



# General School Policy

## (As of September 7, 2023)

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](mailto:discoveryprograms251@gmail.com).
- Please note that at 251 W. 100<sup>th</sup>, 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 email us for a link to the form.

### 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. Please make an effort to bring it every time. Alternatively, you may show a photo on your phone of the tag (a photo is attached). 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.

If your child's class takes place at Romemu or Franciscan Community Center, you will not be required to show the Discovery ID tag. There is a Discovery admin at each location who will check you in each week.

### Separation Policy and Drop Off

One parent or caregiver is allowed for your child enrolled in our toddler programming under 36 months old. For classes ages 3/4 and older, parents do not observe classes and class is drop off. 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 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 Class

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. 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. 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](mailto:discoveryprograms251@gmail.com).

### **Transfers and Refunds**

Requests for refunds must be made in writing or by phone. You will receive a pro-rated refund minus the classes taken, a \$50 withdrawal fee and the \$25 registration fee. 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. 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/parkour floors. 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.

### **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.

**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](mailto: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](mailto:discoveryprograms251@gmail.com).

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

**WELCOME TO DISCOVERY!**