

# General Policy

Please take a moment to review the following guidelines and share them with your child's caregiver as appropriate.

## Arrival

- Please make every effort to arrive on time, as this makes for an easier transition for both your child and the class as a whole.
- Please check in with the front desk for the first two weeks of a new term, so your child's attendance can be noted.
- If your child is to be picked up by someone other than their usual parent/caretaker, you **must** notify the front desk at 212-749-8717.

## Pick Up

Please arrive punctually or notify the front desk if you are running late. If another guardian, parent, or friend is picking up your child please let the front desk staff know. Children will not be dismissed with unknown parties.

## Discovery Security Tag

Please pick up a security tag on the first day of class so you can present one to the lobby security guard before each visit. As you enter the synagogue, please make sure to show this ID tag. You must show this every time even if security already knows you. This is an important safety precaution. If you lose one, we are happy to replace it.

## Parent Observation Days

We provide two opportunities per semester for parents and families to observe class. These days take place on the **week of February 25th** and the **last day or second to last day of class**. **The first viewing day is generally for new families who are unfamiliar with our facilities**. It is relatively informal. The last day (or second to last class depending on scheduling) is a formal viewing day. We appreciate your cooperation.

## Make Up Class

Discovery offers two make-up sessions (per child, per class) during the semester. Make-up arrangements are based on availability, and we encourage you to schedule them at least 24 hours in advance. **There are no make-up classes for early childhood programs. USAIGC teams schedule make-ups per the coach's instruction. Unfortunately, we are not able to accommodate make-ups during the first and last two weeks of a semester.** A missed make-up cannot be rescheduled. To schedule a make-up call the front desk at 212-749-8717.

## Transfers and Refunds

Requests for refunds must be made in writing or by phone. Fall and Winter/Spring semester tuitions are refundable during the first two weeks of the term. There is a \$50 cancellation fee for any single class withdrawal plus a pro-rated refund, calculated from the date we receive written notification from the parent. The registration fee is not refundable. No refunds or credits are given for Early Childhood Programs (On-My-Own, Almost On-My-Own), Team Gymnastics or the Nutcracker & Spring Recital. **THERE ARE NO REFUNDS GIVEN AFTER THE 2nd WEEK OF THE TERM**, however a credit may be kept on file for a year. Summer tuitions are refundable, minus a \$50 per class drop fee, for all summer classes if we receive written notification one week prior to the first class. There is a \$250 cancellation fee for Discovery Campers, Junior Campers, and Gymnastics Camp withdrawals. Requests for refunds must be

received in writing at least one week prior to the first class. After these dates, there will be no refunds for any Camp cancellations.

### **Sick Policy**

Your child's health and safety are our foremost priority at Discovery Programs. The policy below has been prepared to help minimize the spread of illness among children and teachers in the school. The most important way to reduce the spread of germs is frequent hand washing. At Discovery Programs children are encouraged to use anti-bacterial hand wipes prior to eating snack, using the bathroom and/or after coughing/sneezing.

### **What are important signs of illness?**

Please keep your child home if s/he exhibits any of the following symptoms:

1. Fever above 100 degrees and 24 hours following a fever
2. Productive/active cough
3. Excessively running nose
4. Discharge from the eye(s)
5. Diarrhea/vomiting and 24 hours following an episode
6. Unexplained rash, especially if accompanied by a fever
7. Red or pink eyes

### **What should I do if my child has any of these signs?**

If your child has any of the above symptoms when it is time for school or class, they should stay home. If the symptoms persist for more than 24 hours, you should contact your pediatrician.

Please report any highly contagious illness to the director including: strep throat, coxsackie virus, conjunctivitis and pneumonia.

### **What happens if my child becomes ill at school?**

At Discovery Programs we want each child to enjoy a successful experience at school/enrichment class. Children exhibiting signs of illness will be brought to the front desk and a parent/caregiver will be called to pick the child up as soon as possible. Please make sure that your contact information on file is current.

### **Changing for Class**

Children are welcome to change into dance, gym, or martial arts attire in our lobby or bathrooms. Please leave street wear on the coat rack or folded neatly on a chair. Children (and accompanying adults) should be barefoot for gymnastics classes and in leotards, tights, and ballet slippers for dance. Discovery Programs assumes no liability for strollers, clothing, or other personal belongings left unattended.

**In the lobby area, there will be coat racks where parents should hang their child's coat on the rack and put their child's shoes below their coat. All coats and shoes need to be stored in this central location in case there is a fire drill during your child's class.**

### **Strollers**

1. **The Synagogue does not allow strollers in the elevator from 8:30-9:30am.**
2. **Due to heavy elevator use for schools on the upper floors, families arriving for 9:00 and 9:15 am classes are asked to use the stairs and bring their strollers down with them.**
3. **Strollers may not be left in the synagogue lobby area.** Please make sure to share this information with your caregiver. Someone at the front desk will be more than happy to help you down the stairs. Please let us know if you need the help. Once downstairs, strollers can be "parked" along the wall in our lobby area. Where possible, we recommend the smaller, umbrella-version which requires less space.

### **Siblings**

Only infants in carriers may be brought into toddler classes. Otherwise, there are no siblings allowed in classes.

#### **Cell Phone Usage**

Cell phone usage is *not permitted* in the classrooms at any time.

#### **Safety Drills**

Routine fire drills are held monthly in Anshe Chesed and all schools participate. Whether or not adults are present, teachers will accompany their classes out of the building to West End between 99<sup>th</sup> and 100<sup>th</sup> St. In some cases, when the time is close to dismissal, classes will end a few minutes early. The elevator is out of service during fire drills.

In the lobby area, there will be coat racks where parents should hang their child's coat on the rack and put their child's shoes below their coat. **All coats and shoes should be stored in this central location in case there is a fire drill during your child's class. In the event of an emergency building evacuation, children may be picked up at St. Michael's Parish House, 225 West 99<sup>th</sup> Street.**

We will also hold semi-annual lockdown drills.

#### **School Closings**

In the case of inclement weather or an emergency, Discovery Programs will follow the NYC Public School closings. **Please make sure we have your most current email address for school closing announcements.**

#### **Announcements**

Important announcements about closings, openings, promotions, and special events are periodically sent via email and posted online. *Please make sure your email address is up to date.* An updated email address is especially important in the case of emergency openings/closings. You can send your most current email address to [discoveryprograms251@gmail.com](mailto:discoveryprograms251@gmail.com), with your child's first and last name.

#### **Facebook and Instagram Community Pages**

Please visit our Facebook and Instagram community pages for news, announcements, and special moments captured throughout the day here at Discovery! On both platforms, search **Discovery Programs**.

#### **Questions?**

Please do not hesitate to contact us at the Front Desk should you have any questions: 212.749.8717, [info@discoveryprograms.com](mailto:info@discoveryprograms.com).

**Please print this letter for future reference.**

**WELCOME TO DISCOVERY!**

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