General School Policy
(As of October 20, 2026)

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

Arrival/Dismissal

- Drop off and pickup for Discovery activities are inside our lobbies, however we must follow any building protocols. Due to lobby spacing constrictions during busy times (3:40-5:40 classes), we recommend that some parents leave after drop-off and come back for pick-up.
- 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.
- Please note that at 251 W. 100th St, families are not allowed to wait upstairs on the first floor of the synagogue lobby. This area is not included in Discovery's rental and access of the building.
- If you would like your child to self-dismiss, please fill out the form provided to you in the class confirmation email or ask us for a link to the form.

Check-in/Dismissal

We will check everyone in at the front desk for the first few weeks of the new semester. Please make sure you or your caregiver checks your child into class, even if they are a returning student. If your child will be self-dismissing (including walking upstairs on their own and meeting you outside), ALL FAMILIES must fill out the **NEW** Self-Dismissal Authorization Form.

When you check in, we will notify you of your children's coach or teacher. There may be coaching changes in between semesters or within semesters. Please place belongings on the coach/teacher's shelf. It is important that your children know where their shoes and coats are located in the event of a fire drill and we have to exit the building quickly. Please do not leave your children's shoes upstairs or in their strollers. Make sure to relay this information to your caregivers.

Discovery ID Tag and Security Procedures for 251 West 100th St

Each family is given a Discovery ID tag. Students/families must show the tag to security every time they enter the building. Alternatively, you may show a photo on your phone of the tag (attached to the confirmation email). If you do not have the ID tag, you will be required to sign in at the security desk. You might be asked to provide a photo ID.

251 W. 100th St: Lobby Guidelines

-Discovery families are not permitted to sit in the main lobby on the first floor of the building. All of our families waiting for class must wait in our lobby in the lower level.
-During the busy times of 3:40 and 4:40, our lobby becomes too crowded to

accommodate seating for every family. Many families leave the building and come back for pickup.
-Please avoid sitting on the staircase leading to the basement and the steps leading to the main office, as these areas should be clear for everyone's safe arrival and dismissal.
-Park strollers along the perimeter of the lobby and not in front of the staircase, elevators, or in the middle of the lobby.
-Place all of your child(ren)'s belongings on the metal shelves near the gym entrance rather than on chairs. There is also a coat rack in the back of the lobby by the bathrooms.
-Please avoid sitting in front of the closet doors by the gym, which our administration needs access to throughout the afternoon.
-Children must wear shoes on the stairwell from the first floor to the basement.

Safety Drills
Routine fire drills are held monthly in Ansche 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. The elevator is out of service during fire drills.

For afternoon drop-off classes: when you arrive to class, please place belongings on the coach/teacher's shelves. It is important that your children know where their shoes and coats are located in the event of a fire drill and we have to exit the building quickly. Please do not leave your children's shoes/coats upstairs or in their strollers and relay this information to your caregivers.

Ansche Chesed Dismissal 7:30pm and later
In June 2026, Ansche Chesed, the synagogue where Discovery is located, resumed its men's overnight shelter in partnership with Broadway Community after having closed it at the start of Covid. The men's shelter accommodates seven guests who arrive between 7:30pm and 8:30pm and exit the building at 6:00am. Broadway Community has a very thorough screening process for these guests, and it will be the same guests over some time, rather than new people each night. The guests will stay on the 2nd floor of the building under the supervision of security and program volunteers. The guests go immediately to the 2nd floor of the building upon arrival and elevator service to the basement level is then turned off.

Some Discovery class dismissals take place around or after the 7:30pm arrival, so we are alerting you to the return of the program. As we get adjusted to the routines of the program with our evening classes, we will implement a few new protocols. If your child self-dismisses around 7:30 or after such as 7:40, 7:55 or 8:05, Madison, our Administrative and Operations Associate, will walk your child upstairs to the front door. From there, your child will self-dismiss on their own as they have done before. Madison will walk groups of students up from the classes as a whole, rather than individually. If your child does not self-dismiss, you will still be required to come down to the lower level for pick up.

All families must fill out a **NEW** Self-Dismissal Authorization Form for the 2026/27 school year.

The reopening of the shelter has been successful and smooth. In the past, there were no issues of impact on Discovery or other tenants, and it was an important part of the synagogue community and their values.

BASIS Policies (Saturday morning ballet)
Parents should bring a photo ID in case they are asked by security. Parents and families should not go to other areas of the building. Parents and families should only wait in the area designated by Basis and Discovery Staff. There is one restroom designated for children and one restroom designated for adults. Follow these designations. Please make sure to throw out any garbage in the appropriate receptacles. Do not leave your child unattended. Please respect the property.

Separation Policy and Drop Off
One parent or caregiver is allowed for your child enrolled in our toddler programming under 3 years. All classes ages 3/4 and older are drop-off. If your child is 3- or 4-years-old and cannot separate, please inform the Front Desk before class begins and we will work with you on separation.

Parent Observation Day
There is one parent observation day at the end of the semester. Discovery will inform families of the observation date.

Make-Up Policy
Discovery offers two make-up classes (per child, per class) each semester. Make-up arrangements are based on availability, and we encourage you to schedule them at least 24 hours in advance. Make-ups do not carry over to other semesters. There are no make-up classes for Early Childhood programs. USAIGC teams schedule make-ups per the coach's instruction. **We are not able to accommodate make-ups during the first and last two weeks of a semester.** If you miss the last classes of a semester, there is no guarantee that a makeup can be scheduled. A missed make-up cannot be rescheduled. To schedule a make-up: email discoveryprograms251@gmail.com.

Payments, Transfers and Refunds
There is a $10 fee per additional payment if you choose to split the tuition into two payments. Requests for refunds must be made in writing or by phone **before the third class**. No refunds will be offered after the third class. There is a $75 withdrawal fee and the $25 registration fee is non-refundable. A credit can be offered through the 6th class. No refunds or credits are given for Early Childhood Programs (On-My-Own, Almost On-My-Own) and Team Gymnastics. For an injury spanning more than two weeks (in which you would schedule 2 makeups), a doctor's note must be provided and a credit will be offered for missed classes. Credits are valid for one year.

Sick Policy
Your child's health and safety are our foremost priority at Discovery Programs. Staff, children and parents must stay home if they are feeling unwell from **any illness**. Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Discovery must be informed if any of our students, parents, family members, caregivers have any infectious disease (Covid-19; hand, foot and mouth; flu; strep; etc.).

Students must be fever-free for 24 hours in order to return to class.

Changing for Class
Children may change for class in the bathrooms. Children should bring a backpack or small bag to place their outer clothing in during class. No street shoes will be allowed in the gym or on the dance floor. Discovery Programs assumes no liability for strollers, clothing, or other personal belongings left unattended.

Stroller Policy
If a stroller is brought to 251 W. 100th, the stroller must be parked in our lower level and not in the main synagogue lobby.

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 classes at any time.

School Closings
In the case of inclement weather or an emergency, Discovery Programs will generally 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!

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!