on the part of DZK will be refunded to the client promptly. Receipts of any refund will be kept on-site and made available upon request. _____ INITIAL

WITHDRAWAL: In the event you wish to withdraw your child from the facility, a written notice must be provided at least 10 working days prior to the planned withdrawal date. In lieu of a written notice, you may opt to pay for the 10 days of service at the normally charged tuition. In an ideal situation, a client will give the facility 2 weeks' notice. At this time, the deposit will be used in place of continuing the auto draft. _____ INITIAL

ARRIVAL/DEPARTURE: DZK requires that all children be present and prepared for the day by 10:00am. No children will be accepted after this time. This ensures that the facility will run at its most efficient and staff is able to properly conduct instruction. Exceptions will be made for children who have appointments if parents give notification and an excuse upon arrival. Upon arrival at the facility, the parent/guardian responsible for the child will clock **IN** using the time clock located in the reception area and escort the child to their assigned classroom. It is also the parent/guardian's responsibility to make staff aware of his/her presence.

Upon departure from the facility the parent/guardian responsible for the child will clock **OUT** using the time clock located in the reception area and retrieve the child from his/her assigned classroom. It is also the parent's responsibility to notify the staff of the child's departure. If the reception time clock is *not* working, a sign-in sheet will be provided. _____ INITIAL

AUTHORIZATION: ONLY AUTHORIZED INDIVIDUALS MAY REMOVE A CHILD FROM THE PREMISES. Parents may list all individuals authorized for pick up on the child's enrollment packet. Any

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individual *not* known as a designated pick-up will be asked to show identification and a copy of it will be made. Any individual *not* on a child's initial paperwork must have prior written authorization from the parents or they will be denied access to the child. _____ INITIAL

DISCIPLINE: DZK staff use restrictions, positive reinforcement, and alternate activity as methods of discipline. At no time will a child be subjected to physical punishments, shaming, frightening, humiliating, nor verbal abuse, threats, or derogatory remarks be made. At no time, will a child be deprived of a meal or any part of a meal. No person, including but not limited to, parents/guardians may use such methods of discipline while on facility premises. _____ INITIAL

REMOVAL: Should all other methods of discipline fail a child will be removed from the learning environment and attempts to redirect the child's attention will be made. Further determination will be made, and parents will be notified if necessary. **A Zero Tolerance Policy** is in effect for violent children. DZK reserves the right to immediate disenrollment of a child considered a danger to his/herself and/or others. Any children who display aggressive behavior towards other student/staff (i.e. biting, pinching, hitting, etc.) three times or more in one day will be sent home for the day. Should such behavior continue, services will be immediately terminated, and the offending child will be subject to immediate disenrollment. Depending on the incident, DZK reserves the right to send a child home sooner than waiting on the third incident to happen. _____ INITIAL

MEALS/SNACKS: DZK makes **TWO** meals and **TWO** snacks available to all daycare children at the facility who are over 12 months old. No child will be refused service of meals. All meals/snacks prepared and given at the facility follow the USDA Food and Nutritional guidelines set forth by the government. DZK does not allow outside food/drink cups to come in the facility except for during special events. It is the parent's responsibility to notify DZK of any food allergies a child may have. The proper Food Allergy Form is included in the enrollment packet. DZK is not responsible for any food allergies that the center/office is not properly made aware of. All formula and baby food for infants is the responsibility of the parents and must be provided daily. Any special dietary needs (if a child has allergies or intolerance to certain foods) of an individual child is also the responsibility of the parent. _____ INITIAL

BREAKFAST: Breakfast is served between 8:00-8:30am. DZK ask that parents bring their children no later than 8:15am if they would like their child to have breakfast on-site. This ensures each child will be served and finished prior to the beginning of the learning day and the surfaces and floors will be cleaned promptly. After 8:40am parents will be informed that breakfast is over and other arrangements need to be made for their child's breakfast. Before and after care children usually eat their breakfast at 7:30am while PreK classes eat at their own specific times before their instructional day begins.

LUNCH: Lunch is served between 11:00am and 11:30am depending upon the child's age.

1 year old: 11:00am

2 years old: 11:00am

3 years old: 11:30am

4 years old: 11:30am

SNACKS: DZK provides **TWO** snacks to children attending the facility. The afternoon snack is served around 2:00pm following nap/rest time and includes juice, and the late afternoon snack is served around 5:00pm.

REST/NAP: Each day following lunch is a rest/nap period. Children will be provided an individual cot/mat/crib with a sheet. Parents may provide personal sleeping items such as blankets, pillows, and/or stuffed animals. Items provided from home need to be small enough to fit in a child's cubby. DZK rest/nap period is daily until 2:00pm. _____ INITIAL

INFANT/TODDLER

FEEDING: DZK follows all instructions given by parents pertaining to infant/toddler feeding schedules. At no time will staff deviate from this schedule unless prior parental consent is given written or verbally. It is the parents responsibly to provide adequate formula and/or baby food daily. DZK staff will provide a daily report of the child either verbally or written.

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DIAPERING: DZK follows all instructions given by parents pertaining to infants diapering. Infants and toddlers are on a 2-hour diaper change schedule. At no time will staff deviate from this schedule unless prior parental consent is given. It is the parent's responsibility to provide the adequate amount of diapers, wipes, and diaper rash cream. DZK staff will provide a daily report of the child either verbally or written.

TOILET-TRAINING: DZK gladly aids in toilet training toddlers. Staff will assist the child in their attempts and record progress for parents daily. Parents are urged to make any special requests concerning their child to the staff in the mornings. DZK staff will provide a daily report of the child either verbally or written.

SLEEP: Based upon the risk factors of Sudden Infant Death Syndrome (SIDS) all infants will be placed to sleep on their backs unless a written statement from a physician is provided. The statement must include a description of the position and its intended purpose. All infants are placed to sleep on a firm, tight-fitting mattress in a sturdy and safe crib with no pillows, quilts, comforters, bumper pads, sheepskins, stuffed animals, or other soft items.

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PERSONAL ITEMS: Personal items for each child to be provided by the parents are listed below:

- Diapers
- Extra Clothing/Shoes
- Bottles/Cups/Pacifiers
- Warm Clothes
- Wipes
- Cream/Powder

**All personal items must be labeled with the child's name. Bottles/Cups/Pacifiers must be taken home daily. Blankets if brought from home need to be taken home each Friday to be cleaned. ** _____ INITIAL

VISITATION: DZK encourages parent involvement in the learning and developmental process concerning their child while in the facility's care. Parents may appear at any time to monitor/visit with their child or discuss any concerns. DZK and its staff also encourage parents to contact the facility via phone or email to check the welfare of their child. At no time will the personal information be discussed or shared with any individual other than the parents/guardians. _____ INITIAL

REPORTING: DZK staff members are mandated reporters and are required by law to report any suspected abuse, neglect or deprivation of a child to the Department of Family and Children Services _____ INITIAL

MEDICAL POLICIES

EMERGENCY: In the event of an emergency requiring medical treatment for a child, staff will contact the parents and the emergency services, and your child will be transported to **Doctor's Hospital** unless otherwise stated by a parent in writing. The enrollment folder contains proper documentation of which hospital/medical provider each child uses. It is the parent's responsibility to ensure this information is correct and up to date. _____ INITIAL

MEDICINE: No child will be given any medication, prescription, or over-the-counter medicine unless proper documentation is filled out and signed by a parent. Permission to administer medication forms are available upon requests from the front office. It must be filled out each time your child will need medication administered by the staff. Prescription medication must be properly labeled in the original container and include the name of the child, the medication, the doctor, and the pharmacy, as well as the prescription number, date, and directions for administering. Over the counter (OTC) medication must be in its original container, contain a dosing cup, be properly labeled with the child's name, and be age appropriate for the child. Any OTC medication that is deemed inappropriate for a child's age will *not* be administered. All medication is to be left at the front office with a complete authorization form in the morning and picked up upon departure in the afternoon. No medication of any kind is allowed in the classroom at any time. Medication given without an authorization form will *not* be given. Times, date, dosage, and name of the person administering the medication will all be recorded on the authorization sheet and returned daily. **PARENTS WILL BE NOTIFIED IMMEDIATELY OF ANY ADVERSE REACTION TO MEDICATION.** _____ INITIAL

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ILLNESS/INJURY: DZK will not accept any child on the premises with a fever of 101°F or higher and will be sent home if any 2 of the following symptoms appear during the day at the center:

- Oral temperature **100.4° or higher**
- Diarrhea
- Sore Throat
- Vomiting
- Contagious Rash
- or has diarrhea multiple times

***PARENTS OF ANY CHILD BECOMING ILL OR WHO IS INJURED WHILE IN DZK CARE WILL BE NOTICED IMMEDIATELY BY PHONE.** Any fever or other contagious symptoms must be dormant for a complete 24 hours without the use of medication prior to a child's return. Be advised that tuition will still be charged regardless of illness/injury. * _____ INITIAL

COMMUNICABLE DISEASES: The current Communicable Disease Chart of recommendations for exclusion of sick children from the facility and their readmission is followed diligently. Any cases of notifiable communicable diseases listed on the chart will be reported to the local county health department. If a child in DZK care contracts a communicable disease, the parents of ALL enrolled students will be notified. Ill children may return **24 hours after all illness symptoms have ended.** This includes children sent home with fever, diarrhea, rash, or vomiting. A copy of the Communicable Disease Chart is available upon request. _____ INITIAL

PROHIBITED: All persons are prohibited from using alcohol, tobacco, and illegal drugs while on DZK premises or while in any vehicle used to transport children during operating hours by law. _____ INITIAL

DISCOVERY ZONE KIDS PROHIBITS DISCRIMINATION IN ALL OF ITS PROGRAMS AND ACTIVITIES ON THE BASE OF RACE, COLOR, SEC, AGE, DISABILITY, NATIONAL ORIGIAN, MARITAL STATUS, PARENTAL STATUS, RELIGION, SEXUAL ORIENTATION, GENETIC INFORMATION, POLITICAL BELIEFS, REPARAISAL, OR BECAUSE ALL OR PART OF AN INDIVIDUAL'S INCOME IS DERIVED FORM ANY PUBLIC ASSISTANCE PROGRAM.

COPIES OF ALL FACILITY LISCENSES, RULES, ECAULATION REPORTS, COMMUICABLE DISEASE CHART, STATEMENT OF PARENT ACCESS, NAMES OF PERSONS IN CHARGE, CURRENT MONTHLY MENU, EMERGENCY PLANS, AND STATEMENTS FOR VISITORS ARE POSTED AT ALL TIMES IN THE RECEPTION AREA.

I have read and fully understand the Emergency Plans and Procedures above. I hereby accept and agree to the terms stated by Discovery Zone Kids. I have received a copy of the Emergency Plan and Procedures for my own records.

Parent/Guardian Date _____

Parent/Guardian Date _____

Administration Date _____