

# Lexington R-V Minutemen Discovery Zone Parent Handbook 2017-2018

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Minutemen Discovery Zone  
Contact Numbers

Program Coordinator-TBD

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### **MINUTEMEN DISCOVERY ZONE MISSION STATEMENT**

Our mission is to provide a safe, loving, and relaxed environment where children's physical, social, and emotional needs are met.

### **CHILDREN'S AND PARENTS' RIGHTS**

#### **Children's Rights Include:**

- To be respected.
- To have a choice of activities.
- To have a safe and reliable environment.
- To have equipment in working order with all pieces.
- To express their creativity.
- To express emotions in an appropriate manner.
- To have staff members who care about and enjoy them.

#### **Parents' Rights Include:**

- To share special skills, experiences, or talents.
- To be respected.
- To visit the site at anytime.
- To know their children are safe.
- To voice concerns about the program or activities.
- To know if their child is misbehaving.
- To know about field trips and volunteering opportunities.
- To have open communication with the Site-director and staff members.

## **CHILDREN'S AND PARENTS' RESPONSIBILITIES**

### **Children's Responsibilities Include:**

- Taking care of supplies and equipment.
- Cleaning up after themselves.
- Sharing equipment with others.
- Keeping their hands to themselves.
- Using appropriate language.
- Treating staff members with respect.
- Coming to Minutemen Discovery Zone directly after the bus bell rings.
- Finishing what they start.
- Being responsible for all personal belongings.

### **Parents' Responsibilities Include:**

- Signing their child in and out daily.
- Picking their child up on time daily
- Treating staff members with respect.
- Paying tuition on time.
- Bringing their concerns to staff members.
- Notifying staff of changes in pick up arrangements.
- Knowing about changes in policy.
- Informing staff members of child's contagious illness.
- Keeping their child's records up to date.

## **MINUTEMEN DISCOVERY ZONE DISCIPLINE POLICY**

Students will be taught what it looks like, sounds like, and feels like to be responsible, respectful, kind and safe in school. This is a district wide initiative.

Be Respectful

Be Responsible

Be Kind

Be Safe

All Minutemen Discovery Zone employees will be trained in "Behavior Intervention Support Team" (BIST). This concept includes setting limits, giving children guidance in solving problems, redirecting behavior, and recognizing misbehavior as an opportunity to teach children acceptable behavior and develop self control.

Children who require disciplinary action will:

- Be asked to stop
- Be asked to talk about the problem and discuss other options
- Be redirected to alternate activities
- Sit in the safe spot

Children may need to sit down for a short time to calm down in a "Safe Spot." The child may be asked to complete a Think Sheet or draw a picture of the problem. If a problem is repeated several times in one day, or over a short period of time, a staff employee or Program Coordinator will talk with the parents. Parents may also request a conference with the Program Coordinator and/or Principal. If the misbehavior continues, resulting in harm to self or others, parents will be asked to make other arrangements for care.

**Children may be suspended or dismissed from the program without notice for the following:**

- Harassment
- Leaving designated area without permission
- Verbal or physical acts of violence to self or others
- Use of crude or profane language or gestures

*Minutemen Discovery Zone is not a mandated program and attendance is considered a privilege.*

#### **MINUTEMEN DISCOVERY ZONE ENROLLMENT and PAYMENT POLICY**

- Minutemen Discovery Zone is a fee-based program providing child care for Lexington R-V School District students in Pre-School through 5<sup>th</sup> grade during the school year.
- The Minutemen Discovery Zone enrollment fee is \$20.00 per family. The following are the fees for Minutemen Discovery Zone...
  - \*Before school Minutemen Discovery Zone is \$10.00 per week for each child.
  - \*After school Minutemen Discovery Zone is \$25.00 per week for the first and second child in the family. Any family with more than two children will pay \$20.00 per week for each additional child.

\*Arrangements can be made with the MDZ director at enrollment if you need a set amount of days per month at \$5.00 per day.

\*School district employee's children may attend the Minutemen Discovery Zone program, but will be expected to pay the same amounts.

Days when school is dismissed early because of inclement weather will be included as a regular paid day. Parents will not have to pay for planned vacation days.

- Fees are a per week basis and payable on Friday or Monday at the latest. Checks should be made payable to Minutemen Discovery Zone. A \$5.00 late charge for each child will be added if payment is not received by Monday evening. You may pay in advance on a monthly or bi-weekly basis.
- An additional fee of \$10.00 per every 15 minutes will be added to the daily cost of childcare for those parents picking up their children late. Time will be determined by the school clock.
- Enrollment is on a weekly basis. Parents are to pay even if student is not in attendance. Students cannot be enrolled for specific days only.
- No charge will be assessed for regular school calendar holidays.
- The person who signs the registration agreement is responsible for making sure the payments are made on time and kept up to date.
- Subsidized child care may be available for those families who qualify. Please contact the Family Services Division office for more information.
- Anyone who is two weeks late on their payment will be dropped from the program
- If your child will be absent for an entire week due to vacation and we are notified of this no later than closing on Friday of the week before the absence, you will not have to pay for that week. (Maximum of 2 weeks)
- Parents dropping their child from the program must be done two weeks in advance and done through the Program Coordinator. Parents will be responsible for payment for the 2 week notification.

\* A 10% discount is available if tuition is paid by the semester. Payment for August-December must be paid in full by August 17th (first day of school), payment for January-May, must be paid by Jan 3rd (first day of second semester).

## Enrollment Forms

A complete set of enrollment forms is to be filled out at the time of enrollment. It is the parent's responsibility to notify the Program Coordinator of any changes in information. This would apply to place of employment, emergency contact numbers, and changes in family arrangements.

## SCHOOL YEAR INFORMATION

Hours of Operation - School Year

Before School: 6:30 AM - 7:40 AM After School: After school until 6 PM

Minutemen Discovery Zone is open on days school is in session. Please refer to our website for the current operating calendar [www.lexington.k12.mo.us](http://www.lexington.k12.mo.us).

## Daily Schedule - School Year

Before-School Minutemen Discovery Zone is meant to be a calm transition into the school day.

After-School Minutemen Discovery Zone is meant to be a relaxing environment for students to have a snack, have some free play time, work on homework, explore and create, and stations are again available on a rotating basis. Stations are offered daily, but may be rotated on a weekly basis. All students will have the opportunity to participate in one or more stations daily.

## Activity Station Descriptions

The following learning stations will be offered when possible:

### **COMMUNICATION STATION**

is designed to provide activities that promote communication and socialization skills. The quiet activities of this area include experiences with technology, such as electronic games. This center also offers reading and journaling.

### **CREATION STATION**

is designed for children to have an opportunity to explore, examine and create art.

Children are encouraged to express their creativity using the various arts and crafts materials readily accessible.

### **RECREATION STATION**

is designed to focus on motor skill development, sportsmanship and social development with peers on an individual and group basis. This center allows for children to move and get their wiggles out.

### **CONSTRUCTION STATION**

is designed for opportunities to develop fine motor skills with a variety of building materials from blocks to recyclables. Children who love to work with their hands can construct entire cities, build their own zoo or engineer the eighth wonder of the world.

### **STUDY STATION**

is designed to provide activities that promote curriculum and academic skills. The activities of this area include experiences with individual study, such as spelling and classroom teacher given homework. This center also offers reading, writing and listening centers as well as academic board games.

### **Snack**

Morning snack is not offered during the school year, but children can take advantage of the district's breakfast program.

After school, children check-in and have the option to eat a healthy, nutritious snack. Good food habits help prevent cavities, obesity, and anemia problems for many school-age children. With these points in mind, children will not be permitted to bring snacks or drinks to the program; unless Minutemen Discovery Zone staff has notified the children and parents of a special "Snack-n-Sack Day".

Snack menus are available on a monthly basis.

### **Sign In/Sign Out**

Children must be signed in each day at the Morning program and signed out each day at the Afternoon program with the time and parent signature.

A child will be released only to the custodial parent(s) or guardian to receive the child.



## COMMUNICATION

Minutemen Discovery Zone has an open-door policy. Parents may visit anytime and are invited to share special skills, experiences and talents.

Communication between parents and staff is vital.

### Health

#### Illness and Accidents

Any child showing signs of illness shall be made comfortable until the arrival of parents or guardian. Parents will be notified and expected to pick up the child immediately after contact is made.

Immediate first aid will be provided for a child who sustains a minor injury (scratch, scrape, insect bite, etc.). In addition, the child's parent(s) will be notified in writing.

In the case of accident or injury, parents will be notified immediately. The staff will immediately call for professional help. Parents, the designated emergency contact, or the child's doctor will be notified immediately. If the emergency is such that immediate attention is necessary, the staff has permission to call 911. Staff will contact the school principal. Incident reports will be used to document illnesses and accidents.

#### Safety

The utmost priority of Minutemen Discovery Zone is to provide a safe environment for your child. Practicing monthly tornado, fire and intruder drills, are safety practices in use by our program. All staff has a criminal background check before employment. In addition, our staff will receive training each year in the areas of CPR, First Aid, Preventing Disease Transmission, Discipline of Children, Playground Supervision, Fire Safety and many more.

#### Personal Property

Children need to bring all of the belongings to the area where the program is held. They are responsible for placing their clothing and other possessions in the space provided. Children are not allowed to go to other parts of the building once the school day is over unless they are with a staff member.

Children are discouraged from bringing personal items from home. Cell phones are not to be used during the program. Children must have permission from the staff

to bring and/or use any handheld devices. Minutemen Discovery Zone is not responsible for any personal property, including loss or damage to articles. Any items brought to our program should be clearly labeled with your child's name.

MINUTEMEN DISCOVERY ZONE HANDBOOK RECEIPT  
2017-2018

I hereby acknowledge receipt of my personal copy of the Lexington R-V Minutemen Activity Zone Handbook. I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

The information in this handbook is subject to change. I

understand that changes in Minutemen Discovery Zone policies, regulations, rules and/or procedures, may supersede, modify, or eliminate the information summarized in this booklet. I understand that I am responsible for maintaining an updated knowledge of Minutemen Discovery Zone's policies; procedures, regulations and rules, and that I will abide by them.

I understand that I have an obligation to inform the Minutemen Discovery Zone office of any changes in personal information. I also accept responsibility for contacting the Minutemen Discovery Zone Program Coordinator if I have questions or concerns or need further explanation.

Child's First & Last Name (PLEASE PRINT)

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School \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (PLEASE PRINT)

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Parent/Guardian Signature \_\_\_\_\_

Please sign, date and return original form to the Program Coordinator.

### Registration Agreement

1. I understand that I am committing myself to participation to the Minutemen Discovery Zone program for the duration of the school year unless unforeseen events make withdrawal necessary.

2. I understand that I am responsible for payment of fees in advance and on a weekly basis. Fees should be paid on Friday of the previous week. Checks are to be made payable to Minutemen Discovery Zone. Payments must be made by check, money order or cash.
3. I understand that my child will not be released to any person(s) not listed on the Application form.
4. I will sign my child(ren) out daily.
5. If my child is having problems in the program, a conference will be arranged between the parent(s), staff, and program coordinator. If not resolved the student will not be allowed back in the program.
6. Minutemen Discovery Zone reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
7. I have read and agree to all policies and fee procedures outlined in the Parent Handbook.
8. I give permission to seek emergency treatment if and when it is deemed necessary.

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

Allergies or Chronic Conditions \_\_\_\_\_

Person(s) authorized to pick up child(ren) are:

Name\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_

Name\_\_\_\_\_ Phone\_\_\_\_\_

Anyone other than parent/guardian who is picking up a child must present a written note from parent and must show valid identification.

Please share any information that would be useful in providing for your child's needs:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MINUTEMEN DISCOVERY ZONE  
ENROLLMENT FORM  
(Please print all information)

Name of Child(ren)

\_\_\_\_\_ Grade\_\_\_\_\_ M F

\_\_\_\_\_ Grade\_\_\_\_\_ M F

\_\_\_\_\_ Grade\_\_\_\_\_ M F

\_\_\_\_\_ Grade\_\_\_\_\_ M F

\_\_\_\_\_ Grade\_\_\_\_\_ M F

Parent/Guardian with whom the child(ren) resides:

Name\_\_\_\_\_

Mother's Place of Employment\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

Father's Place of Employment\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

People to notify in case of an emergency if parents are  
unavailable:

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Relationship to Child\_\_\_\_\_

Child's Doctor\_\_\_\_\_

Phone\_\_\_\_\_