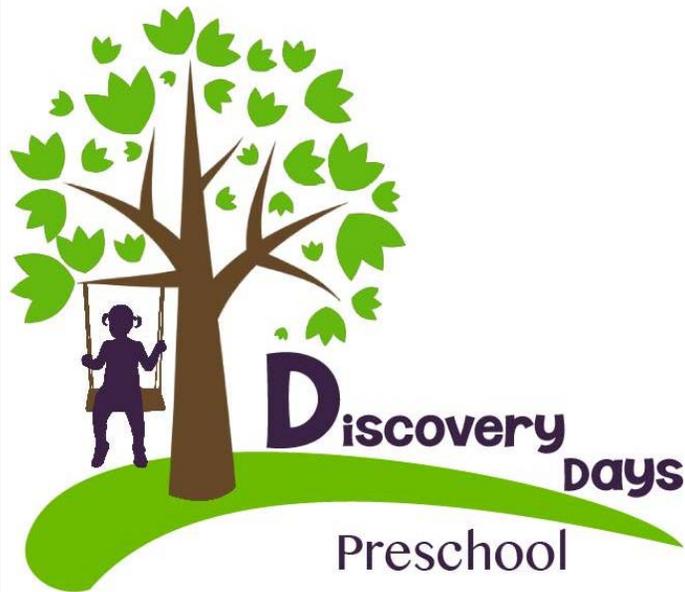


A MINISTRY OF CHAPEL ROCK
CHRISTIAN CHURCH



Parent Handbook

2019-20



Web site: discovery-days.org

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August 8, 2019

Dear Parents:

The 2019-20 school year is off and running. Thank you for joining us for our 35th year of ministry. We look forward to a year of growing, learning, and sharing together.

Keep this handbook nearby as it will serve as a useful reference throughout the year. The handbook covers topics such as what to bring to school and when your child should stay home. The snack policy is a helpful guide and includes snack ideas. The complete school calendar is printed so you can mark important dates and vacations. Please take a moment to read through it as policies are updated annually.

We will strive to create a warm atmosphere where children can safely explore, inquire, and create. It is our desire to engage children in meaningful learning activities that will foster a lifelong love of learning. We take seriously our responsibility in your child's spiritual development as well. To that end, we will share songs, stories, prayers, and spiritual truths that will introduce your child to Jesus.

Thank you for making the decision to enroll your child in Discovery Days Preschool. We anticipate a wonderful year as we partner together to teach your child. May God bless you!

On behalf of the staff,

Carolyn Milkie,
Discovery Days Director



MISSION STATEMENT

Discovery Days is a ministry of Chapel Rock Christian Church, created to enhance a preschool child's development and support the child's family through prayer, encouragement, and introduction to Chapel Rock Christian Church.

OUR PHILOSOPHY

- We believe God created each child as a unique and special individual.
- We believe young children develop intellectually, socially, emotionally, physically, and spiritually.
- We believe biblical teaching is part of the developmental process for young children.
- We believe children learn best in a developmentally appropriate setting.
- We believe no child should be excluded on the basis of sex or race.

OUR OBJECTIVES

- To build a foundation for a lifetime love of learning in each child
- To foster positive self-esteem and a sense of uniqueness in each child
- To guide each child to learn appropriate behavior when interacting with other children and adults
- To provide a safe, controlled, and stimulating environment for young children
- To expose each child to developmental activities using gross and fine motor skills and readiness skills in language arts, math, science, health, safety, social studies, art and music
- To aid in the spiritual development of each child through biblical teaching and prayer
- To partner with the parents to address concerns, needs, and progress for each child
- To minister to the entire family through prayer, Christian love and a warm welcome to Chapel Rock Christian Church

Discovery Days Preschool strives to accommodate students with physical, emotional, social or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The school has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.



DISCOVERY DAYS OFFICE HOURS

The Director will be in the Discovery Days office from 8:30 a.m. – 2:30 p.m., Monday through Thursday when school is in session. You may reach the Director by calling 317-240-2065. E-mail is a convenient way to contact the Director as well. She can be reached via e-mail at: discovery-days@chapelrock.org.

ARRIVAL/DISMISSAL

Please bring your child to his/her classroom at 9:00 a.m. Children **will not** be accepted into the room before that time. Parents must accompany their children to and from the classroom door. The classroom door will be opened when teachers are ready to receive students. Use the **north** parking lot and the entrances at doors **#12** and **#14**. Due to security reasons, please do not prop doors open. Please pick up your child **promptly** at 1:00 p.m. At 1:05 p.m. a late pick-up fee of \$1.00 per minute will be charged. At 1:10 p.m. teachers will send remaining children to the Director's office.

NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED TO PICK UP THE CHILD. PARENTAL AUTHORIZATION MUST BE GIVEN TO THE CLASSROOM TEACHER OR DIRECTOR.

BUILDING ACCESS CARDS

Each family receives two white, building access cards at the beginning of each school year. The \$10 non-refundable deposit for these cards is collected in your registration fee. These cards should only be given to the family members or caretakers that will be dropping off or picking up your child.

The cards will activate the card readers at doors #12, #14, and the glass security door on the day your child attends Discovery Days. The hours of access are also limited from 8:30 a.m. – 1:30 p.m.

The cards are only activated for this specific school year. Last year's cards will NOT work! This year the cards will gain you access from Monday, August 12, through the last day of classes, May 14.

Lost or misplaced cards may be obtained from the Discovery Days Director at a cost of \$5.00 per card.





FIRST SCHOOL DAY/WEEK

To ensure a positive beginning for children, all classes will meet only two hours during the first week of school from 9:00 – 11:00 a.m. (August 12 – 15). Children will not need a sack lunch during the first week due to the abbreviated schedule.

FEES

MONTHLY TUITION (August through April)

- 1 day per week classes \$65
- 2 days per week classes \$130
- 4 days per class \$240

Please note: All children in the Pre/K classes must be potty trained.

HOW TO PAY

Payment by check is acceptable, but we encourage families to set up a **Tuition Express** account. If paying by cash, please ask the Director for a receipt. No refunds are given if a child is absent. Teachers are not responsible for collecting fees. Please put tuition payments in the basket in the Director’s office. Payments may also be mailed to Chapel Rock Christian Church, Attention: Preschool Director, 2020 North Girls School Road, Indianapolis, IN 46214.

If you withdraw your child from Discovery Days at any time during the school year, your final payment will include a full month’s fee regardless of the number of days your child attends his last month.

LATE FEES

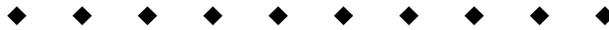
Tuition is due the first week of the month. A \$10 late fee will be assessed if payment is not received by the 10th of the month. Unpaid tuition for two months may result in dismissal from the program. Checks returned for insufficient funds will automatically be resubmitted in two weeks. There will be a \$25 charge for any returned check. Tuition must be current in February to register for the next school year.

FOOD

LUNCH

Please help our lunchtime go smoothly. Send only ready-to-eat food. Please prep all foods that need to be peeled or assembled at home. Do not send red Jell-O because it stains the carpet. Red drinks and red Jell-O will be sent home unopened. Squeezable yogurt is too messy for school. Do not send food that needs to be eaten with a spoon if your child has not mastered that skill.





Remember, refrigeration for lunches is not available. While Lunchables are convenient, many children end up throwing much of it away. Finger foods work best.

SNACKS

The decision to have a snack time is up to the individual classroom teacher. Children take turns providing snacks for the entire class. Schedules will be sent home after the first session. Please mark your calendars. We strive to serve nutritious snacks such as raisins, crackers and cheese, fresh fruit, or carrot sticks. To ensure the children eat their lunches, please reserve the high sugar snacks for birthday treats. Snacks must be store-bought rather than home made and in their original containers so that the ingredient labels are visible.

All snacks should be ready to serve. Please include napkins with your snacks and cups if you provide a drink. Since many younger children squeeze juice boxes making a mess, please check your teacher’s preference before sending juice boxes. Due to the severity of peanut allergies, do not send peanut butter. No red drinks please.

LUNCH IDEAS / SUGGESTIONS

• Chopped pieces of ham, turkey or other lunch meat	• Fresh fruit — cut grapes for the younger children
• Cheese quesadilla cut into small bites	• Sliced raw vegetables with dip if desired
• Chopped pieces of cheese	• Sandwiches cut in quarters
• Crackers	• Dry cereal
• Water	• Milk in a thermos
• Fruit Juice	

PEANUT FREE ZONE

Discovery Days strives to be a safe place for all children. Due to the severity of peanut allergies, children with peanut butter products may be asked to sit at a different lunch table. In extreme cases, a classroom may be designated as a ‘peanut-free’ environment.

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POLICIES AND GUIDELINES

THINGS TO BRING

Many parents prefer to send a backpack to store items and carry projects home. Lunch boxes are not required. Please save special toys and trinkets for 'show and tell' days. Bring the following items each school day:

- Sack lunch with drink
- Extra diapers or underwear
- Source of security if needed such as a blanket or pacifier
- Complete set of extra clothes

NOTE: Parents will be called if child needs a change of clothes and one isn't available.

TAKE HOME BASKETS

Baskets outside each classroom are for newsletters, take home papers, completed projects, and lunch boxes. Please do not use them to promote your business. Items to be sent home must receive prior approval from the Director.

APPROPRIATE CLOTHING

The children play outside when weather permits and are often involved in messy projects. Please dress your child accordingly. Shoes with backs are required for the active play during Big Muscle time.

SICKNESS

We will only accept healthy children. **Children must be fever-free for 24 hours without the use of fever reducing medication.** Symptoms that warrant keeping your child home include: fever within the last 24 hours, vomiting, sore throat, green nasal discharge, diarrhea, red eyes, skin eruptions, and persistent coughing. Please contact Discovery Days via e-mail or phone if your child is absent. Staff members will administer prescribed medication when sent in the original container and a parent signs a form granting permission.

BEHAVIOR

Classrooms must be free of behaviors that interfere with teaching and learning to protect the physical safety and learning environment of all students and staff. Parents will be called and expected to pick up their child if there is an imminent risk of injury to the student, other students or staff or if excessive disruptive behavior is present and impeding the learning of others.

SUBSTITUTE TEACHERS

In the event a teacher or aide is unable to be at Discovery Days, we will hire a substitute from a pool of parent volunteers. Substitute teachers are paid \$7.25 per hour. If you are interested in serving as a substitute, fill out a form and return it to the Director. You must consent to a Chapel



Rock background check to substitute at Discovery Days. You will then be contacted as the need arises.

STAFF PRAYER TIME

The Discovery Days staff gathers for prayer each morning before school. We take the opportunity to pray for our students and families very seriously. If you would like to submit a prayer request to our staff, please complete a praise and prayer card and turn it into the Discovery Days office. Blank cards are available in your child's classroom or on bulletin board outside the Discovery Days office. Your request will be held in the strictest confidence. Thank you for sharing your needs and trusting us to pray.

CHAPEL ROCK'S SUNDAY WORSHIP SERVICES

We would like to invite your family to join us for our Sunday services. Worship service times are 9:15 and 11:00 a.m. Sunday Life Group classes meet at 8:15, 9:15, and 11:00 a.m. There are nursery and children's classes during both worship services. For more information about children's programming contact Sherry Schwab (cradle through kindergarten) or Mike Belcher (grades 1 – 4) at 317-247-9739.

SPECIAL EVENTS

PARENT / TEACHER CONFERENCES

Parent / Teacher Conferences will be held on February 17 – 18. Classes will meet on an amended schedule during this week. Parent volunteers provide childcare in the indoor playground during conferences. Volunteers must consent to a background check. Parents will be paid to provide childcare. If you are unable to meet with your child's teacher during this time, please arrange a phone conference with your teacher.

BIRTHDAYS

We recognize birthdays are very important to young children and we wish to share in their excitement. We will observe birthdays. If your child desires to share a treat with the class, make arrangements with your child's teacher. Food treats must include the ingredient label.

INVITATIONS

Please do not distribute invitations in the student baskets unless the entire class is invited. We do not want to foster hurt feelings if a child is left out. Teachers and the Director will not give out phone numbers of other parents.

FIELD TRIPS

Discovery Days will not be taking field trips outside of the school but instead we will have different events here at school in their place.



SPRING PROGRAM

The children will present a spring program in April. Our Spring Program is scheduled for Thursday, April 30th. Teachers will send home information closer to the date. Families and friends are invited to join us for this special evening. Following the program, please join us in the Fellowship Hall for a reception.

IF SCHOOL IS CANCELLED

SCHOOL CLOSINGS

If inclement weather or other outside forces require us to cancel classes on a specific day, we will contact all Indianapolis-area television stations, We will be listed as "Discovery Days at Chapel Rock." **Discovery Days will either open at 9:00 a.m. or be CLOSED for the day; we will not have two-hour delays.** We will not be open on Martin Luther King Day in January or President’s Day in February. You will also receive an automated phone call informing you of any school closures.

PROCESS AND CONSIDERATIONS FOR SCHOOL CLOSURES

Discovery Days Preschool believes. . .

- Parents have a “child-specific” perspective regarding their child and the threat of inclement weather.
- A parent may make a determination for their child, and should respect the perspective of another parent regarding their child.
- If Discovery Days is open we will respect the parent's decision to keep their child at home. Parents are expected to inform the Discovery Days office (317-240-2065) of their determination.
- Parents have plans in place for weather-related closures as variable weather conditions are to be expected in Central Indiana.

What are the factors considered when school is cancelled?

Keep in mind that Discovery Days will never work on a delayed situation. School will either be in session or it will be cancelled. Most often, the decision to close school is the result of a number of factors, rather than just a single factor. First and foremost, the safety and wellbeing of our students, their families, and our staff are paramount in any decision to close Discovery Days. We know these decisions impact our Discovery Days families who may need to find alternative care for their children.

When a “snow day” or “inclement weather day” is called, it is done as early as possible (before 6:15 AM) but only after much deliberation among Chapel Rock officials who monitor road and weather conditions





throughout the night and the monitoring of various weather forecasts for our area.

The weather conditions and issues taken into consideration when closing Discovery Days due to inclement weather include:

Freezing Rain/Sleet

The most unpredictable weather variable is freezing rain/sleet. Freezing rain/sleet is temperature sensitive and fast-occurring. It begins and ends with little notice. When freezing rain/sleet are predicted, the decision regarding school is delayed until the latest possible time in an effort to observe the most current and local conditions. Such a decision will generally be made in the morning.

Snowfall

Snowfall is more predictable than freezing rain/sleet. Because the variation in actual snowfall, when compared to predicted snowfall, the decision regarding school status is delayed until the snow accumulation indicates a need for action. Such a decision, except in extreme situations, will generally be made in the morning. The snowfall accumulation and its impact on roads and parking lot conditions are also taken into account.

Extreme Snowfall Situations

When snow has accumulated to a significant level, or is at such a level with more snowfall predicted, then the decision regarding school may be made the previous evening. A significant level is one in which local authorities have indicated it is unlikely streets will be passable by the following morning. This is an unlikely, but a possible occurrence.

Timing of the Snowfall

The timing of a storm and the ability of local road crews and Chapel Rock personnel to clear roads, parking lots, and sidewalks in time for the safe transport of students to school is also considered.

Extreme Cold

Temperature prediction is increasingly accurate. Chapel Rock will monitor M.S.D. of Wayne Township decisions as they monitor the hourly temperature predictions for its zip code from the National Oceanic and Atmospheric Administration. If the air temperature is predicted by NOAA to be -10° or below at 9:00 a.m. Discovery Days will consider closing. Such a determination will be made as early as possible, perhaps the evening before, but certainly by 6:00 a.m. in the morning.



Other Factors

Additional factors that are considered when making a decision are road conditions, visibility, the current weather forecast, and timing of Chapel Rock’s private contractor to arrive in a timely fashion to clear the snow from the parking lot.

If Discovery Days is cancelled, how will that be announced?

When the decision is made to cancel Discovery Days classes, the following methods will be used to disseminate the decision to the parents and staff:

- An announcement will be posted on the Discovery Days home page, www.discovery-days.org.
- An automated phone call will be sent to families and staff members with the caller ID # as 317-240-2065.
- Television stations WTTV (4), WXIN (59), WISH (8), WTHR (13), and WRTV (6) will be contacted. Look for the name “Discovery Days at Chapel Rock” on the scroll at the bottom of the screen. You can also check each station’s website for cancellations. Keep in mind certain stations post the information more quickly than others.



