

DISCOVERY ZONE KIDS

PRE-K POLICIES AND PROCEDURES CONTRACT

Discovery Zone Kids, herein referred to/known as DZK or the Facility, sets 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/enrollment and when changes occur.

Ages: 4 years of age [on/before September 1]

Hours: 8:45am-3:15pm

Months of Operation/Closure Dates: Concurrent with Columbia County School System

REGISTRATION/ENROLLMENT:

DZK Lottery-Funded Pre-K Program is run on an OPEN enrollment policy and is nondiscriminatory. Children are served on a first come, first serve basis with one exception: children who are enrolled at the center (DZK) and already attending its three-four-year program are given priority over any other students. The facility maintains this priority by distributing enrollment packages to already enrolled students with an early deadline before they go out to others. Parents are encouraged to complete and return an Enrollment Packet as soon as possible to have their child placed on the waiting list. DZK has funding for two classrooms with 22 open spaces in each class. The Enrollment Folder contains all information on required and necessary documentation to register/enroll a child into the program. Any child registered/enrolled in the program must be a Georgia Resident and of proper age. Acceptable documentation for both is listed on a handout included in the Enrollment Folder. It is the parents' responsibility to ensure all forms are completed and returned to DZK. Any Registration Packet missing necessary deadlines set by DZK will be considered INCOMPLETE and the space forfeited to a child on the Waitlist.

REQUIRED FORMS:

____ Pre-K Registration Packet

____ Pre-K Waitlist Form (for waitlisted students)

____ Parental Agreement

____ Roster Information Form

____ Proof of Residency

____ Proof of Age

____ Social Security Card/Information Form

____ Emergency Plans and Procedures

____ DHS Immunization Form 3231

____ DHS Screening Form 3300

due within 30 calendar days

due within 90 calendar days

*Students may register and begin attending class before completion of DHS examinations and screenings. However, if DHS Forms 3231 & 3300 are NOT received within the calendar time frames listed above, the student may not return until updated certificates are provided and on-site. Expired certificates must be updated and returned within 30 calendar days of expiration.

ORIENTATION: DZK will hold an on-site orientation for parents and students enrolled in the Pre-K Program within 20 working days of commencement. Parents will be notified of the exact date/time of said orientation where they will receive an Orientation Packet containing all written information surrounding the Pre-K Program and any associated fees.

ATTENDANCE/ABSENCES: DZK Pre-K Staff, herein known as Staff maintain daily attendance records for each student. These records include the dates a student is absent and the dates/times a student is tardy (arrives late) or leaves early. Students are expected to attend each full 6.5-hour instructional day. If attendance becomes problematic, staff will take appropriate steps to attempt resolving the underlying issue. The goal of DZK attendance policy is to help families and/or children in establishing and maintaining regular school attendance which will assist them in the future.

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Arrival/Departure: Upon arrival to the facility, the parent or adult responsible must escort the student to their assigned classroom unless notified otherwise. It is also the parent's/adult's responsibility to make staff aware of his/her presence. Upon departure from the Facility, the parent or adult responsible must retrieve the student from their assigned classroom unless notified otherwise. It is also the parent's or adult's responsibility to notify the Staff of the student's departure.

Authorization: Only authorized individuals may remove a child from the premises. Parents may list all individuals authorized for pick up on the student's enrollment packet. Any individual not known as a designated pick-up will be asked to show proper identification and a copy of said identification will be made. Any individual not on a student's initial paperwork must have proper written authorization from the parents, or they will be denied access to the child. No phone calls accepted.

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Tardiness: DZK Pre-K begins promptly at 8:45am. Staff asks that all students be present and ready to start the instructional day by this time. A 5-10 minute drop off time is acceptable where a child will not be considered tardy. Any time after the stated window, the students will be marked tardy in their attendance record. Chronic tardiness is defined as late arrival or early departure more than once per week. It may also be defined by a student's established regular attendance pattern(s).

Absences: DZK Pre-K is for a full 180 days of the calendar school year with 6.5 hours of instructional time occurring each day. Students are expected to attend each full instructional day. An absent is considered excused upon receipt of the Absent Form and must include a medical or other reasonable explanation. All absences, excused or unexcused, will be recorded by Staff on the student's attendance record.

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Consecutive Absenteeism is defined as 10 consecutive days of no physical attendance without a medical or other reasonable explanation. Any student missing these days will be removed from the class roster. Parents are advised that the student's space will be forfeited and given to the next child on the Pre-K Waitlist.

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A student whose parent or legal guardian is in military service in the armed forces of the United States or National Guard that is called to duty or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences, up to 5 additional school days per year for days missed to visit his/her parent or legal guardian prior to deployment or during leave. Families are required to provide a written statement with supporting documentation for the student's file.

INSTRUCTION:

DZK follows the Bright from the Start approved curriculum (WE CAN). More information about this curriculum is available on the Bright from the Start website <http://decal.ga.gov/prek/curriculum.aspx>

Discipline:

DZK's policy regarding discipline is consistent with the Rules for Child Care Learning Centers, Chapter 591-1-1-11 as follows.

(1) Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe at the Center shall not be detrimental to the physical or mental health of any child.

(2) Personnel shall not: physically or sexually abuse a child or engage or permit others to engage in sexually overt conduct in the presence of any child enrolled in the Center; inflict corporal/physical punishment upon a child; shake, jerk, pinch or handle a child roughly; verbally abuse or humiliate a child which includes, but is not limited to, the use of threats, profanity or belittling remarks about a child or his family; isolate a child in a dark room, closet or unsupervised area; use mechanical or physical restraints or devices to discipline children; use medication to discipline or control children's behavior without written medical authorization issued by a licensed professional and given with the parent's written consent; restrict unreasonably a child from going to the bathroom; punish toileting accidents; force-feed a child or withhold feeding a child regularly scheduled meals and/or snacks; force or withhold naps; allow children to discipline or humiliate other children; and confine a child for disciplinary purposes to a swing, highchair, infant carrier, walker or jump-seat.

Meals/Snacks: DZK provides breakfast, lunch and one snack to students enrolled in the Pre-K Program at a cost of \$30/week. All meals/snacks prepared and given at the Facility follow the USDA Food and Nutritional Guidelines set forth by the government. A handout is included in the enrollment folder. It is the parent's responsibility to notify DZK of any food allergies a child may possess. The proper Food Allergy Form is available to parents. DZK is not responsible for any food allergies the Facility is not properly made aware of. Any special dietary need of an individual child is also the responsibility of the parents and must be provided daily following USDA Food and Nutritional Guidelines. A "moment of silence" is an acceptable practice at all mealtimes.

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Breakfast: Any student wishing to participate is asked to arrive no later than 8:30 a.m. Parents are advised that any student arriving late to the Facility will miss the opportunity to participate and other arrangements must be made prior to drop off.

Breakfast is served daily at 8:30 a.m. and will last until 8:45 a.m.

Lunch: Lunch is served daily at 11:45 a.m. and will last until 12:15 p.m.

Snack: Snack is served daily at 2:15 p.m. and will last till 2:30 p.m.

Rest/Nap: A rest/nap period of 1 hour is implemented to maximize the instructional day. DZK will provide each student a cot with a covering to lie upon and a covering for themselves. Parents may provide a blanket and/or pillow to comfort the student during this time. If provided from home, it must be of small enough size to fit in the cubby or on the cot for storage while not in use. It must also be taken home for wash once a week. Students who do not rest shall be given quiet activities such as books or puzzles.

Fees: Even though DZK Pre-K Program is lottery funded, the following fees, herein known as Tuition, will be assessed each week for enrolled students. These fees are to cover costs not funded by the lottery.

_____ \$30 Meal Fee _____ \$25 Field Trip Fee (One Time)
_____ Before and/or After Care Fee (See Fee schedule)

Tuition is due every Monday for the current week. Only payment option is EZ-EFT. It is authorization for a credit/debit card or checking account to be saved into our system for easy payment. Credit/debit card drafts incur an additional \$5 per week fee. The authorization form can be found within the Enrollment Folder. Any deviation from the payment schedule must be in writing and signed by the director of DZK or charges will be made according to the schedule above. It will be kept on-site and made available upon request.

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Insufficient Funds: DZK charges a returned check fee in the amount of \$35.00 for every check/draft that is returned for insufficient funds if check option is approved by the director. Multiple returned checks will result in immediate termination of childcare services and refusal to accept check payments in the future. Any EZ-EFT accounts with insufficient funds will be charged daily until funds become available. A late fee of \$10 for the week will also be applied when funds are not available for withdrawal on the scheduled charge day.

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Before/After: DZK offers services to parents in need of childcare before and/or after normal Pre-K school hours. The tuition associated with this service is listed above and a registration fee of \$100.00 is required. Facility operating hours are 6:00a.m. – 6:00 p.m. Parents are encouraged to utilize this service should childcare be needed or late pick up fees will be charged.

The forms needed for all children in addition to the initial Pre-K Registration Packet are listed below. It is the Parents' responsibility to complete the return the forms to DZK. These forms are required by Bright from the Start on all children that attend our childcare facility regardless of taking part in before or aftercare program.

Required Forms:

- _____ Enrollment Packet
- _____ Facility Policy and Procedures Contract
- _____ Allergy Action Plan
- _____ Vehicle Emergency Form
- _____ External Preparations Authorization
- _____ Parental Media Release
- _____ Medication Authorization

(Late) Pick -Up: DZK Pre-K program ends at 3:15 p.m. unless otherwise stated. Parents are responsible for ensuring that their child is picked up from our facility. In the event a child will be picked up later then the end of an instructional day, a \$1.00/minute fee will be charged to your account. Keep in mind, parents are considered late exactly one minute past the 15-minute window of time allotted after the end of an instructional day for pick up. A courtesy call to inform DZK of any child who will be picked-up late is requested. Authorities will be notified should any child be left at our facility without prior notification or past the stated late pick-up time in the event a parent/guardian/authorized pick-up person cannot be reached. _____ INITIAL

Refunds: DZK works hard at keeping its accounting records accurate. Unfortunately, mistakes may occasionally occur. Should any client ever 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. Receipt of any refunded monies will be kept-on-site and made available upon request to the client.

Supplies: DZK provides a classroom supply list for each enrolled student. While not a requirement for attendance, Staff requests these consumable items be purchased by parents for use by students during the school year. All consumable supplies will be placed in the classroom closet for use by all students enrolled for different activities. Periodically throughout the school year, notices may be sent home to parents requesting replenishment of certain consumable supplies.

Trips/Activities: Field trips are a useful tool for instruction. Periodically throughout the year, students will take field trips to supplement their learning. Parents will be notified prior to any planned field trips, and permission forms will be available to sign for each field trip. Permission forms will include the date/time of the scheduled trips. Children are asked to wear DZK provided shirts during field trips. Other specific instructions about the attire will be provided by the teacher before a scheduled trip. No child will be refused participation in any field trip for failure to pay costs. The cost of attending the trips for the school year is \$25. _____ INITIAL

In addition to field trips, DZK Pre-K program will proudly hold several Family Activity Days throughout the school year. These activity days will celebrate the children's learning, success, and participation in the Pre-K Program. Some of these scheduled activity days are posted on the Pre-K Calendar for the current school year. Parents will be notified at the commencement of and prior to the actual date special activities will be held. Participation is strongly encouraged. _____ INITIAL

VISITATION/PARTICIPATION: DZK encourages parent involvement in the learning and developmental process concerning their child while in the Facility's care. Parents may appear, announced or otherwise, at any time to monitor/visit with their child or discuss any concerns or contact the Facility at any time via phone or email to check the welfare of their child. DZK and Staff also encourage active parent involvement by volunteering their time, talent, and experiences in the classroom. Parent meetings will be conducted by Staff throughout the year to keep parents informed on their child's progress. At no time, will personal information, welfare or otherwise, be discussed or shared with any individual other than the custodial parents.

REPORTING: DZK is a mandated reporter of suspected abuse, neglect, or deprivation of a child to the Department of Family and Children Services as required by law. _____ INITIAL

MEDICAL: DZK has the following medical care procedures/policies in place.

Emergency: In the event of an emergency requiring medical treatment for a child, Staff will immediately contact parent/guardian and the Emergency Services (911). Your child will be transported to Doctor's Hospital unless otherwise stated by the parent in writing. The enrollment folder contains proper documentation of which hospital/medical provider each child uses. It is the parents' responsibility to ensure this information is up-to-date and correct. _____ INITIAL

Medicine: No child will be given any medication, prescription or over the counter, unless the proper documentation is filled out and signed by the parent. Permission to Administer Medication forms are available upon request from the front office. It must be filled out each time your child needs medication administered by the Staff. Prescription medication must be properly labeled in the original container and include the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and direction 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 (can be done by parent), and be age appropriate for the child. Any OTC medication deemed inappropriate for a child's age by the Facility will not be administered. All medication, prescription or OTC, is to be left at the front desk with a completed authorization form in the morning and picked up upon departure in the afternoon. No medication of any kind is to be in the classroom at any time. Any medication, prescription, or OTC, not having a completed authorization form will not be administered. Times of administration and name

of person administering the medication will be recorded on the authorization form will not be administered. Times of administration and name of person administering the medication will be recorded on the authorization sheet. PARENTS WILL BE NOTIFIED IMMEDIATELY OF ANY ADVERSE REACTIONS TO ANT MEDICATION.

ILLNESS/INJURY: DZK will not accept/permit any child to remain on the premises with any 2 of the following symptoms:

- Oral temperature: 100.4 degree or higher
- Vomiting
- Diarrhea
- Contagious rash (other than normal diaper rash)
- Sore throat

The child will be sent home if a child has diarrhea or vomiting multiple times (3 times) during the day even without the second symptom.
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Parents of any child becoming ill or who is injured while in DZK care will be notified immediately by phone call. Any fever or other contagious symptoms must be dormant a complete 24 hours without the use of medication prior to a child's return. Be advised that tuition will still be assessed/accumulate in the event of any illness/injury.

Communicable Diseases: The current communicable disease chart of recommendations for exclusion of sick children from the center and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parents of all enrolled children will be notified of the occurrence either by a phone call, posted notice, or a written letter home. Ill children may return to care 24 hours AFTER symptoms of the illness end which means if the child is sent home with a fever, diarrhea, rash, or vomiting he/she cannot return until he/she has been symptom free for 24 hours without the aid of medications. A copy of the Communicable Disease Chart is available upon request.

PROHIBITED: All persons are prohibited from alcohol, tobacco, and illegal drugs while on DZK premises or while in any vehicle being used to transport children during hours of operating hours.
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DISCOVERY ZONE KIDS PROHIBITS DISCRIMINATION IN ALL ITS PROGRAMS AND ACTIVITIES ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, SEX, MARITAL STATUS, FAMILIAL STATUS, PARENTAL STATUS, RELIGION, SEXUAL ORIENTATION, GENETIC INFORMATION, POLITICAL BELIEFS, REPRISAL, OR BECAUSE ALL OR PART OF AN INDIVIDUAL'S INCOME IS DERIVED FROM ANY PUBLIC ASSISTANCE PROGRAM.

COPIES OF ALL FACILITY LICENSES, RULES, EVALUATION REPORT, COMMUNICABLE DISEASE CHART, STATEMENT OF PARENT ACCESS, NAMES OF PERSON IN CHARGE, CURRENT MONTHLY MENU, EMERGENCY PLANS, AND STATEMENTS FOR VISITORS ARE POSTED AT ALL TIMES IN RECEPTION AREA.

I have read and fully understand the policies and procedures listed within this contract. I hereby always agree to abide by the above policies and procedures while under contract with Discovery Zone Kids. I have received an exact copy of this Contract for my own records.

PARENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

FACILITY ADMINISTRATOR

DATE