

Lexington R-V

Minutemen

Discovery Zone

Parent Handbook

2018-2019

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Minutemen Discovery Zone

Contact Numbers

Program Coordinator:

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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 Parent's 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 Program Coordinator 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 hand 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 person 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

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 a 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 Preschool through 5th 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.

*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. 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 child care for those parents picking up their children late (after bpm). Time will be determined by the school clock.
- 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.
- If your child will be absent for an entire week due to a vacation and we are notified of this no later than closing on Friday of the next 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.

Invoices

All invoices will be emailed with "click to pay" option. You may still receive paper copy if requested. If your balance gets to or over **\$200.00** your child(ren) may not return until payment is made. Payments can be placed in the MDZ box located by the gym doors, or given to the Program Coordinator only. Please do not give payments to MDZ staff. A receipt will be written by the Program Coordinator for every CASH payment.

Payment Options Include:

- Check/Money Order
- Cash
- Debit/Credit cards
 - Over the phone and/or "Click to Pay" link.

Enrollment Forms

A complete set of enrollment forms is to be filled out of 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 number, changes in family arrangements, and authorized person pick up.

School Year Information

Hours of Operation - School Year

Before School: 6:30am - 7:40am After School: After School - 6:00pm

Minutemen Discovery Zone is open on day school is in session. Please refer to our website for the current operating calendar at 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 not 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:

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 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 districts breakfast program.

After - School children check-in and have the option to eat a healthy, nutritious snack.

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), guardian, or an authorized person on the list.

You will need to come to the office to sign children out at the Afternoon program. Children will grab their things and come to you.

Parents are NOT to go to the playground and pick children up.

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, ect.). In addition, the child's parent(s) will be notified in writing. In the case of an accident or injury, 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 the Minutemen Discovery Zone is to provide a safe environment for your child. All staff has a criminal background check before employment.

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 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

2018-2019

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

Child's First & Last Name (Please Print)

School: _____ Date: _____

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

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 made payable to Minutemen Discovery Zone. Payments can be made by check, money order, cash, online payment, or credit/debit card.
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.
6. I will be respectful to the Minutemen Discovery Zone staff.
7. Minutemen Discovery Zone reserves the right to terminate childcare services if it is determined that placement is unsatisfactory.
8. I have read and agree to all policies and fee procedures outlined in the Parent Handbook.

9. I give permission to seek emergency treatment if and when it is deemed necessary.

Parent/Guardian Signature: _____

Date: _____

Allergies or Chronic Conditions: _____

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

Name: _____

Phone Number: (____)____-_____

Name: _____

Phone Number: (____)____-_____

Name: _____

Phone Number: (____)____-_____

Name: _____

Phone Number: (____)____-_____

Name: _____

Phone Number: (____)____-_____

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)

1. _____ Grade: _____

Birthday: _____

2. _____ Grade: _____

Birthday: _____

3. _____ Grade: _____

Birthday: _____

4. _____ Grade: _____

Birthday: _____

5. _____ Grade: _____

Birthday: _____

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

Name: _____

Parent 1: Place of Employment- _____

Home Phone: (____)____-_____

Work Phone: (____)____-_____

Cell Phone: () -

Email: _____

Parent 2: Place of Employment- _____

Home Phone: () -

Work Phone: () -

Cell Phone: () -

Email: _____

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

Name: _____

Address: _____

Phone: _____

Relationship to Child: _____

Child's Doctor: _____

Phone Number: _____

