

# Discovery Learning Center (DLC)

## Admission Agreement & Parent Handbook

## Discovery Learning Center – Admission Agreement, Policies & Procedures

Effective March 13, 2023

### Basic Rates

<u>Preschool Program</u>			<u>Kindergarten Before &amp; After</u>		<u>School-Age Before &amp; After</u>	
		<u>Mo. / Wk.</u>		<u>Mo. / Wk.</u>		<u>Mo. / Wk.</u>
<b>3 Hours:</b>	2 Days	\$658 / \$157	<b>2 days: *1/2 Day</b>	\$636 / \$151	<b>2 Days:</b>	\$642 / \$152
	3 Days	\$789 / \$189	<b>Full Day</b>	\$720 / \$171	<b>3 Days:</b>	\$734 / \$174
	5 Days	\$1,009 / \$240			<b>5 Days:</b>	\$839 / \$200
<b>4 Hours:</b>	2 Days	\$822 / \$179	<b>3 days: *1/2 Day</b>	\$762 / \$181	<u>Minimum Days</u>	
	3 Days	\$894 / \$212	<b>Full Day</b>	\$875 / \$209	No extra charge	
	5 Days	\$1,175 / \$279	<b>5 days: *1/2 Day</b>	\$959 / \$229	<u>In-service / Holiday</u>	
<b>5 Hours:</b>	2 Days	\$844 / \$201	<b>Full Day</b>	\$1116 / \$278	\$20/day as needed	
	3 Days	\$1,000 / \$239	<u>School-Age Summer Program</u>			
	5 Days	\$1,299 / \$307	<u>Mo. / Wk.</u>			
<b>Full Day:</b>	2 Days	\$1,025 / \$246	<b>2 Days</b> \$1,025 / \$246			
	3 Days	\$1,237 / \$295	<b>3 Days</b> \$1,237 / \$295			
	5 Days	\$1,578 / \$377	<b>5 Days</b> \$1,578 / \$377			
					*Cost of T/Th field trips not included in tuition. Cost TBD	

### 1) Payment Provisions

#### Tuition Information

- Preschool: 3 hours (9-12), 4 hours (8-12 or 9-1), and 5 hours (8-1 or 9-2) hourly contracted rates, must be consistent schedules, with the same scheduled times for each day of attendance. These rates are only available in the preschool program.
- The 2-day schedule is Tuesday and Thursday ONLY. The 3-day schedule is Monday, Wednesday and Friday ONLY.
- The full day schedule includes care for your child at any time the center is open, M-F, 7:30 AM – 5:30 PM, excluding holidays.
- No Sibling discounts
- For those on part-time schedules (MWF or T/Th) **days cannot be swapped.** You may add extra days if there is space for \$20/hour or \$100 for the entire day (over 5 hours).
- Bussing is included in the tuition for kindergarteners and school-age children to/from Dewey and Schweitzer.

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Any other San Juan District schools **that can be accommodated in the bussing schedule** incur an additional **\$50/month** bussing fee.

## 2) Basic Services

- Center hours are from 7:30 am to 5:30 pm, **for well childcare only**.
- Programs include morning and afternoon preschool, full-day preschool, before and after kindergarten program, before and after school-age program, and a full-day kinder/school age summer program.
- Bussing to and from (specified) elementary schools is included in kinder and school-age tuition.
- Napping is available (but not mandatory) for true nappers only. Crib sheet, pillow and blanket are supplied by the family. Bedding is stored at DLC during the week, and sent home on Fridays to be laundered by parents. **Please label all items of bedding.**
- Diapering available, **diapers and wipes are provided by the family.**
  - **Please label diapers with child's initials on the fold of the diaper.**
  - **Staff will notify you when more diapers and wipes are needed at school.**
  - **Wipes are used in a communal manner.**
  - **We can only store one sleeve of diapers per child at a time.**
- Toilet teaching is supported and child led.

### A. Payer

- Both parents are equally responsible for the tuition and liable for any debt that may incur.
- In the event of shared custody, **each custodial parent must complete and sign a separate admission agreement.** Both parents are equally responsible for the tuition.
- In the event of sole custody. The sole custodial parent is responsible for the tuition.
- DLC only accepts electronic payments using either a personal checking, savings or credit card account. Tuition is collected through Tuition Express. It is automatically debited out of your bank account on a monthly (the first) or weekly (every Monday) basis. Please make arrangements with the director for a different debit date.
- DLC participates in the Child Action tuition subsidy program. Eligible families must provide proof of program enrollment, case worker's name and case number; prior to the first day of enrollment. Parents are responsible for any portion of tuition that is not paid for by the subsidy program. These payments are due on the 1<sup>st</sup> of the month.

### B. Due Date and Frequency of Payment

- Tuition is collected by DLC using a third party, Tuition Express by Procure. This is the software program our center uses for enrollment, attendance tracking, managing staff hours and also tuition collection.
- Parents may enroll using the Tuition Express from included in the Registration packet.

- A checking or savings account for tuition collection can be used at no extra charge.
- Credit cards may also be used (Visa and Mastercard). However, a \$30 monthly charge will be added to your account to cover the processing fees.
- Monthly tuition is collected on the 1st of each month. You may request to have it debited out of your account as late as the 5<sup>th</sup> of each month. If tuition is received after the 5th of the month, a \$30.00 late fee will be assessed. In the event that the 1st falls on a weekend or holiday, tuition will be collected the following business day.
- If paying weekly your payment will be collected every Monday. If Monday is a holiday weekly tuition will be processed on that Tuesday.
- Returned payments will result in a \$40 fee.
- After 30 days of missed tuition and/or an unpaid balance, your account will be considered past due. Children will be dropped from enrollment if an account is considered past due.
- Past due accounts will be forwarded to the collection agency, Parson-Bishop Services, INC.

### 3) Modification Conditions

- Changing the contracted hours or days for which your child is enrolled will result in signing a new Admission and Schedule Agreement. Notice of change must be in writing and received 30 days prior to the adjustment. While the revised schedule is not guaranteed, every effort will be made to accommodate the new schedule as quickly as possible.
- In the event that your child's tuition changes due to schedule or program changes, or due to withdrawal from the program, the tuition will be prorated. If you pay tuition monthly, the prorated daily rate is calculated by dividing the monthly tuition by the possible days of attendance in that particular month, and then multiplying the daily rate by the number of days your child attends that month. If you pay weekly, the prorated daily rate is calculated by dividing the weekly tuition amount by the number of days they attend per week and then multiplying that daily rate by the number of days attended.
- Parents are required to give 30 days' notice in writing prior to withdrawing their child. If at least 30 days' notice is not given, a \$100 cancellation fee will be charged.

### 4) Refund Conditions, Holidays, Vacations & Sick Days

**No reductions or refunds are given for the following reasons:** absences, illnesses, holidays, vacations, hours not used, school closure due to; natural disasters, power outages preventing school from being heated or cooled properly, government directed quarantine, staff shortage due to government directed quarantine. Full tuition is still due in these cases. Refunds are only given if enrollment is terminated and there were unused school days. Unused days will be refunded using our prorating calculations

### 5) Illness/Wellness Policy:

- If your child has ANY symptoms of illness, please keep them home until 24 hours after symptoms subside.
  - Symptoms of illness may include but are not limited to, fever, cough, sore throat, headache, vomiting, diarrhea, runny nose, lethargy, rash, etc.
  - Child must be fever free for 24 hours without fever reducing medication.
  - If a child has two or more COVID symptoms we recommend getting them tested.
- Kids may return back to school with a runny nose and or cough if; they are 24 hours past the onset of symptoms, there is no concern of COVID exposure, **they can wipe nose and wash hands independently, and they are energetic enough to participate in school activities. Children who cannot manage their mucus should not be in a group setting.**
- If a child/teacher lives with someone with a positive COVID result, they must stay home for 5 days and may return with a negative test result on Day 6. If another person in the household tests positive, the 5-day quarantine begins again.
- If a child/teacher tests positive for COVID they must stay home for 5 days after the onset of symptoms and/or positive test result and may return to school after a negative rapid test result.
- In the event that a child or teacher attends DLC while COVID positive, DLC will notify all exposed families via email.

#### **6) Rights of Community Care Licensing**

- Community Care Licensing, a division of the Department of Social Services, makes a minimum of one unannounced facility evaluation every five years.
- Community Care Licensing has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.
- Community Care Licensing has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

#### **7) Conditions Under Which This Agreement May Be Terminated**

- Failure to pay tuition for more than 30 days, or pay the balance of past due tuition, may result in termination of this agreement.
- In the event that a child requires additional care or service that DLC cannot provide, the child may be dropped immediately from enrollment.
- In the event that a parent teacher conference is requested by DLC staff and the parents choose to not meet or comply, the child may be dropped from enrollment.
- In the event that a child presents a danger to them self, another child, or the staff, the child will be dropped immediately, without notice.

- In the event that DLC is unable to continue bussing a school-age child to/from their school, the family will be notified and DLC will continue to provide bussing for up to 14 days.
- In the event that a parent has a fundamental philosophical difference with DLC regarding our curriculum, approach to child development and/or education. If these differences prevent parents and teachers from working together enrollment may be terminated.
- In the event that DLC is no longer able to provide childcare for any of the above-mentioned reasons, any unused and paid tuition will be prorated and reimbursed.

Additional Charges, Policies & Procedures:

**Registration Fees:** The registration fee is based on date of enrollment and is nonrefundable. Annual registration fee is \$85 or \$125 for families. Summer registration fee (Jun – Aug), for children attending the summer program only, is \$60 per child. Annual reg fee charged every September after enrollment.

**Extra Hours:** \$20.00/hour for non-contracted hours before or after the contracted schedule. A call is required from a parent to ensure availability of space. If the need for an extra hour becomes consistent, a new tuition rate will be contracted.

**Grace Period:** A 5-minute grace period is given before and after your contracted hours. If you sign in more than 5 minutes before or more than 5 minutes after your contracted drop-off/pick-up, it will be considered an extra hour and \$20 will be assessed to your account.

**Extra Day:** Preschool and School-age: \$100.00 for non-contracted days. At least 24-hrs notice is required to ensure availability of space. If less than 5 hours, account is billed at hourly rate.

**Bus Alert Call:** In the event your child will not need to be bussed from their school to DLC, a call to alert our driver is **required by noon (12:00pm)**. Failure to inform us will result in a \$15.00 charge.

In the event that your **morning kindergarten/transitional kindergarten** child will not need to be bussed from their school to DLC, a call to alert our driver is required by **10:30 am**. Failure to inform us will result in a \$15.00 charge.

**Sign-In/Out:** Children are signed in and out electronically by DLC staff to track hours and attendance through Procure. **Parents are also required to sign-in and out** at drop-off/pick-up using full name (legibly) and the time of drop-off and pick-up. Sign-in/out sheets will be on a clipboard hanging by front gate at drop-off, and by the white gate and pick-up.

**Drop-Offs & Pick-Ups:** Drop-offs/Pick-ups happen at designated times (see page 10). Please arrive on time and ready to go! You and your child can stand on front walkway and a teacher will meet you by front blue gate at each drop-off time. If you arrive late, you may have to wait until next drop-off time before a teacher can bring your child in. Please arrive no later than 9:00 am. If your child has an appointment and needs to arrive late, or get picked up early, just notify us via email. Or if it is very late notice call the school (916) 966-7076. For pick-up, wait near white gate for kids to be dismissed.

**Late Pick-up:** If your child is picked up after 5:30pm, there will be a \$1.00 per minute charge assessed and paid directly to the opening or closing teacher. If the charge has not been paid to the respective teacher by the next billing cycle, it will be added to your account and a \$15 late fee will be applied.

- DLC Shirt:** Supplied at enrollment (to wear on Field Trips), \$15.00. In the event your child is not wearing a DLC shirt on a field trip day, DLC will provide a “loaner” shirt for a \$5 fee. If there are no loaner shirts available, a new shirt will be supplied and a \$15 fee will be applied to your account.
- Sunscreen:** A yearly sunscreen fee of \$20 is charged at the beginning of May. Parents must apply sunscreen between the months of April – September, **before** children arrive at school. If a child arrives without sunscreen, it will be applied and a \$5.00 charge will be assessed. DLC will reapply sunscreen after lunch and as needed.
- Water Bottles:** Children must bring a water bottle to school every day. In the event that your child does not bring a water bottle, DLC will supply one and a \$1.00 fee will be added to your account. **Label bottles with child’s name.** **If your child arrives without a water bottle, and loaner bottle will be issued for a \$3 charge.**
- Beverage Policy:** We ask that **ONLY WATER** be sent to school for children to drink during their day. **No juice, soda, tea, sports drinks, etc.** If juices and other non-water drinks are sent in lunches we will kindly set aside and send home with parents at the end of the day. Large amounts of sugar that are found in these drinks have a negative impact on most children’s mood and behavior.
- Lunches & Snacks:** Parents are responsible for sending a lunch for their child every day. DLC serves a morning and afternoon snack that is comprised of two food groups. If kids are not interested in “DLC snack” we allow them to choose one food item from their lunch instead.
- Please be aware that your child may consume foods from their lunch in any order they choose. Per CA State Licensing, our staff is not allowed to guide children in which order they eat their foods. For example, encouraging a child to eat more nutritious foods before treats and/or sweets is considered a violation of the child’s personal rights. Therefore...
- Please limit sweets and treats that won’t adequately fuel and fill your child for their school day.
  - If sweets and treats are mostly being consumed by your child and they are experiencing issues such as melt downs, crankiness, lethargy, lack of focus, etc., our staff may request sweets and treats be omitted from their lunch so the child can be more successful at school.
  - Please send an ice pack in your child’s lunch year-round.
  - 4:00 snack is for kids staying later than 4:00. Lunches are brought back out to eat leftovers.
  - Please clearly label lunch boxes, thermos and food containers with your child’s name.
- Birthday Treats & Celebrations:** We love to celebrate your child’s special day! You may coordinate with your child’s primary teachers to plan a celebration. What is typical is for parents to send a special snack to share with their child’s group. Some parents have also sent a pinata or booked a bounce house. These special events can usually be accommodated, but are not required.
- If sending cupcakes, please only send the small two-bite cupcakes.
  - You can get creative and send your child’s favorite food or snack. It does not have to be dessert.
  - Some alternatives to cupcakes could be a yogurt parfait, chocolate dipped bananas or strawberries or muffins. Just to name a few.
  - If sending a pinata, please consider toys and stickers inside instead of only candy. If there is candy, please no nuts.
  - DLC rents from Sanchez Party Rentals – Abel Sanchez (916) 807-9283

**Food Allergies:** If your child has food allergies or sensitivities, please send them extra snacks in their lunch daily. We will not serve them DLC snack. You can also store special treats in our freezer for us to pull out in the event of a birthday celebration.

**Backpack,  
Clothing &  
Labeling  
Belongings:**

**Each child needs a child size backpack or bag that can fit all their belongings and that they can carry.** Please send at least two changes of clothing for your child in their bag every day. All belongings should be labeled with a name or initials, **including shoes, socks, jackets and water bottles.**

- Rain boots and rain jackets necessary for winter.
- Swim suits & hats necessary for spring and summer.
- In the winter, layers are necessary for outdoor play. Two pairs of pants, and at least two shirts or a sweatshirt and a warmer jacket, with hat and gloves needed to stay warm.

**Medication:** DLC can administer medications to your child when needed. In order to do so we need a medication release form. It can be found on our website [Parent Resources – Discovery Learning Center](#). We also need the medication box with prescription and dosage info, or a note from the child's doctor with correct dosage. Over the counter medication dosage must follow what is listed on the bottle/box. Or we need a doctors note giving instructions for a different dosage. **Please do not put medication, ointments, sunscreen, Chapstick, etc., in your child's bag. Hand them with the medication release form to a teacher at drop-off.**

**Injuries:** Most of our staff is trained in first-aid and CPR. In the event of critical head injury, or something else that may be life threatening, DLC staff will call 9-1-1 and begin first-aid/CPR. Parents will be notified as soon as possible.

Everyday injuries that are minor will also be cleaned and treated by staff. We document each injury on an accident report and will notify you with a note or phone call. Injuries that are in between minor and life threatening (oral injury/facial bump or scrape) will result in a phone call to parents for you to make a decision about seeking medical treatment right away or scheduling an appointment.

**Parent/Teacher**

**Communication:** Small group teachers will send home either weekly or bi-weekly parent updates. They will arrive either hard copy or via email to keep parents up to date with group projects and individual progress. Conferences with teachers can be scheduled to discuss bigger concerns or issues with notice. Each group also has private hidden FB pages to document everyday happenings, joyfulness and fun! We want to work together with you to support your child's development and to make sure they are successful in life!

**Night Owls**

**Parent Group:** The Night Owls is our parent group that meets once a month to plan fundraisers, parent outings, parent workdays and other social events. To get more info or receive emails, reach out to the Night Owls at [dlcparentnightowls@gmail.com](mailto:dlcparentnightowls@gmail.com).

**DLC Philosophy**

**& Curriculum:** DLC is a play based/child lead preschool. We believe in children guiding their teachers in their learning process by showing us what they are interested in. Together, the kids and teachers co-create the activities and projects. We believe in hands on, messy, outdoor activities that allow the child to use all their senses while engaging and exploring. We believe in puddle jumping, fresh air and nature our classroom. Social awareness, empathy, problem solving skills, respecting our bodies, our friends' bodies and our environment are paramount at DLC!



**Field Trips:** Each group aims to go on at least one field trip a month. We may go on a simple walk to either The John Holst Nature Area (located behind DLC) or The Schweitzer Nature Area (Located across from DLC). Or we may go on a field trip that requires transportation. When there are field trips requiring transportation, we will use our school vans and possibly parent drivers. Parents who drive on a field trip must have a valid CA driver's license and auto insurance. Kids will be required to wear a DLC field trip shirt for these outings and parents are asked to leave appropriate car seats labeled with your child's name. Parents will be notified in advance of field trips on our monthly calendar.



## Admission Agreement and Schedule Contract

Please complete this page and return entire packet. We will provide you with a copy.

My child, \_\_\_\_\_, will attend Discovery Learning Center on:

Please choose one of the three options. If you are choosing a 3, 4- or 5-hour schedule, please write the times of attendance. If you are choosing full day, please circle full day. If you are choosing the kinder half day, please circle kinder half day and write in the portion of the day your child will be at DLC (ex.8:00-4:45 pm).

1. M - F from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or** Full Day **or** Kinder Half Day.
2. MWF from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or** Full Day **or** Kinder Half Day.
3. TTH from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm **or** Full Day **or** Kinder Half Day.

Tuition will be \$\_\_\_\_\_ paid **(please circle) weekly or monthly (rates are on page 1).**

Please circle one of the below three options: Attendance/Revised (and write in the effective date)/Schedule is ongoing.  
My child's first day of attendance/revised schedule will be \_\_\_\_\_/This schedule is ongoing.

By signing below, I acknowledge that I have read and agree to the above tuition rates, fees and policies, as described in the Admission Agreement.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Facility Rep. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### DLC Hours of Operation: 7:30 am – 5:30 pm

#### Drop-off Times:

- 7:30-7:40
- 8:00-8:10
- 8:30-8:40
- 9:00

#### Pick-Up Times:

- 12:00
- 1:00
- 2:00
- 4:00
- 4:45
- 5:00-5:30