



We strongly believe the education each child receives influences the people they will become. That is why we have created an environment where creativity, exploration, and positive reinforcement combined with the latest teaching philosophies are our standard. Your children's talents are every bit as unique as they are themselves, and our experienced teachers foster a stimulating environment where those talents can be discovered and developed.

2020 – 2021  
ENROLLMENT

Discovery Tree Academy



## Letter from the Director

Welcome to Discovery Tree Academy and thank you for considering us as your partner in educating and caring for your child. Everything we do here is focused on the social, emotional, cognitive, and physical development of each child with an emphasis on independence.

I am proud to be the owner and of Discovery Tree Academy. I started this business with the commitment of providing something unique to the area and the industry. I have always desired my schools to be a place where kids would be given the tools, guidance, and encouragement required to reach their fullest potential. I am committed to creating a place where you as a parent can be proud and excited to take your child to each day. A place where you have the confidence of knowing that your child is given every opportunity to develop through small group learning, creative play, and structured guidance.

I know the only way to achieve this is to surround myself with people that share my same passions and desires, and who have the skills to effectively teach and care for each child we are entrusted with. It's through this shared vision and unity that makes our teaching and administrative team second to none

Our journey at becoming one of the most sought-after early learning schools has been one that is dear to my heart. In early 2013 I was given the opportunity of continuing the legacy that my in laws had worked so hard to create. As a new childcare center owner armed with only a few years of experience and my determination I transformed the then struggling daycare into the unique academic program it is today. Though the road has been at times difficult and emotional I am honored to play a part in the lives of each child and family we serve.

Sincerely,

Tim Carter Owner & Director

## **Our Ideology**

**To love a child is more than kisses and hugs. It's to help each child discover the world around them, and to allow them to achieve small tasks every day to gain a sense of security and dignity that will help them to develop independently in the society in which they live in**

## **Our Philosophy**

**We highly encourage and focus on the independence of each child throughout all stages of their development. You as a parent can expect to see us facilitate your child's independence not only as a part of our curriculum but in all aspects of our classroom routines.**

**Our teachers are extensively trained in the developmental milestones each child they care for should be achieving and how to help them perfect those milestones.**

## **It is a Combined Effort**

**Children learn best when parents model, teach and encourage their child's independence and education, we rely on parent's support through this process. The education of children begins at home we know that through our efforts combined with reinforcement at home that together we will ensure the most success in your child's development.**

## **Our Teachers**

**Our certified teaching team works diligently to ensure that all areas of development are met coupled with an exciting curriculum that engages each child. This allows children the opportunity to learn in an environment that is dedicated to a hands on, interactive and stimulating education. Each of our teachers are dedicated to each child's success**

**We thank you for choosing Discovery Tree Academy, and for your cooperation with our efforts to educate and care for your child.**



## The Tour is over, What's next?

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### How to enroll

The following items are required to secure enrollment in our program.

- Enrollment packet (completed and signed) \_\_\_\_\_
- Signed into Brightwheel & Auto Pay \_\_\_\_\_
- Health assessment \_\_\_\_\_
- Transportation form (when applicable) \_\_\_\_\_
- Signed policies \_\_\_\_\_
- Immunization record \_\_\_\_\_
- IEF \_\_\_\_\_
- Paid Registration Fee \_\_\_\_\_

*We enroll on a first come first serve basis. Enrollment in our program is guaranteed only after a complete enrollment packet has been submitted and the registration fee has been paid in full.*

### 2019 - 2020 School Year Important Dates

#### Holidays & other events

The dates listed below are days in which the center will be closed.

1. Monday September 7<sup>th</sup> Labor Day
2. Friday October 16<sup>th</sup> Teacher Development Day
  
3. Thursday November 26<sup>th</sup> & Friday 27<sup>th</sup> Thanksgiving Break
4. Monday Dec 21<sup>st</sup> -Wednesday Jan 1<sup>st</sup> Christmas & New Years
5. Monday Feb 15<sup>th</sup>: Presidents Day
6. Friday April 16<sup>th</sup> Teacher Development Day

7. Monday May 24<sup>th</sup>: Memorial Day



**Discovery Tree Academy**  
**Enrollment Agreement**  
School Year 2020 - 2021

Students First name	Middle Name	Last Name
Date of Birth	Gender	Nickname
Child home address	Child lives with	Who Primarily picks up
Primary Parents Name	Relation to Child	Email
Full Address	Cell Phone	Work Number
Second Parent/Guardian	Relation to Child	Email
Full Address	Cell Phone	Work Number
Emergency Contact	Address	Phone Number

Emergency Contact	Address	Phone Number
Out of State Contact	Address	Phone Number



**Discovery Tree Academy**  
**Enrollment Agreement**  
 School Year 2020 - 2021

<b>Tuition</b>			
<b>Child's name:</b>	<b>Weekly Tuition</b>	<b>Bi-Weekly Tuition</b>	<b>Monthly Tuition</b>
<b>Child's age:</b>	\$	\$	\$
<b>Payment Frequency (circle one)</b>	<b>Weekly</b>	<b>Bi-weekly</b>	<b>Monthly</b>
<b>Credit Card on file</b>	<b>Exp. Date</b>	<b>CVC</b>	

A valid credit card must be on file for all Discovery Tree Academy enrolled families.

**Schedule**

A schedule is needed to effectively schedule our staff.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Drop off					
Pick Up					

*Drop off or pick up is not allowed between 9:00 am and 3:00 pm. In case of an emergency or doctor's appointment please contact the administration.*

**Hours of Operation**

Discovery Tree Academy is open **Monday through Friday; from 7 am to 5:30 pm**. The center will close in observance of major federal and state holidays, as well as 3 teacher development days.

**Permissions**

**Field Trips**



I grant my permission to take my child on all on site field trips: Playground, play field across the building and all green areas surrounding the building.

\_\_\_\_\_  
Parent Initials

\_\_\_\_\_  
Date

### Photographs & Videotape

I understand my child will be photographed and videoed in the center and during program functions and field trips. I understand that photographs/videos may be taken by center staff or by other parents to be used internally or for marketing, newspaper, website and social media purposes.

\_\_\_\_\_  
Parent Initials

\_\_\_\_\_  
Date

### Transportation

I grant permission for my child to be transported in case of a medical emergency or if the center needs to be evacuated.

\_\_\_\_\_  
Parent Initials

\_\_\_\_\_  
Date

## Discovery Tree Academy

691 West, Spring Creek Pl #200 Springville, UT 84663  
801-489-5017  
www.discoverytreeacademy.com

### Child Health Assessment

Please Write Clearly. There must be a separate health assessment form for each sibling.

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Check All That Apply:

Does your child have any known allergies or sensitivities to:

	No	Yes	If yes, please list:
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

#### Illnesses or Medical Conditions:

Does your child have any of the following?

No Yes No Yes





Asthma

Diabetes

Delays

Seizures

Impairment

Hearing Problems

Emotional Problems

Hearing Impairment

Other: \_\_\_\_\_

Visual Impairment

Developmental

Physical

Behavioral or

List any additional health information or special instructions you feel we need to be aware of:

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List any regular medications your child takes: \_\_\_\_\_

Name of Child's Medical Provider: \_\_\_\_\_

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

This form must be completed for each individual child enrolled and must be reviewed annually by the parent/guardian, and any changes noted.

## Child Evaluation & Observation Agreement

Our commitment is to the education and development of each child in our academy. To best achieve this, we periodically conduct child evaluations and observations to monitor progress. These evaluations help adapt curriculum, monitor behavior, identify areas of growth, and ensure we are serving each student as best as possible. The following evaluations we implement are but not limited to the following:

- ASQ-3
- Pocket of Preschool
- Behavior plan and observation
- IEP
- In house curriculum assessments
- Kids on the Move or Kids who Count



- Others as deemed necessary

I understand and agree to Discovery Tree Academy's use of evaluations and observations to aid in the care and education of my child(ren)

Child's name: \_\_\_\_\_ Date: \_\_\_\_\_

Primary parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy and Procedures Manual Agreement Form

Discovery Tree Academy's Policy and Procedure Manual contains important information pertaining to my child's enrollment. I understand that I should reach out to an administrative staff if I have any questions about the information contained in the Policy and Procedure Manual.

I agree to familiarize myself with its contents and comply with the information provided.

Since the information, policies, and procedures described in this manual are subject to change, I acknowledge that revisions to the Policy and Procedures Manual may occur. All such changes will be communicated through official notices. I understand that the revised information may supersede, modify, or eliminate existing policies.

I have read the Disciplinary Policies and Procedures of the learning center. I have discussed this with my child and agree to comply with the discipline policies and procedures of Discovery Tree Academy.

I have read the General Center Policies (Financial, Security, Divorced Parents & Health and Safety) of the learning center. I agree to comply with the policies and procedures of Discovery Tree Academy. I understand that all policies and procedures are currently effective and are to ensure the education, safety and well-being of my child and Discovery Tree Academy's teaching and administrative staff.

Child's name: \_\_\_\_\_ Date: \_\_\_\_\_

Primary parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other parent/guardian: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Discovery Tree Academy

691 West Spring Creek Pl #200 Springville Utah, 84663

(801)489-5017

[www.discoverytreeacademy@hotmail.com](mailto:www.discoverytreeacademy@hotmail.com)

# General Center Policies

The following are a comprehensive disclosure of Discovery Tree Academy's policies and procedures. These policies are in effect upon enrollment and **are subject to change at any time.**

Use of the singular "Child" pertains to all children. References of "I", "Me", or "My" includes any agents designated by the parent.

## FINANCIAL

### REGISTRATION

1. Enrollment in our program is secured only after a complete enrollment packet has been submitted and the applicable registration fee has been paid in full.

2. Our non-refundable registration fee is \$100.00 for the first child and \$75 for each additional child.
3. Registration fee secures your child's place in our program for up to 4 weeks and will be charged at the beginning of every school year.
4. A start date that exceeds more than 4 weeks will require a Time Allotment fee of \$200.
5. Children are only eligible to begin care once all required documentation is 100% complete and families are fully enrolled in BrightWheel and all invoices have been paid.
6. A child's first day may commence on a Monday or 1<sup>st</sup> of the month, Children may not start care mid-week.

## **TUITION**

1. Discovery Tree Academy is a full-time enrollment center. No part time tuition options will be available.
2. Tuition guarantees an availability in our program and is not adjusted according to attendance including closures due to holidays, inclement weather, or unforeseen closures.
3. Tuition is set at the current rate based on child's age at time of enrollment, with rate adjustments happening in August based on the consumer price index.
4. Tuition is due prior to care with payment frequency options of monthly, weekly, or bi-weekly. Payment frequency is set at time of enrollment.
5. It is the parent's responsibility to make timely payments and to provide updated payment method information on Brightwheel. A one-week notice is necessary to make any financial adjustments with the administration (e.g. update billing information, provide new credit card number, etc.)
6. Families who fail to communicate changes or updates in their information will be suspended after 3 days of tuition overdue. Late fees apply.
7. Declined credit cards will result in a \$10 decline fee per incident applicable late fees apply.
8. There will be a 5% fee added to your tuition every time you use a credit card; we encourage the use of ACH to avoid this fee.
9. Our tuition is automatically billed on agreed payment schedule, all families must provide a credit/debit card or ACH transfer information.
10. Discovery Tree Academy does not accept cash or personal checks as a form of payment.

## **ATTENDANCE**

1. Discovery Tree Academy is open Monday through Friday; from 7 am to 6 pm. The center will close in observance of major federal and state holidays. For a list of closure date ask the front office.
2. To ensure continuity and to avoid disruption of the classroom we ask that parents clock their child in no later than 8:55 a.m.

3. Continuous drop off (more than 3 times) after 9:00 am or failure to maintain a minimum attendance of 30 hours a week (for two consecutive weeks) without prior written notice will result in immediate termination from our program without a tuition refund.
4. Parents are expected to adhere to their contracted schedule at the time of enrollment. This will serve to ensure proper teacher coverage is available. Administration reserves the right to rearrange drop off time if schedules are not kept.
5. Any unscheduled drop off/pick up may result in a \$25 fee. This fee serves to cover the expenses for additional staff.

### **SUBSIDIZED FAMILIES**

1. It is the responsibility of the primary payer to approach administration and arrange a payment plan prior to the beginning of the month. Payment must be made in full by the 1<sup>st</sup> of the month or there will be a \$15 per day, per child late charge.
2. Failure to adhere to payment plan will result in all accrued late fees being added to the outstanding balance and may be subject to contract termination.
3. Be advised that State Subsidies are subject to change at any time and it is the primary payers responsibility to keep track of their balance and be prepared to pay the co-pay on the 1<sup>st</sup> of every month.

### **FEEES**

1. A late fee of \$15 per day will be charged until tuition is paid in full. Late fees will be assessed the first business day after scheduled payment.
2. No reimbursements will be given for illness, transportation delays, or disenrollment. Furthermore, there will be no tuition credit for any days the center is closed due to inclement weather, holidays or Teacher Development Days. **Closure days have been accounted in current tuition.**
3. The center hours of operation are Monday through Friday from 7:00 am to 6:00 pm.
4. All children should be picked up 10 minutes prior to closing time, this will allow parents ample time to gather their child's belongings. **Only administrative and teaching staff are allowed to remain in the building after 6:00 pm.**
5. An early drop off fee of \$25 per child will be assessed if arriving before 7:00 am. A late pick up fee of \$25 per child will be charged after 6:00 pm for each 15-minute period the child remains in our facility after closing hours (\$25 from 6:00 pm-6:15 pm, \$50 from 6:16-6:30, \$75 from 6:31-6:45) ***Subsidized families are required to pay fees out of pocket regardless of account status.***
6. Our classes run based on Utah State Licensing ratios. Any circumstances that requires a 1:1 care will result in a fee of \$80 per situation regardless of the time incurred in such ratio.

### **VACATION AND DISENROLLMENT**

1. Tuition is calculated on our number of operating days and as such secures your space in our program. Due to this there will be no adjustments to tuition based on vacation, illness, suspensions, or closures.
2. In the case of disenrollment from our program, parents are required to provide a full two weeks written notice. ***Current week is excluded from the required 2 weeks' notice.*** Reservation fee is not applicable towards disenrollment weeks.
3. Parents will need to pay a full enrollment fee if they withdraw for a period longer than 30 days. Be advised that your child's place in our program may not be available when you desire to return without a prepaid enrollment fee.
4. If I fail to pay my account in full when my child is withdrawn or terminated from the center. I agree to pay all attorney's fees, court cost, filing fee and additional charges or commissions that may be assessed to Discovery Tree Academy by any collection agency or attorney retained to pursue this matter.
5. Any changes to my child's schedule: disenrollment, vacation, state subsidy, payment plan, or any other financial matter will be handled directly with administration either in person or through email and may not be communicated through Brightwheel.
6. Discovery Tree Academy has the unrestricted right to terminate this enrollment agreement at its sole discretion. In the event of such termination, Discovery Tree Academy will not refund any unused tuition.

## **TRANSPORTATION**

1. Discovery Tree Academy does not transport children under 5 years old (except in emergency situations)
2. A transportation authorization form is required to transport children to and from public schools and field trips.
3. Children are expected to follow all the Bus rules while being transported, e.g., seat belts always, all personal belongings carefully stowed, seats facing forward with their feet on the floor and the use of soft voices and appropriate language. **A child may lose his/her transportation rights after a 3<sup>rd</sup> bus related-incident report.**
4. Our school bus leaves promptly at 8:00 am. School age children need to be dropped off at the center no later than 7:45 am.
5. All pick up times have been carefully scheduled according to each school's hours. Children must be at the designated pick up spot on time to avoid any transportation delays.
6. Due to the strictness of our schedules and supervision policies, we will not be able to wait or look for any children who are not at the designated pick up space. Discovery Tree Academy will not assume the responsibility to pick up children if they miss their pick-up time.
7. Any unscheduled bus run will be subject to a \$25 fee per child.

8. It is the responsibility of the parents to inform DTA of any bus changes for the day. Failure to communicate changes in will result in a \$25 fee.

## **SECURITY**

Our biggest priority is to provide a safe learning environment it is the collective responsibility of all to ensure the safety and security of the children, staff members, and parents while in our building. Our policies and strict measures help us ensure that our infrastructures reflect this philosophy. **Federal law prohibit discrimination based on a person's national origin, race, color, religion, disability, sex and familial status. Discovery Tree Academy reserves the right to refuse service or admittance to anyone.**

1. I understand that *Discovery Tree Academy does not assume supervisory responsibility until my child has been directly presented to a teacher in a classroom and has been properly checked in before leaving the premises.* At the time of pick-up, I assume supervisory responsibility as soon as my child makes visual contact with me. I will ensure that my child will not disrupt other children or equipment.
2. Signing in and out must be computer-posted upon arrival and departure by the person dropping off or picking up the child. Failure to properly check in or out will result in a \$15.00 fee per day per child. Failure to check in or out may result in additional daily charges or termination of services. *Properly signing in and out is crucial in ensuring the safety of your child in an emergency, as well as required by Utah State Law.*
3. If an emergency contact is sent to pick up the child and fails to sign out, time charges will incur as if the signing parent or guardian had made such an oversight.
4. Upon enrollment of my child, I will be given the door code to the main entrance. It is the parents/ guardian/emergency contact responsibility to enter the door code to access the building and control the exit button as well. *Children (17 years and younger) are not allowed to input the code or control the exit button.* It is our commitment to all families enrolled to ensure the security and safety of the children under our care.
5. **It requires all to be vigilant in ensuring the safety of the children therefore allowing anyone you are not directly responsible for into the building or allowing your children to enter/exit the building unsupervised will result in a \$25 fee.**
6. No child can enter/exit or remain in the building without an adult's direct supervision.
7. When needed, an additional person may be added to the pickup list of a child. An Emergency Release Form signed by the primary parent is required to authorize an additional person. Current photo ID must be presented at the time of pick up for all emergency contacts. Emergency Contacts are not allowed to have the front door access code due to the temporary access status.

**The following behavior exhibit by a parent is considered disruptive and may be grounds for denial into our facilities and/or termination of services (it is the responsibility of the parents to ensure that all emergency contacts comply with our policies):**

8. Allow any unauthorized person into the building.
9. The use of profane, aggressive, or crude language.
10. Reprimand or scold a child other than their own. If a child related situation arises, parents will use the proper channels to address the issue.
11. Any physical or verbal aggression towards children, administrative and teaching staff.
12. Any retaliation towards administrative, teaching staff or parents.
13. Any willful property damages. It is the responsibility of the primary payer to cover any and all expenses of damages to Discovery Tree Academy premises or personal property due to a child and/or adult negative and aggressive behavior.
14. Any indication of being under the influence of alcohol or drugs at the time of drop off or pick up. If such incidents occur, the child/children will not be release to the parent or emergency contact, he/she will be asked to leave, and police will be contacted.

## **DIVORCED PARENTS**

Teachers and administrative staff at Discovery Tree Academy have one focus: Teaching and caring for children under our supervision; as well as the physical, social and emotional development of your children. **It is NOT our interest to be part of in any legal issues involving divorce, separation or custody agreements.** We ask parents to read carefully and to comply with the following policies:

1. Both parents must be present at the time of enrollment.
2. Make education and enrollment decisions regarding your child(ren) prior to enrolling in our Learning Center.
3. A copy of the divorce decree **MUST** be submitted at the time of enrollment.
4. All teaching and administrative staff will follow the stipulations in the divorce decree.
5. Either parent or legal guardian can drop off or pick up their child. **Unless, stipulated in the divorce decree, temporary orders or restraining order, Discovery Tree Academy will not restrict nor limit the other parent's rights to pick up, drop off or observe your child.**
6. Both parents/legal guardians have access to enrollment forms and policies, unless otherwise instructed by a judge. We will not comply with requests to eliminate names on the other's form, unless instructed by the Court. Please refer these requests to your attorney.



7. Only the primary payer, authorized parent or parent who enrolled a child may change or add any emergency contacts in the enrollment contract.  
**Discovery Tree Academy reserves the right to have final decision on authorized pick up and drop off contacts.**
8. All information concerning financial records, school records, parent-teacher conference, evaluations, progress reports, accidents/incident reports, social and emotional development will ONLY be discussed with parents or legal guardians.
9. Payment is due on the contracted dates (weekly or monthly) regardless of which parent is responsible for childcare payments. Both parents must submit a credit card information at the time of enrollment. This will ensure tuition will be covered and avoid suspension of services. *We are not a party to your divorce agreement.* If the divorce decree requires the other parent to pay all or part of the childcare costs, it is the authorizing parent's responsibility to collect from the other parent.
10. Additionally, we will **not**:
  - Restrict either parent's/legal guardian's involvement in your child(ren)'s care, unless authorized by law.
  - Tolerate any patterns of aggressive behavior between parents or towards staff members.
  - Tolerate any abusive talk about a parent or parents behavior
11. Should the issues that come between parents become disruptive to our facility or impede the learning or care of children, we reserve the right to terminate enrollment contract without further notice nor prepaid tuition reimbursements.

## **HEALTH & SAFETY**

1. Discovery Tree Academy does its best to be a nut free facility. No outside food is allowed inside the center. All food served at the center has been carefully chosen to comply with the State Health and Safety standards. Parents are welcome to bring store bought treats to celebrate birthdays. Please make sure they are peanut free.
2. Children exhibiting signs of the following illnesses, or any other communicable disease will not be allowed in the center: **fever (100.4 or higher), vomiting, diarrhea, pink eye, hand foot and mouth, or any bronchial related illness.** I agree to pick up my child within 30 minutes of notification or 2<sup>nd</sup> attempted notification. Failure to pick up my child under these circumstances, will result in a fee of \$80 fee. Children who exhibit such symptoms, will not be allowed back in the center for at least 1 school day. A doctor's note may be required to return to the center.
3. Children brought into the center exhibiting any of the mentioned illness or are also experiencing migraines, persistent coughs, aches and pains, or any

other obvious signs of illness will be sent home and unable to return the next school day.

4. Before administering any medication, we must have a copy of the doctor's prescription along with a medication administration form signed by a parent.
5. I grant permission for my child to participate in all center activities including, but not limited to, use of play equipment, neighborhood walks, and field trips. I grant permission for my child to be transported, including transportation for medical care in school-arranged vehicles (including public transportation or medical vehicles) and to leave the school premises under supervision of a center staff member.
6. I agree to release and waive any claims for accidents or injuries to my child while under the supervision of Discovery Tree Academy staff and not to hold the center responsible.
7. All teachers have read and are trained on how to uphold Discovery Tree Academy's Emergency Procedures.
8. Owner, administrative and teaching staff have been trained and maintain current CPR and First Aid certification.
9. Background checks for all personnel will be conducted annually and are current and on file.
10. Only parents, staff, and emergency contacts are allowed in the center without management supervision.
11. Staff's family members, prospect enrollment, vendors, maintenance, janitorial and delivery personnel do not have the door access code.
12. Parents, emergency contacts and teaching staff will not allow the entrance to any unauthorized person standing outside our doors into the building.
13. Only Administrative staff will allow the entrance into the center to any people mentioned in points 8 & 9.
- 14. Administrative staff will assume all responsibility of any incident that occurs in the center, provided any of the above policies have not be broken by a third party.**

### **MEALS & NUTRITION (Payson School Only)**

An important part to the development of your child is the nutrition they receive. We offer breakfast each morning an early afternoon and evening snack. We do not provide lunch or dinner an ask that you pack your child a lunch daily. Below are our health and nutrition guidelines:

1. It is the responsibility of each family to send their children with a lunch each day. If a child does not have a lunch a "sack lunch" will be provided and fee of \$10 will be assessed.
2. Please do not send sugary food, high sugar juices boxes, candy, soda or other "fun" foods.
3. Lunches including the above items will be replaced with a healthier sack lunch and parents will be assessed the applicable fee.

4. Lunches should be brought in a sealed container, zipper lunch box, or other secured container. If a lunch item needs to remain cool, please pack ice packs with the lunch. Teachers will reheat food items for the children if needed.
5. All food will be stored in your child's locker until the appropriate mealtime.
6. We encourage healthy eating habits and a positive relationship to food and invite families to encourage their children to try new foods.

## **DISCIPLINE PROCEDURES & POLICIES**

A very important part of the learning experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. *Our goal is to help the children develop self-control and responsibility for their actions.*

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words to communicate their emotions and problems.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Take a break) – one minute away for each year of age.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

The following behaviors exhibited by a child are considered disruptive:

- Requires constant attention from staff
- Inflicts physical or emotional harm to other children, adults, or self
- Disrespects people and materials provided in our program
- Consistently disobeys the rules of the classroom
- Verbally threatens self, other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.
- Uses any inappropriate language i.e. swearing, potty words or consistent yelling

Discipline Procedures for disruptive behavior

- o Disruptive Behavior will be addressed in an incident report. This is completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. A copy of the incident report will be given to parents and another will be kept in the child's record.

- o If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and Center/Assistant Director and seek further external assistance.
- o It is the responsibility of the Center Director or Assistant Director to set up a first meeting and a follow up with both parents and address the issues or concerns. However, any subsequent meeting demanded/requested by parents will be granted, provided a \$50 meeting fee is covered beforehand. If my child's behavior seriously violates the safety of any child or staff, I understand that he/she may be temporarily excluded from the program. Under these circumstances, I agree that a parent or an authorized adult will pick up my child within 30 minutes of notification. Failure to pick up my child under these circumstances, will result in a fee of \$80. This fee will serve to cover the cost of the teacher who will remain with the child in a separate area.
- o Should management of Discovery Tree Academy determine, in its sole-discretion, that its program cannot accommodate a child, it is my understanding that my child will be withdrawn from the program. On the date of withdrawal any unused private tuition will be returned. Referral options will be provided.

**Any physical actions towards teachers and/or staff is grounds for immediate termination from Discovery Tree Academy. No notice or refunds will be given as a result of this dismissal.**

## **ELECTRONICS**

1. Brightwheel is used as a major source of communication from the center to the parents.
2. The primary focus of Brightwheel is to communicate meals, potty, accidents, incidents, medication distribution, and upcoming events.
3. Any and all messages from parents through Brightwheel will not be used as a two week notice of vacations or disenrollment. All two weeks notices must be given in writing directly to administration.
4. Safety and education are our main focuses, parents will not attempt to converse with teachers through the Brightwheel app. This takes the focus off the children and onto our tablets. Please keep all comments and questions until the end of the day so they can be addressed in person or contact administration.
5. Discovery Tree Academy will not allow cell phones, tablets or GPS watch's to be left with the students at any time. Any electronics will be confiscated and will be returned after a meeting with administration.
6. Our teaching staff often send pictures through Brightwheel. The use of these pictures outside of Brightwheel is a major security risk to the children and families. Please do not use these pics on personal social media, text messages or other platforms.

## **PARENT/TEACHER REALTIONSHPIS**

1. All staff of Discovery Tree Academy will be viewed as professionals. There will be no chit-chat or personal conversations with the teachers, all questions and issues should be brought to administration.
2. It is against Discovery Tree Academy policy for staff to friend parents through social media, give out personal phone numbers, attend parties, or be allowed to babysit. A breech of this policy may result in disenrollment from our program and termination of the staff member.
3. Soliciting, recruiting, or any form of interaction that makes a teacher uncomfortable is grounds for disenrollment.

## **PARENT NOTICES**

1. By law Discovery Tree Academy staff and administration are mandated reporters. Any suspicion of the following items will be reported to the appropriate agency:
  - Child Abuse
  - Child Neglect
  - Starvation
  - Abusive Discipline
  - Molestation/Sexual Abuse
  - Unusual Bruising or Marks
  - Poor Child Hygiene
2. Our goal is the safety and education of the children in our care, there may be situations where we recommend outside tools or resources to achieve the best outcome. This may include:
  - Behavior logs
  - ASQ-3
  - IEP
  - Kids on the move
  - Other child professionals
3. Discovery Tree Academy offers “group care”. We do our best to meet the needs of each child and family however due to our class routines and governing agencies we may be unable to meet certain needs including some dietary restrictions, discipline measures, one on one care needs, child medical needs, cloth diapers, and parent requested actions
4. We respect parents right to choose to or not to immunize children however due to the risks of spreading illness Discovery Tree Academy requires all children in care to be fully immunized and up to date based on the Utah Health Departments recommended schedule.
5. Due to Utah Licensing rules and in keeping with best practices, we cannot limit or restrict the following:
  - Meals
  - Bathroom/Diaper

- Sleep
- Mobility
- Accountability

## **Frequently Asked Questions**

### **FINANCIALS**

#### **When and how do I pay my child's tuition?**

Tuition schedule and amount are set at time of enrollment. Payments are due prior to services rendered with the option of paying monthly bi-weekly or weekly. All tuition is processed through the Brightwheel app.

#### **Do I pay full tuition even when the center is closed?**

Yes, Discovery Tree Academy is a full-time center and tuition is used to maintain enrollment in our program. Tuition ensures the availability of care not to cover the care provided.

**What happens if my payment doesn't go through or my card expires?**

Parents are responsible for ensuring their billing information is current and up to date. A change in payment information needs to be submitted in writing no later than the Wednesday prior to payment due date. Credit cards are processed on Monday (depending on payment schedule). Our system will automatically assess a fee for any declined card regardless of reason. Parents are responsible for any associated late fees and declined fee.

**Can I get a discount/refund for days my child is not at the center?**

No, the payment of tuition secures your availability in our program

**What are your hours of operation?**

The center hours of operation are from 7:00 am to 6:00 pm Monday through Friday. No drop off or pick up is allowed before or after operational hours. We value every staff member working for Discovery Tree Academy and have made a commitment to respect our teacher's personal lives. We ask that parents pick up their child no later than 5:45pm this will help us support our teachers in all their hard work by allowing them to enjoy their family lives.

**What happens if I pick up after 6:00 pm?**

Any child that remains at the center after 6:00 pm will be charged \$20 for every 15 minutes they remain at the center REGARDLESS OF CLOCK OUT TIME.

**I informed the center I was running late but I was charged the late pick up fee, Why?**

We appreciate a courtesy phone call; it saves us the time in trying to reach you or your emergency contacts. However, we still provided after hours and unscheduled care for your child.

**I am going on vacation; do I pay full tuition?**

YES, our tuition is calculated on the number of operating days, and then divided into payment frequencies. Tuition is due on your tuition schedule regardless of attendance

**What happens if I don't pay the reservation fee?**

It is the parent's responsibility to communicate any planned vacations. Failure to provide a two-week written notice will be considered a voluntary surrender of services resulting in a loss of your spot in our program. No refunds will be given in such case.

### **Can I inform a teacher if I am going on vacation?**

Our teacher's responsibility is to educate the children in the classroom. Any communication with them helps them to plan their class, however they are not responsible for any administration related issue, therefore any administrative communication to the teacher will not be honored.

### **Who do I inform about my vacation/disenrollment dates?**

The administrative staff are the only ones who can approve changes, a 2-week written notice form is available for parents to communicate their plans in writing.

## **PROGRAMS**

### **What curriculum do you implement in your classroom?**

We created a curriculum based on developmentally appropriate practices that includes the 4 major areas of development: social, emotional, physical and cognitive development. Our curriculum allows teachers to apply the early childhood development principles such as: self-discovery & exploration, independence, hands-on, and center-based activities that promote the development of emerging skills for each child. The role of the teacher is to facilitate learning, allow children to make meaningful choices, and build self-esteem through staging "successes" that encourage further exploration and learning.

### **Now that my child has had their birthday, will they be moving classes?**

No, our programs run according to the school calendar. Children move up classes during the summer. Provided they meet all developmental and physical requirements.

### **How can I participate in the education of my child?**

We promote your child's independence in every aspect of their daily routines. As part of the combined efforts between teacher and parents, we encourage you to allow children to learn and achieve age appropriate milestones. While in class we teach children to be responsible for their belongings; please allow them to carry their belongings in and out of the center.

## **DAILY ROUTINES**

### **Can I observe in my child's classroom after drop off?**



Currently enrolled Parents are always welcome into the center. However, we ask you to be respectful and considerate of our teachers. Please keep in mind that by you lingering in the classroom teachers tend to lose control over the class while trying to answer questions.

**Why do I have to drop off before 9:00 a.m.?**

Our focus is on the education of your child and for us to be effective we need your child ready to learn by the time class starts. Also having all the children here by 9:00 ensures the classroom won't experience distractions resulting in a better learning environment.

**Can I drop off my child whenever I want?**

No. Drop off is not allowed after 9:00am and pick up before 2:00 pm. Keeping a constant schedule allows your child to take full advantage of our curriculum. On occasion and with prior written notice drop off/pick up is permitted during those hours.

**What lunch items am I allowed to bring?**

We encourage healthy eating habits and encourage you to push your child to eat new things. We recommend some of the following. Pastas, sandwiches, wraps, quesadillas, meat and cheese with crackers, fruits and veggies, pizza, rice, salad,.....

**BASIC CARE**

**What is group care?**

Although our program is designed with the individual in mind we do serve large groups of children. This means we are unable to tailor our programs, meals, or staff's time to satisfy the needs of one. We will do our best to serve the needs of each individual child within our limits.

**What do I need to bring for my child?**

Everything your child needs: a full change of clothes labeled with their first and last name to go in their locker (T-shirt, pants, underwear, socks) clearly labelled in a Ziploc bag. In addition, all children enrolled in Early Learners, Early beginnings and Preschool need to bring a fitted crib sheet & blanket for nap time (These need to be taken home every Friday to be washed).

**BIRTHDAYS**

You are welcome to bring a treat for your child to share on their Birthday. Treat must be store bought if a food item. With all the birthdays we have throughout the year we HIGHLY encourage to bring a small toy to hand out instead of a sugary treat.

**My 3-year-old has a "comfort toy", can I bring it?**

No, we ask parents to leave all personal belongings at home, i.e. sippy cups, binkies, toys, pillows, these items become distraction for your child and the class.

## **SECURITY**

**My oldest child likes to enter the door code, can he do that?**

No, this is a major breach in our safety policies, and reduces our ability to ensure the safety of all.

**Can my emergency contacts have the door code?**

Emergency contacts seldom pick up or drop off. They are not to have the door code, it will allow us to check parent permission and ID.

**How do I have someone not on my Emergency Contact List pick up my child?**

A written authorization form needs to be filled out by a primary parent prior to pick up.

**My child got hurt during the day, can I see the video feed?**

With safety being our number one priority, we will not allow parents to watch footage of incidents involving other students. Our commitment to family confidentiality comes first.