

Tentative General School Policy

(as of July 13, 2020)

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

Covid-19 Policies

- Please review our separate Covid-19 Procedures Document. All Covid-19 procedures for arrival, health screening, etc. supersede any policies within the rest of this document.
- We will offer a full semester of 16 weeks, however, families may pay for 8 weeks at a time. There is one make-up per semester. If your child misses 2 or more classes due to Covid-19 or any other illness, or because they have to quarantine because someone close to them has Covid-19, you may receive a credit for classes missed. You must email or call the front desk to inform us so we can keep track of your credit.
- If Discovery must shut down for 2 weeks or less, credits will be given for those missed classes. You have until August 2021 to use those credits.
- If Discovery must shut down for an extended period of time (more than 2 weeks), we will revert some of our programming to Zoom. If you want to participate, your amount of refund will be pro-rated for your participation in Zoom. If you do not want to participate in Zoom, you will receive a full refund for your missed classes. Any of these refunds can also be used as credits until August 2021.
- If you decide to withdraw from the program before the semester has ended there will be \$50 withdrawal fee and your registration fee of \$25 will not be refunded. While we understand that there may be circumstances that you need to withdraw completely, due to our smaller class sizes and limitations overall, the \$50 withdrawal fee is not negotiable. To avoid the \$50 withdrawal fee, you can keep the amount you are owed in a credit on file to be used within one year.

Arrival/Dismissal

- Please refer to the Covid-19 procedures regarding arrival and dismissal.
- If you are running late at dismissal, please inform us.
- 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 or discoveryprograms251@gmail.com.

Separation Policy

To follow social distancing protocols, Discovery is trying to minimize the number of adults in the facility.

One parent or caregiver is allowed for your child enrolled in our toddler programming under 36 months old. For classes aged 3/4 and older, all classes are drop off. Drop off will occur

outside the building. If your child is 3 or 4 years old and is not able to separate, please inform the Front Desk before class begins and we will allow you to attend class with your child, however, you may need to wait in our lobby and not in the classroom with your child.

Parent Observation Days

Due to the restriction and limitation of adults in the building, there will not be the opportunity to observe class in person, but we are looking into other ways that parent can connect virtually to observe class.

Make Up Class

Discovery offers one 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 or email discoveryprograms251@gmail.com.

Transfers and Refunds

Please see above regarding withdrawals/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 however, 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) and Team Gymnastics.

Sick Policy

Your child's health and safety are our foremost priority at Discovery Programs. Parents/children will have to fill out a health screening and have their temperature taken before entering the building. Discovery must be informed if any of our students, parents, caregivers or close contacts of students have a positive Covid-19 test or are experiencing Covid-19 symptoms.

Changing for Class

With social distancing procedures in place, it's recommended children come to class with their ballet and gymnastics uniforms on underneath their clothing. Children should bring a backpack or small bag to place their outer clothing and shoes in during class. If children need to change, they can do so in the lobby or bathrooms. No street shoes will be allowed in the gym or on the dance/parkour floor. Discovery Programs assumes no liability for strollers, clothing, or other personal belongings left unattended.

Strollers will not be allowed in the building.

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 99th and 100th 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 event of an emergency building evacuation, children may be picked up at St. Michael's Parish House, 225 West 99th 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, with your child's first and last name.

Facebook, Instagram and YouTube Community Pages

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

Questions?

Please do not hesitate to contact us at the Front Desk should you have any questions: 212.749.8717, discoveryprograms251@gmail.com.

Please print this letter for future reference.

WELCOME TO DISCOVERY!

251 West 100th Street
New York, NY 10025
(212)-749-8717
www.discoveryprograms.com