



Discovery Village Academy

YOUNG MINDS ON A MISSION

Policies and Procedures Parent Handbook
2018-19
Discovery Village Academy
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DISCOVERY VILLAGE ACADEMY and BRIDGEWOODS FOUNDATION

Bridgewoods Foundation is an independent, educational organization designed to deliver various whole child educational development experiences for children of all ages. The preschool model of Discovery Village Academy represents a vibrant foundation for introducing certain complementary education practices. All programs have a foundational emphasis on talent, character, emotional and leadership development. The Academy is primarily intended to serve as a retreat for children to have active play and nature oriented educational opportunities through child development, cognitive learning and nature/science discovery activities.

MISSION STATEMENT

Discovery Village Academy will develop talented, engaged leaders who recognize and can achieve their full potential while actively leading others to their full potential, one child at a time.

ACADEMIC PROGRAMS (Active Play and Nature Play)

The Academic Programs are designed to spark a child's natural curiosity, stimulate the desire to explore and provide age appropriate activities. Children love and need to spend a great deal of time investigating the world around them. They discover how to care for and live in a community with other living things. This philosophy emphasizes personal and interpersonal growth. Discovery Village Academy will always strive to have gender-balanced classes because it has been shown that they provide the best opportunity for children to develop leadership skills, establish role models and mentors and learn to live and work in harmony with others. Ultimately, the programs are designed to provide an opportunity for children to explore, grow and direct their own educational experience within safe boundaries. This latitude leads to the development of joyful lifelong learners, caretakers of the environment and citizens of the world. The Academic Programs which fulfill the mission of Discovery Village Academy will emphasize the importance of each student (and their parents) understanding his or her talents and helping them to gain the skills and knowledge to realize their full individual potential and to be aware of and respect the talents and potential in others.

CURRICULUM

At Discovery Village Academy, we feel that it is our privilege to serve your family. We are committed to providing the very best classes, teachers, and learning environment. We welcome children between the ages of 3 and 6 years old.

3 Year Old Program

Who, what, where, and why? These are the questions our youngest children are asking about their world. Our curriculum is designed to benefit the “whole child”- intellectually, physically, socially and emotionally. We believe children learn best through play. During our daily schedule, it is our job to set the stage for age appropriate activities, that children LOVE to do – art, puzzles, manipulative toys, blocks, and dramatic play.

Some of the skills covered are -

- Name recognition
- Gross motor skills
- Participation in circle time activities
- Learning patience and taking turns
- Fine motor skills – holding crayons and scissors correctly
- Introduction to letters, colors, numbers, shapes
- Learning to share
- Develop friendships
- Learn to work out disagreements with problem solving and compromise
- Enhance and refine motor skills
- Feel secure in a school environment
- Have good feelings about her/himself
- Grow in self confidence
- Understand that mistakes are an acceptable part of the learning process

Our 3 year old Daily Class Schedule is as follows :

- 9:00-9:25 am - Arrival & Morning Work
- 9:25-9:45 am - Calendar, Pledge, Weather, Counting, Reading
- 9:45-10:00 am - Snack Time
- 10:00-10:30 am - Recess / Bathrooms

- 10:30-11:15 am - Themed Story, Art, Teacher Lessons
- 11:15-11:30 am - Clean Up, Music, Wash Hands
- 11:30-12:00 pm - Lunch
- 12:00-12:10 pm - End of Day Reading and Pack-Up
- 12:10-12:30 pm - End of Day Recess
- 12:35-12:45 pm - Dismissal

4 Year Old Program

In our four year old program we provide exposure to the skills which are the foundation to be successful in kindergarten. Learning should be fun! We incorporate language development, vocabulary, science, critical thinking and listening skills, phonics, math and writing skills.

Some of the skills introduced are:

- Introduction to phonetics of alphabet letters
- Review of colors
- Fine motor skills – cutting, holding crayons and pencils
- Gross motor skills
- Critical thinking and listening skills
- Language interaction
- Simple problem solving
- Self help skills
- Conceptual skills – patterning, graphing, measuring, sequencing
- Rhyming words
- Directional/positional words
- Body parts
- Large and small group activities
- Awareness of the world around us
- Responsibility
- Social Skills
- Learning to share
- Develop friendships
- Learn to work out disagreements with problem solving and compromise
- Enhance and refine motor skills
- Feel secure in a school environment

- Have good feelings about her/himself
- Grow in self confidence
- Understand that mistakes are an acceptable part of the learning process

Our 4 year old Class Schedule is as follows :

- 8:45-9:30 am - Arrival & Morning Work
- 9:30-10:00 am - Calendar, Weather, Pledge, Reading
- 10:00-10:15 am - Snack Time
- 10:15-11:00 am - Centers & Group Instruction
- 11:00-11:45 am - Recess
- 11:45-11:55 am - Storytime / Reading
- 11:55-12:20 pm - Lunch
- 12:20-12:45 pm - End of Day Reading, Music, Games, Etc.
- 12:45-1:00 pm - Dismissal

Transitional Kindergarten – 5 Year Old Program

This Transitional Kindergarten class (TK) is for children who have usually turned five before March 31st of the current school year; exceptions are made of course. Some children need an extra year before heading to kindergarten, or some just need that more structured schedule and therefore they decide to do the TK program. We feel that families with children who have late birthdays after August 31st, or those who would like to give their child that extra year, will enjoy knowing there is a class that provides a comprehensive kindergarten ready curriculum that meets the needs of the five year old!

Some of the skills introduced are:

- Letter Recognition
- Letter Sounds
- Learning to sound out word
- Beginning Sight Word reading
- Writing Skills
- Reading Comprehension
- Number Recognition

- Counting 1-100
- Counting by 5's & 10's
- Beginning Addition/Subtraction
- Sequencing
- Patterns
- Rhyming
- Opposites
- Seasonal Concepts
- Social Skills
- Shapes
- Colors
- Science Experiments
- Spanish Introduction
- Social Studies lessons/Geography
- Sharing
- Develop friendships
- Learn to work out disagreements with problem solving and compromise
- Enhance and refine motor skills
- Feel secure in a school environment
- Have good feelings about her/himself
- Grow in self confidence
- Understand that mistakes are an acceptable part of the learning process

Our TK Daily Class Schedule is as follows :

- 8:45-9:30 am - Arrival & Morning Work
- 9:30-9:50 am - Calendar, Pledge, Weather, Counting, Reading
- 9:50-10:10 am - Snack Time
- 10:10-10:30 am - Specials - Social Studies, Nature, Spanish, Science
- 10:30-11:15 am - Daily Lesson
- 11:15-11:40 am - Recess
- 11:40-12:10 pm - Lunch
- 12:10-12:30 pm - End of Day Reading, Music, Games, Etc.
- 12:30-12:45 pm - End of Day Recess
- 12:45-1:00 pm - Dismissal

All classes participate in our weekly nature lessons (fall & spring seasons) as well as our monthly “7 Habits of Happy Kids” lessons.

CONFIDENTIALITY

At Discovery Village Academy, we will maintain confidentiality and respect all families’ right to privacy, refraining from any and all disclosure of confidential information. In addition, neither staff nor administrators will disclose children's records or have verbal communication about children with other professionals until written family consent has been obtained. Personal information including medical records, family history, and assessment information is stored in a secure location within the school. Access to this information is limited to teaching staff, administrators and State licensing authorities. The only exception to this policy is if there is reason to believe that a child’s welfare is at risk. The Academy is obligated to share confidential information with agencies that may be able to intervene on the child’s behalf. Any staff member who suspects that there is reason to believe a child’s welfare is at risk will inform the Director who will take the appropriate action.

SOCIAL MEDIA

DVA aims to ensure that our school, students and educators and/or families are not compromised on any form of social networking or related website. However, we acknowledge that social media can play an important role in maintaining communication with families and the local community in today’s current society. Discovery Village Academy’s Facebook page is used as an additional means of communication between our school and the families we service. The following conditions are put in place to ensure the privacy, dignity and rights of the preschool, our students, staff and families.

- ★ All users (all people accessing our page) interacting with the Discovery Village Academy Facebook page, by either liking or commenting on posts, must do so using a Facebook account that clearly identifies them by their real name.
- ★ Students names are not posted.
- ★ While using our page, users are expected to ensure that they will respect the rights and confidentiality of others; do not impersonate or falsely represent another person
- ★ Users are not allowed to use profanity or use it for personal attacks; please be respectful of others
- ★ This policy includes (but is not limited to) the following technologies : Social networking sites (for example - Facebook, Twitter, Instagram, Shutterfly)

TEACHER/STUDENT RATIOS

- 3's classes - 1 to 6
- 4's classes - 1 to 8
- TK class - 1 to 8

REGISTRATION / ENROLLMENT

Discovery Village provides classes for children from the ages of three to six years of age. Discovery Village Academy does not discriminate on the basis of race, sex, religion, creed, color, national origin, or source of payment. All children are welcome here.

A non-refundable registration is required at the time of enrollment. This fee is \$150 for new families and \$100 for current families.

Classes will be filled on a first come, first serve basis according to the date that the non-refundable registration fee is paid. The registration fee must accompany the registration form in order to hold a child's spot in the Academy.

If classes are filled when a parent inquires, the child's name will be placed on a waiting list. As vacancies occur during the year, they will be filled from the waiting list first.

Class Requirements -

- A child must turn 3 on or before November 30, 2018 to be enrolled in our 3 year old program
- A child must turn age 4 on or before March 31, 2019 to be enrolled in our 4 year old program
- A child must turn age 5 on or before March 31, 2019 to be enrolled in our TK program
- **All students must be potty trained prior to starting school at the Academy**

When you enroll your child in the Discovery Village Academy Program, you will receive the following forms by **July 1, 2019** -

- Contacts and Pick Up Authorization Form
- Medical Information Form
- Emergency Medical Authorization Form
- Parent Handbook -Policies and Procedures Acknowledgement
- Photo Release Form

- Texting Permission Form
- Parent Survey
- Student Directory Authorization
- After-School Enrollment Form (if needed)

Please take the time to review these forms carefully and complete them in full. **All forms are due back at school by Wednesday, August 1, 2018.**

Enrollment for the 2018-19 school year will begin in January 2019.

CHILDREN WITH SPECIAL NEEDS

Our goal is to provide a program where all our students can grow and blossom. To achieve that goal we have to be able to realistically assess our skills and our limitations, as a staff and within the constraints of our facilities. With these things in mind, we have adopted this policy on placement of children with special needs -

- Placement of any child with special needs will be considered on a case-by-case basis by the Director of the school
- Decisions will be based on information provided by the parents, medical records, as well as observation and evaluation by the preschool staff
- A trial period of six weeks is recommended upon admittance to evaluate the child and program in relation to each other

TUITION

Tuition is due on or before the first of each month. The first tuition payment of the school year will be due on August 1, 2018. The final payment of the school year is due the May 1, 2019. The tuition payments can be placed in your child's communication folder, dropped off in the tuition box located at the Academy or mailed directly to Discovery Village Academy at P.O. Box 2683, Cornelius NC, 28031.

There are three options to pay the annual tuition :

- 1) One annual payment due by July 1, 2018 (a 5% discount will be given for this option)
- 2) Semi-annual payments with the first payment of 50% of the amount due on July 1, 2018 and the second payment of the remaining balance due December 1, 2018 (a 2% discount will be given for this option)
- 3) Monthly payments due on the first of each month beginning August 1, 2018 with the last payment begin May 1, 2019

Tuition fees represent an equal payment plan for yearly tuition to the preschool. You are welcome to pay the yearly tuition by July 1, 2018, or a semi-annual payment; once in July 2018 and again in December 201. A 5% discount will be given for yearly payments and a 2% discount will be given for semi-annual payments.

No refunds will be issued for any absences including illness, vacations or inclement weather days.

Tuition payments mailed to the preschool must be postmarked by the 1st of the month to avoid a late fee. Tuition payments must be placed in the tuition box of the preschool or in your child's communication folder no later than 1:00 p.m. on the 5th of the month or will be subject to a late fee.

If tuition is paid in cash, it must be given to the Director in person and a signed receipt will be issued. This procedure is for your protection. Please do not put cash in the tuition payment box. Tuition paid by checks are to be made payable to **Discovery Village Academy**. Please include your child/children's name on your tuition check. If your last name is different from your child's, please include your child's full name on your check.

Note: If you have more than one child attending the academy, you will receive a 10% discount on the lesser tuition.

LATE PAYMENTS

All payments are due on the first of the month with a five day grace period. Any payment received at the Academy in the designated tuition box after 1:00 p.m. on the 5th of the month is considered late and a \$35.00 late fee will be charged. This is regardless of holidays, weekends, or whether your child attends class on the 5th.

Please understand that Discovery Village operates solely on the funds generated from tuition and fundraisers. This makes it crucial that we receive payments promptly in order to pay the staff and purchase supplies.

RETURNED CHECKS

A service charge of \$35.00 will be charged for a returned check for any reason. If any account has more than two returned checks during a school year, payment will only be accepted in the form of cashier's checks or cash.

WITHDRAWAL

If your child needs to be withdrawn from Discovery Village Academy, a verbal and written 90-day notice is required so that another child can fill the vacancy. **Refunds will not be given for children who withdraw from the Academy program.**

TERMINATION

The staff at Discovery Village Academy attempts to meet the educational needs of all children. However, in unusual circumstances, the staff may not be able to meet these needs, and the best interest of the child may be better served in another program. At the request of the Director, a conference may be called with the child's parents to discuss an alternate placement. The Director reserves the right to terminate any placement for reasons of incompatibility. In addition, parents are expected to conform to all Discovery Village Academy's policies and procedures. If policies are not complied with, the Academy reserves the right to terminate services. Termination may occur when :

- Families allow their tuition account to become delinquent.
- The Director determines the program is unable to meet the needs of the child.
- The Director determines it is not in the best interest of the Academy or other children enrolled to have a particular child in attendance.
- Families become physically or verbally abusive with teachers, children, or other parents.
- Families fail to provide the Academy with current or up-to-date health assessment.
- Differences between the Academy and family cannot be resolved through discussion.

ATTENDANCE / INCLEMENT WEATHER / SCHOOL CLOSINGS

Regular attendance makes school a happier, more consistent experience for your child – as does promptness. However, we understand that situations may arise that will result in your child being late or absent. If your child will be late or not attending school on a particular day, parents should notify the Academy at (704)-987-9040 office and/or (704)-770-5406 cell/text.

In an effort to better recognize our geography and weather conditions, we will not mirror the CMS weather conditions. The Director will make the decision whether DVA will close due to weather, have delays arriving to school or closing early if necessary. An email as well as a REMIND 101 text will go out to parents regarding weather closings.

We do not follow the CMS school system's plan for make-up days. It is our policy not to make up days missed due to inclement weather.

ARRIVAL / DEPARTURE

We cannot allow any child to be dropped off prior to our schedule drop off times; unless an exception is made by the Director. Staff is not permitted to bring any child (other than their own) to the Academy. If your child arrives after the listed arrival time has completed, the parent must walk him/her into the school and notify a teacher of the child's presence. Please know that our school doors are locked during school hours.

Classroom Hours

<u>Class</u>	<u>Arrival</u>	<u>Pick-Up</u>
3's	9:00-9:15am	12:30-12:45pm
4's	8:45-9:00am	12:45-1:00pm
TK	8:45-9:00am	12:45-1:00pm

Please pick up your child promptly at the end of the day. Any child remaining ten minutes after their pickup time will be brought to the Director by their teacher to wait for parents, and a \$20.00 late fee will be charged. Additionally, we will also charge an additional dollar for every minute after the ten minutes that the parent is late. These fees will be charged regardless of whom is responsible for the tardiness (the parent or the child's carpool driver).

CARPOOL LINE

Carline is used to help students and parents arrive and pick-up safely.

At the beginning of the school year, you will receive a carline tag for your car. This is to be hung from your mirror each day to help the staff have your child out for dismissal promptly.

We ask that you do not allow students to get out of the car on their own and walk to their correct building. A teacher MUST help all children in/out of all cars and walk them into their classrooms as well as to their cars during dismissal. We ask that you do not turn your cars off during carline. If you need to turn your car off for any reason, we ask that you utilize one of our parking spots.

SAFETY AND SECURITY

Your child's safety is a top priority at Discovery Village Academy. The doors to our school remain locked throughout the school day. Children may be released only to those persons authorized in writing by the parent/guardian. Identification will be required when someone other than the parent or guardian will be picking up your child. To further increase the safety and security of all children, Discovery Village Academy does have a security system with a surveillance system in place.

RELEASE OF A CHILD

Under no circumstances will children be released to anyone other than their parents or regular carpool drivers without specific authorization from their parents. If you need someone to pick up your child, (such as a child going home with a classmate), a written letter from the parents authorizing us to release the child to that person is required. In the case of an emergency, and parents are not able to pick up their child, or there are changes from the usual person authorized to pick up the child, **the Director must be notified**. Only in cases of unforeseen necessity or emergency should a change be made over the phone. Staff will call the parent/guardian back to confirm the change and the person picking up the child will be required to present identification when they arrive at the school.

Discovery Village Academy reserves the right to ask for proof of identification of anyone that picks up a child from the school.

REPORTING RESPONSIBILITIES

By the laws of North Carolina, the Discovery Village Academy staff is required to report all suspected cases of child abuse and neglect. If such a case arises, the alerted staff member will report this to the Director.

If a child is left at the school without any contact made to the school by the child's parents for two hours after the dismissal time, the Academy is required by law to notify the Department of Social Services. This is considered abandonment in the eyes of the law.

Children may not be left in a car unattended. If any staff member sees a young child (under the age of six) left unattended in a car, the Academy is also required by law to report this to the Department of Social Services. This is considered neglect in the eyes of the law.

CLASSROOM ALLERGIES

If your child has any allergies, please be sure to make the Director aware as well as provide medical records to document the allergies. We will determine in August 2017 if our classrooms and/or entire school will need to be peanut free, or any other food allergy notifications.

NUTRITION

Each child is asked to bring a snack, lunch and a water bottle to school daily. Please provide a nutritious lunch limiting sweets and excluding candy. Please do not send any food items that need to be heated or refrigerated. Make sure thermos and lunch boxes are labeled with your child's name.

Please be sure to check with your child's teacher about allergies in the classroom.

HANDWASHING POLICY

Discovery Village Academy follows these practices regarding hand washing:

- Staff members and all children are taught hand washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others.
- Staff will assist children with hand washing as needed to successfully complete the task. Children wash their hands either independently or with staff assistance.

Children and adults wash their hands when...

- After using the toilet or assisting children toileting.
- After handling bodily fluids (e.g. blowing/wiping nose, coughing on hand, touching any mucus, blood or vomit).
- Prior to snack-time and lunchtime.
- After playing in water that is shared with two or more people.
- After handling pets and other animals or any materials such as sand, dirt or surfaces that might be contaminated by contact with animals.

HEALTH POLICIES

It is important that all medical forms be completed and signed by your child's physician and turned into the school prior to entrance into the class. Discovery Village Academy reserves the right to dismiss a child from the school until these forms are turned in. Parents will still be financially responsible during this time for any tuition.

No child should attend school when visibly ill. Children who attend our programs are expected to be able to participate comfortably in all components of our program both indoors and out. We try to take the children outside everyday weather permitting. The general rule is that if a child is well enough to come to school, he/she is well enough to go outside. The exception to this rule is missing outdoor time due to injury.

Please do not bring your child to school if he/she has the following symptoms:

- A Fever; (temperature of more than 99.6 degrees within a 24 hour period)
- Persistent diarrhea
- A rash that has not been diagnosed as non-contagious
- Conjunctivitis (known as "pink eye")
- Impetigo
- Vomiting once within a 24 hour period
- Vomiting accompanied by other signs of illness
- Nose drainage that has turned green or yellow
- Symptoms of strep throat or chicken pox
- Head Lice OR Nits *we are a NO NIT school*
- Scabies or other parasitic infections
- Any condition in which the child acts ill and is unable to participate in classroom activities and which compromises the health and safety of others

In order for a child to return to school, they must be symptom free and without medication for 24 hours.

If a child becomes ill while at school, parents will be notified immediately. If the child has a fever, or has obvious symptoms (such as vomiting), the child will be kept in a quiet area of the school until the parents or an authorized person arrives to pick them up.

MEDICATION

In general, the staff of Discovery Village Academy is not permitted to administer any medication at school. If you have an unusual circumstance that may require your child to need medication during the school day, please notify the Director. Written verification from the physician and parent will be required before any medication will be given. Medications must be in their original container and clearly labeled. Medications must be handed to a staff member. Inhalers and/ or Epi-pens will not be allowed to be transported by the child.

EMERGENCY MEDICAL CARE

If a situation occurs and the Director and teacher determine that a child requires emergency medical care, parents and/or guardians will be called immediately. If parents, guardians or authorized designated emergency persons cannot be contacted, the decision will be made to seek emergency treatment if necessary. In the event that a child needs to go to the hospital, the Discovery Village Academy Director will accompany that child and stay with them until the parents, guardian or authorized designated emergency contact arrives. If the Director is unable to accompany the child, the child's teacher will accompany them.

CPR (cardiopulmonary resuscitation)

All staff members are First Aid and CPR/AED certified. Discovery Village Academy staff follows The American Red Cross First Aid Standards and Procedures when administering First Aid. Depending on the severity of the accident, the Academy staff will notify the parent by phone and will always write an accident or incident report which will be handed to the parent or placed in the child's folder, as well as one kept at the school.

INJURIES AT SCHOOL

If a child receives an injury while at school, the parents will be called immediately to discuss the accident. The decision will then be made whether the child needs to be picked up immediately or can wait until the normal dismissal time.

If a child acquires any cuts and/or scrapes, the area will be washed out with soap and water, and a bandage may be placed on it. We are not allowed to place medication of any kind on the wound(s) without a consent form.

If an injury is serious, 911 will be contacted immediately after which the parent will be immediately called. If the parents or any of the emergency contacts cannot be reached, the Director and/or teacher will make the decision concerning emergency care for your child. Parents will be responsible for any emergency treatment costs that may occur.

DISCIPLINE

Our philosophy on discipline is based on a positive approach, praising the child's appropriate behavior and redirecting inappropriate actions. Children are not born knowing how to behave acceptably. They must learn acceptable behavior from those around them as they explore their world. Toddlers explore their world by using their senses. They will look, listen, taste, feel and smell. They will "explore" other children and adults with their senses just as if people were objects. At times their exploration of the social world will involve conflict. They may react impulsively, displaying aggressive feelings and behavior. This may include biting, hitting, pushing, etc. This is a typical part of development. We find that asking a child to stop and think about their unpleasant behavior allows them to work at self control.

Incident Reports will be written up to document injuries at school and/or behavior issues. A copy will be put in your child's communication folder and a copy will be kept in your child's file at the school. The Director will follow up with any incident reports.

The goal at Discovery Village Academy is to help each child learn to discipline himself/herself through the following:

- By providing an age appropriate environment
- By reinforcing acceptable or desired behavior with positive direction
- By providing reasonable rules that are easily understood, consistent, and carried out
- By giving a child an opportunity to make decisions concerning his/her behavior
- By allowing a child to accept the consequences of his/her unacceptable behavior

The various consequences of unacceptable behavior are:

- Teacher's intervene quickly when children are physically aggressive with one another and help them develop more positive strategies for resolving conflict.
- Teacher's help children who harass, isolate or hurt children to learn and follow the rules of the classroom.
- Teacher's respond to a child's challenging behavior in a manner that provides for the safety of the child and the safety of others in the classroom, is calm and respectful to the child and provides the child with information on acceptable behavior. For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that support the child's inclusion and success.
- Teacher's never use physical punishments such as shaking or hitting. Teacher's never use verbal abuse, threats or derogatory remarks and do not withhold or withdraw or threaten to withhold or withdraw food.
- Teacher's focus on teaching the child new skills and providing support for the child's appropriate behaviors rather than focusing solely on reducing the challenging behavior.

- Teacher’s use environmental modifications, adult or peer support, and other teaching strategies to support the child’s appropriate behavior and prevent the use of challenging behavior.
- Redirection – helping the child towards a more acceptable activity
- “Quiet Time” or removal from a given situation - these are short supervised periods of time out (generally 2-3 minutes-max) and only as a last resort
- Loss of special privileges, (ie. Table helper, line leader for the day, etc.)
- Aggressive behavior is stopped with a firm “No!”
- Parents informed of child’s behavior and a strategy put into place to help

We do not spank, shake, bite, pinch, pull, slap or otherwise physically punish the children. We do not make fun of them, shame them, deny snack/lunch privileges, leave children alone or criticize them. We do not allow discipline of children by children.

In the best interest of the child, the teacher, with the help of parents, will try to resolve whatever problems are present. If the problem still exists after all the steps of discipline and consequences have been implemented, the Director will call a conference with the parent and teacher to decide a course of action.

CLOTHING AND PERSONAL ITEMS

All children should arrive appropriately dressed for a fun, busy day at school. This includes

- Shorts, pants, skirts, dress and undergarments
- Socks or tights
- Closed-toed shoes **(please, no sandals, flip-flops or heels)**

All children will need to bring an extra set of clothing (including socks and underwear) in the event of a major spill (wet weather, accident, etc). These extra clothes should change as the seasons change and be replaced as needed. These items should be sent in a large plastic zip-lock bag and each item as well as the ziplock bag, should be labeled.

All clothing should be weather appropriate. Please label all articles of clothing with your child’s name.

Discovery Village Academy cannot be responsible for toys or items that are lost or broken. We ask that children do not bring toys to school, unless it is specified by the teacher (for example : Show & Tell).

***** Please Note: TOY GUNS, KNIVES, SWORDS, OR ANY TOY THAT SIMULATES A WEAPON OF ANY KIND WILL NOT BE ALLOWED AT DISCOVERY VILLAGE ACADEMY.**

PLAYGROUND SAFETY

We want to make our playground a success from the beginning of the school year. We follow a few guidelines to make this possible :

1. No climbing on the fence
2. The slide is meant to be sat upon . . . flat on the bottom, feet first. No sliding on the stomach or back. No walking up the slide.
3. Only one person on the slide at a time.
4. Take turns and share.
5. No throwing sand.
6. No sticks.
7. No pushing, pulling or tackling

COLD WEATHER POLICY

Taking children outdoors is a healthy, integral part of our daily schedule and curriculum. Health experts agree on the importance of fresh air and exercise as part of a daily routine. Children benefit from outdoor play to release energy and develop large muscle coordination. Children will participate in routine outdoor play when the temperature is 32 degrees Fahrenheit and above. When the temperature drop below 32 degrees Fahrenheit and the conditions are extreme, outdoor activity will be canceled. At temperatures of 40 degrees or lower children must be dressed in layers of warm, dry, loose fitting clothing. Gloves or mittens, hats and boots are essential to provide necessary protection. Please remember to label all of your child's personal belongings and outdoor Winter wear.

SPECIAL OCCASIONS

Birthdays are very special, and you are welcome to celebrate your child's birthday during class time. Please discuss this with your child's teacher prior to your party date. You are welcome to bring in a special snack for your child to share with their class. Please ask your child's teacher about any food allergies in the class before bringing any kind of food item into the classroom.

Invitations to parties and events that are not school based should be mailed outside of school. Please do not distribute any party invitations at school in the event that not every child is invited. A school directory will be published and shared with families in September 2017. This directory will only include families who provide written consent.

HOLIDAY CELEBRATIONS

We will be celebrating many holidays throughout the year. These will include special class parties and we encourage your participation during these special events. Below are a few of the holidays we will celebrate; dates are subject to change :

October 30-31, 2018	Halloween Celebrations
November 16, 2018	Thanksgiving Feasts
December 12-14, 2018	Winter Parties
February 13-14, 2019	Valentine's Day Parties
April 11-12, 2019	Spring Celebrations

PARENT COMMUNICATION

Communication between home and school is extremely important in order to ensure your child's success at Discovery Village Academy. We plan to have close communication with all of our families because we know how important it is for you to know how your child is getting along. Please feel free to discuss any concerns you have with your child's teacher or the Director. It may not be possible for you to have a conversation with your child's teacher at drop-off or pick-up times as the teachers are responsible for supervising all of the children in their care and are not able to give you their complete attention. If you have a special concern, a meeting or phone conference may be arranged.

Parent-Teacher conferences will be held mid-year and/or end of the year for our 4 year old and TK classes. All 3 year old conferences will be at the request of the parent and/or teacher. If you would like a conference at another time during the school year, please contact your child's teacher or the Director.

A school newsletter will be emailed out each month to keep parents informed of upcoming events, changes in policy, program happenings, etc.

Each class will use a private Shutterfly site for their class. This classroom site will be used as classroom communication.

Please do not send verbal messages from home to the teachers with the children. Parents should write a note and/or email the message (for example - your child is going home with a friend or relative not listed on your emergency card).

FIELD TRIPS

Field trips are part of our curriculum for each of our classes. The Director of Discovery Village Academy will arrange all field trips. The Director will always announce these trips in advance. We will have a field trip in the Fall of 2018 and another one in the Spring of 2019.

For the safety of our children, parents must accompany their child on field trips to provide adequate supervision. Discovery Village Academy staff members are not allowed to drive students, other than their own children, to field trip destinations.

AFTER-SCHOOL PROGRAM

Discovery Village Academy offers an after-school program for all children at Discovery Village Academy. The after-school program runs Monday thru Thursday, 1:00-3:00pm. Each day will follow a different theme. This should be paid separately from tuition.

FEEDBACK / SUGGESTIONS / GRIEVANCES

We feel that the most positive emotional environment exists when parents and our school work together as partners. In the past, parents have provided us with valuable input, which has assisted us with the information that we need to improve our program. We encourage and respect parent feedback so that we can provide the best early childhood education experience for all children.

We encourage all to write a review of our academy on our facebook page - our facebook page is listed under *Discovery Village Academy*.

The following steps are available for parents to bring a grievance to our attention -

1. Parents can meet directly with at least two teachers to discuss any issues. This is best done when no children are present.
2. If the issue is not resolved, parents and teachers have a conference with the Director.
3. If the issue is still unresolved, the parents should provide a written description of the issue for the Discovery Village Academy Board to make any final rulings. This may sent be to Joanne Trickett at jtrickett@oakcg.com.
4. The parents will be allowed to meet directly with the Board to discuss any decisions or actions to be taken.

DISCOVERY VILLAGE ACADEMY CAMPS

Discovery Village Academy operates a very successful summer camp program for 3-6 year

old children. We offer up to eight weeks of summer camp. All summer camp information will be available for parents beginning February 2019. Our camps will run from 9:00am - 1:00pm, Monday-Thursday.

HARRIS TEETER'S TOGETHER IN EDUCATION PROGRAM

Please help DVA receive money back in Harris Teeter's "Together in Education" program. We ask that you link your Harris Teeter VIC card to Discovery Village Academy's code - **5145**. You may have up to five schools linked up to your VIC card. We appreciate your help!

REMIND 101 COMMUNICATION

This is a text communication for all DVA families. These messages are sent from the Director of the Academy. This will not replace email communications. We ask that you sign up by texting the number **81010** with this message **@dvapa**. You must sign-up to renew for each school year.

DISCOVERY VILLAGE ACADEMY DIRECTOR CONTACT

Melissa Shue
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