



**TODDLER & PRESCHOOL THROUGH
TRANSITIONAL KINDERGARTEN
PARENT HANDBOOK
2025-2026**

A Ministry of Discovery Christian Church

Serving Toddlers through Transitional Kindergarten

Summer: 18 months – 12 years old

School Hours: 6:45 a.m. to 6:00 p.m.

License # 336300977

Tax I.D. # C1270343

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A Word from our Director

Dear Parents,

Thank you for entrusting us with your children, God's greatest gifts to each of us as parents. They are our legacy for future generations. That is why Discovery Children's Center, our dedicated teachers and staff, value the incredible partnership we have with parents.



It is our prayer that your children will truly feel the love and care we have for each of them. Even more important is that they will come to know the special plan and purpose God has in store for them as they grow and develop into confident, caring children with God-given talents and abilities.

It is our privilege to partner alongside you to encourage your children to grow in Christian character, as they develop socially, academically, and physically.

So be prepared for great things this year, as you prayerfully support the mission of Discovery Children's Center to have an impact on your child. Be prepared to see God's work as we join with each other to support our programs and commit to make a difference, because your kids are so worth it! Believe God for miracles as you pray for our kids to grow in their character and love for others.

Enjoy and relish the memories as you support your child's activities and events, because they will only be this age one time! Thank you for your support and partnership with your child and on our ministry at Discovery Children's Center.

Partners together,

Karen Winter

Karen Winter, MA Educ
Director
Discovery Children's Center



About Discovery Children's Center, a child care program operating Monday-Friday, 6:45 a.m. – 6:00 p.m.:

Discovery Children's Center (DCC) is designed to help children develop a healthy relationship with their friends, family, and God. Opportunities are provided for children to develop an eagerness to learn in an atmosphere of love and joy. Children are precious and gifts from God. They need safe and caring environments where they can learn about the world, their strengths, and talents, and how to get along with others. DCC accepts children 18 months old and nurtures them until they enter kindergarten. DCC is a member of the Association of Christian Schools International (ACSI). DCC is a ministry of Discovery Christian Church, established in October 1986, "where you belong, before you believe".

Our Developmental Philosophy:

DCC is designed to foster a love for God, a God-centered self-image, confidence, competence in self-help skills, and inner control and language abilities necessary for effective social interaction. We value the process of learning and discovery through a creative Christ-centered environment.

Our goal is to encourage children through their creative discoveries, while supporting them in becoming confident, self-reliant, and inquisitive learners. When children investigate or observe their environment, ask questions, experiment, and talk about their findings, record them through drawings, recreate them with blocks, or interpret them through dramatic play, they are learning to understand the world. Daily activities are designed to encourage children to interact with their environment. We provide an environment rich in materials to explore, manipulate and talk about. Children are guided to question, experiment, think and reason. DCC believes in fostering the growth of the whole child spiritually, emotionally, physically, socially, and intellectually.

To help children develop into confident, caring, competent individuals, our preschool program is developmentally academic. We believe "play is a child's work" and that through play, children acquire the foundations for reading, writing, and logical thinking. Learning through play is the preparation children need before they can understand how to use abstract symbols such as letters and numbers. Before children can understand the concept of "soft" and "hard" they need to experience "soft" and "hard" by working with play dough or building with blocks. Before they can hold a pencil or control it to make a letter on paper, they need to have developed their small muscle skills through cutting, pasting, pouring, stringing beads, kneading dough, and drawing. Likewise, to understand why $1 + 3 = 4$, a child

needs to first have concrete experiences of counting objects, sorting them into piles, adding and removing some. In this way they acquire the foundation for logical thinking to later master math.

Our Program Includes:

Our preschool has a creative, well-written, researched-based, comprehensive curriculum. Each classroom has a variety of planned activities geared to the interest and level of the age group. We provide a wide variety of activities to enhance each child's opportunity to play and learn. Our atmosphere is nurturing, where a child's self-worth is strengthened and opportunities are given to promote independence and success. Your child will develop in the following areas:

BIBLE: To help children develop a love for God and others. We teach them that Jesus is God's son and how much He loves and cares for them. An age-appropriate Biblical curriculum is taught through weekly video, fun chapels, Bible stories, life application stories, prayer, puppets, songs, Godly character traits (joy, self-control, kindness, sharing), and a Bible memory verse program.

CIRCLE TIME: To encourage the development of language skills, socialization between groups of children, appreciation for literature, increase attention span and vocabulary, expressive language, introduce and teach concepts, group singing, movement, group games and sharing.

OUTDOOR PLAY-EDUCATION: Toys and playground equipment are used to develop muscular coordination and control. Activities and playground equipment to encourage large muscle development, dexterity, coordination, balancing, experimenting with a wide variety of equipment like: tricycles, bikes, scooters, swings, learning centers, easels, sandbox, water table, slides, balls, parachutes, running, climbing and jumping.

CREATIVE ART: Includes easel and finger painting, clay, playdough, gluing, crayons, markers, felt pens, chalk, paper, scissors, collage, constructions ... to stimulate the child's imagination and help him/her express their feelings and ideas through artistic activities and small muscle development.

DRAMATIC PLAY: To encourage imagination, self-identity, family relations, child's view of the world, fantasy play and reality play.

MUSIC, MOVEMENT AND DRAMATICS: To develop and encourage appreciation of music, singing, rhythm, and experimenting with rhythm instruments. Music appreciation is developed through listening, musical movements, self-expression, group singing and chapel worship.

SCIENCE: Our science program is a creative program that encourages exploration, discovery, thinking, problem-solving, observing, predictions, balance, color paddles, insects, plant and animal life, nature and sensory materials enhance the curriculum. We focus on God's wonderful creation through gardens and butterfly gardens.

FREE CHOICE CENTERS: Manipulatives, blocks, problem-solving, matching, dramatic play, musical instruments, sorting, shape and color discrimination, encourage self-motivation, independence, making choices, eye/hand coordination, visual discrimination, readiness skills, counting materials of varying degrees.

Special Events and Field Trips:

Our school calendar is filled with fun, creative events and adventures. In general, our special activities and events are held on campus (i.e. snow days, teddy bear picnic, Harvest Event, parades etc).

In the event a field trip is planned off-campus, the parent/guardian will be notified and transportation provision will be noted. In general, off-site transportation will be with staff and parents/guardians, with child safety seat devices for each child (provided by the parent/guardian) Emergency kits and Child Emergency Forms will accompany any event off campus.

Discovery Children's Center Biblical Verse, and the Family's Role:

School Biblical Verse:

Work willingly at whatever you do, as though you were working for the Lord rather than for people.

Colossians 3:23

Family Priority:

The Bible has given parents the duty of raising their children, bringing them up in the guidance and instruction of the Lord as set forth in Ephesians 6:4. Our school understands the biblical role of parents and family and is committed to supporting the growth and development of this God-ordained institution.

We recognize the Godly standards of parenthood as:

- Being in authority over their children, *"Children, obey your parents in the Lord, for this is right. Honor your father and mother, which is the first commandment with a promise that you may enjoy a long life on earth."* Eph. 6:1-3
- Providing leadership for their children, and *"...teach them to your children and to their children after them."* Deut. 4:9
- Being the primary trainers of their children. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Eph. 6:4

We believe in the importance of the family/home and support the family institution.

"Let the children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these." Matt. 19:14

As a staff, we are committed to Jesus Christ, dedicated to the work He has called us to do, and acknowledge that we **"train and educate" on behalf of the parents, not in place of them**, and view ourselves as extension of the education process of the home. We place a strong emphasis on good communication between the family and staff.

If you do not have a church home, we welcome you to try one of our services on Sundays, 8:00, 9:30, 11:00 a.m. We offer a children's program on Sundays for infants, preschool – 5th grade, and secondary education students. We also have Junior High (Middle School) and High School program on Wednesday nights. The church's motto is "You belong before you believe."

DISCOVERY CHILDREN'S CENTER

BASIC SERVICES AND ADDITIONAL ACKNOWLEDGEMENTS/UNDERSTANDINGS

BASIC SERVICES: The school provides a toddler component, 18 to 36 months and Preschool/Transitional Kindergarten 3 to 5 year olds, fully potty trained.

***Additional rate \$75.00 for 3yr-TK who are not fully potty trained**

(A) **BASIC SERVICES SCHEDULE:** The school will provide the Basic Services each month according to the following schedule:

1. Half Day Programming: 8:00 a.m. – 11:30 a.m.

- a. Tuesday and Thursday (2-day)
- b. Monday, Wednesday, Friday (3-day)
- c. Monday through Friday (5-day)

2. Full Day Programming from 6:45 a.m. – 6:00 p.m.:

- a. Tuesday and Thursday (2-day)
- b. Monday, Wednesday, Friday (3-day)
- c. Monday through Friday (5-day)
- d. (4-day) - contact on Brightwheel to specify what days you need

3. Additional Hourly Rates

- a. \$18/hr Toddlers 18 months - 36 months
- b. \$14/hr Age 3-5 (Potty Trained)
- c. \$16/hr Age 3-5 (non-Potty Trained)

4. Flex Days and Flex Hours:

Days and/or hours can be added IF SPACE PERMITS. (there is no trading of days due to any absence)

- 18-36 Months: Full Day = \$78.00; Half Day (8-11:30 a.m.) = \$59.00
- 3yrs-TK: Full Day = \$55.00; Half Day (8-11:30 a.m.) = \$44.00
 - **Non-Potty trained 3yrs-TK:** Full day= \$60.00; Half Day (8-11:30a.m.)= \$49.00

(B) **SUPERVISION:** School will provide supervision of the child during all activities at school during school hours.

(C) **ISOLATED CARE:** Due to illness, the school will provide isolated care for the child in the event the child becomes ill at school. The parent/guardian will be notified by telephone, and shall have the child removed from school **within one hour** of such notice. For purposes of this agreement, "Isolated care" means care in an area at the school that affords easy supervision by school staff which is equipped with a cot and/or chair.

(D) **MEDICATION:** Prescription medications may be administered by the preschool office in accordance with the label directions and as prescribed by the child's physician. Non-prescription medications may be administered by the preschool office in accordance with the product label directions. Both prescription and non-prescription medicine is checked into the preschool office and parents must fill out the required state licensing form for staff to administer medication.

(E) **RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN:** Parent/Guardian understands and acknowledges that Discovery Children's Center is a licensed preschool, and that under California law the California Department of Social Services has the right at any me, without notice or prior consent, to privately interview children or staff at any licensed preschool; to inspect and audit children's records; and to observe the physical condition of the children.

(F) SUSPENSION/TERMINATION CONDITIONS:

SUSPENSIONS: The school may suspend a child's enrollment in the school program effective immediately upon notice to parent/guardian of such suspension, if the following condition arises:

- 1) In the sole judgment of the school's director and/or assistant director, when the child's behavior threatens the physical or mental health or well-being of one or more of the other children or staff at school.

TERMINATIONS: Discovery Children Center is committed to cooperate with parents/guardians to resolve all issues that may come up. However, in the event of a lack of cooperation on the part of the parent/guardian, or continued behavior issues of the enrolled child(ren), DCC reserves the right to terminate this agreement.

Enrollment may be terminated for the following reasons:

- 1) Tuition accounts 30 days overdue
- 2) Not following financial policies and procedures
- 3) Lack of parental support and/or cooperation including following the Parent/Guardian Handbook procedures and guidelines
- 4) Parents/guardians not supporting the school philosophy and discipline guidelines
- 5) Children who are not able to function successfully in the overall school environment
- 6) Children who pose a continued safety concern within the school or unresolved behavioral issues
- 7) Children who have continued behavior issues that prevent the child, teacher, or others from successfully participating in the overall program.
- 8) Child is unable to follow school guidelines and function successfully within the program.

(G) MODIFICATION. Parent/guardian understands and acknowledges that, under California law, the school may modify this agreement whenever circumstances covered in these agreements change, provided that any such modification shall be in writing.

If school rates or fees are changed by the school, the school agrees to provide written notice to the parent/guardian thirty (30) days prior to implementing any change in such rate or fees. (H)

EMERGENCY MEDICAL AND DENTAL CARE: The parent/guardian gives consent for DCC to obtain all emergency medical and orthodontic care provided by a licensed physician MD or Osteopath DO, or dentist DDS. The school will contact parents in a medical or dental emergency so they may pick the child up for medical services. In a serious medical emergency, the staff will work to ensure the care and safety of the child, we reserve the right to call emergency services, per parents signed agreement.

(I) TERM: This agreement shall be in effect until the child is withdrawn from the school's program.

- ❖ Discovery Children's Center (DCC) also provides summer programs K-6th.
- ❖ We accept RCOE, CalWORKs, and Foster Care Programs.
- ❖ Parents sign for support/acknowledge of the Parent Hand Book, and Brightwheel process
- ❖ School Calendar is posted as on Parent Bulletin Board and Brightwheel.

Non-Discrimination Policy: DCC admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school. We do not discriminate based on race, color, national or ethnic origin in the administration of our policies, and programs.

FINANCIAL POLICIES:

1. **Change of Schedules:**

Any change in your child's scheduled days requires written notice, and requires the Director's approval. Submit your request through Brightwheel, scan the code in the Preschool reception area

2. **Withdrawal Policy:**

A thirty day (30-day) written withdrawal notice form must be completed and provided to the office, thirty days (30 days) prior to the family's withdrawing their child/children from the school. Complete the withdrawal notice, input form at least 30 days in advance (Scan code on reception counter).

3. **Rates:** Full Time Rates are monthly/ Half-Day Schedules are on a 10-month plan (annual tuition). Summer is also available for all plans. The school calendar specifies full days vs half days and holidays.

4. **Absences and Refunds:** There are no refunds of registration fees or tuition due to absences. minimum days, vacations, holidays, illnesses, or if a child is sent home due to continued behavior issues (See discipline policy).

5. **Flex Days and Flex Hours** can be added IF SPACE PERMITS. **Fees are stipulated on page 8 of this Handbook.** These additional charges for added Flex Days and/or Hours will accrue through the 25th of each month. These payments are due by the 1st of the month and are considered late with fees applied on the 5th of the month.

6. **Absences:** The yearly tuition for preschool ½ day schedule is divided into ten equal payments based on the number of actual days offered in the school year. Monthly full-time tuition is prorated per month. There is no absence credit for missed days, vacations, holidays, or sickness. Pre-school half days, (mid-August - May) tuition is figured on an annual amount with holidays figured in for the rate. (No days can be exchanged or traded) Note: Summer preschool is also available

7. **Payments:** All payments are to be made through the Brightwheel app.

Payments include registration, monthly fees, late fees, extra hours.

Credit card charges will be assessed at our fee of 2.45% (subject to change).

Brightwheel ACH charge is .4% with a minimum of .25 cents, and max of .50 cents

Late Payment Fees: If tuition is not paid before the 5th of each month, a \$50 charge per child will be assessed.

Insufficient Funds: If there are insufficient funds, a \$30 charge per child per occurrence will be assessed.

8. **Additional Charges for Children NOT Potty-Trained:**

A child 36 months and older and in our Pre-School program, who are NOT potty-trained will be assessed additional monthly fees. \$75 monthly. (Fully potty-trained:

Able to pull on/off clothing and wipe self-unassisted; Able to stay dry throughout the day; Letting adults know they need to use the restroom.)

9. **Late Pick-Up Policy:**

Our end of day procedures require that parents/guardians and students must be outside the classroom before staff can leave for the day. **Therefore, we ask that you arrive in time to sign your child(ren) out, retrieve your child(ren)'s belongings and exit the classroom before 6:00 p.m.**

Communicate to the teacher, if you are expected to be late in picking up your child (Via Brightwheel).

Late Pick-Up Charges will be applied (for each occurrence) NO EXCEPTIONS:

Half Day Schedules: After 11:40 a.m. you will be charged the hourly rate for 18-36 months of \$18/hour. 36 months- 5 years \$14/hour. ½ hour increments minimum.

After closing, if child(ren) have not exited the facility (includes picking up the child and belonging and signing out) the following charges apply:

Between 6:00 - 6:10 pm a flat charge of \$20 per child will be assessed (\$3.00 per minute after 6:10 p.m., \$4.00 per minute after 6:20, and after 6:30 if the child(ren) is/are not picked up with no contact, Child Protective Services will be called)

Arrival and Pick-up Policy:

Circle Time/Class Activities begin at 9:00 a.m. Please have your child in class by that time so it is not disruptive to the class. Do not walk through Room 101 to access Rooms 104-108 UNLESS after 12:00 p.m.

Parents/Guardians are required to complete the authorization section of the Bright-Wheel Application, indicating who is an authorized adult (18 years of age and older) to drop off and pick up their child(ren). Email addresses in Brightwheel are needed for all pick up/drop off and Brightwheel access.

Two-Household Families:

For two-household families, both mother and father are allowed to choose who is authorized to drop off and pick up on the Brightwheel app with email address.

Custodial Issues/Restrictions:

If there are custodial restrictions, a valid legal document must be in your child(ren)'s file describing in detail all restrictions. If no such legal document exists, then DCC will honor both mother's and father's list of authorized adults. If applicable, a monthly custody calendar signed by both parents is due before each month starts.

Regarding custody issues of your child(ren) or other legal matters, our policy is to remain neutral. Please do not ask our staff for written or verbal statements about these issues.

Checking in Your Child(ren);

Each child must be brought into the school and signed in by the child's parent or guardian, or an authorized adult as listed in the contact section of the child's Brightwheel profile.

Upon entry into the preschool, check in to your child's classroom. Parent/Guardian will sign in electronically through our  **Brightwheel app**.

Parent/Guardian **will also sign IN manually** per licensing standards. Failure to sign in/out may result in a \$20.00 fine per occurrence.

RCOE also sign in under RCOE folder daily.

Checking Your Child(ren) Out:

Each child must be checked-out for the day using the **Brightwheel app**. 

Parent/Guardian **will also sign OUT manually** per licensing standards. Failure to sign in/out may result in a \$20.00 fine per occurrence.

If your child(ren) is/are on the playground with their class when you come to pick them up, you will be able to pick up their belongings in the classroom. When picking up your child(ren), the child(ren) must be supervised during the pick-up process. Please do not leave children on the playground or allow them into a classroom without a teacher or parent present.

RCOE also sign in under RCOE folder daily.

Other Authorized Adults:

If for any reason, the child(ren) is/are to be picked up by someone other than those listed on the emergency contacts and authorized pick-up list in Brightwheel, a written/email notification via Brightwheel must be given to the school by the parent **before the child is released**.

Other authorized adults (not on the authorized pick-up list), will be required to present a driver's license to verify their identity to the staff at the pick-up time, and must be 18 years of age or older.

No child will be released from the school to anyone who does not have proper identification.

Under the Influence of Any Substance:

Additionally, per License Standard and California Code, if a parent/guardian or authorized adult appears to be intoxicated (under the influence of any substance) when picking up the child(ren), the student will **not** be sent home with that person. A child entering our program should be free of any narcotic substances which are extremely harmful to a child.

Classroom Schedules:

Each classroom will have a unique schedule that meets its students' needs. The schedules will be posted in the classrooms. Schedules are flexible based on age, developmental readiness, emergent curriculum, and children's needs.

Gates:

Gates should be opened by adults only. Please help us keep this policy intact by not allowing your child to open the gate, even when they insist.

Disaster Preparedness:

DCC stocks emergency supplies and first aid in the unlikely event of a major disaster in which the students might have to stay at the school for an extended period-of-time. Students are also required to bring in an emergency packet as listed within this Handbook the first week of school. Earthquake and Fire Drills are practiced as a minimum, quarterly. If an emergency occurs DCC will contact parents first and then move down the emergency contact list if parents cannot be contacted.

DCC posts emergency procedures and CPR cards in all classrooms. The school also has two emergency off sites of relocation:

- Cross Winds Christian Church, 29263 Ironwood Ave., Moreno Valley, 951.924.6832
- Moreno Christian Assembly, 13830 Nason St., Moreno Valley, 951.247.7116

Celebrations:

Celebrations are SO much fun and are great ways for families to earn volunteer hours!

Holidays: The school will reach out to families to help plan, prep and implement these events.

Birthdays: Parents can bring in a store-purchased healthy snack to share with the class and sing happy birthday. *No candles are permitted on campus*

We celebrate: Harvest, Thanksgiving, Christmas, Easter, Teacher Appreciation, Daddy & Me Day, Grandparents' Day, Valentine's Day, Easter egg hunts, Mommy & Me Day, 4th of July and other events. (See calendar for lists of events each month)

Discipline Policy and Procedures

At Discovery Children’s Center preschool, we believe that discipline is necessary for the student’s welfare and for the entire school. Discipline is a means of teaching and instilling a sense of right and wrong in each child. Developing character traits that are consistent with Christian principles is an ongoing objective.

“ Start children off on the way they should go, and even when they are old they will not turn from it.” Proverbs 22:6

Discipline Guiding Principles:

- Encourage joyful obedience and cooperation
- To model Christ-like behavior (Kindness, sharing, love, obedience)
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To make decisions based on the safety and well-being of all children.
- To be consistent in exercising discipline without neglecting to consider individual circumstances.

Positive Discipline Procedures

Note: We do not use corporal or physical punishment in any form (license standards). Focus on biblical criteria character building, which is reinforced throughout the day with patience, kindness, helpfulness, sharing, obedience, and caring.

Positive Reinforcement:

Emphasize good behavior choices a child makes. It keeps their mind concentrating on making good choices, rather than gaining attention from inappropriate behavior. We want to train your child to focus on making good choices that not only benefit them, but also bless those affected by their behavior. Verbal praise, stickers, stamps, celebrations and privileges are all a part of positive reinforcement.

Other Discipline Methods:

Here at DCC we use reminders, redirection, “the thinking chair,” calming area, intervention, removed from activities, and/or in more serious situations a visit to the office as appropriate discipline is given in each situation. Discipline is not effective unless the child understands what they have done wrong, why that behavior is inappropriate, and the best way to handle the situation in the future. Therefore, each teacher will use comfort, communication, and encouragement to help the child understand what is expected, what went wrong, and how that situation could be handled if encountered again.

Parental/School Discipline Cooperation:

The focus of our school is to be a partner with parents/guardians in all aspects of their child(ren)'s preschool education, care, and safety. If an incident occurs that needs attention, teachers will contact the parent via Brightwheel in person or on the phone, to partner together to achieve appropriate behavior to maintain safety and security of the program and children. If there are continued incidents, or a continual concern, the teacher will set up a conference with the parents/guardians.

Information and incidents will be placed on the **Brightwheel app** for parents to access as well.

When needed, the director, and /or assistant director, will join the meeting(s) to help prepare and communicate the needs and plans to achieve positive classroom behavior and a positive learning environment for all children. This may occur for more serious behavior incidents, as well as, continued misbehavior or lack of cooperation from the child's parents/guardians.

In more serious behavior issues, continued disobedience/defiance to teacher, hurting a teacher, biting and or hurting another child, the parent may be requested to pick the child up, each occurrence as requested. There are no refunds for the removal of a child for full or partial days.

The director/assistant director will communicate with the parents/guardians, if the school deems it cannot meet the needs of the child and/or the school's expectations for the child, or if the situation cannot be mutually achieved to maintain a positive, safe environment for all children. In this event, the child will be withdrawn and all fees shall be made current.

Hurting Another Child/ teacher and or continuing misbehavior or safety issues that may impact other children:

When a child hurts another child, the teacher takes appropriate prompt action. Hurting others is not allowed. The teacher and/or the director will talk to the parents involved. All communication between parents and staff is held in absolute confidentiality. **Learning to use words instead of hands** takes time, patience, and persistence! It is a learning process for children. At DCC we want to **encourage friendships and problem-solving skills**. Role-play with your child. Encourage your child to "Make better choices", or "Let's be kind to our friends, mommy, daddy, brother, sister", or make "soft touches". Teach your child to say, "You play too rough, I don't like that."; "I want to play too, will you share with me?" Hitting is not a solution. Assertive, confident words work. If your child has not told the teacher about an altercation with another child, be sure to inform the teacher by phone or at the

next class session. Encourage your child to go to the teacher for help. Ultimately, we want the children to express themselves with words, and in the meantime the teacher will help them work towards effective communication with kindness. If a child continues with disruptive and inappropriate behavior after the teacher has worked to guide their choices, they will be sent to the school office. They will then receive direction on what it will take to return to the classroom. A parent will be called if behavior continues to be a concern. **Teachers do not report every little thing to the parents.** However, if there is a recurring behavior problem, parents will be notified. We want to make sure we are both working together for the child's benefit. If a behavior is serious enough to continually disrupt the classroom or endanger other students, after a reasonable developmentally appropriate time and effort, it will be requested that the parents seek other help for the child to remain in our program.

In addition, children may be removed from the program for a day or more (no refunds are given for a child being sent home) for hurting children or teachers or more serious behaviors.

Biting Another Child:

When a child bites another child for any reason, even self-defense, the teacher is to bring the child to the office for discussion time. Parents/guardians will be called to discuss steps to help the child with biting issues. Students who continue to bite, may be immediately withdrawn from school at any time. Both the child who was bitten and the child who did the biting, their parents will be notified via Brightwheel.

Children may be removed for a day or more for biting.

If a child hurts a teacher, the parent will be contacted and the child may be requested to go home for a day or more until behavior improves (no refunds are given).

Class/Playground Rules

This handbook does not provide a list of the class/playground rules and procedures. Your child's teacher will detail rules with the class. Students are always expected to follow the rules and to respect each other. Good sportsmanship is always expected, and rough play/wrestling is prohibited. We implement the "Hand off policy with other children" to reinforce the idea of safety, kindness, sharing and following teacher directions.

Snacks:

We will provide a morning snack for all children, and an afternoon snack for the children staying all day. Parents help provide snacks on planned event days.

Lunch:

Children who stay past 11:40 a.m. are required to bring lunch. Lunch from home must include nutritious and healthy items (protein, carbohydrate, fruit, vegetable, and water). Anything your child does not eat will be saved in their lunch box to take home so you will know what they are or are not eating. Please clearly **LABEL** all lunch/snack bags and water bottles with the child's name as we often have identical bags. **Each lunch missed (not brought in) a fee will be assessed to provide a lunch.**

ALL food items per Title 22 must be brought in a labeled lunch box:

- Be labeled with your child's first and last name;
- Be brought in daily. We cannot store any food on campus, nor can we store refrigerated food/beverages, nor can we heat food or beverages.

Toddler's (18 months – 2 years) food intake will be recorded in the Brightwheel app for parents.

HEALTHY EATING/ Lunches:

Healthy lunches for your child include: whole grains, fruits, vegetables, dairy or non-dairy foods and protein. (We cannot store any food on campus, nor can we store refrigerated food/beverages, nor can we heat food or beverages)

Ideas:

Chicken & Cheese	Hummus
Pasta Salad	Yogurt
Nut or Seed Butter	Pizza Muffins
Cracker Sandwiches	Mini Quiches
Deconstructed Tacos	Grain Bowl
Leftover Pasta	Grated Cheese
Chicken Salad	Plenty of Fruits/Veggies w/dip
Cheese Sandwich	Spaghetti

NO CANDY or soft drink are to be included in lunch

We limit snacks such as chips or a cookie until **AFTER** healthy items are consumed.

TODDLERS: Do not give them anything they can choke on.

ALL ages: Please do not send new foods that your child has not tried, foods your child will not eat, or cannot eat. We encourage them to eat healthy and nutritious choices (proteins, fruits, veggies) before a snack or a sweet, but we cannot force a child to eat. Teachers always encourage the children to take bites.

Rest/Nap Time (After Lunch)

According to Title 22 of the California Community Care Licensing Handbook, regulating licensing of Child Day Care Facilities requires that provision be made for children to rest after lunch. All children in our full-day program rest each afternoon.

Children are not required to sleep during this time. After one hour of rest, if a child is not sleeping, they will be offered quiet activities that will not bother the sleeping children.

All children staying after 12 noon will be charged \$15.00 for a cot sheet and a storage bag to take home blankets. All bedding must be clearly **LABELED** with your child's name and be placed in his/her nap bag (must fit in a cubby). Bedding will be sent home weekly or as needed for laundering. Bedding not cleaned or brought back may be charged a \$5 fee for extra laundry/bedding for day/week per occurrence.

18 month-24 months daily nap schedule will be recorded in the **Brightwheel app** for parents. All toddlers will be placed in a safe sleep position on their back and monitored/recorded every fifteen minutes.

Social Media/Photo Policy:

Students' photos/videos can be used for publicity purposes. Photo and video images taken at school events and/or field trips, etc., will be posted on the Discovery Children's Center website and social media accounts. These photos **will not include** any personally identifiable information about our students. Personally identifiable information includes student names, addresses, email, and phone numbers. Photos/video images taken on-campus events and/or field trips will be posted in the yearbook and will include the child's name and class. Parents/Guardians may sign a waiver before school begins.

What to Wear:

We recommend **loose clothing and "pull-on"** type clothes with an elastic waist that the child can easily manage on their own. Overalls, rompers, bodysuits, onesies, belts, etc., are highly discouraged. To maintain modesty, girls should wear shorts under their dresses and skirts. Swim suits/trunks should be labeled with child's name (**2-piece suits are recommended for children so they are able to help dress and undress themselves and go potty easily**).

Extra change of clothes (labeled with the child's name) **must** be in the children's cubby in case of accidents or messy play. Please only dress your children in clothes that you are okay with getting dirty.

Shoes must be always worn, including nap times. This is in case of an emergency and when we must evacuate during rest time. **Children must wear closed-toed shoes. Sandals and flip flops are not permitted, per License and California Code.**

Reporting Suspected Child Abuse:

The Department of Social Services, Community Care Licensing, mandates that “an employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible by telephone, and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.”

“Ouch” Accident Report

Minor incidents, i.e., scraped knee, elbow, etc., will be recorded on Brightwheel. Major incident will be filled out with the school incident report, and parent phone calls will be made.

Bathroom Policy (36 months and older)

Children enrolled at the Preschool/TK rate, **over 36 months of age**, are expected to be potty-trained* and not need assistance in the restroom (or the extra potty-training fee applies). This means they have:

- Ability to pull on and off clothing, and wipe unassisted
- Ability to stay dry throughout the day
- Letting adults know when they need to use the restroom
- Child has no accidents for at least 30 days

*Pull-ups do not mean potty-trained.

For toddlers (18 months - 36 months), the teacher will assist in the potty training and bathroom procedure.

Children are given regular bathroom opportunities.

Parents /Guardian are to provide extra underwear and change of clothing (labeled with the child’s name) in the event of an accident. Underwear/clothing will not be washed on site, but sent home in a plastic bag (OSHA standards).

At 36-months a child not fully potty-trained will be assessed \$75 monthly. Typically, we request that children wear underwear, no diapers in potty training.

Parking

According to **CA Vehicle Code 15620**, any person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older. No vehicle may be left with its engine running or the keys in the ignition. Please park in the church parking lot, not in front of preschool (not a safe access area).

Illness

If your child becomes ill during the day, he/she will be removed from the other children, and you will be notified through Brightwheel to pick him/her up from school. Your responsibility is to come as soon as possible for your child and/or secure alternate childcare. A report will be given to you describing symptoms, temperature, and first-aid measures that have been given to your child. The licensing code says the child must be picked up no longer than 60 minutes after notification (**per licensing**).

Your child's health is of major importance. For your protection, Discovery Children's Center has adopted the following regulations:

1. **NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOW ANY OF THE FOLLOWING SYMPTOMS (per licensing)**: red or pink eyes with discharge in or around the eyes, the temperature of 101.0° and above, nausea or vomiting, diarrhea, rashes, headache, signs of listlessness, weakness, drowsiness, flushed skin or chills, difficulty in breathing (respiratory illnesses), runny nose (colored) and/or coughing, strep throat, scabies, head lice or other infestation, impetigo, chicken pox (exclude from school 6 days after onset of rash or until all sores have dried and crusted), mumps (exclude until 9 days after onset of gland swelling, measles (exclude for 6 days after onset of rash, rubella (exclude for 6 days after onset).
2. If your child has had a fever during the night, he/she will not be permitted at school until a full 24-48 hours after his/her temperature has returned to normal with **no medication (per licensing)**.
3. If your child is sent home from school with any symptoms listed in (1) above, he/she will not be permitted to return to school the next day.
4. The director and teacher have the authority to refuse your child's admittance if they see ANY signs of illness.
5. A written doctor's clearance from the doctor's office will be required before a child will be allowed to return to school if he/she has had or has been suspected of having any communicable/infectious condition, or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication given, and assurance that the child is not contagious to other students.

6. If for any reason your child is hospitalized, the child **MAY NOT** return to school without a note from their doctor clearing them to return to group care.

Hand, Foot and Mouth:

What is it? It is described as tiny blisters in the mouth and on the fingers, palms of hands, buttocks, soles of feet that last a little longer than a week (one, few, or all of these symptoms may be present). May see common cold signs or symptoms with fever, sore throat, runny nose and cough. The troublesome finding is blisters in the mouth, which make it difficult for the child to eat or drink.

A child may return when the fever is gone, the blisters are NOT open, and they no longer have a change in behavior. Children must be able to participate in daily activities.

Fifth Disease:

Fifth Disease is a viral infection which often affects red blood cells. Four to twenty (4-20) days after exposure, some children will experience a low-grade fever and tiredness. By the third week, a red rash generally appears on the cheeks, giving a “slapped face” appearance. The rash may then extend to the body and tends to fade and disappear. Some children may have vague signs of illness or no symptoms at all. People with fifth disease appear to be contagious during the week prior to the appearance of the rash. By the time the rash is evident, the person is beyond the contagious period.

Parents are required to notify the school if their child is exposed to a communicable/infectious disease so that the health needs of the other children at the school can be protected.

Medication: Topical and oral

Should your child need to be given any type of medication when he/she is in school, the parent must fill out LIC9221 Parent Consent for Administering of Medications and follow the guidelines listed. Do not send any type of medication in the child’s lunch box or backpack. This includes cough drops and vitamin tablets.

1. The child’s parent or guardian must give written permission for the prescription medication to be given to the child with the child’s name and instructions for dosage and times to be administered in accordance with label directions and written instructions of the child’s physician. LIC9221
2. All medication must be brought in to the office, and all documentation must be provided before it is approved to administer to the child on campus.
3. All prescriptions and non-prescription medication must be in the original container with the printed directions stating the name of the medication and dosage on the container.

4. All medication must have a doctor's note explaining how to use it and why they need the medication.
5. All medications must be given at home first, and they need to be on it for 24-48 hours before returning to care.
6. Children cannot attend the school on any medication without approval from the Director. This includes but is not limited to Tylenol, Motrin, and allergy medications.
7. Pedialyte is not an acceptable "food" for preschool. A child who is unable to keep down liquids or food is an ill child and needs to be at home.

Allergies:

If a child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies is requested.

Broken Bone, Sprain, Physical Injury:

Notify the office if your child has a broken bone, sprain or other injury that may limit their participation in daily activities.

COMMUNICATIONS:



Brightwheel: (Our parent communication system)

Daily parent communication is essential to a successful partnership. Brightwheel is implemented to allow parents and staff to communicate during the school day. Announcements, pictures, and daily activities will be posted to your child(ren)'s Brightwheel account as feasible by each teacher. **Brightwheel** will note the napping schedule and food intake of toddlers (18 months – 24 months).

Please note, staff will answer Brightwheel messages during business hours, 7:00 a.m. – 6:00 p.m., Monday – Friday, **during their scheduled hours as they are available to post.**

DCC uses the app **Brightwheel** for student management. Parents/Guardians will need to create an account through Brightwheel to become connected. Parents/Guardians will use the app to enter a code to sign their child(ren) in and out each day. This is your legal digital signature for the day and must be done upon arrival and departure each day by a parent/guardian or authorized representative. Brightwheel will be the place where we may document events for our younger students. For all students, Brightwheel will be the place teachers can connect with parents about things happening during the school day. Look for photos or notes posted to your Brightwheel account. Additionally, our teachers will use Brightwheel for assessments and observations of the students.

Confidentiality:

Information regarding children, families, and staff is private and confidential. We will only discuss your child with you, and we will give each family respect and privacy.

Change of Address, Email Address and Phone Number:

As soon as possible, please inform the office of changes in your address, phone numbers (home, cell and work), email addresses and authorization for picking up your child(ren). This information is vital for contacting parents/guardians when children become ill at school and in keeping our emergency info up-to-date. **Make all changes via Brightwheel as well.**

Visits/Conferences:

You are welcome to visit the school at any time with prior arrangement. Please sign up with the office to receive a visitor badge.

Parent conferences are an excellent and effective way to partner with your child's teacher. This time is set aside to go over assessments and your child's overall development.

Parent conferences are scheduled two (2) times a year, per calendar.

You are always welcome to set up a time to talk with the teachers. The director may be asked to join the conference. Telephone conferences may also be arranged with the teachers.

Questions and Concerns:

Questions or concerns about classroom procedures, activities, or incidents may occur during the year. Parents are requested to follow the Matthew 18:15-17 principle whenever a problem may arise:

1. If you have a complaint or concern, first and foremost, pray about it. Ask God to help address your concern in such a way that it will result in the betterment of our school and honor Him.
2. Complaints or concerns should be expressed first to the individual in question. Please set up an appointment to talk to them privately. Never discuss the teacher, a child's playmate(s), or the school negatively in the presence of your child and/or any other children.
3. Ensure that the person you are expressing your concerns knows all the situation details and precisely what you are concerned about and why. Misunderstanding could lead to further problems and needless heartache.
4. Express your concern only to the person who should hear it. Unnecessary worry or hurt feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the situation.
5. If you cannot work the situation out between yourself and the person involved, please take the situation to the Director.

Volunteer Hours:



Families **must complete 10 hours** of volunteer service to the school throughout the year. **These 10 hours of volunteer service are due by May 5th, unless your child attends summer camp.** There are numerous opportunities for service in both the classroom and school-wide activities. Speak with the teachers directly or check with the office. Parents are responsible for logging the hours worked on the volunteer form. **Families will be invoiced at a rate of \$40/hour for any hours not completed. Fund Raising, Special Events, Volunteer Hours (Does not count if you are watching your child's program or attending a special event)**

- Annual Fund/ Trike-a-thon
- Book Fair / assisting the teachers with assigned tasks
- Office Support
- Helping set up or cleanup for events
- Special Events/Programs
- Graduations / assisting with details assigned by the teacher or director
- Cleaning classrooms and supplies
- Helping with repairs
- Marketing support

Q: Does fundraising count as volunteer hours?

A: **YES!** Any school-wide fundraising you are helping with definitely counts towards your volunteer hours, but any fundraising efforts for your individual benefit do not. Keep in mind that all fundraising projects, appeals, and initiatives must be approved by the Director. Also, while we do charge a fee for un-served hours, having made a donation during the year is not a substitute for the required volunteer hours.

Q: If you have served over your 10-hour requirement, can I apply or give the extra hours to another person? Also, who can serve the required hours?

A: Our goal is to have everyone involved; therefore, giving someone else your volunteer hours would not be permitted in our program. The required hours can be served by the parents or adult family members only.

Q: How and when will I be billed for any un-served hours?

A: Required volunteer hours must be served and logged by May 5 **(If you are enrolled through summer, you can fulfill your required hours in summer).** A bill (invoiced at a rate of \$40/hour for any hours not completed) will be sent to parents who have not completed their required 10 volunteer hours, and parents are responsible for paying this fee before the last day of school. ***Year round/summer Kids camp can earn hours till August.**

2025-26 Student Supply Checklist for **ALL CHILDREN PER SEMESTER (Fall & January)**

Students will need to have their own individual supplies. These supplies will be needed on the first day of school and are to stay at school for classroom use. Items may need to be replenished throughout the school year. Your child's teacher will notify you when this occurs. **ALL PERSONAL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S NAME.** Thank you!

- A small family picture AND a small individual picture
- My First Jumbo Watercolor Set and brush
- Lysol disinfectant spray
- Dot markers
- 1 box – 10 CT Crayola Classic Colors Broad Line Markers
- 1 box – **TODDLERS:** 8 CT Crayola Jumbo Crayons; **PRESCHOOL/TK:** 16-24 CT Crayola Crayons
- 1 – Elmer's Glue Bottle (Small)
- 5 – Glue Sticks
- 1 Ream White Copy Paper (500 Sheets)
- 2 containers – Clorox Wipes
- 2 box – Kleenex (Tissues)
- 1 box Ziploc Bags 1 gallon for wet items- as needed (**Toddlers potty training DAILY**)
- 1 – Complete change of clothes in a zip-loc bag labeled with child's name (shirt, pants, underwear, and socks)
 - Under 3 years a pair of shoes
- **Bring Daily:** A FILLED Reusable Water Bottle (labeled with name) – **No taller than 7 Inches**
- Backpack to transport daily projects home. **BACKPACKS ARE TO BE USED TO TAKE ITEMS HOME.**
 - **For Toddlers** a small backpack
- **For water play days bring:** Towels, change of clothes (shirt, bottoms, underwear, socks, and shoes). Have them come dressed in water shoes and bathing suit
- **FOR PRESCHOOL:** 1 small Pencil Box (Size 12 x 7-1/2 x 3) labeled with child's name to fit in individual cubbies
- **FOR TODDLERS** 1-Week supply of diapers or pull-ups and wipes for non-potty-trained students
- **FOR TODDLERS** Paint Sticks
- **FOR TODDLERS** Air freshener
- **FULL DAY Students: Nutritious Lunch (labeled with name) *DAILY**
- **FULL DAY Students:** 1 – A small blanket (labeled with name) for naps, with a bag for bringing napping supplies home for you to clean. (The school supplies nap bag and fitted sheet, to which your account will be charged \$15.00 upon enrollment. If this nap bag and fitted sheet is lost or ripped, you will be charged again.)

OPTIONAL: (School Wish List for all Programs)

<p>Dot paints Buttons for Crafts Dress up clothes & accessories Small Dixie Cups Paper plates for Crafts Zip-Loc bags (gallon/sandwich sizes) Sharpie Markers Scotch Tape refills Post It Notepads Colored tissue paper for crafts Stickers Pipe Cleaners</p>	<p>Playdough Pompoms Puzzles (Ages 2- 5) Games/Toys (Ages 2-5) Cotton bags Q-tips Colored masking tape Latex Gloves White Cardstock Kinetic Sand Dot Markers (TODDLERS) Outdoor balls</p>
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EMERGENCY PACKET: (Items to be placed in a clear 1-Gallon Size plastic baggie with the child's first and last name written on it)

Ideas of what might be in a packet:

- Pop-top single serving size containers of pasta or soup, etc.
- Pop-top canned meat (Vienna sausage, tuna or chicken salad kits, etc.)
- Packs of cheese and cracker Handi-snacks
- Cereal Bars
- Individual packs of snack crackers
- Pop-top individual cans of fruit
- Cans of juice / water bottles

Please do not include any nuts or nut products of any kind. Use a gallon-size Zip-lock bag with your child(ren)s name on it. This packet should sustain your child for 24-48 hours.